

WARRANT OFFICER ASSOCIATION

CRATER CHAPTER # 0603

FORT LEE, VIRGINIA 23801

MEMORANDUM FOR RECORD

DRAFT

4 March 2020

1. The Chapter President, CW4 Francis Pattin, called the meeting to order at 1724.

NOTE: CPT Stewart Hamm provided a Professional Development Seminar form 1726-1746 hours. New this year is that Retired Veterans are only eligible for Tax Rebates if NEW more than 50% disabled status is not captured this year by VA to IRS. Last year a Stevenson Case was misinterpreted to cover all disability above 50%. Beginning 12 March, the Tax Office is open on Saturday from 0700 until noon. Cut off at the Tax office is 17 April 2020.

2. Quorum - 22 (28 proxies) present to conduct the meeting, 5 visitors; Pledge of Allegiance was recited.

3. We welcomed the following visitors:

- WO1 Owen Hopper Warrant Officer 923A February 20 WOBC from Fort Benning 75th Ranger Regiment and will return
- CW5 Thomas Elder, 920A, Ft Lee CASCOM QM Warrant Officer Personnel Developer
- CW3 Ray Daniel, 923A, MOS 923A Warrant Officer Advance & Basic Course Instructor
- CW4 Jose Uribe, MOS 923A Training Developer, member of Italy Chapter
- CPT Stewart Hamm, Tax Office Advisor

4. Minutes from the 12 February 2020 meeting were reviewed by all. CW4 Dan Howison made a motion to accept the minutes subject to edit, and CW5 Sonya Graves-Rivers Ortiz seconded. Motion passed.

5. The Treasurer's reports for February 2020 were read by all. CW4 Dan Howison made a motion to accept the reports subject to audit, and CW5 Thomas Waltman seconded. The treasurer's reports for February 2020 passed.

6. Committee Reports:

a. Vice President Report CW4 James McCracken 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) *WOCC/SFC Cortney Johnson- see report.

- | | | |
|--|------------------------|---------------|
| b. <u>Memorabilia</u> | - CW3 Demetria Timothy | |
| c. <u>Volunteer Hour monitor</u> | - CW5R Vickie Vachon | - see report. |
| d. <u>Boy Scouts of America</u> | - CW4R Charlie Mills | - see report |
| e. <u>JROTC Community High Schools</u> | - CW4 Dan Howison | |
| f. <u>McGuire VA Support</u> | - CW5R Karen Ortiz | |
| g. <u>Rebuilding TriCities</u> | - CW5 Thomas Waltman | |
| h. <u>Public Relations</u> | - CW5 Travis Elliott | -see report |
| i. <u>2020 WO Ball Raffle</u> | - CW4 James McCracken | -see report |
| j. <u>Wreaths Across America</u> – Hopewell Cemetery | - CW4R Amy Jones | -see report |

Note: Due to CW4R Francis Pattin having an impending date for his anniversary, and CW4 James McCracken having an urgent issue, only New Business was address. Old business is to be handled as BOD individual briefs.

7. New business:

a. CW5R Wayne Burton briefed that HQ, USAWOA has yet to approve changes to the Crater bylaws, (file and summary attached) to the Quorum. CW5R Karen Ortiz made a motion to accept changes recommended by USAWOA as presented to the Quorum, dated 1 April 2020 and process as necessary. Changes were of boiler-plate Jag Lawyer-driven clauses to affect operation on Installations and verbiage to prevent Chapters from being mandated to carry liability insurance to operate on Installations. CW4 Dan Howison seconded. The motion passed. A revised copy sent to USAWOA HQ and when approved new Bylaws will be posted on the Crater Silver Chapter website.

b. Crater Silver Chapter Private Organization paperwork will be prepared for signature and staffing beginning now until April 2020. CW4 Dan Howison will provide paperwork for CW4 Francis Pattin.

