

WARRANT OFFICER ASSOCIATION

CRATER CHAPTER # 0603

FORT LEE, VIRGINIA 23801

MEMORANDUM FOR RECORD

DRAFT

3 October 2018

1. The Chapter President, CW4 Dan Howison, called the meeting to order at 1738.
2. Quorum - 8 (35 proxies) present to conduct the meeting, 4 visitors; Pledge of Allegiance was recited.
3. There were no visitors present.
4. Minutes from the 5 September 2018 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 report for September 2018 were read by all. CW5 Travis Elliott made a motion to accept the reports subject to audit, and CW5R Vickie Vachon seconded. The treasurer's report for September passed.
6. Committee Reports:
 - a. [Vice President Report](#) CW43 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 – CW5R Jack Van Zanten- and Vice-President for Junior Warrant Officer affairs VACANT- (VP-JWO) WO1-CW2 TBD - see report.
 - b. [Memorabilia](#) – CW3 Karen Algernon-Wallace. See report. See report.
 - c. [Rebuilding Tri-Cities* Open](#) –
 - d. [Volunteer Hour monitor*](#). CW5R Vickie Vachon – see report.
 - e. Fund Raiser Event - 45 caliber Remington 1911 pistol – see Report – CW3 Wayne Sexton/CW4 Dan Howison
7. Old Business.
 - a. Private Organization Status. CW4 Dan Howison and CW3 Alex Blain have worked with Installation personnel, and submitted signed document on several occasions. In order to have the Crater Hut, we must share the building with another Private Organization. The building is shared with the Fort Lee Alumni Chapter, Kappa Alpha Psi Fraternity. Carl Brown is the Fraternity POC. This action is now complete. See report.
 - b. CW4R Amy Jones is coordinating Wreaths Across America. See Report.
 - c. McGuire VA support. CW5 Karen Ortiz and CW4R Duane Wallace are coordinating November and December events that Crater might support. Notifications by email will go out.
 - d. Following the October 3rd meeting, an audit of Crater Treasurer reports and statement was conducted. CW5R Vickie Vachon and CW5R Wayne Burton participate. The reports added up and the audit was complete.
8. New business:
 - a. CW5R Vickie Vachon nominated CW4 Dan Howison for President and CW3 Alex Blain for Vice President. With no further nomination.
 - b. Motion to close new 2019 nominations was made by CW3 Wayne Sexton and seconded by CW4 Charlie Mills. Motion passed.
9. Motion to adjourn was made by CW5R Vickie Vachon, and was seconded by CW5R Wayne Burton at 1808. Motion passed.

Wayne Burton

Crater Chapter Secretary

Dan Y. Howison

Crater Chapter President

Fund raising event. Selling tickets for opportunity to pick up a .45 caliber 1911 pistol, with potential for grip upgrades based on cost and availability. Each Opportunity is made when a ticket is purchased for an opportunity to be eligible to receive a weapon. CW4R Charlie Mills has made arrangements with a gun shop for a new owner to pick up the pistol, CW3 Wayne Sexton has picked up the 500 tickets. Tickets are offered at \$5 per ticket, with 500 tickets

REMINGTON R1S 1911, .45 Cal
500 Chances to win, \$5 donation per ticket,
Drawing will be held when the last ticket is sold.



Proceeds go to the US Army Warrant Officers Association

How much for each ticket? **\$5.00**

What does that ticket entitle me to? **Each ticket will go into a container, and the person who selects tickets will reach in and grab one. The more tickets you buy, the better your chances.**

Who has Tickets and Where are how can they?

CW4 Dan Howison C-904-556-2094 (O-804-765-2406 CASC0M Bldg 20254)

CW5R Wayne Burton C-804-704-0091 CASC0M Bldg 20102)

CW4 Alex Blain C-706-951-5140 (O-804-734-1643 CASC0M Bldg 20074)

At this moment, about half the tickets are already sold. CW4 Dan Howison has tickets if you desire to sell, or Alex and Wayne can sell you one or more.

When the tickets are all sold, the drawing will be announced for your viewing participation. Drawing is projected for December at the planned holiday party.



