



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

10 February 2016

MEMORANDUM FOR ANG CHAPTER ONE BOARD OF DIRECTORS

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

SUBJECT: Minutes of the ANG NCOAGA Chapter One Board of Directors Meeting – 20 January 2016, via telecom.

1. President Schulz opened the BOD meeting at 1803 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 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
 - E Region 2 SMSgt (Ret) Montgomery
 - V Region 3 (VACANT)
 - E 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
 - 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
 - V Ways & Means, MSgt Harwood (VACANT)
 - E Parliamentarian, SMSgt (Ret) Anderson
 - P TEC CMSgt (Ret) Damrow
 - E Graduate, Maj (Ret) Koenig
 - N/A No additional guests in attendance

OLD BUSINESS

1. Approval of 30 November 2015 BOD Meeting Minutes. Motion made to accept minutes with corrections by MSgt Oster; seconded by CMSgt Richardson. Minutes approved (CLOSED).
2. Complete update of the Obelisk with names. CMSgt Damrow briefed that Maryville Monument has updated the obelisk with all the names, and the area has been cleaned. The cost was \$2,000. POC: CMSgt Damrow (CLOSED).
3. Yankee Candle – National Fund Raiser. Total sales were \$642.00 and our profit was \$256.80. POC: CMSgt Schulz (CLOSED).
4. Be Square Society.
 - a. Traveling board has been located at TEC. It is cased in a black cardboard traveling container. CMSgt Schulz has it at his home for storage. POC: CMSgt Schulz (CLOSED).
 - b. Creating a virtual board. MSgt Harwood created a virtual board in Microsoft Publisher and Maj Koenig converted it into a product that we can use. Suspense is GMM48. POC: CMSgt Schulz (OPEN).
5. Deficiencies on Be Square Society program. No updates. POC: CMSgt Schulz (OPEN).
6. Membership & Gift Shop. CMSgt Schulz spoke with TEC staff while visiting in Dec 2015 the gift shop is not officially closed because the inventory has not been relocated. CMSgt Walden advised that there is storage available for the gift shop stock can be stored while liquidating the inventory. Once the inventory has been moved out the gift shop will be closed. POC: CMSgt Schulz (CLOSED).
7. Airman Leadership School (ALS) graduates should be highlighted on our website. CMSgt Schulz met with the TEC PA staff while visiting in Dec 2015 about the procedures of using graduate photos on our website. The graduates' pictures are accessible on the TEC website and are allowed to be accessed and used on our website. MSgt Cawlfild will select random pictures of graduates and post them as soon as possible. POC: CMSgt Schulz (CLOSED).
8. Association Guidance Handbook (AGH) changes. Sent a draft copy of the AGH to the board of directors for review. Each board member review your position description and areas of responsibility to ensure the information provide is accurate. All board members send a reply NLT 27 Jan 2016 if your information is correct or not. Please advise if there are any changes. The changes must be reviewed by the President to ensure we do not violate any procedures that need to be presented at the GMM. POC: MSgt Oster (OPEN).
9. Review the NCOAGA vision and mission statement. POC: CMSgt Schulz (OPEN).
 - a. CMSgt Schulz has lost emails from Oct and Nov 2015. Please resend emails with recommendations for the vision and mission statement.
 - b. Encourages each member of the board of directors to submit a draft version of a new mission and vision statement before the Jan 2016 meeting.
10. NCOAGA Coins. CMSgt Damrow advises there is less than 50 NCOAGA Chapter 1 coins in stock. Advises that we wait on developing a new coin. POC: CMSgt Schulz (CLOSED).
11. GMM48 – 13-14 Aug 2016, Lincoln, NE. POC: CMSgt Schulz (OPEN).
 - a. Location will be the Lincoln, NE ANG base.
 - b. Working on finalizing the hotel arrangements.
 - c. Cheaper to fly into Omaha; working on ground transportation to Lincoln.
 - d. Board of Directors meeting will be on 12 Aug 2016.
12. Explanation display for the NCOAGA memorial obelisk at TEC. POC: CMSgt Schulz (OPEN).