c. Crater 2020 raffle announcement. CW4 James McCracken is the committee lead, with assistance from CW4 Wayne Sexton. The continued plan is to execute raffle ticket sales beginning February 2020 in order to provide chapter income, with the goal to fund the Crater Ball. The Raffle Scheme is to purchase gift cards with opportunity to take home a \$300, a \$200 and a \$150 gift card from drawings. Thus far the raffle has netted somewhere near \$3000.00 income for the Crater Silver Chapter. The drawing will take place on when all tickets are collected and The Corona Virus Lockdown over.

d. Members Present Raffle. CW5R Wayne Burton took Charge for the drawings for Crater Members present raffle drawings. CW3 Ray Daniels, a visitor, drew all tickets. Members were assigned a number as they arrived to the meeting. 22 tickets were placed in a hat. Chief Daniels drew # 17 and CW4 James McCracken won a \$50 gift certificate for himself and his spouse at Romas Italian Restaurant. Chief Daniels drew # 3, and CW5 Sonya Graves Rivers declined the ticket with the reasoning that she actually provided the four gift certificates form Wendy's. Chief Daniels drew again, and the first certificate for FREE Frosty Jr for a year from Wendy's was # 2 and CW4R Charlie Mills won. Again Chief Daniels drew # 8 and CW5R Vickie Vachon won a Wendy's Free Frosty for a year certificate. Due to time, no further drawings were taken. We have Romas Gift Certificates for the next two months and two more Wendy's Free Frosty Certificates.

e. On 6 May, Mrs. Vicky Windham from TRICARE is schedule to brief changes to TRICARE.

f. Special thanks to CW5 Maria Martinez and CW5 Sonya Graves-Rivers for the awesome HUT decorations. Wow, the Hut decor has a new touch or décor we have not had in the past, and it always gets positive compliments. CW4R Janice Chayt also is to be recognized for the home baked cookies she provides when present. This meeting's Pizza was picked up by CW4 Charlie Mills. Thanks to all those donating to the refrigerator fund, CW5R Wayne Burton has been able to purchase Gift Certificates for members and spouse/date at Romas and restock the refrigerator. Thanks for the donations.

8. The next meeting will be held on Wednesday, 1 April 2020 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. CW5R David Williams will provide a Financial Professional Development seminar from 1730-1745.

9. Motion to adjourn was made by CW5R Karen Ortiz and was seconded by CW4 Dan Howison at 1802. Motion passed. The president launched out for his anniversary reservation evening.

10. Old Business. Conducted as BOD briefings.

a. CW5 Thomas Waltman informed the quorum that a Rebuilding TriCities event may occur in April and he will provide further updates when he attains new information.

b. CW5 Travis Elliott conducted the April 25th Crater Ball tasker and committee decision/recommendation meeting. A report with tasker updates will be mailed to BOD members and latest update in next month's minutes.

c. The next BOD meeting is Wednesday 18 March at the HUT.

10. The BOD was finished at 1825 hours.

Wayne Burton

Crater Chapter Secretary

Francis Pattin

Crater Chapter President

4 March 2020 Quorum

CW4 Francis Pattin	CW5R Karen Ortiz	CW4 Amy Scott
CW4 James McCracken	CW4 Wayne Sexton	CW5R Michael Toter
CW5R Wayne Burton	CW5 Sonya Graves-Rivers	% CW5 Jack Van Zanten
CW4R Charlie Mills	CW5 James Williams	% CW5 Maria Martinez
CW4 Dan Howison	CW5 Thomas Waltman	CW5 Thomas Elder, 920A
CW5 Travis Elliott	CW5 Johnathon Waddy	CW3 Ray Daniel
CW5R Vickie Vachon	CW4R Janice Chayt	CW4 Jose Uribe,
CW5 Nicole Woodyard	CW5 James Fiorilli	CPT Stewart Hamm, Tax Office
CW4 Paula Bailey	CW3 Demetria Timothy	WO1 Owen Hopper

