

WARRANT OFFICER ASSOCIATION

CRATER CHAPTER # 0603

FORT LEE, VIRGINIA 23801

MEMORANDUM FOR RECORD

DRAFT

1 April 2020

1. The Chapter President, CW4R Francis Pattin, called the meeting to order at 1730.

Note 1: Due to COVID-19, this meeting was held exclusively by telecom remote. The President manned the phone and the microphone at the Hut while all other quorum attendees participated by phone.

2. Quorum - 17 (28 proxies) present to conduct the meeting, 1 visitors; Pledge of Allegiance was recited.

Note 2: CW5R Dave Williams, who resides in Northern Virginia, provided a 15 minute professional development seminar on financial planning. While Mr. Williams works at First Command Financial Planning, he did not hawk the company and provided straight to the point financial planning recommendations for the Crater Silver Chapter. He took questions and gave answers well received. Impressed by the ease of participating telephonically with the Crater Silver Chapter, he vowed to affiliate with us and participate from home each month.

3. We welcomed the following visitors:

- CW5R Dave Williams

4. Minutes from the 4 March 2020 meeting were reviewed by all. CW4 Wayne Sexton made a motion to accept the minutes subject to edit, and CW5 Travis Elliott seconded. Motion passed.

5. The Treasurer's reports for March 2020 were read by all. CW5R Karen Ortiz made a motion to accept the reports subject to audit, and CW4R Janice Chayt seconded. The treasurer's reports for March 2020 passed.

6. Committee Reports:

a. Vice President Report CW4 James McCracken Includes Membership statistics with reports from the Vice-President for Army Reserve/National Guard Affairs – CW5 James Williams- Vice-President for Retired Affairs – VACANT- and Vice-President for Junior Warrant Officer affairs VACANT- (VP-JWO) *WOCC/SFC Cortney Johnson- see report.

- | | | |
|--|------------------------|---------------|
| b. <u>Memorabilia</u> | - CW3 Demetria Timothy | - see report. |
| c. <u>Volunteer Hour monitor</u> | - CW5R Vickie Vachon | - see report. |
| d. <u>Boy Scouts of America</u> | - CW4R Charlie Mills | - see report |
| e. <u>JROTC Community High Schools</u> | - CW4 Dan Howison | |
| f. <u>McGuire VA Support</u> | - CW5R Karen Ortiz | |
| g. <u>Rebuilding TriCities</u> | - CW5 Thomas Waltman | - see report. |
| h. <u>Public Relations</u> | - CW5 Travis Elliott | - see report |
| i. <u>2020 WO Ball Raffle</u> | - CW4 James McCracken | - see report |
| j. <u>Wreaths Across America</u> – Hopewell Cemetery | - CW4R Amy Jones | |

7. Old business:

a. CW5R Wayne Burton briefed that HQ, USAWOA has yet to approve changes to the Crater bylaws, (file and summary attached) to the Quorum. CW5R Karen Ortiz made a motion to accept changes recommended by USAWOA as presented to the Quorum, dated 1 April 2020 and process as necessary. Changes were of boiler-plate JAG Lawyer-driven clauses to affect operation on Installations and verbiage to prevent Chapters from being mandated to carry liability insurance to operate on Installations. CW4 Dan Howison seconded. The motion passed. A revised copy sent to USAWOA HQ and when approved new Bylaws will be posted on the Crater Silver Chapter website.

b. The Crater Silver Chapter Private Organization paperwork will be prepared for signature and staffing beginning now until completed. CW4 Dan Howison will provide paperwork for CW4 Francis Pattin. July 2020 is the deadline.

c. Crater 2020 raffle announcement. CW4 James McCracken is the committee lead, with assistance from CW4 Wayne Sexton. The continued plan is to execute raffle ticket sales beginning February 2020 in order to provide chapter income, with the goal to fund the Crater Ball. The Raffle Scheme is to purchase gift cards with opportunity to take home a \$300, a \$200 and a \$150 gift card from drawings. Thus far the raffle has netted somewhere near \$3000.00 income. The raffle is on hold until all tickets are collected. In short, the drawing will take place on when all tickets are collected and the Corona Virus Lockdown is over.

