

Defense Logistics Agency Foundation
Board of Directors Meeting Minutes
Meeting #10
February 11, 2015

The following reflects the proceedings from the tenth (10th) meeting of the DLA FOUNDATION BOARD held in person on February 11, 2015. The meeting was called to order at 6:00 PM by the President of the Board, Ms. Mae DeVincentis and adjourned at 7:20 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. Christine Gallo (SES, Ret.)
Mr. Charles Lilli (SES) (by phone)
VADM Keith Lippert (SC, USN, Ret.) (by phone)
Ms. Jill Pettibone (SES, Ret.)
MG Hawthorne "Peet" Proctor (USA, Ret.) (by phone)

The following Directors were unable to participate:

Mr. Jim McClaugherty (SES)
Mr. Michael Scott (SES)
VADM Al Thompson (SC, USN, Ret.)

"FRIENDS OF THE FOUNDATION" who participated were:

Mr. Steve Chertock
Mr. Dan DeVincentis
Mr. Tim Murray (NES Associates, LLC)
Ms. Linda Williams

AGENDA ITEMS:

1. OPENING COMMENTS: Ms. DeVincentis, President of the Board of Directors, opened the meeting at 6:00 PM. She thanked everyone present for participating and noted new "Friends of the Foundation": Messrs. Cassel, Colavita, and Murray, and Msses. Massey and Raymond.
2. MINUTES OF MEETING #9: The Board of Directors unanimously approved the minutes from the Board meeting of December 3, 2014.
3. STATUS OF ESTABLISHMENT OF CHAPTERS: Mr. McClaugherty was unable to participate in this meeting. He will provide an update at the next meeting (scheduled for May 13, 2015).
4. STATUS OF "SPECIAL CIRCUMSTANCES" FUND, ACADEMIC SCHOLARSHIP AND MG HENRY SCHOLARSHIP:
 - a. "SPECIAL CIRCUMSTANCES" SUPPORT: There was a short discussion about next steps concerning providing scholarships for children of DLA employees who are killed in action while on duty. It was determined that DLA cannot allow Foundation fundraising at DLA for this

purpose and the policy should be amended to reflect that fact. It was decided that the Board would review details of the proposed policy and then “vote” by email.

ACTION ITEM: Ms. Pettibone will email the latest proposed policy on scholarships to the Board for review and voting.

b. ACADEMIC 2015/2016 SCHOLARSHIP PROCESS STATUS: Ms. DeVincentis started the conversation and asked Mr. Lilli if there was any possibility of awarding more than the 12 scholarships awarded for the 2014/2015 academic year. Mr. Lilli stated that up to \$24,000 could be awarded. The Board of Directors debated whether to award fewer but larger scholarships versus awarding additional but smaller scholarships. The Board decided that 16 scholarships at \$1,500 each would be awarded for the 2015/2016 academic year. The Board decided also that the open season would commence on February 19, 2015 and would close at midnight March 31, 2015. The applications are to be filed electronically via the AWARDSRING link.

ACTION ITEMS:

1. Ms. Williams will alert those “Friends of the Foundation” who have volunteered to review the scholarship applications;

2. Ms. Pettibone will provide to Ms. Gallo/Mr. Ide a proposed press release to announce the scholarship open season.

3. Ms. Gallo will consult with Mr. Ide about appropriate ways to publicize the open season.

4. Ms. Gallo will send the finalized press release to the Military Logistics Forum magazine to see if their publishing schedule could include the announcement of the scholarship open season.

5. Ms. Pettibone will schedule a smaller conference call to discuss various press release topics. Participants at a minimum will include Ms. Pettibone, DeVincentis, Williams, and Gallo, and Mr. Ide.

6. All Board members are to send the finalized press release to their respective informal networks.

7. Ms. Pettibone will provide to Mr. Murray the policy covering the scholarship programs, along with a list of the “Frequently Asked Questions” and answers.

c. MG HENRY SCHOLARSHIP: MG Proctor stated that there was a modification which MG Henry had requested be added to the description of the annual MG Henry scholarship award.

ACTION ITEM: Ms. Pettibone will review the newly-proposed wording and will email it to the Board members.

