

KENYON P. ANDERSON Chapter of AUSN

FM: MICHAEL NIBLACK, CHAPTER SECRETARY
TO: CHAPTER PRESIDENT, MR. WALLIS
SUBJ: DRAFT MINUTES FROM CHAPTER MEETING HELD 25 MAY 2016

TIME: 1830

DATE: 25 MAY 2016

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

Note: The meeting generally followed the standard Chapter meeting agenda format provided in Enclosure #1.

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. The Pledge of Allegiance was led by Michael Little and the opening prayer was provided by Brian Bauman.
3. Copies of the draft meeting minutes from 30 March 2016 were provided and read.
 - The requested changes were noted and will be included in the final update.
 - A request from the Chair was made to approve the draft minutes as amended.
 - The minutes were accepted as amended and approved by the assembled members by a unanimous voice vote. Motion: CDR Dick Eimas, Second: Ms Marybeth Laymen.
4. The Chapter Treasurer, CAPT (Ret.) Menez, provided an overview and status of the Chapter's financial condition.
 - Balance at this date: \$6,119.86

- The Chapter Treasure made a recommendation to work towards keeping a \$6,000.00 balance in the Chapters coffers.
- The Chapter Treasurer made a recommendation to complete the Plank Owner Certificate order process to get the costs covered and disbursed.
- There was a discussion on the potential of raising chapter funds by acquiring additional chapter members. The bottom line is \$1000.00 for every 50 new members that join.
- Michael Little shared that a Mail Chimp Chapter broadcast is sent to approximately 1800 potential members and on average approximately 1100 open that e-mail.
- The Chapter President took the action to use the Mail Chimp account to broadcast a "Chapter Dues are due" message and offer a 50% discount if a new member joins for the upcoming half year period.
- There were no bills or receipts presented for payment.
- The Treasurer's report was accepted and approved by the assembled members by a unanimous voice vote. Motion: Brian Bauman, Second: Michael Little.

4. Correspondence: The Chapter Secretary shared the following:

- The thank you message / e-mail excerpt sent from Force Master Chief CJ Mitchell is included as Enclosure #2.

5. Committee Reports:

Program Committee:

- The effort to hold a reception / fundraiser at the Navy Memorial during the Sept / Oct timeframe and possible golf tournament is on hold at this time.
- A discussion was held about the possibility of using the Capitol Hill Club, also called the National Republican Club, as a location of a reception / fundraiser.

An opportunity may exist during the AUSN annual business meeting on 20/21 OCT16 while all the national level leadership, along with the AUSN Board members are also in attendance at AUSN HQ. Potential is \$50 to \$65 per guest expense compared to the \$65 per guest for the Battle of Midway dinner. A Program Committee meeting, via phonecon, will be held in the next 2 to 4 weeks.

Note: Michael Little is a member and offered to coordinate if needed with the Capitol Hill Club.

- The Program Committee's report was accepted and approved by the assembled members by a unanimous voice vote. Motion: Brian Bauman, Second: CAPT (Ret.) Menez.

Audit Committee:

- The final Audit Committee report, preliminary results presented during the 30 MAR 2016 Chapter meeting, was put before the members as amended.
- To recap: the Chapter's books and current financial reports are complete, accurate, up to date and unquestionably represent the Chapter's financial situation.
- The Audit Committee's report was accepted as amended and approved by the assembled members by a unanimous voice vote. Motion: Michael Little, Second: Brian Bauman.

Finance Committee:

- The Finance Committee will have a phonecon before the next scheduled Chapter Meeting to develop recommendations to put forward to the members

to use as guidance for Chapter investment process / requirements to be followed.

- Executive Committee: As appointed by President Wallis to assist with the Memorial Day flag program at the Alexandria National Cemetery, the resting place of the Chapter's namesake, LT Kenyon P. Anderson, supporting the Alexandria VA VFW on Memorial Day.

6. Old Business:

- The Program Committee's report was accepted and approved by the assembled members by a unanimous voice vote. Motion: Michael Little, Second: Steven Butterhof.

Old business was closed.

7. New Business:

- A discussion was held about making the CNR Sailor of the Year a member of AUSN and the Kenyon P. Anderson Chapter of AUSN. No vote for fund approval was required as Michael Little made a commitment to provide the funds.
- A discussion was held about an annual opportunity for the Chapter to officially recognize and honor the namesake of the Chapter, LT Kenyon P. Anderson. Possible dates of the recognition were suggested, birthday, enlistment date, commissioning date, etc. A date will be chosen and submitted for approval by the membership at a future date.
- An announcement was made to share that our local Naval Order will be hosting Battle of Midway dinner on Friday June 3rd and the 75th anniversary of Pearl Harbor Day. Time and place TBD. Michael Little is the Chapter's POC for information about the D.C. Chapter of the Naval Order.

8. The Good of the Order:

- Nothing was raised.

9. A closing prayer was provided by Brian Bauman.

10. The Chapter president thanked all attending and the meeting was adjourned.

Respectfully Submitted for review, amendments and approval.

v/r,

Michael Niblack

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

Enclosure #1:

**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

Enclosure #2:

Begin forwarded message:

From: "Mitchell, CJ FORCM OCNR, N095" <clarence.mitchell1@navy.mil>
Date: April 8, 2016 at 8:38:54 AM EDT
To: undisclosed-recipients;;
Cc: "Burkhart, Jessica PSC OCNR, FORCM EA" <jessica.burkhart@navy.mil>
Subject: **THANK YOU**

Thank You! Thank You! Thank You for your continued support of the Reserve Sailor of the Year Week, RSOY Ceremony yesterday and everything that you do for Sailors and their families. I tried to thank you personally but Thursday was hectic. The week and announcement ceremony and reception were OUTSTANDING. The Sailors and their spouses really enjoyed the hospitality. You made it special for them.

I wanted to send you a quick note to express my gratitude. I look forward to working with you in the future. Have a good weekend.

Warmest regards, cj

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