



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

15 Nov 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 – 28 October 2015, via telecom.

1. President Schulz opened the BOD meeting at 1805 hrs EST. President Schulz led the Pledge of Allegiance and said an opening prayer.
2. 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
    - P   2<sup>nd</sup> Vice, MSgt Cawfield
    - P   Secretary, MSgt (Ret) Oster
    - E   Treasurer, MSgt (Ret) Hollar
  - b. Regional Directors (Elected, Voting Members)
    - P   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
    - E   TEC CMSgt (Ret) Damrow
    - P   Graduate, Maj (Ret) Koenig
    - N/A   No additional guests in attendance

## OLD BUSINESS

1. Approval of 24 Aug 2015 BOD Meeting Minutes. Motion made to accept minutes as written by MSgt Washburn; seconded by MSgt Cawfield. Minutes approved (CLOSED).
2. Approval of 28 Sep 2015 BOD Discussion Minutes. Motion made to accept minutes as written by CMSgt (Ret) Richards; seconded by CMSgt (Ret) Welton. Minutes approved (CLOSED).
3. Complete update of the Obelisk with names. CMSgt (Ret) Damrow was not present to give an update. President Schulz spoke with CMSgt (Ret) Damrow and he and the company contracted to do the update are coordinating a date to accomplish the task. Suspense 1 Nov 15. POC: CMSgt (Ret) Damrow (OPEN).
4. President XOfficio Richardson working with Treasurer Hollar on completing the Reimbursement Appendix. The appendix is completed, approved by President Schulz and forwarded to the board of directors. POC: CMSgt (Ret) Richardson (CLOSED).
5. President Schulz will be at TEC the second week of December 2015 archive of the Treasurer records. Volunteers are welcome to assist. Suspense is GMM48. See #8. POC: CMSgt (Ret) Schulz (CLOSED).
6. Yankee Candle – National Fund Raiser. Official deadline is 1 Jan 2016. Update - \$201.60 deposited in Oct 15. Units need to continue advertising the fundraiser. It is posted on NCOAGA website and Facebook page. POC: MSgt Harwood (OPEN).
7. Be Square Society.
  - a. Application form has been made electronically fillable and posted on website. POC: MSgt Cawfield/MSgt Vickery (CLOSED).
  - b. Traveling board with names of members needs to be located. It is a walnut board, 25' x 20' with gold plates with names, in a royal blue leather carrying case with a velcro closing. Trying to find a picture of it to post on Facebook asking members if they know where it is located. CMSgt (Ret) Richardson and SMSgt (Ret) Barnes checked at Charlotte, NC chapter and it was not stored there. MSgt Happ will check in TEC storage to see if the board is stored there. POC: CMSgt (Ret) Schulz (OPEN).
  - c. Creating a virtual board. Working on designing in publisher to be posted on website. Does anyone have a picture of the traveling board to use as a guide to create the virtual board? Suspense is GMM48. POC: MSgt Harwood (OPEN).
8. Deficiencies on Be Square Society program. 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, past DAL Ways and Means, on updating the listing. POC: MSgt Harwood (OPEN).
9. Membership. CMSgt (Ret) Schulz will work with the liquidation of the Gift Shop and possibly give some of the items to new members. POC: CMSgt (Ret) Schulz (OPEN).
10. Airman Leadership School (ALS) graduates should be highlighted on our website. CMSgt (Ret) Schulz has not been able to contact Public Affairs at TEC about putting names with pictures on our Facebook page. MSgt Happ to provide contact number for the TEC PA office for clarification about policies. POC: CMSgt (Ret) Schulz (OPEN).

11. Association Guidance Handbook (AGH) changes. Requested the suspense date moved to 1 Dec 2015. All board members send changes to the secretary as soon as possible. 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.
12. NCOAGA Quick Reference Sheet updated. The internal BOD quick reference has been completed and forwarded to board members. POC: MSgt (Ret) Oster (CLOSED).
13. MSgt Bennie Frick Scholarship. President XOfficio Richardson has the letter from CMSgt (Ret) Bill Quinn on the guidelines for the funds from the scholarship. CMSgt (Ret) Richardson has drafted a paragraph to be incorporated into the AGH. She has sent to CMSgt (Ret) Schulz and SMSgt (Ret) Anderson for review. Our attorney, Joel Bacon said the Bennie Frick scholarship information will NOT be incorporated into the Articles and By-Laws, only put in the AGH. The recommendation will be submitted to the Constitution and By-Laws committee at GMM48 for AGH approval. POC CMSgt (Ret) Richardson (CLOSED).
14. 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 statements need to inspire enlisted members to attend in residence. Should promote PME as a whole since in-residence is no longer a requirement for promotion in the Air Force. All enlisted members must complete the correspondence course. FY2016 quotas: ILE (In-residence NCOA) 150 positions; ALE (In-residence SNCOA) 180 positions. Over 2,000 enlisted members will complete the correspondence courses every year. In-residence PME will not go back to the old style.
  - b. CMSgt (Ret) Schulz wants each member of the board of directors to submit a draft version of a new mission and vision statement before the Jan 2016 meeting.
15. Affirmation of Compliance and Disclosure Statement – 2015-2016 BOD members. Have received all disclosure statements. POC: MSgt (Ret) Oster (CLOSED).
16. National NCOAGA email account – [ncoagachapter1@gmail.com](mailto:ncoagachapter1@gmail.com). A memo to the board was sent out explaining the guidelines for the general email account by next board meeting. The board agreed to use the email account for internal use only. POC: MSgt (Ret) Oster (CLOSED).
17. Retrieving Life Membership dues from general account. POC: CMSgt (Ret) Schulz. CMSgt (Ret) Richardson had discovered that life membership dues had not been deposited in the specific life account set up for this membership. 2015: \$3,120; 2014: \$850; 2013: \$350; 2012: \$1,400; 2011: \$5,150. Motion was made to move the funds to the life member account by CMSgt (Ret) Welton; seconded by MSgt Happ. Motion was approved (CLOSED).
18. NCOAGA Coins. POC: CMSgt (Ret) Schulz
  - a. Need to liquefy the current coins in the gift shop, maybe give out to new members to liquefy gift shop.
  - b. Research making an ANG Enlisted coin instead of a NCOAGA coin.
19. GMM47 Committee Reports. Turn in all electronic committee reports to secretary by 1 Nov 2015. Have received all the committee reports. POC: MSgt (Ret) Oster (CLOSED).

