

Chief Warrant and Warrant Officers Association, USCG

Executive Committee Meeting, held at the Embassy Suites Hotel Tampa-Airport/Westshore, Tampa, Florida, May 1-2, 2009

The President called the meeting of the Executive Committee to order at 0902, 1 May 2009.

Attendance:

Association Officers Present

CWO2 (ISM) Brent A. Light - President
CWO4 (PERS) Robert L. Lewis, Ret. - Secretary

CWO3 (F&S) Mitzie A. Robinson - Treasurer

Chapter Representatives Present

CWO3 (ENG) Robert F. Dudley, Jr., Ret. - Rocky Coast
CWO3 (ELC) James F. Hammond - Boston
CWO3 (COMM) Jerry C. Fitchett - Long Island Sound
CWO4 (F&S) Richard G. Waechter, Ret. - Cape Island
CWO2 (BOSN) Philip Pinto - Philadelphia
CWO2 (ELC) Michael S. Hayden - Baltimore
CWO2 (ELC) Mark F. Piontek - Washington, DC
CWO2 (ELC) Lee A. Shappley - Steven Shields
CWO2 (BOSN) Steven C. Carriere - Yorktown
CWO4 (ENG) William L. Wathen, Ret. - Norfolk
CWO2 (MSS) Zeffrey Z. Mims - Greater Miami

CWO4 (F&S) William J. Reetz, Ret. - Suncoast
CWO2 (ELC) James C. Pulse, Ret. - New Orleans
CWO2 (ENG) Thomas M. Hodge - St Louis
CWO2 (F&S) Earl Ryder, Jr., Ret. - Little Club on the Prairie
CWO4 (PERS) Joseph R. Howard, Ret. - Silver State
CWO2 (MSS) Dustin B. Overturf - Southern California
CWO2 (ELC) Joseph M. Belson - Golden Gate
CWO4 (F&S) Tracy W. Zuehls - Pacific Northwest
CWO4 (MAT) Jay T. Menze - Juneau
CWO2 (BOSN) Brian A. Leavy - Mid-Pacific
CWO4 (F&S) Mark S. Moore - Emerald Isle

Other Distinguished Members Present

CWO4 (F&S) Everett J. Matteson, Ret.
CWO4 (F&S) David T. Daniels, Ret.

CWO4 (PERS) Carl B. Seale, Ret.

Other Members Present

CWO3 (F&S) Vincent W. Bowman
CWO2 (PERS) Amy K. Cerino - Treasurer-Elect
CWO4 (MAT) Robert O. Gesking, Ret.
CWO4 (F&S) Charles W. Mattoon, Ret.
CWO4 (PERS) Maurice Robillard, Ret.
LCDR Edward B. Swift, Ret.

CWO4 (BOSN) Robert F. Sullivan, Ret.
CWO4 (PERS) Dianne S. Trawick, USCGR - VP Reserve-Elect
CWO2 (F&S) Dawn D. Zabel, Ret.
CWO4 (BOSN) James P. Contratto, Ret.

Bylaws Committee Report:

The Bylaws Committee report was received and placed on file.

Bob Dudley moved that the following changes to the Bylaws recommended by the Bylaws Committee be submitted to the membership for adoption, which motion was seconded.

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Secretary's Note: The recommendations read as follows:

1. ARTICLE II MEMBERSHIP

Section 1. ELIGIBILITY FOR MEMBERSHIP.

Subject to the provisions hereof, any warrant officer or former warrant officer who holds warrant or commissioned status in the Coast Guard (active duty, **reserve** or retired), ~~is in an active status in the Coast Guard Reserve, or is retired from the Coast Guard Reserve and was a member in good standing on the day preceding retirement~~ is eligible for membership in the Association.

2. Amend the expenditure limits set forth in the CWOA Bylaws

- A. Amend Article I to refer to Article IX in lieu of specifying the expenditure limits of the Board of Directors or the Executive Committee and renumber subparagraphs (4) through (8) as appropriate.
- B. Amend Article V by revising the requirement for Permanent Finance Committee review of proposed expenditures from those in excess of \$5,000 to those in excess of \$15,000.
- C. Amend Article IX to increase spending limits of the Board of Directors to \$15,000 for any single item and expenditures in excess of \$15,000 for maintenance and repair of the Association office and remove the spending limit of the Executive Committee.

Brian Leavy moved that wherever \$15,000 appears it be changed to \$10,000, which motion was seconded.

Bob Lewis moved to divide Recommendation 1 and Recommendation 2 into two separate motions, which motion was seconded and carried.

The motion to submit Recommendation 1 to the membership for a vote carried.

The Executive Committee Recessed at 1000, 1 May 2009

The Executive Committee Reconvened at 1010, 1 May 2009

The President announced that the checks for Scholarship grants were available.

The motion to amend recommendation 2 carried. The motion to submit recommendation 2 to the membership for a vote failed.

The Executive Committee recessed at 1040, 1 May 2009

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The Executive Committee Meeting reconvened at 1529, 1 May 2009.

The President announced that he had received an email from the Washington Coast Guard Association notifying him that they were disbanding and planned to donate approximately \$3,500 to the Association.

