



February 22, 2022

MINUTES OF THE COAST GUARD MUTUAL ASSISTANCE QUARTERLY MEETING  
CONVENED FEBRUARY 16, 2022, AT COAST GUARD HEADQUARTERS, WASHINGTON, DC

Board of Directors

ADM Karl L. Schultz  
Chairman

RADM Eric C. Jones  
President

CWO John C. Baker (Ret)  
Retired Military Member  
Vice President

AUX Michael Philipps  
Auxiliaryist  
Treasurer

RADM (Ret) Cari B. Thomas  
Secretary

MCPOCG Jason M.  
Vanderhaden  
Master Chief Petty Officer of  
the Coast Guard

CMC Charles R. Bushey  
MCPOCG Alternate

CDR Morgan T. Holden  
Commissioned Officer

LCDR Daniel J. McQuate  
Commissioned Officer

LCDR John-Andrew Minniti  
Commissioned Officer

CWO Anthony F. Giaccone  
Chief Warrant Officer

MCPO Eric Silvoy  
E-7 or Above

PO1 Benjamin Lind  
Enlisted Member

PO1 Lindsey Cole  
Enlisted Member

CPO Jerry Engelman  
E7 or Above Alternate

PO1 Andrew Stoddard  
Enlisted Alternate

Mr. Christopher Mack  
Civilian

LT Patrick Pannella  
Reserve Member

Mrs. Kristen Vlaun  
Commissioned Officer  
Spouse

Mrs. Amanda Morales  
Enlisted Person Spouse

Vacant  
Medical/TRICARE Specialist

Mr. Kenneth Weber  
Work-Life Specialist

MEMBERS PRESENT: 16

Officers of the Corporation:

RADM Eric Jones, President  
CWO (Ret) John Baker, Vice President  
RADM (Ret) Cari Thomas, Secretary  
AUX Michael Philipps, Treasurer

Members of the Board of Directors:

PO1 Benjamin Lind  
CWO4 Anthony Giaccone  
Mr. Christopher Mack  
LT Patrick Pennella

CMC Charles Bushey  
CDR Daniel McQuate  
CPO Jerry Engelman  
LCDR John-Andrew Minniti  
Mr. Kenneth Weber

CDR Morgan Holden  
CMC Eric Silvoy  
CPO Lindsey Cole  
Mrs. Amanda Morales

Additional Attendees: Mr. Sean Fennell, Mrs. Sara Martin and Mrs. Jeanne Ellinport

**Call to Order:** The Board President called the meeting to order at 1330 and Mr. Fennell called the roll. A quorum was established.

**Previous Minutes:** The minutes of the 17 November 2021 Quarterly Board of Control (BOC) meeting were approved by electronic vote on 22 November 2021.

**Notes for the Record:** Mr. Fennell noted that on 8 February 2022 the Board voted to certify the election results. The President will contact the newly elected Board members to inform them of the results. All other applicants for the Board will be notified in writing.

**Treasurer's Report:** Mr. Philipps reviewed the financials. He reported that the portfolio performed very well in 2021. This enabled CGMA to end the year with a net increase despite unexpected expenditures, most notably in disaster response programming. Bottom line is sound financial health.

**Committee Reports:**

Executive Committee: The Board President:

- Thanked the CGMA staff for hosting him at the CGMA HQ holiday luncheon in December. He acknowledged the staff's very evident dedication to the CGMA's mission and goals.
- Noted that the planning process for the Annual Meeting in April is underway. He encouraged the members to plan on attending. He noted that there will be a change of Commandant this year so this will be ADM Schultz's final appearance at this meeting. Noting that this meeting is where CGMA presents all of its awards for the year, he remarked that it is important to take time to recognize those who support CGMA so actively.
- Thanked the Nominating Committee for their exceptional work in managing the record number of applicants for the Board. He noted that there was an extraordinarily broad range of applicants with an astonishing array of skills and experiences.

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- Expressed his gratitude to MCPOCG Vanderhaden and CMC Bushey for their participation on the Board for the past four years. He noted that their tenures saw CGMA through some of its most challenging and unique periods. He credited them for rebranding CGMA from an option of last resort to a resource of choice for leaders throughout the Coast Guard. He wished them fair seas, noting that he does not use the expression following seas because they just create unpleasant conditions for a cutter.

