

Minutes: ASPRS Potomac Region Board Meeting, 21 August 2017

Board Members Present:

- Chris McGlone (President)
- Jackie Carr (Secretary/Treasurer)
- Paul Bresnahan (Immediate Past President)
- Evan Brown (Region Director)
- Michael Paquette (Region Director)
- Yogendra Singh (Historian)

Board Members Absent:

- Gang Chen (Vice President)
- Mukul Sonwalkar (Region Officers Council Representative)
- David Alvarez (Region Director)

1. **Opening:** The meeting was held via teleconference and was opened by President Chris McGlone, at 6:05 pm; a quorum was present. Motion by Brown to approve the minutes from the previous meeting, second by Singh. Motion passed.

2. President Report (McGlone):

- Web hosting/maintenance cost reduction discussion with Martin Wills
 - Proposed terms for consideration:
 - Domain name \$60 / 5 years
 - Hosting currently covered by National.
 - Martin Wills proposes \$60/hour, 0.25 hr increments, no retainer.
 - Board also suggests a ceiling for quarterly hours, exceeding this limit would require prior approval by President. Propose quarterly ceiling of 12 hours with allowance for President to approve exceeding this limit.
 - McGlone to draft proposal and circulate to board with intention to finalize and have in place 4Q 2017 (1 October).
- Board meeting time or date change due to President's conflict.
 - New board meeting time 3rd Tuesday of month at 6pm beginning 19 September. McGlone will send a reminder prior to next meeting.
- Region Officers Council meeting report:
 - no quorum, unofficial discussion held
 - report on financial status of ASPRS – still concerned about summer cash flow
 - Relationship of ASPRS Foundation to ASPRS – manages scholarships through separate board
- Newsletter is forthcoming

3. Vice President Report (Chen):

- NC Chapter Status – No updates at this time.

4. Secretary-treasurer Report (Carr):

- Accounts Total \$ 59,850.68
 - Checking \$32,587.66
 - Money Market \$27,263.02
 - CD \$0;
 - Sun Trust CD matured 7/26/2017;
 - CD cashed in per board direction and depositing in checking account
- No July expenditures
- No planned August expenses.

5. Region Directors Report (Alvarez, Paquette, Brown):

- Student chapters (Brown):
 - Email drafted to reach out to student chapters to understand activity level and make arrangements to deliver manuals; planned to distribute near-term
 - Received email from James Madison University Student Chapter President announcing new slate of officers
- Potential tech tours (Paquette):
 - Goddard
 - We can have up to 25 (20 preferred) people.
 - All names must be provided 10 days ahead of time.
 - Foreign nationals must be submitted 30 days prior.
 - Tours approximately 4 hours and scheduled working hours Monday – Friday. Need to provide back a number of potential dates for consideration.
 - Dates to propose: 20th and 27th of October, 3rd November;
Paquette will email Goddard contact to finalize date
 - Consider development of a social event to follow the tour
 - Woolpert Tech Tour still being pursued though slow going
- Membership database reminder to people in region sent out last month
 - Member Kevin Turpie reached out by email asking to better understand benefits of renewing membership; McGlone provided thoughtful justification and the correspondence in turn led to suggestion of Goddard Tech Tour – success story

6. Regional Officers Council Representative Report (Sonwalkar):

- No further report.

7. Meeting was adjourned at 6:32 pm. Motion to adjourn by Brown, seconded by Singh. Motion passed.