

CGA PARENTS ASSOCIATION EXECUTIVE COUNCIL MEETING

US Coast Guard Academy Alumni Association Building
Saturday, February 27, 2010
Minutes

The meeting was called to order at 8:00 am by President Cassandra Brown. Introductions were made around the room. Cassandra thanked everyone for being in attendance at today's meeting, considering the weather conditions.

Members Present:

J. David Beshoar, Robin Donahey, Elena Salinas, Karen Bradley, , Gary Ward, Bob Pray, Craig Nielsen, Ann Corwell, Alice Wiest, Nevin Wiest, , Virginia Redstone, Douglas Sankey, Stephanni Jones, Duncan Pitcairn, Greg Watka, Ed Collins, Stephanie Prefer, Bill Korn, Cassandra Brown, Krishna Subramanian, Lizann Miller, Mike Knaeble, Bernie Hyland (phone), Dom DiIulio (phone), Harold Gracey (phone), Carolyn Knaup (phone)

Academy Staff:

Admiral Burhoe, Captain John Fitzgerald, Master Chief Niece, LCDR Kathy Felger

Guests:

Carolyn Hohenberger, Robert Hite, Andrew Krupa, John Maxham, Tari Otabara, Lee Pie

Status Report from Academy

RADM Scott Burhoe, Superintendent:

Admiral Burhoe announced that Cadet Kenneth Link, who became ill while running in the summer, had made some progress but passed away on yesterday. He reported that 240 cadets were going to the viewing and funeral service. The Academy is providing support to the family.

The Superintendent went over events between now and commencement:

- Stratton Healy Forum is currently going on: Women in War panel discussion and lecture on Facing Adversity
- The Cadet Musical is this weekend.
- Billet Night is this week; the number of cadets able to go straight to flight school will be down this year due to the waiting period in Pensacola.
- Spring break is next week.
- The NEASC accreditation visit starts the day after Spring Break, everyone is learning from this process.
- Ethics Forum coming up
- UMBC president will be a featured leadership speaker
- Graduation is May 19
- 3/c cadets will go south on the Eagle this summer.
- 2/c cadets will be preparing for leadership in various areas.
- 1/c cadets will be on ships and doing internships.

Construction updates:

- Bookstore completed, but only open during the week
- The Rowing Center has been renovated
- Leamy Hall Auditorium will be closed for 9 months for renovations, but when complete will be a Performing Arts Center
- Work continues on the fire alarm system
- McAllister Hall renovations are continuing on the 5 year plan.
- The first Leadership 44 boats should be delivered next December.

The admiral noted ensigns have been communicating what it has been like to be in Haiti. They have a lot responsibility there. The admiral considers the integration of leadership and character development the most important strategic goal of the Academy – that is where they are putting the majority of their efforts. The Academy has a \$100,000 donation dedicated to improve leadership and character among the cadets. The executive staff has solicited proposals and will be implementing 3 of them this year. The admiral wants the Academy to have the reputation for being the best at leadership development in the world. He noted the Academy has hired a Communications Director to spread the good word.

There are two art exhibits in the library celebrating 100 years in New London. They will be on display for six months. Space will be created for cadets to display their own artwork. Engineering programs are fully accredited. The admiral noted that he appreciates the parents' support. He announced that CAPT Fitzgerald will be retiring and therefore will not be the Commandant of Cadets next year. CAPT John O'Connor will be the new Commandant of Cadets. He also announced CAPT Jim Rendon will be the assistant superintendent next year; Andre Marcille will lead the leadership development center; and Steve Finton will be the new Admissions Director. Admiral Burhoe informed the council that he will be here until 2011.

Admiral Burhoe also informed the Council that he is working hard to increase the number of underrepresented minority cadets and faculty. They can't develop character and leadership without a diverse environment. They want to attract bright, young people and pursue them like large universities recruit athletes. They are working with the local high school in New London; and cadets are spending time in the school. The Admiral would also like to increase the percentage of women. He wants the best candidates to apply regardless of gender or race.

