



American Indian/Alaska Native Commissioned Officers
 Advisory Committee (AI/ANCOAC)
 Meeting Minutes

| MEETING DETAILS | | |
|-----------------|--|---|
| When: | Date: June 19, 2014 | Time: 2:00 EST; 1:00 CST; 12:00 MST |
| Where: | Location: Telecom | Dial-In: 1-877-854-9526 Participant Passcode: 45233017 |
| Who: | Chair:: CDR Renee Robinson | Recorder: CDR Nadine Brown |
| Why: | Meeting Purpose: AIANCOAC: General Member's Meeting | |

| VOTING MEMBERS | | PRESENT | ABSENT | EXCUSED | ALTERNATES |
|----------------|-------------------------------|-----------|----------|----------|----------------|
| 1 | Ayala, CDR Carma | | X | | |
| 2 | Battese, LCDR Angela | X | | | CDR Nichols |
| 3 | Benitez-McCrary, CDR Mercedes | | X | | |
| 4 | Beyale, LCDR Shannon | | X | | |
| 5 | Bresette, CAPT James | X | | | Capt Wilkins |
| 6 | Brown, LCDR Nadine | X | | | LCDR Kostamo |
| 7 | Dineyazhe, LCDR Dawn | X | | | LT Frank |
| 8 | Fallon, LT Angela | | X | | |
| 9 | Frank, LT Melinda | | X | | |
| 10 | Goodwin, CDR Robin | | | X | CDR Nichols |
| 11 | Kostamo, LCDR David | X | | | LCDR Brown |
| 12 | Laird, CDR David | X | | | LCDR Warner |
| 13 | Nichols, CDR Cara | X | | | LCDR Dineyazhe |
| 14 | Peyketewa, LCDR AI | X | | | |
| 15 | Robinson, CDR Renee | X | | | LCDR Tveit |
| 16 | Saria, LCDR Randy | | X | | CDR Robinson |
| 17 | Tveit, LCDR Andrienne | X | | | CDR Robinson |
| 18 | Two Hawk, CDR Sophie | X | | | LT Sampson |
| 19 | Warner, LCDR James | X | | | CDR Laird |
| 20 | Zimprich, LT Erica | | X | | CDR Nichols |
| | TOTALS-20 | 12 | 7 | 1 | |



| ADVOCATES | | PRESENT | ABSENT | EXCUSED |
|-----------|----------------------------|----------|----------|----------|
| 1 | Bill, CAPT Nancy | | X | |
| 2 | Brown-Edison, LT Fleurette | | X | |
| 3 | Dickson, CDR Jeff | | X | |
| 4 | Hogner, CDR David | | | X |
| 5 | Means, LCDR CJ | | X | |
| 6 | Sampson, LCDR Lindsay | X | X | |
| 7 | Town, CDR Cecile | | | |
| 8 | Wilkins, CAPT Craig | | X | |
| 9 | Wyllie, RADM Dawn | | X | |
| 10 | | | | |
| 11 | | | | |
| | | | | |
| | TOTALS – 9 | 1 | 7 | 1 |

- I. Any guests present: Lt Cathy Arnatt
 - A. Agenda Changes: none
 - B. Approval of minutes: May 2014
 - April minutes approved: Motioned by CDR Laird and 2nd by LCDR Warner.

- II. Officer Reports
 - A. **Chair-** CDR Robinson
 1. CDR Robinson presented draft networking tool (emailed to group with April meeting minutes).
 - a. Potential fields to be added based on feedback
 - Up for promotion (date)
 - Work email (LT Warner)
 - Cell-phone number
 - Agency with billet (LT Warner)
 - b. Suggest using word or pdf and central repository (website) LCDR Saria
 2. CDR Robinson will be adding additional fields to the matrix tool and will be sending out the end of the week. She would also like to set a deadline goal for everyone to have information filled out by next meeting.
 3. CDR Robinson also suggests adding to AIANCOAC website.



B. Vice- Chair: CDR Two Hawk: No report.

C. Secretary- LCDR Brown: From last meeting we were able to accomplish 5 out of 20 members' alternates. This brings the total number of members who now have alternates to 12 out of 20.

1. CAPT Bresette mentioned the bylaws stating that alternates should be those on the advocate list. CDR Brown will look into which advocates have not been present at the meetings and notify them to ask if they are still interested in being an advocate for our group.

D. Treasurer- LT Melinda Frank: (CDR Two-Hawk) \$100.00 dollars was given to MOLC

Ceremony. Plaques paid for by AIANCOAC (\$200.00-\$400.00) for our awards. Contributions are welcome.

