



**AIR NATIONAL GUARD
Noncommissioned Officer
Academy Graduate Association
Chapter 1**

August 16, 2015

MEMORANDUM FOR ANG CHAPTER ONE BOARD OF DIRECTORS

FROM: President, ANG NCOAGA CHAPTER ONE BOARD OF DIRECTORS, CMSgt (Ret) Janice Richardson

SUBJECT: Minutes of the ANG NCOAGA Chapter One Board of Directors Meeting – 17 July 2015, Air National Guard Readiness Center, Joint Base Andrews, MD.

Welcome - President Richardson called the meeting to order at 0800

Pledge – President X Officio Amburn

Prayer - President X Officio Amburn

Opening remarks- Acting Parliamentarian SMSgt (Ret) Lang Anderson for the entire weekend. Acting Secretary Vice President Schulz on Friday and SMSgt (Ret) Christine Welton on Sat and Sun. CMSgt Walden-TEC Commandant plans to be in attendance the entire weekend. CMSgt Hotaling will drop by on Friday if his schedule allows.

Roll Call and Declaration of a Quorum- Vice President Schulz

P President CMSgt (Ret) Richardson

P 1st Vice President CMSgt (Ret) Schulz

V 2nd Vice President Vacant

E Secretary MSgt (Ret) Dahl

P Treasurer MSgt (Ret) Hollar

P DAL Membership MSgt (Ret) Creasser

P DAL Ways and Means MSgt Happ

P Parliamentarian SMSgt (Ret) Anderson

P DAL TEC CMSgt (Ret) Damrow

E DAL Graduate Maj (Ret) Koenig

E Region 1 Director MSgt (Ret) Washburn

E Region 2 Director SMSgt (Ret) Montgomery

V Region 3 Director Vacant

P Region 4 Director SMSgt (Ret) Barnes

P Region 5 Director MSgt (Ret) Oster

P Region 6 Director MSgt Vickrey

P TEC Commandant CMSgt Walden

P Pres. X Officio CMSgt Amburn

E Past Pres. Chairman CMSgt (Ret) Van Roo

E Liaison to ANG Director CCM CMSgt Hotaling

**Vice President Schulz declares we have a quorum

OLD BUSINESS

1. Review of Board meeting minutes from the teleconference on 18 Jun 2015- After Review no changes were made and SMSgt Barnes motioned to approve the minutes and MSgt Vickrey seconded the motion. Motion passed unanimously. (CLOSED)
2. Obelisk update- CMSgt Damrow reported that he has 77 names that have not been put on the obelisks. He has an estimate of \$2895 to engrave the names. He recommended either postponing the engraving or solicit for a corporate sponsor to fund the process. SMSgt Anderson asked what our current financial situation is. Because MSgt Hollar has not had an opportunity to work on the treasurer books, CMSgt Richardson briefed the board on all of the account balances in both Wells Fargo and USAA. MSgt Oster stated that since the hotel room quota was not met for the banquet room, Chapter 88 may not be able to return the \$1000 seed money they were advanced. President Richardson also briefed there were only two budget requests from board members for 2015-2016. They are \$1800 for the President and \$500 for the Membership. President Richardson passed the gavel to Vice Pres. Schulz and stated that we have made it a priority to engrave the names of deceased

members in good standing in the past and we need to continue to do so. Vice Pres. Schulz passed the gavel back to Pres. Richardson. CMSgt Damrow said we need to make a decision as to the value putting of the names on the obelisk. This prompted MSgt Oster to make a motion to spend the money to update the obelisk. SMSgt Barnes seconded. Friendly amendment by MSgt Vickrey to limit the cost to \$3000 which was accepted by MSgt Oster. Discussion was halted due to Mr. Rico entering the room. He is Chief of Staff for the Director of the readiness center. He thanked the board for coming and welcomed us to the readiness center. The director was hoping to attend but was unable to attend due to the shooting issues in Chattanooga Tennessee recruiting office. Mr. Rico stated he wanted us to have a successful meeting and an enjoyable time in Washington DC area. Mr. Rico departed the meeting room and discussion continued on the obelisk with Vice Pres. Schulz asking if the cap on the cost included the cleaning of the obelisk. CMSgt Walden stated that since the obelisk area is on the grounds of the TEC he and his staff would take care of power washing the stones to make them more professional looking. After no further discussion President Richardson called for the vote it passed unanimously. (OPEN)

