MINUTES OF THE COAST GUARD MUTUAL ASSISTANCE QUARTERLY MEETING
CONVENE ON AUGUST 15, 2018, AT COAST GUARD HEADQUARTERS, WASHINGTON, DC

MEMBERS PRESENT: 16 (12 in person, 4 by phone)

Officers of the Corporation:
- RADM William G. Kelly, President
- CWO (Ret.) John C. Baker, Vice President
- Mr. Michael Little, Treasurer
- RADM (Ret) Cari B. Thomas, Secretary

Members of the Board of Control:
- CDR Kevin Crecy
- LT Paul Reek
- LT Alexander Austin
- Mr. Steven Apicella
- CWO Matthew Burcich
- Mr. Bruce White
- Mrs. Lisa Johnson
- PO1 Carey Jones
- PO2 Clarissa McIntyre
- LCDR Daniel McQuate
- CPO Darien Moya
- Mrs. Erin Wirth
- PO2 Wayne Benson

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

Call to Order: RADM Kelly called the meeting to order at 1330 and Mr. Fennell called the roll. A quorum was established.

Previous Minutes: The minutes of the April 10, 2018 Annual Meeting and the May 23, 2018 Board of Control meeting were approved.

Treasurer’s Report: Mr. Little read portions of the financial reports provided the board members ahead of the meeting. It was noted that we were currently below budget. He reported that he had reviewed the Executive Director’s reimbursement claims and that they were in good order.

Committee Reports:

Executive Committee

RDML Kelly welcomed the new Board of Control members and thanked them for their willingness to serve. He specifically thanked those who volunteered to act as committee chair and treasurer (CPO Moya and Mr. Little respectively.) He encouraged all board members to remain active and participate more than just during the quarterly meetings. He expects robust dialogue among the committees and boards. He noted the work done by the Executive Director in completing a placemat to be used in marketing efforts. It captured a great deal of essential information. He noted that efforts were underway to prepare a final report to the board on changing the Executive Director’s title to Chief Executive Officer. He sent this matter to the Management Committee for action; they will provide a report to the board for consideration by 14 September, to be voted on by the board electronically not later than 1 October. He closed by encouraging the committees to meet regularly and work with the CGMA staff closely to ensure progress is made on plans and agendas.
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Management Committee

CDR Crecy reported for Committee Chair LT Williams. He briefly reviewed the proposal to add civilian employees to the PCS Child Care program. A motion was made by CDR Crecy to approve, and seconded by Mr. Baker. After discussion, the motion was tabled until further information is provided, specifically a budget for it as well as paygrade modifiers being defined. CDR Crecy also mentioned that a proposal for designating USN Chaplains assigned to CG units as being eligible CGMA clients. This was also tabled pending further information. The Board President raised the issue of how proposal for changes are brought to the board for action. After discussion, it was agreed that the Director of Administration would provide guidance to Committee Chairs. It was further agreed that electronic voting would occur on items fully prepared for board action if they were submitted for voting not later than six weeks prior to the next quarterly meeting (this being the halfway point between meetings). Mr. Fennell will manage this process. CDR Crecy further reported that the committee was working a rewrite of the bylaws, with a special emphasis on the election process. And finally, they were examining the possibility of extending the special needs grants and creating a new loan program for locality transition expenses.

Finance Committee

CPO Moya reported that the committee was engaged in the process for next year’s budget and it would be ready for the November meeting. He noted that as part of a plan to consider changing portfolio managers next year, they had provided a draft new investment policy for review. Mr. Baker walked the board through the changes to the investment policy. He provided the background and purposes for the changes. After further discussion, CPO Moya made a motion to approved the new investment policy. Mr. Apicella seconded the motion. The motion was carried by unanimous vote.

Mutual Assistance Committee

CWO Burch reported that the committee would be examining the Disaster Relief Policy (Appendix F, CGMA Manual) for possible changes or updates. He asked if the board members could be provided email addresses on the CGMAHQ server. (Ms. Martin will take for action.)

