

**From:** Co-Chairs, Capital Area Coast Guard Retiree Council  
**To:** Headquarters Executive Officer (HEO)  
**Copy to:** Council Members (via E-Mail – following approval by (HEO))

**Subject:** Minutes of the Friday 4 December 2009 Capital Area Coast Guard Retiree Council Meeting

In accordance with the 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 posted on our WEB site for access by Retiree Council affiliated Retirees in the Washington, DC Metro area, and others.

## **MINUTES OF THE FRIDAY, DECEMBER 4, 2009 MEETING OF THE CAPITAL AREA COAST GUARD RETIREE COUNCIL**

**Welcome and Introductions** – Co-Chair SCPO Mike White convened the council meeting at 0900 on Friday 4 December, 2009 in Room B718 of Coast Guard Headquarters.

<b>Council Members:</b> LCDR John Bagg III	CAPT Norman W. Lemley
Mrs. Susan Baicar	Mr Norman Paulhus, Civilian Retiree
Mrs. Lula Carpenter	CDR Bruce Russell
LCDR David Dupont	LCDR Edward Swift
CAPT Robert Gauvin	CAPT Robert Warakomsky
CAPT Stephen Goldhammer	SCPO Mike White
Mr Howard Hime-Prospective member	

**CO Headquarters Support Command:** CDR Andrew Dutton

### **Proposed Agenda**

#### **1. ADMINISTRATIVE ITEMS**

Welcome and Introductions  
Comments by the Headquarters Support Command Representative  
Discuss and Approve Minutes of the 25 September, 2009 Council Meeting

#### **2. COUNCIL PROGRAM**

##### **OLD BUSINESS**

- 2.1.1 Holiday Pre-Planning for 3<sup>rd</sup> Annual Party
- 2.1.2 Holiday Party Funding/Bank Account Custody & Signatories
- 2.1.3 Holiday Cards & Design
- 2.1.4 Holiday Card/Retiree Mailing List Legal Issue/Privacy Act
- 2.1.5 Status of Google List and Membership Outreach

- 2.1.6 Help Desk Utilization-(New e-mail [nrhdesk@gmail.com](mailto:nrhdesk@gmail.com))
- 2.1.7 Update on Newsletter
- 2.1.8 Website Update
- 2.1.9 Development of Caregiver's Guide, Status Update & Solicitation of Volunteers to assist in formation of the guide.

NEW BUSINESS

- 2.2.1 2010 Meeting Schedule
  - 2.2.2 Additional Items
  - 2.2.3 Solicitation of Council Members to attend the internment of CWO4 Elizabeth (Betty) Splaine at Arlington National Cemetery on 13 January 2010. Honors for CWO4 Splaine with a tribute in our meeting minutes, newsletter and on the website.
  - 2.2.4 Additional Items
- 2.3 ADJOURNMENT
- 2.4 Preparation of Holiday Cards for mailing

**1. ADMINISTRATIVE ITEMS**

- 1.1 Welcome and Introductions-** Co-Chair Mike White called the meeting to order at 9:00 AM in Rm B718 of CG HQ. New prospective members Ed Swift and Howard Hime were introduced.
- 1.2 Comments by Headquarters Support Command (HSC) Representative –** CDR Dutton made a brief appearance and made note of the legal issue we had obtaining the mailing list from PSC Topeka.
- 1.3 Discuss and Approve 25 September Council Minutes –** The minutes were approved as amended.

**2. COUNCIL PROGRAM**

**OLD BUSINESS**

- 2.1 Holiday Party Pre-Planning for 3<sup>rd</sup> Annual Party – December 13, 2009**  
ADM Thad Allen and MCPOCG Charles “Skip” Bowen are planning to attend. The Google list, the Newsletter & Norm Paulhus’ website will inform retirees of this to encourage participation.
- 2.1.2 Holiday Funding/Bank Account Custody & Signatories-**A Council bank account will be established at the Pentagon Federal Credit Union. The Signatories will be Paul Peak,

Robert Warakomsky, David Du Pont and Bud Schneeweis. The Office of Treasurer for the Council was established and Bob Warakomsky volunteered to be Treasurer. The Council by-laws will be amended to add the new Office of Treasurer.

2.1.3 **Holiday Cards & Design**-the new holiday cards were shown to the members.

