



**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
10 August 2009
1900 hours**

The meeting was called to order by the Vice Commander at 1900 hours. Those in attendance were: Britton, Buckner, Loeber, Wingfield, Bishop, Smith, Middleton (by phone), Betzold, Henninger, Rea, F. Williams, H. Williams, Penton, Killian, Parrett, and Wood.

Safety Briefing - Doug Wood conducted a safety briefing by showing the power point presentation on ORM put out by National HQ for annual refresher training on ORM.

PD – Absent

A.E. – Absent

LEGAL – Absent

EM SVCS – Had one ELT mission this month that lasted 2.5 hours. It was undertaken by the 120th and when they could not receive the transmission, it was terminated by the AFRCC. All FROs are now listed in Ops Qual section of E Services.

PA – Absent

PERSONNEL – Members have been getting notice of appointment duty changes now being generated by National. The Forrest City flight has been closed down for lack of minimum membership. All members have been temporarily assigned to Squadron 000.

OPS – Absent.

CD – 18.9 hours have already been flown from MJ spotting missions. HOT, ROG, and BPK will be flying missions this month.

COMMUNICATIONS – Still updating repeaters. Has power point presentation ready for review.

CADETS – Absent

LOGISTICS – Absent

ADMIN – Going through an aircraft model cleanup in ops qual section of e-services. There should be a standardized designation on WIMRS effective 4 Aug. National is re-aligning duty positions to correlate with National organization's job descriptions. He discussed implementation of the new AR Supp to CAPR 10-2 regarding backup of electronic files.

HLS – He attended the semi-annual earthquake meeting at Blytheville. He is still flying bird missions for ASU but they have been severely curtailed.

IG – Absent

WA – Nothing to report.

FINANCE – The Wing has a net operating loss for the fiscal year to date of \$1,036.89. The committee is submitting a grant application to Wal-Mart Foundation for the next year.

CHAPLAIN – The 42nd's chaplain is in the Air Force and has received notice that he is being deployed. The 102nd Squadron needs a new chaplain. All annual Form 34s were completed on time.

TRANSPORTATION – All vehicles are mission ready. Just completed painting on 3 vehicles.

SAFETY –. Only one Form 78 incident has been reported for the month.

AE – Absent

VICE COMMANDER – Distributive SAREX will be held from now to the end of the month, and up until 13 Sep. Have enough funding (approx. \$5,000) for remainder of fiscal year.

USAF State Director – MAJ Monty Johnson will be on the next promotion list for LTC.

DDR – Discussed programs available for cadets for remainder of fiscal year.

DISASTER PREPAREDNESS – Have distributed earthquake packets to members. Awaiting comments. Buckner was concerned about length of missions. Under present scenario, can't use 3 man crews because of fuel limitations.

SERVICES COORDINATOR - Public Affairs officer counting hits on the Wing website, encountering 734 unique visitors on the website.

The IG will be conducting an IG course for anyone on the SUI teams. 2 SUIs out of 6 have been completed. Professional development officer had 7 individuals sign up for the new Organizational Excellence Specialty Track. Only have 7 members in the Wing who have not viewed the ground handling video. SAV responses are being reviewed by the Wing CC. In our responses, if we say we're going to do something, it will probably be looked at during the CI.

WING CC – Staff needs to make sure that members have prudent training accomplished during any SAREXs. On SAV responses, don't create new process to correct an old problem if that doesn't solve the problem. If the process was valid and human failure was the cause, keep the existing process and state "will correct". He only received 7 of 22 standing agenda notes this month. The staff needs to keep up effort to them in to the CC.

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

/s/ Doug Wood

Doug Wood
Wing Administrator/Recorder

APPROVED _21___ August, 2009.

/s/ Robert B. Britton

ROBERT B. BRITTON
Colonel, CAP
Commander