

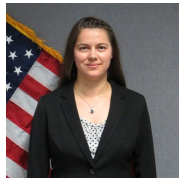


Wright Flyer

January 2021

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*Chapter President
Sheena Fast*

Greetings Aviation Chapter Members!

I hope everyone enjoyed the holidays and was able to spend time with family in one way or another! In case you missed it: Despite the challenges brought by COVID-19, we were able to successfully complete our Christmas Angels project again this year – a big THANK YOU to Tammy Pendergast for organizing the project and to all our wonderful volunteers who helped by purchasing gifts and gift cards to help support families in need.

AWARDS! ~ It’s that time of year – time to nominate outstanding individuals and teams for the ASMC Achievement Awards! You should have received an email with the nomination forms and more information. You can also visit our website (<https://www.asmc-aviation.org/professional-development/>) for the nomination forms or more information. Additionally, if you have questions you can send me an email.

As mentioned in our previous newsletter, we are in the initial planning stages for a virtual Mini-PDI. If anyone is interested in helping plan the event, please let me know.

We’re always looking for speakers – please let us know if you have a suggestion for a topic or speaker for future meetings.

The Chapter is still looking for volunteers for a few open positions, to include Professional Development Co-Chair, Awards Chair, Ways and Means Chair, and Programs Co-Chair. Please contact me or your organizational VP if you’d like to volunteer or have any questions about the positions. This is a great opportunity to get involved with our organization! See below for the responsibilities of each of these positions/committees.

- Professional Development Committee – establishes education and training goals for the Chapter; plans, coordinates, and arranges any seminars, training sessions or classes conducted by the Chapter; and accomplishes other educational activities as directed by the Executive Board to include mini-PDIs.

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Facebook: www.facebook/pages/American-Society-of-Military-Comptrollers
Website: <http://www.asmc-aviation.org/>



- Programs Committee – schedules and coordinates all chapter meetings and social affairs to include obtaining qualified speakers for Chapter meetings.
- Awards Committee – informs financial management community of awards programs, collects nominations for local and national submission, manages the review of nominations for local awards, and acquires/distributes the plaques for local award winners.
- Ways and Means Committee – organizes fundraising activities.

See below for some additional national ASMC news:

* National has released the Virtual PDI 2020, with 28.5 CPEs offered at no cost to ASMC members. Go to <https://asmconline.org/pd/virtual-pdi/> to register (make sure your membership is up-to-date first!). FREE CPE!!

* National is offering a live, instructor-led, virtual Fiscal Law course via Zoom on 25-27 January 2021 – 24 hours CPE! This course costs \$480 for members/\$520 for non-members and you can register at: <https://asmconline.org/pd/training/fal/purpose-time-amount-fiscal-law-training-3-day-course/>

* The January Tips and Tricks provided by TekSouth will be on 21 January, at 10:00 ET or 15:00 ET (one hour). Mr. Ed Fritts will be presenting at this month's sessions. He will be showing you some incredibly useful formulas and formatting tips to help streamline your data management. You will learn how to format tables, edit and replace characters for corrected data, add a total count to your data sheet, utilize functions to break out organizations, create pivot tables, and generate worksheets automatically. The sessions are free, but you must register at <https://www.teksouth.com/vtt-reg/> if you'd like to attend.

* National is having a monthly drawing for members who renew on-time or early – so remember to check when your membership expires.

I encourage everyone to find ways to be active within our Chapter, by joining a committee, calling into our virtual presentations, and/or attending Chapter events.

Sheena Fast
President, Aviation Chapter



January Member Meeting



We had a great time at the ASMC Christmas Social online on December 22nd! Many were in attendance and we had a lot of fun. President Santa Sheena called the social to order and announcements were made then the party fun began!

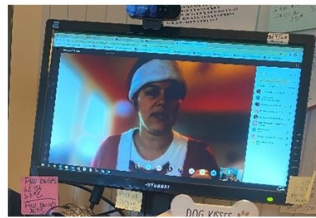
Many were in their favorite Christmas outfits and we had so much fun doing the “Merry Scavenger Hunt” and the “Name that Christmas Song” game. Past President Angela Ruter was our MC for the social hour and stumped many of us with the new Christmas songs that are out.

Congrats to Marie Ely for winning the Merry Scavenger Hunt! She had EVERYTHING that was on the scavenger hunt list and presented all items to us to confirm the win.

