WARRANT OFFICER ASSOCIATION

CRATER CHAPTER # 0603

FORT LEE, VIRGINIA 23801

MEMORANDUM FOR RECORD  **DRAFT** 9 January 2019

1. The Chapter Vice President, CW3P Alex Blain, called the meeting to order at 1734.

2. Quorum - 11 (29 proxies) present to conduct the meeting, 3 visitors; Pledge of Allegiance was recited.

3. We welcomed:

SFC (WOC) Tyrone Lander, QM, (future 920A) serving as instructor, who will attend the March 19 WOBC. While SCC (WOC) Lender attended last month, he remains a non-member visitor until appointed WO1.

SSG (WOC) Darreall Goodman, (future 920A) serving as instructor, who will attend the March 19 WOBC

X:XXXX Giusto, age 4 son of CW5 Joseph Giusto, who attended during the swearing in ceremony.

4. CW5 Joseph Giusto swore in CW4 Dan Howison (by phone(, CW4 Alex Blain as VP, CW5R Wayne Burton as Secretary and CW4 Charlie Mills as Treasurer

5. Minutes from the 12 December 2018 meeting were reviewed by all. CW4R Charlie Mills made a motion to accept the minutes subject to edit, and CW5R Vickie Vachon seconded. Motion passed.

6. The Treasurer’s report for December 2018 were read by all. CW5R Vickie Vachon made a motion to accept the reports subject to audit, and CW5 Nicole Woodyard seconded. The treasurer’s report for December passed.

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 7. Committee Reports:

 a. [Vice President Report](#OLE_LINK1) CW4 Alex Blain - 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) WO1-CW2 TBD - see report.

 b. [Memorabilia](#OLE_LINK1) – CW3 Karen Algernon-Wallace. See report. See report.

 c. [Rebuilding Tri-Cities\* Open](#OLE_LINK1) – suspended due to ‘no committee lead’, schedule for quorum vote to remove from support list of Crater Chapter Activites in September 2019.

 d. [Volunteer Hour monitor\*](#OLE_LINK8). CW5R Vickie Vachon – see report.

8. Old Business.

 a. A Bylaws revision Committee composed of CW5R Wayne Burton, CW5R Vickie Vachon and CW4R Charlie Mills will review the document and provide a revised document at the April 2019 meeting.

 b. In discussing Bylaws changes, CW5R Wayne Burton reminded the quorum that Standing Orders are not specifically listed in the Bylaws, but are derivative from the Bylaws. By operating rule; a Standing Order for an area without a Committee lead is suspended while there is no leadership. It is not a Presidents or Vice Presidents responsibility to carry leaderless efforts. After a period, the president should accept a motion to remove a standing order from the listing and bring the motion to quorum vote for finality.

 c. The Rebuilding TriCities standing order is suspended until a committee lead is found. That suspense will remain on the agenda until September 2019, and if there is no committee lead to come forward, a quorum vote will action the issue.

 d. CW4R Charlie Mills volunteered to function as the committee lead for Boy Scouts of America (Troop 912) (and if applicable) Cub Scouts of America, an organization that the Crater Chapter Sponsors.

 e. CW5R Vickie Vachon will lead Holiday helper. She will endeavor to schedule six December 2019 slots for 1130-1300 for Crater support.

 f. McGuire VA support. CW5R Karen Ortiz is working with Sherry Hicks to line up McGuire support for our Chapter interaction. CW5R Vickie Vachon made motion to provide funding for up to $300 in the Spring, to support an effort schedule in first weeks of March 2019. Fund would be provided for Cantina coupons, gifts, VA exchange store coupons and refreshments,

 g. CW5 Nicole Woodyard volunteered for the committee lead for High School JROTC support. She will be aided by CW4 Jenn Walker. The intent is to use current year and previous year Scholarship questions for JROTC essay and funding awards. Support is allegedly to be the review or award applications, plaque, awards, badges and other administrative type support.

 h. Crater Chapter Wreaths Across America standing order support is to the Hopewell City Point Cemetary, led by CW4R Amy Jones. Discussion whether to support Blandford Church or Dinwiddie Cemetery Wreaths Across America support and volunteer efforts were clarified that these efforts would require new committee leadership to gain chapter support. Taking on new does not eliminate support for City Point Standing Order support.

 i. Membership numbers reviewed during the VP report raised a quorum discussion on how to affect membership, how to increase desire to be a Crater member and participate in meetings. CW5R Wayne Burton stated that everyone operate basically on a “What’s in it for me” process. Perhaps a monthly raffle give a $30 meal ticket to meeting member attendees and spouse. CW4 Gladney has already began work with the PX. CW4 Destria Gladney will chair a membership drive, and contact ACS for permission to set a table, perhaps, at the PX or Commissary area to attract Active duty and retired Warrant Officers. This is an open issue for review in February old business.

 j. The 45 Caliber Pistol gross proceeds were $1635, with cost for Pistol and tickets $726 netting $908.73. That went into Crater general funds. Any need fund raiser will be funded from general funds. This is a completed action.

