



Health Services Officer Category
OF THE U.S. PUBLIC HEALTH SERVICE
Strength Through Diversity



Basic Applied Science Professional Advisory Group
BASPAG

June 25th, 2008

Time: 11:00 - 12:00 pm EDT, 8:00 am PDT

Teleconference call number: 888-595-6108

Passcode: 9423244

MEETING MINUTES

Attendance

| VOTING MEMBERS | | | | | | |
|-------------------------------|------|-------------------|------------|-------|--|---|
| Attendance | Rank | Last Name | First Name | OPDIV | Voting for Donating Directly with Tax-Deduction for Coin | Voting for Donating with Reimbursement for Coin |
| Absent | CDR | Bill | Nancy | IHS | Previous Mtg | |
| Present | CDR | Danner | Ali | CDC | | Yes |
| Present | CDR | Merriweather | Sheila | OS | Yes | |
| Present | CDR | Thai | Linda | FDA | Yes | |
| Present | CDR | Toy | Phillip | USDA | Yes | |
| Absent | LCDR | Bleth-Weber | Michelle | BOP | Email | |
| Present | LCDR | Brown | Laurie | OS | | Yes |
| Present | LCDR | Constantine | Amy | FDA | Yes | |
| Present | LCDR | Melvin | Cathy D. | FDA | | Yes |
| Absent | LCDR | Valentin-Bon | Iris E. | FDA | | |
| Present | LCDR | Vu | Chau Minh | USDA | Yes | |
| Absent | LT | Chanlongbutra | Amy | NPS | | Previous Mtg |
| Excused | LT | Claverie-Williams | Elizabeth | FDA | | Previous Mtg |
| Absent | LT | Harper | Kimberly | EPA | | |
| NON-VOTING MEMBERS and GUESTS | | | | | | |
| Absent | CAPT | Chan | Henry | FDA | Previous Mtg | |
| Present | CAPT | John | Malcolm | DHS | | |
| Present | CDR | Williams | Felicia | FDA | Yes | |
| Present | CDR | Culbreath | Dimitrus | OS | Yes | |
| Present | LCDR | Newton | Bruce | CDC | Yes | |
| Present | LT | Payne | Skip | FDA | Yes | |
| | | | | | | |



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- I. **Call to Order and Introductions** - CDR Select Linda Thai, BASPAG Chair 2008, greeted the group and called the meeting to order at 11:00 am hours EDT. Roll call was taken by LCDR Chau M. Vu. CDR Select Thai discussed about the upcoming July meeting scheduling issues. CDR Toy mentioned about previous discussions regarding scheduling BASPAG meetings every other month. CDR Merriweather suggested to table this topic to the end of the meeting to see what types of outstanding issues will be discussed during the meeting.

- II. **Approval of Minutes** - CDR Select Linda Thai presented the motion to approve the May minutes. LCDR Amy Constantine stated that in the last meeting minutes, it stated that CDR Merriweather wanted her to send her an email as a reminder about the possible tax-deductible option for COF and to speak with CAPT Jerry Farrell. LCDR Constanstine stated that she had sent the email during the meeting and wanted to make sure that CDR Merriweather had received it. CDR Merriweather confirmed that she got the email. Motion to approve minutes with the following changes: CDR Select Thai asked that her title be corrected. "CDR" Thai to be corrected to "CDR Select"; CDR Merriweather stated that for the BASPAG Award recipient, CDR "Gabriel" to be corrected to CDR "Gabrel"; and the rest is just editing which CDR Merriweather and CDR Danner will send.

