

NEC MINUTES

**National Executive Committee
Meeting Minutes
1-2 May 2009**



Salt Lake City, UT

National Executive Committee Meeting Minutes
1-2 May 2009
Salt Lake City, UT

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ATTEST



Barry S. Herrin
Colonel, CAP
National Legal Officer

OFFICIAL:



Amy S. Courter
Major General, CAP
National Commander

Civil Air Patrol
National Executive Committee Meeting Minutes
1-2 May 2009
Salt Lake City, UT

OPEN SESSION

CALL TO ORDER Maj Gen Amy S. Courter, CAP
INVOCATION..... Ch, Col Whitson B. Woodard, CAP
PLEDGE OF ALLEGIANCE Col Russell E. Chazell, CAP
ROLL CALL..... Mr. Don R. Rowland, HQ CAP/EX

EXECUTIVE DIRECTOR REMARKS..... Mr. Don R. Rowland, HQ CAP/EX
CAP-USAF COMMANDER REMARKS..... Col William R. Ward, USAF
NATIONAL COMMANDER REMARKS..... Maj Gen Amy S. Courter, CAP

NATIONAL EXECUTIVE COMMITTEE

Maj Gen Amy S. Courter, CAP National Commander
Brig Gen Reggie L. Chitwood, CAP National Vice Commander
Col Russell E. Chazell, CAP National Chief of Staff
Col Fredric K. Weiss, CAP..... National Finance Officer
Col Barry S. Herrin, CAP National Legal Officer
Col William S. Charles, II, CAP..... National Controller
Col Robert Diduch, CAP Northeast Region Commander
Col Joseph R. Vazquez, CAP Middle East Region Commander
Col Charles L. Carr, Jr., CAP..... Great Lakes Region Commander
Col James M. Rushing, CAP Southeast Region Commander
Col Steven W. Kuddes, CAP North Central Region Commander
Col Joseph C. Jensen, CAP Southwest Region Commander
Col Donald G. Cortum, CAP Rocky Mountain Region Commander
Col Larry Myrick, CAP Pacific Region Commander

Non-voting members:

Col William R. Ward, USAF CAP-USAF Commander
Col James F. Linker, CAP CAP Inspector General
Ch, Col Whitson B. Woodard, CAP Chief of Chaplain Corps

CORPORATE TEAM

Mr. Don R. Rowland	Executive Director
Mr. Johnny F. Dean	Director, Plans & Requirements
Ms. Susan K. Easter	Chief Financial Officer
Mr. Marc D. Huchette	Director, Public Awareness & Membership Development
Mr. Larry Kauffman	Assistant to Executive Director for Fleet Management
Mr. James L. Mallett	Director, Educational Programs
Mr. Rafael Robles	General Counsel
Mr. John A. Salvador	Director, Missions
Mr. Gary Schneider	Director, Logistics & Mission Resources

AGENDA ITEM - 1

PM

Action

SUBJECT: Approval of November 2008 NEC Minutes

Author: Col Chazell

CAP/CS – Col Chazell

INFORMATION BACKGROUND:

The minutes of the November 2008 National Executive Committee meeting were distributed in draft form. This allowed the National Executive Committee members a chance to review the minutes for any discrepancies.

The November 2008 NEC Minutes are included in your material.

PROPOSED NEC ACTION:

That the National Executive Committee approve the November 2008 NEC minutes.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

DCS / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

COL CHAZELL/CS MOVED and COL RUSHING/SER seconded that the National Executive Committee approve the November 2008 NEC minutes, corrected as follows:

Page 39; remove the words "to bring from the table," because a motion postponed indefinitely cannot be brought from the table.

Page 42, change the words "BRIG GEN" to "MAJ GEN" for Gen Courter.

Page 43, change the spelling of the name "JANSEN" to "JENSEN."

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COL JENSEN/SWR MOVED TO TABLE and COL VAZQUEZ/MER seconded that the NEC approve tabling the approval of the November 2008 NEC minutes until after Agenda Item 7 because of an item that may require clarification.

MOTION TO TABLE CARRIED

LATER IN THE MEETING, **COL CHAZELL/CS MOVED TO BRING FROM THE TABLE and COL JENSEN/SWR seconded** to bring back Agenda Item 1, as written and as amended during discussion.

THE MOTION TO BRING FROM THE TABLE CARRIED

COL CHAZELL/CS additionally called attention to the following:

Page 42: Correction of Chaplain Woodard's names in paragraph 8.

Page 7: That Agenda Item 2 be corrected to reflect that this is an Information item and not an Action item.

THE MOTION CARRIED

FOLLOW-ON ACTION: Adjust and modify the minutes.

AGENDA ITEM - 2

SE

Action

**SUBJECT: Annual Safety Survey Findings
NCS – Col Chazell**

Author: Col Letteer

INFORMATION BACKGROUND:

The 2009 Winter National Board meeting tasked the Safety Team to determine feasibility of correcting Annual Safety Survey Findings.

