



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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30 December 2018

MEMORANDUM FOR NCWG CADET ADVISORY COUNCIL REPRESENTATIVES

FROM: C/1st Lt Wells, NCWG CAC Recorder

SUBJECT: CAC Meeting Minutes for 09 December 2018

1. OPENING BUSINESS

a. Roll Call

- i. C/SMSgt K. Worth (NC-057 Primary)
- ii. C/SSgt E. Worth (NC-057 Assistant)
- iii. C/2d Lt Randolph (NC-079 Primary)
- iv. C/2d Lt A. Thibodeaux (NC-160 Primary)
- v. C/2d Lt Orgain (NC-052 Primary)
- vi. C/2d Lt Fryrear (NC-007 Assistant)
- vii. C/SMSgt Endre (NC-170 Assistant)
- viii. C/Maj Perkins (NC-111 Primary)
- ix. C/CMSgt Haynes (NC-162 Primary)
- x. C/2d Lt Ross (NC-300 Primary)
- xi. C/Maj Matthews (NC-082, CAC Chair)
- xii. C/Capt M. Thibodeaux (NC-160, CAC Vice-Chair)
- xiii. C/1st Lt A. M. Wells (NC-007, CAC Recorder)
- xiv. Maj Hallihan (NCWG CAC Senior Advisor)

- b. Meeting Briefing from C/Maj Matthews. He briefly explained that the purpose of this conference call was to get an update on each of the committees represented to get a good idea of what other work had to be done and what else the CAC Top 3 and Senior Advisor could provide for the committee chairs. The committee chairs were expected to update the Top 3 and Senior Advisor on any work done with proposals, contact made with resources, and/or any new members in the committee.

2. REGULAR BUSINESS

a. Committee Reports.

- i. Honest Recruitment Pamphlet (Chair: C/2d Lt Randolph). Right now, the committee is working on pamphlet updates provided by 1st Lt Dawn Stange, the

NCWG Director of Recruiting and Retention. There is one member in the committee aside from C/2d Lt Randolph.

- ii. Ranger Medic Advancement (Chair: C/2d Lt Randolph). The committee will be having a conference call on 16 December with one of their contacts who has completed the Ranger Medic program (C/Maj Aidan Kelley). The committee has started writing their proposal and operations plan for presentation, and still plans to have at least the proposal completed by February of 2019.
- iii. Cadet Wing Staff Positions (Chair: C/2d Lt A. Thibodeaux). The committee will be having a conference call soon to determine exactly how they will approach the situation and what wing staff positions they want to open up for cadets. There are three cadets working on the proposal, and a couple more working on the application prerequisites for interested cadets. (Maj Hallihan: make sure to be specific and ensure that the idea will work on the senior member resources that will be needed. We might need to settle for a small amount of progress right now and work for more later on.)
- iv. Extended Report Permissions (Chair: C/2d Lt Orgain). There is currently one member in the committee other than C/2d Lt Orgain. She has been speaking with some senior members to get more information and hopes to have a conference call with them soon to get more details. The proposal is a little under ½ completed, and C/2d Lt Orgain intends to share it with the Top 3 and Senior Advisor once it has more solid information.
- v. Cadet Commander Pocket Guide (Chair: C/CMSgt Haynes). There are no other members of this committee as of right now, and C/CMSgt Haynes said she believes that is because the title is too intimidating, and makes cadets think that - in order to contribute - they would have to have held the position of Cadet Commander at their squadron before. (C/Maj Matthews: as this idea develops more and the committee makes more progress, I think more people will be willing to join in.) Maj Hallihan mentioned the NCWG Cadet Commander's Course and that cadets who have attended that activity may have some useful insight. C/1st Lt Wells also suggested speaking to cadets who have attended RCLS, because they took classes specifically on what to do as a Cadet Commander, and may have some good information to provide. C/CMSgt Haynes was encouraged to reach out to the CAC via email to get more cadets interested in helping out. (See suggestions by C/Maj Matthews and Maj Hallihan for C/SMSgt Endre below.) C/CMSgt Haynes said that she has the introduction and outline for her proposal written, but is waiting to see the Unit Commander Guidebook before writing more.
- vi. Scholarship Awareness (Chair: C/SSgt E. Worth). C/SSgt Worth has the same issue as C/CMSgt Haynes, and believes that the reason people don't want to join her committee is because cadets don't know very much about the scholarship program,

and thus don't think they can contribute to the work. She is currently working on a pamphlet draft and proposal, and was encouraged by C/Maj Matthews to reach out to other people for ideas and help. C/SSgt Worth has the introduction of her proposal written, but intends to write more as she gets more information from her senior member mentors. Maj Hallihan suggested that it might also be helpful to look at the new scholarship guidelines published recently.

