

Defense Logistics Agency Foundation
Board of Directors Minutes (FINAL)
Meeting #22
January 11, 2017

The following reflects the proceedings from the twenty-second (22nd) meeting of the Defense Logistics Agency (DLA) Foundation Board held in-person on January 11, 2017. The meeting was called to order at 6:00 PM by the Chair of the Board, Ms. Mae DeVincentis, and adjourned at 7:40 PM.

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

Ms. Mae DeVincentis (SES, Ret.)
Mr. Ted Case (SES)
Mr. Rich Ellis (by phone) (SES)
Ms. Christine Gallo (SES, Ret.)
VADM Keith Lippert (USN, Ret.)
Mr. Jim McClaugherty (by phone) (SES)
Ms. Jill Pettibone (by phone) (SES, Ret.)
Mr. Mike Scott (by phone) (SES)
VADM Al Thompson (USN, Ret.)

The following Directors were unable to participate:

Ms. Brenda Longest (Ret.)
MG Proctor (USA, Ret.)

The following "Friends of the Foundation" participated:

Ms. Stone Baggiano
Mr. Steve Chertock
Mr. Dan Daddario
Mr. Dan DeVincentis
Mr. Dave Falvey
Ms. Cindy Hall
Ms. Stephanie Lopez
M. Gee McNease
Mr. Tim Murray
Mr. James Reed
Ms. Linda Williams

AGENDA ITEMS:

1. OPENING COMMENTS: Ms DeVincentis thanked all for participating in meeting #22. Ms. DeVincentis thanked NES Associates and Mr. Murray for all the support they provide to the DLA Foundation.
2. MINUTES OF MEETING #21: The Board thanked Mr. Chertock for having taken over the responsibility for the minutes of both meetings #20 and 21. The Board unanimously approved the Chertock-drafted minutes of Meeting #21.

3. FINANCE AND BUDGET COMMITTEE:

a. BANK ACCOUNT: Mr. Scott led the discussion. Mr. Scott stated that as of January 11, 2017, the DLA Foundation had \$63,552.00 in the bank, and he compared that figure to the \$53,400 which was banked at this same time last year. Ms. DeVincentis stated that she had received that day, additional checks for approximately \$2,500.00 which would be deposited to the bank by Mr. Scott.

b. BUDGET FORECAST: Mr. Scott stated that he had received budget forecasts from the Communications Committee (Ms. Gallo), Fundraising Committee (Mr. Daddario), Resource and Programs Committee (Ms. Pettibone), and from Ms. Case about Combined Federal Campaign (CFC) and Information Technology (IT) Costs. COMMUNICATIONS COMMITTEE: There was discussion about how the costs to print flyers and banners could be minimized by having each site remotely print those communiques. The objective is to avoid shipping costs. Ms. Gallo stated that she still has some flyers available but that those would become obsolete once this year's scholarship awardees are decided and announced. Ms. Gallo provided an estimate for the upcoming year. FUNDRAISING COMMITTEE: Mr. Daddario provided an estimate of expenses. If the Board of Directors wish to have Washington DC-area personnel travel to the various DLA sites, there would be travel costs to be covered. Mr. Daddario indicated that the plan for 2017 is to host 2 beer-tasting events and the annual golf outing in the DLA HQ area. SCHOLARSHIP COMMITTEE: Ms. Pettibone provided an estimate for the next contract which will be awarded for the scholarship application program. Ms. Pettibone reiterated that the current contract expires with this year's application process and that research will be conducted and a request for proposal will be issued. COMBINED FEDERAL CAMPAIGN AND INFO TECHNOLOGY COSTS: Mr. Case iterated that The Board paid \$540 to be part of the annual CFC effort. Mr. Case indicated also that the development of a streamlined email list effort has so far cost \$350.00. Mr. Case also indicated that all charities involved in CFC must show what their overhead rate is. Discussion ensued about the definition of marketing and what the Internal Revenue Service (IRS) defines as "marketing." Several members offered to consult with experts about the appropriate way to reflect in the CFC pamphlet what the overhead rate for the DLA Foundation is.....Ms. DeVincentis stated that finalization of the 2017 budget will be a major topic for the next meeting, #23 in April.

4. RESOURCE AND PROGRAMS COMMITTEE:

a. DLA FOUNDATION ANNUAL SCHOLARSHIP PROGRAM: Ms. Pettibone indicated that open season for the 2017-2018 scholastic year will begin on February 13, 2017 and will close on March 31, 2107. Announcement of awardees is expected no later than May 31, 2017. Ms. Pettibone stated last year the DLA Foundation awarded 22 scholarships and that up to 30 at \$1,500 each could be awarded this year. ACTION ITEM 22-1: Ms. Pettibone will finalize the public relations announcement and forward it to Ms. Gallo who will then provide that to both the contact point at DLA HQ for internal dissemination and to NES for updating to the DLA Foundation website.

b. MG HENRY SCHOLARSHIP: Ms. Pettibone indicated that the eligibility criteria for application and subsequent awarding have not changed since last year. An award of \$2,500 will be made again this year.

c. IHO FRANK LOTTS SCHOLARSHIP: Ms. Pettibone indicated that an anonymous donor has requested approval from the Board for sponsorship of this annual \$2,000 scholarship to an

eligible relative who is already enrolled in college. The Board voted unanimously to honor Mr. Lotts' memory and contribution to DLA with this annual scholarship and the Board will thank the generous benefactor who wishes to remain anonymous. VADM Lippert informed the Board that Mrs. Lotts gave her permission and thanks the Board and the anonymous donor for recognizing Mr. Lotts' contribution throughout the year to DLA.

d. DLA RESILIENCY PROGRAM SUPPORT: Ms. Pettibone identified various ways that the DLA Foundation has and could support the DLA Resiliency Program. Ms. Pettibone indicated that the making of videos featuring current or previous DLA civilian and military personnel may be pursued in the future but that it was not feasible to pursue at this time. Ms. Pettibone indicated that the financial advice videos provided by the Military Benefits Association (MBA) are excellently done and thanked MBA for providing them. Mr. Daddario had gotten the videos uploaded to the DLA Foundation website through a link. ACTION ITEM 22-2: Mr. McClaugherty will assure that these videos are posted to the other DLA sites through the DLA Foundation network representatives. ACTION ITEM 22- 3: Mr. Case will assure that the HQ Messenger has access to these videos. Ms. Pettibone indicated that DLA HQ would host a short program on March 23, 2017, at which DLA Foundation Board members and "Friends" would talk about "Life after Government." ACTION ITEM 22-4: Board members and Friends of the Board are to contact Ms. Pettibone if they are interested in being part of this discussion at DLA HQ on March 23, 2017.

5. COMMUNICATIONS COMMITTEE:

a. THANK YOU LETTERS: Msses. DeVincentis and Gallo thanked Mr. DeVincentis for having issued the thank-you letters to those who participated in the golf outing and the beer-tasting events.

b. LISTS OF EMAIL ADDRESSES: Mr. Case thanked Mr. Murray and NES Associates for having suggested the use of the product "SIMPLELIST" for the timely and streamlined issuing of communiques to various tailored lists of donors, volunteers and supporters. Mr. Case stated that he had successfully tested several tailored email lists and was pleased with the product.

6. SITE NETWORK UPDATE: Mr. McClaugherty indicated that a golf outing in Columbus will occur and Mr. Ellis stated that Philadelphia is planning an event for the Spring 2017. Ms. DeVincentis indicated that she had heard from Ms. Longest that the Richmond site is planning on a Spring 2017 event.

7. NEW BUSINESS: None

8. NEXT MEETING: April 12, 2017