



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

29 August 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 – 24 Aug 2015, via telecon.

1. President Schulz opened the BOD meeting at 1802 hrs.
2. President Schulz led the Pledge of Allegiance.
3. President Schulz said an opening prayer.
4. Secretary Oster completed the roll call and declared a quorum.
 - a. Executive Board (Elected, Voting Members)
 - P President, CMSgt (Ret) Schulz
 - P 1st Vice, CMSgt (Ret) Welton
 - P 2nd Vice, MSgt Cawfield
 - P Secretary, MSgt (Ret) Oster
 - P Treasurer, MSgt (Ret) Hollar
 - b. Regional Directors (Elected, Voting Members)
 - E Region 1 MSgt (Ret) Washburn
 - P 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)
 - P The Commandant, Chief Walden
 - P Pres XOfficio, CMSgt Richardson
 - P 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
 - P Ways & Means, MSgt Harwood
 - P Parliamentarian, SMSgt (Ret) Anderson
 - P TEC CMSgt (Ret) Damrow
 - P Graduate, Maj (Ret) Koenig
 - No additional guests in attendance

OLD BUSINESS

1. Secretary Oster made a motion to accept the 17 July 2015 BOD Minutes with corrections. President XOfficio Richardson second. President Schulz called for the vote. Approved (CLOSED).
2. Secretary Oster made a motion to accept the 20 July 2015 BOD Minutes. No second needed with no changes. President Schulz called for the vote. Approved (CLOSED).
3. Complete update of the Obelisk with names. Suspense is 1 Oct 2015. Contractor said it would not cost more than \$2,000 to add all the names to bring obelisk up to date. Money will be used from the gift shop for the work. CMSgt Walden mentioned that he would have his staff do the power washing and cleanup maintenance. POC: CMSgt (Ret) Damrow (OPEN)
4. President XOfficio Richardson will work with Treasurer Hollar on completing the Reimbursement Appendix. Almost completed; suspense 21 Sep 2015. POC: CMSgt (Ret) Richardson (OPEN).
5. MSgt (Ret) Hollar has the treasurer records from SMSgt Edwards, SMSgt (Ret) Lever and SMSgt (Ret) Champ. All other treasurer books are already in place at TEC. Will set a date to travel to TEC to do the scanning of the books. Suspense is GMM48. POC: CMSgt (Ret) Schulz (OPEN).
6. Yankee Candle – National Fund Raiser. Official deadline is 1 Jan 2016. Suggested to keep setting monthly suspense date out so people will purchase early. Mobile app for Yankee candle to order from. Input into the Graduate suspense date 1 Jan 16. Betty Fearn scholarship gets 40% of the sales. Yankee Candle will send a check once a month until closed. Facebook dates will be monthly. Will do a monthly report of status of many sold. As of time of BOD meeting: SOLD \$233 AND PROFIT IS \$93.20. POC: MSgt Harwood (OPEN).
7. GMM47 Photos. SMSgt Bowman needs to send pictures to DAL Graduate. Suspense Aug 15 2015. SD of pictures were sent and received by the DAL Graduate. POC: MSgt (Ret) Oster (CLOSED).
8. Scholarship Winners. Original essays of the scholarship winners announced at GMM47 sent to DAL Graduate. Suspense 15 Aug 2015. DAL Graduate has received the winner essays for publication in the next issue of The Grade. POC: CMSgt (Ret) Welton (CLOSED).
9. Board of Directors articles to DAL Graduate. Suspense 15 Aug 2015. POC: Maj (Ret) Koenig (CLOSED).
10. Be Square Society.
 - a. Application form needs to be made electronically fillable. Form is almost complete to send out. POC: MSgt Cawfield/MSgt Vickery (OPEN).
 - b. Traveling board with names of members needs to be located. Has not been located yet. Has tracked down the last time it was seen was at TEC. Trying to find a picture of it to post on Facebook asking members if they know where it is located. POC: MSgt Vickery (OPEN).
 - c. Possibility of creating a virtual board. POC: Working on designing in publisher to be posted on website. Suspense is GMM48. MSgt Harwood/MSgt Vickrey (OPEN).
11. Deficiencies on Be Square Society program. Making the form easier to accomplish. Contacting members that are on the list if they still intend to pay according to the guidelines.

