



**HEADQUARTERS  
CIVIL AIR PATROL ARKANSAS WING  
UNITED STATES AIR FORCE AUXILIARY  
2201 CRISP DRIVE – ADAMS FIELD  
LITTLE ROCK AR 72202-4406**

Wing Staff Meeting Minutes  
Wing Headquarters  
14 May 2007  
1700-1800 hours

Meeting called to order by Jim Gilbert. Attached is a record of all who attended.

Introduced the new Wing Administrator. Christine Jones

Report about Faye Williams health.-Husband said she is doing fine.

**New Business-**

- a. Missions? –several ETL's 1 nothing, 1 south Conway and couldn't find it, and 1 must have shut itself off. No problem with staffing except had to get crew from Hot Springs for 1.
- b. Photography Airport Mission-Just finished today 5/14/07, will be sending photograph in the am via email.
- c. AETC-Delta school district-Frank warner-good process, new schools at the new year.
- d. C-4-is set up in the old class room 4B, ready to go operational, Forms will be on server, as well as ICS forms-excel spreadsheet.

**Information Sharing-**

- a. Wing now has Comcast for there internet service, we are in the process of finding out how to manage our email systems as the email addresses may be changing.
- b. Forms from Texas-104 info crew-still use for SAREX, remote 104 yes use said Joel Buckner.
- c. When changing IC make sure you are clearly documenting for briefing, use Cap 104 for example, use both ICS forms and Cap form for unigue situations.
- d. Courses ICS 100 & 200, ICS 700-800 are available online at FEMA University otherwise in person July 28. ICS 300- section chief, IC2 400 Senior.

Commander had questions and notes that Jim and Joel shared due to his absence. They are also attached.

Jim Gilbert called to Adjourn meeting, Henry Lile 2<sup>nd</sup> the notion.

Christine Jones  
Wing Administrator