

Defense Logistics Agency Foundation
Board of Directors Minutes
Meeting #15
October 7, 2015

The following reflects the proceedings from the fifteenth (15th) meeting of the DLA Foundation Board held in person on October 7, 2015. The meeting was called to order at 6PM by the Chair of the Board, Ms. Mae DeVincentis, and adjourned at 7:30PM.

ATTENDEES: The following Directors, constituting a quorum of the Board, participated in the meeting:

Mr. Ted Case (SES) (by phone)
Ms. Mae DeVincentis(SES, Ret.)
Ms. Christine Gallo (SES, Ret.)
Mr. Charlie Lilli (SES) (by phone)
VADM Keith Lippert (SC, USN, Ret.)
Mr. Jim McClaugherty (SES) (by phone)
Ms. Jill Pettibone (SES, Ret.) (by phone)
MG Hawthorne "Peet" Proctor (USA, Ret.)
Mr. Michael Scott (SES) (by phone)
VADM Al Thompson (SC, USN, Ret)

"Friends of the Foundation" who participated are:

Mr. Steve Chertock
Mr. Dan Daddario
Mr. Dan DeVincentis
Mr. Mike Reyna (Military Benefit Association)
Ms. Marian Unterman
Ms. Fran Walinsky
Ms. Linda Williams

AGENDA ITEMS:

1. OPENING COMMENTS: Ms. DeVincentis, Chair of the Board of Directors, opened the meeting at 6PM. She thanked everyone for participating. Ms. DeVincentis highlighted the continuing exceptional support being provided by the NES Associates professionals, Messes. Stone Baggiano and Liz Mullen. Ms. DeVincentis thanked NES Associates for the use of their offices in support of the DLA Foundation.
2. BRIEFING BY MILITARY BENEFIT ASSOCIATION (MBA): Mr. Michael Reyna, Director of Operations, outlined the proposed Memorandum of Agreement between the DLA Foundation and MBA. Mr. Reyna described the benefits of being a member of the MBA, such as: (a) group term insurance rates for members and family members of military and Federal civilian workforce; (b) No-cost will preparation services; (c) annual provision of 17 college scholarships (\$4,000.00) each; and (d) special rates for US Bank credit cards. When the MOA has been finalized and signed off on by MBA and the DLA Foundation, it will be publicized on the DLA Foundation website. The specifics of the mutually-supportive arrangement will be itemized on the website.

3. MINUTES OF MEETING #13: The Board of Directors unanimously approved the minutes from the most recent in-person Board meeting held on May 13, 2015. Ms. Gallo publicly thanked Mr. Steve Chertock for having written those minutes from May 13, 2015.

4. COMBINED FEDERAL CAMPAIGN (CFC) STATUS: Ms. DeVincentis publicly thanked Mr. Case for his assiduous pursuit of having the DLA Foundation officially registered as a certified non-profit organization in the listing of the CFC-recognized organizations. Mr. Lilli recognized the tremendous efforts of Ms. Brenda Longest who was instrumental in arranging for use of a Richmond, Virginia, address for the posting of the DLA Foundation. The DLA Foundation CFC number is #91590. The Board recognized Mr. Daddario's efforts in assuring that the DLA Foundation banner was used at the Richmond CFC kick-off event. Mr. Lilli indicated that he had talked about the DLA Foundation during the Richmond CFC event; he indicated that he would develop suggested talking points for use at other DLA kick-off events.

Ms. Fran Walinsky was thanked for her having organized the DLA Foundation table at the DLA HQ/DESC kick-off event. Ms. Walinsky gave her "lessons learned" for use at the upcoming other CFC events at other DLA sites.

Mr. Jim McClaugherty stated that the upcoming CFC event in Columbus would have a DLA Foundation table and will have the theme of "DLA people taking care of DLA-ers." It was noted that there is no local address in Columbus for the Columbus CFC listing but he would highlight the CFC number #91590 nevertheless. Ms. McClaugherty indicated that there is a nucleus in Columbus of 5 DLA retirees (Mr. Dennis Canterbury, Ms. Emerald McClaugherty) who will keep the information flowing about the existence and objectives of the DLA Foundation.

Ms. DeVincentis stated that she and Mr. Case, would work in January/February 2016, to have the DLA Foundation listed in the national directory of CFC for the open season in Fall 2016.

Ms. Gallo indicated that DLA Foundation flyers had been shipped to DLA field activities in Battle Creek, New Cumberland and Philadelphia.

Mr. McClaugherty indicated that he will continue to work with the other DLA sites in both establishing DLA Foundation chapters and publicizing the existence of the DLA Foundation CFC #91590.

Ms. DeVincentis indicated that CFC "lessons learned" at each site would be listed after CFC open season has ended.

5. FINANCE AND BUDGET COMMITTEE: Mr. Scott reported that as of this meeting, there is \$54,947.00 in the bank. Mr. Case stated that since that amount is above \$50,000.00, the Foundation needs to engage a Certified Public Accountant (CPA). Mr. Case indicated that a mother of a DLA employee has volunteered to do the tax preparation for the Foundation but that we will need also an audit person/capability.

