

**UNITED STATES COAST GUARD  
CHIEF PETTY OFFICERS  
ASSOCIATION**

**NATIONAL CONVENTION  
MINUTES  
12-15 AUGUST 2013  
HOUSTON, TX**

## **MONDAY, 12 AUGUST 2013**

**Opening Ceremonies:** At 0900, 12 August 2013 CPOA National President CPO Kim Lorigan (Ret.) called to order the 45<sup>th</sup> National Convention of the United States Chief Petty Officer's Association and the 13<sup>th</sup> National Convention of the United States Coast Guard Enlisted Association at the Hilton North Houston, Texas. Master of Ceremonies CPO Florez-Adams welcomed the convention attendees and guests.

**Invocation:** YNCM Forrest Croom (Ret.) gave the invocation.

**Preambles:** - The following Preambles were read:

National CPOA President YNC Kim Lorigan (Ret.) read the CPOA Preamble.

National CGEA President SK1 Philip Stone (Ret.) read the CGEA Preamble.

National CPOAA President Rita Bunting read the CPOAA Preamble.

**Memorial Service:** CPO Florez-Adams conducted the Memorial Service for those who have "Crossed the Bar" during the past year.

**Introductions:** CPO Florez-Adams introduced the head table of the CPOA, CGEA, CPOAA, Past National Presidents and Gold Lifetime Members.

### **CONVENTION DEDICATION**

National President dedicated the 45<sup>th</sup> National Convention to the following:

QMC Frank Albright (Ret.), Past National President, 11<sup>th</sup> Gold Lifetime Member, 3<sup>rd</sup> Silver Ancient Mariner.

DCCM Bob Sullivan (Ret.), Yorktown Chapter President 1991-1992.

EMCS John Marzetta (Ret.), Yorktown Chapter Vice President 2005-2006.

ETCM Daniel Farrell

The Crew of the CG-6535:

LCDR Dale T. Taylor

LTJG Thomas J. Cameron

ASTC Fernando Jorge

AET3 Andrew W. Knight

Awards were presented to the Honor Guard by YNCM Forrest Croom.

The Gold Lifetime Selection Committee presented the following Chiefs with a Gold Lifetime Membership in the Association:

YNCS Bruce Garrison - 31<sup>st</sup> Gold Lifetime Member

YNCM Forrest Croom - 32<sup>nd</sup> Gold Lifetime Member

**Award Presentations:** - The National President presented the following awards:

Chapter with the largest % increase of new members:

1<sup>st</sup> Place: Jersey Shore Chapter

2<sup>nd</sup> Place: North East Florida Chapter

3<sup>rd</sup> Place: Washington DC Chapter

Chapter with the largest number of new members:

1<sup>st</sup> Place: Golden Gate Chapter

2<sup>nd</sup> Place: Low Country Chapter

3<sup>rd</sup> Place: Mobile Chapter

Individual recruiting largest number of new members:

1<sup>st</sup> Place: OCS Cory Gunkel, Low Country Chapter

2<sup>nd</sup> Place: BMCS Jack Crowley, Mobile Chapter

3<sup>rd</sup> Place: BMC Mark Emerson, New Orleans Chapter

CGEA National President presented Miami Branch with the Award for Largest Increase in Members.

National President presented awards to the CPOAA National Officers.

National President presented QMCM Joe D'Elia with an award for being our National Web Master for the past 16 years.

National President introduced keynote speaker, RADM Kevin Cook, CCGD8.

At 1028, 12 August 2013, National President convened the 45<sup>th</sup> National CPOA and 13<sup>th</sup> National CGEA Conventions.

*1030 Recessed*

*1330 Reconvened*

The President called the meeting to order.

**Roll Call of National Board of Directors:** - In attendance were President YNC Kim Lorigan, Secretary YNCS Bruce Garrison, Treasurer SKC Mark Tahtinen, Region 1 Advisor YNC Jon Shipp, Region 2 Advisor ITCM Michael "Al" Bumgardner, Region 3 Advisor HSCS Tyrone Anderson. National Vice President BMCM Bruce Bradley (Excused Absence).

**Roll Call of Members:** - Members of the following Chapters were present: Crystal Coast 1, Galveston 2, Golden Gate 1, Golden Triangle 5, Greater Detroit 1, Hampton Roads 1, Hawaiian Islands 2, Houston 2, Juneau 1, Los Angeles/Long Beach 1, Mobile 4, New Orleans 1, Northeast Florida 2, Oklahoma City 1, SE Connecticut 2, Seattle 1, Southernmost 1, South Texas 1, St. Louis 1, Washington DC 4, Yorktown 3, Members at Large 3. Total members present: 39.

Members of the following Chapters were not present: Alexandria, Baltimore, Boston, Cape Cod, Elizabeth City, Gold Country, Grand Haven, Green Bay, Jersey Shore, Ketchikan, Kleckner, Kodiak, Long Island, Low Country, Lower Columbia River, Marianas Guam, Martinsburg West Virginia, Miami, Mid America, North Bend, North Coast, Northern New England, Petaluma, Port Angeles, Prince William Sound, San Diego, San Juan, Silverdale, SOO, St Petersburg, USCG Desert CPO, Bahrain, Western Lake Michigan.

A quorum of 20 members present was established.

Motion by CPO Bill Segelken, seconded by MCPO Kevin Isherwood, to call only those Chapters currently in attendance at the roll call of members. If an absent Chapter arrives they will be added to the roll call. **Carried.**

Motion by CPO Bill Selgelken, seconded by MCPO Dave Isherwood, to approve the minutes of 9 August 2012 as printed. **Carried.** (Encl: (1))

National Treasurer gave his Annual Report. Report adopted. (Encl: (2))

*1358 recessed*

*1418 reconvened*

National President gave the President's 2013 Annual Stated of the CPOA Report. Report adopted. (Encl: (3))

Motion by YNC Chapman, seconded by BMCS Jack Crowley, to conduct an initial review of the CPOA's accounting practices be performed at a cost of \$1450.00. **Carried.**

Motion by SCPO Ostrowski, seconded by MCPO Love, to conduct an Audit of the CPOA's accounting practices every 3 years. Motion withdrawn.

*1520 Recessed*

*1549 Reconvened*

YNCS Bruce Garrison's Resolution to amend the Operations Manual was brought to the floor for discussion. Motion failed. (Encl: (4))

Motion by YNC Shipp, seconded by YNC Chapman, to send YNCS Garrison's resolution to the By-Laws Committee for consideration. **Carried.**

*Recessed until 0800, 13 August 2013*

## **TUESDAY, 13 AUGUST 2013**

*0801 Reconvened*

**Roll Call of National Board of Directors:** - In attendance were President YNC Kim Lorigan, Secretary YNCS Bruce Garrison, Treasurer SKC Mark Tahtinen, Region 1 Advisor YNC Jon Shipp, Region 2 Advisor ITCM Michael "Al" Bumgardner, Region 3 Advisor HSCS Tyrone Anderson. National Vice President BMCM Bruce Bradley (Excused Absence).

**Roll Call of Members:** - (Members of the following Chapters were present:) Galveston 1, Golden Gate 1, Golden Triangle 5, Greater Detroit 1, Hampton Roads 1, Hawaiian Islands 2, Houston 2, Juneau 1, Los Angeles/Long Beach 1 Mobile 3, New Orleans 1, Northeast Florida 2, Oklahoma City 1, SE Connecticut 2, Seattle 1, Southernmost 1, South Texas 1, St Louis 1, Washington DC 4, Western Lake Michigan 1, Yorktown 2, Members at Large 3. Total members present: 37.

(Members of the following Chapters were not in attendance :) Alexandria, Baltimore, Boston, Cape Cod, Crystal Coast, Elizabeth City, Gold Country, Grand Haven, Green Bay, Jersey Shore, Ketchikan, Kleckner, Kodiak, Long Island, Low Country, Lower Columbia River, Marianas Guam, Martinsburg West Virginia, Miami, Mid America, North Bend, North Coast, Northern New England, Petaluma, Port Angeles, Prince William Sound, San Diego, San Juan, Silverdale, SOO, St. Petersburg, USCG Desert CPO, Bahrain

Minutes of Monday 12 August 2013, were approved as corrected.

National President announced that President Obama has proclaimed that the new Coast Guard Headquarters Building will be named the Douglas A. Munro Coast Guard Headquarters Building in honor of the Coast Guard's only Medal of Honor recipient.

*0817 Recessed until 0800 14 August 2013*

### **WEDNESDAY, 14 AUGUST 2013**

*0800 Reconvened*

**Roll Call of National Board of Directors:** In attendance were National President YNC Kim Lorigan, National Secretary YNCS Bruce Garrison, National Treasurer SKC Mark Tahtinen, Region 2 Advisor ITCM Michael "Al" Bumgardner, Region 3 Advisor Tyrone Anderson. National Vice President BMCM Bruce Bradley (Excused Absence).

**Roll Call of Members:** - Members of the following Chapters were present: Elizabeth City 1, Galveston 4, Golden Gate 1, Golden Triangle 3, Greater Detroit 1, Hampton Roads 1, Hawaiian Islands 2, Houston 2, Juneau 1, Los Angeles/Long Beach 1, Mobile 3, North Coast 1, Northeast Florida 2, Oklahoma City 1, SE Connecticut 2, Seattle 2, Southernmost 1, South Texas 1, St Louis 1, Washington DC 4, Western Lake Michigan 1, Yorktown 3, Members at Large 3. Total members present: 40.

Members of the following Chapters were not present: Alexandria, Baltimore, Boston, Cape Cod, Crystal Coast, Gold Country, Grand Haven, Green Bay, Jersey Shore, Ketchikan, Kleckner, Kodiak, Long Island, Low Country, Lower Columbia River, Marinas Guam, Martinsburg West Virginia, Miami, Mid America, New Orleans, North Bend, Northern New England, Petaluma, Port Angeles, Prince William Sound, San Diego, San Juan, Silverdale, SOO, St. Petersburg, USCG Desert CPO Bahrain.

The minutes of 13 August 2013 were approved as corrected.

A presentation by Mr. Willie Woolford and Ms. Toni Myre of Bellevue University was provided.

0815 Region 1 Advisor Jon Shipp and member from New Orleans Chapter arrived and were seated.

SCPO John Ostrowski from Washington DC Chapter gave a presentation on Flags Across America. (Encl: (5))

*0902 Recessed*

*0922 Reconvened*

The Executive Director's report was distributed and opened for discussion and questions. Report adopted. (Encl: (6))

*0925 Recessed*

*0932 Reconvened*

YNM Croom stated that there were 18 people who attended the Fisher House project and thanked CPO Hamilton and CPO Ponce for their outstanding leadership at this event.