Management Committee: PO1 Lind submitted two proposals for consideration by the Board.

- The Committee recommends the establishment of an IT/Cyber Committee. PO Lind made the motion to approve, CDR Holden seconded the motion. The floor was opened for discussion and questions followed by a vote. The motion was carried unanimously.
- The Committee recommends the addition of an IT/Cyber position on the Board. PO Lind made the motion to approve, CPO Engelman seconded the notion. The floor was opened for discussion and questions followed by a vote. The motion was carried unanimously.

Mutual Assistance Committee: CDR McQuate reported that the Mutual Assistance Committee:

- Received an application from an RET E7 member on 22 November 2021. They voted on 26 November 2021 to approve the \$2,275 loan for dental work. Being within their approval limit, the committee's approval was final.
- Received an application from an Active-Duty E-4 on 14 December 2021 requesting a \$4,638 loan to cover travel card expenses. MAC voted to approve. Being within our approval limit, the committee's approval was final.
- Recommended partial approval of an \$18,000 loan request received from a RES O4 on 14 December 2021. The case was forwarded to the Board of Control on 15 December. A \$16,450 loan for medical expenses, as recommended by the committee, was approved by the Board via electronic vote on 16 December 2021.
- Recommended approval of a \$8,357 request for assistance from a RES E6 on 16 December 2021. The case was forwarded to the Board of Control on 17 December. A loan of \$8,357 to cover delayed reimbursement of travel expenses was approved by the Board via electronic vote on 21 December 2021.
- Received an application from a new GS-12 that requesting a \$8,000 loan for PCS expenses until they were reimbursed for their civilian PCS move. MAC voted to approve. Being within our approval limit, the committee's approval was final.
- Recommended approval of a \$13,357.95 request for assistance from a AD E5 on 16 December 2021. The case was forwarded to the Board of Control on 17 December. A loan of \$13,357 loan to cover vehicle repair in unusual OCONUS circumstances was approved by the Board via electronic vote on 21 December 2021.
- Received an application from a GS-13 on 17 December 2021 requesting a \$7,000 loan for home repairs. MAC voted to approve. Being within our approval limit, the committee's approval was final.

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Audit Committee: LT Pennella reported that the annual Audit is well underway. He expects to be able to report results to the members in the coming weeks. Mrs. Martin reported that they were just finishing and expressed that the auditors had been very easy to work with throughout the process.

Education Committee: CDR Holden reported the committee had forwarded two new proposals to the Board. Both proposals were forwarded to the Finance Committee by CGMA HQ and will be forwarded to the Board once they finish their review.

- The first is a proposal to expand the definition and scope of the Supplemental Education Grant (SEG). In addition to adding to the list of allowable expenses, it would increase the limit from \$500 per year to \$1000 per year.
- The second is a proposal to create a new SEG program for dependents in grades Pre-K through 12<sup>th</sup> grade. Similar to the existing SEG in its scope, limited to \$500 per year. CDR Holden noted that she was available to any of the Finance Committee members to discuss these two new proposals, and how best to implement and/or limit the financial impact on operations.
- CDR Holden reported on the positive impact that the two new programs approved last year, and recently implemented. She has received numerous expressions of gratitude for the implementation of the new loan program for Spouse Professional Certification costs.
- She further noted that response in various social media, and the Ombudsman network for the new Education Advocate Grant (EAG) program has been tremendously positive.
- Mr. Fennell promised a report back to the Board at the August Quarterly meeting on the amount of use of the new programs. Since the new programs will be most impactful during the PCS season, there should be solid numbers by then.

Strategic Planning Committee: Mr. Weber reported on the process that the Committee undertook to update the mission and vision statements. Mr. Weber made a motion to change the mission and vision statements. PO1 Lind seconded the motion. The floor was opened for discussion and questions followed by a vote. The motion was carried unanimously. The new statements are:

Mission: To support the financial resilience of the Coast Guard community.

Vision: Always Ready through our steadfast commitment to responsible financial management, equipped with adaptable, innovative, and inclusive solutions to help our own navigate dynamic financial challenges.

