



**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
11 May 2009
1800-1900 hours**

The meeting was called to order by the Wing Commander at 1755 hours. Those in attendance were: Britton, Buckner, Wingfield, Penton, Smith, Bishop, Middleton, Gilbert, Betzold, and Wood. Guests present were Nelson and Green. 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 Buckner, seconded by Gilbert, 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 \$7,148.42 to date which includes a quarterly drawback for aircraft time. The Wing CC asked that for next month if the report could be analyzed to show a trend on whether the Wing income is decreasing or increasing. Motion made by Wingfield, seconded by Bishop, to accept the report. The motion passed unanimously.

The Director reported that the mid-year remote review had been completed. There was only one item of concern regarding the failure of the committee to approve a major expenditure to Barrett Aviation. The Wing responded by enclosing a copy of Committee minutes reflecting this expenditure as part of a larger approved amount at a special meeting.

OLD BUSINESS- A discussion ensued of the 2009 Wing Conference budget. The Wing CC reported that he and Blake Cole had drafted a grant letter to the Wal-Mart Foundation for a \$7,000 grant which would be used to offset the cost of the banquet for cadets and to fund cadet and aerospace education programs. If it is successful, the Wing will be able to have a banquet. All decisions on the banquet were deferred until a decision has been made by Wal-Mart so that the Committee will know how much will be available.

The Director reported that all the new signature cards have been submitted and recorded by Regions Bank.

Motion was made by Buckner, seconded by Penton, to approve one additional \$500 flight scholarship for a 42nd Squadron cadet to use. This would be predicated on the

Director of Cadet Programs approving it and the availability of funds. Motion passed unanimously.

Gilbert requested that the staff confirm with the Coca Cola Company the terms for their placement of the beverage machine. It might an item on a financial audit and we need to have a copy of the vending agreement to account for any funds. If none, we should not have access to the machine. The Wing Administrator said he would investigate and report back to the committee.

Bishop reported to the committee that there appears to be a conflict in the policy on when payments are due for member flying and that the Wing should announce the procedure for members to pay for member flying upon receipt of monthly invoices. Motion was made by Bishop, seconded by WIngfield, to publish a WIng policy that members should pay for proficiency flying upon receipt of an invoice from headquarters. Motion passed with one dissenting vote by Buckner.

The Wing CC reported that the Wing has a few expenditures that have been made on the Wing credit cards that would have qualified for reimbursement by the State if they were to pay the credit card invoices directly to FIA Card Services. He recommended that the committee authorize the issuance of one additional card that would be used with his authorization for state qualified purchases for supplies, expenses, and equipment up to \$500 per month. Motion was made by Wingfield, seconded by Bishop, to approve the issuance of a Wing credit card exclusively for state qualified purchases. Motion passed unanimously.

NEW BUSINESS - The Director informed the committee that the Wing has not yet spent about \$17,000 in state funds which will expire on 30 June. There are a number of expenditures that the Wing has been deferring because of lack of availability of funds. She recognized the Wing Commander to discuss his ideas for needs of the headquarters for improvements. The Wing CC would like to improve the facilities of the drill hall for AV presentations on a larger scale than what is currently available. Some have already been determined such as the need for a large projector screen, projector, black-out shades, riser extensions, etc. Other suggestions included security cameras for the parking lot and outside doors, repair of the Monticello radio repeater site, office furniture for the Services Coordinator and Director of Personnel, folding chairs, tables, and related racks for up to 150 people for meetings in the drill hall, replace the guttering on the east sides of the building, conduct an energy audit and upgrade air handling equipment for better efficiency, insulation, energy efficient bulbs, insulation, etc., and 4 additional televisions for the Wing headquarters classrooms. As the prices are determined, the committee will be asked by email vote to approve them for submittal to the Military Department. Motion was made by Wingfield, seconded by Buckner to ask the State to approve the above list subject to specific approval by the committee for each item as the best prices are determined. Motion passed unanimously.

The projector screen invoice is \$949.44 so the committee was asked to approve this purchase, subject to State funding. Motion was made by Britton, seconded by Penton, to approve the purchase of a 120"x160" projector screen for up to \$1,000. Motion passed unanimously.

The Wing Administrator reported that the cost for the riser extensions would be no more than \$500.00. Thereupon, motion was made by Britton, seconded by Buckner, to approve up to \$500.00 for material to construct two additional 8'x8' risers with a carpet surface. 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 ___ 15 ___ May, 2009

/s/ Robert B. Britton

ROBERT B. BRITTON
Colonel, CAP
Commander