PROPOSED NEC ACTION:

That the National Executive Committee approve the following change to CAPR 62-1 para 3c:

c. Each safety officer shall complete the on-line Safety Survey not later than 31 January of each year. Items to be addressed in this survey shall include, but are not limited to, those listed in the on-line Safety Survey found in e-Services. Once completed, this report will be sent automatically to the safety officer and the commander at the next higher echelon. Functional deficiencies noted should be brought to the attention of the proper staff agencies; that is, operations, logistics, etc., for correction. The Safety Survey will remain open until all unit-controllable deficiencies are corrected. Wing commanders will establish procedures to monitor the internal safety survey corrections of their subordinate units. The manner in which this is accomplished will vary with the structure and composition of the wing.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur. However, if findings cannot be *corrected*, then efforts to *mitigate* the risks associated with those findings must be made to a satisfactory level.

ADVISOR / NATIONAL STAFF COMMENTS:

National Safety Officer is the author.

REGULATIONS AND FORMS AFFECTED:

CAPR 62-1, para 3c, *CAP Safety Responsibilities and Procedures*.

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NEC ACTION:

COL CHAZELL/CS MOVED and COL CORTUM/RMR seconded that the National Executive Committee refer this item back to committee for further input. (NOTE: The committee was identified as the committee appointed at the winter 2009 National Board meeting, Agenda Item 30, New Business, Item c. Safety Survey Correction Action.)

THE MOTION CARRIED

FOLLOW-UP ACTION: Referral to committee and inclusion in the September 2009 Agenda. NOTE: The National Commander praised the three committee members who responded and requested the others to move forward and/or remove themselves from the committee.

AGENDA ITEM - 3

SE

Action

**SUBJECT: Safety Responsibilities
CAP-USAF/CC – Col Ward**

Author: Col Ward

INFORMATION BACKGROUND:

At the 2009 Winter National Board meeting, the board voted to drop the face-to-face safety meeting requirement from CAPR 62-1, *Civil Air Patrol Safety Responsibilities and Procedures* and, in addition, tasked the CAP Safety Team to develop an on-line Safety Briefing that could be tracked. Safety education needs more than “encouragement.” CAP-USAF understands the challenges CAP faces as a volunteer organization that is also geographically diverse. Safety is essential to customer trust as well as mission execution. Therefore, requiring its membership to review a briefing, attend a meeting or read an email and tracking that requirement is crucial to a safer, more effective organization. Human nature would eventually de-emphasize safety if it is not made mandatory by the CAP leadership. A lesser focus on safety program compliance leads inexorably to a lesser focus on safety.

PROPOSED NEC ACTION:

That the National Executive Committee approve the following change to the Safety Education policy as stated in CAPR 62-1 para 3d:

- 1) The National staff will create a monthly safety briefing and post it on the CAP website.
- 2) All active members (to include cadet sponsor, life and 50-year members) shall complete the monthly National on-line safety presentation and quiz by the end of each calendar month. At least once annually, Operational Risk Management (ORM) will be discussed. New members will receive ORM familiarization training, which is included in the Level One Foundations Course.
 - a) NHQ/IT will create a method where completion of the monthly on-line safety briefing will be tracked so that unit safety officers and commanders may verify whether members in their units are complying with this requirement.
- 3) Safety Officers at each unit (region through flight) shall develop a program of regular safety education and mishap prevention training that addresses local conditions/issues, for the unit(s) to which they are assigned.
- 4) Each unit safety officer will conduct a monthly face-to-face or teleconference safety briefing for members of his/her unit. Members must participate in at least one face-to-face or teleconference safety briefing per quarter. Members may fulfill the requirement for local safety education by attending the briefing at their unit of assignment or any other chartered CAP unit.
- 5) Members who miss a monthly face-to-face or teleconference safety briefing must review the content of the missed briefing by the last day of the month following the missed briefing.

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a) Each unit will maintain a file (hard copy, electronic or otherwise) of unit safety briefing materials for members who miss the unit monthly briefing to review.

b) Members who fail to review the content of the missed briefing by the last day of the month following the missed briefing may not participate in any CAP activity (including unit meetings) except to review the missed safety information.

ESTIMATED FUNDING IMPACT:

Minimal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Sponsor of the item.

ADVISOR / NATIONAL STAFF COMMENTS:

CAP/SE – Concur.

Sr Advisor – Operations: Comments

Para 2. I object to a monthly requirement to view the safety briefing and complete the quiz. A quarterly requirement would be more practical and all the subject matter presented in the monthly briefing could be covered in the quarterly requirement and addressed in the quarterly quiz. A quarterly presentation and quiz would be easier to administer and track for compliance. A grace period for a 3 month window could be broader and insure that the membership would have an opportunity to meet the requirement.

The requirement for all categories of membership to meet this monthly is not going to improve the safety culture in CAP. Sponsor members, and potentially life and 50 year members are not normally engaged in weekly operational participation in unit activities yet want to maintain some involvement in CAP, even if on a limited social basis. If a member holds a staff position in a unit, even a flight, then they could be required to meet the established safety briefing requirements. Active staff position would be determined by the unit commander.

