

**From:** Co-Chairs, Capital Area Coast Guard Retiree Council

**To:** Council Members (via E-Mail)

**Subj:** Minutes of the Friday, 03 October 2014 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 comments. 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 03 October 2014 Meeting of the Capital Area Coast Guard Retiree Council**

**Welcome and Introductions** Co-Chair David Bernstein convened the council meeting at 0830 on Friday, 21 February at the Coast Guard Personnel Service Center, Ballston Professional Office Building, Arlington, VA.

### **Council Members:**

#### Attending:

Ms. Susan Baicar

CAPT David Bernstein

Ms. Lula Carpenter

Mr. Paul Cojeen

CAPT Steve Goldhammer

CAPT Brad Niesen

CAPT Bob Warakomsky

#### Attending via Telecom:

CPO John Milkieweicz

LCDR Ally Shuler, Sponsor

### Agenda

#### **ADMINISTRATIVE ITEMS**

- 1. Welcome and Introductions**
- 2. Discuss & Approve Minutes of the 27 June 2014 Council Meeting**

#### **COUNCIL PROGRAM**

## **OLD BUSINESS**

- 1.1 Status of Email Distribution List and Membership Outreach**
- 1.2 Help Desk Utilization – (e-mail [nrhdesk@gmail.com](mailto:nrhdesk@gmail.com))**
- 1.3 Update on Newsletter**
- 1.4 Website Update**
- 1.5 Retiree Support Items**

## **NEW BUSINESS**

- 2.1 Survivor and Caregivers Guide Update, - Bruce Russell**
- 2.2 National Retiree Council Report and New COMDTINST/CG Retiree Support Infrastructure – Implementation of ComdtInst 1800.6G – LCDR Shuler,David Bernstein**
  - 2.2.1 Update on HQ Activities –Base Support of our AOR Retirees & CACGRC – Establishing RSD, Mailing to 5000 Retirees in our AOR**
  - 2.2.2 Volunteers**
  - 2.2.3 Training**
  - 2.2.4 Location – Virtual or Physical**
- 2.3 Treasurers Report = Bob Warakomsky**
- 2.4 Discussion of National Help Desk – Bob Warakomsky**
- 2.6 Email listing of Items- LCDR Shuler**
- 2.5 Treasurers Report**
- 2.6 Admission Fee Discussion and Plans for Next Holiday Party on 14 December 2014 – John Milkiewicz**
- 2.7 Council Membership**
- 2.8 Retiree Participation in USCG Related Events/DC Area**
- 2.9. 2014 Meeting Schedule and Venue**
- 2.10 Suggestions for the Good of the Order**

## **ADJOURNMENT**

## **ADMINISTRATIVE ITEMS**

- 1. Welcome and Introductions** - David Bernstein welcomed LCDR Ally Shuler, Coast Guard Base Capital Area Council Sponsor.
- 2. Discuss and Approve Minutes of the 27 June 2014 Meeting-** The minutes were approved and later amended due to typo on Treasurers report.

## **COUNCIL PROGRAM**

## **OLD BUSINESS**

- 1.1 Status of Email Distribution List and Membership Outreach-**David Bernstein reported that he received eight new email addresses as a result of the

Holiday Party and Newsletter. The Council still is lacking approximately 2000+ email addresses of area retirees. It was proposed that when we have a website and new phone number for the Retiree Service Desk, the memo that will be sent will include asking for retiree email addresses. This was taken for action by CWO Tennyson who will confer with LCDR Schuler, who will respond to this request.

**1.2 Help Desk Utilization - ([email-nrhdesk@gmail.com](mailto:nrhdesk@gmail.com))** – Bob Warakomsky and David DuPont reported that we continue to receive an average of five to six inquiries per week. The Help Desk is continuing with the use of the area code 202 phone number. We requested, and CWO Tennyson agreed again, to take this up as an Action Item with LCDR Shuler to check on the progress of obtaining the 800# and report back to David with a status. Latest on this is that we now have an 800 number and it is operating.

**1.3 Update on Newsletter** -David Bernstein reported that the Newsletter continues to receive good feedback comments and appreciation. David is working on the next issue which will again be approximately 40 pages and requires a great deal of time to compose. He will be sending out the next issue the week of 24 February. David is also exploring the possibility of shortening the deadline for newsletter items, and sending out smaller editions more frequently.

**1.4 Website Update** - Paul Cojeen will ensure that Joe Fernandez will change the Co-Chair designation from Isabel Castellanos to our new Co-Chair, John Milkiewicz.

**1.5 Retiree Support Items**- None to report at this time.

## **NEW BUSINESS**

**2.1 Survivors and Caregivers Guide** – David spoke that the Coast Guard still has possession of the “Caregivers Guide”, but until it is published by the Coast Guard, we will maintain a draft copy on our Website. David did add that this Action Item is listed on the agenda for the National Retiree Council meeting (week of 28 April 2014). We should indicate to the conference leadership that we would like resolution of the issue from PPC and/or CG-13

**2.2 Discussion of Feedback on Posted Draft Copy of Caregivers Guide on Council Website** – Per David, feedback remains very positive and suggestions have been made and so noted.

**2.3 National Retiree Council Report and New COMDTINST/CG Retiree Support Infrastructure – Implementation of ComdtInst 1800.6G – David Bernstein** - The Retiree Services Program revolves around the Volunteers who will be answering the inquiries from the Retiree Community. To date we have six confirmed volunteers, and a physical desk has been so designated at PSC Ballston. John Milkiewicz advised that several CG Auxiliary personnel have expressed interest in volunteering, and will have a list of names soon. Training packages have been sent to volunteers and we’re

waiting for the phone number and the computer workstation at the physical RSD in Ballston and the computer access (non-CAC card access) & voicemail access for virtual RSD operation

**2.4 Discussion of Help Desk** – Bob Warakomsky mentioned that a number of past watch reports are still in the outstanding category, and need to be submitted to him prior to the National meeting.

