

# WARRANT OFFICER ASSOCIATION

CRATER CHAPTER # 0603

FORT LEE, VIRGINIA 23801

MEMORANDUM FOR RECORD

7 March 2018

1. The Chapter President, CW4 Ted Vanzant at 1731, called the meeting to order
2. Quorum - 13 (28 proxies) present to conduct the meeting, 1 visitors; Pledge of Allegiance was recited.
3. Visitors and first time members were CW4 Eric Gorgol, 915E who is coming into ALU to replace CW4 Ted Vanzant, who is to PCS to Fort Bragg. CW4 Gorgol is a USAWOA member, and will consider affiliation with the Crater Chapter. CW3P William "Bill" Delong was recognized. Bill has been a Chapter member for quite a while, but normally is TDY each month on meeting day. He pined W4 on 1 April. He will PCS in June 2018.
4. Minutes from the 7 February 2018 meeting were reviewed by all. CW5R Vickie Vachon made a motion to accept the minutes subject to edit, and CW3 Alex Blain seconded. Motion passed.
5. The Treasurer's report for February 2018 was read by all. CW5R Vickie Vachon made a motion to accept the report subject to audit, and CW3 Dan Peoples seconded. The treasurer's report for 7 February 2018 passed. *An admin discussion with intent to first move \$1000 from operational account to savings, to compensate for the 2017 scholarship that was not used, emerged. This was simplified by quorum discussion and changed to move funds over \$5000.00 to savings. The scholarship and upcoming scheduled obligations account for the funds transfer. Funds required spent later in the year are to be moved from savings to operational funds and dispersed. The intent is to keep non-obligated operational funds below \$5000.*
6. Committee Reports:
  - a. [Vice President Report](#) CW3 Dan Howison - 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](#) – CW4 Adriana Aldape. See report. See report.
  - c. [Rebuilding Tri-Cities\\* Open](#) –
  - d. [Volunteer Hour monitor\\*](#). CW5R Vickie Vachon – see report.
7. Old Business.
  - a. CW4R Charlie Mills asked for an audit team, with members selected who did not serve on previous audits. After discussion, CW5 James Williams, CW5R Wayne Burton, and CW4P Travis Elliott will remain after meeting, and the audit will be done immediately after the May meeting.
  - b. CW4 Ted Vanzant has pursued and completed revalidation for the Chapter as a Private Organization. This action puts the finishing touches to the Financial Audit, IRS status validation, Recertification for the WO Hut Building, and .Private Organization status for the Crater Chapter. He provided a copy of each document to the VP (our next President) and the Secretary for historical record. Ted briefed the quorum on details.
  - c. CW5R Wayne Burton briefed the voting for the replacement Vice President. After surveying the quorum, to ensure each present had voted, He made a motion to close voting, seconded by CW5R Vachon. Motion passed. Then he announce that CW3 Alex Blain was selected as Vice President, with strong voting numbers and all votes yes. We will swear in CW3 Blain on 4 April 2018.
  - d. Bring a buddy. Crater membership is 142, reflecting a downward trend. The "Bring a Buddy" concept addresses membership, mentoring, and Warrant Officer Fellowship issues. To each meeting, the objective is to not come alone. Bring a buddy, and grow the Crater Chapter.
  - e. Rebuilding TriCities / Habitat for Humanity Chapter Lead. With Reggie Jacobs' departure, a critical community event project, recognized in our Standing Orders list, for Chapter annual support, will need a new committee lead. We are looking for a person with time to coordinate with personnel in the Rebuilding TriCities and Habitat offices, but also perhaps a person gifted with handyman skills to lead our young Warrant Officer volunteers in Chapter Projects.

8. New business:

a. CW5R Wayne Burton, and CW3 Dan Howison discussed a future fund raising event. The event is for a ticket purchase for an opportunity to be eligible to receive a free weapon. The weapon choice is to be a M1911 45 Caliber pistol. Discussion possibilities on whether the stock pistol grips are removed and replaced by engraved Warrant Officer Logo handles is dependent on the winners desire and availability of skilled person to engrave handles. Further this is to be a non- Profit Crater fund-raising event. The intent is to sell \$5.00 raffle tickets. When each person purchases their ticket, they would choose where 4 dollars of the ticket is donated, the \$1 goes to purchase the pistol and buy tickets and any other overhead. The donations choices would be The Women's Museum, the Quartermaster Museum, and the Ordnance Museum on Fort Lee, and the Transportation Museum at Fort Eustis. Additionally, donations can be targeted with each ticket purchase to the 100 year Warrant Officer Event this summer. The entire fund raising event is non-profit to the Crater Chapter, and is designed to give back to the Fort Lee Community, and excite members, Warrant Officers, Fort Lee and local people in the work the Crater Chapter is doing for the community. Thus educating all on the Crater Chapter and what it does and gives back to the Community. The event was recognized by the quorum to be the 2018 main fundraising occurrence.

