

WARRANT OFFICER ASSOCIATION

CRATER CHAPTER # 0603

FORT LEE, VIRGINIA 23801

MEMORANDUM FOR RECORD

**DRAFT**

5 June 2019

1. The Chapter President, CW4 Dan Howison, called the meeting to order at 1734.

*Note: At 5:15pm, prior to the meeting, CW4 Francis Pattin, VP and CW4 Dan Howison, President presented Daniel Sexton with the 2019 Crater \$1000 scholarship (see picture, note clock in the report). Daniels and his dad CW4 Wayne Sexton had to go to Colonial Heights for the evenings presentations of awards that Daniel also is receiving.*

2. Quorum - 12 (31 proxies) present to conduct the meeting, 2 visitors; Pledge of Allegiance was recited. Two Warrant Officers were on line, member, CW4 Karen Algernon-Wallace and call in visitor CW3 Amy S. Scott an Instructor from Fort Lee ALU were on the Spider Phone.

3. We welcomed:

- WO1 Tyrone Lander, QM, 920A, new WO1 (former meeting attending SFC WOC assigned now here to Fort Lee) and now is a Crater Member and our New VPJWOA representative
- Tyrone's son, Tyce, so very quietly sat with his dad throughout the meeting, finally dozing off
- CW3 Amy S. Scott, ALU instructor, will affiliate her membership to the Crater Chapter

*Note: If the follow-thru's work out, we will grow 3 new members, WO1 Lander, new member candidate CW3 Scott and CW4 McCracken who fell off our Nay 19 roster, and each will follow thru and roll back with membership. We grow the Crater Chapter one member at a time.*

4. Minutes from the 3 April 2019 meeting were reviewed by all. CW5 Travis Elliott made a motion to accept the minutes subject to edit, and CW5R Vickie Vachon seconded. Motion passed.

5. The Treasurer's reports for April and May 2019 were read by all. CW5R Vickie Vachon made a motion to accept the reports subject to audit, and CW5 James Williams seconded. The treasurer's reports for April & May 2019 passed.

6. Committee Reports:

- a. Vice President Report CW4 Francis Pattin - 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 Tyrone Lander- see report.
- b. Memorabilia – CW3 Karen Algernon-Wallace. See report. See report.
- c. Volunteer Hour monitor- CW5R Vickie Vachon – see report.
- d. Boy Scouts of America - CW4R Charlie Mills see old business
- e. JROTC High School Support – CW5 Nicole Woodyard
- f. McGuire VA Support – CW5R Karen Ortiz

7. Old Business.

a. CW5R Vickie Vachon made a motion to allocate \$500 for Thanksgiving / Christmas 2019 holiday season to the McGuire Veterans Hospital. CW5 Maria Martinez seconded the motion, which passed. Standing Order is modified.

b. CW5R Vickie Vachon made a motion to allocate \$200 for Boy Scouts Summer Camp, a notation in our standing orders for 2019, but Boy Scouts want the money provided earlier in the year to fund Camp actions. CW5R Karen Ortiz seconded the motion, which passed.

c. CW5R Vickie Vachon made a motion to support Cake Cutting in July. CW5R Karen Ortiz seconded the motion, which passed.

d. CW4 Francis Pattin will print certificates. CW5R Wayne Burton provided the template and CW4 Dan Howison provided his signature block and signature. CW5R Karen Ortiz will take the McGuire Bingo Certificates and present them.

e. It is discussed and noted that CW5 Nicole Woodyard attended the 30 May 2019 Franklin Military Academy JROTC event and presented awards as discussed in previous months minutes. This closes this action.

f. CW5R Wayne Burton provided CW5R Vickie Vachon hours for CW5R Karen Ortiz, Wayne and his wife Amy Burton for the Petersburg Feeding of the homeless during the month of March 2019. The Chapter supported 3 meals, feeding 28, then 32, then 31 on 13, 20 and 29 March 2019. The Chapter allocated \$100 to this cause, with \$50 for 13 March, \$50 for 20 March and Wayne and Amy sponsored the 29 March event. This closes the action.

g. CW5R Karen Ortiz closed the Spring/Sumer 2019 McGuire VA Hospital (Bingo) support, with the Chapter allocating \$397.38 to three events. Karen has closed the loop with names, CW4 Francis Pattin has printed volunteer hour Crater Chapter Certificates and Karen will present them to the volunteer, finalizing this action.

h. CW4 James "Mac" McCracken, our webmaster was at the meeting, with the website live for update. Numerous corrections were **made on the spot**, minutes were adjusted and he added to the website during the meeting. Specifically links to the Crater Facebook and from Facebook back to the Crater Website were made. Mac will also take admin rights to the Facebook and improve that sight. However, new to our Crater Website will be a link for Current Crater Meeting files. This will be where, for instance, if you are calling into our meeting by Telecon, you can go to these files and see the current meeting files, see updates, from where you are real-time. Additionally, when we have a Professional Development Seminar, the presentation discussed during the meeting are viewable from home or where you are. We might have just witness, **the beginning of the leap** of the Crater Chapter from the 19<sup>th</sup> Century to the 21<sup>st</sup> Century and first witness for all to see, the enormous potential for online participation as envisioned by the Crater Chapter.