9. New business:

 a. Solicitation for Crater Sponsorship: CW5 Nicole Woodyard and CW5R Wayne Burton will provide a sponsorship letter for dissemination by the March meeting. Mantra agreed upon is: Soldier – Family – Community. Whether sponsorship nets funding goods and services or merchandise, this corporate sponsorship is welcomed.

 b.

10. Motion to adjourn was made by CW5R Vickie Vachon , and was seconded by CW4R Charlie Mills at 1846. Motion passed.

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Wayne Burton Dan Y. Howison

Crater Chapter Secretary Crater Chapter President

**9 January 2019 Quorum**

**Crater Chapter Standing Orders:**

1. 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.

2. 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.

3. Chapter Memorabilia Chair is authorized to fund replenishment of existing memorabilia lines from sales proceeds up to $999.00 limit.

4. Chapter Treasure is bonded and signs all checks for Chapter expenditures; with actions reported in following Treasurer’s reports.

5. 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.

6. Crater Chapter supports the following community events as Old Business:

- Rebuilding Tri-Cities/Habitat-for Humanity\* suspended

- Thanksgiving Baskets

- Wreaths Across America

- Holiday Helper

- Support for McGuire Veterans Home

All other community events are brought to the quorum as new business.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| %CW4 Dan Howison CW5R Wayne Burton CW5 Travis ElliottCW4R Charlie MillsCW5R Vickie Vachon |  | CW4 Alex BlainCW5R Karen OrtizCW3 Karen Algernon-WallaceCW5 Joseph GiustoCW4 Jenn Walker | CW5 Nicole Woodyard! SFC WOC) Tyrone Lander! SSG Darreal Goodman!  | \* USAWOA member; not Crater Chapter member # membership unknown ! VISITOR%Telephone Call in  |

**ADDENDUM: Crater Chapter Proxies Held**

Name Expires Proxy given to:

CW5R Frank Meeks Jul 19 CW5R Vickie Vachon

CW5 Roberto Figueroa Jan 19 CW5R Vickie Vachon

CW4R Luis Martinez Jan 19 CWR5 Vickie Vachon

CW5R Karen Ortiz Jan 19 CW5R Vickie Vachon

CW5 Guy Hunter Mar 19 CW5R Vickie Vachon

CW5R Vickie Vachon Jul 19 President or VP

CW4R Richard Jefferson Mar 19 VP

CW3 Joshua Martin Mar 19 President or VP

CW4 Robert D. Johnson Jul 19 President or VP

CW4 Wayne Melesky Nov 18 Presiding Officer

CW3R William King Mar 19 Presiding Officer

COLR David Buck Mar 19 Presiding Officer

CW4R Allan E Rickard Mar 19 Presiding Officer

CW5R Wayne Estes Mar 19 Presiding Officer

CW4R Donna Zampi Oct 19 President

CW5R Sam Galloway Nov 18 President

CW4 Adriana Aldape Mar 19 Open

CW4 Alex Blain Mar 19 Open

CW4 Clenora Walker Mar 19 Open

CW4 Ted Vanzant Mar 19 Open

CW5 James Williams Mar 19 Open

CW5 Jose Agosto Mar 19 Open

CW5 Robert Gowin Mar 19 Open

CW5R Alvin Taswell Aug 19 Open

CW5R Wayne Burton Jan 19 Open

CW4 Dan Howison Mar 19 Open

***Chapter BOD – Committee Structure***

President+: CW4 Dan Howison dan.y.howison.mil@mail.mil Vice President+: CW4 Alex Blain **alex.blain.mil@mail.mil** Vice President for Army Reserve/NG Affairs –CW5 James Williams Vice President for Retired Affairs – CW5R Jack Van Zanten vjack730@aol.com Vice President for Junior Warrant Officer Affairs – OPEN @Membership – Filled by VP, VP-RA, VP RS-A, VP-JWO @ Memorabilia - CW3 Karen Algernon-Wallace karen.a.algernonwallace.mil@mail.mil \*Rebuilding Tri-Cities – suspended @Nominations/Elections Committee – CW5R Wayne Burton & CW5R Vickie Vachon \*Volunteer hour Monitor - CW5 Vickie Vachon (pokeandprod@aol.com ) \*Holiday helper – CW5R Vickie Vachon \*Web-Master – CW3 James McCracken james.mccracken13.mil@mail.mil \*Boy Scouts Of America ( + Cub Scouts) CW4R Charlie Mills \*JROTC High School Support – CW5 Nicole Woodyard + CW4 Jenn Walker \*McGuire VA Support – CW5R Karen Ortiz \*Crater 100th Committee CW5 Nicole Woodyard \*Resolutions/ Parliamentarian - CW5R Wayne Burton \*Chaplain – OPEN