Para 4. Conducting a face to face or teleconference quarterly briefing should be video taped or conducted on a type of online video presentation that could accessed by a member within a time period specified for that quarter. If a member is unavailable during that time frame then he/she could be restricted from participation in any operational activity until the safety briefing requirement is met. Restricting a member from attending a unit meeting is overly restrictive and will lead to a loss of valuable members whose participation in support assignments is vital to the survival of many units. i.e., squadron administrative assignments, finance, cadet or senior training. etc.

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Many members maintain their membership strictly to include participation in CAP activities with a family member, such as a spouse, or cadet parents to attend CAP conferences or other non-operational functions. This agenda item would restrict many of those members from attendance at these types of CAP events if they failed to complete the Safety briefings proposed.

Many units in CAP are so limited in personnel that would be able to prepare and conduct a safety briefing effectively and properly that the assignment of conducting the unit briefing would be onerous on the unit commander. An online briefing conducted quarterly would have more meaning, and would be more effective for all the participants.

CAP in many cases is a whole family event. While safety concerns are a very valid and vital issue, I believe the agenda item as proposed would be perceived as a NHQ "Fill the Square" requirement and not as a contribution to increasing our safety culture in CAP.

Sr. Advisor – Support Comments

The entire National Support Staff completely embraces the need to ensure that the Civil Air Patrol maintains the highest level of safety awareness possible. While we support the idea of the monthly online Safety Briefing described in the information background, we believe that some of the details contained in the five items of the Agenda Item pose substantial problems for the general membership.

Many current members, including spousal members and parent members, are not actively involved in the traditional missions of the CAP, but are supporters and have chosen to add their names to the CAP roles as well as their financial support. We fear that these members will no longer provide that support if they are required to meet the face to face meeting requirements on a monthly basis. The loss of these members could prove to be catastrophic both financially and for our membership numbers.

We also question the ability of certain small units to generate quality safety briefings on a continuing basis. Many remote units, often Flights, have too few members to have well designed monthly programs. Programs developed at a Wing or Group level may be more practical, allowing local units to add (but not delete) items of a local nature.

Finally, we are concerned with the method of compliance with the requirements. Verifying attendance at a face to face or teleconference meeting must be done at a local level and will have to be transferred to the National eServices system to allow members to continue to participate in virtually all of their activities. In the past, this has been one of the areas where CAP has not been successful.

In summary, the Support Section will work to implement any safety program which is developed. We would be eager to assist in additional review and staffing of the problems outlined above to seek a means to accomplish our safety goals without a potential loss of a substantial number of members.

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REGULATIONS AND FORMS AFFECTED:

CAPR 62-1, para 3d, *CAP Safety Responsibilities and Procedures*.

NEC ACTION:

COL WARD, CAP-USAF/CC MOVED and COL CARR/GLR SECONDED the PROPOSED NEC ACTION.

COL WEISS/NFO MOVED TO AMEND and COL HERRIN/NLO seconded that the National Executive Committee approve changing paragraph 5. b) to read as follows: "Members who fail to review the content of the missed briefing by the last day of the month following the missed briefing will review the materials before participating in any CAP activity."

THE MOTION TO AMEND CARRIED

COL VAZQUEZ/MER MOVED TO AMEND and COL KUDDER/NCR seconded the amendment to make a policy change whereby all references for monthly briefings are changed to quarterly briefings.

COL WEISS/NFO MOVED TO POSTPONE and COL CARR/GLR seconded that the National Executive Committee approve postponing action until the summer 2009 National Board meeting and send to a safety committee and the headquarters staff, with a goal of implementing by 1 Oct 2009.

Additional Guidance from the NEC: The NEC requests a committee report to the NEC by 1 July 2009, outlining progress and suggestions prior to submission as a National Board agenda item.

THE MOTION TO AMEND CARRIED

The amended motion to postpone and refer to committee and requiring the formulation of an agenda item for the September 2009 National Board meeting carries (verified by a hand count).

FOLLOW-ON ACTIONS:

- (1) The National Commander named the committee, headed by Col Cortum/RMR: Members are Col Kuddes/ NCR; Col Carr/GLR; Col Vazquez/MER; Col Letteer/SE; Col Guimond; Col Skiba; Col Brown/AK; Ms Susie Parker/NHQ/DP; Maj Hamm, USAF, CAP-USAF/SE; Brig Gen Chitwood and Maj Gen Courter.
- (2) Guidance, based on discussion, provided to the NEC and committee.
- (3) Report due from committee by 1 July 2009.
- (4) Inclusion in the September 2009 National Board agenda.

