MINUTES OF THE COAST GUARD MUTUAL ASSISTANCE QUARTERLY MEETING CONVENED FEBRUARY 20, 2020, AT COAST GUARD HEADQUARTERS, WASHINGTON, DC

MEMBERS PRESENT: 13 (7 in person, 6 by phone)

Officers of the Corporation: 
RADM Joanna M. Nunan, President 
CWO (Ret.) John C. Baker, Vice President 
RADM (Ret) Cari B. Thomas, Secretary 
CPO Darien Moya, Treasurer

Members of the Board of Control:
LT Austin Alexander    LCDR Daniel McQuate    LT Ariana Mohnke
Mr. Michael Little    CWO3 Anthony Giaccone    PO1 Carey Jones
Mrs. Lisa Johnson    PO1 Jerry Engelman    Mr. Bruce White
Mrs. Erin Wirth

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

Call to Order: RADM Nunan 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 November 20, 2019 Quarterly Board of Control (BOC) meeting were approved by electronic vote on November 25, 2019.

Point of Order: Mr. Fennell noted for the record that the Board of Control approved the OCONUS Rental Car (ORCA) loan program by electronic vote on 7 February 2020. Mr. Fennell reviewed the Board’s 2020 calendar.

Treasurer’s Report: Mrs. Martin provided an overview of the December financials. She noted that e-Disbursements now account for over 25% of all assistance.

Committee Reports:

Executive Committee
RADM Nunan reviewed the status of the election process. She noted that there were eight vacancies this year and encouraged the board members to reach out to find suitable applicants. She emphasized that that it was a good opportunity to increase diversity, including rating diversity. RADM Nunan further noted that the process of drafting an Election Precept was underway and that the members would have this well before the voting commenced. She encouraged everyone to be guided by the contents of the precept when casting their ballots. RADM Nunan encouraged all the board members to participate in the annual fundraising campaign in April.

RADM Nunan authorized a five-minute adjournment while awaiting the return of some Board members. Board reconvened after five minutes.
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Mutual Assistance Committee

LCDR McQuate provided the board with a summary of the committee’s debate on a pending case about a $7,254.81 debt consolidation loan. The role was taken for approval or disapproval of the loan. The loan was approved by the Board. Note is taken that a majority of the Board members requested that the Board take up a review of the current policies and procedures concerning the CGMA Debt Management program. Mr. Fennell noted that this matter was already on the agenda under new business.

Audit Committee

LT Mohnke reported that the audit has been concluded and publication of final results were pending. Mrs. Martin reported that there were no discrepancies noted during the process. LT Mohnke further reported that the committee had received the proposal for using the same company for the audit next year. Action to be take on this at a later board meeting.

Development Officer Report: Mrs. Howard provided the Board with a Development Outreach Report. Mrs. Howard briefed the Board on the status of the 2019 Fundraising Campaign and provided copies of campaign materials to the members. Mrs. Howard also provided them a brief on the establishment of a newsletter for better communication with the various client groups. RADM Nunan brought the Board’s attention to the new Retiree Newsletter (The Long Blue Line) which just released its inaugural edition of the magazine. Mrs. Howard reported that both an article and advertisement for the next edition had already been submitted for publication. Mrs. Howard reported briefly on the upcoming CGMA Golf Tournament.

CGMAHQ Update:

RADM Thomas reported on the Annual Meeting. It is scheduled for Monday, 20 April at 1330. She provided a brief overview of the agenda and encouraged all members to attend. The Commandant is currently scheduled to attend. Extended special invitation to departing board members. Requested members notify CGMA HQ of any distinguished guests they would like invited to attend.

RADM Thomas reported on undergoing efforts to provide tutoring support at the Coast Guard Academy.

RADM Thomas provided a briefing on her recent trip to the Eighth Coast Guard District. CGMA is still held in high regard by everyone there, especially those who had been severely impacted by Hurricane Michael.

RADM Thomas reported that the process of publishing the Annual Report is well underway, and fully expect to have it ready earlier than normal, presumably in time for the Annual Meeting in April.

OLD Business: RADM Thomas reported that the Financial Resilience program is ready to be fielded; awaiting legal concurrence from the Coast Guard.
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New Business:

Mr. Fennell requested the formation of a work group to examine CGMA’s Debt Management policies. Mrs. Johnson, Mr. Little and LT Alexander volunteered to participate. Mr. Fennell will solicit volunteers via email to bring the total to five participants.

Mr. Fennell requested the formation of an Ad Hoc Committee, comprised of members from the Finance and Management Committee to review and update the By-Laws and Standing Rules. RADM Nunan supported the idea and approved the formation of the Ad Hoc Committee. (Addendum: This committee will be known as the By Laws Committee for the duration of its standing.) Mr. Baker volunteered to participate. Mr. Fennell will solicit volunteers via email to bring the total to five participants.

Good of the Order: RADM Thomas reported the following:

2019 Assistance Summary. RADM Thomas provided a brief view into how assistance was provided in 2019. She provided data on assistance by paygrade, as well as the different types provided. She also summarized a long list of accomplishments during 2019.

Mr. Carl Murch’s Retirement. RADM Thomas provided a brief overview of his career with CGMA and invited the members to attend his farewell luncheon. Mr. Baker will be representing the Board at this event. The plan for transitioning website maintenance was also discussed.

RADM Thomas congratulated board member CDR Morgan Holden on the birth of their daughter Kori. Mother, baby and family all doing well.

RADM Thomas reported on a recent complicated case that required all-hands on deck (neighbor, librarian, children). Resolved by CGMA HQ with great professionalism.

Next Regular Meeting: Next meeting scheduled for Tuesday, 19 May 2020. The deadline for proposal for electronic voting prior to the next meeting is 1 April 2020.

Adjournment: RADM Nunan adjourned the meeting at 1445.

Submitted by: Sean P. Fennell  
Chief Operating Officer  

Cari B. Thomas  
Secretary