#### 8. New business:

a. The President asked our newest WO1 Tyrone Lander, to serve as Vice President Junior Warrant Officer affairs - (VP-JWO) and Tyrone agreed to take the challenge.

b. An idea discussed is let's do something different for the members. Examples are a Chile Cook-off, a fall Chapter picnic, pot-luck versus serving pizza, sandwiches, hot-dogs and or chicken purchased from operating funds. The intent is to mentor, socialize, and eat with members who put some skin in the game. If this is a potential answer to the question 'Whats' in it for me, then it will be added to **old business** for investigation.

c. The President discussed membership, and **What's in it for me?**, specifically targeting two audiences. Active duty Warrant Officers, a Crater group whose numbers have steadily declined. Additionally, the Chapter feels the next group that needs targeted actions are Retired Warrant Officers. This topic will be **old business** until there is a satisfactory increase in membership numbers, suggesting success. Ideas are: Purchasing or gaining sponsorship for a dining out for Warrant Officer Couples and retired Warrant Officer Couples, in a drawing basis, etc. The idea, for instance would be to drop names of those (members only) at the meeting and online and draw a name. This also will encourage participation, as only those in attendance are eligible for the drawing. The bottom line is that we need to close the deal better in our 'Meet and Greet' and membership drives, and the deal is only closed when you are a Crater Member, and the social interaction is heightened with participation at the meeting or online. There are other ideas, but the gist is that we need to give back to our members and let each member know that Membership with the Crater Chapter is a worthy endeavor and while Crater community support is great, Crater ALU student mentoring is great, we measure our success with membership satisfaction and growth in our membership numbers. Simultaneous efforts (future old business) to National Guard, and Reserve Warrants at Fort Pickett will be initiated by using the Spider Phone and Telecon to Fort Pickett and NG/AR homes coordinated by CW5 James Williams, CW4 Wayne Sexton (NG/AR committee lead) and our President and Vice President and BOD. CW4 Wayne Sexton noted that CW4 Robert "Lane" Timberlake is the key maintenance leader (and Crater Member) at Fort Pickett and that Lane only would need an 'opportunity' to make things happen.

9. The next meeting will be held on Wednesday, 10 July 2019 at Suite E, Bldg. 10000, near Carver Avenue and Sisisky Blvd (the Hut) at 1700, gather for social and the meeting will begin at 1730 hours.

10. Motion to adjourn was made by CW5R Vickie Vachon, and was seconded by CW5R Karen Ortiz at 1845. Motion passed.

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Wayne Burton

Crater Chapter Secretary

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Dan Y. Howison

Crater Chapter President

## 5 June 2019 Quorum

CW4 Dan Howison  
 CW5R Wayne Burton  
 CW4 Francis Pattin  
 CW5 Travis Elliott  
 CW4R Charlie Mills  
 CW5R Vickie Vachon

% CW3 Amy S. Scott  
 CW4 Wayne Sexton  
 CW5 Maria Martinez  
 CW4 James McCracken  
 %CW4 Karen Algonon-Wallace  
 CW5R Karen Ortiz  
 CW5 James Williams

