



**HEADQUARTERS  
CIVIL AIR PATROL ARKANSAS WING  
UNITED STATES AIR FORCE AUXILIARY  
2201 CRISP DRIVE – ADAMS FIELD  
LITTLE ROCK AR 72202-4406**

Wing Finance Committee Minutes  
Wing Headquarters  
2 July 2007  
1700-1800 hours

Meeting was called to order by the Wing Commander at 1702 hours. Those in attendance were: Britton, Gilbert, Betzold, Wingfield, Pauly, Lile, and Wood.

The Wing Commander presented a proposed Arkansas Wing Fuel Credit Card Policy for discussion by the Committee. A copy is attached to these minutes. Wingfield asked if it was a result of the recent field audit. Although the Wing was in technical compliance at the second audit, it would be a good practice in view of the approaching “tail number” accounting system. The Wing Commander asked the Committee to review it for comment and asked to adopt it by the August meeting.

The Wing Commander informed the members of the Committee that he would like to attend the CAP National Board & Annual CAP Conference in Atlanta next month if the Committee could approve the cost. Thereupon motion made by Gilbert and seconded by Wingfield to approve the Wing Commander attending the Atlanta conference, it was adopted unanimously.

Wingfield presented a discussion of the new “tail number” accounting system. She suggested that the Wing note which aircraft are assigned to which Squadron and notice who is submitting an invoice or check so that the tail number of the aircraft can be identified. Gilbert suggested that each Squadron should be billed for aircraft time. For now, the Form 661F will be attached to future checks that will identify the tail number of the aircraft. Betzold said there is a problem with buying “bulk” consumable supplies and not having a tail number assigned to the invoice. There is a logbook in the shed that is not being completed. Need to tighten up procedures for issue to subordinate units. Gilbert said emphasis should be made on the process. He recommended pulling the logbook sheets monthly and updating the accounting records. He asked the Wing Administrator to reinforce filling out the logbook at time of issue and send an email to all staff in the building enforcing new policy on bulk items and putting the N number on all issues.

The Wing Commander asked Wingfield to discuss “SERTIFI”. She said it was an electronic filing of signature certification that National wants to implement for emails. Stacy Jackson is developing software and we will be start using it then. The Wing Commander asked her to attend the next Squadron Commanders meeting to explain the program.

Wingfield wants to present a new Wing Banker system at the next Commander’s Call.

Betzold reported that the Encampment staff members still have some blank checks that need to be accounted for.

Tommy Rea, Jr. asked for time to present a proposed aerospace education project. A copy of his proposal is attached. His purpose was to acquaint the Committee with the concept. One unique feature is to include radio repeaters in the payload package which would be much more effective for CAP use since the operating regime is near FL70. Each balloon array (payload) is limited to 10 lbs. The current CAP record for height is 100,300 feet. He was asked to continue his research and report back at a future meeting.

Wingfield announced it was time to do another quarterly report. She needs to have someone to sign the quarterly report. She signed in December and Robert Penton signed for the first quarter. Betzold pointed out that people doing the transactions should not be designated to sign the reports. However, someone else on the Committee needs to step up.

There being no further business, the meeting was adjourned by the Commander at 1753 hours.

/s/ Doug Wood  
Doug Wood  
Wing Administrator

APPROVED \_\_\_\_\_ July 2007

/s/ Robert Britton

---

COLONEL ROBERT BRITTON  
Commanding