Development Report: Mrs. Ellinport provided a report on recent fundraising events. She also provided notes on CGMA's increased presence on social media, and other outreach efforts. She closed with a report on the annual CGMA Golf Tournament. She noted that there will be 300 golfers this year, more than ever before.

- During this report CDR Holden noted that the recent spate of fundraising emails appears in the CGDN system with three banners in the heading that could very likely lead members to suspect that the emails were some sort of spam or junk mail.

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Operations Report: Mr. Fennell provided the final numbers for operations in 2021. He provided the Board with a list of the programs that the CGMA HQ senior staff decided to pursue during the year. He noted the appreciation expressed by the RADM Sibley, the 14<sup>th</sup> District Commander, for CGMA's efforts in response to the contaminated water issues in the housing areas on Oahu.

CGMAHQ Update: RADM Thomas:

- Invited Board members to visit CGMA HQ and meet the staff. Advised them that Tuesdays were the best days for this.
- Reported that the CGMA HQ staff had met in recent weeks to set the programming goals for the year, and also to select the CGMA award winners for 2022.

Old Business:

The Board membership had previously received the updated Bylaws for consideration. CDR McQuate made a motion that the changes be accepted as submitted. Mr. Baker seconded the motion. The floor was opened for discussion and questions followed by a vote. The motion was carried unanimously.

- One of the provisions in the approved changes is that effective immediately the Board of Control will now be referred to and called the Board of Directors, and its members shall be referred to as Directors.
- A proviso was added that the CEO will undertake to update the responsibilities and duties of the senior leadership and will add the new IT/Cyber Committee and Specialist information to the Bylaws.

CMC Silvoy provided an update on the work being done on the Security Manual. He reported that the Committee had completed its update and will be forwarding it to CGMA HQ for a final review before publishing and forwarding to the Board.

New Business: Mr. Fennell raised the question of the length of the tenure for elected Board members. He reported that CGMA HQ will be sending the directors a memo outlining the issues for their consideration before the next Quarterly Board meeting.

CMC Bushey Remarks: CMC Bushey expressed his gratitude to CGMA for all the work that has been done during his tenure on the Board. He has been very proud to serve. He expressed his gratitude that CGMA's support of its clients allows the CG workforce to better focus on their work. He allowed that it had been an honor and a privilege.

Good of the Order: RADM Thomas:

- Reported that she was currently working with the Strategic Planning Committee on upgrading netFORUM to a multi factor authentication (MFA) process.
- Provided a briefing to the Board on the bequest from the Heckman estate in an estimated amount of \$3.6 million. She will follow-up with the Executive Committee on more detailed plans soon.

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- Noted that Indoc for the new directors will be conducted on Wednesday, 25 May. Current directors are invited to join the new directors for lunch that day.
- Reported that an update to the CGMA logo is nearly completed. This is being done for purposes of standardization. No significant changes are involved.
- Reported that CGMA has been invited to provide personnel for a military tent during an upcoming PGA event. Unfortunately, the timing is off because it is the same week as the CGMA Golf tournament. Consequently, she may be inviting the directors to represent CGMA.

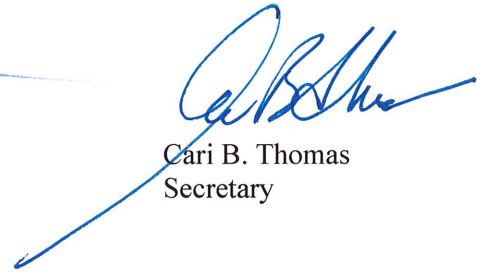
**President's Remarks:** RADM Jones expressed his concern for the banners in the fundraising emails. He stated that he will take this matter up for action, working with his resources to see if they can be somehow removed or overcome.

**Next Regular Meeting:** Next meeting scheduled for Wednesday, 25 May 2022 at 1330. This is a week later than previously advertised due to scheduling conflicts.

**Adjournment:** There being no objections raised, RADM Jones adjourned the meeting at 1442.

Submitted:

  
Sean P. Fennell  
Chief Operating Officer

  
Cari B. Thomas  
Secretary