d. CW4R Charlie Mills briefed that the Boy Scouts are using skype and computer, but otherwise not doing too much.

e. The Crater Silver Chapter has postponed the ball until September due to COVID 19 quarantine, actioned by the committee and the BOD. The Crater Silver Chapter Ball dates are 19th September or push to the right, 26 Sept 2020.

f. Scholarship application for Fiorilli. The plan was to give an extra 3 days, not acceptance of new emails after 1 April. As of 7 April 2020, there are three Scholarship Applications received: 1. Johnathon Fiorilli (son of CW5 Fiorilli) 2. Patrick Patterson II of Newport News 3. Daniel Sexton (son of CW4 Wayne Sexton).

g. CW4R Charlie Mills briefed we have Zelle option now, PayPal has costs to use it. On the topic of the Crater Silver Chapter Ball, he briefed that treasury has \$6000 new income toward ball. We have \$1000 obligation cost for the hotel. We have received a 19inch TV, \$25 Applebee gift card, and 4 \$10 GIFT CARDS from Red Lobster.

8. New Business.

a. The quorum concurred and recommended CW5 James Williams and CW4R Dan Howison for the Rising Eagle move forward for approval.

9. Motion to adjourn was made by CW5R Karen Ortiz and was seconded by CW4R Janice Chayt Howison at 1810.

Motion passed.

10. The next meeting will be held on Wednesday, 6 May 2020 starting at 1730 via telecon communication due to COVID - 19 social distancing.

Wayne Burton

Crater Chapter Secretary

Francis Pattin

Crater Chapter President

W0 Ball Update: CW5 Travis Elliott

September 19, 2020 was approved by MG Fogg and National as a rescheduled date. The said date is a Jewish Holiday. When final date is decided, updates will be made to the flyers, e-invitation, Facebook invitation, and with National for publication. Crater Silver Chapter's new Zelle payment option will be advertised. We have received a few donated items from individuals and/or local organizations to support the ball. First was the donation from W01 Hopper. A television was donated by CW5 Johnathan Waddy (Chapter Member) which will be a paid raffle with funds going to the chapter. CW5 Sonia Graves-Rivers will provide a necklace set for a paid raffle and funds also going to the chapter. CW3 Amy Scott was able to receive items from local organizations which will be used for door prize raffles. Applebee's provided a \$25 gift certificate; Red Lobster provided four \$10 gift certificates; and Starbucks provided coffee items which will be used to create gift baskets. All soliciting are on hold due to the current situation. However, we will resume whenever we are authorized to conduct business as usually.

1 April 2020 Quorum

CW4 Francis Pattin	% CW5R Karen Ortiz	% CW3 Jon Ganues
% CW4 James McCracken	% CW4 Wayne Sexton	% CW5R Roberto Figueroa
% CW5R Wayne Burton	% CW5 Sonya Graves-Rivers	% CW4 Victoria Santiago
% CW4R Charlie Mills	% CW4R Janice Chayt	% CW4 Amy Scott
% CW5 Travis Elliott	% CW5 James Fiorilli	% CW5 Nicole Woodyard
% CW5R Vickie Vachon	% CW3 Demetria Timothy	% CW5R Dave Williams

* USAWOA member; not
Crater Chapter member
membership unknown
! VISITOR
% Telephone Call in