The Long Range Planning Convention Committee Report was presented. Report adopted. (Encl: (7))

The By-Laws Convention Committee Report was presented.

Motion by MCPO K. Isherwood, seconded by MCPO Love, to delete paragraph 3 in its entirety and send the report back to committee for a re-write of paragraph to read: Allow/enable all members in good standing the ability to review and vote on the President's Outstanding Chapter of the Year Award.

Motion by BMCS Jack Crowley to Call the Question, seconded by MCPO Love, CPO Ponce and MCPO D. Isherwood. **Carried.**

By-Laws Convention Committee Report sent back to committee.

Motion by MCPO K. Isherwood, seconded by MCPO Love, to delete paragraph 3 in its entirety and send the report back to committee for a re-write of paragraph to read: Allow/enable all members in good standing the ability to review and vote on the President's Outstanding Chapter of the Year Award. **Carried.**

*1024 Recessed*

*1045 Reconvened*

The Special Projects Convention Committee Report was presented. Adopted. (Encl: (8))

Motion by National Secretary YNCS Bruce Garrison, seconded by Region 1 Advisor Jon Shipp, to make MCPO Greg Pratt an honorary Silver Lifetime member of the Association. **Carried.**

Motion by MCPO K. Isherwood, seconded by MCPO Doak, that CPOA official business should be done on CPOA letterhead and that CGEA official business should be done on CGEA letterhead.

Motion amended by BMCS Jack Crowley, seconded by MCPO K. Isherwood, to add the CPOA motto to the bottom of the CPOA letterhead.

Motion by BMCS Jack Crowley to Call the Question, seconded by MCPO K. Isherwood, MCPO D. Isherwood and CPO Murphy. **Carried.**

Motion to amend **Carried.**

Original motion **Carried.**

*1132 Recessed*

*1331 Reconvened*

**Roll Call of National Board of Directors:** In attendance were National President YNC Kim Lorigan, National Secretary YNCS Bruce Garrison, National Treasurer SKC Mark Tahtinen, Region 1 Advisor YNC Jon Shipp, Region 2 Advisor ITCM Michael "Al" Bumgardner. National Vice President Bruce Bradley and Region 3 Advisor Tyrone Anderson excused absence.

**Roll Call of Members:** Members of the following Chapters were in attendance: Elizabeth City 1, Galveston 5, Golden Gate 1, Golden Triangle 3, Greater Detroit 1, Hampton Roads 1, Hawaiian Islands 2, Houston 2, Juneau 1, Los Angeles/Long Beach 1, Mobile 3, New Orleans 1, North Coast 1, Northeast Florida 1, Oklahoma City 1, SE Connecticut 2, Seattle 1, South Texas 2, St Louis 1, Washington DC 4, Western Lake Michigan 1, Yorktown 3, Members at Large 4. Total Members present: 44.

Members of the following Chapters were not present: Alexandria, Baltimore, Boston, Cape Cod, Crystal Coast, Gold Country, Grand Haven, Green Bay, Jersey Shore, Ketchikan, Kleckner, Kodiak, Long Island, Low Country, Lower Columbia River, Marianas Guam, Martinsburg West Virginia, Miami, Mid America, North Bend, Northern New England, Petaluma, Port Angeles, Prince William Sound, San Diego, San Juan, Silverdale, SOO, St. Petersburg, USCG Desert CPO Bahrain.

*1340 Recessed in place*

*1354 Reconvened*

*1354* Region 3 Advisor HSCS Tyrone Anderson and MCPO Forrest Croom were seated.



Admiral Robert J. Papp, 24<sup>th</sup> Commandant of the Coast Guard, and MCPO-CG Michael P. Leavitt arrived and addressed the Convention delegates.

*1516 Recessed*

*1539 Reconvened*

CCCAF Convention Committee Report presented.

CCCAF Convention Committee Chairman advised to remove CGEA from paragraph 5.

Motion by MCPO Doak, seconded by Region 1 Advisor Jon Shipp, to renumber paragraph 3 to read 4, paragraph 4 to read 5 and paragraph 5 to read 3. **Carried.**

Motion by SCPO Ostrowski, seconded by CPO Ponce, to make question 3a the 2014 topic for the CCCAF essay. **Carried.**

CCCAF Convention Committee Report, Adopted. (Encl: (9))

*1612 Recessed until 0900, 15 August 2013*

#### **THURSDAY, 15 AUGUST 2013**

*0900 Reconvened*

**Roll Call of National Board of Directors:** - In attendance were National President YNC Kim Lorigan, National Secretary YNCS Bruce Garrison, National Treasurer SKC Mark Tahtinen, Region 1 Advisor YNC Jon Shipp, Region 2 Advisor ITCM Michael "Al" Bumgardner, Region 3 Advisor HSCS Tyrone Anderson. National Vice President BMCM Bruce Bradley (Excused absence).

**Roll Call of Members:** - Members of the following Chapters were present: Elizabeth City 1, Galveston 2, Golden Triangle 3, Greater Detroit 1, Hampton Roads 1, Hawaiian Islands 2, Houston 2, Juneau 1, Los Angeles/Long Beach 1, Mobile 3, New Orleans 1, Northeast Florida 2, Oklahoma City 1, Se Connecticut 1, Seattle 1, Southernmost 1, South Texas 1, St Louis 1, Washington DC 3, Western Lake Michigan 1, Yorktown 2, Members at Large 2. Total members present: 34.

Members of the following Chapters were not present: Alexandria, Baltimore, Boston, Cape Cod, Crystal Coast, Gold Country, Golden Gate, Grand Haven, Green Bay, Jersey Shore, Ketchikan, Kleckner, Kodiak, Long Island, Low Country, Lower Columbia River, Marianas Guam, Martinsburg West Virginia, Miami, Mid America, North Bend, North Coast, Northern New England, Petaluma,

Port Angeles, Prince William Sound, San Diego, San Juan, Silverdale, SOO, St. Petersburg, USCG  
Desert CPO Bahrain.

Minutes of Wednesday, 14 August 2013, were approved as corrected.

Presentation by MCPO Forrest Croom on the Coast Guard Enlisted Memorial.

Presentation by FORCM Greg Pratt USN (Ret.) on USAA.

Membership Convention Committee Report was presented. Adopted. (Encl: (10))

Website Convention Committee Report was presented. Adopted. (encl: (11))

*1001 Recessed*

*1038 Reconvened*

CPO Academy Convention Committee Report was presented. Adopted. (Encl: (12))

Budget Convention Committee Report was presented. (Encl; (13))

Motion by CPO Chapman, seconded by SCPO Crowley, to strike paragraph 11(c), of the Budget  
Convention Committee Report. Failed.

SCPO Crowley called the question, seconded by CPO Bunting, MCPO Croom, and MCPO K.  
Isherwood. **Carried.**

Budget Convention Committee Report adopted.

*1125 Recessed*

*1302 Reconvened*

**Roll Call of National Board of Directors:** - In attendance were National President YNC Kim Lorigan,  
National Secretary YNCS Bruce Garrison, National Treasurer SKC Mark Tahtinen, Region 1 Advisor  
YNC Jon Shipp, Region 2 Advisor ITCM Michael "Al" Bumgardner, Region 3 Advisor HSCS Tyrone  
Anderson. National Vice President BMCM Bruce Bradley (Excused absence).

**Roll Call of Members:** - Members of the following Chapters were present: Elizabeth City 1,  
Galveston 2, Golden Triangle 3, Greater Detroit 1, Hampton Roads 1, Hawaiian Islands 1, Houston  
2, Los Angeles/Long Beach 1, Mobile 3, New Orleans 1, Oklahoma City 1, Seattle 1, Southernmost

1, South Texas 1, St Louis 1, Washington DC 1, Western Lake Michigan 1, Yorktown 2, Members at Large 1. Total members present: 26.

Members of the following Chapters were not present: Alexandria, Baltimore, Boston, Cape Cod, Crystal Coast, Gold Country, Golden Gate, Grand Haven, Green Bay, Jersey Shore, Juneau, Ketchikan, Kleckner, Kodiak, Long Island, Low Country, Lower Columbia River, Marianas Guam, Martinsburg West Virginia, Miami, Mid America, North Bend, North Coast, Northeast Florida, Northern New England, Petaluma, Port Angeles, Prince William Sound, San Diego, San Juan, SE Connecticut, Silverdale, SOO, St. Petersburg, USCG Desert CPO Bahrain.

Convention Convention Committee Report was presented. Adopted. (Encl: (14))

National CPOAA President Rita Bunting surrendered the National Charter of the Chief Petty Officers Association Auxiliary to National CPOA President YNC Kim Lorigan.

Motion by Region 2 Advisor MCPO Bumgardner, seconded by Yorktown Chapter Member, to permanently display the CPOAA Charter with a plaque of the CPOAA Platinum Members at the National Office. **Carried unanimously.**

CGEA Convention Committee Report was presented.

Motion by SCPO Crowley, seconded by National Treasurer Tahtinen, to strike the last sentence of paragraph 2.

Vote taken on motion. Vote doubted.

Hand vote taken: Yea 13, Nay 16. Motion failed.

CGEA Convention Chairman requested that the following paragraph be added as paragraph 6, to the Convention Report:

6. CGEA requested \$6000.00 to be able to give Grants to Branches to be able to attend Convention. Grants would be no more than \$200.00 for any Branch that needs assistance in attending Convention.

CGEA Convention Committee Report adopted as amended. (Encl: (15))

Motion by Region 2 Advisor Bumgardner, seconded by Region 1 Advisor Shipp, to reconsider the Budget Convention Report. **Carried.**

Motion by Region 1 Advisor Shipp, seconded by Yorktown Chapter Member, to amend the Budget Convention Committee Report to read: 11(d) CGEA – Request increase in the CGEA travel funding from \$5000.00 to \$8000.00. **Carried.**

Budget Convention Committee Report adopted as amended. (Encl: (16))

*1421 Recessed*

*1449 Reconvened*

Motion by National Secretary YNCS Garrison, seconded by YNC Chapman, to go into Executive Session. **Carried.**

1452 Entered Executive Session

1610 Exited Executive Session

*1611 Recessed*

*1628 Reconvened*

Motion by Region 1 Advisor YNC Shipp, seconded by MCPO Forrest Croom, to formally reprimand National CGEA Vice President YN1 Marcus Hyde, remove him from office and expel him from the Association for conduct that brought discredit to the Association. **Carried.**

### **GOOD OF THE ORDER**

CCCAF throw in totaled \$760.00. (\$60.00 came from the CGEA).

