



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

**WING STAFF COMMITTEE MINUTES
Wing Headquarters
6 August 2007
1800-1900 hours**

Meeting was called to order by the Wing Commander at 1800 hours. The following staff members were in attendance: Britton, Buckner, Applegate, Radford, Allison, Maddison, Lile, Rea, Warner, Sasse, H. Williams, F. Williams, Matthews, Smith, Henninger, Bishop, Wingfield, Brown, Montgomery, and by phone Webster.

The CC asked which staff members have not designated an assistant. Matthews and F. Williams were the only ones without an assistant.

The Wing CC discussed Continuity Manuals. He announced that Jim Gilbert will help anyone to build a continuity manual. He will conduct a training session in the foreseeable future at a time and place to be designated. The Wing CC encouraged everyone to attend.

Compliance Inspections - The Wing CC said that the following compliance inspections have not been completed: Aerospace education, professional development, and Flight Operations.

Training Funds – The Wing CC announced that the Wing may not get all the training money it is expecting for the remainder of the fiscal year and if that happens, only the Walnut Ridge exercise will remain on the schedule.

Wing Conference – Faye Williams needs volunteers with planning the Wing Conference. She presented a list of things where she needs help. 1. Invitations- she needs address labels, stuff envelopes, seal and mail. Need the Speaker confirmed. David Maxwell is the Wing CC's choice and the Wing Administrator is to draft a letter of invitation to him for confirmation of his attendance. She announced that personnel may need to be issued badges for accessing the ramp at Central Flying Service. More on that coming. 2. Programs for the events. 3. Would like help with the Power point presentations. 4. Friday will be a BBQ, and Saturday morning will be a continental

breakfast, and for lunch, pizza or light snacks. Having chicken dish for Banquet. 5. She needs typists to type up Awards descriptions for use by the emcee. 6. Needs someone to get trophies at Discount Trophies and door prizes. 7. Needs people to decorate Drill Room for Friday night, including moving chairs in. 8. Needs people to decorate Shriners Temple for Saturday Banquet. The Wing CC asked Faye to type up a sign up sheet and distribute it. She also needs a P.A. system. She has \$400 left over from previous year and has \$200 donation available to go toward a purchase of one for the Wing. The Wing CC asked her to defer further discussion and it will be brought up at a special meeting of the Finance Committee.

The Wing CC announced that Dr. Jim Bryan is coming into the operations section and will serve as a mentor for pilots work on increasing pilot numbers.

The Wing CC announced that the Wing will be conducting tabletop SARXs as soon as LTC Betzold gets the exercises designed and completed.

Members need to make sure when they request to attend CAP functions that their memberships are current. Recently, a member of another Wing tried to register for a national event and was rejected because his membership had lapsed.

Red Smith reported on the CD program that started in July and will go through September. The CAP aircraft serve solely as high bird communications relay.

Director of Finance reported on the SERTIFI program. It is a software program to register our signatures on email documents. The Wing CC, Wing Administrator and she will attend a web conference in the next two weeks to finalize how the Wing will participate. The aircraft tail number accounting system is now in place. Members should place the tail number of the aircraft on all invoices, forms, statements, tickets, etc. She also informed the Staff that we would not likely be participating in the centralized maintenance program for the foreseeable future.

Aerospace Education - Tom Rea, Jr. would like to do an A.E. project in the next quarter. There is a need to do A.E. visits and he hopes to charge them to a mission. LTC Applegate is to find out if it is possible. Frank Warner briefed on FEDEX field trip. He has arranged to take 6 cadets from the 99th to fly the FEDEX simulator. He would like to do an A.E. day for cadets at the FEDEX complex and cap it off with a simulator visit. He wants to get approval to proceed.

Safety – Henry Lile gave a 10 minute talk about heat stroke and dehydration dangers in hot weather. He recommended people drink at least 4 pints of water per day during the summer months. Keith Maddison discussed the Heat Index.

Bobby Allison reported that the encampment was a success. He went slightly over budget. Wing Conference is the next big event. Need to schedule a Training Leaders for Cadets (TLC) course. It is mandatory for cadet programs.

Wing Staff Meeting Minutes

6 August 2007

Page 3

Joel Buckner reported that Squadron Commanders are supposed to send up Operations Plan scenarios for SARXs to the Wing CC.

LTC Applegate said he will report back to the Wing CC on questions raised during the meeting. He announced that Roger Smith is a new LTC on USAF side. He also introduced Monte Johnson, who lives in Sherwood, as a new CAPRAP.

There being no further business, the meeting was adjourned by the Commander at 1857 hours.

/s/Doug Wood

Doug Wood
Wing Administrator
RECORDER

APPROVED _____ AUGUST 2007

/s/ Robert B. Britton

COLONEL ROBERT BRITTON
Commanding