b. Discussion on a Golf Scramble, to be executed in conjunction with the 100 year Warrant Officer celebration was introduced by CW3 Dan Peoples and CW3P Dan Howison. CW3 Peoples, CW4 Wyatt, and CW3 Melvin Thomas are tagged by ALU leadership to execute the Scramble, and the Crater Chapter is designated as the sponsor. More to follow.

c. CW5R Wayne Burton discussed the lack of a functional Crater Website, a more than 2 year failed endeavor. Wayne volunteered to not only look into setting up a website, but that he would do the website. CW4P Travis Elliott will assist. CW5R Vickie Vachon made a motion to spend no more than \$300 annually on a Chapter website, and when and if Wayne can lock in a viable web host, to set the Chapter Website up and get it going. CW3 Dan Peoples seconded the motion which passed.

9. Motion to adjourn was made by CW4P Travis Elliott, and was seconded by CW5R Karen Ortiz at 1818. Motion passed.

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Wayne Burton

Secretary

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Teddy R. Vanzant

President

## 7 March 2018 Quorum

CW4 Ted Vanzant	CW4R Charles Mills
CW5R Wayne Burton	CW5R Vickie Vachon
CW3P Dan Howison	CW3 Alex Blain
CW5R Karen Ortiz	CW4 Clenora Walker
CW4P Travis Elliott	CW5 James Williams
CW3 Daniel Peoples	C4W Adriana Aldape

CW4 William DeLong  
 CW4 Eric Gorgol

\* 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 18	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	CW5RR Vickie Vachon
CW5 Vickie Vachon	Jul 18	President or VP
CW4R Richard Jefferson	Mar 19	VP
CW3 Joshua Martin	Mar 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 18	Presiding Officer
CW4R Donna Zampi	Oct 18	President
CW5R Sam Galloway	Nov 18	President
CW4 Adriana Aldape	Mar 19	Open
CW4 William DeLong	Mar 19	Open
CW3 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 18	Open
CW5 James Williams	Jan 19	Open
CW5 Robert Gowin	Mar 19	Open
CW5R Alvin Taswell	Aug 18	Open
CW3 Eric J. Vasiecek	Nov 18	Open
CW4R Jim Gilfone	Nov 18	Open
CW5R Wayne Burton	Jan 19	Open
CW3 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 Doug Absher	Jul 18	CW5R Wayne Burton
CW4R Amy Jones	Aug 18	CW5R Wayne Burton
CW4R Percy Alexander	Jan 19	CW5R Wayne Burton
CW3 Dan Peoples	Mar 19	CW5R Wayne Burton
CW4 Travis Elliott	Jan 19	CW5R Wayne Burton
CW5R Bob Gates	Jan 19	CW5R Wayne Burton
CW5 Edwin Rudser	Sep 18	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	CW3P Dan Howison

### Proxies used:

#### Bronze Level - Eagle Rising Recipients:

CW5R Wayne Burton  
 CW4 Adriana Aldape  
 CW4 Francis Pattin  
 CW2 Kevin Pick

#### Silver Level - Eagle Rising Recipients

CW4R Amy Jones

#### Gold Level - Eagle Rising Recipients

CW5 Vickie Vachon  
 CW5R Reggie Jacobs

## 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 Treasurer 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 Ted Vanzant ( [tedcanzant70@gmail.com](mailto:tedcanzant70@gmail.com) )

Vice President+: CW3 Dan Howison

Vice President for Army Reserve/NG Affairs – CW5 James Williams

Vice President for Retired Affairs – [CW5R Jack Van Zanten jack730@bort.com](mailto:jack730@bort.com)

Vice President for Junior Warrant Officer Affairs –

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

@ Memorabilia - CW4 Adriana Aldape)

\*Rebuilding Tri-Cities - CW5R Reggie Jacobs

@Nominations/Elections Committee – CW5R Reggie Jacobs & CW5 Vickie Vachon

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

\*Holiday helper –

\*Web-Master – CW3 Ryan Harmon ([saja.m.jarmon@gmail.com](mailto:saja.m.jarmon@gmail.com) )

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

Secretary# – CW5R Wayne Burton ([waynebrv@yahoo.com](mailto:waynebrv@yahoo.com))

\*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 B/Laws

## 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 21<sup>st</sup> Century with live telephonic meeting!

Presidents' Report – Verbal report at meeting.

