

Defense Logistics Agency Foundation
Board of Directors Minutes
Meeting #18 (by phone) (FINAL)
May 19, 2016

The following reflects the proceedings from the eighteenth (18th) meeting of the Defense Logistics Agency (DLA) Foundation Board held by conference call on May 19, 2016. The meeting was called to order at 6PM by the Chair of the Board, Ms. Mae DeVincentis, and adjourned at 7:45 PM.

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

Mr. Ted Case (SES)
Ms. Mae DeVincentis (SES, Ret.)
Ms. Christine Gallo (SES, Ret.)
VADM Keith Lippert (SC, USN, Ret.)
MG Hawthorne "Peet" Proctor (USA, Ret.)
VADM Al Thompson (Sc, USN, Ret.)

The following Directors were unable to participate:

Mr. Jim McClaugherty (SES)
Ms. Jill Pettibone (SES, Ret.)
Mr. Michael Scott (SES)

AGENDA ITEMS:

1. OPENING COMMENTS: Ms. DeVincentis thanked all for participating in this conference call. Ms. DeVincentis stated that approval of the draft minutes from Meeting #17 would be sought at the upcoming meeting #19 in July 2016.
2. COMBINED FEDERAL CAMPAIGN (CFC) STATUS FOR 2016 OPENING: Ms. DeVincentis recognized the significant effort which Mr. Case continues to provide concerning CFC activities. Mr. Case indicated that the next open season for submission of paperwork to have the DLA Foundation listed as the National Capital Region (NCR) would occur in December 2016. For the CFC in the Fall 2016, the DLA Foundation will continue to be listed through the central Virginia (i.e., Richmond, Virginia) designation. Mr. Case recommended that the Board approve the eventual use of a single DLA Foundation site, rather than having each DLA Foundation site apply for CFC status. The Board unanimously approved the use of a singular DLA Foundation site and that it will be NCR.

ACTION ITEM: Ms. DeVincentis will obtain from Ms. Longest, verification of the correct address, phone number and name of contact person for the 2016 CFC open season. Ms. DeVincentis will alert Mr. Case if changes are required.

ACTION ITEM: Mr. McClaugherty will obtain from each of the local chapters, the name of the retired DLA employee who will be the contact person for CFC Foundation publicity and "manning the CFC booth" during CFC open season at each DLA site.

ACTION ITEM: Ms. DeVincentis indicated that Mr. Daddario has the lead for coordinating the CFC banners. Mr. Daddario will determine whether the banner should be shipped between each of the DLA sites or whether there should be a DLA Foundation banner issued to each of the DLA sites.

ACTION ITEM: Mr. McLaugherty will obtain from each of the DLA sites, the respective dates of the CFC kick-off ceremonies and provide those dates to Mr. Daddario.

3. GOVERNANCE COMMITTEE: VADM Lippert stated that Mr. Charlie Lilli had submitted his letter of resignation from the DLA Foundation Board. VADM Lippert proposed that the Board approve the appointment of Ms. Brenda Longest (Retired from DLA Aviation Support in Richmond, Virginia) and Mr. Rich Ellis (SES Deputy at DLA Troop Support in Philadelphia, Pennsylvania). The Board unanimously approved the recommendation. The Board thanks Mr. Lilli for his support to the Board; the Board welcomes Ms. Longest and Mr. Ellis.

ACTION ITEM: VADM Lippert will contact Ms. Longest and Mr. Ellis and formally welcome them to the DLA Foundation Board.

4. FUNDRAISING COMMITTEE: MG Proctor stated that the DLA Foundation Golf outing will occur at the Fort Belvoir golf course on September 23, 2016. MG Proctor indicated that other potential fund-raising events were under consideration by the Fundraising Committee.

ACTION ITEM: Ms. Gallo will assure that the golf date is posted on the Foundation website.

5. FINANCE AND BUDGET COMMITTEE: Mr. Case presented the financial briefing for Mr. Scott. Mr. Case indicated to the Board that since the DLA Foundation has raised \$50,000.00 or more, that the reporting to the Internal Revenue Service (IRS) is no longer possible using only the short-form postcard process. Mr. Case stated that there needed to be more clearly identified return-on-expenditure for submission to the IRS. Mr. Case stated that we need to show quantification of what the Board received from other charities/foundations and what the DLA Foundation in turn provided to them. Mr. Case stated also that the Board's submission to the IRS has to clearly state what our expenditures are.

Significant discussion then ensued among the Board members about the need for each Committee to clearly identify it's budget requirements and expenditures. Ms. DeVincentis stated that a line-item budget needs to be developed, presented to the Board and voted on by the Board. Ms. DeVincentis recommended that this be presented to, and voted on, at the January 2017 Board meeting.

ACTION ITEM: Mr. Scott will publish clear rules to be followed by each Committee in forming the respective proposed budget. For example, the rules will identify under what circumstances a Committee must come to the Board for approval of a line item

ACTION ITEM: Messrs. Case and Scott will issue a call to each Foundation Committee to submit a line-item budget proposal.

ACTION ITEM: MG Proctor will provide Mr. Scott with the name of the person from a charity organization which MG Proctor is associated with who can provide examples and "lessons learned".

6. 2016/2017 SCHOLARSHIP PROGRAM STATUS: Ms. DeVincentis reported that the announcement of DLA Foundation scholarship awardees is still slated to occur by May 30, 2016.

7. COMMUNICATIONS COMMITTEE: The Board unanimously approved Ms. Gallo's recommendation that the Foundation publish Flyer #4 about mid-July. The flyer would identify the awardees of both the DLA Foundation and the MG Henry Scholarships for 2016/2017. The flyer would highlight also any of the known dates for the respective CFC kick-off events at DLA sites.

8. NEW BUSINESS: Ms. DeVincentis proposed to the Foundation Board that an additional program be added to the mission of the Resource and Programs Committee. Ms. DeVincentis stated that she had met with the DLA Chief of Staff to discuss ways that the DLA Foundation could assist DLA in DLA's "Resiliency Program." One of the cornerstones of the DLA Resiliency Program concentrates on assisting DLA employees with strengthening confidence/self-help and overall well-being. Ms. DeVincentis indicated that if the DLA Foundation were to involve itself with this "Spirituality" leg of the Resiliency Program, that there would be no cost incurred by DLA but there would be some minimal cost to the DLA Foundation in obtaining speakers who would give presentations to DLA groups at lunchtime or before or after regular business hours. Mr. DeVincentis stated clearly that any costs incurred for this effort would need to be separately tracked so that the Foundation would conform to the IRS rules for quantifying benefits received from other charitable organizations for what we receive. The Foundation's overriding goal is to raise more funds to increase the number or size of the DLA Foundation scholarships awarded.

The Board unanimously approved Ms. DeVincentis' recommendation that she propose a timeframe to the Board and that it be called a "pilot" with the maximum to be spent initially be \$1,000.00.

ACTION ITEM: Ms. DeVincentis will relay to the DLA Chief of Staff, the results of the Board's deliberations on the Foundation's decision to support the DLA Resiliency Program.

ACTION ITEM: Ms. DeVincentis will present the outline of this "pilot program" to the Foundation Board at the July 2016 Board meeting.

NEXT MEETING: Will occur on July 13, 2016 in person.