



Hampton Roads CPOA  
4000 Coast Guard Blvd  
Portsmouth, VA 23703

**GMCS James Proctor, President**  
**YNC Jessica Barbay, Vice President**  
**YNC Caitlin Fleming, Treasurer**  
**HSC Susan Carson, Secretary**



**CHAIRS:** Budget/Finance Chair (YNC Caitlin Fleming)  
Membership Chair (ITC Joshua Borden)  
Fundraising Chair (ETCM Cordell)  
Public Affairs Chair (AETCM Shawn Burns)

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Call to order: A CPOA meeting of the Hampton Roads Chapter was held at the Deck Plate on Base Portsmouth on **24 July 2019**. The meeting convened at **0900**, President James Proctor presiding, Vice President Jessica Barbay, and Treasurer Caitlin Fleming present.  
(Monthly)

**Attendees:**

Name	Unit	Name	Unit
Jessica Barbay	DOL	Jack Setzer	Base
Caitlin Fleming	IMAT	Greg Miles	Base
Kathryn Layman	JTF-E/LANTAREA	Jim Proctor	SFLC
Kyle Chavez	LSC	Brandon Bove	Base Portsmouth
Jeff Newman	COMMCOM	Heather Gillespie	Base
AJ Pulkkinen	Sector HR		
Matt Pinner	Base Portsmouth		
Eric Burgioni	IOD Norfolk		
Jason Southworth	Base Portsmouth		
Tony Reyes	BCD		

**Treasurers Report:**

BB&T report:

Current Balance: \$116,939.87  
Tidewater Consolidated Chiefs Mess: \$12,419.79  
Chesapeake Regional Chiefs Mess: \$6,403.41  
Cash Box: \$0.00 (pending deposit \$431.72)  
Purple Heart Initiative: \$4110.06

**Old Business**

- Still working on “thank you’s” to all those that provided support during the government shutdown (Dec 2018 – Jan 2019). Sub-committee members: AETCM Shawn Burns (lead), YNC Kathryn Layman, YNC Jessica Barbay,

ETCM George Roquemore, and SKCS David Fedison. Will look to plan a community event to thank our supporters. **UPDATE: Starting to formulate letters for signature. Still pending as of 7/24/19.**

- Kalyn Doss was contacted by a widow regarding assistance with obtaining a shadowbox for her deceased husband, CWO David Alexander who passed away in 2015. Motion was passed to provide funding to purchase and assemble the shadowbox (NTE \$500). Proposal will be forwarded to CWOA to see if they will fund half; James Proctor will discuss further at a later date. **UPDATE: Ryan Doss will find out what needs to be into the shadowbox and provide to President. Still pending as of 7/24/19.**
- Still looking into purchasing wicking polo shirts for the members of the CPOA. Working on price quotes; more to follow at next meeting. **UPDATE: Quote for shirts will be \$40 a shirt of moisture wicking material. Motioned and voted to approve a \$1100 payment towards the purchase of shirts. Shirts received and beginning to distribute at CG Day @ Base Portsmouth 8/3/19.**
- Spring 2019 CCTI season has concluded. Looking forward to Fall 2019 CCTI season coming up in a few months. **UPDATE: Jason Ronin will follow-up with the spring CCTI groups initiatives, possibly Mission 22 or Oasis Food Pantry.**
- Volunteer opportunity at Bayside Harley Davidson on May 25<sup>th</sup> (Saturday). Time slots available are from 0900-1330 and 1330-1500. Anyone interested in volunteering should contact Kalyn Doss. Information on event was posted on the Hampton Roads CPOA FB page 5/22/19. **Event held on 5/25; no further updates.**
- Coast Guard Day coming up on Saturday, Aug 3<sup>rd</sup>. A motion was passed for the CPOA to sponsor a snow cone truck for the event. Possible vendor is Kona Ice VA Beach for an estimated cost of \$1350 for four hours and unlimited snow cones. The CPOA table can be set up next to the truck. **UPDATE: Proposed purchase of custom canopy for CPOA to be used for events (cost estimate not including shipping - \$1847.76). Premium rush cost estimated NTE \$25.00. The CPOA table can be set up next to the truck with kids activities including painting small wooden anchors with acrylic paint ordered from Oriental Trading Company (estimated cost \$125.00). Kona Ice Truck pending response for final invoice for CG Day snow cones. Motion passed to do a raffle/give away for restaurant gift cards at CPOA Table during CG Day (30 cards).**
- CPOA Departing Acrylics were discussed as a way to recognize departing members of the chapter for volunteerism, above and beyond participation in events, etc. A motion was passed to purchase 20 frames from Target for an estimated cost of \$320.00. **UPDATE: Frames were ordered, cost was \$302.11. Frames will be stored in CMC Burns office for safe keeping.**
- It was discussed for the CPOA to sponsor the lucky bag located on Base Portsmouth. This is currently run by CWO4 Bulone (C4IT) and operated every Thursday with profits going to the Base Portsmouth Morale Fund. Proposed that perhaps CGEA can take lead on this effort; tabled for further discussion at next meeting. **UPDATE: Need details from POC regarding where the funds go before any agreement is made to take over the lucky bag. Money goes to Morale; POC: LT Antwon Hughes.**