ADDENDUM: Crater Chapter Proxies Held

Name	Expires	Proxy given to:
CW5 Jose Agosto	Mar 21	Open
CW4R Percy Alexander	Indef-LIFE	CW5R Wayne Burton
CW4R Hope Bean	Indef-LIFE	CW4R Amy Jones
COLR David Buck	Indef-LIFE	Presiding Officer
CW5R Wayne Burton	Indef-LIFE	Open
CW5 Travis Elliott	Indef-LIFE	CW5R Wayne Burton
CW5R Wayne Estes	Indef-LIFE	Presiding Officer
CW5 Roberto Figueroa	Jan 21	CW5R Vickie Vachon
CW5R Sam Galloway	Nov 20	President
CW5R Bob Gates	Jan 21	CW5R Wayne Burton
CW5 Robert Gowin	Mar 21	Open
CW4 Dan Howison	Indef-LIFE1	Open
CW5 Guy Hunter	Mar 21	CW5R Vickie Vachon
CW4R Richard Jefferson	Mar 21	VP
CW4R Amy Jones	Aug 20	CW5R Wayne Burton
CW4 Robert D. Johnson	Indef-LIFE	President or VP
WO1 Tyrone Lander	Jul 20	Open
CW3 Joshua Martin	Mar 21	President or VP
CW4R Luis Martinez	Jan 21	CW5R Vickie Vachon
CW5R Frank Meeks	Jul 20	CW5R Vickie Vachon
CW4 Wayne Melesky	Nov 20	Presiding Officer
CW4R Charles L. Mills	Indef	CW5R Wayne Burton
CW4R Chester Morris	Jan 21	Chapter President
CW4R Monty Meston	Indef-LIFE	CW5R Wayne Burton
CW3R William King	Indef-LIFE	Presiding Officer
CW5R Karen Ortiz	Jan 21	CW5R Vickie Vachon
CW4 Dan Peoples	Mar 21	CW5R Wayne Burton
CW4R Francis Pattin	Jan 21	CW5R Wayne Burton
CW4R Allan E Rickard	Mar 20	Presiding Officer
CW4 Wayne Sexton	July 21	Open
CW5R Alvin Taswell	Aug 21	Open
CW5R Vickie Vachon	Jul 20	President or VP
CW4 Ted Vanzant	Indef-LIFE1	CW5R Wayne Burton
CW4 Clenora "Jenn" Walker	Indef-LIFE	Open
CW3 Gabriela Wetherington	Indef-LIFE	CW4 Francis Pattin
CW5 James Williams	Mar 21	Open
CW5 Nicole Woodyard	Indef-LIFE	Open
CW4R Donna Zampi	Indef-LIFE	President

Proxies used:

Bronze Level - Eagle Rising Recipients:

CW5R Wayne Burton	CW4 Dan Howison
CW4 Ted Vanzant	CW5R Nicole Woodyard USAWOA
CW4R Francis Pattin	CW4R Charlie Mills

Silver Level - Eagle Rising Recipients

CW4R Amy Jones	CW5 James Williams
CW5R Nicole Woodyard USAOWA	

Gold Level - Eagle Rising Recipients

CW5R Vickie Vachon	CW5R Wayne Burton
CW5 Travis Elliott	CW5 Nicole Woodyard USAWOA
CW5 Guy Hunter	CW5R Karen Ortiz

Note: CW4 Aldape and CW2 Pick are no longer Crater members

Crater Chapter Standing Orders:

- Chapter President is authorized discretion to fund administrative purchases of up to \$500, provided the budget contains funding. Such expenditures will be reviewed in the next Treasures Report minutes.
 - Two Scholarships are funded annually. One to a dependent of a Crater Member present in the local area and one open to student attending college in local area from the tri-cities area or other member dependent. All funds in the Chapter Savings are for Scholarships. Deviation from two scholarships or amount change in any year are actioned with a quorum motion and voting. Application guidelines are published in the entry form available on the Chapter website.
 - Chapter Memorabilia Chair is authorized to fund replenishment of existing memorabilia lines from sales proceeds up to \$999.00 limit.
 - Chapter Treasure is bonded and signs all checks for Chapter expenditures; with actions reported in following Treasurer's reports.
 - Chapter sends a representative to the AAM each year if funding is available. Raised and obligated annually NLT July permitting best scheduling and bargain travel costs.
 - Crater Chapter supports the following community events as Old Business:
 - Rebuilding Tri-Cities/Habitat-for Humanity
 - Thanksgiving Baskets
 - Wreaths Across America
 - Holiday Helper
 - Support for McGuire Veterans Home (\$500 per year) or more as voted
- All other community events are brought to the quorum as new business.

