



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

23 July 2015

MEMORANDUM FOR ANG CHAPTER ONE BOARD OF DIRECTORS

FROM: PRESIDENT, ANG NCOAGA CHAPTER ONE BOARD OF DIRECTORS, CMSgt (Ret) Doug Schulz

SUBJECT: Minutes of the ANG NCOAGA Chapter One Board of Directors Meeting – 20 July 2015, Hampton Inn South, Alexandria, VA.

1. President Schulz opened the BOD meeting with thanking board members for staying an extra day to attend the meeting.
2. President Schulz led the Pledge of Allegiance
3. Regional Director 4 Barnes said prayer.
4. Secretary Oster completed the roll call and declared a quorum.
  - a. Executive Board (Elected, Voting Members)
    - P    President, CMSgt (Ret) Schulz
    - P    1<sup>st</sup> Vice, CMSgt (Ret) Welton
    - E    2<sup>nd</sup> Vice, MSgt Cawfield
    - P    Secretary, MSgt (Ret) Oster
    - E    Treasurer, MSgt (Ret) Hollar
  - b. Regional Directors (Elected, Voting Members)
    - E    Region 1 MSgt (Ret) Washburn
    - E    Region 2 SMSgt (Ret) Montgomery
    - V    Region 3 (VACANT)
    - P    Region 4 SMSgt (Ret) Barnes
    - P    Region 5 MSgt Happ
    - P    Region 6 MSgt Vickrey
  - c. Advisors to the Board (Non-voting Members)
    - E    The Commandant, Chief Walden
    - P    Pres XOfficio, CMSgt Richardson
    - E    Past President, Chairman, CMSgt (Ret) Van Roo
    - E    Liaison to ANG Director (ANG/CCM) CMSgt Hotaling
  - d. Directors-at-Large (Appointed, Nonvoting Members)
    - P    Membership, MSgt (Ret) Creasser
    - E    Ways & Means, MSgt Harwood
    - P    Parliamentarian, SMSgt (Ret) Anderson
    - P    TEC CMSgt (Ret) Damrow
    - E    Graduate, Maj (Ret) Koenig

**OLD BUSINESS**

1. Complete update of the Obelisk with names. Suspense is 1 Oct 2015. CMSgt Walden mentioned that he would have his staff do the power washing and cleanup maintenance. POC: CMSgt (ret) Damrow. (OPEN)
2. President XOfficio will work with Treasurer Hollar on completing the Reimbursement Appendix. POC: CMSgt (ret) Richardson. (OPEN)
3. Requesting assistance from all board members with digitizing NCOAGA documents. Scan the documents to an external drive; CD, SD or flash drive. Do not destroy hard copies until we have two electronic copies of each document. Suspense is GMM48. POC: CMSgt (ret) Schulz. (OPEN)
4. Coordinate shipment of Treasurer Books to TEC to scan and keep on an external drive. Suspense is GMM48. POC: CMSgt (ret) Schulz. (OPEN)
5. Yankee Candle – National Fund Raiser. All coordination to establish the fund raiser is being processes. Suspense is 1 Aug 2015. POC: MSgt Harwood. (OPEN)
6. GMM47 Photos. SMSgt Bowman needs to send pictures to DAL Graduate. Suspense Aug 15 2015. POC: MSgt (ret) Oster. (OPEN)
7. Scholarship Winners. Original essays of the scholarship winners announced at GMM47 sent to DAL Graduate. Suspense 15 Aug 2015. POC: CMSgt (ret) Welton. (OPEN)
8. Board of Directors articles to DAL Graduate. Suspense 15 Aug 2015. (OPEN)
9. Be Square Society. (OPEN)
  - a. Application form needs to be made electronically fillable (MSgt Cawfield/MSgt Vickery).
  - b. Traveling board with names of members needs to be located (MSgt Vickery).
  - c. Possibility of creating a virtual board. POC: MSgt Harwood.
10. Deficiencies on Be Square Society program. Need to reach out to existing members concerning fulfillment of pledges. POC: MSgt Harwood and MSgt Vickery. (OPEN)