Questions:

How will proposed budget cuts affect Coast Guard? They are reducing the active duty by 1,000 at the same time they are decommissioning old ships. This will save the Coast Guard money and therefore will not have an impact on the Academy. The saved money is going into new ship building and they are about to enter the largest ship building program ever.

Are there action items from the strategic plan? - The Academy has hired a GS-12 to help with strategic plan. They are working through goals. The admiral hopes this plan will endure and not need to be redone anytime soon.

Comment- It was reported that John Campbell said in December that the Coast Guard did a tremendous job in recruiting because they did not rely on Congressional appointments. Congressional appointments have not gone through Congress. However, if the Academy is not successful in recruiting underrepresented minority candidates, they will need to do something differently with their admission process. It is reported that 60% of cadets would not have applied if they had needed Congressional appointments.

How does the budget affect club sports? Budget cuts should not have an effect on club sports. The funds are now more auditable; they have separated appropriated and non-appropriated funds. They are now more closely monitored.

Admiral Burhoe announced that Admiral Papp will be the new Commandant of the Coast Guard.

Admiral Burhoe stated there is a reluctance of 4th class cadets to ask for help. Parents should encourage their 4th class to ask for help. The Parents Association could work to let cadets know about all the help that is available. He noted retention is reaching record numbers. The Admiral would like to bring those numbers up to 85%.

CAPT John Fitzgerald, Commandant of Cadets:

Follow-up notes from the fall meeting:

- The new furniture is in.
- There are no new cases of swine flu.
- The third phase of the Chase Hall renovations are starting and will last a year and a half.
- Thank you parents for help – there have been 0 incidents of alcohol infractions this year and foreign travel requests went well.
- Summer assignments are now known for the most part; they are limited by the availability of ships. All cadets should get 11 weeks on ships during summers. 90% will be going to ships after graduation.
- Billet night is coming up on Thursday.
- The Academy is trying to hire a female counselor to assist in the counseling center.
- LCDR Kathy Felger is leaving this summer.
- CAPT Fitzgerald is retiring and wants to thank parents for support.
- He has met with seniors and they are doing well and are doing a good job with graduation activities.

Master Chief Niece -

- He just earned his Ph.D
- He will leave the Academy when the Admiral does.
- He thanked parents for the privilege of working with their sons and daughters. Cadets are upbeat and seem to be doing well.
- He has a lot of interaction with cadets, if they have an issue he can get them pointed in the right direction.
- There was a leadership meeting at the Academy for master chiefs; they were impressed with how well the Academy is run. They will be here for Billet Night.

Alumni Association Update – John Maxham

John Maxham welcomed us to the Alumni Center. He is happy with the Alumni Association's partnership with the Parents Association. He is also happy we are full partners in the Leadership 44 project. He noted The Alumni Association (AA) has dual roles – first Alumni care, and second to support the Academy. They raise \$2.5 million dollars a year, \$350,000 from parents, 10% from friends of the Academy, and the rest from the alumni. They provided \$1.6 million to the Academy last year, but that will increase to over \$2 million next year because of the Leadership 44 funds. They provide a place for cadets for meeting and activities.

He introduced Andrew Krupa who is running the Parents' Calling Program to help raise fund for the Parents Association. Andrew handed out the fiscal breakdown. They use IDC telemarketing firm to make the calls to parents. The callers are well trained and paid a flat fee. It costs about 5 cents on the dollar. They asked the parents for \$6,000 over 4 years, but will increase the amount they ask the 2013 class and beyond to \$8,000. Parents may choose where they want the money to go or go with their suggestion.

Parents noted that there has been some confusion caused by different callers using different scripts and by receipts that don't reflect the full amount of the pledge. The AA will work with IDC and Karen to correct these. There was a suggestion that this be explained at R-day before the calls start. Andrew noted that other academies bring in less money per capita than the CGA.

Council Officer Reports:

Recording Secretary –

- The General Membership vote to approve the changes to the Constitution and Bylaws passed.
- The minutes of the September 25, 2009 Executive Council meeting minutes were approved electronically.
- Due to technical problems, the minutes of the January 7 teleconference will have to be re-approved. Council members will receive instructions in the coming weeks to vote on the January 7 minutes.

