



**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
8 July 2009
1800-1900 hours

The meeting was called to order by the Finance Director at 1758hours. Those in attendance were: Britton, Buckner, Gilbert, Wingfield, Smith, Bishop, Middleton, Betzold, Allison, Loeber, 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 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 income of \$9,975.38 to date. Motion made by Bishop, seconded by Buckner, to accept the report. The motion passed unanimously.

OLD BUSINESS- A discussion ensued of the 2009 Wing Conference budget. Loeber reported that the plaques have already been paid for with State funds. Wingfield said the costs to members will be about the same as last year for all the events. The Wing CC wants the committee to commit to raising funds for any shortages after the conference is completed. The committee recommended that the Adjutant General, or the AG for Air be invited to be the main speaker at the banquet.

NEW BUSINESS - A discussion developed as to a fundraising idea from Blake Sasse to print special Wing tee shirts to sell to the membership for about \$5 over cost so that the Wing might raise a few hundred dollars. He thought it should be a black shirt with the Wing patch on the front and CAP on the back which could be worn during PT and other field exercises. One of the members asked if it would be possible to also have the Squadron designation printed on the front under the Wing patch. The Director said she would send out a flyer to the membership and if we had interest in the form of pre-sold orders that it might be feasible. She will report back to the committee at the next meeting.

The Wing Administrator reported that he had been approached by the Little Rock Chamber for the Wing to join as a non-profit organization for \$300 per year. If a member, we would be able to have a booth at their annual trade show to solicit funds. Buckner and Gilbert did not believe the Wing would recoup the cost of the membership

from the show and did not believe the Wing should make the investment of the dues. There was no motion to approve the expenditure so the proposal was deferred.

The Services coordinator informed the committee that we still didn't have the final numbers from the State on the expenditure of all the O&M for FY09 so that report was deferred. The Wing CC asked the SC to determine the average of our expenses from the last fiscal year so that the committee could make more effective use of the funds during the year instead of committing substantial funds at the last minute. Also, the SC reported that the Military Department had difficulty with very small purchases so he recommended that the Wing only submit bills over \$20 to the State for payment. Motion was made by Britton, seconded by Buckner, to have the Wing pay any qualified bills under the \$20 threshold. Motion passed unanimously.

The Wing Administrator reported that the IT Director recommended the Wing buy a desktop computer to operate the proposed media center in the drill hall. Motion by Buckner, seconded by Bishop, to approve up to \$750 to purchase a desktop computer to operate the drill hall media center. Motion passed unanimously.

Gilbert raised a point of order that the Wing has a new vending machine for candy and chips in the breakroom and said the Committee should approve its placement. Motion was made by Gilbert, seconded by Buckner, that subject to written vendor agreements being submitted to the Wing CC listing all conditions such as no members having access to open the machines, and no funds accruing to the Wing that would be subject to financial audits, that the vending machines should be authorized for placement. Motion passed unanimously.

The Wing CC announced that he wanted authorization to attend the National Conference in San Antonio in August and would like for the Wing to also send the services coordinator to the meeting. He recommended the committee approve up to \$1300 for his costs because he has to be there from Monday on, and since he has airline tickets for the SC to use and that the SC would only be there for 3 days, that the SC be approved for up to \$750 in expenses. Motion was made by Buckner, seconded by Bishop, to approve up to \$1300 for the Wing CC and up to \$750 for the SC to attend the National Conference in August. Motion passed unanimously.

There being no further business, at 1850 hours, motion was made by Wingfield, seconded by Bishop, to adjourn. Motion passed unanimously.

/s/ Doug Wood

Doug Wood
Wing Administrator/Recorder

APPROVED ___21___ July, 2009

/s/ Robert B. Britton

ROBERT B. BRITTON
Colonel, CAP

Commander