3. Reimbursement Appendices- President Richardson stated that when Terri Lever was the treasurer she started to develop the reimbursement appendices but was not able to complete it. Since MSgt Hollar just took over as treasurer President Richardson would get with her to continue with the form so that board members have a tool to submit for proper reimbursement. (OPEN)
4. Digital Archiving of the Records. Vice President Schulz briefed that nothing has been accomplished on this yet. President Richardson stated that she could account for all but ten years of secretary records and will continue to search for them. Vice President Schulz stated that all the financial records up to when Jamey Edwards took over as Treasurer are at the TEC in a large box. CMSgt Walden asked where the box was and Vice Pres. Schulz stated in an area that was designated as a Chapter 25 storage location on the second floor back by the conference room. The financial records from the years that Jamey was treasurer will have to be located and combined with those from Terri Lever and Richard Champ to be archived. Vice Pres. Schulz stated he would like some assistance with this project since he did not know the best way to do this. Discussion about cost of storage devices, use of the cloud, how much space we may need, and what would work the best. CMSgt Walden suggested we start small and get the documents on DVD. MSgt Vickrey and MSgt Oster stated they would help scan documents. President Richardson stated we need to get this done within 3 to 6 months. CMSgt Amburn made the motion that we readdress this at the Oct board meeting to determine our progress with a goal of completion by 2016 membership meeting. Seconded by SMSgt Barnes and it passed unanimously. (OPEN)
5. Betty Fearn Scholarship fund raising. MSgt Happ presented two options to the board. The first was ABC Fundraising entertainment card. The association would purchase the cards at a cost of \$6 each with a minimum purchase of 400 cards. The cards could be sold to the chapters for \$10 and the chapters could sell them. Or there are \$15 cards that can be purchased for \$7.50 with a minimum purchase of 300. Lastly there is a \$20 card that would cost \$9 each with a minimum order of 300. So the association would have to come up with a minimum of \$2250 and a maximum of \$2700 initial investment. The second fund raising option she brought forward was Yankee Candles. There are no material costs to the association. No minimum purchase requirements and the group would have a 40% profit from all orders. The purchaser pays a flat \$5.99 shipping for orders up to \$100. Orders over that the shipping is free. MSgt Happ suggested that we try the Yankee Candle option since there is no cost to the association. MSgt Creasser stated she liked the Yankee Candles and purchases them regularly. SMSgt Barnes made a motion to proceed with the Yankee Candle on the web site and the profits be used to fund the Betty Fearn Scholarship. Seconded by MSgt Hollar. Vote was unanimous to proceed with Yankee Candle as soon as possible. MSgt Happ also reminded everyone that we have a lamp to raffle off at the banquet. (OPEN)
6. Graduate will be discussed during the committee meeting. Vice President Schulz asked who was going to chair that committee since Major Koenig was not present. President Richardson tasked MSgt Vickrey to chair the committee with MSgt Happ as the co-chair. (CLOSED)
7. Pay Pal Issues. There is a substantial amount of money in the pay pal account CMSgt Walden stated that the money stays in the pay pal account until the owner of the account transfers the funds. He also stated that unless you become a member of pay pal you cannot use pay pal to pay for your membership. This item will be left open to allow MSgt Cawfield to transfer the funds into the Wells Fargo account. (OPEN)

8. Be Square Society- There were several discussions concerning the pledges. MSgt Vickrey stated he will review the listing with MSgt Happ and ensure she knows all of the procedures. The Pledge made by CMSgt Pigg was paid for by his family in 1993. MSgt Creasser and MSgt Nathan Delgado paid for Ralph Taylor. (OPEN)

**President called for any other old business and hearing none she closed old business.

NEW BUSINESS

1. Region 1 report was submitted by MSgt Washburn- See the attached report.
2. Region 2- SMSgt Montgomery was not present and did not submit a report. A question was asked if there were any active chapters in Region 2. This prompted CMSgt Walden to ask when are we going to stop deactivating chapters. He asked the board what message are we sending to our young people who are being recruited into the association. SMSgt Barnes explained about the deactivation process and why he would recommend deactivation. CMSgt Schulz explained why the association felt had to deactivate chapters so that we could have a quorum to conduct official business at our annual membership meetings. CMSgt Walden then stated we need to return to our roots. That we need to encourage young people to attend in residence PME. We need to get our local chapters involved in the process of helping people submit their packages to attend in residence since the process has changed to require all students to submit packages to be considered.
3. Region 3- CMSgt Schulz briefed that he has been unable to find a person from the chapters in region 3 to step up to the challenge of becoming the director. There were no packages submitted for awards and no chapter activity reports submitted by any of the three active chapters in region 3.
4. Region 4- SMSgt Barnes briefed that the chapters in his region are doing things but they are not submitting reports. He is drafting a letter to send to commanders and command chiefs of the units where his chapters are active to encourage their submission of reports and more information sharing with him.
5. Region 5- MSgt Oster briefed that out of 25 chapters only 4 are responding to her. This prompted MSgt Vickrey to ask about consolidating regions. SMSgt Barnes stated that we need to take what the active chapters are doing and somehow share that with the other chapters. MSgt Vickrey stated that the Ft Wayne chapter is helping the young people with their packages for in residence classes. SMSgt Barnes stated that Chapter 7 has their airman that comes back from in residence schools share their experience at commander's call. This also gives commanders an opportunity to see a new shining star in their organization. CMSgt Damrow suggested that we put pictures of recent graduates on our web site.
6. Region 6- MSgt Vickrey briefed he has 6 active chapters. He has started using mail chimp to be able to communicate better with his chapters. The program gives him a number of read, opened, not opened, etc. on the messages he sends out. It also tells him if he has a bad address.

