



**HEADQUARTERS
CIVIL AIR PATROL, ARKANSAS WING
UNITED STATES AIR FORCE AUXILIARY
2201 CRISP DRIVE
LITTLE ROCK, AR 72202**

**Wing Finance Committee Meeting
March 28, 2007
(1st Qtr FY 2007)
Wing Headquarters**

The meeting was called to order by Lt.Col. Jim Gilbert, Chief of Staff. In attendance were Capt. Reba Wingfield, Maj. Joel Buckner, Lt.Col. John Pauley, Lt.Col. Robert Penton, Maj. Faye Williams, Col. Robert Britton, Lt.Col. James H. Williams, Maj. Robert Allison, and Bob Betzold.

Lt.Col. Gilbert announced that a quorum was present and called the meeting to order at 1740 CDT.

Capt. Wingfield, Finance Officer, reported that the Wing bank account had a balance of \$44,356.967 and the Cadet bank account had a balance of \$8,057.27, less two checks recently written for registration fees at the Cadet Encampment.

Col. Britton reported that the Wing had received seven resumes from NHQ for the position of Wing Administrator. Interviews are to be scheduled for the week beginning April 9, 2007, and will be conducted by Col. Britton, Capt. Wingfield, Lt. Col. Gilbert and Bob Betzold. An interview format has been provided by NHQ as well as a detailed job description for the Wing Administrator position. The position will consist of 25 hours per week, with standard hours to be established. NHQ generally expects the Wing Administrator to be in the office five days a week to meet and greet people coming in.

Maj. Joel Buckner discussed a proposed update to two policies:

1. Credit card policy;
2. Travel policy.

The credit card policy was revised from last year's policy to provide for Wing Commander approval for all purchases, except that language shall be added to provide that up to \$500 per month purchase of routine office supplies has already been approved by the Wing Commander. Joel Buckner moved that the credit card policy be approved, as amended, Capt. Wingfield seconded, and the motion carried without opposition.

The travel policy is taken almost verbatim from NHQ guide and provides for prior approval by Finance Committee or Wing Commander of all travel. Maj. Buckner moved that the travel policy be approved, Lt.Col. Gilbert seconded, and the motion carried without opposition.

Maj. Buckner discussed costs to switch from Wing's current DSL provider (SBC) to Comcast cable. Because we are a long distance from SBC's hub, our internet access is very slow. By switching to cable, we could greatly improve the speed and could also provide access to national news and weather, which will be required for the C4 being established in Little Rock. The installation fee of \$1,800 will be waived if Wing agrees to a contract long enough for Comcast to recover two times the amount of the installation fee (or about 2 years). Monthly service cost for the cable would be around \$200 per month. If Wing can get NHQ to cover the cost of a new telephone system, Wing would be able to make the \$200 per month cable payment. Maj. Buckner made a motion that the installation of Comcast cable be approved, Lt.Col. Gilbert seconded and the motion carried with no opposition.

Lt.Col. Gilbert reported that of the \$3,000 approved for initial expenditures for the C4 set up, less than \$1,000 has been spent and the white boards, chairs and tables have been purchased already. In addition, we should receive the six new computers in the next day or so.

Col. Britton reported that SWR has offered our Wing HQ as a forward operations center for FEMA and FEMA is considering that.

Lt. Col. Gilbert reported that the "free" FEMA travel homes come with a \$3,500 handling cost. Wing had requested three, but cannot afford the handling cost. It was suggested that we should ask NHQ to cover the handling fee and Wing will cover the remodel cost to turn the travel home(s) into a mobile command center. We had requested three so that two of the travel homes could be used as quarters for the C4 and for Wing, as needed. Each home will accommodate 4-6 people.

Capt. Wingfield reported on the result of the NHQ audit. Several invoices were missing, but have now been located and will be emailed to NHQ, two CDs with Twin City Bank were still using Wing's old EIN and need to be switched to NHQ EIN and this has now been done, minutes of Finance Committee meetings were missing for 12/06 and these have now been done, and quarterly reports for 12/06 and 03/07 need to be completed – these are nearly completed.

Because of the problems discovered in the audit, Wing has been placed on a "high risk" list. We need to get another audit as quickly as possible to get us off the high risk list. It was determined that the second audit should not be scheduled until a new Wing Administrator could be hired and trained, approximately six weeks from now.

Lt.Col. Williams reported on the airport photography project. 25 airports have been photographed and ten more are scheduled. New lens for the camera was purchased which will eliminate haze, which has been a problem with some of the pictures. Lt.Col. Williams will take

most of the pictures to keep the view of each airport consistent. It was reported that the pictures already delivered have been very satisfactory.

Lt.Col. Robert Penton reported that we need to replace the CAP decals on the airplanes like we did for all the vehicles. It was determined that we should use the same person to do the decals on the airplanes as we did for the vehicles and the cost would be \$25 per airplane.

There being no further business to be discuss, Lt.Col Gilbert adjourned the meeting at 1824 CDT.

/s/

Jim Gilbert, Lt.Col., CAP
Chief of Staff