



**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
10 November 2008
1800-1900 hours**

The meeting was called to order by the Finance Director at 1810 hours. Those in attendance were: Gilbert, Bishop, Penton, Wingfield, Betzold, Kaminicki, and Wood. The Director declared a quorum was present.

Motion by Wingfield, seconded by Bishop, to waive reading the minutes of the previous meeting. Motion passed unanimously.

The Director of Finance presented the current financial statement for the month ending 31 October. It showed a net operating income of \$5,687.48. This was due to the receipt of \$11,395.00 in donations, including \$8,375.00 to the Wing. Motion made by Wingfield, seconded by Penton to accept the report. The motion passed unanimously.

The Wing Administrator reported that the Wing is continuing to work on the fiscal year end report. The Wing Financial Analyst will be visiting the Wing on 6 December.

OLD BUSINESS- The Wing Administrator reported on the status of the direct mail fundraising campaign. The Wing has received \$8,375.00 to date with an additional \$100 check received but not yet deposited and a pledge of \$100.00.

The Director of finance informed the Committee that all Policy Letters 1 through 11 of the Wing had been prepared for the current fiscal year but that the Committee had to approve their adoption. Motion made by Wingfield, seconded by Gilbert, to approve the published Policy Letters. Motion passed unanimously.

NEW BUSINESS- The Wing Administrator presented a proposal from the Wing CC for beginning the second phase of the fundraising campaign going out to aerospace companies in Arkansas to obtain “corporate partners”. The mailing would consist of a first class letter to each of the companies with brochures about the CAP mission and its aerospace education programs. He proposed awarding a scale model of the C-182 for the larger donations and other items such as baseball caps, plaques and commemorative paintings. He estimated that the cost of the mailing would be \$150 for printing, \$85 for postage, \$35 per plaque, \$8 per cap, \$35 per painting print, and \$100 per airplane. He said the only thing that needed to be ordered right away because of the lead time was the model airplanes. Motion by Wingfield, seconded by Bishop, to approve this phase and to order five airplanes for about \$500. The final structure of the

plan would be subject to approval by the executive fundraising team before implementation. Motion passed unanimously.

The Wing Administrator informed the Committee that the Wing had received notice from National Headquarters that they will be issuing a draft back notice on 21 November for B & C missions for aircraft time in the amount of \$5,495.30. He explained that the Wing had several flights that had been mis-classified and that they should be issuing a credit of about \$229 for the maintenance flights. Also, this figure included over \$1200 for flights conducted for FEMA in Texas. The final figure should be in the neighborhood of about \$3,500 which is for the bird flights and member flying. The Wing has already received these funds which will have to re-paid to National. Motion was made by Wingfield, seconded by Bishop, to approve the final amount of draft back when notified by National. Motion passed unanimously.

The Wing Administrator informed the Committee that the annual Aviation Hall of Fame Dinner will be held on 13 November and that the Wing will have to write a check for attendees to be reimbursed by the attending members and their cadet guests. Motion made by Wingfield, seconded by Bishop, to approve the cost of the tickets until reimbursement by the members. Motion passed unanimously.

There being no further business, upon Motion by Wingfield, seconded by Gilbert, the meeting was adjourned without objection.

/s/ Doug Wood

Doug Wood
Wing Administrator/Recorder

APPROVED _22____ November 2008

FOR THE COMMANDER

/s/ Reba Wingfield

REBA WINGFIELD
Major, CAP
Director of Finance