Treasurer's Report – (distributed prior to meeting)

Coast Guard Academy Parents Association
Executive Council Meeting
February 27, 2010
TREASURER'S REPORT
by: Duncan Pitcairn

Since my report of September 25, 2009 the Parents Association has committed to fund one Leadership 44. The CGA Alumni Association has contracted for Leadership 44's with funding commitments from the Alumni Association, the Coast Guard Foundation, the CGA Parents Association, and the Coast Guard. A fully commissioned Leadership 44 will cost approximately \$825,000. Of this amount a net \$75,000 will be provided from other sources, leaving the Parents Association commitment for one Leadership 44 of \$750,000 of which \$100,000 will come from unrestricted contributions to the Parents Pledge program. The remaining balance of \$650,000 is to be paid over the five year period of 2010 through 2014. For complete details about this commitment see the Leadership 44 Funding Commitment Plan passed by the Executive Council on January 8, 2010.

Attached are financial summaries of the Parents Association funds as of December 31, 2009 and February 10, 2010. The Association has four funds for various purposes.

The Parents Association "General Fund" is the ongoing operation of the Association. Revenue is the dues that are paid by members when they join the Association. Expenses are the costs of operation. Dues and annual expenses of operation are roughly equal. This fund also has a minor amount of miscellaneous income. From the summary you will see that during 2008 dues received were \$13,230, miscellaneous income was \$805, and expense of operations was \$12,216. During 2009 dues received were \$15,647, miscellaneous income was \$685 and operating expenses were \$7,757. For the year 2010 as of February 10, 2010 no dues have been collected nor expenses paid.

The Cadet Transportation Endowment was created in 2005 to provide for Cadet Transportation. Distributions but not corpus from this endowment are to be used for cadet transportation. The endowment corpus is invested along side the investments of the Alumni Association. The endowment corpus equaled \$206,577 at December 31, 2009 and \$206,671 at February 10, 2010. The amount available for distribution in 2009 was \$4,386 of which zero was distributed. For 2010 the funds available for distribution is \$6,644. This amount will be distributed during the year.

The Cadet Activities Endowment was created in 1997 to provide for Cadet Activities. Distributions but not corpus from this endowment are to be used for cadet activities. The endowment corpus is invested along side the investments of the Alumni Association. The endowment corpus equaled \$215,352 at December 31, 2009 and \$215,352 at February 10, 2010. The amount available for distribution in 2009 was \$5,224 of which zero was distributed. For 2010 the funds available for distribution is \$7,038. This amount will be distributed during the year.

The Parents Gift Fund is contributions that are received by the Association. During 2009 the fund received contributions of \$146,496. During the year the fund transferred \$80,000: \$20,000 to the Cadet Activity Endowment; \$20,000 to the Transportation Endowment; and \$40,000 to the Leadership 44 commitment. In 2009 the fund paid Cadet Support of \$86,857. The balance of the fund at December 31, 2009 was \$99,527. During 2010 to February 10, 2010 revenue of \$17,892 was received by the fund and Cadet Support of \$5,566 was paid from the fund leaving a fund balance of \$111,854. For planning purposes the Executive Committee can approximate that this fund receives total contributions of \$140,000 per year.

For the Academy year 2009-2010 the Association has committed to fund \$62,040 of Cadet Activities. As of December 31, 2009 \$18,063 of this commitment has been paid leaving a balance to be paid of \$43,977.

The Association has committed to fund one Leadership 44. This is a net \$650,000 commitment of which \$55,901 has been paid as of December 31, 2009 leaving a commitment balance to be paid of \$594,099.

