



**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  
19 October 2009  
1800-1900 hours

The meeting was called to order by the Vice Commander at 1800hours. Those in attendance were: Buckner, Gilbert, Wingfield, Middleton, Bishop, Betzold, Penton, H. Williams, and Wood. The Director declared a quorum was present.

A copy of the minutes of the previous meeting was provided to all members of the committee. Motion was made 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 fiscal year to date. It showed a net operating loss of \$1,991.60 for the current fiscal year to date. Motion made by Wingfield, seconded by Bishop, to accept the report. The motion passed unanimously.

The Finance Director announced that the end of year audit was still being conducted. All Squadrons have been notified to renew their finance committees, recurring expenses policies, and commanders' financial disclosure statements and to date them effective 1 October for the next fiscal year. The Wing Financial Analyst will be here the week of the 19<sup>th</sup> of November.

OLD BUSINESS- A discussion ensued of the 2009 Wing Conference budget. Faye Williams informed the committee that she will need help in setting up the drill hall for Friday night. She also needs the awards board to complete their awards selections and she has booked additional rooms at the discount rate.

The finance director reported on the Tee shirt fundraiser. She only received two responses to the interest inquiry and they were both not interested. They do their own tee shirts with the Squadron logos. Since there was no other interest, the proposal will not be pursued.

NEW BUSINESS - The finance director discussed the proposed Financial Management Procedures for 2010, which was attached to the agenda and meeting notice, which needs to be approved. It was pointed out by Middleton that 3 of the sections did not apply to finance and were more appropriate for administration and logistics. Motion was made by Middleton, seconded by Bishop, to delete Sections B, C

& D, re-designate the remaining sections and that it be approved and adopted by the Wing for FY2010, effective 1 October. Motion passed unanimously.

The Director of Home Land Security reported to the committee that the Wing had received a 2010 Home Land Security Directory on a trial basis and that it would cost \$190 if the Wing wants to keep it. The question was raised that it might be more cost effective if the information was available on a CD or online subscription. Motion by Penton, seconded by Bishop, to have Williams see if the online service would be less and if so, to authorize purchase subject to being approved for state funding. Motion passed unanimously. Wingfield directed that she would send out a request for email vote depending on what we found out on the cost.

The Vice Commander informed the committee that the Texas Wing has requested that we allow the transfer of our training funds for the first quarter to them for a special exercise for which they would re-transfer the same amount back to us when their next allocation is received from National. He said we only have \$2,000 available and that he would recommend to the Wing CC that we limit any transfer to \$1,500 which would leave us enough to accomplish Form 5/91 check rides in the interim. The final decision would rest with the Wing CC.

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

/s/ Doug Wood

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Doug Wood  
Wing Administrator/Recorder

APPROVED \_\_21\_\_\_\_ October 2009

/s/ Joel Buckner

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JOEL BUCKNER  
Major, CAP  
Vice Commander