

 **AFCC 29 JAN 2018 BOD MEETING MINUTES** 23 FEB 2018

Prepared by: COL Thomas Finn, Acting Secretary

**ATTENDEES:**

COL Brett Conaway, COL Arthur O’Malley, COL Thomas Finn, LTC Lawrence DiNardo (President), LTC Richard Cipro, LTC Bryan Pillai, LTC Cookes (NGB Visitor), MAJ Anthony Ortega, MAJ Christopher Cunningham, CPT Angela Cincis, CW3 Edwin Stedman, Gus Niewenhous, John O’Brien, Paul Mendonca, Richard DeVito, Michelle Abrams. There was a quorum (8 of 12).

**NOT PRESENT:**

MG(MA) Joseph Carter, BG John Hammond, COL William Wood, COL Richard Matlak, COL Robert Soldani, COL Joseph Sullivan, COL Michael Finer, COL(MA) Dean Saluti, COL(MA) John Silva, CSM William Davidson, Dr. John Christoforo, Arthur Burt

**MEETING REPORT:**

1. Opening: The 29 Jan 2018 AFCC Board Meeting, led by LTC Lawrence DiNardo, opened with the

 Pledge of Allegiance at the AFCC HQ and Museum, Boston, MA at 1830hrs.

1. Secretary’s Report: LTC DiNardo presented the 27 Nov 2017 AFCC BOD Meeting Minutes.

 The Minutes were reviewed and approved.

1. Treasurer’s Report: CW3 Stedman reported that there is a balance of $8,857.05 in the AFCC Operating

 Account. All bills have been paid. There is $8,930.96 in the Restricted Funds Accounts. He presented the

 FY 17 YTD Income and Expense balances. All Museum invoices have been paid. The Ice House

 Demolition loan has also been paid. The Treasurer’s Report was unanimously approved.

1. Finance Committee: Richard DeVito presented the Finance Committee Report for COL Soldani. The

 balance in the Investment Account as of 31 Dec 2017 was $576,154.23. The balance in the Craig Brown

 Account was $884,450.82. There is atotal of$1,460,605.05 in both accounts. This total amount reflects a

 $7,492.50 deposit into the Craig Brown Account from Q4CY17 auction proceeds. He expects that there

 should be another 15% increase in the holdings prior to a probable decline in the market. The

 Finance Committee’s Report was unanimously approved.

1. Collections & Museum: LTC Pillai and Museum Curator Michelle Abrams gave the following report:
* Collections Committee met on 22 Jan at the Museum. It is anticipated that another $5-10K will be realized from the last two (2) Craig Brown auctions.
* LTC Pillai and Ms. Abrams are currently drafting a Museum Operating Policies document to be presented to the BOD prior to the 22 Apr Annual meeting which will include the following items:
	+ Museum security and safety procedures
	+ Video camera operations and emplacement CONOPS
	+ Updated fire alarm notification policy based upon a fire safety courtesy inspection conducted by MAJ Cunningham and BFD colleagues
	+ Museum space utilization analysis with emphasis on what exhibits need to be improved and possibly be relocated to enhance their presentation value
	+ Archive management and insignia processing procedures
* Vision for the Museum: Open it for pre-scheduled tours on any day of the week and available to the general public on certain days of the week
* Museum artifact information upload ongoing in PastPefect: 71 items will be completed by 31 Jan
* AFCC member/volunteer program/project list to be developed for May startup
* Display cases and other presentation furniture from Gaylord Archival Company to be ordered for delivery in Mar
* Will start to focus on Revolutionary War artifact cataloging and archival
1. House Report: John O’Brien gave the House Report. He discussed the 2018 Museum projected expenses

 wish list that will require approval. He stated that the Fire Alarm system upgrade is one (1) of the items on

 the list. He has received one (1) quote for $7,345.00 for the upgrade. LTC DiNardo stated that he, Gus

 Niewenhous and the Prudential Committee will review the quote.

1. Prudential Committee: Paul Mendonca stated that the Prudential Committee can support the

 needs of the Museum.

1. Active Unit Report: LTC Cipro rendered the following Active Unit Report:

 - Unit will be conducting the following events: preparation for a July AT, Apr Marathon & July 4th

mission planning, Feb MUTA Best Warrior competition to determine Battalion Best NCO & Soldier for

 competition at the state and national levels

* 772 MP Co Platoon (-) deployment to GITMO

 - 747 MP Co Change of Command on 3 Feb at Ware MA

 - Be Fit Challenge: Discussion ensued regarding AFCC making a $600 donation to the MPRA to pay half

 the cost for 300 soldiers to participate in the event. LTC DiNardo did not think it was appropriate for the

 AFCC to donate the amount requested since the justification for the original donations to the Family

 Readiness and Unit Morale fund accounts was in support of the Family Readiness Group and soldier

 Morale. It was agreed that individual Board Members could make donations to the MPRA.

1. Website Committee: CPT Cincis gave the Website Report. She presented a progress report on the

 upgrade of the current website. COL Matlak had previously sent out an E-mail regarding information for

 the new site. She stated that procedural recommendations for the new website will be presented at the Feb

 BOD meeting.

1. Membership Committee: MAJ Cunningham distributed a membership update as of Jan 2018 which

 included the following:

* Goals
* YTD Members: 11with 3 new members within the past month
* 112 Active Members, 89 Life Members
* Membership dues restructuring proposal which eliminates annual one (1) year memberships and creates

 two (2) and five (5) memberships in addition to the current life membership category

* Proposal for conducting the New & Prospective Member Open House at 1330 prior to the Annual

 Meeting on Sunday, 22 Apr

 It was agreed that the Membership Committee and AFCC Secretary coordinate information distribution

 efforts for presentation and approval at the 22 Apr Annual Meeting.

1. Events Committee Report: No report given since COL(MA) Saluti was not present. Updated CY

 2018 Event Schedule was discussed with LTC DiNardo asking whether or not to continue to conduct the

 of the annual Apr Giggles event. Awaiting comments and input from COL(MA) Silva, event organizer, at

 the 26 Feb BOD Meeting.

1. President’s Report: LTC DiNardo appointed the Nominating Committee for nomination of eligible

 AFCC members for the following elective positions and their respective terms of office:

* + Five Officers: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer; 2018-2020
	+ Four (4) Term A Directors: 2018-2020

* + One (1) Prudential Committee position: 2018-2023
	+ One Finance Committee position: 2018-2021

 Appointed Nominating Committee Members are as follows: COL Matlak (Chairman), LTC Cipro and

 Richard DeVito.

 He requested that the nomination slate be presented at the 26 Mar BOD Meeting for review and mailing

 NLT 30 Mar, 21 days prior to the 22 Apr Annual Meeting IAW AFCC Constitution, Article VIII, para

 #1.

13. Old Business/New Business: Gus Niewenhous discussed the main points of the Museum Utilization

 Policy that he will draft for AFCC member and organizational rental of the Museum to conduct private

 functions and parties. The policy will contain a formal function (rental) agreement with rates and

 requirements for insurance, food and beverage service, licensing and permits, and liability coverage. COL

 Finn will assist in the determination of the rental rates based upon the following three (3) rental

 categories: VAFCC member, military member, and outside organization. Draft agreement to be presented

 to the Executive Board for review and comments at the next BOD meeting.

 The meeting was adjourned at 2000 hrs. The next meeting is scheduled for Monday, 26 Feb 2018.