

WARRANT OFFICER ASSOCIATION  
CRATER SILVER CHAPTER # 0603  
FORT LEE, VIRGINIA 23801

MEMORANDUM FOR RECORD

**DRAFT**

9 Sep 2020

1. The Chapter President, CW4R Francis Pattin, called the meeting to order at 1736.

Note 1: Due to COVID-19, this meeting was held primarily by telecom remote. The President manned the phone and the microphone at ALU with 7 members, while all other quorum attendees participated by phone.

2. Quorum - 7 (31 proxies) present to conduct the meeting, 1 visitors; Pledge of Allegiance was recited.

3. Welcomed an in hut guest, SFC Yasmina Gomez WOCC future QM Warrant Officer, and the current QM enlisted manager.

4. Minutes from the Aug 2020 meeting were reviewed by all. CW5 Travis Elliott made a motion to accept the minutes subject to edit, and CW5 Maria Martinez seconded. Motion Passed

5. The treasurer's reports for August 2020 was reviewed by all and briefed by CW4R Charlie Mills. CW5 Sonia Graves-Rivers made a motion to accept the report, subject to audit and CW5 Maria Martinez seconded the motion. The motion passed.

a. Vice President Report VACANT - Includes Membership statistics with reports from the Vice-President for Army Reserve/National Guard Affairs – VACANT - Vice-President for Retired Affairs – VACANT- and Vice-President for Junior Warrant Officer affairs - (VP-JWO) VACANT - 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      | - see report. |
| f. <u>McGuire VA Support</u>                         | - CW5R Karen Ortiz     |               |
| g. <u>Rebuilding TriCities</u>                       | - CW5 James Fiorilli   | - see report. |
| h. <u>Public Relations</u>                           | - CW5 Travis Elliott   | - see report. |
| i. <u>Wreaths Across America</u> – Hopewell Cemetery | - CW4R Amy Jones       | - see report  |

6. Old business:

a. CW4R Dan Howison briefed that the JROTC program from Hopewell leader had accepted the job from the Prince George School, therefore providing a smooth transition and continuity, for value that give our Chapter, keeping our alliances open. JROTC is solid in the local community.

b. The Crater Silver Chapter Private Organization paperwork was prepared for signatures, and was signed at the meeting. CW4R Dan Howison will report at the next meeting the results of turning in the paperwork to the installation.

c. CW5 Graves-Rivers receives the Honorary Eagle Rising; she retires in two months to Florida in Wessley Chappel.

d. CW5 Maria Martinez Received the Gold Medal Rising. Maria has served as the Regimental Command QM Chief Warrant Officer for nearly 3 years and has raised the bar high for the Crater Chapter.

e. CW4R Francis Pattin briefed that in sit down sessions with ALU warrant officers that feedback is that we do not have enough Crater Silver Chapter discussion in Twitter, Snapchat, Instagram and other domains.

f. CW5 Travis Elliott briefed that CW5 Graves-Rivers is the highlighted member Crater Silver Chapter of the month and will have an article written on our Facebook page.

h CW5 Travis Elliott briefed that CW5 Maria Martinez will be selected as the highlighted Crater Chapter member for next month and will have an article written for our Facebook page.

i. At 1755, CW5 Travis Elliott swore in CW4R Daniel Y. Howison as the (Special Election) Vice President for the Crater Silver Chapter. Dan is eligible to serve for two years.

j. Election Committee. CW5R Wayne Burton informed the President that the results of the election for president of the Crater Silver Chapter, in an uncontested election were crystal clear. Only one candidate. Noteworthy from the election committee, was this finding-that while uncontested, voting from the membership was extremely enthusiastic. It seems the participation thru electronic means is catching on, a little more each time.

## 7. New Business.

a. CW5R Vickie Vachon made a motion to transfer \$2000.00 from checking into savings for scholarship next year. Discussion was that the Treasurer will reflect \$5000.00 Ball funds that will remain in the general funds, but designating it as obligated in checking, and the treasurer will show it obligated to the 2021 Ball. CW5 Travis Elliott provided a second. Motion passed.

b. CW5 Maria Martinez, Quartermaster Regimental revealed that on 25 September 2020 CW5R Karen Ortiz, will be recognized as the "*Honorary Quarter Master Warrant Officer*", with an agenda to be published and posted shortly.

c. CW5R Vickie Vachon discussed a plan with the quorum to have a memorandum for record (MFR) that covers the period from March to October 2020 for '*exemption*' of Treasures reports and audits, largely due to Covid-19. Due to the non-availability of members who were not on the BOD, not elected, or who had not participated in previous audits, the Covid-19 constrains, telecons and not meeting in person made normal business practices not possible. While our bylaws did not require these desired practices, our normal actions included them, and the difference is obvious when the records are reviewed against previous years.

8. Motion to adjourn was made by CW5 Travis Elliott and was seconded by CW5R Vickie Vachon at 1815. Motion passed.

9. The next meeting will be held on Wednesday 7 October 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. Due to Covid-19. Telecom communication, social distancing, will be used on conditioned on the progress of Phase two COVID-19 plan in Virginia.