20. GMM48 – Need information from the BOD on good dates in June, July, and August 2016 for having the general meeting. All board members please advise of availability for Jun-Aug 16. Will reach out to CMSgt Hotalings office of available dates. POC: CMSgt (Ret) Schulz (OPEN).
21. Gift shop room at TEC. All stock needs to be liquidated because the room is being turned into a library for TEC. POC: CMSgt (Ret) Schulz (OPEN).

## **NEW BUSINESS**

1. TREASURER REPORT: CMSgt (Ret) Richardson gave report for MSgt (Ret) Hollar.
  - a. Wells Fargo account:
    - i. Business Checking account: \$ 14,629.00
    - ii. Betty Fearn Savings account: \$2,113.68
    - iii. Life Savings account: \$509.03
    - iv. Bennie Frick Savings account: \$501.04
    - v. General Scholarship account: \$2,501.00
    - vi. TOTAL: \$20,253.75
  - b. USAA account:
    - i. Bennie Frick \$1,359.32 (\$20,000 CD)
    - ii. Life Account: Short Term Bond Fund \$2,805.77 (\$20,000 CD)
    - iii. Total: \$44,217.09
  - c. 1VP Welton has received \$1,000 from USAA for FY2016 scholarship fund.
2. REGION REPORTS:
  - a. REGION 1 Report. MSgt (Ret) Washburn has been following up with chapters on their activities. The NCOAGA Facebook page is up to 117 likes. MSgt Washburn thanked everyone for their well wishes for his wife and she is doing much better.
  - b. REGION 2 Report. SMSgt (Ret) Montgomery reported that two members from Chapter 54 just returned from SNCOA and has arranged a meeting with their leadership to revive the chapter. Have not had any communications from other chapters.
  - c. REGION 4 Report. SMSgt (Ret) Barnes, nothing new to report from the last meeting.
  - d. REGION 5 Report. MSgt Happ, nothing new to report. Just finished getting settled in new home from PCS move to TEC.
  - e. REGION 6 Report. MSgt Vickrey, Chapter 106 has a new president and sent an email to open communication channels.
3. Communication between board of director members. Very important to communicate with each other. Please respond to emails with three days. If cannot give an answer to the email please acknowledge that you received the message and working on the answer and give a suspense date to complete task. Please respond to voicemails within a day. POC: CMSgt (Ret) Schulz (CLOSED).
4. CMSgt (Ret) Bill Kohler advised that Mansfield Lahm Military Families organization is donating \$1,895.14 to the NCOAGA Chapter 1 Betty Fearn Scholarship program. Will advise when the deposit has been made. POC: CMSgt (Ret) Richardson (OPEN).
5. Explanation display for the NCOAGA memorial obelisk at TEC. It has been recommended to build a display explaining the memorial obelisk. It needs to be displayed by the obelisk and able to withstand outside weather conditions. Board recommended discussing this with the

contactor who will be updating the obelisk, maybe they have a display we can purchase.  
POC: CMSgt (Ret) Schulz (OPEN).

6. Develop a road map to improve membership and chapter numbers. We need to come up with a plan to increase membership and become more active in the local chapters. Regional directors have been tasked to come up with a game plan. Choose among yourselves who will be the POC. Suspense is Nov 15 meeting. POC: CMSgt (Ret) Schulz.
7. Publication that gives the history of the NCOAGA. Suspense to the board by Nov 15 meeting. POC: MSgt (Ret) Washburn.
8. Discussion about board meetings during the holidays. There will be a meeting in Nov 15 and none in Dec 15. POC: CMSgt (Ret) Schulz (CLOSED).
9. Next board of directors meeting is Wednesday, 30 November 2015 @ 1800 EST.

#### **FOR THE GOOD OF THE ASSOCIATION**

1. Wreaths across America. MSgt (Ret) Oster recommended that we all become involved with Wreaths across America. Wreaths are donated and placed on veterans graves throughout the United States. More information at [www.wreathscrossamerica.org](http://www.wreathscrossamerica.org).
2. CMSgt (Ret) Van Roo thanked CMSgt (Ret) Schulz for running for the presidency of the NCOAGA.

**Meeting adjourned at 1942 hours EST.**

**//RECORDED//**

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

**//SIGNED//**

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