* 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 21	Open
CW4R Percy Alexander	Indef-LIFE	CW5R Wayne Burton
CW4R Hope Bean	Indef-LIFE	CW4R Amy Jones
COLR David Buck	Indef-LIFE	Presiding Officer
CW5R Wayne Burton	Indef-LIFE	Open
CW5 Travis Elliott	Indef-LIFE	CW5R Wayne Burton
CW5R Wayne Estes	Indef-LIFE	Presiding Officer
CW5 Roberto Figueroa	Jan 21	CW5R Vickie Vachon
CW5R Sam Galloway	Nov 20	President
CW5R Bob Gates	Jan 21	CW5R Wayne Burton
CW5 Robert Gowin	Mar 21	Open
CW4 Dan Howison	Indef-LIFE1	Open
CW5 Guy Hunter	Mar 21	CW5R Vickie Vachon
CW4R Richard Jefferson	Mar 21	VP
CW4R Amy Jones	Aug 20	CW5R Wayne Burton
CW4 Robert D. Johnson	Indef-LIFE	President or VP
WO1 Tyrone Lander	Jul 20	Open
CW3 Joshua Martin	Mar 21	President or VP
CW4R Luis Martinez	Jan 21	CW5R Vickie Vachon
CW5R Frank Meeke	Jul 20	CW5R Vickie Vachon
CW4 Wayne Melesky	Nov 20	Presiding Officer
CW4R Charles L. Mills	Indef	CW5R Wayne Burton
CW4R Chester Morris	Jan 21	Chapter President
CW4R Monty Meston	Indef-LIFE	CW5R Wayne Burton
CW3R William King	Indef-LIFE	Presiding Officer
CW5R Karen Ortiz	Jan 21	CW5R Vickie Vachon
CW4 Dan Peoples	Mar 21	CW5R Wayne Burton
CW4 Francis Pattin	Jan 21	CW5R Wayne Burton
CW4R Allan E Rickard	Mar 20	Presiding Officer
CW4 Wayne Sexton	July 21	Open
CW5R Alvin Taswell	Aug 21	Open
CW5R Vickie Vachon	Jul 20	President or VP
CW4 Ted Vanzant	Indef-LIFE1	CW5R Wayne Burton
CW4 Clenora "Jenn" Walker	Indef-LIFE	Open
CW3 Gabriela Wetherington	Indef-LIFE	CW4 Francis Pattin
CW5 James Williams	Mar 21	Open
CW5 Nicole Woodyard	Indef-LIFE	Open
CW4R Donna Zampi	Indef-LIFE	President

Proxies used:

Bronze Level - Eagle Rising Recipients:

CW5R Wayne Burton	CW4 Dan Howison
CW4 Ted Vanzant	CW5R Nicole Woodyard USAWOA
CW4R Francis Pattin	CW4R Charlie Mills

Silver Level - Eagle Rising Recipients

CW4R Amy Jones	CW5 James Williams
CW5R Nicole Woodyard	USAOWA

Gold Level - Eagle Rising Recipients

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

Note: CW4 Aldape and CW2 Pick are no longer Crater members

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 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 (\$500 per year) or more as voted
- All other community events are brought to the quorum as new business.

Chapter BOD – Committee Structure

President+: CW4R Francis Pattin francis.pattin@gmail.com

Vice President+: CW4 James McCracken james.c.mccracken11.mil@mil.mil

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

Vice President for Retired Affairs – OPEN

VP Junior Warrant Officer affairs - (VP-JWO) WOCC/SFC Cortney Johnson

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

Memorabilia - CW3 Demetria Timothy demetria.r.timothy.mil@mail.mil

*Rebuilding Tri-Cities – CW5 Thomas Waltman - thomas.a.waltman.mil@mail.mil

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

*Volunteer hour Monitor - CW5R Vickie Vachon (pokeandprod@aol.com)

*Holiday helper – CW5R Vickie Vachon

*Web-Master – CW4 James McCracken james.mccracken13.mil@mail.mil

*Boy Scouts Of America (+ Cub Scouts) CW4R Charlie Mills

*JROTC High School Support – CW4 Dan Howison chieffowison@gmail.com

Wreaths Across America – Hopewell Cemetery – CW4R Amy Jones

McGuire VA Support – CW5R Karen Ortiz

*Crater 100th Committee - CW5 Nicole Woodyard

Resolutions/ Parliamentarian - CW5R Wayne Burton

*Warrant Officer Ball – CW5 Travis Elliott

Public Relations – CW5 Travis Elliott

Treasurer # – CW4R Charles Mills (charlieandada@gmail.com)

