MINUTES OF THE COAST GUARD MUTUAL ASSISTANCE QUARTERLY MEETING
CONVENCED MAY 15, 2019, AT COAST GUARD HEADQUARTERS, WASHINGTON, DC

MEMBERS PRESENT: 11 (7 in person, 4 by phone)

Officers of the Corporation: CWO (Ret.) John C. Baker, Vice President
RADM (Ret) Cari B. Thomas, Secretary

Members of the Board of Control:
CDR Kevin Crecy CWO Matthew Burtch Mr. Bruce White
Mrs. Lisa Johnson PO1 Carey Jones PO2 Clarissa McIntyre
LCDR Daniel McQuate CPO Darien Moya Mrs. Erin Wirth
SCPO Christopher Mullins

Additional Attendees: Mr. Sean Fennell and Mrs. Alena Howard.

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

Previous Minutes: It was noted for the record that the minutes of the March 11, 2019 Quarterly Board of Control (BOC) meeting were approved by electronic vote on March 18, 2019.

Point of Order: Mr. Fennell noted for the record that the Mutual Assistance Committee forwarded a request for a $5700 loan for an AD E7. The MAC concurred with the CEO recommendation of a $3700 loan instead. The BOC voted to approved a $3700 loan on 10 May 2019. Mr. Fennell tendered the results of the 2019 Board of Control Election. There were no objections to the results. RADM Sibley will contact the winners. Mr. Fennell reminded the board members that discussions among committee members on issues within their purview were for internal use only by those committee members; CGMA HQ staff should not be included in emails going back and forth on the issue. Rather CGMA HQ staff should only be contacted with questions needed for clarity. Mr. Fennell also reminded the board members that once a vote was started, CGMA HQ should normally only respond to factual or procedural questions.

Treasurer’s Report: RADM Thomas reviewed the financials for March and April. She noted that CGMA was on budget for expenses, with income being ahead of budget, for the year to date. RADM Thomas reviewed the income and expenses from the CGMA Invitational Golf tournament which was held 8 to 11 May. Although the final exact figures are not in, it appears that CGMA will receive between $20,000 and $25,000 in income from the event. LCDR McQuate noted that there was a significant disparity in the assets listed in the March and April financials. RADM Thomas will work with the CFO to determine the cause of the disparity.

[Addendum to Treasurer’s Report: In response to the question raised about the disparity in assets; The CFO reported the difference on the Statement of Financial Position in the Total Assets/Total Liabilities and Equity between March and April is our payments to the Red Cross. In March, the amount owed showed under “Liabilities and Equity” as “Vendor Accounts Payable”. In April, it came out of “Cash” under “Current Assets” and “Vendor Accounts Payable” under “Liabilities and Equity”.]
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Committee Reports:

Executive Committee

Mr. Baker noted that RADM Kelly had been recognized for his service as BOC President during the CGMA Annual Meeting held in April. Mr. Baker thanked RADM Kelly for his exceptional support of CGMA during his tenure as Board President. He reported that RDML Sibley is the acting Board President until RADM Joanne Nunan reports aboard as CG-1 in June. Mr. Baker thanked everyone for their participation in the election for new Board of Control Members. He noted that there was an exceptional pool of candidates this year.

Management Committee

Mr. Fennell briefed on the proposal for CGMA to reimburse members the cost of shipping breast milk. The proposal will be forwarded to the Management Committee for review before forwarding to the BOC for vote electronically before the next quarterly meeting.

Mutual Assistance Committee

CWO Burtch reported that the Committee had elected a new Chairman. LCDR Daniel McQuate will take over as chairman on 1 July 2019. The MAC is the only committee that needs a designated chairman at all times, and therefore could not wait until the new members assumed their duties to hold an election for chairman.

Audit Committee

CDR Crecy reported that the audit is proceeding well and they expect to finish all matters, including the tax form, by sometime in July. RADM Thomas reported that the 2018 Annual Report will be finished, pending only the final financial statement from the audit. Once the audit is completed the Annual Report will immediately be sent for publication.

