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**From:** Helis, RADM. James USMMA.EDU>  
**Sent:** Wednesday, May 22, 2013 7:14 PM  
**To:** Streitmatter, Marlise (OST)  
**Subject:** Re: USMMA Advisory Board announcement and meeting

Yay!

Sent from my iPhone

On May 22, 2013, at 6:53 PM, "[Marlise.Streitmatter@dot.gov](mailto:Marlise.Streitmatter@dot.gov)" <[Marlise.Streitmatter@dot.gov](mailto:Marlise.Streitmatter@dot.gov)> wrote:

> Sharon,

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> We are very pleased that you have agreed to serve on the U.S. Merchant Marine Academy Advisory Board. Each member brings deep experience and expertise in areas that will truly be of value to the Academy, and together, we believe you will make an outstanding Board. Other members of the Board include Dr. Kathy Humphrey, Dr. Laurie Leshin, Mr. Marty Linsky, Lt. Manuel Maddox, Mr. William Pennella, and Dr. Jean-Paul Rodrigue.

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> We would like to convene the Board at the Academy next week, on May 29th and 30th, at which time we will publicly announce the Board members. We invite you to join the Secretary, Deputy Maritime Administrator Chip Jaenichen, and Rear Admiral and Mrs. Helis for a reception with the Board members on Wednesday, May 29, from 6:00-7:00 p.m. at the Superintendent's quarters on the Academy grounds. The Board will meet from 9 a.m. – 12 noon on Thursday, May 30. You will have an opportunity to meet fellow Board members, DOT, MARAD and USMMA officials and senior staff, and to tour the Academy. Please keep this information on a close hold until we make a public announcement on May 30.

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> I have let the Board members know that the Secretary has appointed you as the Board chair. Rilla Gaither, Academy Liaison with the DOT Maritime Administration, will provide logistical support for the Chair and the Board going forward. Alisa Fine, from DOT's Volpe Center in Boston, will assist the Board with the preparation of its annual report. Rilla will provide a handbook for the Board at the meeting next week, and she can work with you on travel arrangements for next week's meeting. I am attaching a copy of the Board charter for your reference in the interim. Please confirm your attendance with Rilla, who is copied on this e-mail.

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> There is one member, Dr. Laurie Leshin, who is on foreign travel next week and will not be able to join the meeting. I suggested to her that she connect with you directly and perhaps arrange another time to visit the Academy. If it's OK, I will put her in touch with you.

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> Please let me know if you have questions. We look forward to meeting you and the other members of the Board next week!

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> With best regards,

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> Marlise

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> Marlise Streitmatter  
> Deputy Chief of Staff