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AGENDA ITEM - 4

PM

Action

SUBJECT: 2010 NEC and National Board Meeting Dates

Author: Mr. Rowland

HQ CAP/EX – Mr. Rowland

INFORMATION BACKGROUND:

Proposed dates are:

<u>Event</u>	<u>Date</u>	<u>Location</u>
Winter National Board Meeting	25-27 Feb 10	Washington DC (Under Contract)
May NEC Meeting	30 Apr-1 May 10	Pacific Region
Annual Conference & National Board Meeting	1-4 Sep 10	San Diego CA (Under Contract)
November NEC Meeting	5-6 Nov 10	Great Lakes Region

PROPOSED NEC ACTION:

That the National Executive Committee vote to approve the proposed NEC and National Board Meeting dates and sites for 2010.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

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NEC ACTION:

COL WEISS/NFO MOVED and COL JENSEN/SWR SECONDED that the National Executive Committee approve the PROPOSED NEC ACTION.

COL WEISS/NFO MOVED TO AMEND and COL CARR/GLR seconded that the dates remain firm and the locations of the May and November NEC meetings be deleted for the purpose of determining whether they will be moved to Maxwell or perhaps handled by teleconference to save money.

THE MOTION TO AMEND CARRIED

THE AMENDED MOTION CARRIED

The amended motion reads as follows:

“That the National Executive Committee approves the proposed NEC and National Board Meeting dates and sites for 2010, except that the locations of the May and November NEC meetings be deleted for the purpose of determining whether they will be moved to Maxwell or handled by teleconference, to save money.”

FOLLOW-ON ACTION: Update Calendar of Events

AGENDA ITEM - 5

Action

**SUBJECT: Advisor / Committee Reports
CAP/CS – Col Chazell**

a. Finance Committee – Col Weiss

COL WEISS/CHAIRMAN OF THE FINANCE COMMITTEE distributed and briefed the Minutes of the National Executive Committee Finance Committee Meeting, April 30, 2009.

The following actions were taken:

1. Corporate and Appropriated Budget changes not to exceed 10%

COL WEISS/CHAIRMAN OF THE FINANCE COMMITTEE MOVES FROM THE COMMITTEE that the NEC endorse the FMB process to modify the corporate and appropriated budgets for changes not to exceed 10% of the overall initial budget and, if approved, forward this recommendation to the Board of Governors Audit Committee.

COL CHAZELL/CS MOVED TO AMEND and BRIG GEN CHITWOOD/CV seconded the amendment that a specific provision be added that the input of the National Commander is solicited as a part of this process.

MR. ROWLAND added that a change to the Operating Instruction would add the National Commander to the Financial Management Board to receive agendas and would involve participation of the National Commander.

THE MOTION TO AMEND CARRIED

THE AMENDED MOTION CARRIED

FOLLOW-ON ACTION: Forward recommendation to the BoG Audit Committee and include in the June 2009 BoG Audit Committee agenda, as appropriate.

2. Funds Deposited Only in Bank-rate.com of 3 or Higher

COL WEISS/CHAIRMAN OF THE FINANCE COMMITTEE MOVES FROM THE COMMITTEE that the NEC endorse the concept of allowing funds to be deposited only in banks with a bank rate.com rating of 3 or better.

There was clarification that it is probably more important to have funds in secure banks than focusing on the limit of \$250,000.00 F.D.I.C. insurance, per bank.

THE MOTION CARRIED

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FOLLOW-ON ACTION: National Headquarters will inform the units, provide the web site to find bank ratings, allow them 4 months to find another bank, when required, and help walk them through the process. The Region Commanders will be kept informed of actions.

3. Use of Investment Funds for Death Benefits

COL WEISS/CHAIRMAN OF THE FINANCE COMMITTEE MOVES FROM THE COMMITTEE that the NEC endorse a change in budgeting for death benefits such that up to \$50K of these benefits would be paid out of investment income rather than through the budget process. In the event of a shortfall these benefits would be considered from the budget. If endorsed by the NEC, forward recommended use of investment funds to fund this program to the Board of Governors for approval.

THE MOTION CARRIED

FOLLOW-ON ACTION: Forward recommendation to the Board of Governors for approval to authorize the use of up to \$50K of CAP investment funds to pay for death benefits. Include in the June 2009 BoG agenda.

4. Restricting Wing Commander Travel Policy Reimbursement

COL WEISS/CHAIRMAN OF THE FINANCE COMMITTEE MOVES FROM THE COMMITTEE that the NEC approve modifying the Wing Commander Travel Policy to limit the reimbursement to wings receiving less than \$25K in state funding.

COL JENSEN/SWR MOVED TO AMEND and COL MYRICK/PCR seconded the amendment that region commanders be authorized to waive the policy if the state funding has a restriction to prohibit those funds being used for wing commander travel, to be reviewed on an individual basis.

Guidance if amendment passes. Waivers should only be given if state funding is restricted for employees—not restricted for other reasons. Also, the waiver should be in writing to the National Finance Officer.

THE MOTION TO AMEND DID NOT PASS

COL CHARLES/NCON MOVED TO AMEND and COL CORTUM/RMR seconded the amendment to add a provision that if the employment part of the state funding brings wings below the \$25,000 level, they would be eligible for the reimbursement.