U.S. Coast Guard Academy Parents Association
 Financial Summary
 December 31, 2009

	<u>2008</u>	<u>2009</u>
Parents Association Dues Paid:	\$13,230.00	\$15,647.00
Parents Association Income:	\$ 805.00	\$ 685.00
Parents Association Expenses: (Newsletters, Refreshments, Awards, etc)	\$12,216.23	\$ 7,757.68

Fund Balances as of 12/31/09:

Parents Cadet Transportation Endowment	\$206,577.90**
Parents Cadet Activities Endowment Balance:	\$215,352.42***

**Funds Available to be distributed from Parents Cadet Transportation Endowment in calendar year 2009: \$4,386.00 Funds spent YTD: \$0.00

***Funds Available to be distributed from Parents Cadet Activities Endowment in calendar year 2009: \$5,224.00 Funds spent YTD: \$0.00

The Endowment balances include the management fee taken and the redistribution of all the gains and losses for the year.

Parents Gift Fund Balance at 1/1/09:	\$123,888.66
Revenues	\$146,496.66
Transfers to Endowments	\$ 80,000.00
(\$20,000 to Parents Cadet Activity Endowment)	
(\$20,000 to Parents Transportation Endowment)	
(\$40,000 to Leadership 44 Fund)	
Transfer to Funds	
(Transfer to Library Reading Room Fund)	\$ 2,500.00
Expenses	\$ 84,357.45
(\$73,337.45 for Cadet Activity Support)	
(\$ 170.00 for R-Day reception)	
(\$10,850.00 for Holly Ball sponsorship)*	
*This money comes to us from sponsors to get the tax donation and then the money goes right back out for expenses	
Net Change	(\$24,360.79)

Parents Gift Fund Balance at 12/31/09:	\$ 99,527.87
	=====
Leadership 44 Outstanding Commitment	\$594,099.00
	=====

U.S. Coast Guard Academy Parents Association
 Financial Summary
 February 10, 2009

	<u>2009</u>	<u>2010</u>
Parents Association Dues Paid:	\$15,657.00	\$ 0.00
Parents Association Income:	\$ 685.00	\$ 0.00
Parents Association Expenses: (Newsletters, Refreshments, Awards, etc)	\$ 7,757.68	\$ 0.00

Fund Balances as of 2/10/10:

Parents Cadet Transportation Endowment	\$206,671.90**
Parents Cadet Activities Endowment Balance:	\$215,352.42***

**Funds Available to be distributed from Parents Cadet Transportation Endowment in calendar year 2010: \$6,644.00 Funds spent YTD: \$0.00

***Funds Available to be distributed from Parents Cadet Activities Endowment in calendar year 2010: \$7,038.00 Funds spent YTD: \$0.00

The Endowment balances do not include the management fee taken and the redistribution of the gains and losses year to date.

Parents Gift Fund Balance at 1/1/10:	\$ 99,527.87
Revenues	\$ 17,892.75
Expenses	\$ 5,566.55
(\$ 3,816.55 for 2009 Cadet Activity Support)	
(\$ 1,750.00 for Holly Ball sponsorship)*	
*This money comes to us from sponsors to get the tax donation and then the money goes right back out for expenses	
Net Change	\$ 12,326.20

Parents Gift Fund Balance at 2/10/10:	\$111,854.07
	=====
Leadership 44 Outstanding Commitment	\$594,099.00

Move, seconded and approved

Vice President –

No report

Corresponding Secretary –

In Jo Ann's absence, Cassandra reported an Interim Listmaster for 2014 will be selected soon, and the go-live for the 2014 Message List is planned for May or early June.

Chapter Reports – Chapter Presidents or their Representatives

Florida Chapter – Bill Korn reported they are sending their members snail mail letter to see what everyone would like to do to help. They will do a sendoff for new swabs at sector St. Pete. They have had success with tapestry blankets and will continue to use that as a fundraiser.

Greater Los Angeles – Stephanni Jones introduced incoming president, Bob Hite and noted he will be a good person to take the chapter forward. The chapter participated in an All Academy Ball. They found in dealing with other academies' parent association, ours is far better run. In early June they will have a Hail and Farewell at Sector Long Beach San Pedro where they can arrange tours on the Cutter Cob. Bob is quite impressed with Stephanie's organization of chapter.

Georgia Chapter – Carolyn Hohenberger represented the Georgia Chapter. She reported flag sales are going very well. They advertised them in the alumni magazine. They will have a tent set up for Eagle when it stops there.