WO1 Tyrone Lander

\* 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 20	Open
CW4 Adriana Aldape	Mar 20	Open
CW4R Percy Alexander	Jan 20	CW5R Wayne Burton
CW4 Alex Blain	Mar 20	Open
CW4R Hope Bean	Jan 20	CW4R Amy Jones
COLR David Buck	Mar 20	Presiding Officer
CW5R Wayne Burton	Jan 20	Open
CW5 Travis Elliott	Jan 20	CW5R Wayne Burton
CW5R Wayne Estes	Mar 20	Presiding Officer
CW5 Roberto Figueroa	Jan 20	CW5R Vickie Vachon
CW5R Sam Galloway	Nov 19	President
CW5R Bob Gates	Jan 20	CW5R Wayne Burton
CW5 Robert Gowin	Mar 20	Open
CW3 Ryan Harman	Jan 20	CW4 Dan Howison
CW4 Dan Howison	Mar 20	Open
CW5 Guy Hunter	Mar 20	CW5R Vickie Vachon
CW4R Richard Jefferson	Mar 20	VP
CW4R Amy Jones	Aug 19	CW5R Wayne Burton
CW4 Robert D. Johnson	Jul 20	President or VP
WO1 Tyrone Lander	Jul 20	Open
CW3 Joshua Martin	Mar 20	President or VP
CW4R Luis Martinez	Jan 20	CW5R Vickie Vachon
CW5R Frank MEEKS	Jul 20	CW5R Vickie Vachon
CW4 Wayne Melesky	Nov 19	Presiding Officer
CW4R Charles L. Mills	Mar 20	CW5R Wayne Burton
CW4R Chester Morris	Jan 20	Chapter President
CW4R Monty Meston	Jan 20	CW5R Wayne Burton
CW3R William King	Mar 20	Presiding Officer
CW5R Karen Ortiz	Jan 20	CW5R Vickie Vachon
CW3 Dan Peoples	Mar 20	CW5R Wayne Burton
CW4 Francis Pattin	Jan 20	CW5R Wayne Burton
CW4R Allan E Rickard	Mar 20	Presiding Officer
CW4 Wayne Sexton	July 20	Open
CW5R Alvin Taswell	Aug 19	Open
CW5R Vickie Vachon	Jul 20	President or VP
CW4 Ted Vanzant	Mar 20	CW5R Wayne Burton
CW4 Clenora "Jenn" Walker	Mar 20	Open
CW3 Gabriela Wetherington	May 20	CW4 Francis Pattin
CW5 James Williams	Mar 20	Open
CW5 Nicole Woodyard	Feb 20	Open
CW4R Donna Zampi	Oct 19	President

#### 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 USAWOA

#### Gold Level - Eagle Rising Recipients

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

### 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 Treasurers 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\* suspended
  - 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+: CW4 Dan Howison [dan.y.howison@mail.mil](mailto:dan.y.howison@mail.mil)

Vice President+: CW4 Francis Pattin [francis.w.pattin@mail.mil](mailto:francis.w.pattin@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) WO1 Tyrone Lander

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

Memorabilia - CW3 Karen Algonon-Wallace [karen.a.algononwallace@mail.mil](mailto:karen.a.algononwallace@mail.mil)

\*Rebuilding Tri-Cities – suspended

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

\*Volunteer hour Monitor - CW5 Vickie Vachon ([pokeandprod@aol.com](mailto:pokeandprod@aol.com))

\*Holiday helper – CW5R Vickie Vachon

\*Web-Master – CW3 James McCracken [james.mccracken13@mail.mil](mailto:james.mccracken13@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 100<sup>th</sup> Committee CW5 Nicole Woodyard

\*Resolutions/ Parliamentarian - CW5R Wayne Burton

\*Chaplain – OPEN

Treasurer # – CW4R Charles Mills ([charlieandada@gmail.com](mailto:charlieandada@gmail.com))

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

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

**Vice Presidents' Report**

**Vice President NOTES:**

**CW3 Francis Pattin**– Chapter Vice President, **CWS James Williams VP** – Reserve/NG Affairs, and **VACANT VP- Retired Affairs** WO1 Tyrone Lander

**VP Report - Roster**

ADW	
RET	
ARW	
NGW	
ASC	
Life	
Total	

**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*

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

During the month of June 2019 the troop leadership (Scout Masters and the Patrol Leaders) held meetings to discuss upcoming events and to plan training activities for the troop.

Several of the Troop members went to Summer Camp along with their scoutmaster Rob Davis.

Charles L .Mills, USAWOA, Crater Chapter Charter Organization Representative

**VOLUNTEER HOURS**

Volunteer hours as they stand in the following spreadsheet:

Members - 2790.5

Guest - 162.5

I'm missing -

Wayne, Amy and Karen's actual hours working the homeless

Francis - hours

CW3 Algernon-Wallace hours for this month if different than the usual of 40

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

**Crater 2019-2020 Calendar Events**

- 10 Jul Chapter Meeting – HUT
  - Audit
  - Rebuilding TriCities standing order decision
- 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
- 22-25 Oct 2019 47<sup>th</sup> AMM Fort Campbell, KY
  - **Habitat for Humanity**
  - McGuire Veterans Hospital Visit Planning list
  - Present post with donation for Thanksgiving
  - Audit
- 6 Nov Chapter Meeting – HUT
  - Holiday Helper donation & planning list
  - Wreaths Across America planning list
  - Election Vote
- 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

**NOTE:** Revalidation is at least a 6 month process, therefore POA revalidation efforts must begin in February 2020, to meet Oct deadline. Crater Chapter POA revision will be as the **Crater Silver Chapter, USAWOA**



## 2019 Crater Chapter Scholarship

Daniel Sexton, son of CW4 Wayne Sexton of Fort Picket was awarded the 2019 \$1000.00 Scholarship. Daniel's Resume was immaculately complete and his essay written on a collegiate level ! This high school student is bursting with promise of increase collegiate potential. This essay was worthy to publish in any major newspaper editorial opinion piece columns.