Congrats also to Sandra Moncree for winning the “Name that Christmas Song” event! Angela threw in a few “newer” Christmas singers/songs and really stumped all of us! After several tie breakers, Sandra was declared the winner.

Both received a \$10.00 Walmart card in the mail for their prize.

Be sure to attend our January virtual luncheon - January 19, 2021 from 11:30 am to 1 pm



President Sheena Fast



Angela Ruter



Congratulations to our Scavenger Hunt and Name that Christmas Song Winners

Upcoming Member Meetings:

19 Jan 2021, Speaker Mr. Michael Brame Jr, 88 FSS/FSDet Education & Training
Topic: “Telling the Story”



Congratulations

George Diehl, AFMC/FM, Advanced Tactical Acquisition Corps (ATAC 10) team select

Retirement

Stan Moulton, 88th CPTS/FMZ



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TREASURER'S REPORT

December 2020

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$16,011.57	\$120,440.13	\$117,258.16
+ Income	\$0.06	\$10,621.64	\$10,021.86
- Expenses	\$0.00	\$0.00	\$0.00
Ending Balance	\$16,011.63	\$131,061.77	\$127,280.02

Note:

The Fidelity ending balances are 31 December 2020. The Fidelity account balances are investments and fluctuate with the market. This causes unrealized gains and losses, which are captured in the Income.

Aviation Chapter Calendar

19 Jan 21

Telling a Story - Michael Brame



General Teleworking Tips

Considerations for teleworking are more than be covered in this set of tips. Beyond the items below, also think about include general ergonomics and time management. As we spend more time working at home, it can be easier to work for too long in a single sitting. Time management methods such as the Pomodoro method can be helpful. The below tips should help when you are doing a lot of work from home or your web browser.

Clear Cache and Reload Page

From time to time, there is a benefit to clearing your internet cache. Doing so can help prevent slow loading of your most commonly pages. Additionally, reloading pages is a good way to get past common issues when a page does not properly load. Fortunately, a shortcut exists to perform both actions at the same time. Pressing Ctrl+Shift+R or Ctrl+F5 will clear the cache and reload the current page. One or both of these shortcuts should work in most web browsers.

Open Multiple Pages on Browser Start

Some users have a couple of sites they always open in separate tabs when they get online. Many modern browsers have options which enable multiple tabs to be opened on multiple tabs each time the browser starts. Below are the steps to access the settings in Chrome and Firefox.

Chrome: Settings > On Startup > Open a specific page or set of pages. Enter all the pages you want.

Firefox: First, open a fresh browser with the specific tabs you'd like to have open every day upon startup. Then, go to Settings > General > Startup > Choose current pages.

Manage Your Internet

Security, Connected devices, VPN, Excess tabs/streaming, backup plan for outage

One of the most critical resources when working from home is your home internet. Because of this, users should make sure they are managing it properly. Managing security is one consideration. Ensure that the password you have on your WiFi uses WPA2 encryption at a minimum if not WPA3 encryption. If your workplace provides a VPN service, using it when transmitting work-related data is recommended.

Managing bandwidth is another thing to consider. If you find that that your network is running slow, then you may need to review your usage. During work hours, think about all of the devices connected to your network (e.g., phones, TVs, tablets, "smart" devices, streaming sticks) and disconnect if they do not need to be connected during work hours. Take a similar look at your work computer. If you have too many browser tabs and internet-connected apps running at once, your internet will slow down. VPNs can be a bottleneck for your bandwidth. Streaming sites are a major bandwidth hog. Disconnecting from VPN while you work can increase the speed of your internet.

Finally, have a backup plan for when your internet goes down. This could be as simple as knowing of places where free WiFi is offered can help. Ensure you use VPN at all times when on a public network. Alternatively, a mobile hotspot can help if you have access to one.

Monitor(s) and External Keyboards

Most users who telework generally use a laptop. Working full-time on a laptop is physically taxing. Laptops generally are not able to be ergonomic as the screen and keyboard mounted together. Due to this, they are not ergonomic. An external monitor and keyboard are very helpful. A monitor can be especially helpful as it offers additional virtual desk space. A second monitor is a tool which can improve efficiency for many users. Consider your approach to multitasking as a second monitor can equally enable distraction.