National President announced that 5 Chapters had submitted a package for the President's Outstanding Chapter of the Year Award. They were:

Boston Chapter  
Los Angeles/Long Beach Chapter  
Oklahoma City Chapter  
Washington DC Chapter  
Yorktown Chapter

National President thanked all the Chapters for their submission and encouraged all Chapters to submit a package next year.

National President announced that the following Chapters had been presented the 2013 Presidents Chapter of the Year Awards at the previous evening's Dinner.

Small Chapter – Oklahoma City

Medium Chapter – Boston

Large Chapter – Yorktown

National President announced that the winner of the 2013 Presidents Outstanding Chapter of the Year Award had been presented to the Yorktown Chapter at the previous evening's Dinner.

National President YNC Kim Lorigan thanked all the Convention Committee Chairmen and their members for their hard work, and especially the CGEA members for their contributions as committee members.

The National President went around the Convention Room for comments by the Convention attendees – Gold Lifetime Members, Past Presidents, National Officers and BOD Members, CGEA Officers, and all CPOA and CGEA members.

National President thanked SCPO Nick Pupo for stepping up and serving as Region 1 Advisor during the time YNC Shipp was having computer problems.

Motion by Region 1 Advisor YNC Jon Shipp, seconded by National Secretary YNCS Bruce Garrison, to Adjourn. **Carried.**

The National President YNC Kim Lorigan declared the 45<sup>th</sup> National CPOA and the 13<sup>th</sup> National CGEA Convention adjourned at 1728, 15 August 2013.

Respectfully Submitted,

Bruce Garrison, YNCS (Ret.)  
National Secretary

Enclosures:

- (1) Minutes from 44<sup>th</sup> National CPOA Convention of 9 August 2012
- (2) National Treasurer's Annual Report
- (3) President's 2013 Annual Stated of the CPOA Report
- (4) YNCS Garrison's Motion
- (5) Flags Across America
- (6) Executive Director's Annual Report

- (7) Long Range Planning Convention Committee Report
- (8) Special Projects Convention Committee Report
- (9) CCCAF Convention Committee Report
- (10) Membership Convention Committee Report
- (11) Website Convention Committee Report
- (12) CPO Academy Convention Committee Report
- (13) Budget Convention Committee Report
- (14) Convention Convention Committee Report
- (15) CGEA Convention Committee Report
- (16) By Laws Convention Committee Report



United States Coast Guard  
CHIEF PETTY OFFICERS ASSOCIATION  
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12 August 2013

From: National Treasurer

To: Chief Petty Officers Association Membership

Subj: ANNUAL REPORT

1. The following is the financial standing of the CPOA as of August 11, 2013:

2. Current Assets:

Current Assets

Bank Accounts

Business Economy Checking (Bank of America)	4,502.80
CCCAF BofA	25,278.17
Companion Checking TD Bank	1,500.00
High Yield Savings TD Bank	182,327.19
Reserve Fund BofA	76,907.91
Silver Lifetime TD Bank	59,946.83
Silver Lifetime TD Bank CD	74,961.97

Total Bank Accounts \$425,424.87

Accounts Receivable

Accounts Receivable (A/R)	700.00
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Total Accounts Receivable \$ 700.00

Other current assets

Navy Federal CD#1 - Matures 5/17/2018	26,155.22
Interest	217.91
Total Navy Federal CD#1 - Matures 5/17/2018	\$ 26,373.13
Navy Federal CD#2 - Matures 5/17/2018	26,155.22
Interest	217.91
Total Navy Federal CD#2 - Matures 5/17/2018	\$ 26,373.13
Pentagon Federal CD's (3) - All Mature 5/9/2013	136,177.60
Suntrust CD#1 - Mature 5/21/2014	27,122.52
Suntrust CD#2 - Matures 5/21/2014	75,530.24

Total Other current assets \$291,576.62

Total Current Assets \$717,701.49

3. Property & Equipment:

Fixed Assets

FURNITURE & FIXTURES

Depreciation	-50,805.00
Original Cost	60,561.00

ENCLOSURE (2)

Total FURNITURE & FIXTURES	\$ 9,756.00
OFFICE BUILDING - CONDO	
Depreciation	-126,131.92
Original Cost	140,000.00
Total OFFICE BUILDING - CONDO	\$ 13,868.08
Total Fixed Assets	\$ 23,624.08
 TOTAL ASSETS	 \$ 741,325.57

4. The CPOA has shifted from its old accounting software to Quickbooks allowing both the Executive Director & National Treasurer the ability to both see the books. We have also shifted to an online payroll system that pays our employees thus eliminating the chance of errors with the ever changing tax laws. In April 2013, we hired a new Accounting Firm – Zuckerman & Associates, in by doing so we saved a significant cost savings and a new set of eyes on the accounting practices.

5. Copies of 2009-2012 budget closing numbers are available on the USCGCPOA.ORG website for viewing if desired.

Sincerely yours,

  
SKC M. T. Tahtinen, USCG



# Coast Guard Chief Petty Officers Association

January 1 - August 12, 2013

	<u>Total</u>
<b>Income</b>	
CCCAF CONTRIBUTIONS	692.00
<b>MEMBERSHIP DUES</b>	
Active-Duty Allotments	35,847.62
Cash/Checks	31,156.23
Credit Card Payments	3,014.00
Retiree Allotments	47,567.00
Silver Lifetime Purchases (Held at TD Bank)	3,350.00
<b>Total MEMBERSHIP DUES</b>	<b>\$ 120,934.85</b>
Sales of Product Income	359.06
<b>THE CHIEF AD INCOME</b>	<b>1,600.00</b>
Unapplied Cash Payment Income	0.64
<b>USAA - SPONSORSHIP INCOME (Affinity Program)</b>	<b>11,753.09</b>
<b>Total Income</b>	<b>\$ 135,339.64</b>
<b>Gross Profit</b>	<b>\$ 135,339.64</b>
<b>Expenses</b>	
<b>CONVENTION EXPENSES</b>	
Awards	1,753.43
<b>CGEA National Officer Expenses (includes tvl, per diem, hotel, misc)</b>	
President	2,145.21
<b>Total CGEA National Officer Expenses (includes tvl, per diem, hotel, misc)</b>	<b>\$ 2,145.21</b>
<b>CPOA National Officer Expenses (includes tvl, per diem, hotel, misc)</b>	
President	2,779.87
Treasurer	801.04
<b>Total CPOA National Officer Expenses (includes tvl, per diem, hotel, misc)</b>	<b>\$ 3,580.91</b>
<b>Executive Director Convention Expenses (includes tvl, pd/hotel/misc)</b>	<b>674.59</b>
<b>Regional Advisors</b>	
Region 2	1,423.45
Region 3	1,530.78
<b>Total Regional Advisors</b>	<b>\$ 2,954.23</b>
<b>Total CONVENTION EXPENSES</b>	<b>\$ 11,108.37</b>
<b>NATIONAL CGEA TRAVEL</b>	
President	587.74
Treasurer	1,189.18
<b>Total NATIONAL CGEA TRAVEL</b>	<b>\$ 1,776.92</b>
<b>NATIONAL CPOA TRAVEL</b>	
<b>National Officers</b>	
Secretary	1,163.81
<b>Total National Officers</b>	<b>\$ 2,171.76</b>
<b>Regional Advisors</b>	
Region 2	917.01
Region 3	889.45
<b>Total Regional Advisors</b>	<b>\$ 1,806.46</b>
<b>Total NATIONAL CPOA TRAVEL</b>	<b>\$ 3,978.22</b>
<b>NATIONAL EXPENSES (OPERATIONS)</b>	
<b>Branch Support</b>	
Start-Up	274.45
<b>Total Branch Support</b>	<b>\$ 274.45</b>
<b>Building Repair &amp; Maintenance</b>	<b>1,120.00</b>
<b>Chapter Support</b>	
Start-Up	100.00
<b>Total Chapter Support</b>	<b>\$ 100.00</b>
<b>Computer Equip &amp; Software</b>	<b>242.77</b>

Condo Association Fees	1,742.86
Credit Card Processing Fees	159.56
Executive Director Local Travel	10.00
Membership	656.40
Electronic Communications	686.00
Total Membership	<u>\$ 1,342.40</u>
Memorial Fund	500.00
Office Machine Repair (Includes maintenance contracts)	3,406.61
Office Supplies	2,765.20
Online Accounting Service (Quickbooks)	223.72
Payroll Services (Intuit)	622.00
Phone and Internet Bundle	950.77
Postage (includes equipment rental)	6,342.80
Publications (Off pubs, Roberts Rules, etc)	55.00
Salary (Executive Director)	31,343.84
Medical Benefit	73.00
Total Salary (Executive Director)	<u>\$ 31,416.84</u>
Stationery & Printing	80.83
Utilities (gas & elec)	467.14
Wages (Admin Assistant)	11,206.66
Website/Web Manager	8,899.00
Total NATIONAL EXPENSES (OPERATIONS)	<u>\$ 71,928.61</u>
NATIONAL EXPENSES (TAXES/INSURANCE/LEGAL)	
Corporation Costs	150.00
Federal Tax Return (Preparation)	2,002.87
Insurance (Association)	1,203.27
Legal Fees	767.00
Real Estate Tax	1,431.88
Total NATIONAL EXPENSES (TAXES/INSURANCE/LEGAL)	<u>\$ 5,555.02</u>
NATIONAL PROGRAMS	
CCCAF Award	5,042.24
EPOY Program Support	1,773.00
Total NATIONAL PROGRAMS	<u>\$ 6,815.24</u>
PUBLICATION - THE CHIEF MAGAZINE	
Postage/Labels/Distribution	6,198.18
Printing	16,278.00
Total PUBLICATION - THE CHIEF MAGAZINE	<u>\$ 22,476.18</u>
Total Expenses	<u>\$ 123,638.56</u>
Net Operating Income	<u>\$ 11,701.08</u>
Other Income	
Interest Earned	
CCCAF BofA Interest	13.97
High Yield Savings TD Bank Interest	186.86
Reserve Fund BofA Interest	65.52
Silver Lifetime TD Bank CD Interest	1,782.36
Silver Lifetime TD Bank Interest	112.59
Total Interest Earned	<u>\$ 2,161.30</u>
Total Other Income	<u>\$ 2,161.30</u>
Other Expenses	
Penalties & Settlements	7,288.80
Total Other Expenses	<u>\$ 7,288.80</u>
Net Other Income	<u>-\$ 5,127.50</u>
Net Income	<u>\$ 6,573.58</u>



# United States Coast Guard CHIEF PETTY OFFICERS ASSOCIATION

5520 Hempstead Way

Springfield, VA 22151-4009

Phone: (703) 941-0395 / Fax: (703) 941-0397

Email: [kimlorigan7@gmail.com](mailto:kimlorigan7@gmail.com) (CPOA National President)  
[coastguardcpoa@gmail.com](mailto:coastguardcpoa@gmail.com) (National Office)



10 August 2013

From: CPOA National President  
To: All CPOA & CGEA Members

Subj: PRESIDENT'S 2013 ANNUAL STATE OF THE CPOA REPORT

1. As required by the CPOA Operations Manual, this report is submitted to the Association's membership.
2. **MEMBERSHIP:** As of 31 July 2013, the CPOA membership stands at 8536 members and the CGEA membership is 1336. The number of new members in the 2012-2013 cycle indicates a steady increase as compared to previous years.