He attended Colonial Heights High School, and is a distinguished band member since the 8<sup>th</sup> grade in the percussion section, volunteered at the Colonial Heights Convalescence center for the past 3 years, a marching Colonial for the past 4 years, and in band he has held All District Concert Band Placement for the past 4 years. At Colonial Heights High School, he participated in the C.N.A Program where his goal is to go into nursing with specialization in dermatology. Daniel will attend John Tyler Community College in Richmond / Colonial Heights





## **Junior Reserve Officer Training Corps (JROTC) Report**

Our nominees this year are...

Copper: Cadet Tariq Abdullah (LET 1) ... Cadet Abdullah has maintained 'A's & 'B's in all of his classes this year while distinguishing himself as a first-year Cadet - particularly as a member of the Raider, Drill and Color Guard teams.

Bronze: Cadet Makaylaskye Eugene (LET 2) ... Cadet Eugene was recently selected to assume a staff role, as a second-year Cadet, because of her demonstrated leadership potential.

Silver: Cadet Jakel Hill (LET 3) ... Cadet Hill has been in the program for 3 years and, while he was never identified as someone who would rise to leadership, he stuck with it. This year, he has proven he is a consistently reliable leader of character.

Gold: Cadet Oxavier Ruffin (LET 4) ... Cadet Ruffin...let's just say, if there's anyone in the program that I would bet will be a Warrant Officer someday, it's OT. He's smart! Competent! Confident! The only thing holding him back until now has been his tendency to get into trouble, but I think that's a matter of maturity and surroundings more than anything. He's enlisting to go FA and, like I said, I wouldn't be a bit surprised to someday see him as a WO.

### **47<sup>th</sup> Annual Meeting of Members**

This year's AMM will be "The Next 100 Years, Into the Future" and it will be conducted at the Fort Campbell's Holiday Inn Express Military Turner Guesthouse, 82 Texas Avenue, Fort Campbell, KY 42223. The hotel is located on Fort Campbell as you enter Gate 4.

Please also take time to read the meeting's business agenda, available on the USAWOA Portal.

The 47th AMM and Ball will be USAWOA's premier national-level event, celebrating the beginning of our brand new Warrant Officer Century. As many of you know, last year's Warrant Officer Centennial Ball sold out in little more than a month, leaving a substantial waiting list of disappointed folks. For this reason, if you plan to attend, please do not procrastinate!

To register for the meeting, go to the USAWOA Interactive Portal at [USAWOA](#) and first click and read the 47th AMM Registration Instructions link.

There are two web links available in the Portal Online Store to register for the 47th AMM:

- 1) 47th AMM and Ball – October 22-25, 2019 (for those attending the AMM business meeting and Ball)
- 2) 47th AMM Ball – October 25, 2019 (for those only attending the Ball)

### **Proposed Christmas Event At McGuire Veterans Hospital**

The Crater Chapter Warrant Officer Association Fort Lee, indicates they would like to host a breakfast buffet for Christmas for our Veterans. Tomeka Graham understands there is another group willing to do the same, and hopes these two groups will be able to link up  
POC CW5R Karen Ortiz; With onsite liaison with CW4R Duane Wallace





## Agenda

July 10<sup>th</sup>, 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](#) CW4 Francis Pattin – CW5 James Williams- WO1 Tyrone Lander
- b. [Memorabilia](#) – 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. [JROTC](#) – CW5 Nicole Woodyard.

## 8. Old Business

Begin taking nominations for Chapter President and Chapter Vice President

***What's in it for me? –action***

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

Proposed Christmas Event At McGuire Veterans Hospital –***action***

***Chapter coin review -***

Representative to the AAM if funding is available. Raised and obligated annually NLT July permitting best scheduling and bargain travel costs.

## 9. New Business –

**Fall Picnic, pot-luck and or Chile Cook-off**

10. Alibi's

11. Next Meeting - Hut 1700-1730 Social 1730-1830 August 7th 2019

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

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

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