Virtual Workspace

Email burnout is a common and major issue. Consider making use of collaborative virtual workspaces. These virtual workspaces can offer tools and chat spaces for formal and informal work. Not only can the use of these tools reduce email traffic, they can also help foster some of the sense of community which is lost in a telework environment. Teams, Slack, and Mattermost are just some examples of these tools.

In a telework environment users often participate in web-meetings. Be conscientious of your lighting and background noises when on a meeting. These can be distracting to other attendees. Finally, users should seriously consider using a headset. They drastically reduce the chances of causing echoes or feedback.



ASMC – Aviation Chapter
Executive Board Meeting Minutes
None Scheduled

I. **President:** Sheena Fast

II. Attendance/Reports

Treasurers: Rebecca Workman , Dawn O’Connell

Secretary: JoAnne Wills

President-Elect: Beth Jankowski

Vice-Presidents

AFAA: Heather Brodess

AFLCMC: Dawn Holding

AFMC: Terri Desch

AFRL: Kristen Wentworth/Helen Barfield

At Large: Amy Williams

Contractors: Patrice Solorzano

88th CPTS: Shannon Noles

Committee Chairs:

Audit: Stephanie Burd, Michelle Hatton

Augsburg Scholarship: JoAnne Wills

Awards and Recognition: Vacant

Chapter Competition: JR Frazier

Communications: Colleen Robinson

Community Activities: Rhonda Pepitone

Health & Wellness: Fernando Mason

Membership: Angela Brown, Cynthia Payne

Professional Development: Markina McKnight

Programs: Tammy Pendergast

Ways & Mean: Vacant

(A) = In Attendance

III. General Business:

A. OLD:

B. New:



Last month, ASMC hosted our first Virtual Chapter Leadership Town Hall. Over 70 chapter leaders were in attendance. To those that were able to attend, thank you and for those who were not able to make this event, we missed you and look forward to seeing everyone soon!

ASMC Board President, Mr. Ed Gardiner and ASMC Executive Director, Mr. Al Runnels delivered remarks on the current status of ASMC and shared the vision for the future. Each department within the organization also shared updates and passed along information on procedural changes and current happenings such as virtual professional development opportunities. To access the information shared, please use the following links:

- Full audio recording of the session, on our YouTube channel: <https://www.youtube.com/watch?v=ooS8TZPEkXY>
- ASMC Chapter toolkit (PDF): https://higherlogicdownload.s3-external-1.amazonaws.com/ASMCONLINE/1694795d-8e18-4408-abd5-a48e3f6fff01_file.pdf?AWSAccessKeyId=AKIAVRDO7IEREB57R7MT&Expires=1608130503&Signature=IJy4NmTYJz4adyoEli79TrfXKZk%3D
- ASMC Professional Development opportunities: <https://asmconline.org/pd/>
- The ACH Form for Chapter Rebate Deposits can be found in the Files section of Engage.

Everyone at ASMC appreciates the time, commitment and support from each of you, and we truly thank you!



2020-2021 Executive Board

President	Ms. Sheena Fast
President-Elect	Ms. Beth Jankowski - AFMC
Secretary	Ms. Susan Duening
Treasurers	Ms. Rebecca Workman; Ms. Dawn O'Connell

Organizational Vice Presidents

88th CPTS VP	Ms. Shannon Noles
AFAA VP	Ms. Heather Brodess
HQ AFMC VP	Ms. Terri Desch
AFRL VP	Ms. Kristen Wentworth; Ms. Helen Barfield
AFLCMC VP	Ms. Dawn Holding
At Large VP	Ms. Amy Williams
Contractor VP	Ms. Patrice Solorzano

Committee Chairs

Audit	Ms. Stephanie Burd; Ms. Michelle Hatton
Augsburg Scholarship	Ms. JoAnne Wills
Awards and Recognition	Vacant
Chapter Competition	Mr. Clarence (JR) Frazier
Communications	Ms. Colleen Robinson
Advertising/Publicity	Ms. Anita Kerns
Newsletter Editor	Ms. Colleen Robinson
Photographer	Ms. Tracey Hearn
Webmaster	Mr. Jonathan Paden
Community Activities	Ms. Rhonda Pepitone
Health & Wellness	Mr. Fernando Mason
Membership	Ms. Angela Brown; Ms. Cynthia Payne
Professional Development	Ms. Markina McKnight
Early Careerist	Ms. Sandra Moncree
Programs	Ms. Tammy Pendergast
Tickets	Ms. Elaine Norsworthy
Ways & Means	Vacant

