

EXECUTIVE COMMITTEE
Fort Detrick COA Branch
Meeting December 14, 2007

Members Attendance (teleconference):

LCDR Cynthia Rubio, President, (SAMHSA)
LCDR Leigh Ann Bradford (formerly Matheny), Vice President, (FDA)
CDR Lisa Barnhart, Treasurer (NIH)
LCDR Evelyn Blaemire, Secretary (CMS)
CAPT Gil Rose, Ex-Officio (SAMHSA, Senior Consulting Officer)

Not present:

Ex-Officio Member, LCDR Rick Gussio, (NIH/Ft. Detrick)

I. Introduction of members attending and opening by President LCDR Cynthia Rubio:

- A. Questions to consider:
 - 1. Should we run things as last year or change things?
 - 2. Should we continue 6 meetings per year + social activities?
- B. The Branch COA bylaws packet is being transferred.
- C. In 2003 Ft. Detrick was named the Branch Chapter of the Year in the COA bulletin.

II. Reviewed recent branch history and Treasurer's balance:

- A. Last year's social activities and participation – noted new opportunities to improve fund raising and social events. The pool party had 20+ attendees but was cancelled due to rain.
- B. Approximate number of Ft. Detrick COA members: 80-90 per former President LCDR Rick Gussio, with an average meeting attendance of approximately 6-12 officers.
- C. CAPT Rose: Things to consider in improving the goals:
 - 1. Establish Chapter Identity
 - 2. Market Identity
 - 3. Promote it so that people want to join
 - 4. Suggested that we think of a vision for the chapterLCDR Rubio's Idea – "Fort Detrick COA: The Chapter that Serves"
- D. The branch account balance at First Command Bank is about \$980.00, and CDR Barnhart will obtain the form to transfer banking accountability.
- E. Reviewed current branch committees and decided to maintain these, but will finalize specific aspects of each at next meeting. Committees are:
 - 1. Community Activities
 - 2. Social Activities

- a) Picnic
- b) Christmas Party
- 3. Fund Raising
- 4. Membership

III. Discussion and brainstorming:

- A. Ideas for fundraising:
 - 1. Combine service with fundraising by getting sponsors to pledge donations per hour of volunteer service with soup kitchens, animal shelters, the homeless shelters.
 - 2. Get community youth involved (including officer's children) for community service.
 - 3. PHS Team for Frederick Half Marathon in May or volunteer to provide services at the event.
- B. All volunteer service is to be offered without reference to members' professional categories in order to avoid professional liability problems.
 - 1. Volunteer activities to consider in getting started with community service directive:
 - Thanksgiving Dinner at Detrick
 - Christmas dinner in dorms
 - Joining Ft. Detrick community service activities
 - Christmas in July
 - Paint a house in Frederick
 - Homeless in Frederick Beacon House (Faith Chapel dinners)
 - 2. COA events to meet with people in the community
 - Animal Shelter
 - Heartly House
 - Foster Grandparent program for retirees
- C. LCDR Rubio proposed survey for membership to ask what they would like for COA this year.
 - 1. Proposed launch date – early January.
 - 2. LTJG Ben Dagadu as a potential new member and computer resource person to help with surveys.
 - 3. Survey = Needs assessment: all executive members will come up with questions.
 - Topics to consider including in survey:
 - Extra-curricular: What do you want?
 - What actions or changes will promote increased member attendance at COA meetings?
 - Fund-raising – What will people agree to do?
 - Need to include in surveys – event days – better for w/e vs. a weekday.
 - If weekend, try to find specifics – Sat. afternoon or morning, etc

4. Encourage members to bring former members back.
5. Give officers incentives for re-enrolling members (e.g. certificates of appreciation)
6. The details of the survey will be worked out via email.

IV. National COA contact

- A. LCDR Rubio to contact CAPT Ferrell:
 1. Find out what COA branches are doing around the country
 2. See if best practices models can be acquired
 3. Tell him what we plan to do as a branch
 4. Ask about publishing in the national bulletin
 5. Ask for contact list of active and retirees in Frederick area
- B. Our branch should consider writing an article or providing an article for publication in the bulletin.

V. Proposed meeting format for the new year:

- A. Flexibility options:
 1. Make them part of the service activities (time placed aside mid-activity)
 2. Teleconference
 3. Electronic meetings
- B. Speakers: Fitness meeting at least once per year suggested by LCDR Rubio.
- C. Plan for decisions regarding meetings: will send out agenda and get feedback from membership.

VI. Restatement of goals for 2008 by LCDR Rubio:

- A. Increase visibility
- B. Increase Membership
- C. Increase Community Service
- D. Monetary goals TBD

VII. Plan for next branch meeting; TBA

Attachment: See page 4

If any questions or comments, please contact
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President, Fort Detrick COA Branch
240 276 2566
cynthia.rubio@samhsa.hhs.gov

Attachment

**Executive Committee Members Roles and Responsibilities
(from Exec. Minutes of 29 November 2004)**

A. The President's role and responsibilities include:

1. Provide leadership and support to the overall Branch functions and its members.
2. This position will oversee and provide assistance to the Membership Committee Chair.
3. Ensure membership and related databases is up-to-date.
4. Complete other duties and responsibilities as assigned.

B. The Vice President's role and responsibilities include:

1. Provide leadership and support to the overall Branch functions and its members in absence of the president.
2. Coordinate Branch meetings via developing the agenda and collaborating with presenters.
3. Confirming date, time and the location for Branch meetings.
4. Provide oversight and assistance to the Community Activities Committee Chair.
5. Other duties and responsibilities as assigned.

C. The Treasurer's role and responsibilities include:

1. Provide leadership over the Branch's finances to include managing the bank account.
2. Provide oversight and assistance to the Fund Raising Committee Chair.
3. Complete other duties and responsibilities as assigned.

D. The Secretary's role and responsibilities include:

- Take and develop the minutes at Branch functions.
- Send the approved minutes to the Webmaster for posting on the Branch's website, and updating the Branch's Constitution and Bylaws.
3. Provide oversight and assistance to the Social Activities Committee Chair.
4. Complete other duties and responsibilities as assigned.

E. The Ex Officio's, (previous President), role and responsibilities include:

1. Provide guidance and assistance with Branch activities.
2. Other duties and responsibilities as assigned.