

Capital Area Coast Guard Retiree Council **“Service Continues”**

From: Co-Chairs, Capital Area Coast Guard Retiree Council
To: Commanding Officer, Headquarters Support Command (HSC)
Copy to: Council Members (via E-mail – following approval by (HSC))

Subject: Minutes of the Friday December 1, 2006 Capital Area Coast Guard Retiree Council Meeting

In accordance with COMDTINST 1800.5E, Sec. 6.b. (6) the following minutes are submitted for your review and comment. Upon receipt of your comments, the minutes will be revised as recommended and will be distributed to Capital Area Coast Guard Retiree Council Members, to the National Retiree Council and to other Coast Guard Regional Retiree Councils. They will also be distributed, as part of a newsletter, to other Retiree Council affiliated retirees in the Washington DC area.

MINUTES OF THE 1 DECEMBER, 2006 MEETING OF THE CAPITAL AREA COAST GUARD RETIREE COUNCIL

1. Welcome and Introductions – SCPO Mike White convened the Council meeting at 0900 on Friday, October 27, 2006 in Room B718 at Coast Guard Headquarters. Following is the list of attendees:

Council members:

CDR G Bond	CDR B. Russell
LCDR D. DuPont	CDR B. Stoppe, Jr
CAPT C. Glass	CAPT R. Warakomsky
SCPO D. White	

Guests : MCPO M. Allen, CAPT S. Goldhammer, MCPO G. Jensen
Commanding Officer, Headquarters Support Command (HSC): CAPT J. Smith

2. Proposed Agenda

1. WELCOME AND INTRODUCTIONS

2. ADMINISTRATIVE ITEMS

- 2.1 Review and approve Proposed Agenda
- 2.2 Comments by representative of the Headquarters Support Command
- 2.3 Review and approve Minutes of the October 27, 2006 Council meeting
- 2.4 Review Council Membership
- 2.5 Schedule for future meetings

3. COUNCIL PROGRAM - OLD BUSINESS

- 3.1 CPOA and Retiree Council-mutual goals (membership and other considerations) -
Guests: MCPO Mark Allen & MCPO Gary Jensen
- 3.2 Recruiting of Additional Members for the Capital Area Coast Guard Retiree Council -
- 3.3 Recruiting Assistance -
- 3.4 Capital Area Coast Guard Retiree Council WEB site overview and discussion
- 3.5 Expansion of Council Bang List
- 3.6 National Retiree Council Program Coordinator's Office - help desk watch List

4. COUNCIL PROGRAM – NEW BUSINESS

- 4.1 Council Christmas Cards – preparation for mailing

5. ADJOURN

3. WELCOME AND INTRODUCTIONS -

Review and Approval of Agenda - Co-Chair SCPO Mike White welcomed the attendees and introduced the guests.

4. ADMINISTRATIVE ITEMS –

4.1 Agenda - Copies of the Proposed Agenda and supporting material were distributed and Co-Chair White invited attendees to suggest changes. CAPT Glass suggested that discussion of Agenda Item 3.3 be delayed until the next meeting. Members present agreed to the change, and recommended that the Agenda be adopted as changed.

4.2 Review and Approval of the Minutes of the October 27, 2006 Council Meeting - The minutes of the October 27th Council meeting were discussed and approved without change.

4.3 Review of Council Membership - The Council membership list was reviewed. Twelve (12) members are listed. CAPT Glass noted that he was uncertain about one member who has not responded to the meeting notices – possibly because of work commitments. CDR. Russell volunteered to check on the intentions of that member to make sure that he wanted to remain on the Council

4.4 Schedule for future meetings - The schedule for future Council meetings was reviewed and agreement was reached on the following schedule –

Friday 30 March, 2007

Friday 29 June, 2007

Friday 28 September, 2007

Friday 7 December 2007

4.4.1 Capt Glass cited an unsuccessful effort to schedule a Council meeting aboard USCGC TANEY on Friday, December 7, 2001. It was unsuccessful because TANEY was then and remains fully booked for Pearl Harbor remembrance ceremonies on December 7th. MCPO Allen reported that the DC Chapter of the Chief Petty Officers Association was participating in the Pearl Harbor Remembrance ceremonies aboard TANEY on Thursday December 7 this year. He suggested that a Council meeting aboard TANEY might be scheduled for some other date in 2007 but not on December 7th. He suggested that a Council meeting might be arranged through Paul Cora (410) 392-0200 – the curator of the Baltimore Maritime Museum. CAPT Glass volunteered to contact Mr. Cora and report back to the Council on the feasibility of scheduling a Council meeting on TANEY on some other date in 2007.

