



**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 April 2009  
1845 hours**

The meeting was called to order by the Vice Commander at 1845 hours. Those in attendance were: Buckner, Gilbert, Rea, Loeber, Wingfield, Bishop, Penton, Smith, Middleton, Green, Henninger, Todd, Sasse, Betzold, Hawkins, Bryan, and Wood.

Safety Briefing - Doug Wood conducted a safety briefing on the impact of lightning strikes on aircraft and discussed the NTSB report on the CAP accident of November 2007 involving N881CP.

There were no missions to report on from the previous month.

The Chief of Staff gave a briefing on new procedures for staff director reports at monthly meetings. He suggested Directors prepare a written summary of items normally covered in CIs and submit it at the monthly meeting. These reports will then be attached to the staff minutes. This should be a single page summary. If nothing has happened in the Director's area for the previous month, just state, "negative report". Also, if the Director has a conflict and cannot attend the staff meeting, he or she can simply send their report by email to the HQ and their report will be provided to the other staff members at the meeting. The Chief said he will be drafting a report draft for use by the members.

PD – Absent

A.E. – Report attached to these minutes.

OPS – Green reported that Doug Alexander has sent out emails on Form 5 rides. The Sqdn CO certifies that the Form 5 has been completed for his members and then it goes to Wing for entry. The NCPSC will be conducted this weekend. There will be

visitors from Region in attendance. Also, a clinic has been scheduled in May at Ft Smith and a clinic in Jonesboro in June during the first week of the distributive SARX.

IG – Absent

SAFETY – Annual ORM refresher training is required for all members, including cadets.

CV – Distributive SARX coming up next weekend. Has a distributive SARX scheduled for every month for the remainder of the year. However, presently the Wing only has funds through June. Anticipate additional funds so wanted to be prepared.

ADMIN – Main issue is getting clear on what to call documents such as Supplements, policy letters, etc. and what is supposed to go in them. Right now he is concentrating on Wing Supplements, cataloging Wing Policy Letters, and Wing Forms.

ES – The Wing has only one vehicle “down” in Batesville. He is drafting new ICS books for the Wing with all forms updated to standard ICS forms. No missions during last month. ELT missions are now almost non-existent.

COMM – Half of the new repeaters have been installed. All but 2 mobile units have been installed in vehicles. No aircraft have been updated yet. He is preparing a PowerPoint presentation to brief the membership on all changes.

CHAPLAIN – Absent

CADETS – Absent

DDR – Absent

PA – 42<sup>nd</sup> Sqdn had a good event on Channel 7 on cadet O’flights. There are 3 categories of members who are required to be on the ARWING Google Group, Wing Staff, Squadron COs and Dep Sqdn COs.

LGT/TRANS – National is issuing the Wing a 7 passenger van. The mobile command trailer is located at Monticello.

HLS – Absent

PERS – Absent

Notes from the CC – Problem areas to work on include: Continuity manuals, tracking mandated training, safety concerns/issues, procedural changes, etc.

SVS COORDINATOR – A question raised by the SAV includes, “uniform standards” for members. Also, they are looking at letters of authentication, safety briefings at all functions, and email policy. The Sqdn CO will need to reply to emails evidencing receipt. The next Commander’s Call is tentatively scheduled for 27 June.

There being no further business, the meeting was adjourned at 1955hours.

/s/ Doug Wood

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Doug Wood  
Wing Administrator/Recorder

APPROVED \_\_17\_\_ April 2009.

/s/ James Gilbert

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James Gilbert  
LTC, CAP  
Chief of Staff  
FOR THE COMMANDER