- vii. Support Staff Training (C/SMSGt Endre). There is currently one cadet on the committee aside from C/SMSGt Endre. He is working with several senior members to get more information on this topic, and has gotten a lot of positive reactions. They are focusing mainly on trying to find the areas they can improve in the support staff training arena. When asked if he had reached out for help, C/SMSGt Endre confirmed that he had a couple other members that were going to help him with research and work, and asked for advice on how to get more cadets to join the committee. C/Maj Matthews suggested reaching out to the CAC by email, and explaining why his committee's idea is important and what a positive impact it could make on the Wing's programs. Maj Hallihan mentioned that it might be good for C/SMSGt Endre to open an email by asking if the recipients had ever served on support staff in any capacity, and then mentioning that he would like assistance on his committee. She also suggested asking other senior members about their specialty track curriculum, because that might be a good starting point to developing cadet-oriented curriculum of the same type. (Capt Lynne Albert may be a good resource for this.) C/SMSGt Endre has a very rough outline written for his proposal, but has been focusing mainly on gathering information first. He still plans to have the proposal finished by March of 2019.
- viii. Honor Society Committee (Chair: C/2d Lt Ross). There are currently three committee members (including C/2d Lt Ross). They are using C/Capt Landon Clouse's last SDA as the basis of their committee proposal and plan to have a conference call as soon as possible. Maj Hallihan suggested that the committee should scale C/Capt Clouse's SDA to NCWG specifically, as it was written more broadly than the committee's focus. C/2d Lt Ross said that they are still performing more research, but intend to have the proposal finished for January of 2019.
- ix. GTM Training Activity (Chair: C/2d Lt Fryrear). There are five members of the committee, other than C/2d Lt Fryrear. He is focusing on research right now, and plans to have his proposal written by February or March of 2019. Maj Hallihan suggested that C/2d Lt Fryrear speak with Lt Col Shelley Gonzales, because she is the liaison between NCWG CAP and North Carolina Emergency Management and will have more information on the ES training standards that are needed.
- x. Color/Honor Guard Training (Chair: C/CMSGt K. Worth). C/CMSGt Worth is currently speaking with some of the regular staff from the NCWG Drill &

Ceremonies Academy to see if they would be willing to start up a more specialized drill activity. There are currently three members in the committee other than C/CMSgt Worth. She is looking into some of the logistical issues to see if the plan is feasible and where/when it can be implemented.

- xi. Functional Wing Calendar (Chair: C/Maj Perkins). C/Maj Perkins has done research on how individual squadrons make their calendars, what regulations need to be followed, and why calendars are necessary. The plan is to keep the current Wing calendar, but modify it slightly and keep it more regularly updated. She plans to have a committee call soon, and there are three members aside from C/Maj Perkins. She has a proposal draft currently, and plans to edit it and have it finished in January of 2019.
- b. Notes from C/Maj Matthews.
 - i. Please let C/Capt Thibodeaux know how many members you have in your committee, as well as who they are. If you are working with senior member mentors, include them in your list as well.
 - ii. If you are having trouble finding more members, *reach out*. Use the people around you. Senior members have good perspectives that cadets might not possess, and it's really important to get senior member advocacy and support as soon as possible.
- c. Notes from Maj Hallihan.
 - i. The faster you can get your proposals written, the better! It leaves much more time for editing and approval.
 - ii. We are looking forward to the Wing Conference in February and seeing all the committee presentations, but we can't do that if we don't have your my proposals drafted! Try to have a draft ready by February so that we can at least give that to the council at our meeting.
- d. Promotion Announcements. We would like to extend congratulations to C/SMSgt Endre for completing the Doolittle Achievement, C/1st Lt Lord for completing Achievement 10, and C/Maj Perkins for completing Achievement 14.

3. CLOSING

- a. Upcoming Events.
 - i. **13 January 2019**: CAC conference call.
 - ii. **8-10 February 2019**: NCWG Wing Conference and CAC in-person meeting.
 - iii. **14-22 June 2019**: NCWG Summer Encampment.
- b. C/2d Lt Fryrear motioned to adjourn at 1853 and was seconded by C/2d Lt A. Thibodeaux.

//SIGNED//

ASHLYN M. WELLS, C/1st Lt, CAP
NCWG CAC Recorder

cc: NCWC/CC
NCWG/CP
NCWGCAP.org/CP