4.5 With the completion of the ADMINISTRATIVE ITEMS, chairmanship of the meeting transferred to Co-Chair CDR Bruce Russell.

5. COUNCIL PROGRAM

5.1 OLD BUSINESS

5.1.1 CPOA AND Retiree Council Collaboration - CDR Russell opened discussion with MCPOs Jensen and Allen regarding collaboration between the Chief Petty Officers' Association (CPOA) and the Capital Area Coast Guard Retiree Council. Council CoChair SCPO White had previously contacted MCPO Jensen to extend him an invitation to become a Council member which led to this initiative for the Council to cooperate with the CPOA on common objectives.

5.1.1.1 Increasing Outreach - Both organizations are interested in increasing their outreach and having a member of the CPOA on the Council would be helpful in furthering these interests. SCPO White commented that he has been invited to attend the December 14th meeting of the DC Chapter of CPOA so as to promote collaboration. MCPO Allen stated that the DC Chapter of CPOA had 154 members, many of whom are employed in Coast Guard Headquarters. He said that there was interest in increasing Chapter membership by about 10 new members from outside of Headquarters. CAPT Glass mentioned that the Retiree Council was using an Electronic version of the list of Coast Guard retirees in the DC area as a means of broadening its outreach to local retirees. He volunteered to E-mail a copy to MCPO Allen for use in identifying, contacting, and recruiting prospective CPOA members.

5.1.1.2 Retiree Socialization - Both organizations are interested in identifying opportunities for retiree socialization. MCPO Allen provided copies of CPOA calendar of events for 2007 which provides dates for events in which retirees may want to participate such as "Flag Across America" events, the annual August 4th Coast Guard picnic at TISCOM, the 2007 Coast Guard Ball and the Pearl Harbor Day Memorial Service aboard USCGC Taney. MCPO Allen also mentioned that additional items for the calendar of events were published on the CPOA Web site. CAPT Glass commented that the Retiree Council was keeping affiliated retirees informed of upcoming events through Retiree Council Google Group E-mail notices. CAPT Glass agreed to add both MCPO

Allen and MCPO Jensen to the Retiree Council Google Group list so as to keep them informed of the Retiree Council notices of current events.

5.1.1.3 Retiree Council Help Desk - CAPT Warakomsky described the National Retiree Council Help Desk which is operated by the Capital Area Retiree Council. The Help Desk is rapidly expanding the outreach of the Retiree Council both locally and nationally.

5.1.1.4 Other Retiree Council Outreach Initiatives - CDR Russell mentioned various other Retiree Council outreach initiatives. These include: encouraging retirees to participate in Retiree Appreciation Days (RADs) sponsored by local military bases; developing a Retiree Council WEB site; publication of a quarterly Newsletter and participating in the Commandant's National Retiree Council annual meeting. The Council also broadens its outreach by maintaining broad representation from all sectors of the Coast Guard retiree community as Council members. The Council is presently seeking to recruit a new member from among retired Coast Guard civilian employees.

5.1.1.5 Retiree Christmas Social – CAPT Goldhammer commented that as a member of the Coast Guard retiree community he senses the absence of an annual retiree Christmas social such as was previously sponsored by the Commandant. He noted that following cessation of the Commandant's annual Christmas party, a group of retirees independently organized and conducted Christmas retiree gatherings at Vinson Hall and he suggested that the Council make an effort to renew this initiative. He suggested that the Council contact CAPT Paul Peak to obtain information on the planning and resources required for the parties that he helped arrange at Vinson Hall in past years. CAPT Glass volunteered to contact CAPT Peak for assistance and to report back to the Council at the March 2007 meeting.

