



## **Executive Committee Meeting**

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

**March 16, 2024**

## **Minutes**

The following members of the Executive Committee were present: President, Lt. Col. Layne R. Wroblewski; Immediate Past President, Capt. Robert H. Carmack; Army Vice President, Col. Anthony K. Atlas Sr.; Army Junior Vice President, Capt. Nina N. Kazibwe; Army Executive Committee Members, Maj. R. Reece Newsome, Col. Stanley G. Remer, and Col. Monti G. Zimmerman; Air Force Vice President, Lt. Col. Susan E. Lukas; Air Force Executive Committee Members, Col. Donald C. Brown, Lt. Col. Judy M. Ford, and Col. Barbara D. Ortiz; Naval Services Vice President, Capt. Henry E. Plimack; Naval Services Executive Committee Members, Cmdr. John Leonard, Capt. Samuel Wright, and Col. Scott Willis; and Executive Director, Mr. Jeffrey E. Phillips.

Appointed national officers present were Chaplain, Lt. Col. Hazel L. Robinson; Historian, Lt. Col. Peter Powell; Health Services Officer, Brig. Gen. Lisa Doumont; International Programs Office, Col. James R. Sweeney; Judge Advocate, Col. James R. Sweeney; Public Relations Officer, Capt. Henry E. Plimack; Sergeant-at-Arms, Command Sgt. Maj. Terry R. Atchison; and Treasurer, Col. Thomas H. Hueg. Representing the staff were Ms. Diane Markham, Mr. Matt Schwartzmann, and Cmdr. Trey Criner.

National committee members in attendance were: Ad Hoc Department Chapter Development Committee chair, Col. Scott Russell; Constitution and Bylaws Committee chair, Cmdr. Ed Isom; Family Readiness Committee chair, Mr. Mike Hutchison; Insurance and Financial Services Committee chair, Chief Master Sgt. Lani M. Burnett; Memorial Building Committee chair, Lt. Col. Don Stockton; Resolutions and Legislation Committee chair, Lt. Col. Karen Aravich; and Strategic Planning Committee chair, Lt. Col. Mark Vardaro.

Additional attendees were Col. Margaret Cope, Col. Judi Davenport, Col. Denise Enders, Ms. Ann Groskreutz, Capt. Rick Neiman, Capt. Rafael Ortiz, Lt. Col. Bill Pentecost, and Maj. Gen. Peggy Wilmoth

Elected and appointed officers absent were Naval Services Junior Vice President, Capt. Steven J. Arango; and Air Force Junior Vice President, Capt. Rebecca Arango.

Ms. Diane Markham, recording secretary, took the role. With a quorum in attendance, President Carmack called the meeting to order at 8:28 a.m.

## **Call to Order**

President Wroblewski opened the meeting with an invocation, led by Lt. Col. Robinson, followed by the Pledge of Allegiance. President Wroblewski expressed his appreciation and acknowledged everyone's sacrifice to be at the meeting. He reminded everyone on the Executive Committee that each person has an annual give or get commitment of \$500.

## **Executive Director Report**

Mr. Phillips said his written report was provided in advance of the meeting. He then apologized for his tardiness to the recent Department National Council Members meeting. Mr. Phillips said ROA's financials are strong in-so-far as tracking with the budget. He said legislation is strong. New lapel pins are in process.

## **National Chaplain's Report**

Lt. Col Robinson provided a thought of the day to keep the board grounded during the meeting and throughout the week. Be kind to one another. One must think about the other person, and not yourself. Some traits that complement kindness, are love, goodness, selflessness, caring, graciousness and empathy. Kindness is a sign of greatness, and it is a sign of leadership. She urged everyone to be a leader and be kind to one another.

## **Department National Council Members Report**

Lt. Col. Robinson reported that the DNCMs are concerned about the future of the organization and are willing to work with the Executive Committee to turn things around. They are committed to growing the organization and finding new ways to go forward. She reported that the DNCMs are becoming engaged. They are meeting every quarter and on an ad hoc basis.

