

Defense Logistics Agency Foundation
Board of Directors Minutes (FINAL)
Meeting #20 (by phone)
October 20, 2016

The following reflects the proceedings from the twentieth (20th) meeting of the Defense Logistics Agency (DLA) Foundation Board held by phone on October 20, 2016. The meeting was called to order at 6 PM by the Chair of the Board, Ms. Mae DeVincentis, and adjourned at 7:25 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. Brenda Longest (Ret.)
Mr. Jim McClaugherty (SES)
Ms. Jill Pettibone (SES, Ret.)
VADM Al Thompson (SC, USN, Ret.)

The following Directors were unable to participate:

Mr. Rich Ellis (SES)
Ms. Christine Gallo (SES, Ret.)
VADM Keith Lippert (SC, USN, Ret.)
MG Hawthorne "Peet" Proctor (USA, Ret.)
Mr. Mike Scott (SES)

The following "Friends of the Foundation" participated:

Mr. Steve Chertock
Mr. Dan Daddario
Mr. Dan DeVincentis

AGENDA ITEMS:

1. OPENING COMMENTS: Ms. DeVincentis thanked all for participating in meeting #20, indicating that while there was timely substantive business to transact, it did not require an in-person session and thus this by-phone "virtual" meeting was scheduled. She noted that there would be an in-person Board meeting in November at a date to be determined.

Ms. DeVincentis advised the Board members that Ms. Gallo is currently unable to execute her role as Secretary and might soon request a temporary leave of absence from the Board. Pending this possibility, in the interim Mr. Chertock will cover preparation of Board minutes, and Ms. DeVincentis, with help from Mr. DeVincentis, will address/coordinate the other elements of the Secretary role.

2. MINUTES OF MEETING #19: The Board unanimously approved Ms. Gallo's existing draft version.

3. FUNDRAISING COMMITTEE: Regarding the quite successful golf fundraiser September 23, in MG (ret) Proctor's absence Mr. Daddario referred to an update provided in a separate email and highlighted that net profits to the Foundation were \$45,000. Ms. DeVincentis praised Mr. Daddario's significant on-going contributions. He advised that among the many who helped were 10 volunteers who supported each yearly golf event.

ACTION ITEM 20-1: Mr. Daddario will prepare letters of appreciation to the 10 recurring volunteers and provide Ms. DeVincentis with the information needed to thank sponsors and the other volunteers.

Mr. Daddario then advised that the next fundraiser is the beer tasting and barbeque -- plus door prizes -- coming up November 3 at Fair Winds. This event is coordinated by Ms. Unterman, who was unable to join meeting #19. Its intent is largely to raise enough funds to at least break-even, while also serving as a team building way to bring together, in a casual social environment, Board members and others involved in or potentially interested in supporting the Foundation's efforts. At this juncture (October 20), Mr. Daddario noted 45 had signed up and the currently expected total was around 100 of a maximum of 150 slots. Mr. Case advised that, schedule permitting, the DLA Director intended to participate.

Ms. DeVincentis added that she had the opportunity to distribute flyers for this event at an October 19 AFCEA (Armed Forces Communications and Electronics Association) luncheon -- where the guest speaker had been Mr. Bill Tinston, DLA's Program Executive Officer for Enterprise Applications -- and that she was similarly addressing it with others connected with DLA. She emphasized that contractors were most welcome and asked Board members/friends to similarly talk it up with local contacts.

Ms. DeVincentis concluded this portion of the update by advising that besides the next annual golf event, a wine tasting event is planned again in 2017, as well as possibly another beer tasting if the upcoming one in November goes well.

4. FINANCE AND BUDGET COMMITTEE: Ms. DeVincentis indicated that Mr. Scott was unable to participate in this meeting but had provided her an update for this meeting. The Foundation has \$66,673.11 in the bank. There will also be some funds added as CFC contributions ensue this fall (see the CFC Update below).

Ms. DeVincentis also advised that Mr. Scott will be sending out guidance soon regarding budget submissions due November 30 for the upcoming Calendar Year 2017. He will contact each Committee Chair. It is important that everyone consider their needs for items that will help encourage fund raising via the CFC, and other events where the Foundation is able to provide information to prospective supporters.

Mr. Case subsequently indicated he will be attending training addressing the tax form submission process. He also advised that while there are some changes to audit requirements impacting the Foundation they will be minimal given we are still below the \$100K threshold. He will discuss these with Mr. Scott and the CPA that assists the Foundation.

5. COMBINED FEDERAL CAMPAIGN (CFC) UPDATE: Mr. Case noted that there is an automated process for CFC registration that will be good for two years. He will be attending the related training.