Vice Presidents' Report

Vice President NOTES:

CW3 Dan Howison– Chapter Vice President,

CW5 James Williams VP – Reserve/NG Affairs, and CW5R Jack Vanzanten VP- Retired Affairs and VP-JWO VACANT

**Crater Website UPDATE:** We have as site, with GoDaddy, that is FREE. I have accessed the old site, downloaded the files, and have them on my personal computer HARD-DRIVE. After updating the site, viewing it for web appearance, I will File Transfer Protocol (FTP) the files back for an updated CRATER SITE. This will take time. This is not writing code, but it is not as simple as writing an article on Microsoft Word. It will take time. Crater Web Project it will take a month or so to completely do the site. Only committees that are listed in our Byaws, or that the President has currently standing will be listed. Crater will be listed with USAWOA. Simple first. then more complex web pages. CW5R Wavne Burton.

**VP Report - Roster**

66 Active duty, 65 Retired, 6 Reserve/ Nat Gard (9)

1 Associate member, 61 Life Members

VP Reserve Affairs: CW5 James Williams

**VOLUNTEER HOURS**

Members: 379.5

Guest: 51.5

Total: 431

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

Also need following volunteer hours:

- Fund raiser hours
- Memorabilia hours
- Research hours
- BOD hours per month
- **Need the following event participation!**
- **Rebuilding Richmond - Reggie**
- **Holiday Helper - 3 classes Ted, Dan and CW4 Peoples**
- **Petersburg Homeless – CW5R Karen Ortiz close out #**

SEE ATTACHED ACTIVE AND Guest details by name.

The Petersburg Shelter is still open and from my understanding the church will run it until 31 March. A few of the Chapter members have volunteered their time and service to assist with this community event.

Clenora Walker - 4 hours  
 Reggie Jacobs - 15 hours  
 Karen Ortiz - 24 hours

Aniya Tyler - 4 hours under 18 years of age

I am still purchasing food and drinks from the \$200 that was allocated. I have receipts for \$107.03. I will provide all receipts next meeting.

Karen L. Ortiz

**Crater 2018-2019 Calendar Events**

- 4 Apr Warrant Officer Meet & Greet – HUT TIME -TBD
    - Close Scholarship acceptance
    - swear in new VP.
  - 2 May Chapter Meeting – HUT Meet and Greet
    - announce scholarship winners
    - Habitat for Humanity
  - 6 Jun Chapter Meeting - HUT
  - 11 Jul Chapter Meeting - HUT
  - 1 Aug Chapter Meeting - HUT
    - Accept Nominations - approve Ballot
  - 5 Sep Warrant Officer Meet & Greet - HUT TIME -TBD
    - Final date to approve Ballot
  - 3 Oct Chapter Meeting – HUT
  - TBD Oct 18 -46<sup>th</sup> AMM Arlington VA Walter E. Washington Convention Center
    - Habitat for Humanity
  - 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

**Memorabilia**

29-Nov-17	\$1,400.00	Memorabilia
31-Jan-18	\$1,200.00	Memorabilia
22-Feb-18	\$650.00	Memorabilia
28-Mar-18	\$1,300.00	Memorabilia

Memorabilia – CW4 Adriana Aldape –see report.

Congratulations Reggie Jacobs!

The Fort Lee Army Volunteer Corps congratulates on you achieving a volunteer milestone! Your lifetime of giving back to your community through volunteering will be celebrated with a President's Volunteer Service Lifetime Achievement Award!

The awards will be presented as part of the annual Volunteer Appreciation Reception on 19 Apr 18 at the Lee Club from 2pm-3pm.

If you have any questions about your award or the reception, please feel free to contact me. There is no charge, no RSVP required, and the dress is business attire or service uniform.

I hope you will be able to join us as we recognize all the dedicated Fort Lee Volunteers and the organizations who support them!

