

WARRANT OFFICER ASSOCIATION

CRATER CHAPTER # 0603

FORT LEE, VIRGINIA 23801

MEMORANDUM FOR RECORD

DRAFT

7 November 2018

1. The Chapter President, CW4 Dan Howison, called the meeting to order at 1725.
2. Quorum - 15 (32 proxies) present to conduct the meeting, 4 visitors; Pledge of Allegiance was recited.
3. We welcomed CW3 Shaleem Dempsey, a first meeting member, coming from the TACOM Motor City Chapter.
4. Minutes from the 7 November 2018 meeting were reviewed by all. CW5R Vickie Vachon made a motion to accept the minutes subject to edit, and CW5 James Williams seconded. Motion passed.
5. The Treasurer's report for November 2018 were read by all. CW5R Vickie Vachon made a motion to accept the reports subject to audit, and CW4 Francis Pattin seconded. The treasurer's report for November passed. CW5R Karen Ortiz dropped a \$50 check off to CW4 Dan Howison from CW4R Amy Jones that closed out the Midlothian Northrup Grumman GCSS-A office Crater Chapter membership support event.
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. A discussion within the quorum concerning the treasurer's report and our Savings occurred. It was summed up in the end that all savings is for Scholarships. The Crater Chapter is not limited to only \$1000 per scholarship, but diversion from the standing order to have 2 \$1000 scholarships per year would require a quorum vote.
 - b. It was determined that donations for Thanksgiving and Christmas will be separate checks. This was discussion only, and did not come to motion or vote.
 - c. CW4R Amy Jones is coordinating Wreaths Across America. See Report.
 - d. 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.
 - e. Following the November 7th meeting, an audit of Crater Treasurer reports and statement was conducted. CW3 Dan Bish and Mrs. Kathryn Howison participated. The reports added up and the audit was complete.
 - f. CW5R Vickie Vachon, CW4 Dan Howison and CW5 Nicole Woodyard attended AAM. Receipts, if any, are yet turned in, and this will show on the November 2018 Treasurer's report as a completed action.
 - g. Holiday Helper coordinators are CW5 Travis Elliot and CW5 R Vickie Vachon.
 - h. CW4 James McCracken, our webmaster, was recognized and placed a banner on the Crater Chapter Guidon, for 2018 AAM recognition as establishing and maintaining the best Chapter Website. Ironic that we had a webpage that we could not get updated due to its complexity, lost files, numerous attempts to load on the website, and James threw the baby out with the bathwater, and junked that old webpage style. The new easier to update style webpage was a hit. Congratulations!
8. New business:
 - a. Election for President and Vice President is underway. Results will be announced 5 December 2018.
 - b. CW4 Dan Howison briefed that for McGuire Christmas sup, we will use Christmas in a box and the Boy Scouts will be used to deliver our gifts to a Veteran. CW5R Karen Ortiz works with McGuire representatives, and CW4R Duane

Wallace, who works administrative support near the McGuire Emergency room, reported that the Coordinator at McGuire was out during Thanksgiving, and that event went forward only with pre-coordinated Thanksgiving support. CW4R Duane Wallace is working with CW5R Karen Ortiz and CW5R Wayne Burton to line up our Christmas interaction, and allow us to further coordinate Boy Scout assistance to deliver the gifts.. IAW CW4R Duane Wallace, as a minimum, the Chapter can provide volunteers and support McGuire with donations for food. Date are yet determined.

9. Motion to adjourn was made by CW5R Vickie Vachon, and was seconded by CW5R Karen Ortiz at 1839. Motion passed.

Wayne Burton

Crater Chapter Secretary

Dan Y. Howison

Crater Chapter President

Here are the highlights from the Volunteer Advisory Council Meeting held 8 Nov18: CW5R Vickie Vachon

1. 6 Dec Grand Illumination at the Lee Club - Red Cross needs volunteers
2. 7 Dec Holiday Extravaganza at ALU cafeteria 1700-1830
3. 1st week of Dec Holiday Helper needs assistance at their BLDG behind the DMV on post 1700 until call 804-519-3616.
4. 11 & 12 Dec Holiday Helper needs volunteer elves and wrappers POC is Susan Loden at ACS
5. 18-20 Dec USO and Red Cross needs help with exodus manning a table overnight
6. ALU needs to be informed when students due volunteer projects so they can be recognized at their graduation.
7. Blandford Cemetery has no one supporting Wreaths Across America as it currently stands.
8. Volunteer Levels and ages:

President's Volunteer Service Award:

Kids Criteria (ages 5-10) Bronze 26-49 hours, Silver 50-74 hours, Gold 75 +

Teens (age 11-15) Bronze 50-74, Silver 75-99, Gold 100+

Young Adults (16-25) Bronze 100-174, Silver 175-249, Gold 250+

Adults (26 and older) Bronze 100-249 hours, Silver 250-499, Gold 500+

President's Call to Service Award

All ages , 4,000 hours or more of volunteer service over a lifetime

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 5 December at the chapter meeting.

7 Noveber 2018 Quorum

CW4 Dan Howison	CW3 Wayne Sexton
CW5R Wayne Burton	CW4 Alex Blain
CW5 Travis Elliott	CW5R Karen Ortiz
CW4R Charlie Mills	CW3 Daniel Bish
CW5R Vickie Vachon	CW3 Shaleem Dempsey
CW4 James McCracken	CW4 Francis Pattin

CW4 Jenn Walker
 CW5 James Williams
 CW5 Nicole Woodyard

* 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
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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	

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

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. 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 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

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 Algernon-Wallace karen.a.algernonwallace.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

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:

Volunteer hours - 2 Dec FY19

32.5 for members

0 non members

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

Also need following volunteer hours:

Wreaths Across America:

Team,

On December 15th, 2018 @ 11am, 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, Veterans, 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: 11:00AM - Amy Jones

Holiday Helper 2018.

Only have slots left late in the day. Tuesday, 11 Dec, from 1600-1800 Have lots of slots left. Wednesday, 12 Dec, 1700-1800 plus clean-up is wide open.

USAWOA CRATER CHAPTER
Treasurer's Reports
1 November – 30 November 2018

Checking Account Fort Lee Federal Credit Union- Balance previous month \$4,034.74

INCOME:

National	\$412.37	
<u>Income Total</u>	\$412.37	+ \$412.37

Expenses:

Operational Expenses		
Meals	\$26.71	
<u>Expenditures Total:</u>	\$26.71	- \$ 26.71

Total Revenue **\$4,420.40**

Savings Account Fort Lee Federal Credit Union - Balance previous month \$3,054.68

Income:

 Interest 00.00
 Deposit 00.00

Saving Account Balance: \$3,54.68

Checking & Savings Account COMBINED TOTAL: **\$7475.08**

	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	0.00
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 \$ 1,292.00

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

December 5th, 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

December Christmas Party & Swear in new Chapter officers

IRS 990

McGuire support

Wreaths Across America

Christmas Wrapping

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 _____