III. COA, SG and Corps Updates: RADM Wyllie: No report.

IV. MOLC Updates-LCDR Battese/LCDR Dineyazhe:

- MOLC Ceremony was a success

a. Appreciation given to: CDR Nichols, LCDR Battese, and CAPT Bresette for being MOC.

b. 140 people were present, standing room only.

c. Surgeon General gave out awards.

d. Color guard was awesome

EVERYONE DID A GREAT JOB!!

Subcommittee Reports:

Awards Chair: CDR Laird- CAPT Nancy Bill offered humble thank you. Double check if letter from surgeon general in eOPF, focus on special service award.

- 4 awards this year: For officers who apply for a "Special Assignment" award you will need to include a copy of your "appointment letter" with your award submittal.
- CDR Robinson requested CDR Laird to do a short tutorial on "how to write up awards".

Bylaws/Charter Chair: CAPT Bresette- Here is the Charter and Bylaws pertaining to Advocates:

Charter:

(VII) TERM OF APPOINTMENT

3. Alternates: Cognizant of the demands of the member's primary work responsibilities and the AIANCOAC's need to conduct business, the AIANCOAC has the option of establishing procedures to allow each voting member to appoint, and inform the Chairperson of, a single individual who can serve as his/her alternate. Such alternates shall have voting privileges



when serving in the place of the primary member. It is the responsibility of the primary AIANCOAC member to keep the alternate fully informed and knowledgeable of the AIANCOAC's activities. Any OPDIV clearance or approval requirement for travel/per diem will have to be handled within the OPDIV by the primary AIANCOAC member. All alternates must meet DCCPR basic readiness standards.

(IX) OPERATIONS AND PROCEDURES

4. Quorum: A quorum consists of 50 percent of the AIANCOAC voting membership. An alternate attending in lieu of the member shall be counted in determining the quorum requirement.

Bylaws: Section IX

Advocates

1. Advocates serve as formal supporters of the AI/ANCOAC and its mission.
2. The primary distinction between advocates and members is that advocates cannot introduce or vote on AI/ANCOAC motions unless the advocate is a duly appointed alternate for the voting member.
3. Advocates must meet the same membership eligibility criteria as members, except advocates are not limited to two, three year terms.
4. Requests to be an advocate should be submitted in writing in June to the AI/ANCOAC Officers for consideration and approval.
5. Advocates are expected to participate in monthly meetings. Advocates are expected to attend 50% or more of meetings and to provide excused absences if they are unable to be present.
6. Advocates are required to belong to at least one committee.
7. Advocates serve for three-year terms.
8. The same considerations to advocate selections apply to member selection including the necessity to have broad, balanced representation of agencies, geography, gender, minority status and professional discipline.

Section X

Operations and Procedures



1. Quorum: A quorum consists of at least 50 percent of the total voting membership of AI/ANCOAC. An alternate attending in lieu of the member will be counted in determining the quorum requirement. (AI/ANCOAC Charter, Section X).

Communication Chair: Awardees will be put on website and pictures of MOLC Ceremony.

Cultural Chair: LCDR Tveit send out survey monkey and encourages all to complete if you have not done so.

Fundraising Chair: No report.

Membership Chair: LCDR Saria reported there are three officers who are interested in membership. He will send CDR Brown their names to add to the list serve.

Mentoring and Career Development & Recruitment and Retention Chair:

- An intern has been hired for the EDUS Grant (traditional healing garden)
- Helping to coordinate and looking for those interested in participating.
- More details for potential opportunities will be sent out to those interested.
- July 8 & 9th there will be NIH grant training in Anchorage.

V. General Announcements

- LCDR Dave Kostamo made comments on the Symposium.
- President's Challenge is phasing out (it is not a measurement of fitness).
- Readiness percentages for our group.
- Involvement of COA groups is encouraged.

VI. Action Items:

- Approve June meeting minutes
- Find out readiness percentages for our group.
- Those who have not completed survey monkey, please do so.
- Members who have not found an alternate please find one and send to secretary.

VII. Agenda Items for next meeting:

- Follow-up on mentorship matrix
- Group discussion on fitness matrix
- Discussion on Traditional Healing and Learning Garden Needs
 - Training module development – activity identification



- Based on Captain Planet module
 - Resource identification (plants, instructional materials, traditional uses and recipes)
- School supply initiative - interest

VIII. Next meeting: July 17, 2014

IX. Adjourned:

Meeting adjourned June 19, 2014 @ 1:00 (MST)

Motion by CAPT Bresette

Second motion by LCDR Warner

Voted: Yes-13 (quorum)