



**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 December 2009  
1900 hours**

The meeting was called to order by the Wing Commander at 1900 hours. Those in attendance were: Britton, Gilbert, Bradshaw, Nelson, Allison, Radford, Montgomery, Sasse, Hudson, Loeber, Wingfield, Smith, Middleton, Betzold, Penton, Killian, and Wood.

Safety Briefing - Doug Wood conducted a safety briefing for the Wing Safety Officer with an article from CPA on 13 Tips for Flying Safely.

PD – Absent

External A.E. – Got 23 teachers entered through the space grant program.

LEGAL – Absent

EM SVCS – Absent

PA – Conducted Wreaths Across American this weekend in LIT, FYV, and JBR. 42<sup>nd</sup> got a load of wreaths that they will place at the National Cemetery in LIT.

PERSONNEL – Nelson informed the staff that Williams has all personnel orders under control.

OPS – Bradshaw discussed the problem with N967CP. Cessna has recommended that maintenance set up parameters for the software. However, every time updates are installed, may have to re-set parameters to prevent the problem. N918CP is at Ft Smith for 100 hour inspection.

CD – Nothing to report. He is getting ready for CI.

COMMUNICATIONS – Absent

CADETS – Doing better on cadet protection training. The Wing cadet competition will be in February. He is prepping for CI.

LOGISTICS –Turning in van as soon as it can be inspected. The Wing got another new Dodge van.

ADMIN – Still tweaking supplements, OIs and policies for the CI.

HLS – Absent

IG – Has completed 5 of the 11 units for SUIs.

WA – Nothing to report.

FINANCE – The Wing has a net operating income for the fiscal year to date of \$1,040.21. The new CAPR 173-1 has now been published and the Wing has implemented the new revisions. It will affect the Squadrons more than the Wing.

CHAPLAIN – He got an email clarifying appointment of chaplains. New chaplains have to be members and complete Level 1 training before he can do anything for them.

TRANSPORTATION – Absent

SAFETY – Nothing to report. Getting ready for CI

AE – Absent

VICE COMMANDER – Absent

USAF State Director – Will be on leave for remainder of month. He is assisting with preparations for the CI.

DDR – Absent

DISASTER PREPAREDNESS – Will be attending meetings on earthquake planning in January.

SERVICES COORDINATOR – Discussed things to look for in CI, review SAV report areas of concern, focus on recommendations made during the SAV, document every answer, prove to them that you are doing what you say you are doing.

Historian – He received a significant acquisition of historical data this year. He needs a 4 drawer cabinet for storage.

WING CC – Gave an update on the upcoming CI. Give good answers, answering direct questions only. Be ready to defend fixes to the SAV findings. Get continuity manuals to Betzold for review. All documentations must be done by the 17<sup>th</sup> to transmit

electronically to NHQ. Top priority for the Wing is preparation for the CI in January. The stated goal of the Wing is to get at least a satisfactory rating.

There being no further business, the meeting was adjourned at 2015 hours.

/s/ Doug Wood

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Doug Wood  
Wing Administrator/Recorder

APPROVED \_\_23\_\_ December, 2009.

/s/ Robert B. Britton

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ROBERT B. BRITTON  
Colonel, CAP  
Commander