MINUTES OF THE COAST GUARD MUTUAL ASSISTANCE QUARTERLY MEETING
CONVENEED MARCH 11, 2019, AT COAST GUARD HEADQUARTERS, WASHINGTON, DC

MEMBERS PRESENT: 14 (9 in person, 5 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 Creacy  
CWO Matthew Burch  
Mr. Bruce White  
Mr. Steven Apicella  
PO1 Carey Jones  
PO2 Clarissa McIntyre  
Mrs. Lisa Johnson  
CPO Darien Moya  
Mrs. Erin Wirth  
LCDR Daniel McQuate

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 November 14, 2018 Quarterly Board of Control (BOC) meeting were approved by electronic vote on December 10, 2018. Also noted that the minutes from the 27 December 2018 Special Meeting were approved by electronic vote on 3 January 2019. Follow-up to this meeting was held on 24 January 2019 to advise the BOC of CGMA activity in response to the lapse in federal funding. Vote held and approved increase in limits of support to $3500 and $2000.

Point of Order: Mr Fennell provided update on the election timeline which has commenced. Announce that there will be five vacancies this year. Applications due to CGMA HQ on 28 March.

Treasurer's Report: Ms. Martin reviewed the financials for December and February. RADM Thomas noted that the USAA donation was originally restricted just to relief during government shutdowns. In consultation with USAA, were able to redefine the restriction to include any ‘pay issues’. She further apprised the board on the status of other restricted donations, all of which were fully utilized within the restrictions imposed.

Committee Reports:

Executive Committee

RADM Kelly thanked the CGMAHQ staff for their exemplary performance of duty during the lapse in appropriations for the Coast Guard. He noted that PO2 Wayne Benson resigned from the board and that his position (alternate E4 thru E6) will remain vacant until 1 July 2019.
MINUTES OF THE COAST GUARD MUTUAL ASSISTANCE QUARTERLY MEETING
CONVENED MARCH 11, 2019, AT COAST GUARD HEADQUARTERS, WASHINGTON, DC

March 18, 2019

He reminded the Executive Committee that the election precept is due to CGMAHQ on 19 April 2019. RADM Kelly remarked that, except for the annual meeting, this would be his last CGMA business meeting. Until RADM Nunan (designated CG-1) reports in July, RDML Sibley will be acting CGMA President.

Management Committee

Mr. Fennell reported that the management Committee approved a proposal to extend full CGMA benefits to those serving as Coast Guard Chaplains. Mr. Baker made a motion to approve the proposal. Chief Moya seconded the motion. After a brief discussion vote was called. Motion passed unanimously.

Mutual Assistance Committee

CWO Burtch noted for the record that the MAC had processed one case of a grant for an active duty E6 member in the amount of $6538. The MAC recommended approval which the board concurred with in a previous electronic vote. Upon further review of the circumstances, the President requested that CGMAHQ initiate a letter to the proper office requesting an examination of the matter to see if this can be prevented in the future.

Audit Committee

CDR Crecy reported that this year’s audit has been delayed by the high op tempo created by the lapse in federal appropriations for the Coast Guard. The audit is ongoing and expectations are that it will be completed within the legal requirements.

Strategic Planning Committee

PO1 Jones and RADM Thomas presented a report card on the Strategic Plan. RADM Thomas explained the impact the government shutdown had on the plan and explained the road ahead. PO1 Jones informed the board that the Committee will be conducting a follow-up meeting in the near future.

Finance Committee

CPO Moya presented the proposed changes to the 2019 budget that reflected activity related to the lapse in federal appropriations for the Coast Guard. RADM Thomas noted a significant change supporting the hiring of an additional full time staff member. A Chief Development Officer will be hired to take over fundraising. Motion was made by Chief Moya. Motion was seconded by Mr. Baker. Vote was held and passed unanimously.

CGMAHQ Update: RADM Thomas reported on CGMAHQ efforts to raise necessary funds to prepare for the government shutdown. She noted for the record that a $5 million loan had been secured from First Command, but that it was never utilized. RADM Thomas reviewed the timeline of activities and significant events that occurred during the government shutdown period. This covered preparations, execution and the road ahead. RADM Thomas noted that disaster response operations continued even during the shutdown and that CGMA has approved over $287,000 in disaster grants since 1 January 2019. And finally, RADM Thomas noted that CGMA successfully resumed all normal operations on 25 February, which started with a strong surge in the Supplemental Education Grant Program.
MINUTES OF THE COAST GUARD MUTUAL ASSISTANCE QUARTERLY MEETING
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OLD Business: Mr. Fennell provided a copy of the new logo. RADM Thomas reported on the successful meeting with the Kitchen Cabinet. She further reported that the initiative with Robert Morris University has been placed on hold. There was a discussion about further development of this program utilizing CG resources.

New Business:

Campaign Rescheduled: Mr. Fennell reported that the annual campaign has been moved from April to September. This was done to ensure that all lapse assistance had been recouped prior to asking for donations. Mr. Apicella noted the potential difficulties of conducting the CGMA Campaign while the annual CFC Campaign is also commencing. After some discussion, it was left an open question to be decided by CGMAHQ as to exactly when to conduct the 2019 campaign. RADM Kelly noted that campaigns will resume taking place in April starting in 2020.

Late Fees Grant Program: Mr. Fennell reported that a draft proposal for a program to reimburse members late fees and penalties incurred due to the lapse in pay has been submitted to the Management Committee. The proposal may appear before board members for electronic voting in the coming weeks.

Annual Meeting: Mr. Fennell reported that the Annual Meeting has been scheduled for 12 April. It will be more of a recognition event than just a reporting event.

Good of the Order: RADM Thomas reported the following:

Media Outreach. Provided board members with website usage reports showing an enormous impact during the government shutdown period. Outlined effectiveness of CGMA appearances in local and national media.

USAA Meeting. Reviewed the requirements in maintaining the funds donated by USAA. Reported that pending recovering of all disbursed funds, USAA will receive quarterly reports on the account. Following full recovery, CGMAHQ will provide annual reports to USAA. As long as CGMA retains the $15 million donation, USAA may ask for updates at any time.

Meeting with CG Legal, CG Foundation and CPOA. Reported on the successful meeting between these entities and herself and the Board President. Noted that the result was not what they were expecting prior to the meeting. In the end it was agreed that the needs of the CG community were best served by leaving each group to ‘do its own thing’. Any coordination should be kept to a minimum to preserve operations and flexibility.

Financial Resiliency Program. Reported that development of this program is ongoing and that Mr. Fennell and Ms. Johnson have already started working on this. Mr. Fennell reported that he can have the draft program ready for review by the next regular meeting in May.

Next Regular Meeting: Next meeting scheduled for 15 May, 2019. The deadline for proposal for electronic voting prior to the next meeting is 1 April 2019.
MINUTES OF THE COAST GUARD MUTUAL ASSISTANCE QUARTERLY MEETING
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Adjournment: Prior to adjournment, RADM Kelly noted that CGMA had passed the $200 million mark in assistance provided to the CG Community. He noted that essential to this level of success is ongoing efforts by the Board of Control members to remain apprised and aware, and to raise issues when appropriate. RADM Kelly adjourned the meeting at 1437.

Submitted by: S. P. Fennell
Chief Operations Officer

Cari B. Thomas
Secretary