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
DIRECTORATE OF FAMILY AND MAORAL, WELFARE AND RECREATION
3312 A AVENUE, SUITE 110
FORT LEE, VA 23801

Office of the Garrison Commander

OCT 22 2018

Mr. Dan Howison, President
US Army Warrant Officer Association
Chapter 0603
PO Box 5032
Fort Lee, VA 23801

Dear Mr. Howison:

Your request for the US Army Warrant Officer Association, Chapter 0603 to operate on Fort Lee as a Private Organization is approved with the following stipulations:

The government of the United States, the United States Army, all officers, organization, military and civilian personnel and activities of the United States or the United States Army and any other individual or organization connected with the United States or the United States Army assume no liability for any cause of action, including but not limited to, personal injury, illness, death, property damage, costs, charges, claims, demands and liabilities of whatever kind, name or nature of any manner arising out of or related to the operation of the US Army Warrant Officer Association, Chapter 0603.

The Garrison Commander may revoke this permission to operate on Fort Lee at any time. Your next revalidation renewal will be required two years from the date of this approval letter including the need for insurance.

The Point of Contact is Mrs. Janice Bruton, 3312 A Avenue, Fort Lee, VA 23801, 804-734-7189, or Janice.l.bruton.naf@mail.mil.

Sincerely,

HOLLIE J. MARTIN
Colonel, U.S. Army
Garrison Commander

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

3 October 2018 Quorum

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

CW3 Wayne Sexton
 CW4 Alex Blain
 CW5R Karen Ortiz

* 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	CW5R Vickie Vachon
CW5R Karen Ortiz	Jan 19	CW5R Vickie Vachon
CW5 Guy Hunter	Mar 19	CW5R Vickie Vachon
CW5 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 William DeLong	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
CW5R Reggie Jacobs	Jul 19	Open
CW5 Robert Gowin	Mar 19	Open
CW5R Alvin Taswell	Aug 19	Open
CW3 Eric J. Vasiecek	Nov 18	Open
CW4R Jim Gilfone	Nov 18	Open
CW5R Wayne Burton	Jan 19	Open
CW4 Dan Howison	Mar 19	Open
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
CW5 Edwin Rudser	Sep 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

Silver Level - Eagle Rising Recipients

CW4R Amy Jones CW5 James Williams

Gold Level - Eagle Rising Recipients

CW5R Vickie Vachon CW5R Wayne Burton
 CW5R Reggie Jacobs CW5 Travis Elliott
 CW5 Guy Hunter CW5R Karen Ortiz
 CW4 Adriana Aldape

Crater Chapter Standing Orders:

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

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 Algemon-Wallace karen.a.algemonwallace.mil@mail.mil

*Rebuilding Tri-Cities – OPEN
 @Nominations/Elections Committee – CW5R Wayne Burton & CW5R Vickie Vachon
 *Volunteer hour Monitor - CW5 Vickie Vachon (pokeandprod@aol.com)
 *Holiday helper –
 *Web-Master – CW3 James McCracken james.mccracken13.mil@mail.mil
 Treasurer # – CW4R Charles Mills (charlieandada@gmail.com)
 Secretary# – CW5R Wayne Burton (wavnebrv@yahoo.com; marion.w.burton.civ@mail.mil)
 *Resolutions/ Parliamentarian - CW5R Wayne Burton
 *Chaplain – OPEN

*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

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! **DELETE?**

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 CW5R Jack Vanzanten VP- Retired Affairs and VP-JWO VP VACANT

VP Report - Roster

TOTAL - 138

ADW - 56

RET - 69

ASC - 1

NGW - 9

ARW - 3

LIFE -70

Crater 2018-2019 Calendar Events

7 Nov Chapter Meeting - HUT
- Election Vote

- Present post with donation for Thanksgiving

5 Dec Chapter Meeting - HUT

- Announce election results

- Holiday Helper

- Visit McGuire Veterans Hospital

- Wreaths Across America

9 Jan 2019- Swear in elected new officers

15 Mar 2019 – Crater Spring Warrant Officer Ball

Items in yellow require clarity by quorum and Chapter Leadership

Mar 2020 – Crater paperwork needs submitted for Private Organization Revalidation

VOLUNTEER HOURS

Volunteer hours as they stand in the following spreadsheet:

Members : 2560

Guest: 267

Missing CW3 McCracken's Webmaster hours and any hours CW4 Pattin may have from downrange.