Finance Committee

The financials has been reviewed earlier in the meeting. The next meeting with our agents at the bank will be held during the offsite meeting in July.

CGMAHQ Update: RADM Thomas reported on the CGMA Annual Meeting. She congratulated the CGMA HQ staff on organizing such a great event. She expressed her appreciation to all those who attended. RADM Thomas introduced the new Chief Development Officer, Mrs. Alena Howard. Mrs. Howard expressed how glad she was to be a part of the team.

RADM Thomas reported on the success of the CGMA Invitational Golf Tournament held in Myrtle Beach, SC. She briefly described the program and how well CGMA was received by all of the attendees. She further explained that this was definitely a learning opportunity, and she looks forward to making improvements at next year's tournament.

The new CGMA website was displayed on the screen in the conference room to show the new members the new, and drastically changed, site. Mr. White complimented on the improvements.
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OLD Business:

2019 Campaign: Mr. Fennell reported that CGMA HQ is starting its preparations for the 2019 fundraising campaign which commences on 15 August and ends on 13 September. Board members were encouraged to watch for it at their commands and become involved and help their local campaign coordinators.

Financial Resiliency Program: Mr. Fennell and Mrs. Johnson reported on a successful meeting at CG headquarters to develop a road map for a new financial resiliency program. Explained the means of providing a stipend for those who demonstrate improvement in their financial condition using a scorecard based on a number of financial factors. However, it was noted that however the program finally unfolds, it will not require any financial support until sometime in 2020. Therefore, a temporary program is needed to utilize the $500,000 gift provided by USAA for this purpose. After some discussion of various options, the Vice-President agreed to appoint an Ad-Hoc committee to develop a one-time program for this purpose. Mr. Fennell was instructed to solicit members the next day, and the deadline for the proposed program was set at 15 June, so that it can be implemented in July.

New Business:

New BOC Members Offsite: RADM Thomas reported that the annual offsite/indoctrination has been scheduled for Thursday, 11 July at the AAFMAA offices in Reston. The morning session is only for the new members, but the afternoon session is intended to include all BOC members. RADM Thomas requested that everyone put it on their calendars.

Chairs & Committees: Mr. Fennell reported they will be soliciting for volunteers for the various committees. He noted that there will be two chairs opening up in July (in addition to the MAC Chair which has already been filled.) Solicitations will be sent immediately following the notification to the new BOC members that they have been elected to the board.

CGMA Clothing: Mr. Fennell reported that CGMA HQ now has a source for CGMA clothing and to please contact him for additional information.

Good of the Order: RADM Thomas reported the following:

Case Exemplars: RADM Thomas provided brief descriptions of five assistance cases, reflecting some of the more common uses for CGMA by its clients. She reminded the members that when we provide assistance to members of the armed services, they reimburse us, and likewise anytime they support a CG client, we reimburse them. RADM Thomas noted that both vehicle repair cases and housing assistance cases were up significantly. This is due to the onset of the PCS transfer season.

Attendance at the Flag/SES Meeting. RADM Thomas attended the recent meeting of the CG’s senior leadership. She was provided the opportunity to address them and was able to show them the video of 2018 in review.

Operations Survey. Reported on the efforts of two CG GW University students in surveying our CGMA representatives to ascertain our effectiveness in the field. Expect to have their results soon, and should be able to implement improvements based on the study.
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Donation Received: Noted that a gift of over $31K was received from CG Exchange.

Fair Winds. RADM Thomas expressed her appreciation to all of the departing board members. She noted that all three of them were chairman of a committee. Following Seas to CDR Kevin Crecy, LT Frank Williams and CWO Matthew Burch. Bravo Zulu for a job extremely well executed.

Next Regular Meeting: Next meeting scheduled for 21 August, 2019. The deadline for proposal for electronic voting prior to the next meeting is 1 July, 2019.

Adjournment: Mr. Baker adjourned the meeting at 1430.

Submitted by: S. P. Pennell
Chief Operations Officer

Cari B. Thomas
Secretary