MINUTES OF THE COAST GUARD MUTUAL ASSISTANCE QUARTERLY MEETING
CONVENED NOVEMBER 20, 2019, AT COAST GUARD HEADQUARTERS, WASHINGTON, DC

MEMBERS PRESENT: 16 (9 in person, 7 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:
- CMC Charles Bushey
- CDR Morgan Holden
- Mr. Steven Apicella
- Mr. Michael Little
- LT Alexander Austin

- LCDR Daniel McQuate
- CWO3 Anthony Giaccone
- CPO Darien Moya
- PO1 Jerry Engelman
- Mrs. Lisa Johnson

Additional Attendees:  
- Mr. Sean Fennell, Mrs. Sara Martin and Mrs. Alena Howard.

Call to Order:  
Mr. John Baker 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 21, 2019 Quarterly Board of Control (BOC) meeting were approved by electronic vote on November 13, 2019.

Point of Order:  
Mr. Fennell provided a brief on the 2020 BOC Election process. LCDR McQuate noted that members on the Nominating Committee must recuse themselves from same if they run for reelection. Mr. Fennell noted for the record that the President (RADM Nunan) had appointed CPO Darien Moya as Treasurer in the previous week.

Treasurer's Report:  
CPO Moya provided an overview of the September and October financials.

Committee Reports:

Executive Committee

Mr. Baker reported that although the Executive Committee has met several times since the last quarterly meeting, there was nothing to report at this time.

Management Committee

LT Mohnke presented a proposal to increase the Special Needs Grant from a lifetime ceiling of $3000 to eligibility for $3000 every five years. LT Mohnke made a motion reflecting the proposed changes and was seconded by CPO Moya. Following a brief discussion a vote was called. The motion was carried.

LT Mohnke provided a brief on an upcoming proposal to provide loans to assist members in renting vehicles when they arrive at a new duty station overseas. For this program ‘overseas’ includes any assignment outside of the continental 48 states. Once the Management and Finance Committee finish reviewing the proposal it will be disseminated to the board,
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possibly for electronic voting. The first year would likely be just a loan programs, and not grants. However, the CEO asserted that she will try to find outside funding for this effort.

**Mutual Assistance Committee**

LCDR McQuate noted for the record that there were four cases processed by the MAC and the board since the last quarterly meeting. Summaries as follows:

- AD E9 requested $18,000 loan for new septic system. Board approved a $16,000 loan on 19 Sept 2019
- AD E6 requested $10,000 loan for legal fees. Board approved a $10,000 loan due to special circumstances (safety of a dependent) on 6 Nov 2019.
- AD O4 requested a $25,000 grant for debt remission. Board approved a $14,100 grant and $10,900 loan on 12 Nov 2019.

**Audit Committee**

LT Mohnke reported that the audit committee had agreed to rehire the same auditors. A contract has been issued to the firm of Tate and Tryon for the 2020 audit.

**Education Committee**

RADM Thomas reported that the Education Committee had begun consideration of increasing the SEG program. They are considering the possibility of both an amount increase and/or an increase in those who are eligible for the program. Should have a proposal ready before the next quarterly meeting.

**Strategic Planning Committee**

Nothing reported.

**Finance Committee**

CPO Moya and Mrs. Martin reviewed the proposed 2020 budget. SKC Moya made a motion to approve the budget as submitted. LCDR McQuate seconded the motion. After a discussion, a vote was conducted, and the motion carried. The budget for 2020 has been approved.

**Development Committee**

Mrs. Howard reported on the Campaign results as well as providing a brief on fundraising in general, including comparisons with industry standards for success.
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CGMAHQ Update: RADM Thomas reported on CGMA HQ’s contingency planning in the event of a lapse in federal funding. Outlined the limits and procedures that CGMA HQ will be implementing should it be needed.

RADM Thomas reported on the establishment of the LT Crotty Award at the behest of his family. The award will be presented each year at the Annual Meeting to the CGMA Representative of the Year. For the time being, the winner will be selected by the senior leadership at CGMA HQ.