The Chair added that the Amendment is as follows: “The portion from state funding that would be covered for an employee is excluded.”

THE MOTION TO AMEND CARRIED

THE AMENDED MOTION CARRIED

The amended motion reads as follows:

“That the NEC approve modifying the Wing Commander Travel Policy to limit the reimbursement to Wings receiving less than \$25K in state funding and the portion from state funding that would be covered for an employee is excluded.”

5. Limit of 60 Days to File for Personal Reimbursement

COL WEISS/CHAIRMAN OF THE FINANCE COMMITTEE MOVES FROM THE COMMITTEE that the NEC approve a change to CAPR 173-1 to establish a limit of 60 days to file for personal reimbursements.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 173-1.

6. Use of Investment Funds for Purchase of AMS Software System

COL WEISS/CHAIRMAN OF THE FINANCE COMMITTEE MOVES FROM THE COMMITTEE that the NEC endorse allocating \$100K from corporate investment funds (partial cost) to acquire TMA Resources, one of the top Associated Management System (AMS) software systems, selected by National Headquarters, to change and improve the way CAP does business on-line, and forward the recommendation to the Board of Governors to approve the use of investment funds for this project.

THE MOTION CARRIED

FOLLOW-ON ACTION: Forward recommendation to the Board of Governors to approve the use of investment funds to help acquire the AMS system, and include in the June 2009 BoG agenda.

7. Graduated Payment Plan for Consolidated Maintenance Funds (CMX)

COL WEISS/CHAIRMAN OF THE FINANCE COMMITTEE MOVES FROM THE COMMITTEE that the NEC approve a graduated payment plan for CMX proposed by the North Carolina Wing and this plan will serve as a template for future wing payment plans.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implement the approved pay-back plan.

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8. New CAPR 174-1.

COL WEISS/CHAIRMAN OF THE FINANCE COMMITTEE MOVES FROM THE COMMITTEE that the NEC approve including in CAPR 174-1, the new LG regulation, the requirement for support and monitoring by Wing Financial Analysts.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy change, notification to the field, and publication of CAPR 174-1, after review and approval.

9. Proposals to Balance FY2010 Corporate Budget

COL WEISS/CHAIRMAN OF THE FINANCE COMMITTEE MOVES FROM THE COMMITTEE that the NEC endorse the recommended proposals, i.e. reducing: Travel by \$17,000, Protocol by \$1,000, Money for Investments by \$10,000, Meeting expenses by \$7,500, Cadet Contingency Fund by about \$1,000, in order to have a balanced budget for FY2010, and forward to the Board of Governors for action.

There was clarification that reduction in meeting expenses and travel (approximately \$25,000) will hinge on conducting one NEC meeting via video conference

THE MOTION CARRIED

FOLLOW-ON ACTION: Include in June 2009 BoG Agenda.

MAJ GEN COURTER expressed appreciation to the entire Finance Committee for all the good work, and also to National Headquarters and Finance Officers. There was note that Col Ward, USAF, CAP-USAF/CC was in attendance at the April 30, 2009, NEC Finance Committee Meeting.

b. Inspector General – Col Linker

COL LINKER/IG presented a slide briefing covering the Inspector General Report to the NEC, May 2009.

c. National Controller – Col Charles

COL CHARLES/NCON briefed a new Operational Resource Management System (ORMS), with a target operational date of 1 June 2009, which has been successfully beta tested in Texas, Wisconsin, and Florida Wings. He expressed hope that by 1 October 2009 everyone is familiar with the system and through audits of the system can reach 100

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percent accountability. CAPR 174-1 will soon go out for comment. He pointed out that the 174 series number, the public trust area, is being used purposely because of visibility, transparency, and accountability to our membership—the stakeholders in the entire system. He added that critical to the success of this system will be region commander emphasis on selling and marketing this system as well as the importance of utilizing it down to wing commanders and unit level communications officers, supply officers, and logistics officers.

NOTE: Col Charles referenced a 2 May 2009 letter to the remainder of the National Board outlining the ORMS, the beta test, and role of the Wing Financial Analysts.

d. Safety – Col Letteer

COL LETTEER/SE presented a slide briefing updating safety issues. He distributed an outline of subjects discussed.

e. Chief of Chaplain Corps – Ch, Col, Woodard

CH, COL, WOODARD presented an update briefing on activities or reforms of the Chaplain Corps. He stated there have been three significant changes in the past 6 months.

1. Chaplains are now participants in Senior Member Training. The Senior Member Training Track has been added to the Chaplain Training Track so that chaplains will be better trained as they are achieving their promotions.