2.1.4 **Holiday Card/Retiree Mailing List Legal Issue/Privacy Act**- PSC Topeka made a decision to not give us a mailing list for this year's Holiday Card mailing despite the best efforts of our Co-Chair and the National Council Co-Chair (ADM Ames). As a final resort we employed last years mailing list. Member of the Board raised the point that this is a Chartered Coast Guard HQ organization and as a national organization should have access to names of retirees as a part of our outreach mission. The Council was informed that ADM Fred Ames is continuing to pursue this issue with CG-1 (Mr. Curt Odom). This issue will also be brought up as an agenda item at the National Council meeting in late April 2010.

2.1.5 **Status of Google List and Membership Outreach**- Susan Baicar and Norm Lemley will work on names & the problem of knowing why some e-mail addresses are obscure or do not have the retirees correct and full name versus email aliases. E-mail bounce backs will be double checked and sent again before removal.

2.1.6 **Help Desk Utilization**-Bob Warakomsky reported that 6-10 queries are received each week. David Du Pont reported the following:

The National Retiree Council (NRC) Help Desk reached a milestone in Dec 2009--it is now truly national in nature. For the first time, more than half of the Help Desk weeks are now covered by watch standers from outside the Washington, DC-area. Manned by volunteers, the NRC Help Desk started up in 2006 and is coordinated by the Capital Area CG Retiree Council on behalf of the NRC. Volunteer watch standers now hail from California, Florida, Maryland, New Jersey, and Virginia. Thanks to all that dedicate their time to helping CG retirees solve problems. For more information about the NRC Help Desk, visit--  
<http://www.uscg.mil/hr/cg122/Compensation/Retirees/HelpDesk.asp> .

The Council expressed their appreciation to Bob Warakomsky and David Du Pont.

2.1.7 **Newsletter**-Norm Lemley reported that the newsletter would be sent out before the Holiday Party and information about the party and the "crossing of the bar" by CWO4 Betty Splaine would be included along with a tribute to her.

2.1.8 **Website Update** – Bob Warakomsky reported that the Website is being updated every week to update the attendee list for the Holiday Party. After the party, it will be updated twice a month unless there is a funeral or other timely information that needs to be passed. Paul Cojeen and David Bernstein will be on standby as backups if Bob is not available.

**2.1.9 Development of Caregivers Guide, Status Update & Solicitation of Volunteers to assist in formation of the Guide-**Bruce Russell informed the Council that he needs assistance with the formation of the Guide. John Bagg offered to research ID issues and Howard Hime, Norm Paulhus and Norm Lemley will help with other issues. Bud Schneeweis will be asked by Bruce to help with Veterans Organizations and to have MOAA assist with formatting, editing, etc after the Caregivers Guide is compiled.

**NEW BUSINESS**

2.2.1 2010 Meeting Schedule  
26 March, 2010  
25 June, 2010  
24 September, 2010  
03 December, 2010

2.2.2 **Additional Items-SOP for Council Officers-** The SOP for Officers will be on the Agenda for the March meeting. Bob Warakomsky will formulate the SOP for the new Treasurer position.  
Ed Swift was welcomed as a new member of the Council.  
An Amendment to the By-laws will be made to add the Office of Treasurer and the new Name for our Sponsor, PSSU.

2.2.3 **Solicitation of members to attend interment of CWO Betty Splaine at ANC at 15:00 Hrs with assembly at the Administration Bldg at 14:30 Hrs-** Ed Swift, David Du Pont, Norm Lemley, Mike White, Susan Baicar and Bud Schneeweis will attend. If a shuttle is available at CGHQ, word will be passed to those attending.

**2.2.3 For the Good of the Order;** In special memory of Council Member CWO Elizabeth (Betty) Splaine; WWII Coast Guard SPAR, first female Coast Guard Chief Warrant Officer (1958) and a founding member and plankowner of the National Capital Area Coast Guard Retiree Council who crossed the bar on October 29, 2009.

2.3 **ADJOURNMENT**

2.4 **Preparation of Holiday Cards for Mailing**

Minutes prepared by Lula Carpenter  
Submitted December 10, 2009

CAPT Bud Schneeweis \_\_\_\_\_

SCPO Dennis M. (Mike) White \_\_\_\_\_  
Co-Chairs, Capital Area Coast Guard Retiree Council

Approved \_\_\_\_\_ February, 22, 2010 \_\_\_\_\_  
CDR Andrew Dutton, (HEO) Washington