



**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
14 January 2009
1800-1900 hours**

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

Motion was made by Gilbert, seconded by Buckner, to waive reading the minutes of the previous meeting. Motion passed unanimously.

The Director of Finance presented the current financial statement for the fiscal year to date. It showed a net operating loss of \$635.17. Wood reported to the committee that he and the WFA have not yet figured out a way to remove the Squadron activities from the report to show what the Wing only had done for the period. He will keep working on it. Motion made by Gilbert, seconded by Buckner to accept the report. The motion passed unanimously.

The Wing Administrator passed out the preliminary audit report for FY08 by the Wing Financial Analyst from National Headquarters. There are some items the Wing disagrees with in the report and the Wing has until 6 February to make its response to National.

OLD BUSINESS- The Wing Administrator reported on the status of the direct mail fundraising campaign. The Wing has received \$9,896.00 to date. We still have a number of hats to deliver to contributors. The Wing CC said he will make it a priority to get them delivered this month.

The Wing Administrator reported that we had not received any responses from the 30 plus letters to major aerospace companies. The Wing CC asked that he give him a list of the contacts made and telephone numbers and he will follow up to see if they received our letter.

NEW BUSINESS- The Director informed the committee that the 115th Squadron's van had a defective air bag that will have to be fixed. The total cost will be \$864.23 and that National will only reimburse the Wing for \$500.00. She asked the committee to approve payment for the repairs. Motion was made by Buckner, seconded by Britton, to approve the expenditure of \$864.23. Motion passed unanimously.

The Wing Administrator reported to the committee that the State has agreed to pay for C-14 flights not reimbursed by National from the Wing's O & M funds. MAJ Buckner will be writing an Ops Plan to cover the procedures for accounting for the flights in WMIRS.

The Director reported that the committee needed to approve a travel budget for the Wing Commander to attend the winter conference. Loeber estimated that travel and lodging would be about \$1,100. Motion was made by Buckner, seconded by Wingfield to approve any expenditures of up to \$1,200 for the Wing CC to attend the winter conference. Motion passed unanimously.

The Wing Administrator announced that he had received an estimate of about \$980.03 plus taxes to install blackout drapes in the Wing classroom to make it better for audio visual programs. It was about what it would cost for shades and he believes the drapes would be more effective and easier to use. The Wing will submit the bill to be paid from its O&M funds. Motion was made by Buckner, seconded by Wingfield, to approve the purchase of the blackout drapes. Motion passed unanimously.

There being no further business, motion was made by Buckner, seconded by Gilbert, to adjourn. Motion passed unanimously.

/s/ Doug Wood

Doug Wood
Wing Administrator/Recorder

APPROVED _16_____ January 2009

/s/ Robert B. Britton

ROBERT B. BRITTON
Colonel, CAP
Commander