Discussion evolved concerning the DLA Foundation's decision several meetings ago to set a reserve amount for the recipients of the scholarships awarded to the close family members of DLA employees who die on duty. The computation of this reserve amount will vary by family, number of recipients in each family, and the ages of the recipients at the time of death of their family member. VADM Lippert broached the idea of doing some type of investing (such as into a 529 account). Ms. DeVincentis put this topic on the agenda for an upcoming Board meeting.

ACTION ITEM: Msrs. Lilli and Scott will present alternatives on how to compute and protect the assets for future use to support those family members who receive a scholarship in memory of the DLA employee who dies on duty.

6. GOVERNANCE COMMITTEE: There was a short discussion on the subject of planning for future turn-over on the Board. VADM Lippert requested that each Board member provide to him a list of potential Board members and additional "Friends of the Board." Ms. DeVincentis obtained approval from the Board to assure that "Friends" would be welcome to attend the Board meetings "by phone" if the Friend could not attend in person. The participation of the Friends is critical to the success of the DLA Foundation.

7. FUNDRAISING COMMITTEE: MG Proctor indicated that the financial returns from both the wine-tasting and the golf events had been exceptional. Mr. Daddario cited that 105 people attended the wine-tasting and that the Foundation had cleared \$9,800.00, while the return from the 2014 wine-tasting had been \$2,000.00. Mr. Daddario indicated also that 112 people had registered for the golf event, and that 98 people actually came to the golf event. Mr. Daddario indicated that this year's golf event had cleared \$39,295.00, while last year's golf event had cleared \$24,000.00. Mr. Daddario stated that the Foundation had benefitted from having had 31 golf sponsors. Mr. Daddario gave the list of all sponsors to Ms. Gallo for the preparation of the thank-you letters which will be signed by both Ms. DeVincentis and MG Proctor.

Mr. Lilli stated that the financial sheet for the upcoming year would be updated with the current figures from the two money-raising events. Mr. Lilli indicated that the conservative number projected from those two events had been \$10,000.00, rather than the actual \$39,295.00.

Ms. DeVincentis thanked both Mr. Daddario and Ms. Unterman for their herculean efforts on both events.

Mr. Daddario suggested to the Board that the Board consider sponsoring additional but smaller-scale money-raising events during the year. It was suggested that sponsoring a hot dog barbecue or a run/walk could raise additional funds and the cost to launch would be less than that involved in the wine-tasting and the golf outing.

8. RESOURCE AND PROGRAMS COMMITTEE: Ms. Pettibone described the process which had been followed for the awarding of the 2015/2016 scholarships and described the "lessons learned" this year. The Board approved Ms. Pettibone's recommendation that the future scholarship money be issued directly to the school which the recipient is to attend. The Board approved also Ms. Pettibone's recommendation to issue a certificate to each recipient, instead of sending a letter with a scholarship check. Ms. Pettibone and Ms. Williams' recommendation that the separate financial evaluation team be eliminated was also accepted by the Board.

Ms. Pettibone requested clarification from the Board about who is eligible to apply for a DLA Foundation scholarship. Discussion ensued about whether employees of those activities which had been part of DLA (such as Defense Contract Management Agency/DCMA.....and Defense Technical Information Command/DTIC) should be eligible for applying for a DLA Foundation scholarship. The Board decided that employees who had been part of DLA even before the Foundation had received IRS certification would be eligible to apply for DLA Foundation scholarships.

Ms. Pettibone presented some recommendations for clarification of the MG Henry Scholarship awarded by the DLA Foundation. There was discussion about how to verify that an applicant is a wounded warrior and whether to tighten the rules for who can apply for a scholarship. Ms. Pettibone pointed out that clarification is needed as to which of the rating criteria receives the highest score.

ACTION ITEM: Ms. Pettibone and MG Proctor will refine the description of the eligibility rules for awarding the MG Henry scholarship.

ACTION ITEM: Ms Pettibone will design a proposed certificate to be provided to scholarship awardees.

ACTION ITEM: MG Proctor and Ms. Pettibone will determine how to verify that a person is truly a wounded warrior.

9. COMMUNICATIONS COMMITTEE: Ms. Gallo handed out the latest version of the DLA Foundation flyer which now includes the CFC number and the Richmond, Virginia mailing address. Ms. Gallo indicated also that flyers had been shipped to the various DLA sites for use at the CFC kick-off events. Ms. DeVincentis stated that the new DLA Foundation stationery and return address labels should reflect the address on Beulah Street.

ACTION ITEM: Ms. Gallo and Mr. Daddario will provide at the next Board meeting, an estimate of expenditures for the upcoming year to publicize the various fund-raising events, the existence of the DLA Foundation and the open-season for the 2016/2017 scholarship process.

ACTION ITEM: Ms. Gallo will prepare all the thank-you letters to the golf sponsors, including to the Foundation volunteers who assisted at the golf event.

10. LOCAL CHAPTERS: Mr. McClaugherty indicated that he has been in contact with the various DLA sites, about both publicizing the existence of the DLA Foundation and the upcoming CFC kick-off events.

ACTION ITEM: Mr. McClaugherty will continue to hold conference calls with the sites and will report at the next Board meeting about "lessons learned" from the CFC kick-off events and about status at each site in establishing local chapters.

NEXT MEETING: Is tentatively scheduled for January 13, 2016.