HIGH DESERT WIND

High Desert Chapter ASMC

American Society of Military Comptrollers

5

2nd Quarter FY2010

CHAPTER PRESIDENT'S MESSAGE

by Dee Cameron

This will be the last High Desert ASMC President's Message I will have the honor to write. As most of you know, I am planning to retire soon and I will not be running again for any of the Executive Board positions I have enjoyed being a member of this chapter and I would like to see it continue strongly. For this to happen, those current members will have to step up and take over the reins the executive board positions.

We have some big things coming in the next few months, "PDI 2010", in Nashville TN and the annual Executive Board election in May/June. A committee has been formed to begin polling all of our members to see who is interested in running for offices. If you are interested in one of the current board positions, please let us know as soon as possible. This is a great opportunity for you to make a difference and help keep the High Desert Chapter strong.

Those members who have been chosen to attend PDI 2010, Nashville have been notified and Kathleen Augustine will be setting up a couple of all hands meetings to discuss flight times, emergency phone listings and other topics. The majorities of personnel going to PDI this year have never been before and should look forward to a great training experience.

The 5-Star completion package is currently being worked. If you are interested in taking over this responsibility, please contact me here at the office, and I will walk you thru the process. This is the first time we are inputting the data electronically versus sending a large book to National. It is extremely easy to do.

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We had a really great general membership meeting on the 17th of March, Barb Sobaski, Sara Cameron, Sheri Pflum and Sharon Hayes provided us a wonder St Patrick's Day Lunch of Corned Beef and Cabbage, Irish Soda Bread, Cupcakes and Green punch. We collected a fairly good supply of canned foods to be donated to the workers in Boron who have been laid off. The quarterly $250.00 charity is also to benefit the Boron workers and supermarket gift cards will be purchased to give to these families in need.

I think it is time for us to spend some time working on a membership drive, I have received several ideas on how to do that, the executive board will be discussing these ideas and will let you know our progress.

Several other good ideas were put forward at the March meeting to enhance our chapter development and the board has begun working towards getting these ideas off the ground. There will be e-mails going out to all of you to get additional input and keeping you informed of our progress. The new executive board will need to review and make changes to our By-Laws and the Constitution this year; volunteers will be needed for that tasking as well.

Don't forget that we are also participating in the American Cancer Society's Walk for Life in April. For more information, please contact Toni Sandelli.

Again, Thanks for all the wonderful memories I have of working as an Executive Board Member. I will continue to be a member and participate in the High Desert Chapter.
Dee Cameron
President, High Desert Chapter ASMC

~ANNUAL SCHOLARSHIP SUBMISSIONS & AWARDS~

By Nancy Wachter - Committee Chairperson
Scholarship Committee Report

2010

High Desert Chapter Scholarship Program

Each year the High Desert Chapter makes available two $500 scholarships to high school seniors who will pursue higher education in the business or finance field. We also offer one $500 scholarship for member's continuing education in the business or finance field. Scholarship winners at the local level can have their packages forwarded to the National Chapter for consideration.

The scholarship committee members, Nancy Wachter, Kathleen Augustine, Toni Culver, Mary Gibson and Rebecca Pease have worked together for the last four years. The continuity of committee members has led to improvement in the way scholarship information is delivered to the local community. Instead of mailing letters to the high schools, committee members make personal contact with the local high school counselors to ensure the seniors have the opportunity to apply for scholarships. Committee members also attend award nights at the schools to make the scholarship presentations.

We received four applications for the High School Scholarship and awarded two scholarships. Danielle Stonebraker from Palmdale High School won a $500 scholarship and has been submitted to National for a chance at one of eleven scholarships there. Alphonso Bass from Highland High School was awarded a $500 local scholarship. Toni Culver and Kathleen Augustine will attend Senior Awards nights at both schools to make the presentations.

The number of applications received was lower than we would like to see. We plan to have a booth at the Annual College Night held at the Antelope Valley Fairgrounds in the fall to reach more members of the community.

N.W.

ASMC NATIONAL NEWS

ASMC's New Website!

ASMC has launched a new website and we would like all chapters to be involved by submitting their news and event information to Jimmy Stewart, our new Information Manager.
When submitting news (announcements) items, please provide a title, description and any images or special links you would like included in the posting. News items with images may be added to the Chapter Spotlight section of the new site.

When submitting events and training items, please include a title, start/end dates, start/end time, and type of training/event. Events can be linked directly to your chapter website if you provide a URL or we can include a description on the ASMC website.
You can submit your news and event/training items at anytime

throughout the year for inclusion. **Questions can be directly to stewart@asmconline.org**

In the coming months a new "Members Only" feature will be implemented allowing ASMC to provide even more content to its members online. Additionally a new profile updates and online ordering features will be integrated into the new site.