- III. **Chair Report and Old Business**
 - a. **Chair Report:** CDR Select Thai asked that CDR Sheila Merriweather provide some of the highlights on the events at the annual COA Conference. CDR Sheila Merriweather gave the highlights on the presentation that she gave on behalf of BASPAG. CDR Merriweather thought that the panel did a good job in describing the different roles and responsibilities of all the different PAGs that were represented. She stated that she began her presentation by sharing about ESF 8 and how we all fit into the grand scheme of things. She had shared that information on behalf of ASPR, the office in which she works. She thanked those people that had sent her the information on their deployments. She also shared the roles and responsibilities that other BASPAG officers had played when they were deployed specifically to Hurricane Rita and Hurricane Katrina. She ended the presentation by unveiling the BASPAG coin and sharing it with the group. CDR Ali Danner stated that CDR Merriweather gave an excellent presentation by elaborating on the ESF 8 and other acronyms related to the public health service resources that many of us would not hear on a regular basis, and by presenting the scope of the abilities of the BASPAG members in our response to Hurricane Katrina. CDR Select Thai asked that CDR



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Merriweather send her powerpoint presentation to the BASPAG members for those who had missed the conference. CDR Merriweather stated that she will send the powerpoint presentation to LCDR Vu to be sent to the voting members. LCDR Vu stated that CDR Merriweather did a wonderful job on her presentation and that CDR Merriweather was able to speak on BASPAG and bring the awareness of our BASPAG group to the HSO members, as well bring awareness to our BASPAG coin. LCDR Vu also stated that she has some pictures of the presentation of the BASPAG Award and that she will send them if anyone is interested. CDR Merriweather thanked LCDR David Lau for taking some of the photos. CDR Danner had also emailed some of those photos to the group.

Old Business

- b. BASPAG Coin** - CDR Select Thai stated that at the last meeting we did a roll call to see how many people were willing to donate about \$70 towards the BASPAG Coin. So far we have about 10 people who pledged to donate, with or without reimbursement. We are still short around \$200 or a little bit more, and that does not include the shipping fee when we sell the coins. There are still about 5 more voting members who have not responded yet, and those people are not here for this meeting. CDR Toy stated to count him in. LCDR Laurie Brown also asked to be counted in. CDR Merriweather stated that since there are voting members and non-voting members on the call who were not at the last meeting, CDR Merriweather asked CDR Select Thai to give an overview of this project. CDR Select Thai stated that the project was initiated by CDR Merriweather along with the BASPAG voting members to create and develop the BASPAG coin. The BASPAG is planning to produce 100 BASPAG coins which will cost between \$780 to \$800. Currently BASPAG is trying to obtain the money to accomplish this. CDR Merriweather described the design of the BASPAG coin. CDR Merriweather thanked LCDR Amy Constantine for sending her a reminder. CDR Merriweather stated that she did follow-up with CAPT Jerry Farrell of COF. She posed 3 different questions to him: 1) What is the process for setting up an account with the foundation? 2) How much money will the foundation get for holding our money? and 3) Tax-deductibility? CAPT Farrell responded and told her that it is a simple process to set up the account with the foundation. She has to contact Teresa Oliver, and Ms. Oliver can set up the account. The only thing we would have to supply the foundation with is the name of person or persons who will have the authority to approve the expenditures of the funds that COF holds. Basically all that COF does is to receive the funds on behalf of BASPAG and to pay the bills and invoices as directed by BASPAG. He also mentioned that COF requires a contract. For instance, if we want to



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negotiate with the coin manufacturer a price for the coins, COF will sign the contract and this will actually protect the BASPAG from any legal issues that may arise. Any individual liability will fall under the foundation and that they would be liable. His next response was that they would honor requests to expend funds in writing. Basically whenever we needed a check written that it can be given to them in email or sending a written letter. He also stated that usually the people designated over the account are usually the Chair and the Treasurer. We do not have a Treasurer, but it's something we can put into place ad hoc. Regarding the tax-deductible issue, CAPT Farrell stated that all donations to the foundation are tax-deductible. We would send our checks into COF, identify the account number on them, and on the line on the bottom of the check we would put Restricted for BASPAG Coin. So everyone who is willing to donate would make the check out to COF and in the subject line would put down Restricted BASPAG Coin. CDR Select Thai stated that the tax-deductible option is great. CDR Merriweather stated that we need to decide as a group if we want to proceed and get an account set up and then we can send out the information via email to let everyone know who to make the checks out to and what is needed on the checks. CDR Select Thai asked if we would have a representative from BASPAG to receive all the checks first before sending them to COF or would we all send the checks individually to COF. CDR Merriweather stated that either way is fine, and mentioned that she would be willing to be designated to receive the checks since she lives about 5 minutes away from COF and can drop off all the checks. CDR Select Thai stated that she prefers to have someone designated in case we miss a check or something, it would be much easier to take care of. CDR Select Thai asked that we designate CDR Merriweather to collect the checks, and CDR Merriweather stated that the checks can be sent to her P.O. Box. CDR Merriweather stated that BASPAG needs to take a vote to see if we have a consensus on establishing an account through the COF. CDR Select Thai stated to take a vote on who would like to donate towards the BASPAG coin. LCDR Vu clarified that the vote is to decide whether to donate towards the BASPAG coin, and if so, whether it is direct donation or donation with reimbursement. LCDR Vu stated that for the voting members who are not present at this meeting, she will send an email out to those individuals to obtain their votes.