	New CPOA	New CGEA	Total New	Cancelled CPOA	Cancelled CGEA	Total Cancelled	CPOA Net Gain	CGEA Net Gain	Total Net Gain	CPOA %	CGEA %	Total %
2012-13	452	357	809	19	30	49	433	327	760	96%	92%	94%
2011-12	402	275	677	114	119	233	288	156	444	72%	57%	66%
2010-09	443	231	674	72	67	139	371	164	535	84%	71%	79%
2009-10	426	179	605	146	87	233	280	92	372	66%	51%	61%
2008-09	441	186	627	168	105	273	273	81	354	62%	44%	56%

Since 1 August 2012, our Association has welcomed three new Chapters and seven new Branches:

- a. NEW CHAPTERS: Low Country (Charleston, SC), Silverdale (Bangor, WA), San Diego
- b. NEW BRANCHES: Low Country (Charleston, SC), Kitsap (Bangor, WA), Island Style (Honolulu, HI), Sunflower Branch (Topeka, KS), Diamond City (Atlantic Beach, NC), Ballston Branch (Arlington, VA), Georgia Kings Bay (Kings Bay, GA), and Petaluma Branch (re-chartered)

Additionally, the BOD anticipates chartering the Lost Coast (formerly Redwood Empire) Chapter and the Boston Branch, pending receipt of their paperwork. The Philadelphia Chapter returned their charter and was disestablished in 2012.

3. **COMMUNITY SERVICE:** Our CPOA Chapters and CGEA Branches continue to do amazing work in support of our communities, donating more than \$500K to various charities in 2012. Some of the charities and endeavors supported by the CPOA & CGEA in 2012 were (to name a few):

Carting for a Cause (benefitting the Wounded Warrior Project)	Fundraisers for the family of BMCS Terrell Horne
Assistance to victims of Hurricane Sandy	Restoration of the CG Memorial at Arlington
The restoration of the SM1 Douglas Munro Memorial	Coast Guard Enlisted Memorial at Cape May, NJ
CG Run to Remember	Flags Across America
Annual Wreaths Across America	Habitat for Humanity
Seniors Holiday Dinner (Juneau's 39-year community event)	Holiday Food Baskets for CG families
Fisher Houses (Community Service Project during the 2013 Convention)	

ENCLOSURE (3)

10 August 2013

Subj: PRESIDENT'S 2013 ANNUAL STATE OF THE CPOA REPORT

**4. NEW WEBSITE / SOCIAL MEDIA INITIATIVES:**

- a. CPOA Website – The new CPOA/CGEA website was launched on 5 August 2013, completing Phase I of the website project. The Ad Hoc Website Committee consisted of CPOA Webmaster, QMCM Joe D'Elia, ITCM Al Bumgardner, the Executive Director and CPOA President, with input from the BOD. Pending budget approval, Phase II will commence in January 2014 at an approximate cost of \$5000, and will include:
  - 1) the ability to pay dues / make donations on-line
  - 2) on-line voting
  - 3) a "Members Only" page
  - 4) a "Presidents Only" page
- b. The Chief – our Association's quarterly magazine has been given a facelift and continues to receive positive comments from our members who appreciate the professional look and content.
- c. Monthly Newsletter – Started in September 2012, the CPOA/CGEA Newsletter provides timely and pertinent information from a variety of governmental and non-governmental sources. Members wishing to receive the Newsletter should provide their personal e-mail address to the National Office.
- d. Facebook – the CPOA & CGEA Facebook pages are attracting new and former members, and serves as the perfect medium to keep our membership current on Chapter/Branch events. The CPOA has also implemented LinkedIn to expand the professional network for our members.

**5. DISSOLUTION OF THE CPOAA:** The President of the CPOAA plans to surrender their National Charter at the 2013 CPOA Convention. Dwindling interest in the program, combined with increased involvement in various spouses clubs, have caused their ranks to decline to 64 members from a high of 500, and the current members do not foresee a turnaround. All remaining funds (which are separate from the CPOA operating funds and managed by the CPOAA Officers) will be used to help offset the cost of CPOAA Officer travel to Convention, with the remainder disbursed to the Captain Caliendo College Assistance Fund and Coast Guard Mutual Assistance. Discussions will be held at the 2013 Convention to assess the feasibility of continuing the program on a Chapter by Chapter basis.

**6. FINANCIAL/ADMINISTRATIVE ISSUES:** Many of the issues discussed at last year's Convention have been resolved. Those issues, as well as issues that remain outstanding, are detailed in Enclosure (1) of this report.

7. Our Association remains healthy and despite the challenges of the last year, we have made much forward progress. We still have a lot of work to do, but I have no doubt that our members will continue to give their best to keep our Association strong and thriving. I am honored to serve as your President, and thank you for your continued support of the CPOA and CGEA.

Yours in Service,

  
YNC Kim Lorigan (Ret.)

Encl: (1) CPOA Financial & Office Administrative Issues

**YNCS Bruce D. Garrison, USCG (Ret.)**  
**MOTION TO AMEND THE OPERATIONS MANUAL NO. 1**

**This Motion was presented to all Chapters Presidents for their vote. The required quorum of 27 Chapters was reached by 3 June 2013, with 5 Chapter Presidents voting for and 25 voting against the Motion. The Chapter Presidents' recommendation is provided to assist in the deliberative process at Convention.**



# United States Coast Guard Flags Across America

**Presented By: Washington DC CPOA**

*Join us in honoring our shipmates who have crossed the bar.*

**Saturday, November 10<sup>th</sup> 2012 8:30  
AM**

**09:30 caravan to Coast Guard Hill  
On Arlington Cemetery**

**10:00 Distribution of flags**

**11:30 Event conclusion**

*\*Civilian Casual Attire*

**Group meets at Old Chapel Ft. Meyers Parking Lot.**



*Refreshments provided by  
Women in Homeland Security*



**For more information contact: Senior Chief Michael Jarbeck USCG – Phone 202-475-5220 – [Michael.A.Jarbeck@uscg.mil](mailto:Michael.A.Jarbeck@uscg.mil)**

# U.S. Coast Guard Flags Across America Request Form



CPOA Branch: \_\_\_\_\_

CPOA President: \_\_\_\_\_ Phone: \_\_\_\_\_

CPOA Vice President: \_\_\_\_\_ Phone: \_\_\_\_\_

FAA Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

National Cemetery: \_\_\_\_\_

Cemetery Address: \_\_\_\_\_

Cemetery POC: \_\_\_\_\_

Number of Flags Requested: \_\_\_\_\_

Number of CG Graves: \_\_\_\_\_

Number of Flags Shipped: \_\_\_\_\_

Shipped to: \_\_\_\_\_

Distributor of Flags: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount ordered: \_\_\_\_\_

Address of vendor: \_\_\_\_\_

## DC CPOA ONLY

DC-CPOA Chapter Voting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Decision: YES

☐

NO

☐

DC-CPOA Chapter Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAA Chairperson signature:

\_\_\_\_\_



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Email: [coastguardcpoa@gmail.com](mailto:coastguardcpoa@gmail.com) (Exec. Director)

[cpoamembership@gmail.com](mailto:cpoamembership@gmail.com) (Membership)



1 August 2013

From: Executive Director

To: National President

Subj: Annual Report

1. This report is submitted to notify you of the state of our National Office.

**NATIONAL OFFICE**

- a. The five large windows along the side and rear of the office have been replaced. Shortly after convention, the remaining 4 small windows along the front of the office will be replaced as well.
- b. All interior walls have been painted, blinds replaced, and carpets cleaned.
- c. Configured copy machine functionality to allow scanning of documents to email, increasing productivity and sharing of information electronically.
- d. Eliminated monthly mailings to Chapters/Branches. Mailings are sent electronically upon request.
- e. Replaced and entered into new, short-term contract for office postal machine that is more suitable to our needs.
- f. Approximately 6 truckloads of unnecessary material was disposed of.
- g. All personal data documentation that had been retained was properly shredded.
- h. The Business Owners Association (BOA) is presently replacing all shutters throughout the complex with our building slated as first. The interior door will be replaced/repared before winter at the BOA's expense.
- i. Developing Executive Director SOP, cross-training with AA in daily duties to ensure emergency integrity of operations.
- j. Operational streamlining and spending adjustments will realize approximately \$10,000 annually in combined cost savings.

**EIN MANAGEMENT**

- a. Identified IRS reporting deficiency. Worked with the BOD to rectify issue with Department of Treasury. ED and AA sent IRS form 1023 packages (Request for Reinstatement) on behalf of 57 Chapters/Branches. Correspondence has been received from the IRS verifying receipt of our requests and stating that we should be receiving a determination soon. Note: with the amount of EIN's revoked (over 500,000 nationwide), and other internal issues the IRS is dealing with, it may be a longer time than expected for them to respond to our requests.
- b. The National Office has taken over responsibility of annual E-postcard (990-N) submissions.
- c. Submitted annual 990-N for those Chapters and Branches in active status.
- d. Identified Chapters and Branches not included in our group exemption, provided information to IRS for addition in Associations' subordinate listing.

**COMPUTER SYSTEM**

- a. The computer system and membership software is up and running as required.



- b. Identified deficiency in daily backup. No membership database backups were being conducted. Corrected oversight, conducting daily backups as required.
- c. Replaced AA's computer monitor as directed by BOD.

## **WEBSITE**

- a. Sourced and located website design firm, In10sity. New website launched 1 August. Our webmaster has worked countless hours in the development and transfer of content to the new site. Thanks goes out to everything he has done to make this transition possible.

