August 15, 2018

COAST GUARD MUTUAL ASSISTANCE
1005 N. Glebe Road • Suite 220 • Arlington VA 22201

MINUTES OF THE 2018 COAST GUARD MUTUAL ASSISTANCE QUARTERLY MEETING
CONVENE MAY 16, 2018, AT COAST GUARD HEADQUARTERS, WASHINGTON, DC

MEMBERS PRESENT: (10)

Officers of the Corporation:
RDML William G. Kelly, President
CWO (Ret.) John C. Baker, Vice President
Ms. Shay Cook, Treasurer
RADM (Ret) Cari B. Thomas, Secretary

Members of the Board of Control:
CDR Kevin A. Crecy
YN1 Cary M. Jones
LT Frank D. Williams
LT Jennifer O. Thompson
CWO Matthew G. Burtch
Mr. Bruce A. White

Additional Attendees: Mr. Sean Fennell and Mrs. Sara Martin.

Call to Order: RDML Kelly called the meeting to order at 1330 and Mr. Fennell called the roll.

Previous Minutes: It was noted for the record that the minutes of the February 21, 2018 Board of Control meeting had been approved by consent of a quorum of the Board members on 26 February 2018.

Treasurer’s Report: Ms. Cook reported that the treasurer will now be reviewing the Executive Director’s expense reports. Also read from the financial reports provided the board members ahead of the meeting. It was noted that contributions were down 4% and expenses were down 7% over the previous year.

Committee Reports:

Executive Committee
RDML Kelly commended the board on soliciting applicants for the upcoming openings on the Board of Control. Noted for the record that we had a good number of robust applicants for the various positions.

Management Committee
LT Williams reported that the committee will be forming a work group to re-write the by-laws. He noted that emphasis will be placed on reviewing the guidelines for the annual election of new board members.

Audit Committee
CDR Crecy reported that the Audit Committee met on 30 April to review the audit from 2017. Noted that the audit went smooth and that the committee supported the auditor’s recommendation that someone from the BOC review the Executive Director’s expenses.
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CDR Creyc made a motion to rehire Tate & Tryon to conduct the 2018 audit. YN1 Jones seconded the motion. After discussion a vote was held and the motion carried unanimously.

Strategic Planning Committee

YN1 Jones reported that the Committee has committed to having a plan drafted by the quarterly BOC meeting in August. He noted that the Executive Director has been providing assistance in formulating a plan. He further noted that the future of CGMA should include leveraging technology.

CGMAHQ Update: RADM Thomas reported as follows:

1. Extended her appreciation to everyone who assisted with the transition in leadership. Proud to be a member of the organization.
2. She has commenced meeting the with stakeholders.
3. Welcomed the new Director of Finance, Mrs. Sara Martin.
4. Announced plans for a one-day offsite training for both the new board members, as well as the remaining board members. Details to be determined.
5. Provided some statistics on recent activity. Offered to provide additional information to board members upon request.
6. Reported that the campaign has concluded, but it will take some time before the numbers are ready for reporting. Noted that the CGC SYCAMORE was the first to report their results.
7. Reported that she was going to initiate the following strategic steps:
   a. Conduct an IT Audit to ensure security of data and computer systems.
   b. Conduct Investment audit. Plans include meeting with Finance Committee in near future.
   c. Establish a strategic scorecard.
   d. Meet with CDR Dean (Ret) who donated $50,000. Part of outreach effort.
   e. Look into possibility of establishing an advisory group or ‘kitchen cabinet’ comprised of various outside experts to assist her.

OLD Business: Mr. Fennell reported that the PCS Child Care Reimbursement Program had been implemented on March 7, 2018. Made recommendation to eliminate the age limit in this program for special needs children. LT Williams made a motion to eliminate the age limit. Ms. Cook seconded the motion. After discussion a vote was held and the motion carried unanimously. Point raised about extending it to O-3s. This was tabled until the program had run for a year to establish baseline costs for the program.

New Business:

BOC Election Results: Mr. Fennell presented the board with a completed slate for approval based on the electronic voting by the board members. It is noted for the record that the slate of elected board members was approved by consent of a quorum of the Board members.

Title of Executive Director: RDM Kelly requested that the board approve the change in title from Executive Director to Chief Executive Officer. The intent is to keep CGMA in alignment with the other Mutual Aid Societies. The matter was tabled for consideration and resolution at the next board meeting.
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New Chair for the Mutual Assistance Committee: Mr. Fennell reported that the Mutual Assistance Committee would be without a chairperson effective 1 July. The MAC is the one committee that must be standing at all times due to short notice of action required by them. Recommended that action be taken to elect a new chair as soon as possible to ensure continuity of operations. Committee members to take for action before 1 July.

Additional Ex-Officio Position: RADM Thomas requested that the Management Committee take up the idea of adding a position on the board for an active CGMA field Representative, to possibly be drawn from either the Yard or CG Base NCR. Tabled waiting further action by the committee.

Assistance to Chaplains: RADM Thomas requested that consideration be given to opening up assistance to the USN Chaplains who are assigned to Coast Guard units. Tabled until next quarterly meeting.

Good of the Order: RADM Kelly thanked the BOC members who will be completing their terms on 30 June.

Next Regular Meeting: Next meeting scheduled for 15 August, 2018 at 1330. In reference to the following Quarterly Meeting, a recommendation was made to move it from November 21 to November 14 to reduce conflict with Thanksgiving. Board president concurred.

Adjournment: RADM Kelly adjourned the meeting at 1435.

Submitted by: S. P. Fennell
Director of Administration

Cari. B. Thomas
Secretary