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Wayne Burton

Crater Silver Chapter Secretary

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Francis Pattin

Crater Silver Chapter President

## 9 September 2020 Quorum

CW4 Francis Pattin  
 CW5R Wayne Burton  
 CW4R Charlie Mills  
 CW5 Travis Elliott  
 % Jon Ganues

CW4R Dan Howison  
 % CW5R Vickie Vachon  
 CW5 Sonya Graves Rivers  
 CW5 Maria Martinez  
 % CW5 Karen Ortiz

SFC WOCC Yasmina Gomez

\* USAWOA member; not  
 Crater Chapter member  
 # membership unknown  
 VISITOR  
 %Telephone Call in

### ADDENDUM: Crater Chapter Proxies Held

| Name                       | Expires    | Proxy given to:    |
|----------------------------|------------|--------------------|
| CW5R 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               |
| CW4R Dan Howison           | Indef-LIFE | Open               |
| CW5R 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 21     | Open               |
| CW3 Joshua Martin          | Mar 21     | President or VP    |
| CW4R Luis Martinez         | Jan 21     | CW5R Vickie Vachon |
| CW5R Frank Meeks           | Jul 21     | 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  |
| CW4R Francis Pattin        | Jan 21     | CW5R Wayne Burton  |
| CW4R Allan E Rickard       | Mar 21     | Presiding Officer  |
| CW4 Wayne Sexton           | July 21    | Open               |
| CW5R Alvin Taswell         | Aug 21     | Open               |
| CW5R Vickie Vachon         | Jul 21     | President or VP    |
| CW4 Ted Vanzant            | Indef-LIFE | CW5R Wayne Burton  |
| CW4R Clenora "Jenn" Walker | Indef-LIFE | Open               |
| CW3 Gabriela Wetherington  | Indef-LIFE | CW4 Francis Pattin |
| CW5R James Williams        | Mar 21     | Open               |
| CW5R Nicole Woodyard       | Indef-LIFE | Open               |
| CW4R Donna Zampi           | Indef-LIFE | President          |

#### Proxies used:

##### Bronze Level - Eagle Rising Recipients:

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

##### Silver Level - Eagle Rising Recipients

CW4R Amy Jones CW5R James Williams  
 CW5R Nicole Woodyard USAOWA  
 CW5R Thomas Waltman

##### Gold Level - Eagle Rising Recipients

CW5R Vickie Vachon CW5R Wayne Burton  
 CW5 Travis Elliott CW5R Nicole Woodyard USAWOA  
 CW5 Guy Hunter CW5R Karen Ortiz  
 CW5 Maria Martinez CW5 Sonia Graves-Rivers  
 CW5 Thomas Waltman CW4R Dan Howison

### 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](mailto:francis.pattin@gmail.com)

Vice President+: OPEN

Vice President for Army Reserve/NG Affairs – OPEN

Vice President for Retired Affairs – OPEN

VP Junior Warrant Officer affairs – OPEN

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

Memorabilia - CW3 Demetria Timothy [demetria.r.timothy.mil@mail.mil](mailto:demetria.r.timothy.mil@mail.mil)

\*Rebuilding Tri-Cities – CW5 James Fiorilli - [jfiorilli@aol.com](mailto:jfiorilli@aol.com)

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

\*Volunteer hour Monitor - CW5R Vickie Vachon ([pokeandprod@aol.com](mailto:pokeandprod@aol.com))

\*Holiday helper – CW5R Vickie Vachon

\*Web-Master – CW4 James McCracken [james.mccracken13.mil@mail.mil](mailto:james.mccracken13.mil@mail.mil)

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

\*JROTC High School Support – CW4R Dan Howison [chiefhowison@gmail.com](mailto:chiefhowison@gmail.com)

Wreaths Across America – Hopewell Cemetery – CW4R Amy Jones

McGuire VA Support – CW5R Karen Ortiz

\*Crater 100<sup>th</sup> Committee - CW5R 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](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 leaders & key appointments are installed and removed at discretion of the Chapter President IAW current Chapter Bylaws

## Presidents' Report –.

After sitting down with the recent 920B WOBC class and getting their input on how to draw their attention to our meetings. They recommended that we expand our social media platform and with that guidance we created a Twitter Account for the chapter.

<https://twitter.com/CraterChapter>

My vision for our page is for the BOD to push this out Facebook and possibly our Instagram Account to spread the word. Tweet anything related to our chapter and possibly when we are having meetings...