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 members & appointments are installed and removed at discretion of the Chapter President IAW current Chapter Bylaws

CW5 Nicole Woodyard Feb 19 Open

CW4R Hope Bean Jan 19 CW4R Amy Jones

CW4R Chester Morris Jan 19 Chapter President

CW4R Monty Meston Jan 19 CW5R Wayne Burton

CW4R Amy Jones Aug 19 CW5R Wayne Burton

CW4R Percy Alexander Jan 19 CW5R Wayne Burton

CW3 Dan Peoples Mar 19 CW5R Wayne Burton

CW5 Travis Elliott Jan 19 CW5R Wayne Burton

CW5R Bob Gates Jan 19 CW5R Wayne Burton

CW4 Francis Pattin Jan 19 CW5R Wayne Burton

CW4R Charles L. Mills Mar 19 CW5R Wayne Burton

CW3 Ryan Harman Jan 19 CW4 Dan Howison

*Proxies used:*

Bronze Level - Eagle Rising Recipients:

CW5R Wayne Burton CW4 Dan Howison

CW4 Adriana Aldape CW4 Ted Vanzant

CW4 Francis Pattin CW4R Charlie Mills

CW2 Kevin Pick CW5 Nicole Woodyard USAWOA

Silver Level - Eagle Rising Recipients

CW4R Amy Jones CW5 James Williams

CW5 Nicole Woodyard USAOWA

Gold Level - Eagle Rising Recipients

CW5R Vickie Vachon CW5R Wayne Burton

CW5 Travis Elliott

CW5 Guy Hunter CW5R Karen Ortiz

CW4 Adriana Aldape CW5 Nicole Woodyard USAOWA

**Presidents’ Report – Verbal report at meeting.**

**Vice Presidents’ Report**

**Vice President NOTES:**

**CW3 Alex Blain– Chapter Vice President, CW5 James WIlliams VP – Reserve/NG Affairs, and VACANT VP- Retired Affairs and VP-JWO VP VACANT**

 **VP Report - Roster**

**Crater Meeting Call in Number**

641-715-3580

*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 Century with live telephonic meeting!*

**Crater 2019-2020 Calendar Events**

 6 Feb 2019 Chapter Meeting – HUT

 6 Mar Chapter Meeting – HUT

* Decision for more than 2 Scholarships

 3 Apr Warrant Officer Meet & Greet – HUT TIME -TBD

 - Close Scholarship acceptance (1 April 2019)

 - Audit

 1 May Chapter Meeting – HUT Meet and Greet

 - announce scholarship winners

 5 Jun Chapter Meeting - HUT

10 Jul Chapter Meeting – HUT

 - Audit

 7 Aug Chapter Meeting - HUT

 -Accept Nominations - approve Ballot

 4 Sep Warrant Officer Meet & Greet - HUT TIME -TBD

 - Final date to approve Ballot

 2 Oct Chapter Meeting – HUT

 TBD Oct 2019 47th AMM Fort Campbell, KY – Details to follow

 - Habitat for Humanity

 - McGuire Veterans Hospital Visit Planning list

 - Present post with donation for Thanksgiving

 - Audit

 6 Nov Chapter Meeting – HUT

- Holiday Helper planning list

- Wreaths Across America planning list

 - Election Vote

 - Present post with donation for Christmas

 4 Dec Chapter Meeting - HUT

 - Announce election results

 - Holiday Helper execution

 - Visit McGuire Veterans Hospital

 - Wreaths Across America

 - Audit

 8 Jan 2020- Swear in elected new officers

 5 Feb 2020 – Crater paperwork needs filled out and submitted for Private Organization Revalidation

Items in yellow require clarity by quorum and Chapter Leadership

|  |
| --- |
| **TOTAL - 138** |
| Members Total | 134 |
| LIFE | 70 |
| ADW | 51 |
| RET | 68 |
| NG | 11 |
| ARW | 3 |
| ASC | 1 |

 **VOLUNTEER HOURS**

Volunteer hours as they stand in the following spreadsheet:

Volunteer Hours thru Jan 12, 2019 12:07

Members 750.5

Guest 31.5

 **Volunteer Hours** (Need ages of volunteers always if younger than 18)

Also need following volunteer hours: Memoribilia

NOTE: Revalidation is at least a 6 month process, therefore POA revalidation efforts must begin in February 2020, to meet Oct deadline.