On 24 March 2010 the Honorable Robert F. Hale was the speaker for this month's Developing FM Leaders for the 21st Century (DFML21) open forum. You can now watch Mr. Hale's session on the FMPW Community of Practice.

The video recording is available at the CoP link below.

https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-FM-MJ-47

Executive Board Meeting Minutes of the High Desert Chapter American Society of Military Comptroller (ASMC),

Executive Board Minutes - 12 January 2010

Officers and Committee Chairs:

Dee Cameron	President-present
Olivia Carte	1st Vice-absent
Sharon Hayes	2nd Vice -present
Kathleen Augustine	3rd Vice-present
Bill Collins	Treasurer-present
Sheri Pflum	Events Coordinator
Barbara Sobaski	Secretary-present

Meeting called to order at 0910

- Next General Membership meeting 17 Feb 09; 11:30am, Wolfe-Yeager Conf Room
  - Soup and salad luncheon, bring one or pay $5.
- Suggestion for March meeting, do something fun since St. Patrick's day
- This will be a joint lunch with PK and Carter Wilkinson will be speaking.
- Sharon will be taking meeting, Dee will be absent.
- Do we want to send 2 people to PDI? If 51% approve the vote, will send 1 only.

- Question brought up, who will go to PDI and who will decide?
- Dee will be talking to Mr. Sullivan to see what the money situation is.
- Charity for next quarter- Vet home, wounded warrior, or do we want to send our $250 to the Red Cross for Haiti. Will vote next meeting.
- Still need a person to take care of private organization paperwork.
- Ideas being thrown around for new fundraiser ideas.
- Green food for March meeting, dollar off if you wear green. St. Patrick's food and green dessert?

Meeting adjourned @ 1000
Barbara Sobaski, Secretary
Approve/Disapprove

Executive Board Minutes - 9 February 2010

Officers and Committee Chairs:

Dee Cameron	President-present
Olivia Carte	1st Vice-absent
Sharon Hayes	2nd Vice -Present
Kathleen Augustine	3rd Vice-present
Bill Collins	Treasurer-present
Sheri Pflum	Events Coordinator
Barbara Sobaski	Secretary-present

Meeting called to order at 0910
Dee won't be at General Meeting, Sharon will chair meeting in Dee's place.

- Still looking for tax person.
- Charities-any new ideas
- Fundraisers-any new ideas
- Lunch at March meeting will be St. Patrick's themed food.
- Sharon asked Bill for a better break out of our funding. Where it comes from and where it goes to. Bill will put something together for her.
- Having a book drive was brought up. Decided against it, too many books left over from the last one.
- Barb, Sheri and Linda Radford will be setting up a Silent Auction to raise funds. Flyer will be sent out.

Meeting adjourned @ 0930
Barbara Sobaski, Secretary
Approve/Disapprove

Executive Board Minutes - 9 March 2010

Officers and Committee Chairs:

Dee Cameron	President-present
Olivia Carte	1st Vice-absent
Sharon Hayes	2nd Vice -absent
Kathleen Augustine	3rd Vice-absent
Bill Collins	Treasurer-present
Sheri Pflum	Events Coordinator
Barbara Sobaski	Secretary-present

- Kathleen will be reading her PDI letter at March general meeting.
- Glen Arola will be speaking at April's meeting.
- Sharon has a suggestion for a tax person.
- Suggestion was brought up to collect canned goods for the Boron workers.
- March meeting on St. Patrick's day will be corned beef and cabbage, bread and cupcakes. With green punch. $1 off lunch with 2 or more canned goods, and $1 off if you wear green.
- Sharon Hayes will be going as a permissive TDY to PDI paid for by ASMC.

Meeting adjourned @ 0952
Barbara Sobaski, Secretary
Approve/Disapprove

UPCOMING CHAPTER EVENTS

~ APRIL MEETING -21 Apr 2010, Wolfe Yeager Room, 11:30 to 1:00 PM Speaker: Mr. Glenn Arola who is the Air Force Aid Society Officer and the Personal Financial Readiness Manager for Edwards AFB. He will speak on Managing Your TSP. Menu: TBD "Relay For Life" Sign-Ups sheet available - see Toni Sandelli.

~ MAY MEETING - 19 May 2010, To Be Announced

~ JUNE - PDI 2010 will be held at the Gaylord Opryland in Nashville, Tennessee, June 1-4, with a theme of "Getting in Tune with Professionalism."

COMMUNITY ACTION & SERVICE ANNUAL CHAPTER UPDATE By Kathleen Augusteen

COMMUNITY SERVICE

November 2009 - Grace Resource

We assisted in serving a meal at Grace Resource in Lancaster CA.

