

EXECUTIVE COMMITTEE
Fort Detrick COA Branch
Meeting February 2, 2006

Members Attendance

CDR Jeff McKinney, President, (NIH)
CDR Reginald Claypool, Vice President, (NIH)
LCDR Leigh Ann Matheny, Treasurer, (FDA)
LCDR Lisa Barnhart, Secretary (NIH)
CDR Amy Anderson, Ex-Officio Member, (FDA)

- I. Introduction of members attending**

- II. Reviewed Branch Mission and Meeting purpose:**
 - A. Confirmed and decided to maintain current mission: “ 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. Purpose of meetings discussed and decided to maintain current purpose: “ Providing education, camaraderie, esprit de corps and to advocate and communicate with Branch members.”
 - C. Member roles and responsibilities discussed (handout attached).
 1. Chairs of Branch Committees will be discussed at the next branch meeting for new volunteers or continued interest.
 2. CCRF Flag changes will not be approved, per Captain Ames and CDR Doss, due to official rules and regulations.
 3. The Membership Chair will continue to send Welcome Letters to new members using the existing template.

- III. Branch Calendar of events**
 - A. Ideas for guest speaker discussed and suggestions for continued support in both human and animal interests. Ideas below:
 1. Invite speakers from different agencies.
 2. CARENET Pregnancy Center of Frederick.
 3. Mr. Kenneth Bransford will be invited back to discuss fitness.
 - B. The Dining Out and Branch Picnic:
 1. The Dining Out will be scheduled for sometime in December and will be organized by Mary Rossi-Coajou.
 2. The Picnic will be organized for some time in July by CDR McKinney.
 - C. Community and Fund Raising Activities will be discussed and planned early in the year to assure member involvement.
 1. Pregnancy crisis center will be contacted by CDR Claypool for possible needs and how the COA may help.

2. CDR McKinney will contact CDR Berkhausen about remaining as Chair of Community Activities Committee, and the Frederick County Mental Health Association about the Holiday Gift Collection Program.
3. One possibility for fundraising on behalf of the Frederick County Humane Society may be an organized petting zoo. LCDR Barnhart will contact one such organization.
4. CDR Berkhausen continues to organize a Walk in Faith activity at the Grotto of Lourdes Shrine in Emmitsburg, MD.

B. The location of the meetings will remain at Bldg. 426 at Fort Detrick.

IV. Plan for Next Branch Meeting; 14 March 2006: Develop and Establish Branch Committees for 2006

- A. Reviewed current branch committees and decided to maintain these, but will finalize specific aspects of each at next meeting.
 1. Community Activities
 2. Social Activities
 - a) Picnic
 - b) Christmas Party
 3. Fund Raising Committee
 4. Membership

Attachment: See page 3

If any questions or comments, please contact
CDR Jeff McKinney
President, Fort Detrick COA Branch
301-435-8517

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:

1. Take and develop the minutes at Branch functions,
2. 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.