 **MEMORIBIILIA REPORT**

 **CW3 Karen Algernon-Wallace**



8 Jan 2019 **BOD Meeting:** 1700-1900

Attendance: CW4 Dan Howison by phone from Michigan, CW4 Alex Blain, CW5R Wayne Burton, CW5R Vickie Vachon, CW5R Karen Ortiz, CW5 Travis Elliott, CW4R Charlie Mills, CW5 Nicole Woodyard

1. Adjusted Calendar schedule, and finalize planning events.

2. Determined that Standing Orders without a Committee Chair nominated and working actions, are to be suspended, temporary, or brought to quorum vote for removal from Standing Order list. Standing orders are derivative from Bylaws, clarifying routine support.

3. Set committee of CW5R Wayne Burton, CW5R Vickie Vachon, and CW4R Charlie Mills to revise Bylaws in 5 year review schedule and action planned to be complete by April 2019.

4. CW5 Niclole Woodyard, and CW5R Wayne Burton will write memorandum, for 2019 local vendor support, with Chapter mission statement, and intent to support community for President’s signature, NLT March 2019.

5. Determined that the $903 proceeds from the 45 caliber donation raffle are insufficient to fully action new raffle purchase intent and community support. A quorum motion is required to direct the $903 specifically or it remains in Crater General funds.

**USAWOA CRATER CHAPTER**

**Treasurer’s Reports**

**1 January – 31 January 2019**

**Checking Account Fort Lee Federal Credit Union- Balance previous month $ 3,675.02**

**INCOME:**

Memorabilia $ 919.00

Interest $ .54

**Income Total $ 919.54 + $ 919.54**

**Expenses:**

Operational Expenses

 Meals $ 43.53 C/C

 Bond $114.82

**Expenditures Total: $ 158.35 - $ 158.35**

**Total Revenue =$ 4,436.21**

**==================================================================================**

**Savings Account Fort Lee Federal Credit Union - Balance previous month $ 4,054.68**

 **Income:**

 Interest $ 2.00

**TOTAL Income $ 2.00 + $ 2.00**

**Saving Account Balance: $4,056.68**

**Checking & Savings Account COMBINED TOTAL: $ 8,492.89**

 **PLEDGED PAID**

**Meeting Meals/Meet &Greets $ 950.00 $ 43.53**

**Mail Box: $ 62.00 $ 62.00**

**Liability Insurance: $ 268.00**

**Bond: $ 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 $ 0**

 **TOTALs $7,094.82 $ 220.35 Remaining Pledged / Obligated $ 6,87.47**

**Charles L. Mills Dan Y. Howison**

**CW4(R), OD CW4, OD**

**Crater Chapter Treasurer Crater Chapter President**

**Agenda February 6th, 2019 meeting**

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

 **Motion made by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Seconded By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7. Committee Reports**

 a. [Vice President Report](#OLE_LINK1) CW4 Alex Blain – CW5 James Williams- CW5R Jack Van Zanten

 b. [Memorabilia](#OLE_LINK1) – CW3 Karen Algernon-Wallace.

 d. Volunteer Hours. CW5R Vickie Vachon.

 e. Holiday Helper CW5R Vickie Vachon.

 f. Boy Scouts CW4R Charlie Mills

 g. Solicitation – CW5 Nicole Woodyard

 i. ROTC – CW5 Nicole Woodyard.

**8. Old Business**

**Membership and Proxies *- action***

**McGuire support – CW5R Ortiz (A Spring event?) *discussion for vote***

**What’s in it for me” membership process – CW4 Destria Gladney *–action***

**Committee of CW5R Wayne Burton, CW5R Vickie Vachon, and CW4R Charlie Mills to revise Bylaws*–action***

**CW5 Nicole Woodyard, and CW5R Wayne Burton will write memorandum, for 2019 local vendor support, with Chapter mission statement, and intent to support community for President’s signature, NLT March 2019 *–action***

**9. New Business –**

**10. Alibi’s**

**11. Next Meeting - Hut 1700-1730 Social 1730-1830 February 6th**

**12. Adjourn meeting at (time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Motion made by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CRATER CHAPTER MEMBERS

*Use the following instructions to update your personal information with WOA National.*

*Logon to USAWOA.net* <https://netforum.avectra.com/eweb/StartPage.aspx?Site=USAWOA>

*Pay particular attention to your current rank and primary email address.*

\*\*As of 31 March 2015, AKO Email is shut down. Effective 30 June 2015, all email addressed to @us.army.mil email accounts will be returned to sender\*\*

Must change to @mail.mil or another personal email address

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