## **ACCOUNTING**

- a. Consolidated banking institutions from 7 to 4, per BOD's direction. All accounts FDIC insured.
- b. Shifted accounting to Quickbooks Online Essentials. All of the Association's banking institutions have been linked directly to one account for seamless accounting and oversight. Contracted with payroll service to alleviate payroll and withholding errors.
- c. The National Office appreciates all the hours the National Treasurer has put in to ensure a smooth transition to our new accounting system and developing the proposed 2014 budget.

## **CCCAF**

- a. The CCCAF information was published in the January edition of "The Chief", and published on our website and e-newsletter. Received and processed 28 applications; provided to CCCAF Chair for grading. President sent the congratulatory letter to the winner and, the scholarship check was mailed to the Lower Columbia River Chapter President for presentation. Letters of acknowledgement were sent to all individuals who participated in this year's program.

## **REPORTS**

- a. BOD identified anomalies in our Federal withholding reports dating back to 2009. Submitted corrected 990 and 990T taxes for 2009, 2010, and 2011.

## **COMMUNICATION**

- a. The Chief:
  - Transitioned magazine to desktop publishing format, InDesign, eliminating the need for paid editorial and graphic assistance.
  - AA corrected numerous address discrepancies in membership database. Effort led to decreasing the large amount of postal returns from 457 per issue to 15.
  - Identified optimum number for printing requirements (reduced from 10,200 to 9,500).
- b. E-Newsletter:
  - Extracted membership email list from database (approximately 8300). No previous membership email list existed. List has been cleaned of old/outdated email addresses and presently includes over 6800 contacts.
  - Above average open rate (31.0%) and click through rate (21.5%). Similar industry rates (non-profit organizations) are 24.5% and 15.4% respectfully.
- c. Facebook:
  - Started a CPOA Facebook page which has grown into a valuable communication platform to spread awareness about key issues, mobilize supporters, raise funds and create online advocacy movements.
  - Page has over 1000 "likes".

- Noticing high increase in individual units creating Facebook pages, connecting all of us. We presently have 50 pages, relevant to our Association, sharing information on our daily feed.
  - Created a CGEA Facebook page which is managed by CGEA member. Presently has 33 likes.
- d. LinkedIn:
- Established LinkedIn group; presently has 450 members.
- e. Twitter:
- Established twitter page that presently has 90 followers. Evaluating communication platform for value added.

Note: Our new media communication strategy has allowed us to mobilize quickly to assist our Chapters and Branches, supporting and creating awareness of their fundraising causes. Thanks goes out to PASC Sarah Foster for developing our social media strategy guidelines.

### **THE MILITARY COALITION**

- a. As always, the Military Coalition is busy looking out for your interests. Our monthly meetings, committee meetings, and visits with various congressional representatives and staffers have resulted in a variety of initiatives being approved or receiving favorable consideration. We are constantly working on such issues as pay, benefits, commissaries, retirement plans, medical, pharmacy, educational programs, insurance programs, etc. If it concerns military members or their dependents, we are reviewing it and responding accordingly. I represent our Association on the following committees: Veterans Affairs and Retired Affairs. These committees meet as needed to review legislation and to prepare our recommendations. Copies of our 2013 legislative goals are available on our website.

### **MEMBERSHIP**

- a. The Administrative Assistant has established "rebilling" for recently expired membership. In the past, when members either forgot, or moved to a new location and dues were not received, they were automatically removed from our rolls and were not contacted in any way. Rebilling has shown to be very effective, not only in positive communication, but in retention. The acquisition of email addresses on our new membership form and the monthly newsletter have given us the ability to maintain communication with extremely transient members.
- b. Since 1 July 2012, the AA has opened 809 new memberships. We anticipate a significant increase in overall membership totals throughout the remainder of this year and into the future as long as we continue to maintain contact with the member.
- c. Since 1 August 2012, 283 of our members Crossed the Bar.
- d. A new membership form was produced which can be electronically transmitted, eliminating confusion, time, and postal costs to the member.
- e. Provided Charters, gavels and start up funds to 3 Chapters (Low Country, Silverdale, and San Diego) and 7 Branches (Low Country, Island Style, Sunflower, Diamond City, Ballston, Kitsap, Georgia Kings Bay, and North Bay).
- f. Per the BOD, disestablished Philadelphia, sent letters to membership and made requested changes.
- g. Processed and mailed over 250, 25-year pins to eligible members.

### **STRATEGIC PARTNERSHIPS**

- a. USAA – Continues to provide \$10,000 as part of the annual partnership compensation. They are also sending a quarterly affinity check averaging \$1,200, and donated \$3,000 to CCCAF

this year. They also went above and beyond to meet the Carting for a Causes' golf cart, donating \$1000 to benefit the Wounded Warrior Project.

- b. Bellevue University – Struck MOU with Bellevue University. Quarterly revenue of \$400 is received for Chief Magazine advertisement. They also went out their way to meet the Carting for a Cause golf cart and provided a donation.

2. Looking back, I am amazed at what has been accomplished in such a short amount of time. We've increased our communications, established strategic partnerships, corrected deficiencies, streamlined processes, and established 3 new Chapters and 7 new Branches along the way. Membership is once again on the rise and things look bright for our future. The guidance provided by the BOD has been invaluable and has kept our Association on course. Our new Administrative Assistant's personal interaction with members, attention to detail in correcting our database discrepancies, and her ability to figure things out on her own is nothing short of amazing and will only continue to benefit us into the future. I appreciate everything everyone has done to welcome me as your Executive Director; those that fed me information, those that championed our cause, and those that spent long hours making us what we are today.

A handwritten signature in black ink, appearing to read 'R G Reid', with a stylized flourish at the end.

R. G. Reid



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14 AUG 2013

From: 2013 ~~CCCCF~~ <sup>LONG RANGE PLANNING</sup> Convention Committee

To: 45th Annual USCG CPOA National Convention

Subj: 2013 Long Range Planning Convention Committee Report

1. The Long Range Planning Convention Committee met on August 13, 2013.
2. The Chairman of the Long Range Planning Committee was not present, MCPO Forrest Croom assumed the position of Acting Chair. No information was provided to the committee as to the current issues being addressed by the standing committee.
3. The members of the committee who were present in an effort to provide feedback and provide a real view of what has been accomplished from last years Convention recommendations have reviewed the 2012 report and have the following findings.
4. All items have been completed or significant progress has been made on seven of the ten report items. With hopes of bringing these items forward and not allowing last years recommendations to be lost we have provided the following observation of the items below as well as clarification of the recommendation.
  - a. Item #1 from the 2012 Long Range Planning Committee Convention Committee Report - "develop a draft of a Recommended Agenda Guidelines for Convention for use by the President when developing the convention agenda." For clarification purposes this item has been recommended to help the President to provide a VERY detailed agenda for future Conventions. The detailed agenda is meant to provide the means for those who are only able to attend one or two days of the Convention to be able to identify the sessions that are most important and of highest concern to the member and their command.
  - b. Item #7 from the 2012 Long Range Planning Committee Convention Committee Report - "Starting as soon as practical and as National website functionality allows, we recommend creating one central library space for membership or Chapters to post templates, plans, legal determinations, articles, lessons learned, and other documents relating to successful Chapter business ventures and fundraising initiatives, to be available to the members for review to assist them in promulgating their own (legal) business ventures and fundraising initiatives." - in addition to these items in the library we recommend that an area that lists Professional Services or "Resource Sharing" of professional services and businesses of our members could be listed. For example, a retired member is a CPA, he/she may add their information about the professional

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ENCLOSURE (7)

services they provide. This would allow members to find a business or service provided from a CPOA member.

- c. Item #9 from the 2012 Long Range Planning Committee Convention Committee Report - "the Special Projects Committee conduct a study to assess the feasibility of implementing of a new National Award for "Chief of the Year" for a Chief(s), Senior Chief(s), or Master Chief(s) similar to the current EPOY award for Junior Enlisted personnel and provide a written recommendation to the BOD."– Not Completed
5. The committee discussed that the Long Range Planning Committee should review the CPOA'S business plan and provide recommendation annually at Convention beginning at the 2014 Convention.
6. I move this report be adopted.

Respectfully Submitted,

  
FORREST CROOM, YNCM(Ret.)(Acting Chairman)

Committee Members: MCPO Curtis Learty (ret.), CPO Amelia Ponce, CPO Jack Murphy (ret.),  
PO2 Timika Kuykindall

ORIGINAL

Approved

From: Special Projects National Convention Committee.

To: National Board of Directors, CPOA 45<sup>th</sup> and CGEA 13<sup>th</sup> National Convention, Houston, TX.

Subject: Special Projects Convention Committee Report

Ref: CPOA Operations Manual, Section X (Special Projects Submissions)

CPOA Operations Manual, Section XIV (Amendments and Revisions)

1. On 13th August 2013 the Committee, comprised of BMCS Jack Crowley, YNCS Bruce Garrison, BMCM KEVIN leask, MKCM Dave Isherwood and YN2 Carley Beer met to discuss Special Projects Issues.
2. The Committee discussed the Chapter ads that are on the web site and noted that out of 54 Chapters and 34 Branches there are only 15 Chapters that are using the CPOA Web site to advertize. In early August of this year after a year of being listed as selling a product and the AD wouldn't open, I asked the Web Master to remove the three listed Chapters (Hawaiian Islands, North Bend and Yorktown). These Chapters need to get in contact with the web Master QMCM Joe D'Ella (webmanager@uscgcpoa.org) if they want to continue to advertize.
3. In April of this year the Chairman requested (and received) permission to put a Notice on the web site asking the Chapters to check their ads and let the web master know if the product was still available and if the Point of Contact was still the same. Also in the Notice it was recommended that for a point of contact the chapters use a Retired POC because an Active Duty Person would be subject to rotation and this would mean a change. As of this date I haven't heard any response. It is also recommended that the chapters use a permanent address.
4. After last year's convention (with permission of the Executive Director) I took home two folders that were labeled "Special Projects Reports" After going through them I discarded over half that were either duplicated or triplicate reports. The reports that are remaining are in order and they go between 1986 to 2012, with the following year's reports missing. (1989, 1995, 1996, 2000, 2004, 2006, 2007, 2008, 2009, 2010 and 2011 a total of 11 years. It seems that there is a folder missing?
5. The committee would like to remind all the Chapters and Branches that this program was designed with the thought of helping the Chapters and Branches sell their products, to give equal opportunity to advertize, and to make sure that there were no duplicate Items being sold. Also when it was set up it was agreed that if a Chapter requested a new Item and it was approved it would be advertized in the next Issue of the Chiefs Magazine, see committee's recommended change to Section X (Special Projects) Operations Manual.
6. Over the past year I spot checked some of the Chapters Web Sites and noted that many have items for sale but they're not advertized in the Chiefs Magazine?
7. Because of our New CPOA Newsletter, Web Site and our Chiefs Magazine all with means to advertizing the committee recommends that each chapter and Branch read Section X of the CPOA operations Manual and take for action.

