

Defense Logistics Agency Foundation
Board of Directors Minutes
Meeting #19 (in person) (FINAL)
July 20, 2016

The following reflects the proceedings from the nineteenth (19th) meeting of the Defense Logistics Agency (DLA) Foundation Board held in person on July 20, 2016. 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.)
Mr. Rich Ellis (SES) (by phone)
Ms. Christine Gallo (SES, Ret.)
Ms. Brenda Longest (Ret.) (by phone)
Mr. Jim McClaugherty (SES) (by phone)
MG Hawthorne "Peet" Proctor (USA, Ret.)
Mr. Mike Scott (SES) (by phone)
VADM AI Thompson (SC, USN, Ret.)

The following Directors were unable to participate:

Ms. Jill Pettibone (SES, Ret.)
VADM Keith Lippert (SC, USN, Ret.)

The following "Friends of the Foundation" participated:

Mr. Dan Daddario
Mr. Dan DeVincentis
Mr. Jeff Garrett
Ms. Gee Mcneese
Ms. Jackie Salus

AGENDA ITEMS:

1. OPENING COMMENTS: Ms. DeVincentis thanked all for participating at this meeting #19. Ms. DeVincentis, acting for VADM Lippert, welcomed the two new members of the Board and thanked them for agreeing to serve: Mr. Rich Ellis and Ms. Brenda Longest.
2. MINUTES OF MEETINGS #17 and 18: Were approved unanimously. Ms. Gallo identified the need for the Board to systematically have information about action items from previous Board meetings and the status thereof. The consensus was that the Board needs to be able to track the status of previously-assigned action items. Ms. DeVincentis stated that the standard agenda for all upcoming meetings will have time devoted to go over action items.

ACTION ITEM 19-1: Ms. Gallo will provide to the Board before the next meeting convenes, a list of previously-assigned action items and the status of each item will be reported by the cognizant Board member.

3. COMBINED FEDERAL CAMPAIGN (CFC) STATUS FOR 2016: Mr. Case stated that the DLA Foundation will be listed in the Richmond, Virginia, regional listing, as was the case for the 2015 campaign. The CFC number for the Foundation will remain as "CFC #91510." Efforts will continue to determine if future campaigns will be able to list various DLA sites with their respective CFC numbers. Ms. DeVincentis and the Board thanked Ms. Longest for her having arranged again this year, the use of a Richmond non-governmental address for CFC registration purposes.

ACTION ITEM 19-2: Ms. Longest will provide to the Board the specific address and phone number to be used in the DLA Foundation efforts to publicize the Foundation's registration in CFC as an authorized charity.

ACTION ITEM 19-3: Mr. McLaugherty will provide this information from Ms Longest to the Field Network of "Friends of the Foundation" who will be organizing publicity events in support of the 2016 CFC campaigns at the respective DLA sites. (Mr. McLaugherty stated that the CFC kick-off events will occur September through December 2016).

ACTION ITEM 19-4: Ms. McLaugherty will provide to Mr. Daddario, Ms. DeVincentis and Ms. Gallo, the CFC kick-off dates at each DLA site; the names of the Field representatives who will be coordinating the DLA Foundation representation at each of the CFC kick-offs; and the home addresses of these respective Friends who will receive the items which will be distributed at each CFC kick-off.

ACTION Item 19-5: Mr. McLaugherty will host a meeting (in person and by conference call) during the week of July 25, 2016 to coordinate the respective DLA field site planning.

ACTION ITEM 19-6: Mr. Daddario will provide a list to the CFC field representatives of the items which will be provided to them for distribution at the respective CFC kick-off events. Ms. DeVincentis distributed lapel pins which will be among those items distributed at CFC kick-off events.

ACTION ITEM 19-7: Mr. Daddario will determine whether each CFC site would receive its own DLA Foundation banner, or whether a single banner would be shipped among all the DLA CFC sites. If several are to be made available, Mr. Daddario will have them made and then shipped to the respective DLA Foundation CFC coordinators.