December 24, 2009 - Battered Women's Shelter

Mittens, Gloves, Scarves update - Half the items were taken to the Battered Women's Shelter on Christmas Eve. The staff requested that I extend their appreciation to the members of ASMC.

January 27, 2010 - Grace Resource

ASMC members had another opportunity to serve by delivering the other half of the mittens, gloves and scarves. We will be teaming up with the youth and Foster Freeze of Rosamond to distribute the items and serve a hot meal to the needy of Lancaster.

March 17, 2010 - Borax Plant

Non-perishable food items for Borax employees drive Non-perishable food items for the Borax Employees affected by the lock-out. Some of our very own Edwards family members are affected by this situation.

March 24, 2010 - Grace Resource

Provide service to prepare meal, service, socialize with individuals attending the dinner and clean up. 200 - 300 meals were served by members. Toilette items and shirts that were donated will be passed.

CHARITY OF THE QUARTER $250 Donation

July - Sept Charity of the Quarter Grace Resource. Members voted to send out our 1st quarterly donation-vote approved. Grace Resources will be our first recipient. - We paid for food to feed the needy attending the dinner.

Oct - Dec Charity of the Quarter Edwards Angel Tree. The Officers and Enlisted Wives will once again sponsor the Angel Tree. The program is to assist Airmen with single income or multiple children. Their name is submitted by their leadership or supervisors with the gender and age of their children. The gender and age of the child is put on the Christmas Tree at the BX, gifts are purchased, wrapped and brought back to the BX to be forwarded to the families.

Jan - March Charity of the Quarter - Purchase Non-perishable food items for Borax employees. Funds to go towards purchase of non-perishable food items for the Borax Employees affected by the lock-out. Some of our very own Edwards family members are affected by this situation. This is our opportunity to help in our local area to those who are facing uncertain times.

HIGH DESERT CHAPTER GENERAL MEMBER'S MEETING MINUTES

January 20 2010 MINUTES

Officers Present:

Dee Cameron	President - present
Olivia Carte	1st Vice - absent
Sharon Hayes	2nd Vice - absent
Kathleen Augustine	3rd Vice - present
Barbara Sobaski	Secretary - present
Bill Collins	Treasurer - present
Sheri Pflum	Events Coordinator – present

Business
Meeting called to order by Dee Cameron @ 11:45

Secretary
Minutes were emailed to members on 21 December for review. Motion was made by Sharon Hayes to approve the minutes as written. 2nd by Phyllis Wright. Motion approved.

Membership
Bill accepting only local dues for membership until Olivia returns (Apr?) Olivia can receive email.

Treasurer's Report
EFCU checking - $ 2042.49
Scholarship Fund - $ 1187.11

Money Market
Pentagon FCU - $ 14,484.25
EFCU - $ 5760.00-moved to flexible money market account so that we can draw from without any penalties.

New Business
-Soup and Salad next meeting. $5 or bring a side dish. Sheri will email more info.
-Scholarship due end of March, criteria to qualify will be emailed out.
-Nominations for ASMC awards.
-Kathleen emailing out requests for who is interested in going to PDI. Registration opens end of February. (Tennessee) See if Org can set aside money to travel.

-Online survey "Supporting the Warfighter" Conducted by National ASMC, our chapter can win an award if our members take the survey.
-CDFM testing- At regional's in San Diego March 2010.

-February 17th next meeting- no speaker as of yet.
-1-4 June, PDI in Nashville, TN.

-Relay for life-17th/18th April- Toni Sandelli will attend team captain mtg in Quartz Hill and will follow up by email.
-501C3 needs filing with IRS. Is anyone good @ income taxes? Sharon Hayes will email.

Speaker: Toni Sandelli – Topic: FM as a Career

Collected $90 for Charity from lunch.

Meeting adjourned @ 12:45

Barbara Sobaski
Secretary

February 17 2010 MINUTES

Officers:

Dee Cameron	President-absent
Olivia Carte	1st Vice-absent
Sharon Hayes	2nd Vice -present
Kathleen Augustine	3rd Vice-present
Barbara Sobaski	Secretary-present
Bill Collins	Treasurer-present
Sheri Pflum	Events Coordinator -absent

Business
Meeting called to order by Sharon Hayes @ 1151.

Secretary
Minutes were emailed to members on 8 February for review. Motion was made by Bill Collins to approve the minutes as written. 2nd by Kathleen Augustine. Motion approved.

Treasurer's Report
EFCU checking - $ 2084.60
be moved by Nov 2010.
Scholarship Fund - $

Money Market
Pentagon FCU - $ 15021.18 money needs to

EFCU - $ 5864.00

New Business
-17 March next meeting, will be reading some PDI letters from FY09 PDI.
-Kathleen Augustine gave a PDI overview, so everyone would have a better understanding.
-Reminder to sign up for Relay for Life, see Toni Sandelli.
-Still looking for tax person.
-Nancy spoke reminding everyone about the scholarships.
-Kathi Diorio spoke about CDFM and the need to watch our funds. Excess money not available like last year.
-I spoke about a Silent Auction to raise funds. Will send out flyer.
-Relay for Life is the charity that Nancy will be donating her speaker money to.