2. A second significant reform is what he called the fourth component of reality. CAP has always thought its members were the fourth component of the Air Force and now the Air Force is thinking the same way. The Chief of Air Force Chaplain Corps has now rewritten what was an inactive proposal which is currently being reviewed by the Air Force JAG. The document will then be returned to CAP for comment and approval. For the first time, the CAP Chief of Chaplain Corps has been invited (expenses paid by the Air Force because of the short notice) to participate in the Air Force Chaplain Corps Council as a member and to attend a meeting later in May between the Air Force Chief of Chaplain Corps and the command chaplains. Now, the CAP Chief of Chaplain Corps is being treated by the Air Force Chaplain Corps as a command chaplain and a fourth component of the Air Force Chaplain Corps. Chaplain Woodard suggested that his title may be changed. He added that he has also been invited (probably not reimbursed) to participate in another meeting—the Chaplain Corps Summit—in a year or so with Air Force Chief of Chaplains Corps and all of the Air Force wing chaplains.

3. Another very significant development is commonly called the internal restructuring of the Chaplain Corps. After having lost both an active duty Air Force Chaplain and then a Corporate Chaplain, both at National Headquarters, all the chaplain direction has fallen on the volunteer Chief of Chaplain Corps. He feels that his heavy workload needs to be spread around through an internal restructuring of the Chaplain

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Corps. Chaplain Woodard is now working closer with all eight region chaplains through a teleconference meeting each month, and many duties will be delegated to the Deputy Chief of Chaplain Corps as well as region and wing chaplains.

4. Chaplain Woodard also stated that because of unavailable information, the Chaplain Corps need to reconstruct files on most of the chaplains—a new Form 35, Ordination Certificate, transcripts of educational qualifications and requirements, and 2088 endorsement form from the Armed Forces Chaplain Service. This will be a monumental task and he solicited the support of all commanders. The reconstructed files will be put on-line for safe keeping.

5. Chaplain Woodard reminded the commanders that January 5, 2010, is a significant date for the Chaplain Corps—the beginning of the 60th Anniversary of the CAP Chaplain Corps. He solicited support and suggestions to help celebrate and make this event a special occasion.

f. Senior Advisor/Operations – Col Skiba

COL SKIBA presented a slide briefing covering the Operations Update to the May 2009 NEC. He summarized the key issues, as follows:

1. Staff Advanced Technologies Group with technical specialists,
2. Establish ARCHER program manager,
3. Obtain security clearances as required,
4. Sell CAPABILITIES to potential customers/agencies
5. Establish an Operational Safety Program that improves CAP'S accident/incident record.

g. Senior Advisor/Support – Col Guimond

COL GUIMOND presented a slide briefing providing the Support Update to the May 2009 NEC.

h. Organizational Excellence – Col Pearson

COL PEARSON distributed a document and briefed that the first order of business of the working group would be to define “organizational excellence (OE).” He stated that CAP will be pursuing the “mentoring” aspect of OE. This program is being developed, the challenges are being addressed, and more information will be provided to solicit input from the field.

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i. National Legal Officer – Col Herrin

COL HERRIN/NLO provided an update briefing covering information outlined in a written MEMORANDUM FOR NEC, dated 23 April 2009, Subject: National Legal Officer – Departmental Planning Update.

j. Results of Long-term Objectives Discussion – Lt Col Kothari

LT COL KOTHARI presented a slide briefing covering the results of long-term objectives discussed during the Friday meeting.

MAJ GEN COURTER asked region commanders to look at the materials furnished and if they had any further ideas that weren't captured to send them to Lt Col Kothari for inclusion in a final product. She also expressed appreciation for the participation and support of going in the direction of making it easier to work within CAP and become the resource of choice.

MAJ GEN COURTER also expressed appreciation for all the advisor and committee reports.

AGENDA ITEM - 6

Action

SUBJECT: Old Business

a. ITEM: Agenda Item 10; November 2008 NEC

Damage Assessment for Aircraft and Vehicles

November 2008 Action

PROPOSED NEC ACTION:

That the National Executive Committee approve removing pecuniary liability assignment from safety investigations, prevent safety investigation results from being used in assessing damage reimbursement, and require Reports of Survey for all aircraft and vehicle accidents which result in damage.

NEC ACTION:

COL CHARLES/NC MOVED and COL RUSHING/SER seconded the PROPOSED NEC ACTION

COL DIDUCH/NER MOVED TO POSTPONE and COL CORTUM/RMR seconded the movement to allow committee work to resolve the issues discussed with a report back to the May 2009 NEC.

THE MOTION TO POSTPONE CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Establish a committee to research and formulate possible solutions, and inclusion in the May 2009 NEC agenda.

NOTE: The following guidance was provided to the committee: Need to clarify the purpose to ensure the gathering of information necessary to improve the safety of the organization and mission effectiveness.

The chair of the committee is Col Charles/NC, and committee members are: Col Kuddes/NCR; Col Jensen/SWR; Major Hamm, USAF; Col Letteer/SE; Col Vazquez/MER; Mr. Robles/GC (Acting); Mr. Schneider/LG; and an Advisor from NHQ to be named.