Chapter BOD – Committee Structure

President+: CW4R Francis Pattin francis.pattin@gmail.com

Vice President+: CW4 James McCracken james.c.mccracken11.mil@mail.mil

Vice President for Army Reserve/NG Affairs – CW5 James Williams

Vice President for Retired Affairs – OPEN

VP Junior Warrant Officer affairs - (VP-JWO) WOCC/SFC Cortney Johnson

@Membership – Filled by VP, VP-RA, VP RS A,

Memorabilia - CW3 Demetria Timothy demetria.r.timothy.mil@mail.mil

*Rebuilding Tri-Cities – CW5 Thomas Waltman - thomas.a.waltman.mil@mail.mil

@Nominations/Elections Committee – CW5R Wayne Burton & CW5R Vickie Vachon

*Volunteer hour Monitor - CW5R Vickie Vachon (pokeandprod@aol.com)

*Holiday helper – CW5R Vickie Vachon

*Web-Master – CW4 James McCracken james.mccracken13.mil@mail.mil

*Boy Scouts Of America (+ Cub Scouts) CW4R Charlie Mills

*JROTC High School Support – CW4 Dan Howison chieflowison@gmail.com

Wreaths Across America – Hopewell Cemetery – CW4R Amy Jones

McGuire VA Support – CW5R Karen Ortiz

*Crater 100th Committee - CW5 Nicole Woodyard

Resolutions/ Parliamentarian - CW5R Wayne Burton

*Warrant Officer Ball – CW5 Travis Elliott

Public Relations – CW5 Travis Elliott

Treasurer # – CW4R Charles Mills (charlieandada@gmail.com)

Secretary# – CW5R Wayne Burton (waynebrv@yahoo.com; marion.w.burton.civ@mail.mil)

*Special Committee + elected office # appointed office @ Committee IAW Bylaws

Note: All Elected/Appointed Officers and Committee leads will serve on Crater BOD.

All committee leaders & key appointments are installed and removed at discretion of the Chapter President IAW current Chapter Bylaws

Presidents' Report –

Our chapter had its monthly meeting Wednesday through the Spider telephone. I can't say it was a perfect meeting but it was the best option for us during this difficult time. We are planning on having next month's meeting by the same means and will continue to do so until things get back to "normal".

I would like to thank each and every one that were able to get through and make it onto the telephone meeting. I understand that some of you tried calling but were unable to get connected. We will work and try to figure out what's going on with that??

The chapter would like to thank CW5R David Williams for providing some guidance and time based off his past experiences with finances. He provided an informal WOPD that focused on taking care of ourselves and making sure we prepare for the future.

There has been two scholarship applications received and so now the committee will look them over and provide their recommendation on who should receive our scholarship.

With everything put on hold there was not much discussion in reference to new business or old business that was covered during the meeting. We expect this to be the new norm for now.

I would like to highlight some of our members from the chapter CW5 James Fiorilli has become a life member and continues to support us.

We also had some old friends that were on the call with us, Mr. Ganues and Mr. Figueroa listened in on the meeting. We hope that you will continue to be a part of our great organization.

