

## **MEMORANDUM FOR: PHMA ROYAL CHAPTER #63 MEMBERS**

PHMA Royal Chapter #63 Meeting was held May 23, 2008 via teleconference. Participants during the teleconference meeting include: Mr. Efren N. Amores, Ms. Vivienne Spittles, Mr. Alan Brunt, Ms. Maggie Moss and Mr. David Cooper.

Meeting was called to order at approximately 1300 hours.

Minutes of previous meeting held on 7 March 2008 was reviewed and approved.

Treasurers Report was discussed and approved.

### **Old Business Discussion:**

Chapter Golf Tournament was discussed. Present members agreed to move forward with the plan. Golf tournament will be held on 12 September 2008, at RAF Lakenheath Golf Course. In order to lessen the requirement of many volunteers required to oversee the tournament, it was agreed that give away prizes be limited to Longest Drive, Closest to the Pin, Lowest Score and Highest Score. The amount of prizes will be determined in the next meeting.

### **New Business Discussion:**

The Chapter training scheduled on 10-11 Sep is confirmed. It was emphasized that the minimum number of fifteen (15) training attendees must be met. Otherwise, the training will not be supported by PHMA International. Mr Amores mentioned that the new Asset Manager for RAF Lakenheath who is coming from USAF HQ is likely to support the Royal Chapter Training initiative. Mr. Amores said that he is aware the new Asset Manager is a very strong supporter of PHMA programs. In this regard, Mr. Amores said the Royal Chapter members should strive hard to make this training initiative a success. Mr. Amores encouraged everyone to take advantage of this "free training" opportunity to expand our knowledge as housing management professionals. He encouraged PHMA Royal Chapter #63 members to obtain supervisor's approval to attend the training.

Mr. Amores will notify Mr. Geerth-Jan Hendriks, PHMA European Region Director, to announce the Royal Chapter Training to make sure minimum number of training attendees is met.

Ms. Vivienne Spittles will verify if the Royal Chapter Training requires Command approval. Ms. Vivienne will also look for larger classroom for the training to accommodate additional number of attendees.

POC for the PHMA Royal Chapter #63 Training on 10-12 September 2008 are: Ms. Vivienne Spittles at 226-2804 and Ms. Kathy Farrell at 226-6072.

Mr. Amores talked about the AHRN website. He informed members AHRN is now available to all AF Base in the States. Mr. Amores said military members with state side orders should be provided with AHRN information.

Next Meeting scheduled on 23 June 2008 at 1300 via teleconference. All PHMA Royal Chapter #63 are encouraged to participate.