Greater New York Chapter – Stephanie Prefer reported that the R-Day boxes for the cadets are their biggest fundraiser. They will do a Hail and Farewell in May.

Great Lakes Chapter – Ann Corwell reported the All Academy Ball was great. They will have a picnic in June for incoming swabs and give information to families. In August, before Parents' Weekend, they have a social event planned. The chapter gives flags to graduating cadets. This year they are giving graduates flags that have flown on Eagle.

Carolinas Icarus – Gary Ward reported they will have swab picnic in May. They participated in the All Academy Ball. They are publicizing good things being done by cadets after they graduate in an effort to raise the profile of Academy.

CAPT Paul Foye Chapter – Karen Bradley reported they support many events for the Corps of Cadets. Ensign Edibles is doing very well and provides their biggest income. They have a new coordinator, Barbara Vandehei, for Stars Dessert night. This year 500 qualified. They host this each semester. They also host the cookie event with the NE Chapter; as well as recognize cadets each year with a picnic.

New England Chapter – Greg Watka reported they had record sales in Halloween bags and sold a record number of Parents' Weekend lunches. The Holly Ball had record-setting participation this year with over 400 people. It took an amazing amount of time and effort but was very satisfying. They donated 4,000 dollars to Leadership 44. They will do a Hail and Farewell.

Delaware Valley Chapter – Ed Collins reported they had the most cadets at the Holiday Ball, which was sponsored by the Delaware Valley Chapter. They are talking to members about how to raise money for the Leadership 44. Their swab picnic will be at Atlantic City Station.

Up State New York continues to offer dark ages goodie bag, and participated in local the academy ball.

Elena Salinas noted she is a member of the Central Florida Chapter but has moved to Boston. She travels frequently and would be willing to help any chapter.

OLD BUSINESS

Membership Committee

Sample forms designed to collect chapter information were passed around for the approval of the council and, in particular, the approval of the chapter presidents. After this year these will be due by the winter meeting to the recording secretary in order to have a chapter included on the membership forms. They will be available online and can be submitted in hard copy and electronically and will be included in the winter meeting minutes. The fiscal information should be from January 1 to December 31. For the first one, we will have a revised deadline. Chapters will be receiving an email requesting them as soon as Ken can get them on the website.

Once a form is turned in, the chapter will be included on the membership application. Parents will be able to apply either electronically or by completing a hardcopy and mailing it to the AA. The electronic applications will have a drop down menu for the person to choose a chapter. One choice will be an electronic chapter. Everyone must choose a chapter.

We will be asking the AA to forward the names of new members to the chapters they choose. Since the largest number of new members sign up on R-Day, we will ask the AA to send checks to the chapters the first of Sept. If there is a significant number of members to join after that, we will explore the possibility of a second dispersing of funds in January.

One other thing we are going to try to accomplish with this system is getting a welcoming and information letter out to members when they join the Parents Association. We are hoping to automate this process by having an email sent automatically when a new member is added to the database. This is something we will need to talk to the AA about.

The Parents Association is still interested in getting information out to parents when their child is accepted. LCDR Felger is going to look into the possibility of getting a letter in the admissions packet. About 2/3 of parents currently join the Parent Association.

Follow-up Discussion on Endowments

Cassandra reported that during our last meeting, we were presented with a proposition to dissolve the Parents Association endowments in order to fund the Leadership 44 campaign. At that time, the Council was advised that this was the Superintendent's desire. During that meeting, a committee was formed to look into whether it is in the best of the PA to dissolve the endowments. Cassandra reported that immediately following our September 25 meeting, she and Dom DiIulio had dialogue with the Superintendent who informed them that this was not his wish – that he was in favor of the endowments. With this information and the fact that, as written, the Endowments cannot be dissolved without the consent of the Superintendent, the committee was dissolved. Council members were given an opportunity to express concern regarding the endowments. It was a consensus of those present that the endowments should remain in effect and be used for their intended purpose.

