

KENYON P. ANDERSON Chapter of AUSN

FM: MICHAEL NIBLACK, CHAPTER SECRETARY
TO: CHAPTER PRESIDENT, MR. WALLIS
SUBJ: DRAFT NOTES FROM INFORMATIONAL MEETING HELD 03FEB16

TIME: 1830

DATE: FEBRUARY 3, 2016

PLACE: AUSN HEADQUARTERS, 1619 KING ST., ALEXANDRIA, VA 22314

Note: This was a meeting called by the Chapter President. The meeting and generally followed the standard Chapter meeting agenda format provided in enclosure #1 at the end of the document.

1. Meeting called to order by Chapter President Anthony Wallis at 1830

2. The Chapter Leadership determined that there were a sufficient number of qualified members present to conduct an official Chapter meeting. Followed by the Pledge of Allegiance and a prayer lead by Garry Brooks.

3. Draft meeting minutes from November 2015, being previously provided, a request from the chair was made to approve the minutes.
 - The minutes were accepted as amended and approved by the assembled members by a unanimous voice vote. Motion: Mike Little, Second: Jerry Featherstone

4. The Chapter Treasure, Capt Menez, provided a overview and status of the Chapter's financial condition.
 - Balance at this date: \$5985.74
 - A stop order, at the cost of \$35.00, was placed on the missing 'Book #1 - check's # 1-25' for six months.

- A discussion was held covering the need to schedule the annual financial audit, the receipts of Chapter funds via 'Square' and 'PayPal' directly to the Chapter bank account, the need for timely delivery of receipts to the treasurer and that the Chapter books and accounts are ready for audit.
- A bill / receipt for \$72.72 was presented to be paid to NOUS for the previously approved one-half the cost of the wreath placed at the Tomb of the Unknowns on Pearl Harbor day, 07Dec15.
- The Treasurer's report was accepted and approved by the assembled members by a unanimous voice vote. Motion: CDR Richard Eimas, Second: Capt Dennis Hunt.

5. Correspondence: The Chapter Secretary shared the following:

- A hand written note that accompanied Capt. Ray Torp's check to the Chapter on the use of the funds in excess of his due's.
- The letter the Chapter sent to the newly selected CNO. See enclosed.
- An e-mail received by MCPO Jerry Featherstone from Fleet Master Chief Beldo requesting the Chapter support the OpNav MPT&E SOY dinner.

6. Committee Reports:

- No Committees currently exist.

7. Old Business:

- The dinner and wreath laying ceremony at the Tomb of the Unknowns on December 7, 2015 was discussed. Participation by the Chapter members and from AUSN HQ described. Although new business ideas for next years 75th anniversary ceremony was discussed to include the Chapter

President's participation and possible support helping to arrange Sea Cadets to participate with the ceremony.

- A discussion was also had on the required committees and committee memberships. An Audit Committee is needed for the close out of this last years Chapter financial reporting and tax filing requirements.
- Old business was closed.

8. New Business:

- A. An Audit / Finance Committee was created by the Chapter president consisting of CDR Richard Eimas and LT Nick Hart with the Chapter Treasurer and Secretary as non voting members and President Wallis as an Ex Officio member to be kept informed of progress. An audit meeting was scheduled for 03Mar16 to be held at 1630 at our Chapter meeting location, AUSN HQ board room. Update: the meeting was held as planned. CAPT Menez volunteered to help develop the Finance Committee charter document.
- B. The need for a Finance Committee was discussed and tabled for further dissuasion at a later date.
- C. There was discussion lead by CMDCM Jerry Featherstone about the upcoming OpNav MPT&E SOY dinner. This is the first time the MPT&E event is being held in the Washington DC area. This was presented as a Regional event by the Regional President, Jerry Featherstone. This is to be a hosted dinner with up to 20 paid for attendees @ \$35.00 each for a total of ~ \$700.00 needed for support.
- D. The discussion in item 'C' above developed into a broader discussion about Chapter budgets, purpose, aim and focus. It was determined that need for a list of target events and ceremonies would be created in order

to develop an understanding of potential financial outlay requirements to be used as part of the basis for the creation of an annual Chapter budget and fund raising requirement. From this arose the need for a Program Committee. The president created a Program Committee with following members: Lt. Nick Hart, Eve Anderson, Clair Sassin, Marybeth Laymen, Michael Niblack and President Wallis as an Ex Officio member to be kept informed of progress. Clair Sassin volunteered to create an initial draft of a charter for the Program Committee.

- E. A Program Committee meeting was scheduled (phone-con) on February 9th to facilitate the develop the needed list of potential target events and ceremonies. Update, the meeting was held as scheduled.
- F. After this needed circle of discussion it wrapped around back to the request for the Chapter to support the OpNav MPT&E SOY dinner. A motion was asked for and the chapter authorized an expenditure of \$100.00 to support the dinner was accepted and approved by the assembled members by a unanimous voice vote. Motion: Mike Little, Second: Richard Eimas.
- G. Additional information: MCPO Jerry Featherstone will supplement the Chapter funds with \$100.00 of his own funds and Gary Brooks will arrange for an additional supplement of \$150.00.

9. The Good of the Order:

- 1. Nothing was raised.

10. A closing prayer was provided by Gary Brooks.

11. The Chapter president thanked all attending and in lieu of a quorum, the meeting was adjourned.

Respectfully Submitted for review.

v/r

Michael Niblack

Secretary, Kenyon P. Anderson DC Area Chapter of the Association of the United States Navy



ADM John Richardson, USN Chief of Naval Operations
2000 Navy Pentagon, Rm. 4E662 Washington, D.C. 20350

4 November 2015

On behalf of the Association of the United States Navy (AUSN), LT Kenyon Anderson DC Area Chapter, we would like to welcome and congratulate you on your confirmation as the 31st Chief of Naval Operations (CNO), effective 18 September 2015.

The LT Kenyon Anderson DC Area Chapter of AUSN is in its first year of re-establishment and already has an active membership of volunteers who are ready to assist the Navy with any concerns and goals as the U.S. Navy enters its 240th year of service to our nation.

On behalf of the Chapter, we express our continued support of the Navy and wish you success as our 31st CNO. Please let us know if there is anything we can do in the future to support the goals of the Navy.

Ready Then, Ready Now and Ready Always.

Sincerely,



Anthony A. Wallis, President
LT Kenyon Anderson DC Chapter, AUSN wallis.anthony@gmail.com

CC: Ruth Audet, Executive Secretary, OPNAV, N00

Enclosure #2:

**LT KENYON ANDERSON
AUSN DC CHAPTER**

ORDER OF BUSINESS:

1. OPENING OF CHAPTER

- a. PLEDGE** (PRESIDENT)
- b. PRAYER** (CHAPLAIN)

2. MUSTER OF MEMBERS & INTRODUCTION OF GUESTS
(VICE PRESIDENT)

ADDED: SELECTION OF CHAPTER CHAPLIN

3. MINUTES OF LAST STATED MEETING (SECRETARY)

4. FINANCIAL REPORT (TREASURER)

5. PRESENTATION OF ANY BILLS (SECRETARY)

6. CORRESPONDENCE (SECRETARY)

7. COMMITTEE REPORTS

8. OLD BUSINESS (SECRETARY)

9. NEW BUSINESS (ALL HANDS)

10. NAVY EDUCATION OR INFORMATIONAL PROGRAM

11. MEMORIALS AND CLOSING PRAYER (CHAPLAIN)

12. MEETING ADJOURNED