MINUTES OF THE COAST GUARD MUTUAL ASSISTANCE QUARTERLY MEETING
CONVENE NOVEMBER 14, 2018, AT COAST GUARD HEADQUARTERS, WASHINGTON, DC

MEMBERS PRESENT: 19 (13 in person, 6 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:
- MCOOG Jason Vanderharden
- CDR Kevin Crecy
- Mr. Steven Apicella
- Mrs. Lisa Johnson
- LCDR Daniel McQuate
- LT Paul Reck
- CWO Matthew Burch
- PO1 Carey Jones
- CPO Darien Moya
- LT Frank Williams
- LT Alexander Austin
- Mr. Bruce White
- PO2 Clarissa McIntyre
- Mrs. Erin Wirth
- YNCS Christopher Mullins

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

Call to Order: RADM Kelly called the meeting to order at 1300 and Mr. Fennell called the roll. A quorum was established.

Previous Minutes: It was noted for the record that the minutes of the August 15, 2018 Quarterly Board of Control (BOC) meeting were approved by electronic vote on August 24, 2018.

Notes For Record: Mr. Fennell noted the following for the record: Proposal to change the title of Executive Director to Chief Executive Officer (CEO) was approved by electronic vote of 16 to 1 on 17 September 2018. The BOC approved authority level of up to $12,000 for CGMA HQ for cases related to the hurricanes, for the specific purpose of housing assistance. The BOC approved a new grant authority within the disaster plan of up to $1000 for pest eradication.

Point of Order: Mr Fennell provided a brief to the BOC on the use of ‘Roberts Rules of Order’. Following a question by the chairman, it was determined that as a standard practice the board would take votes by acclamation rather than calling the roll each time.

Treasurer’s Report: Mr. Little read portions of the financial reports provided the board members ahead of the meeting. He noted that there was nothing unusual or inappropriate. He also noted the increase in corporate donations. Ms. Martin (Director of Finance) explained the difference between unrealized and realized gains. A request was made for clearer monthly financial reports. Ms. Martin has been tasked with providing a short executive brief or summary cover for each monthly report.
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Committee Reports:

Executive Committee

RADM Kelly charged the board with continuing to challenge the CGMA staff. He encouraged the board members to look for new ways to assist the staff with doing their jobs, and asked that they find new ways to expand CGMA’s reach. He requested that they look to guard against maintaining the status quo. He reported that he and the CEO met with the Commandant to discuss CGMA’s role. This prompted a discussion of CGMA’s ability to bolster or replace Tuition Assistance which was being curtailed due to budget concerns. Follow-up was undertaken during the report by the Education Committee. The chairman reported on recent corporate donations, and thanked the CEO for achieving these results. The President recognized SKC Moya, Ms. Martin and the Finance Committee for their hard work in preparing the budget for the meeting.

Management Committee

LT Williams reported that the management Committee approved a proposal to amend the bylaws enacting a specific timeline, and enhancing roles for the BOC election process. LT Williams made a motion to approve the proposal, Mr. Apicella seconded the motion. The motion was carried unanimously. The new timeline will be implemented for the election of BOC members in 2019.

Mutual Assistance Committee

CWO Burtch noted for the record that the MAC had processed one appeal case to the board. An Active Duty E6 had requested a $6000 loan for repairs to their rental property. The MAC recommended to sustain the CGMA HQ denial. The BOC concurred via electronic voting. CWO Burtch further reported that the MAC had examined Appendix F and concurred as regards to amounts provided therein. However, they requested that the online version of Appendix F be reviewed for accuracy. Mr. Fennell tasked with this action. Additionally, they conducted a review of the forms utilized in disaster response. Mr. Fennell charged with working with committee members and the former representative who assisted in their review to update the form and increase readability. The board members requested a listing of eligibility for the programs by population (active, reserve, civilian, etc). Mr. Fennell to provide.

