



**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
13 December 2008
1200 hours**

The meeting was called to order by the Chief of Staff at 1200 hours.

Those in attendance were: Britton, Buckner, Gilbert, Rea, Loeber, Hawkins, Maddison, Parrett, Henninger, Betzold, Williams, Goodman, Wingfield, Radford, and Wood.

Safety Briefing-Keith Maddison gave a safety briefing at the Commander's session. He discussed home safety during the holidays.

The Wing Commander informed the staff that the CI inspection was coming up in January, 2010. It is time to start working on documentation in advance of the inspection. To get good results, need to have a whole year of documentation of activities, etc.

The Wing will be conducting tabletop SAREXs again this year. He plans to start using the IMU program and will include using it for the tabletop SAREXs. The Chief of Staff said that the first tabletop will concentrate on use of WMIRS with IMU.

The Wing CC wants all information required for the CI inspection incorporated into the continuity manuals NLT April. He also wants to have them reviewed and completed before time for the CI.

The CC wants Maddison and Wood to meet with him briefly after the meeting to discuss the Wing Safety program. While the program currently meets the minimum standards, he wants the Safety program to take the Wing to the next level noting that the Louisiana Wing recently received an outstanding rating for safety during their CAPEX.

The Chief of Staff stated that the Wing needs to conduct a Flight Release Officer (FRO) training session. It is a requirement that FROs complete the CAP online program. Details will be forthcoming.

The Wing Commander related to the staff that the rest of the information he wanted to share had been given out at the Commander's Call which was held earlier in the day.

There being no further business, the meeting was adjourned at 1245hours.

/s/ Doug Wood

Doug Wood
Wing Administrator/Recorder

APPROVED _15___ December 2008

/s/ Robert B. Britton

ROBERT B. BRITTON
Colonel, CAP
Commander