LCDR Bruce Newton stated that he had offered to donate directly at the previous meeting. CDR Select Thai mentioned that CDR Nancy Bill and CAPT Henry Chan wanted to donate directly, and LT Amy Chanlongbutra and LT Elizabeth Claverie-Williams voted to donate with reimbursement



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during the previous meeting. In addition, CDR Select Thai stated that she had received an email from LCDR Michelle Bleth-Weber stating that she wanted to donate. CDR Select Thai will verify whether LCDR Bleth-Weber wanted to donate directly or with reimbursement. CDR Merriweather stated that since we had opened the donation up to non-voting members that we should also asked the non-voting members present. CDR Select Dimitrus Culbreath asked about the reimbursement option, and CDR Select Thai clarified that the reimbursement option is for when the BASPAG earned the money from selling the coin then the BASPAG can pay back the officer but we do not know how long it will take. CDR Felicia Williams, LT Skip Payne and CDR Select Dimitrus Culbreath voted to donate directly with tax deduction option.

The votes indicated about 11 Donating Directly and about 5 Donating with Reimbursement, not including two absent voting members. CDR Select Thai stated that we will notify everyone by email. CDR Merriweather stated that we would give the officers time but we should set a deadline, such as August 15th, and we'll put that in the email. CDR Merriweather's address is P.O. Box 1390, Landover, MD 20785. CDR Merriweather will send out an email between now and August 18th week.

IV. New Business: None

V. Standing Committee Reports

- a. **Membership:** CDR Select Thai stated that LT Claverie-Williams is not present but that she had sent an email stating that there is no new report for this month.
- b. **Mentoring:** CDR Phillip Toy stated that there are about 4 people who had contacted him to become part of this committee. However, CDR Toy stated that he had not had time to do anything with the committee as he had just transitioned into a new position and is travelling a lot this summer and fall. He will not have time at this time due to too many tasked obligations and he suggested that the chairing of this committee be transferred to someone who may have the time. CDR Select Thai stated that she can talk with CDR Nancy Bill to see if she is willing to take over this subcommittee.

VI. Open Floor

CDR Ali Danner congratulated CDR Select Linda Thai and CDR Select Dimitrus Culbreath on their upcoming promotions, and CDR Phillip Toy on his new position. CDR Danner had forwarded the proposed animated coin



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that CDR Merriweather developed as well as some of the photos from the COA Conference. CDR Select Thai stated that there will not be a BASPAG meeting for the month of July and that the next BASPAG meeting will be on Wednesday, August 20th, 2008. CDR Merriweather will prepare a detailed email regarding the BASPAG coin and the deadline. CDR Select Thai stated that for the next meeting, we should talk about voting membership because some of the voting membership will expire in December.

VII. Adjournment - This meeting was adjourned at 11:58 am EDT

Next meeting will be held on August 20th, 2008
Third Wednesday of every month 11:00 -12:00 EDT, 8:00 are PDT.
Teleconference call number: 888-595-6108
Passcode: 9423244
Minutes taken by LCDR Chau M. Vu. Revised by LCDR Chau M. Vu.