5.1.2 Retiree Council Member Recruiting – CAPT Glass reported on the need to recruit additional Retiree Council members. CAPT Stephen Goldhammer and MCPO Gary Jensen are two prospective members who were invited to attend this meeting and will be recommended for appointment as Council members. Council members agreed unanimously, to recommend CAPT Goldhammer and MCPO Jensen for Council membership. CAPT Warakomsky reported that LT Jim Koshar USCG (Ret) who has volunteered to serve on the Coordinator's Office Help Desk is interested in becoming a Council member and suggested that he be invited to the March 2007 Council meeting. CAPT Glass mentioned that CAPT Lemley had advised him that he was recruiting a retired Coast Guard civilian employee and would recommend him for membership at the March Council meeting. CAPT Glass stated that it was important to recruit an annuitant for the Council and asked that members suggest a candidate for invitation to the March 2007 Council meeting.

5.1.3 Capital Area Coast Guard Retiree Council WEB site - CAPT Warakomsky reported that he had prepared a draft Retiree Council WEB page design and had posted on the Coast Guard server, and had invited several Council members to access the WEB page, review it, and provide feedback. CAPT Warakomsky led the Council in expressing appreciation to CAPT Jack Smith for providing him with a "token" that enabled him to access the Coast Guard server and post the Web site design both from the Retiree Council computer station in HQ and from CAPT Warakomsky's home computer.

5.1.3.1 CAPT Warakomsky mentioned that he had yet received no feedback from the member review of the WEB site. CDR Russell reported that he made several suggestions for contributions by other Council members to the WEB site which he referred to appropriate Council members. CAPT Warakomsky replied that he would plan to initiate the WEB site sometime in January 2007 and to add contributions by various members as they were submitted, reviewed and approved.

5.1.3.2 CDR Russell asked that the following subjects and contributors be listed in the minutes as a reminder of task assignments for the WEB site. Contributors are asked to E-mail material for incorporation into the WEB site to CDR. Russell who will provide initial review and then forward it to CAPT Warakomsky.

5.1.3.2.1 Subject : The Retiree Council – Who we are

CAPT Glass

5.1.3.2.2 Subject: Council Activities and Lead Members

SCPO White

5.1.3.2.3 Subject: Council Roster (No E-mail addresses)

CAPT Glass

5.1.3.2.4	Subject: Procedure for adding members to the Council	CAPT Glass
5.1.3.2.5	Subject: Retiree Council Affiliation and Google Group Membership	CAPT Glass
5.1.3.2.5	Subject: Google Notices	CAPT Glass
5.1.3.2.6	Subject: Help Desk	CAPT
Warakomsky		
5.1.3.2.7	Subject: RADS – Retiree Appreciation Days	CAPT Glass
5.1.3.2.8	Subject: Coast Guard Historian	CDR Russell
5.1.3.2.9	Subject: Coast Guard Auxiliary	CDR Bond
5.1.3.2.10	Subject: Archive of Newsletters (CAPT Glass has file)	CAPT Lemley
5.1.3.2.11	Subject: Archive of Council Meeting Minutes (CAPT Glass has file)	CDR Russell
5.1.3.2.12	Subject: Decedent Affairs	To be determined

5.1.3.3 CDR Russell suggested that the Council WEB site incorporate and consolidate “links” from other sources. CDR Bond suggested that the Coast Guard Auxiliary be included as a link on the Retiree Council WEB site.

5.1.3.4 CAPT Warakomsky mentioned that the Coast Guard has established a WEB site template and

that this template would be adopted for the Retiree Council WEB site

5.1.3.5 There was discussion on the use of the WEB site to support the National Retiree Council Help Desk. A question was raised about the feasibility of publishing the Help Desk’s file of FAQs (Frequently Asked Questions) on the WEB site for reference by Help Desk Watch standers. CAPT Warakomsky stated that he would investigate the feasibility of including FAQs in a “controlled” folder that could be accessed only by authorized personnel.

5.1.3.6 CAPT Warakomsky stated that there was a need for earlier notification (for both WEB site publication and for Google Notices) of Headquarters planning for events and activities of possible interest to retirees. CAPT Smith mentioned that this could be provided through access to the Headquarters “Special Notices WEB page” and advised CAPT Warakomsky on accessing the Special Notices files.

