



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

Fort Detrick Branch

**Fort Detrick COA Branch
Meeting January 25, 2005**

Members Attendance

LCDR Amy Anderson, President, (FDA)
LCDR Anne Emshoff, Vice President, (USDA)
LCDR Celissa Stephens, Treasurer, (IHS)
LCDR Claire Karlson, Secretary, (OCCO)
CDR Mary Rossi-Coajou, Ex-Officio (CMS)
CAPT (RET) Richard Potter, Member
CDR Katherine Berkhausen, Member, (FDA)
CDR Tom Doss, Member, (NOAA)
LCDR Jeasmine Aizvera, Member (NIH)
LCDR Narayan Nair, Member (FDA)

I. Introduction of Members Attending

II. Acceptance of Minutes: November 2004

- A. LCDR Celissa Stephens made a motion to accept the minutes. CDR Mary Rossi-Coajou seconds the motion.

III. President's Report: LCDR Amy Anderson

- A. Executive Branch established and developed a Branch mission and meeting purpose.

1. 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.
2. Purpose of meetings were discussed and defined as educational, form camaraderie, esprit de corps, to advocate and communicate with Branch members and National COA.
3. This information will also be placed on the website.

B. Review Survey Results

1. Forty-five surveys were dispersed to the Branch members, evaluating why attendance has decreased at the Branch meetings.



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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.

2. Most comments were positive: stating they enjoyed the meetings, found the presentations informative, and the location was good.
3. 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 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.
4. Based on the feedback received: Meetings were changed to Tuesday every other month beginning in January 2005 at 1900 on Fort Detrick. Wednesday is noted to be a busy night for most members, which do not allow them to participate. Ability for teleconference during Branch meetings will be assessed and implemented if feasible. Branch meeting reminders, agenda, and meeting minutes will be sent out via email to all members. Branch members may attend the meeting in civilian attire and the Branch Social Activity Committee will look into planning fun activities for the Branch.

C. Meeting Dates, Time and Presentations

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 and Branch functions are scheduled for January 25, 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. 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 Emshoff will review USAA's ability to present on



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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.

D. Branch Welcome Letters

1. LCDR Anderson developed Branch welcome letters to send out to new members, as well as sent out a Branch email at the beginning of the year, thanking existing members for their continued support.

IV. Administrative Reports

- A. Treasurer's Report: LCDR Celissa Stephens
 1. No change in funds since the Dining Out in December 2004. CDR Richard Leland turned the books over to LCDR Celissa Stephens in January 2005. LCDR Celissa Stephens announced she is leaving the area and moving to OK. Position of Treasurer is now open for the remainder of this year. CDR Tom Doss agreed to take the position of Treasurer, if no one volunteers.
- B. Military Standards Cadre (MSC)/Physical Fitness: LCDR Rick Gussio
 1. No report.
- C. Webmaster: LCDR Rick Gussio
 1. No report.

V. Ongoing Business

- A. None

VI. New Business

- A. Review Branch Mission and Meeting Purpose: LCDR Anderson
 1. See President's report for further details.
- B. Develop and Establish Branch Committees for 2005: LCDR Anderson
 1. Four committees were discussed and approved at the Executive Meeting held in November 2004 for the upcoming year. LCDR Anderson announced the committees and asked for volunteers. She informed the group that this is a great way to participate and be an active member of the Branch. Each volunteer will be recognized with a certificate and a letter of appreciation for their eOPF. LCDR Anderson will also send a request via email to all Branch members for additional volunteers. Current committees and membership is listed below.
 - a) Community Activities
 - (1) CDR Katherine Berkhausen
 - (2) LCDR Anne Emshoff



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- b) Social Activities
 - (1) CDR Mary Rossi-Coajou
 - (2) LCDR Claire Karlson
 - (3) LCDR Jeasmine Aizvera
- c) Fund Raising Activities
 - (1) CDR Tom Doss
 - (2) LCDR Claire Karlson
- d) Membership
 - (1) LCDR Amy Anderson
 - (2) LCDR Narayan Nair

VII. Round the Table

- A. Final Comments from Members and Attendees : Branch Members
 - 1. CDR Doss suggested that we write a proposal to develop a PHS flag. CDR Doss is to send a written proposal to LCDR Anderson for review, edit, and bring before the Branch to gain approval at the next meeting.
 - 2. CDR Doss announced a position within NOAA for an O4 or below to develop and implement policy on physical fitness requirements.
 - 3. LCDR Karlson did research on retired and active duty PHS officers in the Frederick area, and obtained a list from the database at Headquarters. Letters informing those individuals of meeting times and activities will be sent out in hopes of getting new members in the area.

VIII. Guest Speaker: LCDR Ron Keats

The next Fort Detrick COA Branch Meeting will be March 8, 2005. The meeting will be held from 1900-2000. The leader is LCDR Amy Anderson and the guest speaker is Mr. Ken Bransford.

If you have questions or comments, please contact:
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