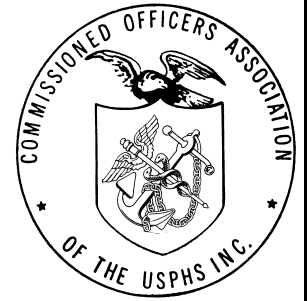




COMMISSIONED OFFICERS ASSOCIATION
Washington D.C. Metropolitan Area Branch



Meeting Minutes of the
Board of Directors
Monthly Meeting: November 5, 2008

ATTENDANCE

BOARD OF DIRECTORS:

Rank	Name	Branch Position	Agency/OPDIV	Attendance
CDR	Jim Simpson	President	FDA	<i>Present</i>
	Vacant	Vice-President		
LCDR	Chris Jones	Treasurer	FDA	<i>Present #</i>
LCDR	Sonny Saini	Secretary	FDA	<i>Present</i>
CAPT	Terry Hoffeld	Retired	NIH	<i>Present</i>
CAPT	Joe Tonning	Medical	FDA	<i>Present</i>
CDR	Lynn Van Pelt	Dental	IHS	<i>Present *</i>
CDR	Peter Nachod	Engineer	IHS	<i>Present</i>
LT	Tara Cozarelli	Nurse	NIH	<i>Present *</i>
LCDR	Tobey Manns	HSO	SAMHSA	<i>Not Present</i>
CAPT	Alice Knobon	Pharmacy	FDA	<i>Present *</i>
CDR	Sara Newman	Scientist	NPS	<i>Present *</i>
LT	Susan Steinman	Combined	PSC	<i>Present *</i>
CAPT	Tom Hendricks	Past President	FDA	<i>Not Present</i>
***	***	Officer's Wife's Club	Unknown	<i>Not Present</i>

* *attended via teleconference*
Alternate representative

Visitors

Rank	Name	DC COA Branch Position	Agency/OPDIV
LCDR	Blakeley Denkinger	Alternate for Treasurer	NIH
LCDR	Janet Cliatt	MD Vanity License Plates	FDA
CDR	Thomas Herndon	Chair, Education Committee	FDA

CALL TO ORDER

The meeting was called to order by the acting chair, CDR Jim Simpson at 4:30 pm at FDA's White Oak Campus, Building 62, room 3200

INTRODUCTORY REMARKS BY THE BOARD CHAIR:

- This was the first meeting for the 2008-2009 board.
- An overview was provided of the rules of order
- Introductions were made by each member present

SECRETARY'S REPORT

Minutes were approved from the April 22, 2008 meeting of the previous Board

TREASURER'S REPORT

- Treasurer submitted an account balance and cash flow report (see attached)

NEW BUSINESS

- Board Selection of CAPT Joe Tinning as the Medical Category Representative.
- Board Selection of CAPT (ret.) Terry Hoffeld as the Retired Officer Representative.
- Motion passed unanimously to create an Ad hoc Committee for Awards.
- Motion passed unanimously to create an Exploratory Committee for Spring Gala passed unanimously. This committee is tasked with first performing a feasibility study and then presenting their recommendation to the Board prior to any financial commitments with a potential host facility.
- Approved budget item for Awards - \$500
- Approved budget item for Booth at 2009 COF training conference - \$350
- Approved budget item for Web development software for webmaster - \$400
- Approved budget item for Food and drinks at monthly educational programs to encourage attendance – \$500. This initiative for selected videoconference sites and is considered a pilot in which funding may be increased with a future motion of the board.
- Approved - \$500 deposit to reserve space at Guapos Restaurant for Awards dinner and social event scheduled for 12/12/08 at in Washington DC. 150 people maximum capacity. Families of officers are invited. It was approved to subsidize officers. Cost will be \$7 per rank (i.e., if 0-3 then \$21, etc.).
- Approved budget item for gifts of appreciation for organizers and presenters PHS Retirement seminar – from existing inventory of PHS Pride merchandise
- Approved budget item for gifts of appreciation for Honor Guard members - \$100
- Tabled issues for future meeting include
 - budget request for PHS wind ensemble and PHS choral ensemble
 - Committee mentoring designations for Board of Directors
- LCDR Janet Cliatt provided a report on the Maryland vanity license plate initiative to develop a graphical version in addition to the current text version. MVA cost for processing each request would be \$25 for the graphical version and \$15 for the text version. Note: to maintain the vanity license plate program, MVA requires (on a yearly basis) that the organization request a minimum of 25 vanity plates
- Date of next meeting is tentatively scheduled at the NIH Campus for December 9, 2008 from 3 - 4 pm.

Adjournment

Meeting adjourned at 6:45pm EST.

Minutes prepared by LCDR Sonny Saini, Secretary

Date Minutes approved: 12/9/08

Account Balances - As of 10/31/2008

As of 10/31/2008

10/31/2008

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Account	10/31/2008 Balance
Bank Accounts	
COA-DC (Checking)	12,046.15
COA-DC (Savings)	9,131.42
Money Market-CD (12M)	13,016.50
Money Market-CD (3M)	0.00
Uniform Store (Checking)	0.00
Uniform Store (Savings)	26.12
TOTAL Bank Accounts	34,220.19
OVERALL TOTAL	34,220.19

Cash Flow - YTD
1/1/2008 through 10/31/2008

10/31/2008

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Category Description	1/1/2008- 10/31/2008
INFLOWS	
Branch Dues (refund)	5,047.36
Interest Inc	406.14
Merchandise Sales	
Other Merchandise Sales	3,713.00
TOTAL Merchandise Sales	3,713.00
Other Inc	2,414.00
Uniform Store	4,093.60
TOTAL INFLOWS	15,674.10
OUTFLOWS	
Accountant	1,800.00
Ann Arundel Science Fair	50.00
Baltimore County Science Fair	50.00
Booth Fee (COA)	350.00
Charitable Donations	
Other Charitable Donations	2,000.00
TOTAL Charitable Donations	2,000.00
Check # 1228	150.00
District of Columbia Science Fair	50.00
Events	
Summer Lunch	275.07
Other Events	87.15
TOTAL Events	362.22
Fairfax County Science Fair	50.00
Fed Financial Fee	5.00
Frederick County Science Fair	50.00
Loudoun County Science Fair	50.00
Montgomery County Science Fair	50.00
Morgan State Science Fair	100.00
NBC 4 Expo	299.34
Northern Virginia Science Fair	50.00
Postage Reimbursement	129.11
Postal Box Rental	112.00
Prince Georges County Science Fair	50.00
Prince William Science Fair	50.00
Science Fair	
Other Science Fair	361.25
TOTAL Science Fair	361.25
Service Committee	900.00
Uniform Store Expense	265.67
Website	67.79
TOTAL OUTFLOWS	7,402.38
OVERALL TOTAL	8,271.72