

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 26 September 2008 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 posted on our WEB site for access by Retiree Council affiliated retirees in the Washington DC area, and others

MINUTES OF THE FRIDAY, SEPTEMBER 26, 2008 MEETING OF THE CAPITAL AREA COAST GUARD RETIREE COUNCIL

Welcome and Introductions – SCPO Mike White convened the Council meeting at 0900 on Friday, September 26 in Room B718 of Coast Guard Headquarters. Co-Chair Bud Schneeweis was out of town on business travel, and could not attend. Following is the list of attendees:

Council members:	Mr. John Bagg	CAPT Norman W. Lemley
	Mrs. Susan Baicar	Mr. Norman Paulhus
	Mrs Lula Carpenter	CDR. Bruce A. Russell
	LCDR David A. DuPont	CDR Benjamin J. Stoppe, Jr
	CAPT Charles J. Glass	SCPO Mike White (Co-Chair)

Guest Presenter: Mr. Wayne Truax

CO Headquarters Support Command: CAPT Jack Smith

Proposed Agenda

1. ADMINISTRATIVE ITEMS

- 1.1 Welcome and Introductions
- 1.2 Comments by the Headquarters Support Command Representative
- 1.3 Discuss Minutes of the 27 June 2008 Council Meeting
- 1.4 Schedule 2009 Council Meetings

2. COUNCIL PROGRAM

2.1 OLD BUSINESS

- 2.1.1 Recruiting and Membership Outreach
- 2.1.2 Review of Capital Area Coast Guard Retiree Google Group List Mail
- 2.1.3 Review Newsletter Responsibilities
- 2.1.4 Help Desk Utilization
- 2.1.5 Capital Area Coast Guard Retiree Council Web Site Update

2.2 NEW BUSINESS

- 2.2.1 Review of Security Procedures for Parking and Building Access
- 2.2.2 2008 Holiday Party Planning
- 2.2.3 Holiday Card Initiative
- 2.2.4 Development of Caregivers Guide

2.2.5 Service of Council Secretary and Other Officers

2.2.6 Additional Items

2.3 **ADJOURNMENT**

1. **ADMINISTRATIVE ITEMS**

1.1 **Welcome and Introductions** - Co-Chair Mike White called the meeting to order at 9:00 AM in Room B718 of Coast Guard Headquarters.

1.2 **Comments by the Headquarters Support Command Representative** - CAPT Jack Smith, Commander of the Headquarters Support Command, welcomed the group. He noted that it was the end of the Fiscal Year, and many parts of his organization were quite busy. He then provided an update on the status of the New Coast Guard Headquarters building. Current language in FY-2009 Continuing Resolutions and Appropriations would include \$100 million funding to start construction on the St. Elizabeth's DHS Complex site, with USCG expecting to be in their building in 2013. Total cost for the Complex is expected to run some \$3.5 – 3.8 billion dollars. In the interim, the lease on the current Headquarters building is in limbo.

CAPT Smith also gave a quick overview of USCG initiatives to deal with expanding use of semi-submersibles in drug smuggling, and made available copies of a new overview brochure on the topic.

1.3 **Discuss Minutes of the 27 June 2008 Council Meeting** – The minutes of the previous meeting were still being developed, and the group decided to defer action on approving them until its next session.

1.4 **Schedule 2009 Council Meetings**- The group discussed scheduling options for meetings, and decided to stay with the practice of setting meeting whenever possible in the last Friday of each quarter, except for advancing the December meeting to keep it from conflicting with the Holidays. Based on this, the next Council meetings were scheduled as follows:

- December 5, 2008
- March 27, 2009
- June 26, 2009
- September 25, 2009
- December 4, 2009

2. **COUNCIL PROGRAM**

2.1 **OLD BUSINESS**

2.1.1 **Recruiting and Membership Outreach** – Discussion highlighted the need to continue efforts to more extensively involve retired Enlisted and Civilian Coast Guard employees in the Council's activities.

2.1.2 **Review of Capital Area Coast Guard Retiree Google Group List Mail** - The use and management of the list was discussed. The list continues to be a useful resource for the Council's outreach. Susan Baicar indicated she would try to familiarize herself with the contents and use of the list for future Council distributions. The list could be a particularly important resource in sharing announcements of major ceremonies and funerals.

2.1.3 **Review Newsletter Responsibilities** - Possible approaches to production and distribution of the Newsletter in the future were discussed.

2.1.4 Help Desk Utilization – Help desk utilization continues at a good pace. Watches to handle queries are all populated for the next one or two months.

2.1.5 Capital Area Coast Guard Retiree Council Web Site Update – Discussion noted the potential of using the web site as an archive available to interested retirees. As part of this, Council minutes and/or Newsletters will continue to be posted on the site.

2.2 NEW BUSINESS

2.2.1 Review of Security Procedures for Parking and Building Access - Mr. Wayne Truax, Chief of Security for Coast Guard Headquarters, briefed the Council on a number of changes to security procedures. Clearing 10-15 Council members attending meetings into the building individually had proven to be a substantial workload for dealing with a population that did not pose a security threat. Accordingly, Council members are being issued building access and parking badges. Council members will be allowed to sign in one visitor each with the newly-issued badges.