Officer Salaries:

Ric Waechter moved that salaries for the officers for the 2008-2009 term be: \$500 for the President to be prorated as: \$100 for Mike Maher, \$300 for Joanne Lopez and \$100 for Brent Light; \$500 for the Vice President to be prorated as: \$100 for Joanne Lopez and \$400 for Brent Light; \$100 for the Vice President of Retired Affairs; \$500 for the Vice President of Reserve Affairs; \$500 for the Secretary; and \$500 for the Treasurer, which motion was seconded and carried.

Proposed Budget:

The Permanent Finance Committee proposed budget for July 2009 – June 2010 was received and placed on file.

Ric Waechter moved that the proposed 2009-2010 Budget be approved which motion carried.

Agenda Item for approval of Executive Committee minutes and telephone, letter or email votes:

Bob Lewis moved that:

a. For meetings of the Executive Committee – The minutes of any meeting of the Executive Committee are to be furnished to members of the Executive Committee. The members of the Executive Committee will vote to accept the minutes and/or submit any corrections or omissions of the minutes to the Association Secretary. If any corrections are necessary, the corrected minutes shall be provided to the members of the Executive Committee.

AND

b. For telephone, letter or email votes – The Secretary shall prepare a report on each vote. This report shall contain, as a minimum, the topic; the date the vote was initiated; the name of the Chapter and its President or title of the office held and the name of the officer; the date the vote was cast and the vote; and the total Ayes and Nays and whether the motion carried or failed. This report shall be signed by the Secretary and provided to all members of the Executive Committee. The actual votes shall be retained until the next meeting of the Executive Committee. The motion was seconded and carried.

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Agenda Item for establishing an Executive Committee policy on donations for Chapter, Local or Individual Projects or Charities:

Bob Lewis moved that it be the policy of the Association that Association funds not be donated for Chapter, local or individual projects or charities which motion was seconded.

Jerry Fitchett moved that the motion be amended by adding at the end “, unless approved by the Executive Committee.” which was seconded and carried.

The amended motion, “That it be the policy of the Association that Association funds not be donated for Chapter, local or individual projects or charities, unless approved by the Executive Committee.” carried.

Ric Waechter moved that the association expend up to \$35,000 for the 2010 Annual Meeting, which motion was seconded and carried.

The Executive Committee Meeting recessed at 1640, 1 May 2009

The Executive Committee Meeting reconvened at 1235, 2 May 2009.

Attendance:

In addition to the members of the Executive Committee present on 1 May, 2009, the following Association members were present:

CWO2 (PERS) Amy K. Cerino - Treasurer-Elect
CWO4 (MAT) Robert O. Gesking, Ret.
LCDR Edward B. Swift, Ret.

CWO4 (PERS) Dianne S. Trawick, USCGR - VP
Reserve-Elect
CWO4 (F&S) Charles W. (Bill) Mattoon, Ret –
DM&PP

Agenda Item on Distinguished Member Nominations:

Bob Lewis moved that the Executive Committee adopt the following guidelines for letters of nomination for Distinguished Member:

**“GUIDELINES FOR LETTERS OF NOMINATION FOR DISTINGUISHED MEMBER IN
THE CHIEF WARRANT AND WARRANT OFFICERS ASSOCIATION, USCG**

BACKGROUND: Article II of the Bylaws of the Association recognizes that some of our number have distinguished themselves through untiring efforts and devotion to the precepts stated in the preamble to the Constitution of the Association and have made significant contributions to the goals of the Association. Article II further provides that in recognition of distinguished leadership that the honor and title of Distinguished Member may be conferred on those individuals.

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Nominations for distinguished membership may be made by any regular member of the Association and must be made in writing to the President of the Association. The Bylaws provide that the letter of nomination must contain sufficient information on the activities of the nominee to permit a special committee to exercise sound judgment on the acceptance or rejection of the nomination.

GUIDELINES:

1. **Who can submit the nomination?** The Bylaws specify that the nomination may be made by any regular member of the Association. Therefore, if a Chapter votes to nominate an individual, the letter of nomination must be from an individual and not the Chapter signed by an individual as an officer of the Chapter. Recognizing that in gathering material for the nomination others may express a desire to join in the nomination, more than one member may sign the nomination.

2. **What should be included?**

- a. All offices held and committees served on at the Association and Chapter level should be in the letter.
- b. Identification of what the nominee has done within the Association and how those activities have contributed to the goals of the Association.

(NOTE) It is the responsibility of the individual making the nomination to help the committee understand how the activities of the nominee have an impact on the goals of the Association. This is particularly important where the nominee has not served at the Association level. Several individuals have been elected to distinguished membership based on service in only one Chapter based on an explanation on how the results of their untiring service at that Chapter extended beyond the Chapter. In several cases where an individual only served with only one chapter and the nomination did not explain how the results of the service extended beyond the chapter the recommendation was rejected.

- c. A chronological listing of duty stations as a warrant officer.
- d. A chronological listing of accomplishments as an association member.

3. **What should NOT be included in the letter of nomination?**

- a. Membership or service in other organizations (VFW, American Legion, PTA, Boy Scouts, etc) does not normally contribute to the goals of the Association. Only if the letter of nomination relates the nominee's activities in the other organization and how they contribute to the goals of the Association should that organization be mentioned.

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- b. Information which does not relate to the activities of the nominee, i.e.:
- (1) Statements that other members of the Association support or endorse the nomination.
 - (2) Endorsements by other members of the Association.

The motion was seconded and carried.

The Executive Committee Meeting adjourned at 1258, 2 May 2009.

Robert L. Lewis
Secretary