Vice Presidents' Report

Vice President NOTES:

Williams VP – Reserve/NG Affairs, and VACANT VP- Retired Affairs WO1 Tyrone Lander **VP JW Affairs**

VP Report - Roster

AD	50
RET	71
NGW	8
ARW	5
ASC	1
Life	69
Total	135

Crater Meeting Call in Number

1-712-770-5505

Access Code: 501219

Calling in to the Crater Meeting is like being here in person. If you are a member, YOU may participate, open motions, offer seconds, discuss and vote. We all are busy, and the Crater Chapter steps up to the 21st

Crater 2019-2021 Calendar Events

- 6 May Crater Silver Chapter Meeting
 - Announce scholarship winners
- 3 Jun Crater Silver Chapter Meeting - HUT
 - No current agenda at this time
- 8 Jul Crater Silver Chapter Meeting – HUT
 - Establish Wreaths Across America Committee concept CW4R Amy Jones
 - Audit
- 5 Aug Chapter Silver Chapter Meeting - HUT
 - Accept Nominations - approve Ballot
- 2 Sep Warrant Officer Meet & Greet - HUT TIME -TBD
 - Final date to approve Ballot
 - Approve AAM travel and POC
- 7 Oct Crater Silver Chapter Meeting - HUT
 - TBD Oct 48th AMM Redstone Arsenal, AL - Details to follow
 - Habitat for Humanity
 - McGuire Veterans Hospital Visit Planning list
 - Present post with donation for Thanksgiving
 - Audit
- 4 Nov Crater Silver Chapter Meeting - HUT
 - Holiday Helper planning list
 - Wreaths Across America planning list
 - Election Vote
 - Present post with donation for Christmas
- 2 Dec Crater Silver Chapter Meeting - HUT
 - Announce election results
 - Holiday Helper execution
 - Execute McGuire Veterans Hospital event
 - Wreaths Across America execution
 - Audit
- 13 Jan 2021- Swear in elected new officers

Volunteer Hours are as follows:

Members - 1827.5

Guest - 50

As of: 1448 hours May 5, 2020

I am missing BOD member's hours

Rebuilding Richmond report:

This weekend, we were scheduled to mobilize hundreds of volunteers to tackle more than 30 projects in the Oak Grove and Bellemeade neighborhoods. While we know postponing these projects was the right call, we miss this day of service and know that you're missing it as well.

We might be home for now, but YOUR work over the years means many of our most vulnerable neighbors can safely shelter-in-place today.

RTR is more committed than ever to provide safe homes and communities for everyone.

More opportunities will happen once the Stay at home order is lifted.

Rebuilding Together of Richmond | 406 West Franklin Street, Suite B, Richmond, VA 23220

V/R

THOMAS A. WALTMAN CW5, OD

USAWOA CRATER CHAPTER
Treasurer's Reports
1 April – 30 April 2020

Checking Account Fort Lee Federal Credit Union- Balance previous month \$ 7,257.32

INCOME:

Interest \$.56

Income \$.56 + \$.56

Expenses:

Award \$ 45.00 Check # 145

Expenditures Total: \$ 45.00 - \$ 45.00

Total Revenue = \$ 7,212.88

Savings Account Fort Lee Federal Credit Union - Balance previous month \$ 3,065.40

INCOME:

Interest \$ 1.91

Expenditures: None

Saving Account Balance: \$ 3,067.31 \$ 3,067.31

COMBINED REVENUE \$ 10,280.19

	PLEGDED	PAID	
Mail Box:	\$ 64.00	\$ 64.00	
Liability Insurance:	\$ 268.00	\$ 267.00	
Bond / CNA:	\$ 114.82	\$ 114.82	
Scholarship Member:	\$1,000.00	\$	
Scholarship Community:	\$1,000.00	\$	
Thanksgiving Donation:	\$ 250.00	\$	
Christmas Donation:	\$ 250.00	\$	
AMM:	\$3,000.00	\$	
Scouts – BSA:	\$ 200.00	\$	
Veterans Home:	\$ 300.00	\$	
Meet & Greets	\$ 750.00	\$	
TOTAL	\$ 7,196.82	\$ 445.82	Remaining pledge \$ 6,751.00