4. DLA FOUNDATION ANNUAL PLANNING CALENDAR: Ms. DeVincentis had composed a draft for discussion of the month-by-month events which the DLA Foundation would need to effect.

ACTION ITEM 19-8: Each Board member is to provide to Ms. DeVincentis by 1 August, 2016, any modifications/additions to the draft Annual Planning Calendar.

5. FUNDRAISING COMMITTEE: MG Proctor announced that the fund-raising beer-tasting event would occur on November 3, 2016. Mr. Daddario provided the details of what the per-

person cost would be and that a specific percentage of the separate revenues raised from purchases from the independent food truck would come to the DLA Foundation.

ACTION ITEM 19-9: Mr. Daddario will assure that the DLA Foundation website will show the November 3, 2016 date for the fund-raising beer-tasting event.

6. BUDGET/FINANCE COMMITTEE: Mr. Scott reported that as of July 18, 2016, the Foundation has \$41,122.00 in the bank. Mr. Scott also reported that as of the same date, \$6,750.00 has been raised in support of the 2016 golf fund-raising event. Mr. Scott additionally reported that the \$7,500.00 for Special Circumstance scholarships is still being held in reserve. Mr. Scott added that as of July 18, 2016, 16 of the total 22 DLA Foundation scholarship checks have been cashed.

Mr. Scott reported that the DLA Foundation bank account has been switched to PENFED.

Mr. Scott discussed the need for the Foundation to track incoming revenue according to different categories: gifts; contributions; grants to other 501(c)(3) organizations; and costs to operate.

ACTION ITEM 19-10: Msrs. Scott and Case will layout categories to be tracked by each committee.

ACTION ITEM 19-11: Mr. Case will lead the discussion at the October 2016 DLA Foundation meeting #20 as to whether the Foundation needs to hire an outside independent accountant.

7. RESOURCE AND PROGRAMS COMMITTEE: Ms. DeVincentis reported for the Resource and Programs Committee that 22 DLA Foundation scholarships and 1 MG Henry scholarship had been awarded and that all recipients have been notified.

ACTION ITEM 19-12: Ms. Pettibone will provide at the next meeting, information about the process which was followed to notify those applicants who did not receive a scholarship.

ACTION ITEM 19-13: Ms. Williams will provide a summary email to the Board members to synopsize the statistics of those who applied and how many were not awarded.

ACTION ITEM 19-14: Ms. Williams will post on the DLA Foundation website, the thank-you letters which are received from those students who were awarded scholarships.

8. FIELD NETWORK COMMITTEE: Mr. McClaugherty reported that he has contacts at DLA sites and has been conversing with them. A topic which will continue to be discussed is the overall planning for the various CFC kick-off events at DLA HQ and field sites.

ACTION ITEM 19-15: Mr. McClaugherty will host a meeting during the week of July 25, 2016 while he is in the DLA HQ area. Those DLA site representatives who cannot participate in person will call in through a conference call. (See ACTION ITEMS 19-4 and 19-5).

9. COMMUNICATIONS COMMITTEE: Ms. Gallo reported that the press release announcing the 2016/2017 scholarship awardees had been submitted to DLA for publication in the respective DLA communication bulletins.

ACTION ITEM 19-16: Ms. Gallo will oversee the design and publication of the DLA Foundation Flyer #4. The flyer will include the names of the 22 DLA Foundation Scholarship awardees and the 1 MG Henry Scholarship...and the flyer will list the dates of the CFC kick-off events at the respective DLA sites (See ACTION ITEM 19-4).

ACTION ITEM 19-17: Ms. Gallo will assure that copies of Flyer #4 will be provided to all DLA Foundation Board members and will be provided to Mr. Daddario and the DLA sites for use at the CFC kick-off events.

10. NEW BUSINESS: Ms. DeVincentis reported that work with DLA HQ continues to identify ways that the DLA Foundation can support the DLA system-wide Resiliency Program. Ms. DeVincentis indicated that she would report back to the Board at Meeting #20 about progress made and specific actions which would be undertaken.

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