ENCLOSURE (8)

8. It is also recommended that the Web Master/ Manager attach a tab on the bottom of the "Chapters Ads" page with a direct link to Section X, Operations Manual. This would give the Chapters and Branches direct access to the Regulations on submitting ads for the Magazine.
9. The committee also recommends that each Chapter and Branch with web sites, check out the National Web Site (RESOURCE'S) (Links to External Sites) if your Chapter or Branch is not listed, contact the web master with your site information.
10. The Committee Recommends the following change to the Operations Manual:
  - a. Remove Section X (Special Projects Submissions) in its entirety and replace it with the attachment to this report.
  - b. This change has been submitted to the By-Law Committee.
11. This committee will stay in contact throughout the year as needed.

I move that this Report be Adopted.




BMCS Jack Crowley, Committee Chairman Dated August 13 2013

BMCM Kevin Leask, SECONN Chapter



MKCM Dave Isherwood, SECONN Chapter



YNCS Bruce Garrison, National Secretary



YN2 Carly Beer, National Treasurer Enlisted Association



## **SECTION X**

### **Special Projects Submission**

1. The procedure for approval of a Special Project and request for advertising in “The Chief” magazine, CPOA Newsletter, or CPOA website is as follows:

a. Any Chapter, Branch, or Unit requesting approval of a special project and advertising in any entity listed above must submit their request to the Special Projects Committee (SPC) via the National Office either by email or regular postage.

b. The request shall include a:

- (1) cover letter.
- (2) photo and detailed description of the proposed project.
- (3) photo-ready layout and design of the advertisement.

c. Approval process:

- (1) The National Office shall forward the proposed project to the SPC for review.
- (2) The SPC will then submit its recommendation to the Board of Directors (BOD).
- (3) The Chapter, Branch, or Unit will be notified upon approval/disapproval by the BOD. If disapproved by the BOD, a letter of explanation will be forwarded with the notification.
- (4) The CPOA/CGEA/CPOAA logos are the exclusive property of the respective entities and the use of these logos requires their approval.
- (5) Chapters, Branches, and Units are entitled to one free ad per year to run in “The Chief” magazine and the CPOA Newsletter. Any additional ad’s requires payment. If a second ad is purchased for “The Chief” magazine, the ad will also run in the CPOA Newsletter at no additional cost. Additional advertisement is at the discretion of the Executive Director (ED) on space availability criteria.
- (6) Free advertisements shall be no more than one-quarter page. Additional advertisement space may be purchased at the following rates:
  - (1) One-quarter page - \$100
  - (2) One-half page - \$200
  - (3) Full page - \$400





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August 14, 2013

From: 2013 CCCAF Convention Committee

To: 45<sup>th</sup> Annual USCG CPOA National Convention

Subj: 2013 CCCAF Convention Committee Report

1. The CCCAF Convention Committee met on August 13, 2013.
2. The committee discussed doing a better job of publicizing the availability of the CCCAF annual scholarship.

4.3. The committee suggested the creation of a new annual scholarship of \$1,000, to be known as the MCPO Walter Gore Scholarship Fund (WGS), for CPOA and/or CGEA members in good standing. The first year's funding would be provided from the CPOA operating budget and the following years via donations. The awarding of the WGS shall follow the same guidelines as that of the CCCAF.

- a. The WGS Fund will be a new fund independent of the CCCAF.

5A. In order to manage two scholarships the name of the CCCAF Committee would change to the CPOA/CGEA Scholarship Committee.

3.8. The committee presents the following two essay topics for consideration for 2014: These essay topics require critical thinking and research by the writer.

- a. Given the recent policy changes regarding women in combat and don't ask/don't tell, will these changes have a positive or negative impact on the military; why or why not?
  - b. Should the Electoral College be disestablished and the President elected by popular vote?
6. I move this report be adopted.

Respectfully Submitted

*Anthony J. Lim*  
Anthony J. Lim, SKC (ret.)

Committee Members: MCPO Al Bumgardner, SCPO John Hurley, CPO Henry Cambre (ret.), CPO Anthony Lim (ret.), CPO Kim Lorigan (ret.), PO2 Jessica Williamson

IN RESPECT FOR THOSE WHO HAVE GONE BEFORE US...AS A GUIDE FOR THOSE WHO FOLLOW

ENCLOSURE (0)



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August 14, 2013

**From:** 2013 Membership Convention Committee

**To:** 45<sup>th</sup> Annual USCG CPOA National Convention

**Subj:** 2013 Membership Convention Committee Report

1. The Membership Convention Committee met on August 13, 2013.
2. The committee discussed ways to increase the membership of both the CPOA and the CGEA. After reviewing multiple years of recommendations by this committee, it is our opinion that the National CPOA should do a better job providing the necessary tools and programs for chapters and branches to use during recruitment opportunities throughout the year.
3. The Committee recommends the creation of a new CPOA/CGEA brochure to assist in the recruitment of new members. This brochure must be timeless and appealing to all and is necessary for use during recruitment to maintain message integrity. The Committee will produce and request BOD approval by November 1, 2013. The Membership Committee shall seek to have the brochures donated at no cost to the CPOA. Brochures shall be distributed via USPS to chapters and branches no later than December 31, 2013. If funding should be necessary to achieve said brochure and distribution, the expense shall not exceed \$2000.00.
4. The Committee recommends a membership incentive program for CPOA/CGEA members in good standing to assist in the recruitment and growth of this association. The program would work as follows: any current member in good standing that recruits 20 *convent* new CPOA or CGEA members between the end the current years ~~conference~~ through July 31<sup>st</sup> of the following year shall be awarded a Silver Lifetime membership to the CPOA. To qualify for this award, the newly recruited CPOA members must be signed up for an allotment and be confirmed by the National CPOA office to count towards the award goal. The newly recruited CGEA members must pay by cash or credit card for a 3-year membership at a reduced rate of \$60.00 and be confirmed by the National CPOA office to count toward the award goal. After the current years incentive program finish date, all counts will be reset to zero and the start of a new year will begin for the purpose of this incentive program.

IN RESPECT FOR THOSE WHO HAVE GONE BEFORE US...AS A GUIDE FOR THOSE WHO FOLLOW

ENCLOSURE (10)

5. The Membership Committee recommends an option for members to go green and receive The Chief magazine in PDF format. This cost savings for publication and mailing would amount to approximately \$8 per member per year. If a current member chooses to receive the hard copy of The Chief magazine, member will require no action.
6. I move this report be adopted.

Respectfully Submitted

  
SCPO Jon Ostrowski, Chairman, Membership Committee

Committee Members: CMC Kevin Isherwood, CPO Rodney Seifert, CPO Tracey Claveau,  
SCPO Kathie Patrick-Chafee, PO3 Christopher Harper.



# United States Coast Guard CHIEF PETTY OFFICERS ASSOCIATION

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August 14, 2013

**From:** 2013 Convention Website Committee

**To:** 45<sup>th</sup> Annual USCG CPOA National Convention

**Subj:** 2013 Convention Website Committee Report

1. The Convention Website Committee met on August 13, 2013.
2. The committee discussed several items that would allow members / non-members better accessibility options and additional ways to communicate with fellow members.
3. The committee suggested the creation of a "Frequently Asked Questions" or FAQ section to the menu bar. This addition would address repetitive inquiries and allow members and interested non-members to address questions they may have before using the "Contact Us" feature on the site. This item can be added at no cost within 2 weeks with little effort from the web manager.
4. The committee discussed the addition of a member's only discussion forum to the website. These discussion forums would allow members from chapters from across the country to discuss various topics including, but not limited to, New Membership, CPOA, CGEA, and general happenings. This committee will contact the In10city, the builder of the site, to inquire about cost, feasibility, and address concerns about moderation of the discussion forums.
5. The committee expressed an interest in creating an interactive map which would geographically delineate each chapter and allow users to click the outlined area in order to proceed to that chapter's home landing page. The committee will consult with In10city, and any such creator of said technology, to discuss cost concerns and implementation timelines..
6. An idea was tossed around regarding the addition of a live webcast for upcoming National Convention proceedings. This addition would allow the CPOA (CGEA, if applicable) access to the National Convention that could not normally attend for a variety of reasons, including disability, financial hardship, and work obligations. A reduced admission fee could be presented to recoup the cost of such a venture. There are many avenues that could be taken with regards to the webcast, however initially it would be a one way video and audio feed for paying members logged into the CPOA website. A discussion with various entities will take place to acquire cost, by-laws changes if needed, implementation considerations, and other possible hurdles.
7. This committee will take for action, and discuss all possibilities, of last year's Long Range Planning Committees' recommendation to incorporate a library on the website for

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ENCLOSURE (1)

operating procedures, templates, plans, articles, lessons learned, and other documents that could contribute to successful chapter business.

8. Upon completion of Beta testing, and after budget approval, for any bugs or usability issues on the website, implement an opt-out function for the Chief magazine that aligns with other committees' cost savings recommendations.

9. I move this report be adopted.

Respectfully Submitted

  
Sean P. Young, OSC

Committee Members: CPO Sean Young, PO3 Aaliyah Campbell, MCPO Joe D'Elia (ret.)



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15 August 2013

From: 2013 CPO Academy Convention Committee

To: 45<sup>th</sup> Annual USCG CPOA National Convention

Subj: CPO Academy Convention Report

1. The CPO Academy Convention Committee met on 13 August 2013. Committee membership was as follows: CPO Justin Morgan, Southernmost Chapter, Class #174 (Chair); MCPO Frank Love, Juneau Chapter, Class #1; CPO Kathy Hedley, Golden Triangle Chapter, Reserve Class #23; CPO Dave Manzanares, South Texas Chapter, Class #194 and CPO Brian Notestine, Western Lake Michigan Chapter, Class #194.
2. There were no representatives from the CPO Academy Staff present.
3. Recommendations from the 2012 CPO Academy Convention Committee Report were reviewed and the status of those recommendations as provided by the National Board of Directors were noted as follows:
  - a. The recommendation that a separate line item be created in the budget for the "Spirit of the Chief" award given at each class has been completed.
  - b. The recommendation that extra copies of "The Chief" magazine be sent to the CPO Academy for placement in the staff/student lounge area has been completed.
  - c. The recommendation that the National Office add a picture of each "Spirit of the Chief" award winner(s) in each edition of the "The Chief" magazine has been completed.
  - d. The recommendation that the class photographer take a picture and send to the National Office any CPO Academy student who signed up for membership while at the Academy for inclusion in the "The Chief" magazine has not been completed. To that end, the 2013 CPO Academy Convention Committee members felt that, although this recommendation was noteworthy, it may not always be practical to do so, and so recommends that it be eliminated as an action item for the National Office or CPO Academy Standing Committee.
4. The following recommendations of the 2013 CPO Academy Convention Committee are submitted:
  - a. The CPOA and CPO Academy affiliation has been in effect since the first Academy class in 1982. The committee felt it was important to keep the connection strong between the Academy and the Association in order to continue raising awareness of the goals and mission of our organization and assist in promotion of membership within our organization. As a result, it is recommended that the National Board of Directors contact the CPO Academy School Chief for the purpose of requesting the Academy appoint an Academy staff member as liaison to the CPO Academy Standing Committee and when possible, the CPO Academy Convention Committee for the purpose of discussing topics of mutual concern.
5. I move that this report be adopted.