Last spreadsheet is Jun 2014 and will work with MSgt Happ on updating the listing. POC: MSgt Harwood (OPEN).

12. PayPal Issues. Account is active and working. Transferred \$500 from the account into bank account on 24 Jul 2015. Cannot transfer more than \$500 a month from PayPal to bank account. There is a balance of \$444.38 in PayPal. Will transfer balance in Sep 2015. POC: MSgt Cawfield and MSgt (Ret) Creasser (CLOSED).
13. Digital Archiving of Records & Historical Records Location. Will set a date to go to TEC to begin scanning records. Location for hard copy records has not been determined. CMSgt (Ret) Van Roo asked if anyone has seen the original copy of the letter General I.G. Brown signed authorizing the formation of the NCOAGA in 1968. He will try and locate a copy for the historical records. POC: CMSgt (Ret) Schulz (OPEN).
14. Membership.
 - a. Lines through the deactivated chapters on the membership application have been removed. POC: MSgt (ret) Creasser (CLOSED).
 - b. Membership application is now fillable. POC: MSgt Cawfield (CLOSED).
 - c. We need to find a way to make membership dollars provide something from our association to our members. Chief Walden, "What do our members get in return when they become members?" At the moment they only get a card, plus applying for scholarship. Maybe look at some type of take away...give something for their contribution like a coin. SMSgt (Ret) Lang Anderson commented that we are not financial stable to give away any tangible items. CMSgt Walden suggested that if we are liquidating the gift shop maybe give them something from there instead of investing in purchasing new items. We need to figure out how to generate more membership. (OPEN).
15. Travel Log listing to CMSgt (ret) Schulz. MSgt Harwood sent the latest listing of the Travel Log dates Sep 2010. That was the latest listing on the historical information on the CD he was given. MSgt Happ advised that she sent the most current listing via email to MSgt Harwood. POC: MSgt Harwood (CLOSED).
16. Airman Leadership School (ALS) graduates should be highlighted on our website. CMSgt Walden did say we can take any pictures on the TEC Facebook and website and use on our sites. The NCOAGA will have to contact Public Affairs at TEC if we can post names with the photos. Suspense is 21 Sep 15. (OPEN)
17. CMSgt (ret) Schulz will contact MSgt (ret) Dahl and request all secretary equipment be shipped to MSgt (ret) Oster. MSgt (Ret) Oster has received the NCOAGA laptop and recorder. MSgt (Ret) Dahl does not wish to be reimbursed for the shipping cost. (CLOSED).
18. Approved GMM46 minutes posted on website. Suspense 1 Aug 2015. POC: MSgt (ret) Oster. Sent approved minutes to MSgt Cawfield on 27 Jul 15. (CLOSED).
19. Association Guidance Handbook (AGH) changes. Requested the suspense date moved to 1 Dec 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.
20. NCOAGA Quick Reference Sheet updated. Suspense 1 Jan 2016. CMSgt (Ret) Welton sent

the final input, 2016 scholarship essay topics to be added to the reference sheet. POC: MSgt (Ret) Oster (OPEN).