Secretary# – CW5R Wayne Burton (waynebrv@yahoo.com; 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 leaders & key appointments are installed and removed at discretion of the Chapter President IAW current Chapter Bylaws

Presidents' Report –.**Vice Presidents' Report****Vice President NOTES:**

Williams VP – Reserve/NG Affairs, and VACANT VP- Retired Affairs WO1 Tyrone

Lander VP JW Affairs

VP Report - Roster

ADW	51
RET	72
ARW	5
NGW	7
ASC	1
LIFE	70
ADW	51

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 are busy, and the Crater Chapter steps up to the 21st

Crater 2019-2021 Calendar Events

- 1 Apr Chapter Meeting - HUT
- Close Scholarship acceptance (1 April 2020)
- Audit
- 25 April 2020 Crater Silver Chapter WO Ball
- Committee has three members right now and looking for ideas from members
- 6 May Crater Silver Chapter Meeting
- Announce scholarship winners
- 3 Jun Crater Silver Chapter Meeting - HUT
- No current agenda at this time
- 8 Jul Crater Silver Chapter Meeting – HUT
- Establish Wreaths Across America Committee concept CW4R Amy Jones
- Audit
- 5 Aug Chapter Silver Chapter Meeting - HUT
- Accept Nominations - approve Ballot
- 2 Sep Warrant Officer Meet & Greet - HUT TIME -TBD
- Final date to approve Ballot
- Approve AAM travel and POC
- 7 Oct Crater Silver Chapter Meeting - HUT
- TBD Oct 48th AMM Redstone Arsenal, AL - Details to follow
- Habitat for Humanity
- McGuire Veterans Hospital Visit Planning list
- Present post with donation for Thanksgiving
- Audit
- 4 Nov Crater Silver Chapter Meeting - HUT
- Holiday Helper planning list
- Wreaths Across America planning list
- Election Vote
- Present post with donation for Christmas
- 2 Dec Crater Silver Chapter Meeting - HUT
- Announce election results
- Holiday Helper execution
- Execute McGuire Veterans Hospital event
- Wreaths Across America execution
- Audit
- 13 Jan 2021- Swear in elected new officers

WO Ball 2020 Update:

POC: CW5 TRAVIS T. ELLIOTT,

-no Report**VOLUNTEER HOURS**

Volunteer hours:

Members - 1603

Guest - 48

As of 26 Mar 9:30 pm.

I am missing BOD member's hours

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

Memorabilia**Boy Scouts of America, Troop 912, Fort Lee Va.****MARCH HAPPENINGS****Boy Scouts**

During planning and troop meetings, Adult and Youth leadership discuss upcoming events.

Event:

Focus on Service weekend, merit badge requirements and the upcoming campout.

The campout not only gives the troop the opportunity to work on earning merit badges but also allows the scouts to enjoy SKY ZONE (an indoor trampoline park).

Fund Raising / candy sales

Disability Awareness class in Hopewell

Charles L .Mills
USAWOA, Crater Chapter
Charter Organization Representative

USAW 1400A CRATER CHAPTER
Treasurer's Reports
1 March 2020 – 31 March 2020

Checking Account Fort Lee Federal Credit Union- Balance previous month \$ 5,669.29

INCOME:

Memorabilia	\$ 610.00	
PayPal	\$ 755.58	
Raffle Ticket	\$ 125.00	
Cash Ball ticket	\$ 1,082.67	
Zelle Memorabilia	\$ 50.00	
<u>Income Total</u>	\$2,623.25	+ \$ 2,623.25

Expenses:

Meal-Papa Jon	\$ 25.22	
Ball	\$ 1,000.00	Martinez
Bank Error	\$ 10.00	
<u>Expenditures Total:</u>	\$ 1,035.22	- \$ 1,035.22
<u>Total Revenue</u>		= \$ 7,257.32

Savings Account Fort Lee Federal Credit Union - Balance previous month \$ 3,065.40

INCOME:

Interest	\$ 00.00	
Expenditures:	None	
Saving Account Balance:	\$ 3,065.40	\$ 3,065.40