- a. CMSgt Damrow will contact Maryville Monument if they can do a display.
 - b. The display needs to explain what the obelisk is, why established, and the date posted with each name.
 - c. Need the display to be made out of all-weather material.
 - d. Recommend making the display a “memorial” to identify the dates of death.
 - e. Should get quotes from several companies.
13. Develop a road map to improve membership and chapter numbers. POC: CMSgt Schulz (OPEN).
- a. We need to come up with a plan to increase membership and become more active in the local chapters.
 - b. All regional directors need to work on.
14. Develop a publication that gives the history of the NCOAGA. No update, MSgt Washburn was not present. POC: MSgt Washburn (OPEN).
15. TEC Heritage Committee contacted the NCOAGA about selling bricks as a fundraiser. CMSgt Schulz met with the Heritage Committee during his visit in Dec 2015. The Commander is the most knowledge about the Heritage Committee. Recommend CMSgt Damrow continue attending the Heritage Committee meetings and reengage the NCOAGA when they have a definite plan concerning the fundraiser. POC: CMSgt Schulz (CLOSED).

NEW BUSINESS

1. TREASURER REPORT: MSgt Hollar.
 - a. Wells Fargo account:
 - i. Business Checking account: \$ 4,598.61
 - ii. Betty Fearn Savings account: \$4,064.51
 - iii. Life Savings account: \$11,379.47
 - iv. Bennie Frick Savings account: \$501.08
 - v. General Scholarship account: \$2,501.19
 - b. USAA account:
 - i. Bennie Frick \$1,409.55 (\$20,000 CD)
 - ii. Life Account: Short Term Bond Fund \$2,891.48 (\$20,000 CD)
2. REGION REPORTS:
 - a. REGION 1 Report. MSgt Washburn not present.
 - b. REGION 2 Report. SMSgt Montgomery not present.
 - c. REGION 4 Report. SMSgt Barnes not present.
 - d. REGION 5 Report. MSgt Happ reached out with emails to Region 5 chapters the past month for report of activities. Only one chapter has responded.
 - e. REGION 6 Report. MSgt Vickrey is not receiving any response to his email over the past month to the chapters about activities report or a listing of chapter board of directors.
 - f. We need to look at our business plan for success. We need to engage the ANG CCM and the Commandant’s support.
3. Commandant Report – CMSgt Walden. Not present.
4. DAL Membership – MSgt Creasser. Membership rosters were emailed out on 15 Jan 2016. Sent our 884 emails to members for dues reminder. Will be mailing renewals to members who do not have email addresses.

5. DAL Graduate – Maj Koenig. Not present.
6. DAL Ways and Means. Vacant.
7. DAL Parliamentarian – SMSgt Anderson. Not present.
8. TEC Liaison – CMSgt Damrow. No further updates from what has been briefed through the meeting.
9. President XOfficio Report – CMSgt Richardson. Three individuals were inquiring about the 2016 scholarship program. Resend the scholarship announcement to MSgt Happ who can distribute it via email to all the ANG Base Training and Education Offices (BETM). Need to set the next suspense date for articles for the Graduate.
10. Past President Council Report – CMSgt Van Roo briefed that he sent out an email to the past presents for participation in our board meeting. He did not receive any replies.
11. Display location for traveling awards. POC: CMSgt Schulz
 - a. TEC has a heritage room in Morrissey Hall. Inquire if the NCOAGA can have a display in the room.
 - b. Display the traveling displays: Hall of Fame; Minutewoman, Past President Board, Be Square Society Board.
 - c. CMSgt Van Roo will engage CMSgt Vitzthum to assist with working the location.
12. New NCOAGA Coin. Further discussion about creating a new Association coin. POC: CMSgt Schulz (OPEN).
13. Spring Graduate publication. CMSgt Schulz will discuss with Maj Koenig concerning when the next Graduate will be published and send out to the board of directors.
14. Next board of directors meeting is Wednesday, 17 February 2016 @ 1800 EST.

FOR THE GOOD OF THE ASSOCIATION

1. TSgt Perona delivered to Rockford Elementary, Rockford, TN the check for \$100 that Chapter 1 donated for Christmas presents to children in need. A photo was taken and will be posted on the website.
2. Wreaths Across America has ended, the announcement on the website can be taken down.

Meeting adjourned at 1936 hours EST.

//RECORDED//

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

//SIGNED//

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