



**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
8 March 2008
1000-1040 hours**

The meeting was called to order by the Director of Finance at 1000 hours. Those in attendance were: Britton, Buckner, Gilbert, Wingfield, Betzold, Bishop, Parmiter and Wood. The Director declared a quorum to be present.

Minutes of the previous meeting were read by the Wing Administrator. Motion by Britton, second by Buckner to approve the minutes. The motion passed unanimously.

The Director presented the current financial statement for the fiscal year to date. It showed a net operating loss of \$6,827.80. This would include all major expenditures by the Command for this year, including the sound system and the security gate. The Wing Administrator also stated that the Wing had paid \$2,635.43 in aircraft maintenance bills that the State would have normally paid if we had deferred payment until after 1 July. Motion by Wingfield, seconded by Buckner to approve the current statement. Motion passed unanimously.

The Director informed the Committee that we have still not received the draft audit report for the outside auditor for FY07. The Wing Administrator will talk with the Wing Financial Analyst (WFA) for an explanation of the delay.

OLD BUSINESS – The Wing Administrator reported on the status of the lot entry improvements. He visited with the Engineering Section of the Little Rock Wastewater Utility. They have no objections and are waiting to decide who is proper person to sign off on the letter of permission. They recommended CAP also notify the City Planning Department to make sure they have no objection to using the pre-existing driveway exit onto Crisp Drive. After receipt of the no-objection letter, the Wing Administrator will take the proposed signage to the Planning Department and get them approved.

The Bank of The Ozarks Certificates of Deposits have been surrendered. Joel Buckner has the cashiers checks for the CDs and will deliver them to the Wing Administrator on Monday. The CC will inform the Committee when the aircraft expenditures are approved by National.

The updated signature cards have been completed and delivered to Regions for all accounts. The Director requested that once the encampment officers have been designated, that they be added to the signature card for the encampment account.

The CC reported that he had visited with the Services Coordinator about the Wing providing him a cell phone. The Services Coordinator declined to be provided a cell phone at this time. He said he has adequate minutes available on his present account and will absorb any additional costs to his existing plan. If it becomes a future problem, he will inform the Wing CC.

NEW BUSINESS – The CC reported that the final estimate for aircraft expenses is now \$67,951.00 which is more than we have available. He will start with the autopilots and reduce the repairs by the lowest priority expenses previously determined until we reach the level of funds available.

The Committee discussed the possible acquisition of additional handheld GPS units for ground team use. The CC recommended that we defer action on them at this time. The 42nd already has one as well as LTC Bishop and Tom Rea. Action was deferred until further notice.

The Wing Administrator informed the Committee that the proposed budget for State funds had been delivered to the Arkansas Military Department and that we will be notified if we need to make a presentation to the AMD budget committee before submission to the Legislature for the next general session.

The Director of Cadet Programs stated that the budget for this year's encampment will be the same as last years. The CC said that Wal-Mart general headquarters will not be making an overall grant this year, and that the Wing will have to go to individual stores to make a pitch for grants to support the encampment. He suggested a form letter be made available to go to those stores wherever cadets have a presence. The CC asked CPT Parmiter to get videos out to the Squadrons for use in presenting to local merchants for funding the encampment. We need to determine the cost per cadet and raise enough funds for the 80 cadets that attended last years encampment. CPT Parmiter will identify the officers who will be signing checks and get them to the Director of Finance for signature cards.

The Wing CC stated that we need to address all our expenditures over the next quarter to get Wing spending under control so that we don't operate at a loss for the remainder of the fiscal year. He said he believes that National provides a one time \$750.00 funding for attendance at National meetings and that the Wing needs to apply for those funds. The Wing Administrator will contact the WFA to attempt to get that amount. The Wing CC said it may be as simple as submitting a Form 108.

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

/s/ Doug Wood

Doug Wood
Wing Administrator
Recorder

APPROVED _18___ March 2008.

/s/ Robert B. Britton

ROBERT B. BRITTON
Colonel, CAP
Commander