



COAST GUARD MUTUAL ASSISTANCE

1005 N. Glebe Road • Suite 220 • Arlington VA 22201

January 20, 2016

Board of Control

ADM Paul F. Zukunft
Chairman

RADM Cari B. Thomas
President

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

Ms. Shay Cook
Work-Life Specialist
Treasurer

Mr. Barry Boisvere
Secretary

CDR Beth A. Naff
Commissioned Officer

LCDR Brandy N. Parker
Commissioned Officer

LT James A. Crockett
Commissioned Officer

MCPOCG Steven W. Cantrell
Master Chief Petty Officer of
the Coast Guard

CWO Shawn Wichelns
Chief Warrant Officer

CPO Eric P. Lowe
MCPOCG Alternate

CPO John M. Saxon
Enlisted E-7 or Above

MCPO Mark H. Allen
E-7 or Above Alternate

PO1 David Nava
Enlisted Member

PO1 Anika Doehl
Enlisted Member

PO1 Carey M. Jones
Enlisted Alternate

AUX Bruce A. White
Auxiliary Member

Mr. Frank Tatu
Civilian

LT Mark M. Sanchez
Reserve Member

CWO Shannon P. Reck
Medical/TRICARE Specialist

Mrs. Bethany Klein
Commissioned Officer's Spouse

Mrs. Debbie Brandt
Enlisted Member's Spouse

MINUTES OF MONTHLY MEETING OF THE BOARD OF CONTROL CONVENED ON
JANUARY 20, 2016, AT COAST GUARD HEADQUARTERS, WASHINGTON, DC

MEMBERS PRESENT: (15)

Officers of the Corporation:

RADM Cari B. Thomas, President
CWO (Ret.) John C. Baker, Vice President
Ms. Shay Cook, Treasurer
Mr. Barry M. Boisvere, Secretary

Members of the Board of Control:

MCPO Mark H. Allen	CPO Eric P. Lowe	CPO John M. Saxon
PO1 Anika Doehl	CDR Beth A. Naff	Mr. Frank Tatu
PO1 Carey M. Jones	LCDR Brandy N. Parker	AUX Bruce A. White
Mrs. Bethany Klein	CWO Shannon Paul Reck	CWO Shawn Wichelns

Additional attendees: Mrs. Nickole E. Sciortino and Mr. Ronald C. Wolf

1. The Meeting was called to order at 1331.
2. It was noted for the record that the minutes of the November 18, 2015, Board of Control meeting had been approved by written consent of a quorum of Board members on December 9, 2015.
3. It was noted that the December 2015 year-end financials would not be ready until the annual audit is complete.
4. COMMITTEE REPORTS:

Finance Committee

It was noted that that the Finance Committee met on January 14, 2015, with Bank of America portfolio managers for the fourth quarter 2015 portfolio review.

Audit Committee

CDR Naff reported that the 2015 annual audit had begun. Final audit results are expected in March.

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Strategic Planning Committee

Mr. Boisvere stated that the Strategic Planning would be meeting soon to develop a plan for the coming year.

Nominating Committee

Mr. Boisvere reminded the Board that the process for electing new board members would begin soon. Current members were asked to advise CGMA staff if they foresee resigning prior to the end of their term or if their term is ending and they wish to run again.

5. CGMA-HQ UPDATE:

Mr. Boisvere briefed the Board on 2015 assistance figures. Overall assistance was up slightly over that provided in 2014, boosted mainly by an increase in Supplemental Education Grants (SEG). In 2015 the SEG was opened up to postgraduate students and the maximum annual amount was increased from \$250 to \$350.

Assistance approval/disapproval rates in 2015:

- CGMA Representatives received 1,800 assistance requests and disapproved 4
- CGMA-HQ received 250 requests and disapproved 21
- The Board received two requests and approved both.

Mr. Boisvere provided a status update on the CGMA-HQ move to a new location. The move itself is complete. Some furniture and signage issues remain. The new address is:

Coast Guard Mutual Assistance
1005 N. Glebe Road Suite 220
Arlington, VA 22201

In July 2014, the Board had authorized the Executive Director to engage Process Point Consulting, at a cost not to exceed \$20,000, to conduct a study to determine what would be needed to replace CGMA's current loan management system (LMS) and to prepare a bid proposal. Mr. Boisvere reported that the proposal is expected within the next few weeks, and he has been advised that it would be provided at no cost. After Staff review, the proposal will be forwarded to the Executive Committee and then to the Board for approval.

6. OLD BUSINESS:

Mr. Boisvere noted for the record that, subsequent to the last meeting, the Board approved, by written consent of a quorum of Board members, a proposal to increase the maximum allowable grant for an adoption home study from \$1,000 to \$3,000. The increase became effective on January 1, 2016.

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7. GOOD OF THE ORDER:

Mr. Boisvere reminded the Board that the Annual Meeting is held in April each year. The Board was asked to begin thinking about where and when to hold this year's meeting.

The next monthly BOC meeting is scheduled for 1330, Wednesday, February 17, 2016, at the new CGMA Headquarters in Arlington.

ADJOURNMENT: The Board adjourned at 1400.


Submitted by: R. C. WOLF
Director of Administration


B. M. Boisvere
Secretary