



## **Executive Committee Meeting**

**ROA Minuteman Memorial Building  
Washington, DC 2023**

**March 12, 2023**

### **Minutes**

The following members of the Executive Committee were present: President, Capt. Robert H. Carmack; President-Elect, Lt. Col. Layne Wroblewski; Immediate Past President, Col. Judi A. Davenport; Army Vice President, Lt. Col. Vincent A. Cummings; Army Executive Committee Members, Col. Anthony K. Atlas Sr., Lt. Col. McKinley Williams, and Col. Monti G. Zimmerman; Air Force Vice President, Lt. Col. Layne Wroblewski; Air Force Executive Committee Members, Lt. Col. Susan E. Lukas, and Col. Barbara Ortiz; Naval Services Vice President, Capt. Henry E. Plimack; Naval Services Executive Committee Members, Cmdr. John Leonard, and Capt. Samuel Wright; and Executive Director, Mr. Jeffrey E. Phillips.

Appointed national officers present were: Health Services Officer, Maj. Gen. Peggy Wilmoth; Historian, Lt. Col. William B. Pentecost Jr.; Judge Advocate, Col. James R. Sweeney; Public Relations Officer, Capt. Henry E. Plimack; and Treasurer, Col. Thomas H. Hueg.

National Committee chairs present were: Ad Hoc Department Chapter Development Committee, Col. Scott Russell; Board of Trustees, Col. Robin Pfeil; Budget and Finance Committee, Lt. Col. Hazel Robinson; Family readiness Support Committee, Mrs. Anne Groskreutz; Memorial Building Committee, Lt. Col. Don Stockton; Resolutions and Legislation Committee, Cmdr. Ed Brock; Resource Development Committee, Col. Don Brown; and Strategic Planning Committee, Lt. Col. Milt Houghton.

Representing the staff were Ms. Diane Markham, Mr. Matt Schwartzmann, and Col. Tom Hueg. Representing MNPC, Mr. Brad Carlson. Also, in attendance were: CWO4 Dale Andersen, Col. Ann Campbell, Lt. Col. Judy Ford, Lt. Col. Bill Grieve, Radm. Paul Kaye, Capt. Rick Neiman, Dr. Reece Newsome, Capt. Rafael Ortiz, and Capt. Rick Thomas.

Elected and appointed officers absent were: Air Force Junior Vice President, Capt. Zohe Quintero; Naval Services Junior Vice President, Lt. Cmdr. Bill Kozlowski; Naval Services Executive Committee Member, Col. Scott Willis; International Programs Officers, Capt. David M. Epstein, and Lt. Col. Beverley A. Houghton; and Sergeant-at-Arms, Lt. Col. Joseph Snel.

Ms. Diane Markham, recording secretary, took the role. With a quorum in attendance, President Carmack called the meeting to order at 9:05 a.m.

#### **Call to Order**

President Carmack opened the meeting with an invocation, led by Lt. Col. Robinson, followed by the Pledge of Allegiance. He then reviewed the agenda for the meeting before moving on to the first agenda item.

## **Executive Director Report**

Mr. Phillips said ROA is in the continuation of a process that's been going on for several years – that's a reckoning for ROA. We were doing well before COVID. Less well than we thought, but we were doing better. We had periods of membership net growth. We had budgets that were sound. Then COVID hit and dealt ROA a serious blow. Like many other organizations, we came through it.

Mr. Phillips said Col. Hueg has done a very good job as executive staff treasurer and has worked well with the staff in putting together the budget that will be presented. Mr. Phillips said this is a year of reckoning and we are going to consider a budget that is tighter, more disciplined, and more sober than it's been in living memory. It's a budget that will produce zero deficit.

Mr. Phillips said that as it currently stands, ROA is living a hand-to-mouth existence. Unless we get some very serious revenues one way or the other, or cut staff, he sees no other fate for ROA in the future than a hand-to-mouth existence.

Mr. Phillips went on to say we have to think about what we want to be as an organization. The budget is important. The budget may even rise to the level of strategic. But the real thinking this organization needs to do is "what is ROA really going to be as it moves into its second century of service to America?" As ROA's leaders, that's exciting work, if you choose to take it.

## **Budget and Finance**

Lt. Col. Robinson reminded everyone that ROA is still in the transition phase of moving from SmithBucklin to CBM for financial management and accounting services. While end-of-month financial reports have been delayed due to the transition, she anticipates being caught up by the end of the month. She said ROA has historically suffered cash flow shortages over the years, and this year's insurance proceeds have been significantly reduced. She then presented the cash flow projection in detail.

*Upon a properly made motion by Capt. Wright, seconded by Capt. Plimack, and upon a unanimous vote, it was resolved to move \$191,000 from the Reserve Contingency Fund to the Endowment Fund, to represent the bequest from the Duncan estate.*

*Upon a properly made motion by Lt. Col. Cummings, seconded by Col. Zimmerman [amended by unanimous vote upon a motion made by Lt. Col. Lukas and seconded by Lt. Col. McKinley], and upon a unanimous vote, it was resolved to approve the cash flow projection for the remainder of the fiscal year, as presented, with draws from investments occurring only as needed.*

## **Treasurer's Assessment**

Col. Hueg said he intends to create a financial roundtable, comprising the chairs of all financially related national committees. This roundtable will meet quarterly to enable all committees to come together, see the full financial picture, and plan for ROA's financial future.

### **Miscellaneous Reports and Discussions**

Mr. Phillips reported that the fire marshal requires ROA to remove the carpet from the stairways. The carpet has since been removed. Replacement tiles are being ordered and installation is being scheduled.

Col. Davenport inquired about having defibrillators in the ROA building. Capt. Ortiz said that DC requirements (such as requiring a doctor, training, etc.) make it impracticable for ROA.

Col. Sweeney provided an update on CIOR activities. The next congress will be held June 25-30, 2023, in Helsinki, Finland.

Lt. Col. Lukas provided an update on the national meeting structure review committee. She reported the committee has met 4 times and is close to making a recommendation.

### **Wrap-Up and Adjournment**

President Carmack adjourned the meeting at 12:11 p.m.

Minutes submitted by Jeffrey E. Phillips, Executive Director.

JEP/dm