May 2009 NEC Action

Damage Assessment for Aircraft and Vehicles

PLEASE ALSO SEE AGENDA ITEM 5.3., THIS MEETING, NATIONAL CONTROLLER'S REPORT ON OPERATIONAL RESOURCE MANAGEMENT SYSTEM (ORMS),

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COL CHARLES/ CHAIRMAN OF NAMED COMMITTEE briefed that this committee was charged by the National Commander. The committee had a January 2009 conference call and a follow-on meeting at Maxwell with Gen Courter, Rafael Robles, John Salvador, Mr. Rowland and NHQ staff as well as Col Charles. Col Charles stated that they came up with a way to work the assessment issue to meet the intention of the NEC and consider the input from the January 2009 conference call. Basically, the assessment policy will be imbedded in the ORMS to include the reports of survey, and will also be part of the CAP Forms 78 and 79. One of the products that is currently being distributed is the form that will handle the assessment portion. The assessment will no longer be a part of the Form 79; it will be a separate page. Once this document is started, it will be invisible to the public CAP Forms 78 and 79 and only available to region and wing commanders, the National Commander, National Controller, and National Legal Officer, as the reviews are completed and the region commanders make their decisions on the assessments of damaged or missing property. Col Charles added that it will be all right to use the facts contained in the Form 78 and 79 processes for aircraft and vehicles; all other property will be Report of Survey; but all of that information can be uploaded into the ORMS safety system or the Safety Reporting system on-line. He further briefed that the wing commander will recommend the assessment, the region commander will concur or non-concur and that decision is final unless the member elects to appeal once to the National Commander. The National Controller's role, in conjunction with the National Legal Officer, will be to monitor the process for fairness, to ensure judicial procedures are followed, and that the process and regulations have been applied in order to make a recommendation to the National Commander, if appealed.

COL CHARLES/NCON MOVED A SUBSTITUTE MOTION and COL WEISS/NFO seconded that the National Executive Committee approve a policy that

- (1) requires commanders to use the Operational Resource Management System (ORMS) to assess pecuniary liability on all property, which removes that assessment from Safety;**
- (2) allows commanders to use the facts from CAP Forms 78 and 79 to make assessment decisions on vehicles and aircraft; and**
- (3) provides for wing commanders to recommend the assessment and for region commanders to make the final decision (concur, non-concur, or modify) on the assessment; however the member(s) being assessed can appeal once to the National Commander in which case(s) that decision is final.**

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and processing CAPR 174-1.

ITEM CLOSED

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b. ITEM: Agenda 13.1.19; November 2008 NEC

Creation of Region Controller Positions

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COL WEISS/NFO reported that because of involvement with the Operational Resource Management System (ORMS) and its new associated software, the Finance Committee decided to defer this proposal until more infrastructures is in place to pursue this concept further. There is no report at this time.

FOLLOW-ON ACTION. Include in the November 2009 NEC agenda.

AGENDA ITEM - 7

Action

SUBJECT: New Business

a. Awards, Decorations, and Promotions

THE NEC WENT INTO CLOSED SESSION TO DISCUSS THIS ITEM.

IN OPEN SESSION, Mr. Rowland/EX announced the latest new colonel in Civil Air Patrol—Rafael Robles (General Counsel, National Headquarters).

b. Chaplain Corps Appointments to Region and Wing Chaplain (Added and Distributed)

CH, COL, WOODARD MOVED and COL DIDUCH/NER seconded the PROPOSED NEC ACTION

The motion reads as follows:

That the statement “and achieved Level IV in the Senior Member training track” in both Sections 15 e and 15 f the following sentence be inserted:

“The senior member training requirement for promotion will phase in over a period of three years from the date of adoption to provide ample time for currently appointed chaplains to complete the Level IV requirements.”

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 265-1.

c. Change to BoG Quorum

COL HERRIN/NLO made reference to some changes to the Constitution and Bylaws after the creation of the Board of Governors. He stated that the original quorum requirement for a BoG meeting was nine members. This large a number became problematic and the number required for a quorum was dropped to seven. This action resulted in a problem due to the way the board is constituted: four appointees from the Secretary of the Air Force, four Civil Air Patrol members, and three members from industry—interested organizations. With a quorum of seven, either the entire Air Force contingent or the entire Civil Air Patrol contingent could be excluded from a meeting and the board would still be able to conduct business. He added that it is common practice that all contingents of mixed governance are represented in the constitution of a quorum of business meetings.

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COL HERRIN/CHAIRMAN, CONSTITUTION AND BYLAWS COMMITTEE MOVED and COL CHAZELL/CS seconded that the National Executive Committee recommend to the National Board the adoption of the following change to the Bylaws: “Section 22.1. Seven members shall constitute a quorum at any regular or special meeting of the Board of Governors; however, at least one Secretary of the Air Force appointee, one interested organization appointee, and one Civil Air Patrol appointee must be present at a meeting for a quorum to exist.”

COL JENSEN/SWR MOVED TO AMEND and COL CARR/GLR seconded the amendment that the National Executive Committee refers this matter to the Constitution and Bylaws Committee.