Yours in service,  
 Susan P. Loden  
 Army Volunteer Corps Coordinator  
 Directorate Family, Morale and Recreation/Army Community Service Division USAG  
 Fort Lee, Virginia



## Volunteer Hours - Active Members

RANK	FIRST NAME	LAST NAME	M	MOS	OCT MEETING	A M M	Nov Meeting	Dec Meeting	ACS Donation	Holiday Helper	Wreaths ACROSS AMERICA	Jan Meeting	McGuire Veterans Home	Rebuilding Petersburg Jan	Feb Meeting	Mar Meeting	100th Celebrat	Homeless	Total
CW4	ADRIANA	ALDAPE		920A		60										1.5			61.5
CW4 (Ret)	PERCY	ALEXANDER		920A	1.5														1.5
CW2	CLARENCE	ANDERSON	E	950B			3.5												3.5
CW3	ALPHONSO	ASH	L.	914A	1.5														1.5
CW3	ALEX	BLAINE					3.5					1.5			1.5	1.5			8
CW5 (Ret)	WAYNE	BURTON		915E	1.5		3.5	1.5				1.5			1.5	1.5			11
CW3	WILLIAM	DELONG	H	948B												1.5			1.5
CW4	TRAVIS	ELLIOTT	T	920B	1.5		3.5	1.5	1.5	2		1.5			1.5	1.5			14.5
CW3	TERENCE	GABRIEL		915A								1.5							1.5
CW3 (Ret)	JON	GANUES	W	920B								1.5							1.5
CW3	DAN	HOWISON	Y	915A		60	3.5	1.5				1.5			1.5	1.5			69.5
CW5 (Ret)	REGINALD	JACOBS		920A	1.5							1.5			1.5			15	19.5
CW5	NORMAN	MAY	G	915E								1.5			1.5				3
CW4 (Ret)	CHARLES	MILLS	L	913A	1.5			1.5	1.5	3.5		1.5			1.5	1.5		12	24.5
CW5 (Ret)	KAREN	ORTIZ	L	920B	1.5			1.5		3.5		1.5	8		1.5	1.5		24	43
CW4	FRANCIS	PATTIN	W	920B								1.5							1.5
CWO (Ret)	DANIEL	PEOPLES	W	915E	1.5		3.5	1.5				1.5			1.5	1.5			11
CW4	ROBERTO	RAMOS-FLORES	J	948B				1.5	1.5										3
CW5 (Ret)	VICKIE	VACHON	A	920B				1.5		3		1.5			1.5	1.5			9
CW5 (Ret)	JACK	VAN ZANTEN	C	922A							3				1.5				4.5
CW4	TEDDY	VANZANT	R	915E	1.5		3.5	1.5	1.5			1.5			1.5	1.5			12.5
CW3	ERIC	VASICEK		915A								1.5			1.5				3
CW4	CLENORA	WALKER		920B	1.5										1.5	1.5		4	8.5
CW5	JAMES	WILLIAMS	W	915E											1.5	1.5			3
CW5	NICOLE	WOODYARD	E	915E		60													60
				TOTAL	15	180	24.5	13.5	6	12	3	22.5	8		22.5	19.5		55	

## Volunteer Hours - GUEST

RANK	FIRST NAME	LAST NAME	M	MOS	OCT MEETING	Nov Meeting	ACS Donation	Dec Meeting	Holiday Helper	McGuire Veterans Home	Jan Meeting	Feb Meeting	Mar Meeting	Total
SSG/WOC	Jose	Alamilla		92A				1.5						1.5
Mrs	Amy	Burton				3.5								3.5
CW4	Candido	Crespo										1.5		1.5
SFC/WOC	Jon	Dodge		91E	1.5									1.5
CW5	Cindy	Frazier		920A			1.5							1.5
CW4	Bernard	Guisti										1.5		1.5
CW4	Eric	Gorgol											1.5	1.5
CW4	Ryan	Hammons		890A				1.5			1.5			3
CW3 R	Sandra	Matthews							1.5	4				5.5
Mrs	Chantel	Martinez								4				4
	Lisandro	Money		18 yrs old						4				4
SGT	Travis	O'Brien		91E	1.5									1.5
SGT	Sean	O'Dea		91E	1.5									1.5
CW3	Wayne	Sexton										1.5		1.5
	Antonie	Spencer								4				4
	Winifred	Spencer								6				6
	Aniya	Tyler		12 yrs old						4				4
	Linda	Waymer								4				4
				<b>TOTAL</b>	<b>4.5</b>	<b>3.5</b>	<b>1.5</b>	<b>3</b>	<b>1.5</b>	<b>30</b>	<b>1.5</b>	<b>4.5</b>	<b>1.5</b>	<b>51.5</b>