RADM Thomas reported on the outreach efforts that she and Mr. Fennell have made in recent months by participating in both PFM and CFS training conducted in the Tidewater region. Established excellent contacts, as well as raising visibility of CGMA as a financial resource for CG members.

RADM Thomas reported support provided to both Sector Long Island Sound and Sector New York in response to two separate housing situations. CGMA awarded grants to members displaced in Sector Long Island housing due to environmental concerns. Grants were also awarded to six members in Sector New York housing who were displaced by a major fire in the housing units.

RADM Thomas reported that it was a relatively light year for disaster response, expending only $125,000 for hurricanes in 2019. She noted however, that there was another $50,000 in grants pending related to hurricane Dorian.

OLD Business: Mr. Fennell reported that the operational plan for implementing the Financial Independence Development grants has been worked out with CG-13. He provided an overview of the scorecard that will be used, as well as an explanation of how the grants will be awarded. Ms. Johnson made a motion to approve implementation of the program. Mr. Baker seconded the motion. After lengthy discussion covering both the methodology, as well as those eligible for the program, a vote was conducted, and the motion carried.

New Business:

Waiver to Disaster Policy: RADM Thomas reported that six retired families had homes significantly damaged by DORIAN. Four of the six (all are in their 70s/80s, one is a widow and one on a ventilator, all living on Social Security and pensions) had no insurance. Appendix F allows for disaster grants to be approved only for insured homes. After a discussion, a vote was conducted to waive the policy for these four clients, and the motion carried.

By-Laws and Standing Rules: Mr. Fennell reported that efforts were underway to update the CGMA Manual, the Finance Manual and to create a desk guide for CGMA representatives in the field. Along with this effort, CGMA HQ will be asking to establish an Ad Hoc committee next year to review and update the By-Laws and Standing Rules. Mr. Fennell asked the board members to consider volunteering for this committee.

Good of the Order: RADM Thomas reported the following:

$25,000 Special Needs Grant: RADM Thomas reported that a donor is donating $25,000 in an unrestricted gift, and she asks that the gift be used in the CGMA Special Needs program.
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Electronic Voting. RADM Thomas thanked the board for participating in electronic voting this last quarter. She emphasized to the board that this type of voting is critical to resolving issues in a timely manner. Additionally, it enables CGMA HQ to keep the quarterly meeting agendas productive while allowing time for discussion.

CG Ball. RADM Thomas reported that CGMA sponsored the cost of a recruit company from Cape May attending the CG Ball this year. CGMA’s participation was very well received and a great event for all who attended.

Outreach. RADM Thomas reported on her continuing outreach efforts as CEO. She noted that she remains in touch with several significant donors, including a $10k gift from the Association of Military Banks and a $50k gift from the PGA at Greenbrier. RADM Thomas reported that attended the recent interment of a long-retired flag officer whose family have long been supporters of CGMA.

Ethics: It was noted that all BOC members should submit their Conflicts of Interest forms to Mr. Fennell.

Non-profit Playbook: RADM Thomas provided copies of the CG-LGL Ethics guiding principles for supporting organizations. Of note: “CG employees are permitted to solicit funds for CGMA in their official capacity... CO/OINCs/supervisors and individuals may all use their official title, position and authority to speak, write and encourage other members of the Coast Guard to encourage them to donate to CGMA.”

Layette: The latest upgrade to the marketing and branding efforts includes a child backpack and sippy cup that have the CGMA logo which will be included in future layettes.

CMC Bushey: Remarked on the E-10s appreciation for CGMA and is seeking input to future programs and initiatives from its network. He noted the next State of the Coast Guard address is 20 February 20 in Charleston, South Carolina.


Adjournment: Mr. Baker adjourned the meeting at 1445.

Submitted by: Sean P. Fennell
Chief Operations Officer

Cari B. Thomas
Secretary