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

Also need following volunteer hours:

- **Need the following event participation!**

46th AMM

Sheraton Pentagon City Hotel
900 S Orme Street
Arlington, VA 22004

100 Years of Quiet Professionalism

Phone Number: 703-521-1900

Our Mission:--see BOD Notes

Wreaths Across America:

Team,

On December 15th, 2018 @ 12pm, Crater Chapter Warrant Officer's Association will be helping City Point National Cemetery to Remember and Honor our veterans by laying Remembrance wreaths on the graves of our country's fallen heroes.

Please help us honor and remember as many fallen heroes as possible by sponsoring remembrance wreaths, and/or volunteering on Wreaths Day, and/or inviting your family and friends to attend with you.

Thank you so much for supporting Wreaths Across America, Vetrans, the local community and the Crater Chapter Warrant Officer's Association!

Just wanted to give everyone an update on where we stand for Wreath's Across America. So far we haven't received any wreath sponsors, the cut off is December 3rd. Maybe we can ask everyone to share the information on Social Media to get the word out. Below are the goals for the City Point National Cemetery in which we contribute, seems like they are also behind.

City Point National Cemetery (VACPNH)
10th Ave & Davis St
Hopewell, VA 23860

<https://www.wreathscrossamerica.org/pages/14978/Overview/?relatedId=20339>

Veteran Graves: 6,200
Coverage Goal: 6,200
Wreaths So Far: 219

Ceremony On: Saturday, December 15, 2018 Ceremony At: 11:00 AM **Amy Jones**

USAWOA CRATER CHAPTER
Treasurer's Reports
1 October – 31 October 2018

Checking Account Fort Lee Federal Credit Union- Balance previous month \$ 4,489.07

INCOME:

Raffle	\$30.00	
Interest	\$.52	
<u>Income Total</u>	\$30.52	+ \$ 30.52

Expenses:

Operational Expenses		
Meals	\$ 59.85 Debt Card	
AMM / coasters	\$425.00 Check #115	
<u>Expenditures Total:</u>	\$ 484.85	- \$ 484.85
<u>Total Revenue</u>		\$4,034.74

Savings Account Fort Lee Federal Credit Union - Balance previous month \$3,052.76

Income: Interest \$1.52	+ \$1.52
Saving Account Balance:	\$3,054.68

Checking & Savings Account COMBINED TOTAL: \$7,089.42

	PLEGGED	PAID
Mail Box:	\$62.00	
Liability Insurance:	\$268.00	\$268.00
Bond:	\$114.82	\$114.82
Scholarship Member:	\$1,000.00	0.00
Scholarship Community:	\$1,000.00	0.00
Thanksgiving Donation:	\$250.00	
Christmas Donation:	\$250.00	
AMM:	\$3,000.00	
Re-Building Tri-City:	\$200.00	
Scouts – BSA:	\$200.00	
Veterans Home:	\$300.00	
TOTAL	\$6,674.82	\$382.82

Pledged Donation for 2018 \$6,674.82 Spent \$382.82 Remaining Obligation \$ \$4,292.00

NO Scholarship Application received, No Money SPENT

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

Dan Y. Howison
CW4, OD
Crater Chapter President

Agenda

November 7, 2018 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 Alex Blain – CW5 James Williams- CW5R Jack Van Zanten
- b. [Memorabilia](#) – CW3 Karen Algernon-Wallace.
- d. [Volunteer Hours](#). CW5R Vickie Vachon.
- e. Fund Raiser Event - 45 caliber 1911 pistol– CW3 Wayne Sexton/CW4 Dan Howison

8. Old Business

Thanksgiving & Christmas donations

Membership and Proxies

November spouses at meeting

December Christmas Party & Swear in new Chapter officers

IRS 990

McGuire support

Wreaths Across America

Christmas Wrapping

Scholarship money of \$2,000 needs to be transferred for next years' scholarship

Holiday Party –

Are we interested in having one?

Dress – business casual?

Date – 14 Dec 18

Location - ?

Chinese Gift Exchange -?

Veterans In a Box- ? Bring items to fill boxes for the veterans at McGuire

Dinner – sit down meal with desert 2/3 meal choices or buffet- consensus sit down

Door prizes - ?

Table decorations – possibly utilizing spouses to assist here

Meeting inviting spouse to meeting to further discuss this issue with their input

Action Officer –

9. New Business –

10. Alibi's

11. Next Meeting - Hut 1700-1730 Social 1730-1830 December 5th

12. Adjourn meeting at (time) _____

Motion made

by _____

Seconded by