- For awareness, any upcoming LDAC observances and cultural events as well as information pertaining to those events will be published on the Hampton Roads CPOA FB page.
- ETC Gselassie is the POC for collection of travel toiletries to be donated to local shelters. **UPDATE: POC will send out flyer for collection boxes. CGEA E-City will provide a box of supplies.**
- Officers from the Hampton Roads Chapter CPOA will be in attendance for the Purple Heart Memorial dedication ceremony to be held on Friday, May 24<sup>th</sup>. **UPDATE: Remaining Purple Heart funds will be transferred to the NCR CPOA. Will need to execute an agreement between the two chapters. Shawn Burns is looking into the possibility of creating an identical memorial for the Coast Guard Museum.**
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### New Business

- Male and Female Lego Coastie coins were presented by Kyle Pulk. He has volunteered to the POC on this fundraising opportunity. There was discussion to purchase 200 pairs (400 coins total) and selling in sets for \$25. **Update: Cost per set for CPOA is \$7.50; shipping estimated cost \$150-200. Total estimated cost \$1500.**
- Haunted House Update: Brandon Bove plans to open the haunted house for two Fridays. Entry cost will be a donation of canned goods that will go towards Feds Feeds Family. Motioned for \$2000 towards material costs, voted and approved. **Update: Location TBD. Discuss w/ FAC ENG. Create events shared on CPOA FB page.**
- Ryan Doss proposed providing financial support to an E4 member being discharge and was moving to Alabama. He was short on funds to move his family and used the last bit of his money to pay for the rental truck. Member would only need \$750 in support until he final paycheck was received. Voted to support member by providing five \$100 CG Foundation gift cards. **Update: (5) \$100 CG Foundation gift cards given to member.**
- Baby Pantry UPDATE: CMC Burns is meeting with the Baby Pantry Team to discuss keys for the new space and establishing set hours. At present, access to the pantry is by appointment only. Recommendations will be made to change FB page and update name. There will be a Baby Pantry Party on July 2<sup>nd</sup> and the team has requested \$250 in financial support for the event. Voted and approved to give 10 \$25 gift cards towards the party. **Update: Switched keys; officially moved over to back of UPH (behind old galley). Name change TBD.**
- George H. Bush Aircraft Carrier 77 will be hosting their CCTI onboard Base Portsmouth in September. Shawn Burns wants to a get a group together to observe their CCTI. Will provide more details at a later date.
- By Laws Review UPDATE: Caitlin Fleming needed two more volunteers for the review. Ryan Doss, Jessica Barbay and Elizabeth Albritton volunteered. **Update expected by next meeting.**
- Elizabeth Gatham provided an update that the Main Street Towers CGEA has changed their chapter name to Coastal Virginia (COVA) to widen their membership pool. Since then, they have increased membership by six. **Update: Anticipating attendance from CGEA reps @ next meeting.**

- A fellow Chief from E-City passed away recently due to cancer. CPOA & family planning a posthumous retirement ceremony (location/date TBD). Proposed \$200.00 in food gift cards for event. More info to follow.
- Setting up proposed community service opportunity with local food bank. Possible dates include 8/15, 8/21 or 8/22 to coincide with date for next CPOA chapter meeting and lunch. More info to follow.
- Funds requested to help purchase a new couch for Deckplate (Chiefs Hut). Need \$1200 to purchase; currently have \$540.00. Chief Southworth proposed to CPOA to help fund. Need to reach out to Tidewater Consolidated Mess; pending more info (follow up with MC Roquemore).
- Clarification needed on who manages funds for Base/Tidewater Consolidated Mess funds. **Update: CPOA sponsors Tidewater Consolidated & Chesapeake Regional. Email sent to all members providing clarification on 7/26.**

**Voting:**

- Motioned and seconded, raffle/give away restaurant gift cards @ CG Day CPOA table (30 gift cards).
- Motioned and seconded, funding of CPOA pop-up tent to be used at various events (cost without shipping \$1847.76). Estimated cost for premium rush shipping NTE \$25.00.

**Meeting adjourned at: 1000**

**Next meeting: Wednesday, August 21st @ 1000 (off site location TBD)**