



**Commissioned Officers Association
of the U.S. Public Health Service**

Fort Detrick Branch

EXECUTIVE COMMITTEE

Fort Detrick COA Branch

Meeting November 29, 2004

Members Attendance

LCDR Amy Anderson, President, (FDA)
LCDR Anne Emshoff, Vice President, (USDA)
LCDR Celissa Stephens, Treasurer (IHS)
CDR Mary Rossi-Coajou, Ex-Officio (CMS)

I. Introduction of Members Attending

II. Establish and Develop a Branch Mission and Meeting Purpose

- A.** Proposed Branch mission was discussed and defined as to improve and protect the public health of the United States by advocating, advancing, and supporting the Commissioned Corps and its officers through leadership, education, and communication.
- B.** Plan to discuss this mission at the next Branch meeting to have it approved and placed on the Branch's website.
- C.** Purpose of meetings were discussed and defined as educational, form camaraderie, esprit de corps, to advocate and communicate with Branch members.
- D.** Plan to discuss these purposes at the next Branch meeting and place this information also on the website.

III. Review Survey Results

- A.** Forty-five surveys were dispersed to the Branch members, evaluating why attendance has decreased at the Branch meetings. Thirteen surveys were returned. Nine of those who respond stated they do not attend the meetings on a regular basis, as well as seven stated they do not attend the planned activities.
- B.** Most comments were positive: stating they enjoyed the meetings, found the presentations informative, and the location was good.
- C.** Other comments included: requesting continuance of disseminating the Branch meeting minutes; sending out reminders for Branch meetings via mail, telephone, or email; conducting some meetings on Saturdays to include doing a fun planned activity such as go-carts, put-putt or Hershey Park; define the Branch mission and purpose for the meetings; reduce the number of meetings to quarterly and employ a more casual



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atmosphere – no uniform requirement; change the day of the week for meetings to Tuesday or Thursday; have teleconference available, and some stated they were unable to attend due to family commitments, work schedule and no available daycare.

- D.** Based on the feedback received:
1. Meetings will be changed to Tuesday every other month beginning in January 2005 at 1900 on Fort Detrick.
 2. Wednesday is noted to be a busy night for most members, which do not allow them to participate.
 3. The Branch mission and purpose of meetings will be discussed and approved at the meeting in January 2005.
 4. Ability for teleconference during Branch meetings will be assessed and implemented if feasible.
 5. Branch meeting reminders, agenda, and meeting minutes will be sent out via email to all members.
 6. Branch members may attend the meeting in civilian attire and the Branch Social Activity Committee will look into planning fun activities for the Branch.

IV. Develop 2005 Branch Calendar of Events

A. Meeting Dates and Time

1. Meetings will be scheduled on the first Tuesday of every odd month beginning in January 2005 at 1900, unless otherwise revised.
2. The 2005 upcoming meetings are scheduled for January 4, 2005; March 8, 2005; May 3, 2005; July 16, 2005 (picnic); September 13, 2005; November 8, 2005; and December 3, 2005 (Xmas party/Dining Out).
3. The location for the meetings will be Bldg. 426 on Fort Detrick.
4. A discussion took place about Branch meeting location and attendance.
 - a) It was suggested that attendance at meetings may increase if members were able to purchase drinks and food during the meetings. LCDR Emshoff suggested the Community Activities Center on Fort Detrick, which would allow members to purchase refreshments and food during the meetings. LCDR Emshoff will evaluate the feasibility of this proposal and bring it to an upcoming Branch meeting for discussion and approval.

B. Presentation Topics

1. Numerous topics were discussed for the upcoming year including: Retirement, Career Development, Navy Mutual Association Benefits, Survivor



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Benefit Program, Veterans Administration (VA) Benefits, Stress Reduction, BLS Recertification, USAA Membership Benefits, First Command Benefits, Space-A Travel; and Physical Fitness.

2. LCDR Ron Keats will be presenting on Officer Career Development in January 2005; Mr. Ken Bransford will be presenting on Physical Fitness in March 2005; CAPT Wickizer and CAPT Potter (ret) will be presenting on Space-A Travel in May 2005. LCDR Stephens will be looking into conducting a BLS Recertification class for the September 2005 meeting, as well as a Stress Reduction class for a back up presentation. LCDR Emshoff will review USAA's ability to present on their benefits. LCDR Anderson will touch base with Tom Berry to see about Retirement topics and CDR Rossi-Coajou will contact VA for a presentation on benefits.

V. Establish and Review Executive Committee Members Roles and Responsibilities

- A. Executive Committee roles and responsibilities were reviewed and discussed.
- B. The President's role and responsibilities include providing leadership and support to the overall Branch functions and its members. This position will oversee and provide assistance to the Membership Committee Chair and ensure that the membership and related databases is up-to-date, as well as complete other duties and responsibilities as assigned.
- C. The Vice President's role and responsibilities include providing leadership and support to the overall Branch functions and its members in absence of the President. This position will coordinate Branch meetings via developing the agenda, collaborating with presenters, and confirming date, time and the location for Branch meetings; provide oversight and assistance to the Community Activities Committee Chair; and other duties and responsibilities as assigned.
- D. The Treasurer's role and responsibilities include providing leadership over the Branch's finances to include managing the bank account. This position will provide oversight and assistance to the Fund Raising Committee Chair, along with completing other duties and responsibilities as assigned.
- E. The Secretary's role and responsibilities include taking and developing the minutes at Branch functions, sending the approved minutes to the Webmaster for posting on the Branch's website, and updating the Branch's Constitution and Bylaws. This position will provide oversight and assistance to the Social Activities Committee Chair, along with completing other duties and responsibilities as assigned.
- F. The Ex Officio's, (previous President), role and responsibilities include providing guidance and assistance with Branch activities, along with completing other duties and responsibilities as assigned.



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VI. Develop and Establish Branch Committees 2005

- A. Branch Committees for the upcoming year were discussed with four being approved: Community Activities, Social Activities, Fund Raising Activities, and Membership.
- B. Proposed activities for each Committee was discussed as follows:
 - 1. Community Activities
 - a) Armed Forces Day
 - b) Canned Food Drive
 - c) Science Fair
 - d) Cleaning up the Community
 - e) Assisting the local Health Department
 - 2. Social Activities
 - a) Picnic
 - b) Xmas Party/Dining Out
 - 3. Fund Raising Committee
 - a) Raffles, each member selling 20 tickets for \$1.00
 - b) 50/50 during Branch activities
 - c) Bingo at Branch Picnic
 - d) Raffles for Gift Baskets
 - e) Silent Auctions
 - f) Goal: Double 2004 end of year balance
 - 4. Membership
 - a) Obtain updated lists from National COA on a regular basis.
 - b) Contact any member leaving the Branch to assess reason.
 - c) Update all databases to include the membership list on the website.
 - d) Communicate with Branch members on a regular basis via email.
 - e) LCDR Karlson to retrieve a list of all officers located in Frederick County, MD; Washington County, MD; Jefferson County, WV; Loudon County, VA; and Adams County, PA. Upon retrieving this list, officers will be contacted via email and/or phone to inform them about the Branch and encourage membership.

VII. Other Business

- A. Recruitment and Membership
 - 1. See Membership above for details.



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B. Branch Welcome Letters

1. LCDR Anderson developed Branch welcome letters to send out to all new members.
2. LCDR Anderson to develop and send out a Branch letter for the upcoming year, encouraging participation and thanking them for the continued membership and support.

The next Executive Meeting will be TBD on an as needed basis. The leader is LCDR Amy Anderson.

If you have questions or comments, please contact:
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