Mr. Truax noted that a new security contractor had been hired, with tighter requirements: i.e. guards able to speak English clearly, deal politely with people entering the building, and proficiently handle certain types of firearms. Several Council members noted the improved performance by the guards as they accessed the building that morning.

2.2.2 Holiday Party Planning – The Council’s 2008 Holiday Party will be held Sunday, December 14. Bruce Russell noted that a meeting to begin planning for the party would be taking place the following Monday, September 29, at Vinson Hall. One of the key issues would be making sure that the various stations (welcome, drink tickets, raffle tickets, etc.) would be well-staffed enough that Council members attending the Party would be able to enjoy it themselves.

Last year some 120 people attended the party, and this appeared to be a reasonable estimate to plan the party’s size this year. Discussion highlighted the need to get out announcements of the party early, so that people could sign up for it, and a “critical mass” of attendees could be confirmed. It was decided to post a list of those who had confirmed be listed on the Council’s web site, so that other potential attendees would know if friends or associates might also attend.

Bud Schneeweis and Norm Lemley took the initiative of preparing an updated announcement flyer, which was available shortly after the meeting. (See Attachment 1 for the final product, which was distributed by Norm Paulhus to his news item list on October 1.)

2.2.3 Holiday Card Initiative - Following up on previous discussions, the Council will continue to send Holiday Greeting cards to Washington area retirees age 75 or over. After discussions of possible themes and pictures, the Council decided to feature **USCGC Bertholf**, the new National Security Cutter, on the card. Norm Paulhus volunteered to provide several candidate pictures for the Council’s consideration. Options for producing the cards were discussed, including using a company print shop John Bagg was familiar with, or buying some supplies and having the Council produce the cards itself.

During a short recess, Mike White and Susan Baicar visited the Commandant’s office to schedule the Holiday Party with him and the Master Chief, and to coordinate the Council’s Holiday card activities with those of the front office. Although the Commandant’s scheduler was not in, the visit determined that the Commandant’s Christmas card would feature an undetermined historical theme. It did not appear feasible to piggy-back on the front office’s logistics in producing or mailing the Council’s cards.

2.2.4 Development of Caregivers Guide – Bruce Russell is continuing work on the Caregiver’s Guide discussed at previous meetings. Discussion highlighted the difference between residence at assisted living facilities versus nursing homes, and between heirs and insurance beneficiaries.

2.2.5 Service of Council Secretary and Other Officers – The Council thanked CAPT Glass for his service as Council Secretary, and discussed options for continuing needed services and requested names to be in nomination. Specifics on the duties and needed qualifications of the Council’s Secretary should be included in the Council’s charter, available on-line at the Council’s web site

<http://www.uscg.mil/ccs/carc/councilcorner.asp>

2.2.6 Additional Items – None raised.

2.3 ADJOURNMENT – Mike White thanked the Council members for their participation, and adjourned the meeting at approximately 11:40 a.m.

Minutes prepared by Norman Paulhus

Submitted: 5 November, 2008



CAPT Bud Schneeweis _____

SCPO Dennis M. (Mike) White  _____

Co-Chairs, Capital Area Coast Guard Retiree Council

Approved : _____
CAPT Jack Smith, COCGHSC



**INVITATION
to the
2008 COAST GUARD RETIREE HOLIDAY PARTY at VINSON HALL
(The Navy - Marine Corps - Coast Guard Retirement Residence)**

Dear Fellow Retirees,

The National Capital Area Coast Guard Retire Council, in cooperation with VINSON HALL, is sponsoring a 2008 traditional Coast Guard Retiree Holiday Party.

- ❖ **TIME:** Sunday, 14 December 2008, from 4:00 PM – 6:30 PM
- ❖ **PLACE:** Penthouse Lounge, VINSON HALL
6251 Old Dominion Drive
McLean, Virginia 22101
- ❖ **DIRECTIONS:** Can be found at <http://www.vinsonhall.org/>
- ❖ **ATTIRE:** Informal: Men – Suit or Jacket with tie; Women – Holiday Festive
- ❖ **BILL OF FARE:**
 - Carving Station, with turkey and ham
 - Grand buffet of heavy hors d'oeuvres
 - Holiday party cake
 - Beverages-- Eggnog (spiked and not), coffee and tea
 - Cash Bar
- ❖ **COST:** \$30.00 per person

Coast Guard Retirees in the Washington DC Area, both military and civilian, are cordially invited to attend. A LIST of those that have indicated they will attend may be found on the web site: <http://www.uscg.mil/ccs/carc>

If you wish to attend please respond by E-mail reply to PaulPeak@aol.com. Please provide your Name, Address, Home Telephone Number, E-mail address, and name of accompanying spouse and/or guests, and make the subject of your E-mail “SEMPER PARTY”. Please confirm your reservations by mailing a check covering payment for the party to:

**CAPT Paul Peak, USCG (Ret)
Vinson Hall, Apt. 306
McLean, VA 22101-4807**

Checks should be made out to: “Coast Guard Retiree Fund” and should be marked “SEMPER PARTY”

When your reservation is confirmed your name and the name of your guest will be added to the attendee list.

If you have questions, or for further information, please contact:

CAPT Bud Schneeweis, USCG (Ret), Chair, Retiree Council
(703) 300-0811 or wschneeweis@cox.net