Leadership 44 – Fundraising Committee Update

The Leadership 44 committee reported during the January teleconference, so their committee work is done. A Standing Committee was formed to oversee the implementation of their plan. Duncan will serve as Interim Chair of this committee until R-Day when a new chair will be elected. The suggestion is that someone from the 2013 class will serve as Chairman to see the project most of the way to completion. Bernie Hyland* volunteered to serve as Chair, and will be voted on at the R-day meeting. If elected, Bernie will organize the new meeting schedule and will present written reports at all Executive Council meetings. Kelly Morgan will continue to serve on the Procurement Committee as the PA representative. He is in the process of drafting a letter to the parents of all graduates. Duncan's report (above) details the funding of the Leadership 44 program. Bill Korn asked for a letter from the committee to the chapter presidents asking for pledges.

** Bernie Hyland is unable to serve in this capacity and Mike Knaeble has volunteered in his place.*

Update on Website Transition

Ken Winterberger's full report was distributed at the meeting:

The process of 'moving' from the current web site design and hosting to the new design and hosting (as part of the CGA Alumni Association site) is going slower than first anticipated. The current design is being maintained and the transition to the new site is being worked on (slowly).

There are several things that will prevent a complete transition soon. As mentioned in previous reports, we will have a 'hybrid' web site for a while.

Major tasks include:

◆ **Organize chapter web site/page efforts** - Certain chapters don't know who or if they have their own web team/person. I need to figure out who the web folks for each chapter are and document this.

◆ **CGAPA Contact info** - This is a major item. The current contact information can be found here: <http://www.uscgaparents.org/organization/contacts.htm>. It would be good if we could use an online, more or less self-maintaining, list that allowed us to 'collect' and maintain contact information in a standardized way. I've put together a 'contact survey' that would allow us to collect/maintain this info. You can take a look here: <http://www.surveymonkey.com/s/QFSVZJN>

◆ **Message List** - The message list is working well. I do believe that it is in the Association's best interest to keep the Message List pretty much 'as is'.

◆ **2014 Message List** - The web master has already (and as expected) received queries about when the 2014 Message List will be online. I have sent a standard response that the List will be available for enrollment in late May or early June.

◆ **FAQs** - We are in the process of reorganizing the FAQs page and will be sending a query out to the Lists asking for ideas. If you have time please review the FAQs (<http://www.uscgaparents.org/faqs.html>) and send any ideas to webmaster@uscga.org.

◆ **Membership** - Online membership is working very well. The membership form still needs to be adjusted to allow new members to select potential chapter affiliation.

NEW BUSINESS

Parents Weekend 2010 Meeting Date

Cassandra noted it was mentioned in our September meeting if the Executive Council meeting during Parent's Weekend could be held on Thursday, rather than Friday. This would allow council members to attend classes and spend time with their family on Friday. She reported that LCDR Felger informed her that this would not be a problem with the Academy Staff. After discussion, a motion was made by Mike Knaeble, and seconded by Stephanie Prefer, to change the next Parents' Weekend Executive Council meeting to Thursday evening at 6:00 P.M. The council voted to approve this change. It was agreed that this new meeting day will be evaluated and determined if subsequent meetings should be held on Thursdays or reverted back to Fridays. The meeting during Parents Weekend will be held on Thursday, October 7 at 6:00 P.M.

Council members were reminded that the next meeting is scheduled for June 27 at 1:00 P.M.

LCDR Felger reported she will be transferring to Cape May to become XO of the Cutter Dependable. LT Ali Gesault, current Delta company officer, will take her place as Echo company officer and representative to the Parents Association.

The Nominating Committee was activated and will present a slate of officers at the next meeting. Chairing this committee will be Vice President, Craig Neilsen. Members serving on this committee are: Elena Salinas, Virginia Redstone, Lizann Miller, and Robin Donahey.

There was a discussion of what the Parents Association should do short term and long term to honor the memory of Cadet Kenny Link. Cassandra will take care of the short term and a committee was formed to look into a more lasting memorial. Serving on this committee are Doug Sanky (Chair), Elena Salinas, Bob Hite, and LCDR Kathy Felger. This committee will make a recommendation at the next meeting.

There being no further business, the meeting was adjourned at 12:10 P.M.