Charles L. Mills
 CW4(R), OD
 Crater Chapter Treasurer

Francis Pattin
 CW4(R), QM
 Crater Chapter President Placeholder

REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY LOGISTICS UNIVERSITY
D COMPANY, 71st TRANSPORTATION BATTALION
2401 QUARTERS ROAD
FORT LEE, VIRGINIA 23801-1705

ATSZ-QM

1 May 2020

MEMORANDUM FOR RECORD

SUBJECT: Warrant Officer Memorabilia Status

1. Cash Status:

<u>Description</u>	<u>Dollar Amount</u>
Beginning Cash Balance On-hand	\$100.00
Items Sold	\$778.00
Cash Payment	\$300.00
Deposit	\$478.00
- Cash (04.03.20)	(\$228.00)
- Zelle (04.03.20)	(\$250.00)

2. Inventory sold through 30 April 2020 totaled \$778.00.

3. Purchases: \$300 was used to purchase belt buckles

4. Point of contact for this memorandum is the undersigned at 804-765-0959.

TIMOTHY R. DEMETRIAS
15.123475952
DEMETRIA R. TIMOTHY
CW3, QM
Memorabilia Officer

Boy Scouts of America, Troop 912, Ft Lee Va.

April 2020

Boy Scouts Events:

Planning and troop meetings are being conducted via ZOOM each week.

Assistant Scout-Masters begin setting thing up on-line Patrol meetings.

On-Line Board of Review for advancing scouts to 2d class. Two scouts have advanced.

Scout-Master still planning on a Summer Camp (21-27 June). He is on top of the current situation and advising members / parents on its effects on the scouts. ALL changes to the summer camp will be sent to ALL TROOP MEMBERS and PARENTS ASAP.

Charles L .Mills
USAWOA, Crater Chapter
Charter Organization Representative

Agenda**May 6th, 2020 meeting***Note: Due to Coronavirus, which limits socialization to 10 people, this meeting will be by remote dial in and reports sent by email.***1. Count of members to ensure a forum/forum established () ID Proxies ()****2. Call meeting to order at _____****3. Pledge****4. Welcome guest and new members**
5. Minutes passed out and read, any discussion, motion to accept subject to edit

Motion made by _____

Seconded By _____

5. Treasures Report read and any discussion, motion to accept subject to audit

Motion made by _____

Seconded By _____

6. Committee Reports

- a. Vice President Report CW4 James McCracken – CW5 James Williams- *WOCC Cortney Johnson
- b. Memorabilia – CW3 Demetria Timothy.
- d. Volunteer Hours - CW5R Vickie Vachon.
- e. Holiday Helper - CW5R Vickie Vachon.
- f. Boy Scouts - CW4R Charlie Mills
- g. Solicitation – CW5 Nicole Woodyard
- h. JROTC Community High Schools– CW4 Dan Howison
- i. WO Ball – CW5 Travis Elliott
- j. Rebuilding TriCities – CW5 Thomas Waltman
- k. Public Relations – CW5 Travis Elliott
- l. 2020 WO Ball Raffle: CW4 James McCracken
- m. Wreaths Across America – Hopewell Cemetery – CW4R Amy Jones

7. Old Business

- **Scholarship.** announce Scholarship Winners
- **Warrant Officer Ball** –action
- **Rebuilding TriCities**–action
- **Crater Chapter Private Organization paperwork** CW4 Dan Howison–action
- **Crater 2020 raffle**–action committee lead CW4 McCracken, assisted by CW4 Wayne Sexton
- WOBC WO1 membership and mentoring**

school supplies from the Dollar Tree

8. New Business –**9. Alibi's****Raffle 1 each gift certificated (dinner for Two) from members present****10. Next Meeting – 3 June 2020- Suite E, Bldg. 10000, near Carver Avenue & Sisisky Blvd (the Hut) at 1730****11. Adjourn meeting at (time) _____**

Motion made by _____

Seconded by _____

