



**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
2 July 2007
1800-1900 hours

Meeting was called to order by the Chief of Staff. The following staff were in attendance: Britton, Gilbert, Betzold, Rea, Pauly, Bishop, Davis, Rea, Jr., Weis, Morgan, Lile, Maddison, Wingfield, Radford, Bryan, & Wood.

The Chief of Staff introduced Doug Wood as the new Wing Administrator, effective 25 June 2007. In turn, he asked all members present to introduce themselves and their assignment.

Continuity Manuals - The Wing Commander asked all staff directorates for the status of their Continuity Manuals that they have been asked to complete. Chief of Staff stated the purpose of the manual was in case something happened, what would you do. It is supposed to be a “living” document that changes as the situation develops over time in the job. The Wing Commander said he would extend the deadline for completion for another 60 days. Members are to provide the Chief of Staff with their drafts NLT 1 September 2007.

Staff Backup Positions – The Wing Commander reminded all staff members that they are to designate a “backup” person to take over their responsibilities in the event of an unforeseen emergency. He asked all members to provide him with a status of their progress.

The Wing Commander is concerned about late submission of Form 1s and Form 661Fs which are due by the 5th of each month. He is sending emails to all Squadron COs reminding them of the deadline and that if they have not been submitted by the 5th of August, they are late and their aircraft will be grounded.

The Wing Commander announced that Claude Hawkins is working on a Glider program with the Mississippi CAP and the Memphis Soaring Society. As soon as the Commander gets it back, he will be establishing a Glider program. He has received budget approval of \$500 from National for the program. He estimates that flights can be conducted for \$50 per orientation flight.

The Wing Commander reminded staff that any members wanting to fly their own aircraft for missions must execute and file a hold harmless agreement (release) before they can participate in CAP missions.

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WMIRS - All staff need to be encouraging members to use WMIRS for all flights. Eventually, it is coming to “must” do, instead of “should”. The Commander wants everyone to make any mistakes while in a learning environment.

The Wing Commander wants the Services Coordinator to provide a copy of the operating agreement with the State to the CC and WA as soon as possible.

Training Money – The Command has received additional funding for flight time for approximately 100 hours. Even with all received, still need to get more flying time on the Wing aircraft. Behind on cadet “O” flights. Betzold pointed out that additional cadets could fly backseat on flights where weight is not a factor and still get 99 credit. The Wing needs to fly more of these orientation missions. The Wing Commander has put in a request for an eleven day SARX mission in August. He pointed out that Ground Team training could be conducted with the August mission.

The Wing Commander said we have 2 Certificates for Senators Lincoln and Pryor and asked that the Chief of Staff make arrangements to have them presented.

Betzold gave report on the Cadet Encampment. It went off well. No one was sent or went home during the event. Base support was great. They took the Wing’s checks. Good encampment.

Chief of Staff stated for the past 2 meetings he has asked for “hotwashes” on missions. The Wing Commander said we had an ELT mission we never launched on. He wasn’t certain the Wing could get a crew together. He believes the Wing is dangerously short on qualified members for missions.

Aerospace Education – Tommy Rea, Jr. reported that FEDEX hosted the 99th Squadron at their facility and that cadets got to operate the flight simulator.

Recruiting Drive – The Wing Commander needs recruiting ideas from Staff. The Wing needs new members. Bishop said IMAX was having an event next April for certain veterans. It might be an opportunity for recruiting. The Wing Commander asked him to get more information.

A suggestion was made to expand the opportunities for ground teams to work whole weekends. It will develop camaraderie, improve mission skills and promote esprit de corps.

Tabletop SARX – The Wing Commander asked Betzold to develop a simulation tabletop SARX for the staff members. He would like to conduct it on a Saturday in September or November. Or, possibly on the same date as a Commander’s Call. The Chief of Staff wants to be able to use the C-4 section.

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SAFETY BRIEFING - The Safety Officer, Maddison, presented 3 actual case histories of incidents/accidents for the staff and discussed the dangers of ignoring bad weather indicators when flying.

There being no further business, the meeting was adjourned by the Commander at 1848 hours.

/s/ Doug Wood

Doug Wood
Wing Administrator
RECORDER

APPROVED _____ JULY 2007

/s/ Robert Britton

COLONEL ROBERT BRITTON
Commanding