

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 5 December 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, DECEMBER 5, 2008 MEETING OF THE CAPITAL AREA COAST GUARD RETIREE COUNCIL

Welcome and Introductions – SCPO Mike White and CAPT “Bud” Schneeweis convened the Council meeting at 0900 on Friday, December 5 in Room B718 of Coast Guard Headquarters.

Council members:	LCDR John Bagg III	Mr. Norman Paulhus
	Mrs. Susan Baicar	CDR Bruce A. Russell
	Mrs. Lula Carpenter	CAPT W. G. “Bud” Schneeweis (Co-Chair)
	Mr. H. Paul Cojeen (new)	CDR Benjamin J. Stoppe, Jr.
	LT James Kochar	CAPT Robert Warakomsky
	CAPT Norman W. Lemley	SCPO Mike White (Co-Chair)

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 and Approve Minutes of the 27 June and 26 September 2008 Council Meetings

2. COUNCIL PROGRAM

2.1 OLD BUSINESS

- 2.1.1 2008 Holiday Party Status, Planning and Logistics
- 2.1.2 Recruiting, New Members, and Membership Outreach
- 2.1.3 Update on Newsletter
- 2.1.4 Help Desk Utilization
- 2.1.5 Capital Area Coast Guard Retiree Council Web Site Update
- 2.1.6 Development of Caregivers Guide
- 2.1.7 Report on Final Holiday Card, Expenses, Labels Prepared, etc.

2.2 NEW BUSINESS

- 2.2.1 Discussion of Transition Impact on Retirees
- 2.2.2 Commandant’s Social Media Initiative
- 2.2.3 Discussion of Council’s Role in Disseminating VA Information
- 2.2.4 Selection of Council Secretary

- 2.2.5 Additional Items

2.3 ADJOURNMENT

2.4 PREPARATION AND MAILING OF HOLIDAY CARDS

1. ADMINISTRATIVE ITEMS

1.1 **Welcome and Introductions** - Co-Chairs Bud Schneeweis and Mike White called the meeting to order at 9:00 AM in Room B718 of Coast Guard Headquarters. They introduced Paul Cojeen, a prospective Council member who had recently retired after working 31 years on naval architecture issues and programs.

1.2 **Comments by the Headquarters Support Command (HSC) Representative** - CAPT Jack Smith, Commander of the HSC, noted that USCG modernization efforts were continuing. Under those plans the HSC would be disestablished, probably around June 2009. Sponsorship for the Retiree Council would then be moving under whoever became the Executive Officer for Coast Guard Headquarters (undetermined at that point), and requiring appropriate charter revisions for the group. CAPT Smith also announced he would be retiring, and was thanked by the Council Chairs and Members for his support.

Discussion of the Council Members' Coast Guard Headquarters (CGHQ) ID's and Parking Passes with CAPT Smith established that (1) the ID's could also be used to access CGHQ on days other than Council meetings; (2) that the Parking Passes could be used to park on M-level without advance clearances, and (3) the ID's could be used to board and ride the CGHQ shuttle bus.

Departing from the agenda, Paul Cojeen was voted unanimously onto the Council at this point.

1.3 **Discuss and Approve Minutes of the 27 June and 26 September 2008 Council Meetings** – The minutes of the June 27 meeting were not available, and were dispensed with. The minutes of the September 26 meeting were approved as submitted. Discussion highlighted the need to keep future sets of minutes short (2 to 3 pages).

2. COUNCIL PROGRAM

2.1 OLD BUSINESS

2.1.1 **2008 Holiday Party Status, Planning and Logistics** – As of December 4, 66 people had paid to attend the party. Further use of the Google list and other mechanisms to get word about the party more broadly were discussed. The Commandant was expected to attend, although the Master Chief of USCG probably would not. Food arrangements were being made through Paul Peak, and were similar to those for last year's party. Arrangements were made for greeters, and to staff the drink and raffle ticket stations. Key prizes for the raffle were to be framed Coast Guard stamp covers. The need to compile a "lessons learned" list from this year's party was highlighted.

2.1.2 **Recruiting, New Members, and Membership Outreach** – The use of the current Google list was discussed, and the possible need to supplement it was raised.

2.1.3 **Update on Newsletter** – The next edition of the Newsletter (Issue #15) was to be finished in the next day or so, and provided for e-mail transmission and posting on the Council's web site.

2.1.4 **Help Desk Utilization** – Usage levels for the service seem to surge and fall back. Few queries seem to be coming from e-mails, but watch standers need to make sure these are picked up and responded to. The need for additional watch standers was discussed. Some questions of broad interest are raised to the help desk, which discussion found might be more effectively addressed by the National Retiree Council. A motion to raise this issue with the National Council was made and passed.

2.1.5 **Capital Area Coast Guard Retiree Council Web Site Update** – The issue of getting material, and the appropriate level of transmittals for it (Regional versus National Council) was discussed.

2.1.6 **Development of Caregivers Guide** – Bruce Russell indicated a draft was being prepared, with a timeline of having it available for the March Council meeting. With expeditious comments and revisions, the draft could be shared with the National Council in May.

2.1.7 **Report on Final Holiday Card, Expenses, Labels prepared, etc.** – Cards had been printed, and were available to send to approximately 300 senior retirees. Cost for the cards was some \$88. Labels had been run off, based on the current Google list. Stamps had also been purchased. Council members were to feel free to contribute to the costs of the process. The issue of whether to send out the cards next years was raised without final resolution.

2.2 NEW BUSINESS

2.2.1 **Discussion of Transition Impact on Retirees** – No specific issues were identified as of this early point in the transition.

2.2.2 **Commandant's Social Media Initiative** – Possible use of Facebook by the Council, and expanding the Google list to make it more inclusive were discussed.

2.2.3 **Discussion of Council's Role in Disseminating VA Information** -- Discussion noted that the group didn't need to duplicate efforts by the National Council or the Veterans Administration itself to disseminate VA information. A more appropriate role would be to provide links to it for National Capital Area retirees.

2.2.4 **Selection of Council Secretary** – Ms. Lula Carpenter volunteered for the position, and was elected unanimously by the Council. CAPT Charles Glass was thanked for his long and faithful service in the position.

2.2.5 **Additional Items** – The need for the Council to have a membership chairman was raised, and was to be addressed at the next meeting, tentatively set for March 27.

2.3 **ADJOURNMENT** – The meeting adjourned at approximately 11 a.m. The Council Members then proceeded to prepare the Holiday Cards for mailing.

Minutes prepared by Norman Paulhus
Submitted: 19 March, 2009



CAPT Bud Schneeweis _____



SCPO Dennis M. (Mike) White _____

Co-Chairs, Capital Area Coast Guard Retiree Council

Approved: _____
CAPT Jack Smith, COCGHSC