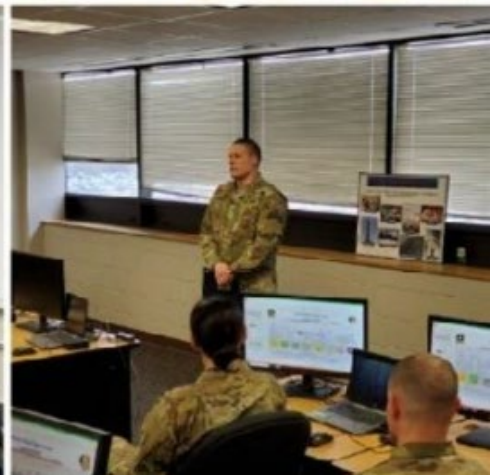
	PLEDGED	PAID	
Mail Box:	\$ 64.00	\$ 64.00	
Liability Insurance:	\$ 268.00	\$ 267.00	
Bond / CNA:	\$ 114.82	\$ 114.82	
Scholarship Member:	\$1,000.00	\$	
Scholarship Community:	\$1,000.00	\$	
Thanksgiving Donation:	\$ 250.00	\$	
Christmas Donation:	\$ 250.00	\$	
AMM:	\$3,000.00	\$	
Scouts – BSA:	\$ 200.00	\$	
Veterans Home:	\$ 300.00	\$	
Meet & Greet:	\$ 750.00	\$	
TOTAL	\$ 7,196.82	\$ 445.82	Remaining pledge \$ 6,751.00

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

Francis Pattin
 CW4(R), QM
 Crater Chapter President



Chapter President CW4R Francis Pattin gave thanks and Engraved Gavel Set to CW4 Dan Howison, the Crater Chapter Past President, who is umbilically connected in Chapter business. Dan served 2 years as Chapter Vice President and 2 years as Chapter president. Dan currently is intimately working the Crater Ball, Serves as lead for the JROTC Committee, and works with the local Boy Scouts. Busy Man.



Chapter President CW4R Francis Pattin gave thanks and Certificate to WO1 Owen Hopper, 923A WOBC student from 75th Ranger Regiment, who donated \$1500 to the Crater Ball scheduled for 25 April 2020.



Agenda**April 1st, 2020 meeting***Note: Due to Coronavirus, which limits socialization to 10 people, this meeting will be by remote dial in and reports sent by email.***1. Count of members to ensure a forum/forum established () ID Proxies ()****2. Call meeting to order at _____****3. Pledge****CW5R David Williams will provide a Financial Professional Development seminar from 1730-1745.****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 James McCracken – CW5 James Williams- *WOCC Cortney Johnson
- b. Memorabilia – CW3 Demetria Timothy.
- d. Volunteer Hours - CW5R Vickie Vachon.
- e. Holiday Helper - CW5R Vickie Vachon.
- f. Boy Scouts - CW4R Charlie Mills
- g. Solicitation – CW5 Nicole Woodyard
- h. JROTC Community High Schools– CW4 Dan Howison
- i. WO Ball – CW5 Travis Elliott
- j. Rebuilding TriCities – CW5 Thomas Waltman
- k. Public Relations – CW5 Travis Elliott
- l. 2020 WO Ball Raffle: CW4 James McCracken
- m. Wreaths Across America – Hopewell Cemetery – CW4R Amy Jones

8. Old Business

- Scholarship.
- Warrant Officer Ball –action
- Rebuilding TriCities–action
- Crater Chapter Private Organization paperwork CW4 Dan Howison–action
- Crater 2020 raffle–action committee lead CW4 McCracken, assisted by CW4 Wayne Sexton
- WOBC WO1 membership and mentoring**

school supplies from the Dollar Tree

9. New Business –**10. Alibi's**

Raffle 1 each gift certificated (dinner for Two) from members present

11. Next Meeting – 6 May 2020- Suite E, Bldg. 10000, near Carver Avenue & Sisisky Blvd (the Hut) at 1730**12. Adjourn meeting at (time) _____**

Motion made by _____

Seconded by _____