**NEW BUSINESS**

1. COMMUNICATION – members of the board of directors and advisors must communicate with each other. POC: CMSgt (Ret) Schulz. (CLOSED)
  - a. Respond back to telephone voicemails immediately.
  - b. Reply back to emails within three days. If need to research an item please respond within 24hours of receiving email and give a suspense date when you will have an answer.
  - c. Resolve difficulties between concerning individuals. Contact the president if needed.
2. GMM47 Committee Reports.
  - a. Turn in all electronic committee reports to secretary by 1 Aug 2015. Reports will be posted on website. Sign in sheets will not be posted on the website due to Personal Information (PI). (OPEN)
  - b. Ensure committee report folders are current to include flash drives before GMM48. POC: CMSgt (ret) Welton and MSgt (ret) Oster. (CLOSED)
3. Financial Report. If you need to spend money to use for your position and funding is not reflected for the 2015-2016 budget please request permission for reimbursement before making purchases. (CLOSED)
4. Membership. (OPEN)
  - a. Remove lines from the deactivated chapters on the membership application. POC: MSgt (ret) Creasser.
  - b. Make the application form electronically fillable for ease of use. POC: MSgt Cawfield
5. Travel Log listing to CMSgt (ret) Schulz by 1 Aug 2015. POC: MSgt Harwood. (OPEN)
6. Regional Directors: (CLOSED)
  - a. Chapter involvement with preparing Airman for in-residence school.
  - b. Share CMSgt Walden's PME slide presentation from GMM47 with chapters to promote PME.
  - c. NCOAGA PME presentation added on at the end of CMSgt Walden's briefing. POC: MSgt (ret) Oster.
    - i. Input from board of directors and advisors NLT 1 Oct 2015 to the secretary.
    - ii. Input from all NCOAGA members NLT 1 Oct 2015 to the secretary.
    - iii. CMSgt Walden welcomes a NCOAGA briefing to add to his presentation when speaking to CCMs and CMSgts.
  - d. Take baby steps to go forward.

- e. Measure what we do.
- 7. CMSgt (ret) Schulz expects contact from Regional Directors on a monthly basis. (CLOSED)
- 8. CMSgt (ret) Schulz will make direct contact with CMSgt Walden for support needed from the NCOAGA. (CLOSED)
- 9. Airman Leadership School (ALS) graduates should be highlighted on our website. CMSgt Walden to provide pictures of students that we can use on our media (website and Facebook) with the caption of "HERE IS OUR FUTURE." (OPEN)
- 10. CMSgt (ret) Schulz will contact MSgt (ret) Dahl and request all secretary equipment be shipped to MSgt (ret) Oster. (OPEN)
- 11. Approved GMM46 minutes posted on website. Suspense 1 Aug 2015. POC: MSgt (ret) Oster. (OPEN)
- 12. Storage for NCOAGA Chapter 1. (CLOSED)
  - a. Traveling banners. Suspense, GMM48. POC: CMSgt (ret) Welton.
  - b. Traveling nesting and flag boxes will be stored by Chapter 88, GMM47 host until next GMM. POC: SMSgt Bowman, Chapter 88 president.
- 13. Association Guidance Handbook (AGH) changes. Suspense 1 Oct 2015. POC: MSgt (ret) Oster. (OPEN)
  - a. Board members and advisors review your duty positions and send any changes to the secretary.
  - b. If you see any grammatical errors in the AGH please notify the secretary for necessary changes.
- 14. NCOAGA Quick Reference Sheet updated. Suspense 1 Jan 2016. POC: MSgt (ret) Oster.
- 15. GMM47 Survey sheet was not in the registration packet. SMSgt David Bowman will email form out to all attendees for a response. Suspense 1 Oct 2015. (OPEN)
- 16. Board of Directors audio meeting is scheduled for 24 Aug 2015 at 6pm EST. Audio meeting telephone number and code will be sent out. (OPEN)
- 17. DAL Parliamentarian. SMSgt (ret) Lang Anderson's name was submitted for the Parliamentarian position. Board of directors approved appointment. (CLOSED)
- 18. Members of the board of directors and advisors that need BOD shirts contact SMSgt (ret) Melvin Barnes. (CLOSED)

**FOR THE GOOD OF THE ASSOCIATION**

- 1. \$674 was raised selling lamp tickets during GMM47. The money was deposited into the Betty Fern Scholarship fund for GMM48.
- 2. Members attending the Region 5 meeting during GMM 47 recommended bringing back the Newcomers orientation meeting the night before the GMM begins.
- 3. TEC Briefings. POC: CMSgt (ret) Schulz
  - a. Develop a short NCOAGA briefing for students.
  - b. Develop a business card to hand out to students.
- 4. Align the NCOAGA goals to ANG goals developed by CMSgt Hotaling. We need to tweak our strategy.
- 5. CMSgt (ret) Damrow thanked CMSgt (ret) Richardson for her guidance the past two years.
- 6. CMSgt (ret) Welton challenged Region Directors to pursue active chapters to turn in monthly reports. Chapter Report form needs to be an electronically fillable form. POC: MSgt Vickery.

//RECORDED//

Phyllis R. Oster, MSgt (Ret)  
Secretary, NCOAGA Chapter 1

//SIGNED//

*Doug Schulz*

Doug Schulz, CMSgt (Ret)  
President, NCOAGA Chapter 1