THE MOTION TO AMEND CARRIED

THE AMENDED MOTION CARRIED

The amended motion reads as follows:

“That the National Executive Committee refers to the Constitution and Bylaws Committee for recommendation to the National Board, the adoption (and subsequent action of the Board of Governors) of the following change to the Bylaws: “Section 22.1. Seven members shall constitute a quorum at any regular or special meeting of the Board of Governors; however, at least one Secretary of the Air Force appointee, one interested organization appointee, and one Civil Air Patrol appointee must be present at a meeting for a quorum to exist.”

FOLLOW-ON ACTION: Referral to the Constitution and Bylaws Committee; include in the September 2009 National Board agenda; and, if recommended by the National Board, include in the December 2009 Board of Governors agenda.

d. Stan/Eval Web Pages

COL VAZQUEZ/MER MOVED and COL RUSHING/SER seconded that the National Executive Committee approve a policy to direct the national information technology and operations directorates to create a new stan/eval web page link for pilots that is directly accessible from e-services and gocivilairpatrol.com/members. This is to ensure information is readily available for pilots in an easy to find format. The new CAPR 60-1, in particular, was designed to go with this new web page. CAP needs to make it as accessible as possible to its members.

THE MOTION CARRIED

FOLLOW-ON ACTION: Creation of new web page link.

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BRIG GEN CHITWOOL/CV MOVED and COL MYRICK/PCR second a motion that the National Executive Committee adjourn.

THE MOTION CARRIED

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ADMINISTRATIVE ANNOUNCEMENTS

Maj Gen Courter welcomed and introduced the NEC and head table: Brig Gen Reggie Chitwood/CV; Col Russ Chazell/CS; Mr. Don Rowland/EX; Col Bill Ward, USAF, incoming CAP-USAF/CC; Col Bob Diduch/NER; Col Joe Vazquez/MER; Col Chuck Carr/GLR; Col James Rushing/SER; Col Steve Kuddes/NCR; Col Joe Jensen/SWR; Col Larry Myrick/PCR; and Col Greg Cortum/RMR. Also, officers at the national level: Col Fred Weiss/NFO; Col Barry Herrin/NLO; Col Bill Charles/NCON; Ch, Col, Whit Woodard/National Chief of Chaplain Corps; and Col James Linker/IG.

Maj Gen Courter also welcomed and introduced Col John Tilton, Vice Chairman, Board of Governors, and added that "we are also honored to have him at this meeting." In addition there are many members of the National Headquarters staff here supporting not only this meeting but at all CAP activities. Mr. Rowland introduced the staff members in attendance: John Salvador NHQ/MD; Susan Easter NHQ/FM; Rafael Robles NHQ/GC; Marc Huchette NHQ/PM; Gary Schneider NHQ/LG; Jim Mallett NHQ/ED; Chuck Mullin NHQ/PMP; Michelle Slack NHQ/PME; Missie Derocher NHQ/EXP; Debi Lowtharp NHQ/FMD. Col Chazell/CS introduced the National Staff in attendance, Col Guimond and Col Skiba, as well as Col Bost, the Utah Wing/CC.

Maj Gen Courter also thanked everyone on the internet for watching the meeting and being interested in the governance of the organization and the work that is done here. She also expressed appreciation for the work the members do everyday to make the national jobs relevant.

Maj Gen Courter recognized and presented National Board Badges to the following named incoming members of the NEC: Col William R. Ward, CAP-USAF/CC; and Col Larry F. Myrick, Commander, Pacific Region.

A Change of Command ceremony was conducted for Pacific Region, as follows: "Announcement is made of the appointment of Col Larry F. Myrick as Commander, Pacific Region, Civil Air Patrol, vice Col Ernest C. Pearson, effective 1 May 2009."

A Distinguished Service Medal, 6th Bronze Clasp, was presented to Col Ernest C. Pearson for outstanding national service during the period 9 July 2006 to 1 May 2009, as Commander, Pacific Region, CAP.

Remarks and update briefings were given by Maj Gen Amy Courter, National Commander; Mr. Don Rowland, Executive Director; and Col Bill Ward, USAF, the new CAP-USAF Commander.

Maj Gen Courter expressed appreciation for the completion of the evaluation forms.

Maj Gen Courter announced and presented awards to the following named people, for this meeting:

Team Work Person: Col Weiss/NFO

Most Valuable Player: Lt Col Kothari

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An "Elder Statesman" award was also presented by the SER/CC to Col Pearson as he completes his tour as Commander, Pacific Region.

COL CHAZELL/CS provided information on a meeting on Friday between Gen Courter, Col Chazell, the Utah Wing/CC, Chaplain Woodard, and the Utah Wing/CV with Elder Robert D. Hales of the Church of Jesus Christ of Latter Day Saints. He stated that Elder Hales is in a senior leadership position in the church and various aspects of the commonalities that exist between CAP and the church with regard to youth programs, humanitarian issues, and disaster relief were discussed. Col Chazell reported that the meeting was very productive and the motivation behind it was, as Gen Courter has said, "whenever we see potential partners or people who may support the CAP program, we extend the hand," and yesterday, paid a courtesy call on the church.

Maj Gen Courter expressed appreciation to all for their hard work.