



- I. **Call to Order and Introductions**.....CDR Sheila Merriweather, the 2007 BASPAG Chair called the meeting to order at 1100 hours EDT. She began by wishing everyone a Happy New Year and welcomed the three new voting members. Roll call was taken by LCDR Iris E. Valentin-Bon.
- II. **Approval of Minutes**.....December meeting minutes were not available due to the nature of the past meeting (this was an emergency call to select new voting members). November 15th minutes will be approved at next meeting.
- III. **Old Business**
  - a. **New voting members**-CDR Merriweather welcomed all three new members.
  - b. **Bylaws draft** - was sent by LCDR Valentin-Bon back in December, and a request for comments was made. Comments made by CDR Phillip Toy and LCDR Kamara were received back in December and were included in the final draft. The number of voting members was increased. A new deadline for comments was set for January 31<sup>st</sup>. Comments should be sent to CDR Merriweather or LCDR Valentin-Bon. A motion was made by CDR Phillip Toy to approve new Bylaws with corrections; each voting member was called to vote. Voting members accepted revisions to the Bylaws unanimously. Next step will be to present changes to the HSO-PAC general meeting at the February 2<sup>nd</sup> meeting. This will be submitted to the Secretary of the HSO-PAC. The HSO meeting will make a motion to the group to approve new BASPAG bylaws.
  - c. **Webpage outline draft proposal**- the proposal was approved at last meeting with noted comments. The webpage outline proposal will be forwarded to the HSO PAC main website for implementation.
- IV. **New Business**
  - a. **Career and Development subcommittee (C&D) development-open floor** - In an effort to improve service to more than 40 professions HSO requested to have a BASPAG representative attend the C&D PAC meetings. LCDR Linda Thai volunteered to represent BASPAG; LCDR Ali Danner will assist her.
  - b. **Update on mobile lab unit** - CAPT Johns gave an update about the mobile lab unit, using PHS capabilities. He proposed to identify the capabilities of using OFRD resources and mechanisms in which officers will be deployed and the allocation of per diem. CAPT Henry Chan and CDR Phillip Toy expressed interest in this subcommittee. There was a discussion about next steps such as MOA or MOU. BASPAG will help to identify to identify officers to support this idea. Deployment credit will be suggested. Funding for travel and per diem will be discussed by CAPT Johns and OFRD.
- V. **Standing Committee Reports**
  - a. **Membership**.....CAPT Lee Tooly updated the BASPAG website and the website was approved by the membership subcommittee. An outline with suggestions was created and will be sent to the HSO

webmaster after HSO-PAC approval. Next meeting will be February 1<sup>st</sup>, 2007.

- b. Deployment/Readiness..... No Report
- VI. COA Conference & Category day forum.....No Report
- VII. Open Floor
- VIII. Adjournment this meeting was adjourned at 11:45 am.

Next meeting will be held on March 21<sup>st</sup>, 2007  
Third Wednesday of every month  
11:00 -12:00 EDT, 8:00 am PDT.  
Teleconference call number: will be provided later  
Passcode: will be provided later

Minutes taken by LCDR Iris E. Valentin-Bon. Revised by CDR Sheila Merriweather.