He then highlighted a potentially significant opportunity for Foundation contributions. This is related to a policy change from the federal Office of Personnel Management (OPM), starting with the campaign in the fall of 2017, which will allow retired federal employees to contribute via the CFC. Some discussion ensued regarding ways to capitalize on this via various possible means of alerting DLA retirees to this 2017 campaign option -- including hopefully an effort by OPM itself. Mr. Case will ensure there is contact as needed with OPM in 2017 to determine their approach to notifying retirees of this new option. Additional means to maximize direct outreach to DLA retirees may be feasible in 2017 depending on OPM's guidelines and processes at that time.

Mr. Case then clarified that the single National Capital CFC #91510 address hosted in Richmond applied for all Foundation-related CFC contributions in 2016. While it is feasible for local Foundation chapters as desired to set up separate ones for themselves, there was some discussion that it seemed best to simplify matters by using only the National account.

ACTION 20-2: Mr. McClaugherty will coordinate an effort to revise related Foundation literature to reflect the single overall National account linked with local chapter addresses (such as the Foundation's DC area address hosted by NES Associates).

6. RESOURCE AND PROGRAMS COMMITTEE: Ms. Pettibone provided slides to update various elements of the Scholarship program. She highlighted that those who assisted in the 2016 process this past spring, involving 150 applicants (vs. 125 in 2015), were pleased with the supporting software and other aspects and thus there were no significant lessons learned for the next round in spring 2017. That said there is always a desire for some additional reviewers, and an emergent need to simplify an element of the process applicable only to the MG (ret) Henry Scholarship.

Ms. Pettibone added that the application and award rates were higher in certain states, reflecting a combination of factors regarding communications, preponderance of retiree populations, etc., but clearly resulting in a need for each local chapter to maximize efforts to encourage participation in their areas. She noted that there were 3 repeat winners in 2016, one of them a 3 time winner.

She and her primary supporter in the Scholarship effort (Ms. Linda Williams who was not able to attend this meeting) plan to bring a proposal forward to the Board at the January 2017 meeting regarding the number and total amount of scholarships for the next application process in spring 2017 and the timing of related events. She plans preliminary discussion of these items at the next Board meeting in November.

She will also take steps with MG (ret) Proctor to clarify a part of the process related to the scholarship sponsored by MG (ret) Henry, approved by the Army Quartermaster Corps and administered by the DLA Foundation. This relates to the type of preference given to Wounded Warrior applicants.

There was some discussion of the process to maximize communications across DLA regarding the application procedures and timeline. Although the Agency cannot publicize Foundation fundraising events, it can and does publicize the Scholarship process when provided the relevant information. In addition it is important to have the Foundation represented by DLA retirees at CFC events and other opportunities to get out the word about the Scholarship program.

Ms. Pettibone and Ms. DeVincentis then covered the Foundation's role in supporting DLA's Resiliency efforts. Discussion ensued regarding possibly videotaping several potential speakers under consideration, including a retired past DLA Vice Director and a motivational speaker who has participated in past DLA leadership events. This approach might expand to other possibilities such as speakers from several firms that have an association with the Foundation, such as the Military Benefits Association.

7. CHAPTER DEVELOPMENT AND CFC EVENTS: Mr. McClaugherty -- joined by Ms. Longest, Mr. Daddario and Ms. DeVincentis -- reported on the CFC Kickoff sessions held at Columbus, New Cumberland, Battle Creek, Richmond and Ft Belvoir in early October. Each held successful displays of DLA Foundation material containing the Foundation's CFC number. Shortly after this October 20 Board meeting Mr. McClaugherty also talked with Mr. Ellis, who echoed the same results from the Troop Support kick off.

Mr. McClaugherty reminded everyone that these one-time "inoculations" were very valuable but not sufficient to spread the word. He encouraged each site to have follow-on advertising sessions to continue their outreach.

There was a suggestion that Foundation reps go to other non-DLA CFC events that draw heavy traffic, such as one at the Pentagon in early December. Ms. DeVincentis commented that these often have little direct payback for the DLA Foundation per se, but that anyone from the DLA Foundation Board, its friends, or who was otherwise eligible such as DLA retirees was welcome to pursue such opportunities.

In that regard, Mr. Daddario noted that each Foundation chapter site now has its own CFC banners for use in local efforts.

ACTION 20-3: Mr. McClaugherty will look into developing a write up for a future Foundation newsletter concerning a highway recently named in honor of the late Reserve Lieutenant and DLA Land and Maritime employee Stephen Byus. Ms. Pettibone noted Mr. Byus's brother's comments about how much the family appreciated DLA's overall assistance and a family member's receipt of a Foundation scholarship.

ACTION 20-4: Mr. DeVincentis will update the current DLA Foundation flyer and provide it electronically for printing by local chapters.

8. NEW BUSINESS: None.

9. OPEN DISCUSSION: Nothing beyond what had already transpired during the agenda items above.

NEXT MEETING: Will occur in November 2016 in person (date subsequently set via coordinating emails as Wednesday evening November 9).