

Cuttermen Association Board Meeting Minutes from 09 February 2011 meeting held at PSC in Ballston, VA.

Meeting Attendees: (in person or via phone):

CAPT Brian Perkins, President
CAPT Andy White, Vice President
CDR Mike Davanzo, Secretary
John Baker, Treasurer
Frank Tatu, Member at Large
CDR Mike Cribbs, Election Committee
Dennis Thorseth, History Committee
LCDR Steve Matadobra, Communications Committee
Master Chief Gregg Della Rocco, Membership Committee
CDR Rusty Dash
LT Eric Quigley
Sean Mitchell

Meeting was called to order by CAPT Perkins at 1405.

Secretary's Report:

The minutes for the February 2011 board meeting were approved electronically on 10 February 2011 and distributed to all board members.

Treasurer's report:

John Baker submitted the current status of the budget , reflective of all recent transactions, to the board. The treasurer report was approved and filed. John is also searching for an accountant to file the association's taxes for 2010 (due 18 April 2010). Initial accountant estimates are \$1,000. The board discussed the breakdown of the estimate costs of which approximately 2/3 are required for filing and 1/3 to pay the accountant.

Membership updates:

Since the January 2011 meeting, the association gained 16 new members or a total of 432 members. The membership committee report was approved and filed. Work on the logo has been finalized. Master Chief is working to have samples of plankowners certificates and membership cards by the March 2011 board meeting.

Communications:

The 2nd association newsletter has been drafted and will be provided to the editor (CDR Kevin Wirth) by 28 February 2011. The target date to publish the newsletter will be 15 March 2011. The communications report was approved and filed.

Annual Meeting:

No report was filed. The annual meeting is scheduled for 03 May 2011 in Baltimore, MD. LT Cooper is investigating potential locales to hold the meeting including the USCGC TANEY. The board discussed the need to better define the quorum requirements for the annual meeting in the association bylaws. An amended motion was

made and approved to have the elections committee review the bylaws to define the quorum requirements.

History:

The history report was approved and filed. Dennis Thorseth posted an article on the association website regarding Commodore Newcombe and USRC HUDSON. Dennis is also working with LT Cooper and the TANEY curator the possibility of making a TANEY presentation at the May annual meeting. The board discussed the desire to develop a cuttermen association plaque as a token of its presentation to the TANEY curator. A motion was offered and approved for the annual meeting committee to develop a plan and budget line item for annual cuttermen association meeting.

Election Committee:

The election report was approved and filed. CDR Cribbs discussed the timeline and approach to hold elections at the annual meeting:

01 March 2011: Office Election Positions Posted on the Cuttermen Website

01 April 2011: Nominations due

01 May 2011: Electronic votes due

03 May 2011: In-person vote at annual meeting

CAPT Perkins, CAPT White and CDR Davanzo discussed their intention to resign as President, Vice President and Secretary requiring the need to hold elections for each of the three board positions at the annual meeting.

Old Business:

- 1) Association Lawyer: No additional candidates for association lawyer were presented since the January 2011 board meeting. Mr. Mike Sobey was nominated and approved by the board to be the association's lawyer. CAPT Perkins will offer the lawyer position to Mr. Sobey.
- 2) Printing: The board discussed printing estimates provided by CDR Kevin Wirth. A motion was made and approved to table the printing discussion until the March 2011 meeting to investigate whether cost estimates include postage. Additionally, CDR Dash discussed only printing tri-folds and distributing newsletters electronically. CDR Dash has posted a survey on the cuttermen website regarding how members would like to receive newsletters.
- 3) Coast Guard Ball: Master Della Rocco discussed current status of association affiliation with the Coast Guard Ball. The board concurred unanimously that any association sponsorship should be in name and logo only. Master Chief will contact Ms. Marianne LaChance, CGHQ Morale Officer, to discuss association role for CG Ball.
- 4) Office Supplies and Equipment: Motion was made and approved to table this discussion until the March 2011 board meeting. The board discussed that it could receive office supply donations so long as they were not a used as a tax deduction by the offeror.

- 5) Bylaw Review/Update: A motion was made and approved to establish a special committee to examine the association bylaws and recommend changes. LT Eric Quigley was designated as the bylaw committee chair and CDR Mike Cribbs, CDR Rusty Dash and Frank Tatu volunteered to assist the chair in this endeavor.
- 6) CG Auxiliary as Regular Members: This issue will be addressed during the bylaw review.

New Business:

- 1) Board Meeting Protocol: CAPT Perkins provided the board an overview of Robert's Rules of Management. He developed a board meeting script. All future board meetings will be conducted utilizing the script and principles outline by Robert's Rule of Management. All board members were encouraged to review Robert's Rules as outlined in:
"Robert's Rules of Management: Simplified and Applied", Webster New World, 2nd Ed.
- 2) Interim Secretary: CDR Mike Davanzo resigned as board secretary due to lengthy training and TAD requirements for CGC MACKINAW CO that will preclude him from being able to attend association meetings in the coming months. A motion was made and approved by the board to elect Sean Mitchell as the temporary board secretary until elections at the May 2011 annual meeting.
- 3) Membership Revisions: Master Chief Della Rocco proposed consideration of developing a membership matrix that allows three year memberships and a graduated dues pyramid based on rank. A motion was made and developed to create a standing rule to allow 3 year memberships and graduated membership dues based on rank. A second motion was made and approved to have the membership committee analyze, develop and propose 3 year membership and graduated dues plan to the board.
- 4) Oldest Cutter Ceremony: CGC SMILAX requested via the website, the cuttermen associations participation at an April 2011 ceremony designating SMILAX as the oldest cutter in the fleet. A motion was made and approved for CDR Davanzo to discuss how the association can participate/sponsor the ceremony (e.g. fund the reception, association plaque, etc.).
- 5) CGC ACUSHNET Decommissioning Ceremony: The board discussed possible association involvement in the ACUSHNET's decom ceremony. A motion was made and approved for Sean Mitchell to contact ACUSHNET to see if they are interested in association involvement. If so, he will engage CAPT Wiedenhoft to represent the association at the ceremony.
- 6) JO-CPO Team Building Event: A motion was made and approved for the Cuttermen Association to sponsor a JO-CPO team building and training event in name only. Master Chief Della Rocco volunteered to run led on sponsorship and association involvement in this event.

Next Meeting: 1400 on Thursday, 16 March 2011 at Ballston Commons Mall, location TBD.

CAPT Perkins adjourned the meeting at 1620.