**2.5 Update on HQ Activities- Base Support of our AOR Retirees & CACGRC- RSD** – RSD implementation is discussed in 2.3 above and in addition the renewal of the 800 Help Desk number & the work being done by Base Capital Region on the RSD is indication of their support. The email December 08, 2013 10:02 PM indicating the issues which should be resolved for RSD implementation & CACGRC forwarded to LCDR Shuler & CDR Garzon has still not been responded to although we note the activities outlined in 2.3 as indicating some progress.

**2.6 Spring Fling and Holiday Party –John Milkiewicz, David Bernstein** - John Milkiewicz informed the Council that due to the fact that the Holiday Party scheduled for Sunday, December 8, 2013 was cancelled because of the ice storm, we will now host a “Spring Fling” to not only gather for fellowship, but to also say Hail and Farewell to the Commandant, Vice Commandant, the MCPOCG and the MCPO CGRFs. This is now scheduled for Sunday, 27 April 2014. Looking in advance, we have also scheduled our Holiday Party to occur on Sunday, 14 December at 1630.

John has been in touch with Paul Peak and the food manager, Mike Scolari at Vinson Hall, and a menu was finalized for the 27 April event, at this meeting. As for the location of the December 14<sup>th</sup> Holiday Party, this will be discussed in more detail at the June meeting. A request for determining other possible venues in lieu of Vinson Hall has been made since we need some cost comparisons and we need to look beyond 14 December since Paul Peak will not be able to support us indefinitely. One new venue that was briefly discussed was having the party at the chief’s club at the former “Station A”.

**2.6.1 Publicity, Raffle prizes** –We discussed how to more publicize the upcoming party to the greater Washington, DC area retiree population, and in the new CGHQ building. CWO Tennyson stated that flyers for such things as parties could no longer be posted in the heads of the new CGHQ building. She said she’d work on getting more publicity of this event at HQ via email and other announcements. We decided to raise the price of both raffle tickets (one for \$2, three for \$5), and drink tickets (\$5 each for beer/wine/hard liquor) in order to make-up for cost deficits at the party. No 50-50 raffle this year.

**2.6.2 Ticket money collection** – Cost for the upcoming party will be \$35 per person except for those who already paid for the canceled holiday party. Checks should be made payable to “Semper Party”, and sent to Bob Warakomsky. We will also collect money at the door.

**2.6.3 Invitations to Commandant, Vice, MCPOCG, MCPOCG(R)** – David reassured us that these invitations had already been sent out.

**2.6.4 Cost of Party** – We discussed the make-up of the party menu and where we could save costs. A final decision was to not have the traditional cake at the end for desert, but, to rely upon the pastries as dessert and a champagne toast as the “hail & farewell”. Cost as per above per person; but, it is costing the Council approximately \$43 per person. This deficit is to be made up with increased costs of raffle and drink tickets, plus dipping into the Council treasury and if necessary, donations.

**2.6.5 Member Assigned Party Tasks** – The usual number of people volunteered to do the usual pre-party setup tasks, and take shifts to greet arrivals, sell drink and raffle tickets, take money for party tickets, etc.

**2.6.6 Parking** – John mentioned that there is still a lot of construction going on at Vinson Hall. Parking, even in the back of the building, is a premium. Though there will be designated parking spots for the COMDT, Vice, etc., most of us will need to park across the street in a church parking lot, and Vinson Hall will provide a shuttle bus to get us to the front door. Drop offs at the front door are still permitted, but, there will be no valet parking for this party (increased cost to the Council),

**2.7 Council Membership and Committees** - Discussed in previous sections.

**2.8 Treasurers Report** -Bob Warakomsky reported that the Treasury has a balance of \$2, 087.46 which includes receipts for the holiday party. The full Treasurers Report can be found at the end of the Minutes. Bob also took an Action Item to inquire on filing for 501(c)(3) exempt, non-profit status in the event we receive donations. Ben mentioned that it is a fairly long, and involved process with the IRS. A full report will be made at our June meeting.

**2.9 Retiree Participation in USCG Related Events/DC Area Events Calendar** – David Bernstein did not have anything new to add other than he will be attending the Coast Guard National Retiree Council’s National Meeting at CGHQ the week of 28 April 2014.

**2.10 Meeting Schedule and location** – (Location of meetings assumed to be the CG Personnel Service Center (PSC) in the Ballston Common Mall office building, Arlington, VA)

27 June 2014  
26 September 2014  
05 December 2014

We will continue to meet at PSC in the Ballston Professional Office Building in lieu of Coast Guard Headquarters, due to availability and ease of access.

### **2.11 Suggestions for the Good of the Order**

1. Council Member Norm Paulhus continues to recover from his recent illness and hopes to be home from the Rehabilitation Facility in March. Council members were encouraged to call Norm or send a card.
2. A note of appreciation to CAPT Kelly, CO, PSC for granting us permission to meet in their facilities.
3. A note of thanks to SCPO Bart Chafe, who is acting as our PSC Liaison and POC. An invitation has been issued to him to attend our Spring Fling on 27 April 2014.
4. CWO Tina Tennyson advised the Council that she is being transferred to PSC in Ballston and will be relieved by a CWO. The Council thanked Tina for all of the great service she has provided, and wish her well in her new assignment. We hope to catch up with her at PSC when we meet in June.

**ADJOURNMENT -10:53 AM**

Minutes prepared by Lula Carpenter

Submitted 03 October 2014