



**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
12 May 2008
1800-1900 hours**

The meeting was called to order by the Wing Commander at 1800 hours. Those in attendance were: Britton, Buckner, Gilbert (by phone), Wingfield, Betzold, Penton, Smith and Wood. The Director declared a quorum was present.

Minutes of the previous meeting were read by the Wing Administrator. Motion by Wingfield, seconded by Penton to approve the minutes. Motion passed unanimously.

The Director presented the current financial statement for the fiscal year to date. It showed a net operating loss of \$32,858.16. She attributed this to the purchases for all aircraft and the fact that the Wing has been paying all aircraft maintenance normally provided by the State and the reduction in billings to National for missions. Motion was made by Wingfield, seconded by Britton to accept the report. Motion passed unanimously.

The Director discussed the final audit by the outside auditor. Hard copies of the audit have been received by the Wing and she asked that the Committee approve the final audit report. Thereupon Motion by Wingfield, seconded by Gilbert, for the final audit report to be approved and authorized for distribution to appropriate persons. Motion passed unanimously.

OLD BUSINESS- The Wing Administrator informed the committee that the Little Rock Waste Water Utility has given the Wing "official" permission to use its property for the entrance to the parking lot. The next step is to submit our proposed signage to the Little Rock Street Department for their approval. Also, he informed the committee that the airport has decided not to make asphalt repairs and that the Wing will have to do it by self-help. The Wing CC said he will organize a work party and go get some hot mix and a rented roller and fix it.

The Wing Commander gave a report on the status of the aircraft expenditures to date. The Wing has spent over \$14,000 to date, including a deposit on the autopilot for N800P. The major remaining expenditures include autopilots for N836CP and the repair of the autopilot on N9453X.

The Wing CC also gave an update on the increase in security for the premises. The Wing has a new monitoring contract with Alarm Works of Arkansas. They installed two new contacts in the out-buildings, installed additional motion sensors in the operations section and front hallway and installed a perimeter alarm wire along the fence in the parking lot. In addition, a floodlight with motion sensor was added in the rear of the building where intruders have previously cut the fence and Chuck Henninger is going to weld bars along the exposed fence at the rear of the building. The automatic gate has also been modified to cut off at 2300 hours and turn back on after 0600 so that the gate cannot be opened during late hours.

NEW BUSINESS- The Wing Administrator explained the new invoicing procedures for accounting for member flying. The Director of Finance asked that he place a copy of the procedure in the Continuity Manual for the Finance Officer.

The Director of Cadet Programs was not present so the encampment budget was not considered, nor was the selection of names for signators on the cadet account for the encampment. Chief Loeber is to contact CPT Parmiter and find out this information and a telephonic polling of the committee members will be conducted to approve them on Friday.

The Wing Administrator reported that the Wing has approximately \$1,598.15 left for the FY ending on 30 June. He will be submitting utility bills only until the middle of June when we can determine what is left for spending.

The Committee discussed strategies for approaching BEI Electronics for a Grant to support CAP projects. The Wing CC suggested we show what prior grants have gone to in support of Aerospace Education. It was the consensus of the Committee that funding for Aerospace Education would be the best approach. It was also suggested that we profile one of the cadets for their success in the program. Perhaps, one of the cadets that ended up with a scholarship to the Air Force Academy.

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 _16__ May, 2008.

/s/ Robert B. Britton

ROBERT B. BRITTON
Colonel, CAP
Commander