5.1.3.7 CDR Russell commented that our WEB site should provide a link to the office of the Coast Guard Historian, and should be supportive of the Historian’s efforts to recruit volunteers for documentation of Coast Guard history.

5.1.4 Expansion of Council Bang List – CAPT Glass reported that he has been comparing the Excel file of almost 600 Coast Guard retirees listed in the current REGISTER OF MILITARY PERSONNEL IN THE WASHINGTON DC AREA with the Excel file of 323 retirees currently affiliated with the Capital Area Coast Guard Retiree Council. This comparison identifies about 287 retirees in the Washington DC area who are possible candidates for enrollment as Retiree Council affiliates.

5.1.4.1 CAPT Glass commented that in previous efforts to enroll retirees on the Council E-mailing list, the Council first asked approval of each retiree to do so. He explained that current standard practice is to provide a means for prospective enrollees on an E-mail list to “unsubscribe” from the list. This feature is available for the 323 retirees now enrolled in the Capital Area Coast Guard Retiree Council Google Group. CAPT Glass went on to explain that two approaches exist for Google Group managers to increase the number of retirees affiliated with the Retiree Council. One approach is to simply add retirees listed in the REGISTER to the Council Google Group with a comment in the introductory Google Notice advising retirees that they are enrolled in the list of Retiree Council affiliates but may “unsubscribe” from the list if they so choose. A second approach is to “invite” retirees to enroll as Retire Council affiliates and in the Capital Area Coast Guard Retiree Google Group by responding to an initial Google Group invitation. Only those retirees who respond positively to the invitation become enrolled. Persons enrolled through invitation still have the option to “unsubscribe”. CAPT Glass said that he tested the “invitation” approach by sending a Google Group invitation to CDR Russell. CDR Russell commented that the invitation approach was fairly straight forward and recommended that it be tested on a number of additional retirees. CAPT Glass volunteered to further test the invitation approach and to report back to the Council at the March meeting.

NEW BUSINESS – Discussion of New Council Activities

5.2.1 2007 Pterodactyl's Roost – CDR Ben Stoppe opened discussion on the decision of the Coast Guard Aviators Association (the Pterodactyls) to hold their 2007 annual meeting (roost) in the Washington DC area. Each year the Aviators Association hosts a gathering, or "roost" of its members. The purpose of these annual meetings is camaraderie and sharing history and experiences with other Coast Guard Aviators. The decision to have the 2007 roost in Washington was made at the last annual meeting which was held from 17 to 20 September 2006 in Traverse City, Michigan. At the 2006 meeting CAPT Mont Smith USCG (Ret) was elected President and CAPT Paul Langlois, USCG (Ret) was elected Vice President of the Association. CDR Ben Stoppe, a Retiree Council member was elected Treasures of the Association.

5.2.2 The 2007 Pterodactyls Roost will convene on July 30, 2007 at the Fairview Marriot Hotel.

A room rate of \$109 / night has been arranged.

5.2.3 The Coast Guard Aviators' Association is participation and support from members in the Washington DC area for preparations. New members are welcome. Membership fees are \$15 per year and \$200 for life membership. Retired Coast Guard Aviators interested in joining the Pterodactyls may contact CDR Ben Stoppe, TEL - (703) 620-5019 E-Mail bstoppe@cox.net.

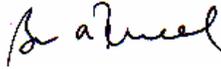
5.3 Retiree Council Christmas Cards - CAPT Glass explained plans for preparing and mailing annual greeting cards to retirees in the Washington DC area. The cards, envelopes, mailing labels, return address labels, and postage were provided by the Council Christmas Card committee. CDR. Russell recommended that the meeting adjourn, complete its work on the Christmas cards; and following that, meet in the Headquarters Cafeteria for lunch.

6. Adjournment - The meeting adjourned at 1030, Friday 1 December, 2006.

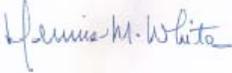
Minutes prepared by CAPT Charles Glass, Council Secretary

Submitted: 3 January, 2007

CDR Bruce Russell_



SCPO Dennis M. (Mike) White



Co-Chairs, Capital Area Coast Guard Retiree Council

Approved : 9 January, 2007

CAPT Jack Smith, COCGHSC