Speaker: Nancy Wachter
– Topic: **PINS (Product and Service Rates)**
Meeting adjourned @ 1300

Barbara Sobaski

March 17 2010 MINUTES

Officers:

Dee Cameron	President-present
Olivia Carte	1st Vice -absent
Sharon Hayes	2nd Vice - present
Kathleen Augustine	3rd Vice -present
Barbara Sobaski	Secretary -present
Bill Collins	Treasurer - present
Sheri Pflum	Events Coordinator -present

Business
Meeting called to order by Dee Cameron @ 1130

Secretary
Minutes were emailed to members on 8 March for review. Motion was made by VickyYoshida approved the minutes as written. 2nd by Sheri Pflum. Motion approved.

New Business
-Board member elections coming up soon
-Kathleen Augustine volunteered to chair the elections.
Chris Manry, Tayler Wilson, and Rebecca Fontenette volunteered to be on the committee.
-Dee is requesting that more people step up and volunteer to do fundraisers,…etc.
-Dee will not be running for Prez next election, she will be retiring.
-Scholarship committee; only 1 person has applied so far, I will check the mail to see if any other applications have been turned in.
-Dr. Diorio will be having a briefing to school counselors to hopefully encourage more scholarship applicants.
-Charity vote results for next quarterly payment is the Borax.
-ASMC is sending 1 person to the PDI as a TDY- Sharon Hayes
-Dee would like to know what everyone wishes to see happen this year in ASMC
-Should we spotlight 1 person every meeting to get to know everyone better?
-Need another charity suggestion for next quarter.
-Sharon Hayes would like to see us develop some goals and a budget.
-Kathleen talked about PDI and read 2 letters from a previous PDI.

Meeting adjourned @ 1237

Barbara Sobaski
Secretary

MEMBER'S ARTICLE

"Beyond A Clean Desk"
By Margarita Hoffman

Time management has become increasingly important as people try to manage priorities at work and home. Getting things accomplished requires some planning and prioritizing. One of the workshops at the PDI in May dealt with this specific topic and provided some guidance on the subject of self-management.

Most of us use different forms of self-management in order to get things done such as: making a list of what needs to be accomplished daily, using calendars and appointment books to

capture future activities and events, planning and prioritizing, or a combination of all the methods. There is also a matrix that can be used that is divided into four quadrants according to importance. Quadrant I is allocated to things that are urgent and important such as congressional inquiries that require an immediate response, or a tasking from higher headquarters that has a specific suspense date. Quadrant II covers things that are not urgent but are important such as planning budget submissions, approving routine documents, continuous monitoring of the status of funds, developing policy or desk top instructions. Quadrant III covers items that are urgent but not important such as stopping what you are doing in order to help a co-worker with a project so he or she can meet a deadline, or receiving emails that you feel obligated to respond immediately. Quadrant IV covers things that are not urgent or important such as taking a short break during a stressful project, creating a to-do list, or updating a calendar.

The key is to spend more time in Quadrant II concentrating on important issues that are not urgent. In order to do this ask yourself if there is someone else who should be doing this, and if not why am I doing this? What is the goal? What happens if I choose not to do this? In order to accomplish the tasks in this quadrant you can plan, schedule yourself and delegate. Plan daily by breaking tasks into small manageable steps, do the most difficult thing first since a lot of us tend to tackle the easy taskings first in order to feel we've actually accomplished something. Apply the 80/20 rule--spend 20% of the time planning, and 80% of the time doing it. Schedule yourself by making time for important things, use commuting time if possible to plan the day or think about ways to solve a problem. Learn to say no once in a while. Delegate by empowering people to assist with a tasking and communicate clearly and provide objectives rather than procedures.

Managing time effectively in Quadrant III tasks such as meetings, paperwork, reading pile, or phone calls require a little planning. Prepare an agenda for a meeting and take notes. If there is a tasking involved, work it right away if possible. Look through paperwork in the in-box, and read only job critical information and either file it or address it right away if it requires an action. Read emails and flag those that are important; delete the ones that don't require an action, but save those that contain information that might be useful in the future. Keep telephone calls short by stating the reason for the phone call, be clear if you want someone to do something, give a concrete task and a deadline. The same things apply to emails.

These are a few time management techniques that can be useful in the workplace or at home. It may not be possible to apply all of them all of the time, but the effort to try at least one should be made to see if it makes a difference.

Note: Member's Chapter PDI White-paper Submission