Justin Morgan  
Chairman

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ENCLOSURE (12)



United States Coast Guard  
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15 August 2013

**From: CPOA Budget Convention Committee**

**To: 45<sup>th</sup> Annual USCG CPOA National Convention**

**Subj: BUDGET CONVENTION COMMITTEE REPORT**

1. The 2014 Draft CPOA Budget was printed in the July 2013 edition of "THE CHIEF" and mailed to Chapter Presidents to allow members to review and ask questions prior to Convention.
2. The Association received one budget ratification request of the 2013 budget to increase the Website budget from \$5,000 to \$14,500. This increase covers \$ 4,500 for the initial charges to establish the website. The Board of Directors had approved this request back in February 2013 with serious respect to the direction that was provided by the Convention Delegation at the 2012 convention. It also includes a \$5,000 increase for upgrades for Online Voting to ensure that online voting is ready for the next election cycle and Chapter Presidents area.
3. After review of the 2013 Budget a Ratification of the additional amount (\$9,500) for website is requested. The attached 2014 Budget is submitted for approval.
4. The sum of \$1,573.20 (from the General Fund) was transferred in July 2013, to the Captain Caliendo College Assistance Fund as identified in additional allotments (from 7/1/12 thru 6/30/13).
5. General Ledger codes will be added to the Quicken reports to identify accounting lines. YNCM (Ret) Edna Doak (an accountant with QuickBooks experience) will visit the National Office and assist with this project. This project will be completed by October 31, 2013, at no cost to our organization.
6. A cost analysis of early termination of the 60 month lease of the Xerox machine at the National Office will be conducted by the Executive Director. If cost effective, we anticipate terminating the contract (by paying the penalty) and replacing the machine with a Multi Function Device (MDF). This MDF will be able to print, scan and fax documents.
7. Recommend that the Matured CD's (\$136K) from the Pentagon Federal Accounts be moved into a High Yield Savings account to gain better interest rates that can be used to meet budget needs rather than locking into a CD where interest cannot be withdrawn.
8. In 2014, when the 2 CD's Suntrust mature, recommend these funds be moved into a similar style account to preserve capital for the Captain Caliendo College Assistance Fund.

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ENCLOSURE (12)

9. In January 2014, the Standing Budget Committee will review the final 2013 budget to determine if there is a deficit for 2013. If 2013 budget runs into the "Red", we may need to make a recommendation to the By Laws Committee to increase the National dues to \$2.50 a month or \$30/year.

10. The 2014 budget shows a projected deficit of <sup>21,220</sup>~~\$20,000~~. While the Budget Convention Committee realizes that we cannot operate in the "Red", we also realize that the Executive Director and Administrative Assistant have only been at the National Office for just over 1 year and have already made major improvements with cost reduction initiatives. Should further cost reductions be insufficient, we will need to take money from the Reserve accounts to cover expenses.

<sup>TREE</sup>  
11. There were ~~four~~ budget requests presented at Convention by the following committees:

- ~~a. CPO Academy - Requested \$500 a year to sponsor the spaghetti dinner.~~
- a. ~~b.~~ Membership - Requested \$2,000 to create a new brochure for distribution for membership drives.
- b. ~~c.~~ CCCAF - Requested \$1,000 to create a Walter Gore Memorial Scholarship Fund Award
- c. ~~d.~~ CGEA - Requested \$6,000 to be able to give Grants to Branches to be able to <sup>ATTEND</sup> Convention.  
Grants would be no more than \$200 for any Branch that needs assistance in attending Convention.

12. I move this report be adopted.

  
Chairman/National Treasurer  
SKC Mark T. Tahtinen

Board Members - YNCM (Ret) Edna Doak, MKC Jesse Green, SK1 (Ret) Phillip Stone, Randy Reid



## Coast Guard Chief Petty Officers Association

Revised: 8/16/2013

7:29 AM

## Account Listing

Old GL Codes	Account	Budget CY2013	YTD 2013	Budget CY2014	Actual 2014
<b>INCOME</b>					
300-010	Membership Dues			\$73,000.00	
	Active-Duty Allotments	\$70,000.00	<del>\$85,847.82</del>	\$73,000.00	
	Cash/Checks	\$40,000.00	<del>\$91,756.25</del>	\$43,000.00	41,970.64
	Credit Card Payments	\$4,500.00	\$3,014.00	\$5,000.00	42,909.32
	Retiree Allotments	\$80,000.00	<del>\$47,567.88</del>	\$95,000.00	55,452.5
	Silver Lifetime Purchases (Held at TD Bank)	\$3,000.00	\$3,350.00	\$4,500.00	
	Sales of Product Income - Café Press	\$0.00	\$359.70	\$300.00	
	The CHIEF Advertising Income	\$1,500.00	\$1,600.00	\$2,400.00	
	USAA - Sponsorship (Affinity Program)		\$1,600.00	\$14,600.00	
	Interest Earned				
	CCCAF Boa Interest	\$0.00	\$13.97	\$0.00	
	Companion Checking Interest	\$0.00		\$0.00	
	High Yield Savings TD Bank Interest	\$0.00	\$186.86	\$0.00	
	Reserve Fund Boa Interest	\$0.00	\$65.52	\$0.00	
	Silver Lifetime TD Bank CD Interest	\$0.00	\$1,782.36	\$0.00	
	Silver Lifetime TD Bank Interest	\$0.00	\$112.59	\$0.00	
	Other Ordinary Income	\$0.00		\$0.00	
	BOA Checking Account	\$0.00		\$0.00	
	BOA Interest Maximizer Savings	\$0.00		\$230.00	
	Pentagon Federal CD's when converted into High Yield Savings	\$0.00		\$800.00	
	CCCAF Contributions	\$0.00		\$2,000.00	
	Total INCOME:	\$209,000.00	<del>\$428,635.85</del> 149,348.16	\$240,830.00	
<b>CONVENTION EXPENSES</b>					
715-010	Awards	\$0.00	\$2,110.65	\$1,500.00	
700-010	Convention Committee Expenses	\$1,600.00		\$1,500.00	
705-010	CPOA National BoD Expenses (includes tvi, per diem, hotel, misc)	\$15,000.00		\$8,500.00	
	President		\$1,505.42		
	Vice-President				
	Secretary		\$1,411.90		
	Treasurer				
	Regional Advisor: Region 1				
	Regional Advisor: Region 2		\$1,423.45		
	Regional Advisor: Region 3		\$1,530.78		
707-010	CGEA National Officer Expenses (includes tvi, per diem, hotel, misc.	\$4,500.00		\$4,500.00	
	President		\$2,145.21		
	Vice-President				
	Secretary				
	Treasurer		\$1,189.18		
710-010	Executive Director	\$2,000.00	\$974.59	\$1,300.00	
	Total Convention Expenses:	\$23,300.00	\$11,991.18	\$17,300.00	
<b>NATIONAL EXPENSES: CPOA BoD TRAVEL</b>					
550-010	National Officers	\$12,000.00		\$7,000.00	
	President		\$2,282.40		
	Vice-President				
	Secretary		\$1,163.81		
	Treasurer		\$801.04		
	Regional Advisor: Region 1				
	Regional Advisor: Region 2		\$917.01		
	Regional Advisor: Region 3		\$889.45		
550-030	NATIONAL EXPENSES: CGEA TRAVEL	\$2,000.00		\$2,000.00	
	President		\$587.74		
	Vice-President				
	Secretary				
	Treasurer				
	Total CGEA/CPOA Travel:	\$14,000.00	\$8,641.45	\$9,000.00	
<b>NATIONAL EXPENSES (OPERATIONS)</b>					
445-010	Building Repair & Maintenance	\$2,000.00	\$1,120.00	\$2,000.00	
535-010	Computer Equip & Software	\$3,000.00	\$242.77	\$2,000.00	
440-010	Condo Association Fees	\$1,500.00	\$1,891.84	\$3,000.00	
515-010	Credit Card Processing Fees	\$0.00	\$178.58	\$300.00	
505-010	Membership Processing Expense	\$2,000.00	\$656.40	\$1,000.00	
	Membership: Electronic Communications (Constant Contact)		\$886.00	\$1,500.00	
	Memorial Fund		\$500.00	\$1,000.00	
585-010	National CPOA BoD Discretionary	\$300.00		\$500.00	
595-020	National CGEA Officers Discretionary	\$500.00		\$500.00	
530-010	Office Equipment & Furnishings	\$1,500.00		\$500.00	
510-010	Office Machine Repair (Includes maintenance contracts)	\$7,000.00	\$4,496.00	\$7,000.00	