Education Committee

LT Reck reported that the committee was considering four matters that may be ready for vote at the next meeting. A proposal to increase the number of education loans available from one to two or three per family (one per dependent). Another proposal was to increase the SEG from $500 to $750 for E6/GS6 and below. He noted that the committee was considering a plan to extend SEGs to certain areas of licensure or accreditation. Finally, he reported that the committee was going to explore ways to expand and advertise tutor.com. The Board President raised the issue of verification of eligibility for SEGs; he was concerned that people were able to receive a SEG while also receiving funds from another source. Decision was made to clarify the eligibility on the form. (Mr. Fennell will take for action.) PO1 Jones reported that the tutor.com app for phones needed improvement; the staff will provide this feedback to the company.
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Strategic Planning Committee

PO1 Jones presented the revised Strategic Plan and the Scorecard which will help to implement the plan. Discussion focused on how they worked together. The president expresses concern that everyone read the Strategic Plan. Board members were instructed to provide PO1 Jones any feedback or recommendation by 14 September. PO1 Jones and Executive Director will take for follow-up action and provide a final version for board consideration in time for a board vote in November.

CGMAHQ Update: RADM Thomas reported as follows:

1. Reviewed recent cases, highlighting support provided for each group of clients (active, reserve, retired, civilian, Auxiliarist and widow.)
2. IT audit well underway with much work still to be done.
3. Following presentation by outside expert, CGMA needs to take steps to diversify fundraising sources. Relying solely on annual campaign has perils.
4. Offsite with new board members was very successful.
5. CGMA staff had a lockdown and did extensive strategic planning for the long term future.
6. Reported on various outreach efforts in D13, New England and Tidewater region. Met with both stakeholders, possible resources as well as recipients of CGMA support.
7. In survey results, 57% of donors have not changed their allotments, and 34% do not know how much their allotment is. The three least known CGMA programs are assistance with closing costs, insurance and pet/service animal care.
8. There have been two successful social media posts recently. Analytics show that a story related to a retired CG Captain and Mutual Assistance donor was viewed 4251 and shared 15 times. A video about the CG Birthday celebration was viewed 5942 time and shared 56 times.
9. CGMA Staff are preparing a video to be posted next month in support of Suicide Awareness Month. Video is of a survivor who credits CGMA support with being a critical part of their survival.

OLD Business: Mr. Fennell reported that the campaign results were still incomplete. The Executive Director reported that there were some very positive results out of certain areas. A request for ideas for a 2019 campaign motto was put to the board. The Board President suggested that the Commandant’s guiding principles (Ready, Relevant and Responsive) might a good place to start. Suggestions for a motto should be forwarded to Mr. Fennell.

New Business:

Committee Assignments: Mr. Fennell presented a slate containing the committee and chair assignments for the year. Absent any objection, the slate stands as presented.

BOC Contact Information: In compliance with administrative requirements, Mr. Fennell passed around a list of home addresses for the board members that the corporation is required to maintain for review. Corrections to addresses thereon should be sent to Mr. Fennell to be made to the record.
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USAA Education Support: Mr. Fennell reported that USAA is assisting CGMA with rebranding efforts. He reported that they have offered to purchase a commercial budgeting tool to be used on the CGMA website as both a service to members for self-help as well as being integrated into the loan and grant processes. Mr. Fennell solicited help in finding a commercial product that could be utilized for this purpose. Pursuant to the Board President’s guidance, the Mutual Assistance Committee will work on this with Mr. Fennell with a deadline of 30 September.

Sea Legs Magazine: CGMA and CG Foundation agreed to fund the next publication of Sea Legs together, pending legal review.

Golf Tournament Sponsorship: Staff working with last year’s coordinators of CG Golf Tournament to assume responsibility and conduct fundraising.

T-Mobile Donation: T-Mobile contacted CGMA to announce that they will be sending a donation sometime in the fall (amount unknown).

Good of the Order: RADM Thomas reported the recent receipt of three new significant sources of funding. CGMA has received a gift of just over $45,000 from the Charles Rose Estate. A notice has been received indicating that by the end of October we will receive a payment from the Rigdon Trust in the area of $50,000. And finally, CGMA was contacted by USAA requesting that we submit an application for a $30,000 grant. RADM Thomas also reported that the Coast Guard has created 13 new positions in the field for Financial Managers. These positions were created to help personnel understand and plan properly for the new military blended retirement system. RADM Thomas is working with the program sponsor to ensure that the persons in these positions are trained in CGMA programs and procedures.

Next Regular Meeting: Next meeting scheduled for 14 November 2018. This meeting will begin with a brief overview of Roberts Rules of Order.

Adjournment: RADM Kelly adjourned the meeting at 1455.

Submitted by: S. P. Fennell
Director of Administration

Cari. B. Thomas
Secretary