



**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
13 April 2009
1800-1900 hours

The meeting was called to order by the Director of Finance at 1805 hours. Those in attendance were: Buckner, Wingfield, Penton, Smith, Bishop, Middleton, Gilbert, Betzold, 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 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 income of \$11,851.24 to date. The Director pointed out that the statement had a new format and included only the Wing Headquarters and none of the Squadrons. Motion made by Wingfield, seconded by Bishop, to accept the report. The motion passed unanimously.

The Director presented a copy of the Wing Financial Analyst's remote review of March. She said the Wing CC will be filing a formal response by the 6 May deadline.

OLD BUSINESS- The Director said the Wing is in the process of updating signature cards at the bank. She recommended that Morris Middleton, Admin Officer, be appointed to the finance committee. Motion made by Buckner, seconded by Bishop, to add Middleton to the committee. The motion passed unanimously. The Director then recommended to the committee that Middleton and Bishop be added as signators on the Wing accounts since they come to the Headquarters on a regular basis and this would facilitate getting checks approved on a more timely basis. Motion made by Wingfield, seconded by Gilbert, to add Middleton and Bishop as signators on the Wing accounts. The motion passed unanimously. The cadet account was discussed for persons to approve cadet checks at the encampment in June. Motion was made by Gilbert, seconded by Bishop, to name Merv McMillian, Larry Webster, and Bobby Allison as signators on the cadet account. Motion passed unanimously.

Bishop announced he had received the proceeds for the lost projector from his insurance carrier and had written a check to the Wing in the amount of \$791.74 to pay for the new projector.

NEW BUSINESS- Jim Gilbert suggested that the committee consider holding the annual banquet on Friday night in lieu of the regular social event and use the tables and chairs the next day for the conference. The Wing could cater in the meal and save a significant sum. The main expense would be for rental of tables and chairs. A member of the committee suggested that the Wing should approach Wal-Mart for a grant of large round banquet tables and chairs for the room as a one time expense which would result in large savings in the coming years. Wingfield suggested that she would send an email to the Squadron Commanders and get feedback on suggestions on how to structure the banquet so that the Wing doesn't lose money on it.

Motion was made by Wingfield, seconded by Penton, to approve recurring expenses for any aircraft maintenance not covered by consolidated maintenance by previously approved vendors and aircraft fuel bills from Multi-service in excess of \$1,500.00. The motion passed unanimously. The Wing Administrator pointed out that this would not be necessary once the Wing is fully on the Sertifi program, but will be helpful in the interim.

Motion was made by Wingfield, seconded by Bishop, to approve authorizing the Director of Cadet Programs to award up to 8 scholarships to worthy cadets at a limit of \$250 per event and he is further authorized to award flight scholarships not to exceed the amount of \$1,000. The motion passed unanimously.

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

/s/ Doug Wood

Doug Wood
Wing Administrator/Recorder

APPROVED __30____ April 2009

/s/ Reba Wingfield

REBA WINGFIELD
Major, CAP
Director of Finance