**BROKE FOR LUNCH AT 1200 TO RETURN AT 1315 and assisted Chapter 88 set up the meeting room for the membership meeting. WE RECONVENED AT 1430 AND RESUMED NEW BUSINESS.

7. Awards- There was two award packages submitted to the selection committee by the 2nd Vice president this year. We need to come up with a plan to encourage our chapters to submit award packages. (CLOSED)
8. Chapter Awards. None for this year since there were no chapters that submitted chapter activity reports. (CLOSED)
9. Scholarship update. 3 junior packages, 4 senior packages, and 2 Bennie Frick packages were received by the 1st Vice President. All applicant sponsor memberships were verified by DAL membership. There was no Betty Fearn scholarship packages received. (CLOSED)
10. Finance Issues- President Richardson briefed that if we can increase our memberships we won't have any financial issues. (OPEN)
11. Gift shop- CMSgt Damrow briefed that the gift shop sold \$426 last year for a profit of \$252. He suggested that we liquidate the gift shop and do something of value with the inventory and also with the room. There was a lot of discussion concerning items such as the NCOAGA coin and also some items that we have on hand. After all the discussion was over, MSgt Oster made a motion to liquidate the items in the gift shop and once that was accomplished to make a decision on what to use the space for. It was seconded by MSgt Happ. President Richardson passed the gavel to Vice President Schulz to make a friendly amendment to the motion that the

- money from the gift shop be used for the obelisk update which was accepted by Oster. Schulz called for the vote and it passed unanimously. Schulz passed the gavel back to President Richardson. (CLOSED)
12. Membership update- MSgt Creasser briefed that since last membership meeting she has received \$7290 in membership money. \$3120 in life memberships and \$4170 in year to year memberships. She has been sending out email notices and has gotten a lot of late renewals. Total memberships at 2100. There was a lot of discussion about what we do with the money we get. We need to find a way to make membership dollars provide something from our association to our members. (OPEN)
 13. Articles of Incorporation- recommendation from our attorney is don't change them unless we need to. (CLOSED)
 14. MSgt Bennie Frick Scholarship- will be for AGH and will not be in the Constitution and By Laws. Attorney said to do a memo for record with statement not to remove from the AGH and note that the funds are "restricted" and can only be used for the Bennie Frick Scholarship. This is recommendation is based on a letter from CMSgt (Ret) Billy Quinn, Chapter 1 president to Chapter 7 when the Bennie Frick Scholarship program was turned over to Chapter 1. (OPEN)
 15. NCOAGA emblem- President Richardson was contacted by CMSgt (Ret) Getty due to the Presidents letter that she sent out to members with the emblem on it. He designed the current emblem that we have because Chapter 1 did not want the membership to use their emblem. We cannot put Chapter 1 under our emblem and use it that way. We will contact CMSgt (ret) George Vitzhum to see if he remembers what the Chapter 1 emblem looked like. (OPEN)
 16. Communication with the board of directors. President Richardson asked the board members to communicate in a timely manner with the president. (CLOSED)
 17. Nominations for positions that are vacant or up for reelection. Only two packages have been received so far. One for Ways and Means and one for 2nd Vice President. (CLOSED)
 18. Question was asked if the DAL's can become voting members by changing the AGH, President Richardson stated she did not see anything in the Articles of Incorporation describing them as non-voting positions. This will be reviewed by the parliamentarian to see if we need to submit this to the constitution and bylaws committee to change this year.
 19. Committee assignments were made to all of the board members to ensure that the board members who are absent have a committee chair to cover them. (CLOSED)
 20. CMSgt Walden suggested that we change our vision statement so that it says what we are going to do. (OPEN)

**President Richardson called for any other new business and hearing none she closed new business.

FOR THE GOOD OF THE ASSOCIATION

1. MSgt Oster asked if we are going to still have NCOAGA coins even if the gift shop is closed. It was decided that we would continue to have them.
2. MSgt Vickrey did a coin check and \$3 was collected.
3. MSgt Oster stated that she had recruited MSgt Hollar for our treasurer position when our current treasurer was vacant.

**President Richardson asked for any other For the Good of the Association and hearing none she adjourned the meeting at 1600 hours.

//RECORDED//

Doug Schulz, CMSgt (Ret)
Acting secretary, NCOAGA Chapter 1

//SIGNED//

Janice Richardson

Janice Richardson, CMSgt (Ret)
President, NCOAGA Chapter 1