5. FUNDRAISING COMMITTEE: MG Proctor stated that the next wine-tasting fund-raiser will be held on June 13, 2015 at the Laurel Hills Golf Club, Lorton, Virginia. There will be a silent auction. MG Proctor also reported that the 3rd annual golf fund-raising outing will occur on September 25, 2015 at the Fort Belvoir Golf Course.

6. FINANCE AND BUDGET COMMITTEE:

a. COMBINED FEDERAL CAMPAIGN: Mr. Lilli stated that the Finance Committee and documents need to be audited if the application to be included in the Combined Federal Campaign (CFC) is to be reviewed. Mr. Lilli indicated that offering spread sheets may be insufficient for CFC purposes. Ms. DeVincentis indicated that there are three different "levels" of CFC participation:

1. LOCAL: This requires using a physical address and phone number. Mr. Murray, NES Associates, LLC, offered to use his address and phone number to fulfill this CFC requirement;
2. NATIONAL: This level requires that scholarships have been awarded in at least 15 different states;
3. INTERNATIONAL: This requires some presence overseas and some activity overseas. The steps for this designation are more complicated than the other two designations.

ACTION ITEMS:

1. Mr. Murray will determine what auditing requirements can be met through use of QUICKBOOKS or a website and will report back to Mr. Lilli.
2. Mr. Lilli will oversee the writing of the finance procedures.
3. Mr. Lilli will use Mr. Murray's NES Associates LLC address on the CFC-related application.
4. Ms. DeVincentis will continue to use the Post Office Box 144 address for the time being for all DLA Foundation efforts. The Communications Committee will continue to use the PO Box address until directed otherwise by Ms. DeVincentis.

b. OVERALL STATUS OF DLA FOUNDATION FUNDS: Mr. Lilli stated that the Foundation had approximately \$35,000.00 in assets before the awarding of the 2015/2016 scholarships...Mr.Lilli indicated that the same CPA who did last year's taxes would be engaged to do this year's.

7. COMMUNICATIONS COMMITTEE:

a. THANK YOU LETTERS: Ms. Gallo stated that 29 letters of appreciation had been mailed to contributors to both the wine-tasting and golfing events. Ms. Gallo stated that the biggest problem encountered by the Communications Committee was obtaining addresses for the thank-you letters.

b. RECOGNITION OF MR. IDE'S CONTRIBUTIONS: Ms.Gallo publicly thanked Mr. Ide for his invaluable and rapid contribution to the overall mission of publicizing the DLA Foundation. Ms. Gallo recognized Mr. Ide's recommendation to minimize the need to do various annual editions of the DLA Foundation flyers by not including specific dates of events.

8. WEBSITE SUPPORT: Mr. Case stated that he and Ms. DeVincentis had met with Mr. Tim Murray of NES Associates, LLC and that already many items from the previous website had been deleted and moved to the new website. Mr. Case indicated that a stress test would soon be conducted. Mr. Murray noted that there is a difference between a content management system and a static system. He stated that he had given a demonstration of the new content management program. Mr. Murray explained how the link to the golf fund-raising event would work

and explained that the company logos and sponsors would be evident on the link. Also, the results of the golf outing would be posted and payment on the site would be available. He added that payment for the wine-tasting event could also be done through the website.

ACTION ITEM: Ms. Pettibone will provide to Mr. Murray the policy covering the scholarship programs, along with a list of the "Frequently Asked Questions" and answers.

9. OPEN DISCUSSION:

a. PROXY POLICY: Ms. Gallo suggested that there be a specified policy regarding the rules for voting by proxy.

ACTION ITEM: Ms. Gallo will provide to VADM Lippert a proposed wording for consideration by the Board of Directors.

b. MEETING WITH THE DLA DIRECTOR: Ms. DeVincentis reported on her introductory meeting on February 10, 2015 with LtGen Andrew Busch, USAF, the new Defense Logistics Agency Director. Ms. DeVincentis indicated that the Board has extended a standing invitation for LtGen Busch to participate in the upcoming DLA Foundation Board meetings.

ACTION ITEM: Ms. Gallo will assure that LtGen Busch is included in all DLA Foundation Board Meeting minutes, starting with the minutes of Meeting #10.

NEXT MEETING: Will occur May 13, 2015 at 6PM. Location TBD.