



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)

Call to order: A CPOA meeting of the Hampton Roads Chapter was held at the offices of Operation Blessing in conjunction with a community service volunteer event in Chesapeake, VA on **21 Aug 2019**. The meeting convened at **1200**, President James Proctor presiding and Vice President Jessica Barbay.

(Monthly)

**Attendees:**

Name	Unit	Name	Unit
Jessica Barbay	DOL		
Kathryn Layman	JTF-E/LANTAREA		
Jim Proctor	SFLC		
Stacy Reid	LANTAREA		
Brandon Bove	Base Portsmouth		
Annemarie Skinner	LANTAREA		
Jennifer Rowe	LANTAREA		
Elizabeth Lund	C3CEN		
Valerie McDevitt	Base Portsmouth		
Jennifer Smith-Carlson	DOLp		

**Treasurers Report:**

BB&T report:

Current Balance: \$108,082.15  
 Tidewater Consolidated Chiefs Mess: \$12,419.79  
 Chesapeake Regional Chiefs Mess: \$6,403.41  
 Cash Box: \$60.00 (donations from CG Day)  
 Purple Heart Initiative: \$4,110.06 (transfer to DC chapter for maintenance of memorial)

## 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. No new information at this time.**
- 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. No new information at this time.**
- 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.**
- Coast Guard Day event @ Base Portsmouth held on 8/3/19. Pop up tent arrived in time and was used for CPOA table and craft/activities for kids. Restaurant gift cards were distributed as part of the raffle (motion approved at last meeting on 7/24/19). Kona Ice snow cones were very popular with attendees at CG Day picnic festivities.
- 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: Tidewater Area CGEA will run the lucky bag locker.**
- 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. **UPDATE: No new information at this time.**
- 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. No new information at this time.**
- 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. No new information at this time.**
- Community service event @ Operation Blessing on 8/21 was successful and attended by 12 Chiefs as well as some family members. Lunch was catered by Chic Fil A (sponsored by the CPOA). Meeting was held after volunteer activities were concluded. **Discussed to potentially coordinate future events with Operation Blessing (held quarterly). More info to follow.**
- 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 (expected final cost \$1280.01).**

- 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. Schematic has been drawn up and plans are to start building next week. Utilized DRMO for some supplies used. Discussed possible zombie fun run (sponsored by MWR). Pending transfer of \$2K.**
- 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. Tidewater CGEA will oversee management of the baby pantry.**
- George H. Bush Aircraft Carrier 77 will be hosting their CCTI onboard Base Portsmouth in September. Shawn Burns wants to get a group together to observe their CCTI. Will provide more details at a later date. **Update: No new information at this time.**
- By Laws Review: Caitlin Fleming conducting review of bylaws with Ryan Doss, Jessica Barbay and Elizabeth Albritton. **Update: No new information at this time. Possible update at next meeting. Once approved, bylaws will be sent to membership for 30 day review before going into effect for the Chapter.**
- 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. **Update: Offer was put forth but declined.**
- 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). **Update: No new information at this time.**

### New Business

- Donation made to the Pasquotank High School in Elizabeth City, NC on behalf of the Hampton Roads Chapter CPOA to honor the memory of the son of a CWO from Sector Hampton Roads. His son attended that school and recently passed away; service was held on 8/17 in Elizabeth City.
- Discussed distribution of remaining grocery and commissary gift cards within local area units around Thanksgiving to junior enlisted families in need. Motion was passed. More info to follow.
- “Chiefsgiving” event to be held @ Portside (date/time TBD). YNCS McDevitt will chair the event. Plan for next meeting to vote on funds.

- Plan to establish scholarship committee from CPOA. Earmark \$25K for next ten years. GMCS Proctor will chair this committee. Build into bylaws and bring to vote. ***Motion voted and passed.***
- CG to participate in Girl Scouts Pride Day. CPOA will sponsor event coordinated by SE Women's Leadership Initiative Chapter (POC: YNCS Smith-Carlson). Requesting funds to cover cost of badges earned (\$3 each/\$300), \$100 for goodie bags and \$200 for snacks (\$600 total). Each participating group will facilitate an activity so girls can earn their badges. ***Motion voted and passed.***
- ETC Lund (C3CEN) requested CPOA to sponsor Chiefs and Junior Enlisted networking event to be held at Circuit Social in Norfolk, VA (to be held either on either 9/20 or 9/22). Estimated attendance 50 personnel. Event cost includes unlimited game cards (\$45 each/\$750), taco bar/food (\$442), and facility rental (\$360). Total estimated cost \$1552. ***Motion to sponsor full cost of event declined; motion voted and passed to sponsor fundraiser to help cover cost of event.***

**Voting:**

- Motioned and seconded, earmark \$25K to establish scholarship fund within Hampton Roads Chapter CPOA.
- Motioned and seconded, Girl Scout Pride Day @ Base Portsmouth (date/time TBD).
- Motioned and declined, full cost sponsorship of C3CEN Chiefs and Junior Enlisted networking event @ Circuit Social.
- Motioned and seconded, sponsorship of fundraiser for C3CEN event @ Circuit Social. Additional information for fundraiser event pending.
- Motioned and seconded, \$250.00 incentive for CGEA chapter with the most new members. Deadline set for 01JAN2020. GMCS Proctor will contact CPOA National to obtain current number of members and final members at the end of the year.

**Meeting adjourned at: 1245**

**Next meeting: Wednesday, Sep 25<sup>th</sup> (location/time TBD).**