Lt. Col. Robinson said they are disappointed by the cancellation of the March leaders meeting as they found them of the most utility, comradeship, encouragement, and governing.

Chairman Robinson said the DNCMs asked her to bring three items to the ExCom for discussion.

1. Rebates – She inquired as to when departments will receive their rebates. She said some of the departments are not flush with cash, and the rebates are needed to help to pay for travel expenses for representatives to national meetings. Ms. Markham reported that the rebates have gone out.
2. Fiscal Year – The DNCMs inquired as to how and when to file their taxes in lieu of the change in fiscal years. Col. Hueg committed to sending a letter out to department leaders to explain what departments and chapters need to do to change their fiscal year and how it affects their tax filings.
3. Leaders Meeting – The DNCMs requested a leaders meeting be scheduled for June. President Wroblewski said we can absolutely have a leaders meeting in June, but we will not have a meeting where we're going to charge with the possibility that we're going to lose money on it. He said we will need to confirm Top of the Hill space is available, we will not secure hotel space, and we will need to have a firm head count so that we can give provide an estimate of what the landing fee is going to be to attend the leaders meeting. He said the meeting must be self-sufficient and no money can be spent without ExCom approval.

She invited everyone to join the DNCMs for their next meeting on April 18, 2024.

## **Committee Reports**

The following committees reported out to the ExCom: Ad Hoc Corporate Simplification, represented by Capt. Wright; Ad Hoc Diversity, Equity, and Inclusion, represented by Col. Ortiz; Budget and Finance, represented by Lt. Col. Lukas and Col. Hueg; Board of Trustees, represented by Col. Atlas; Constitution and Bylaws, represented by Cmdr. Isom; Ad Hoc Department Chapter Development, represented by Col. Russell; and International Programs, represented by Col. Sweeney. The remaining scheduled reports were postponed due to time constraints.

The Budget and Finance Committee provided ten recommendations. Of those, President Wroblewski assigned number 1 to Col. Hueg, number 5 to Mr. Hutchison, number 6 to Capt. Carmack, and number 7 to Mr. Phillips. Regarding number 10, Mr. Phillips agreed to consult with the B&F committee before obligating unbudgeted funds.

*Upon a properly made motion by Col. Ortiz, seconded by Capt. Wright, and upon a unanimous vote, it was resolved to establish an ROA Day of Service as outlined in the DCDC committee's presentation.*

*Upon a properly made motion by Capt. Carmack, seconded by Capt. Wright, and upon a unanimous vote, it was resolved to appoint Col. Peter Olsen, USAR, as CIOMR vice president, to assume office at the conclusion of the summer Congress.*

## **Ballot Voting**

President Wroblewski presented a proposed process for ballot voting. Discussion focused around how elections would be conducted. Lt. Col. Lukas made a motion to approve the policy as presented. Capt. Carmack made a motion to postpone the motion indefinitely. The motion was passed. President Wroblewski asked the VPs, JAG, and Ms. Markham to meet to refine the process. President Wroblewski will schedule a follow-up ExCom meeting via Zoom.

## **Executive Session**

President Wroblewski called for an executive session and asked all non-voting participants to leave the room.

After a brief executive session, the full meeting was resumed and all attendees were invited to return to the meeting.

## **Strategic Discussion**

Led by Lt. Col. Vardaro, the group spent the afternoon conducting strategic planning exercises, to include group breakouts.

## **National Convention Dates**

President Wroblewski asked the committee to consider a date change for the Annual Meeting. The previously selected dates of October 11-23, 2024, fall over a religious holiday.

*Upon a properly made motion by Capt. Carmack, seconded by Cmdr. Leonard, and upon a unanimous vote, it was resolved to change the dates of the Annual Meeting to October 4-6, 2024.*

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

President Wroblewski reminded everyone the next meeting will be at the ROA Minute Man Memorial Building on June 29, 2024.

President Wroblewski adjourned the meeting at 4:02 p.m.

Minutes submitted by Jeffrey E. Phillips, Executive Director.

JEP/dm