Audit Committee

CDR Crecy reported that Tate & Tryon will be conducting the audit on 14 January 2019. This will be the second year with Tate and Tryon as the auditors.

Education Committee

LT Reck reported that the committee was considering four matters to be taken up for review. The issues of increasing the SEG limit and expanding the eligibility to include professional licenses and certifications were both tabled pending further review. At question was the cost for the first, and the redundancy of programming with the CG Foundation for the second. A motion was made by Mrs. Wirth and seconded by LT Williams to increase eligibility from one to three Education Loans per client family. After discussion, it was amended to increase
it from one to two loans per client family with the issue of a third loan being left for further committee action. The issue at hand for the third loan was what would the criteria be for approval. A vote was called, and the motion as amended was approved unanimously. A motion was made by LT Reck and seconded by Mrs. Wirth to expand the tutor.com program to include civilian employees. After discussion, a vote was held and the motion was approved unanimously. The President requested that process be implemented to validate that SEGs were not being used for post GI Bill and Education Loans. CGMA HQ to develop.

**Strategic Planning Committee**

PO1 Jones presented the finalized version of the Strategic Plan for BOC approval. Motion made by PO1 Jones and seconded by Mr. Baker. The Strategic Plan was approved unanimously with no changes. The question of monitoring the progress was raised. The CEO was tasked with examining the use of analytics to monitor. The President congratulated the committee on completing this job.

**Finance Committee**

CPO Moya presented the 2019 budget for approval. Motion made by CPO Moya to approve the budget and seconded by Mr. Baker. After discussion the 2019 budget was approved by unanimous vote.

**CGMAHQ Update:** RADM Thomas reported on CGMA HQ efforts in support of suicide awareness month. She showed the video made about CGMA involvement in disaster relief, and provided brief details on the CGMA Staff efforts to visit various locations affected by Florence and Michael.

**OLD Business:** Mr. Fennell provided a campaign report. The President remarked that the increase in donations was noteworthy and asked the CEO to find a way to get this word out to the field. Mr. Fennell further reported that the motto for the 2019 Campaign is officially ‘Ready, Relevant and Responsive.’ Mr. Fennell tasked with utilizing the Base NCR special notice board for announcing Giving Tuesdays.

**POINT OF ORDER:** CEO noted the attendance of MCPOCG Vanderhaden. MCPOCG made brief remarks thanking the board for the work that they do in support of the CG family.

**New Business:**

**Robert Morris University:** RADM Thomas reported on an initiative undertaken with Robert Morris University. Requested that the board form an Ad Hoc Committee to oversee the new initiative in the years ahead. LCDR McQuate was appointed as the Chair for this Committee, with Mr. Apicella, LT Austin, LT Williams and PO1 Jones as committee members.

**New Logo Design:** Mr. Fennell reported on initiative undertaken with USAA. Mr. Fennell tasked with sending new designs to board members for their review and consideration.
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Good of the Order: RADM Thomas reported the following:
1. CGMA recently received a donation from the CWOA raised during a 5K Run/Charity event at CG HQ. Noted that word is coming back to CGMA HQ about efforts to support CGMA at a higher level.
2. CG Auxiliary is creating specified position at local/regional levels to focus on CGMA access/fundraising.
3. Provided statistics on cases since last meeting, and read off list of recent cases that included virtually every single client base (AD, Reserve, Retirees, Auxiliarists, Widows, Spouses, Civilian Employees, etc.)
4. Reported that CGMA HQ would be hosting a meeting the next night for the ‘Kitchen Cabinet’. Thanked the board members who volunteered their time to attend.

Next Regular Meeting: Next meeting scheduled for 20 February, 2019. The deadline for proposal for electronic voting prior to the next meeting is 31 December 2018. The deadline for proposals for consideration at the next quarterly meeting is 1 February 2019.

Adjournment: RADM Kelly adjourned the meeting at 1501.

Submitted by: S. P. Fennell
Director of Administration

Cari B. Thomas
Secretary

December 10, 2018