

**CPOA National Board of Directors
Meeting Minutes
4 December 2013**

Call To Order - The National Board of Directors meeting was called to order at 1900, 4 December 2013 by National President YNC Kim Lorigan (Ret.) via conference call.

Roll Call of Board of Directors:

National President:	YNC Kim Lorigan (Ret.) - Present
National Vice President:	BMCM Bruce Bradley (Ret.) – Excused Absence
National Secretary:	YNCS Bruce Garrison (Ret.) – Present
National Treasurer:	SKC Mark Tahtinen – Present
Region 1 Advisor:	YNC Jon Shipp (Ret.) – Absent
Region 2 Advisor:	ITCM Al Bumgardner – Present
Region 3 Advisor:	HSCS Tyrone Anderson – Present

REPORTS

President – No report

Secretary – No report

Treasurer – No report

Region One Advisor – No report

Region Two Advisor – No report

Region Three Advisor – No report

OLD BUSINESS

1. Final instructions to In10sity to begin Phase II to the National Website in January 2014 were discussed:

- a. On-line voting.
- b. Members only page.
- c. President's only page.
- d. On-line pay of dues.

1920 - Region 1 Advisor, YNC Jon Shipp, joined the conference call.

NEW BUSINESS

2. Discussed the President and Region Three Advisor's visit to the National Office during the period of 17-18 October 2013. A review of financial records and files was conducted, as well as a review of the progress of the Office SOP. All was found to be in good order.

- a. While cleaning out various old files in the office, the Admin Assistant discovered Branch petition

requesting the formation of a Southern Lake Michigan CGEA Branch dated 2011. The Region Two Advisor stated he had a contact in the area and suggested that the matter be turned over to the CGEA National Vice President (YN2 Carly Beer) to contact the members in the area to see if they were still interested in forming a Branch.

b. Several photos of and letters signed by JOC Alex Haley had been discovered while reorganizing the files. It was suggested that the CPOA offers to loan any items of interest to the National Coast Guard Museum when it opens. The Region One Advisor suggested that a copy of the items be made available to the Coast Guard Chief Petty Officers Academy for display.

3. The President discussed her meeting with the Cape May Chiefs Association on 16 October 2013. She met with that Association's membership (many of whom are CPOA MALs) during their monthly meeting, to discuss their possible return to the CPOA. The President held a Q & A session to address their concerns, in particular, the issues that caused them to leave the CPOA in 2008, and stated that the meeting was positive and productive. The President of the Cape May Chiefs Association indicated that a Resolution would be brought before their membership during the upcoming election of officers to vote on the question of returning to the CPOA, and that they would advise the CPOA of the results.

4. National Office's Xerox Copier Contract: After a review of the Xerox copier contract, it has been determined that the CPOA is obligated to keep the current copier until 2015, as there is no avenue available to allow the Association to be released from the contract any earlier. A determination regarding the feasibility of purchasing the current copier once the contract expires will be an issue for the FY-2015 budget discussions.

5. Discussed Farewell and Welcome gifts for the Commandant and MCPOCG, the CPOA's Honorary President and Vice President.

MOTION by the Region One Advisor, seconded by the Region Two Advisor, to present the incoming O-10 and E-10 with plaques recognizing their status as the Association's Honorary President and Vice President.

MOTION TO AMEND by National Secretary, seconded by the Region Three Advisor, to include gifts to the outgoing Commandant and MCPOCG, **CARRIED**.

MOTION by the Region One Advisor, seconded by the Region Two Advisor, to present the incoming O-10 and E-10 with plaques recognizing their status as the Association's Honorary President and Vice President, **CARRIED**.

6. Selection of the CPOA and CGEA Web Managers: Discussed the recommendations presented by the Website Committee, and approved the selection of CWO Mike Babischkin as the CPOA Web Manager, and YN2 Steven Reagan as the CGEA Web Manager.

7. Selection of the new National CGEA Vice President: CGEA President Philip Stone has received three packages from members desiring to serve as the National CGEA Vice President, and one package

from an individual desiring to serve as the National CGEA Treasurer. The CGEA President stated he would be sending the packages out to the CGEA Branch Presidents for their vote, with a response deadline of 31 January 2014. As only one package was received for the National CGEA Treasurer, no voting is required and that member will be installed with the new Vice President.

8. Discussed Holiday Bonuses for the Executive Director and Administrative Assistant.

MOTION by Region One Advisor, seconded by the National Secretary, to provide a \$500.00 holiday bonus to both the EA and AA, **CARRIED**.

9. Discussed pay increase proposal for the Administrative Assistant. The BOD requested a desk manual / SOP be generated outlining the AA's position and responsibilities prior to any further discussion of a pay increase.

10. Discussed the Holiday Greeting from CPOA BOD and CGEA Officers to be sent out via Constant Contact by mid-December.

GOOD OF THE ORDER

The National Secretary wished everyone a Merry Christmas, which was echoed by all the BOD members.

MOTION by Region Two Advisor, seconded by Region Three Advisor, to adjourn, **CARRIED**.

2008 - Adjourned.

Respectfully Submitted,

YNCS Bruce Garrison
National Secretary