21. Increase of membership dues WILL TAKE CARE OF FINANCIAL SITUATION. This was a misunderstanding of what was said. The statement was “increase of membership will take care of our financial situation.” POC CMSgt (Ret) Richardson (CLOSED).
22. NCOAGA Chapter 1 Emblem. Spoke with CMSgt (Ret) Vitzthum and Chapter 1 was using TEC’s emblem and they were asked to stop using it. The NCOAGA Emblem was developed after Chapter 1 was no longer allowed the use of the academy emblem. The original NCOAGA did not reflect Chapter 1 under it. The NCOAGA emblem with the wording of Chapter 1 will only be used for board of directors’ correspondence. POC CMSgt (Ret) Richardson (CLOSED)
23. MSgt Bennie Frick Scholarship. President XOfficio Richardson has the letter from CMSgt (Ret) Bill Quinn on the guidelines for the funds from the scholarship. The Attorney recommends to incorporate the letter in the AGH. CMSgt (Ret) Richardson is working on a statement that will go into the AGH that the money remains in the Bennie Frick Scholarship funds and restricted for that program only. The parliamentarian SMSgt (Ret) Anderson stated that since the original intent of the MSgt Bennie Frick Scholarship Fund was to only provide scholarships in her name that this additional to the AGH is housekeeping and does not require a vote from the general membership. POC CMSgt (Ret) Richardson (OPEN).
24. DAL Committee members becoming a voting member of the board of directors. This was recommended to the Articles of Incorporation and By Laws Committee at GGM 47. The committee did not make the recommendations. POC: MSgt (Ret) Oster (CLOSED).
25. Review the NCOAGA vision and mission statement. POC: CMSgt (Ret) Schulz (OPEN).
 - a. CMSgt Walden made a recommendation to review vision and mission statement and realign it with the current enlisted PME teachings. Vision and mission statement need to inspire enlisted members to attend in residence since it is no longer required.
 - b. President Schulz needs volunteers to work on a committee. The vision and mission statement is the responsibility of the Constitution and Bylaws committee.
 - c. What does the NCOAGA do to prepare airman for in-residence PME?
 - d. What are we doing to revitalize the organization and chapters? CMSgt (Ret) Welton recommend an Ad Hoc committee be established to find ways to revitalize.
 - e. President Schulz assigned the Ad Hoc three tasks. 1) Make sure the vision and mission statements are inline as what we want to do as an association; 2) Plan on how to revitalize our chapters; 3) What are we doing to prepare airman for in-residence PME.
 - f. CMSgt (Ret) Welton will establish a committee to work on a plan on how to revitalize chapters. Suspense 21 Sep 15.

NEW BUSINESS

1. Affirmation of Compliance and Disclosure Statement – 2015-2016 BOD members. Please send in your signed disclosure statement by next board meeting, 21 Sep 15. POC: MSgt (Ret) Oster (OPEN).

2. National NCOAGA email account – ncoagachapter1@gmail.com A memo to the board will be send out explaining the guidelines for the general email account by next board meeting, 21 Sep 2015. POC: MSgt (Ret) Oster (OPEN).
3. REGION 1 Report. MSgt (Ret) Washburn excused from the meeting.
4. REGION 2 Report. SMSgt (Ret) Montgomery. Past members of Chapter 54 attending SNCOA and has expressed interest in rejuvenating the chapter. They will be contacting him upon return from the SNCOA. Has not made contact from anyone from the New Orleans chapter and if anyone has a contact or contact information from that chapter please forward to him.
5. REGION 3 Report. SMSgt (Ret) Anderson went to Offutt AFB and spoke with Mrs. Sanders at the conference center. The center is open Jul and Aug 2016 for possible location for GMM48. Lodging has 25 rooms available that can be used in conjunction with GMM48. This will be a new business item for the next board of directors meeting
6. REGION 4 Report. SMSgt (Ret) Barnes contacted the president of Chapter 2 plus the CCM of Puerto Rico to solicit assistance to rejuvenate. Made contact with the Alabama chapter.
7. REGION 5 Report. MSgt Happ advised that Chapter 88 is recuperating from hosting GMM47. Sent out advertisement to Region 5 on Facebook and mailing list about the Yankee Candle fundraiser.
8. REGION 6. MSgt Vickrey received all monthly reports from Chapter 106 after the GMM. Working on making NCOAGA forms fillable via pdf format.
9. TREASURER REPORT: MSgt (Ret) Hollar reported that checking has \$15,071.11; Betty Fearn Scholarship is at \$1,912.00; Scholarship Program has \$1,508.97; Bennie Frick has \$501.02; live savings is \$500.96.
10. Next board of directors meeting is Monday, 21 Sep 2015 @ 1800 EST.

FOR THE GOOD OF THE ASSOCIATION

NOTHING FOR THE GOOD OF THE ASSOCIATION.

Meeting adjourned at 2000 hours EST.

//RECORDED//

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

//SIGNED//

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