## Coast Guard Chief Petty Officers Association

Revised: 8/15/2013  
7:29 AM

## Account Listing

Old GL Codes	Account	Budget CY2013	YTD 2013	Budget CY2014	Actual 2014
525-010	Office Supplies	\$4,000.00	\$943.71	\$1,500.00	
	Online Accounting Service (QuickBooks & Payroll)		\$223.72	\$1,500.00	
	Payroll (Intuit)		\$622.00	\$0.00	
480-010	Phone and Internet Bundle	\$2,500.00	\$1,085.82	\$1,800.00	
500-010	Postage (includes equipment rental)	\$11,000.00	\$5,810.89	\$10,000.00	
540-010	Publications (Off pubs, Roberts Rules, etc)	\$200.00	\$55.00	\$200.00	
	Employee Pay & Benefits				
480-010	Salary (Executive Director)	\$88,712.00	\$31,343.84	\$71,000.00	
480-020	Employee Retirement Account	\$4,205.00		\$4,300.00	
480-030	Medical Benefit	\$2,500.00	\$570.00	\$3,000.00	
485-010	Wages (Admin Assistant)	\$26,000.00	\$11,657.61	\$28,000.00	
545-010	Executive Director Local Travel	\$1,200.00	\$10.00	\$600.00	
	Stationery & Printing		\$1,902.32	\$1,000.00	
450-010	Utilities (gas & elec)	\$1,700.00	\$467.14	\$1,200.00	
460-020	Websites/Web Manager	\$13,500.00	\$8,899.00	\$8,000.00	
	<b>PAYROLL LIABILITIES</b>				
485-010	Federal Insurance Contribution Tax (FICA/SS&Medicare) / (941/944)	\$7,300.00	\$4,866.67	<del>\$7,000.00</del>	
497-010	State Unemployment Tax (SUTA)	\$300.00	\$200.00	\$250.00	
	<b>NATIONAL EXPENSES (TAXES/INSURANCE/LEGAL)</b>				
410-010	Corporation Costs	\$25.00	\$150.00	\$150.00	
405-010	County Personal Property Tax	\$0.00		\$500.00	
490-010	Liability Insurance	\$3,500.00		\$4,800.00	
	Professional Accounting Service (Financial Review)			\$3,400.00	
435-010	Federal Tax Preparation	\$5,100.00	\$2,002.87	\$1,500.00	
420-010	Insurance Property	\$1,500.00	\$1,321.46	\$1,800.00	
430-010	Legal Fees	\$1,500.00	\$767.00	\$1,000.00	
400-010	Real Estate Tax	\$3,000.00	\$1,431.88	\$2,900.00	
	<b>NATIONAL EXPENSES (National Office):</b>				
	Awards/Engravings			\$300.00	
	Start-up support				
	Chapter (Gavel/Charter)		\$100.00	\$300.00	
	Chapter (Travel)			\$900.00	
	Branches (Gavel/Charter)		\$274.45	\$300.00	
	Branches (Travel)			\$900.00	
	Total National Expenses:	\$175,542.00	\$84,576.97	\$197,400.00	
	<b>NATIONAL EXPENSES (Programs):</b>				
560-010	CPO Academy Support (Spirit of the Chief Award)	\$1,100.00		\$2,000.00	
605-010	EPOY Program Dinner	\$1,500.00	\$1,773.00	\$1,500.00	
580-010	Awards (EPOY)	\$300.00		\$300.00	
615-010	National Election Support			\$0.00	
610-010	25 year pin	\$0.00		\$1,500.00	
	25 year pin: Postage			\$1,000.00	
	Total National Programs:	\$2,900.00	\$1,773.00	\$6,300.00	
560-060	CCCAF Award	\$5,000.00	\$5,042.24	\$5,050.00	
	<b>PUBLICATION EXPENSES (The CHIEF Magazine):</b>				
765-040	Postage/Labels/Distribution	\$11,000.00	\$6,198.18	\$14,000.00	
769-010	Printing	\$34,000.00	\$16,278.00	\$33,000.00	
	Total Publications:	\$45,000.00	\$22,476.18	\$47,000.00	
	Total Expenses:	\$285,742.00	\$132,501.02	\$282,050.00	

142



**United States Coast Guard  
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August 15, 2013

**From: 2013 Convention Convention Committee**

**To: 45<sup>th</sup> Annual USCG CPOA National Convention**

**Subj: 2013 Convention Convention Committee Report**

1. The Convention Convention Committee met on August 13 and 14 2013.
2. The committee commends the Standing Convention Committee and the local Chapters for their effort in organizing this convention.
3. The committee acknowledges some ceremonial and protocol errors during opening ceremonies. It is recommended a walk-through of the ceremony be conducted prior.
4. The committee recommends continuing to conduct community service as available during convention. It is recommended to publish the event prior to convention and to include community service sign-up during on line registration.
5. The committee applauds the success of on-line registration and payment.
6. The members of this committee recommend developing a check list of items for Chapters to research and consider prior to requesting to support a convention in their area. The Standing Committee Chair was consulted and concurs with this recommendation.
7. I move this report be adopted.

Respectfully Submitted  
  
William E Segelken, QMC(ret)

**Committee Members: MCPO Mike Jones, CWO Heidi Eystad, SCPO Steve Pacheco, CPO Travis Sanders**



**United States Coast Guard  
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15 August 2013

From: Chairman, Coast Guard Enlisted Association (CGEA) Convention Committee

To: 2013 CPOA National Convention

Subj: 2013 CGEA Convention Committee Report

1. The below listed individuals met on August 13, 2013, at the Hilton North Hotel, Houston, Tx., in room 332 to discuss several important concerns of the CGEA. In keeping with the CPOA National President's guidelines, the group concentrated on three important issues – Having a voting member on the CPOA National Board of Directors; the CGEA Budget; and a CGEA National Fundraiser.
2. Recommendation 1: That a member, preferably the CGEA National President or Vice President, be invited to join CPOA National Board of Director (BOD) meetings (face-to-face, telephonic, webinar, email, etc.) when it is known that issues concerning the CGEA are going to be discussed. It is requested that the CGEA member present at a BOD meeting be a voting member.
3. Recommendation 2: That the CGEA be allowed to conduct a National Fundraiser where the funds will be equally distributed to the Branches instead of going into the National coffers.
4. Recommendation 3: Budget. Being able to utilize more funds from our budget. The CGEA Membership brings in a significant amount of income into the budget, yet the CGEA is limited to very small amounts of funding to execute its missions. This could be the fault of the CGEA not knowing how to request proper funding for the Budget. If so, the CGEA requests training from the CPOA National Treasurer in formulating a proper budget. A request for an increase in the CGEA Travel Funding from \$5,000 to \$8,000 has been sent to the Budget committee. Being able to have access to more funding when needed and requested would help the CGEA National Officers accomplish their duties more efficiently.
5. One other issue seems to come up just about every convention and needs to be seriously addressed in the future. That issue is mutual respect while in the Hospitality room. The CGEA feel that they are looked down upon and talked down too when in the Hospitality room. It is known by the CGEA member that while in uniform proper protocol should be utilized, however when not in uniform and the Chief knows that the person that they are talking with is a CGEA member, they do not engage in healthy dialog, but the opposite, making the CGEA member feel very uncomfortable and not accepted as a member of this organization. The CGEA requests that somehow the BOD work on some sort of "Hospitality rules" that can be applied across the board to ensure everyone is treated with respect and made to feel like a member of this organization.
6. CGEA requested \$6,000 to be able to give Grants to Branches to be able to attend Convention. Grants would be no more than \$200 for any Branch that needs assistance in attending Convention.

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ENCLOSURE (15)

7. I move that this report be adopted.

**Members:**

YN2 Carly Beer  
YN3 Chris Harper  
YN2 Jessica Williamson  
YN3 Lauren Malone  
SK2 Toneka Kuykindall  
SK1 Philip Stone  
HS3 Aaliyah Campbell  
DCC Tim Florezaolams  
EMC Jimmy Martin

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Jon Adlai Shipp, Sr.', written over the printed name.

YNC (Ret) Jon Adlai Shipp, Sr.



**United States Coast Guard  
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[cpoamembership@gmail.com](mailto:cpoamembership@gmail.com) (Membership)



13 August 2013

**From:** Bylaws Convention Committee Chairman (ITCM Michael Bumgardner for National VP)

**To:** 2013 CPOA National Convention

**Subj:** 2013 Bylaws Convention Committee Report

**Ref:** CPOA Operations Manual Section III, Paragraph 2.a.(2) and 2.b

1. On August 13, 2013 the Bylaws Convention Committee met to discuss the CPOA Bylaws and Operations Manual. The following CPOA members served on the Bylaws Convention Committee:

- ITCM Michael Bumgardner (Chairman), MSTC Christie Hamilton, ENG2 (ret) Bob Stegall, YN1 Marcus Hyde.
- The following items were considered and subsequent recommendations are provided, in descending order of priority:

2. To recognize the passing of GLM's, National CPOA Officers past or present, or current CPOA/CGEA BOD members, Chapters/Branches shall read a bio summary and observe a moment of silence at their next meeting following notification from the National President. The National Office shall prepare the bio summary and disseminate to the Chapters/Branches. The committee recommends this recognition be added as a ritual to the Operations Manual, Section XV, "Rituals".

3. Chapter Presidents unable to attend convention are disenfranchised from the Presidents Chapter of the Year Award voting process. A form should be provided on the CPOA website allowing Chapter Presidents to designate a Chapter Proxy to vote on behalf of that Chapter President for the PCOYA. The designated proxy must be a member of the Chapter, must be a member in good standing, and must be a registered convention attendee. The committee recommends a change to the Operations Manual, Section VIII, paragraph 2.

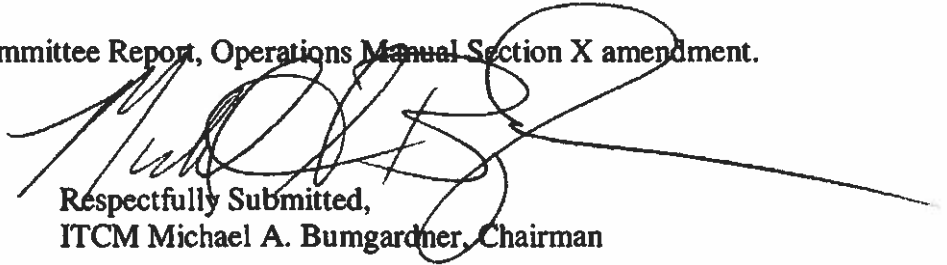
4. The committee revisited the committee reports from the 2012 convention, Long Range Planning recommendation #9, recommending a Chief of the Year Award. A CPOA National Member of the Year Award should be created, recognizing outstanding individual service to the CPOA. Example criteria for selection include CGEA mentorship and support, dedicated service to the CPOA, CCTI support and involvement, membership support, community and fundraising involvement, and CPO Academy support. The committee requests amending the Operations Manual Section VIII, paragraph 2 to establish this award.

5. The committee received a request from the 2013 Special Projects Convention Committee recommending a change to the Operations Manual, Section X, "Special Projects Submission", attached as Enclosure (1) to this report. The 2013 Bylaws Convention Committee recommends this amendment to the Operations Manual.

ENCLOSURE (16)

6. I move this report be adopted.

Enclosure (1): 2013 Special Projects Committee Report, Operations Manual Section X amendment.



Respectfully Submitted,  
ITCM Michael A. Bumgardner, Chairman