**Crater 2019-2021 Calendar Events**

- 7 Oct Crater Silver Chapter Meeting – HUT
  - Habitat for Humanity
  - McGuire Veterans Hospital Visit Planning list
  - Present post with donation for Thanksgiving
  - Audit
- 21-23 October (Wed-Fri) 48<sup>th</sup> AAM Virtual participation AAM
- 4 Nov Crater Silver Chapter Meeting - HUT
  - Holiday Helper planning list
  - Wreaths Across America planning list
  - 
  - 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

**Volunteer Hours are as follows:**

Members: 3650.5

Guest: 64.5

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

|       |     |
|-------|-----|
| ADW   | 44  |
| RET   | 71  |
| ARW   | 6   |
| NGW   | 7   |
| ASC   | 2   |
| LIFE  | 64  |
| TOTAL | 130 |

**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 21<sup>st</sup>*

There are two ways to join. By audio only (no different than what we have been doing) or online conference (which contains audio/video and screen sharing to see what we are covering in the hut).

The new audio # is 978-990-5450 Access Code: 7111926# Host Code: 202011

The online conference meeting link which can be accessed from a smart phone or computer/laptop device is: <https://join.freeconferencecall.com/cratersilverchapter0603>

Chapter Email: [ftleewoal@gmail.com](mailto:ftleewoal@gmail.com)

Chapter Website: <https://woaonline.org/crater/index.html>

Chapter Facebook: <https://www.facebook.com/FtLeeCraterChapterWOA/>

Free Conference Call:

<https://join.freeconferencecall.com/cratersilverchapter0603>

Chapter Twitter: <https://twitter.com/CraterChapter>

The link will automatically take you to the Free Conference Call app. It will take you through the app download process the first time. Thereafter, you can connect directly to the Chapter's site when you open the app because +it will save the information

**USAWOA CRATER SILVER CRATER CHAPTER**  
**Treasurer's Reports**  
**1 September – 31 September 2020**

Checking Account Fort Lee Federal Credit Union- Balance previous month \$ 8,958.93

**INCOME:**

Memorabilia - Zelle \$ 1,362.00

**Income Total** \$ 00 + \$ 1,362.00

**Expenses:**

Savings / Scholarship \$ 2,000.00

MSD Memorabilia \$ 436.66

**Expenditures Total:** \$ 2,436.00 - \$ 2,436.66

**Total Revenue:** \$ 7,884.27

Savings Account Fort Lee Federal Credit Union - Balance previous month \$ 1,067.92

**INCOME:**

Checking - Scholarship \$2,000.00

Interest \$ 00.00

**Income Total:** \$ 2000,00 + \$ 2,000.00

Expenses: \$ 0,000

**Expenditures Total:** \$ 0,000 - \$ 0,000.00

**Total Revenue Balance:** \$ 3,067.92

|                        | <b>PLEGDED</b>     | <b>PAID</b>                  |
|------------------------|--------------------|------------------------------|
| Mail Box:              | \$ 64.00           | \$ 64.00                     |
| Liability Insurance:   | \$ 268.00          | \$ 267.00                    |
| Bond / CNA:            | \$ 114.82          | \$ 114.82                    |
| Scholarship Member:    | \$ 1,000.00        | \$ 1,000.00                  |
| Scholarship Community: | \$1,000.00         | \$ 1,000.00                  |
| Thanksgiving Donation: | \$ 250.00          | \$                           |
| Christmas Donation:    | \$ 250.00          | \$                           |
| AMM:                   | \$3,000.00         | \$ 00.00                     |
| Scouts – BSA:          | \$ 200.00          | \$                           |
| Veterans Home:         | \$ 300.00          | \$                           |
| Meet & Greet:          | \$ 750.00          | \$                           |
| <b>TOTAL</b>           | <b>\$ 7,196.82</b> | <b>\$ 2,445.82</b>           |
|                        |                    | Remaining pledge \$ 1,750.00 |

BALL Year 2021 5,757.00

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

Francis Pattin  
 CW4(R), QM  
 Crater Chapter President

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

September 2020

## Boy Scouts Events:

Planning and troop meetings are being conducted via ZOOM each week.

Scouts are working on Merit Badges

Court of Honor for September will be held this month

Fundraiser,- Cancelled, due to lack of participation Virtual campout was conducted

Charles L .Mills  
 USAWOA, Crater Chapter  
 Charter Organization Representative

**Rebuilding Together Richmond**

I have not heard back from  
 "Rebuilding Richmond" POC's.  
 I can continue try to reach back  
 out today, but so far, due to  
 COVID, no reply's from them.

More to Follow,

JAMES W. FIORILLI  
 CW5, OD

**MEMORIBILIA REPORT****Thanksgiving Donation: CW5R Vickie Vachon**

After contact ACS (Ms Kim Evans 734-6431) we were informed that due to a change in policy they were not accepting donations at this time because they are unsure of what they can and cannot accept. She has sent an email for clarification and is awaiting an answer back. Hoping to give us a positive answer by Wednesday. Any updates I will brief at the meeting.

**Wreaths Across America Report (CW4R Amy Jones)**

What: Wreaths Across America, purchasing wreaths to lay in City Point National Cemetery honoring the fallen

When: Saturday December 20th, 2020

Who: anyone can participate in laying the wreaths, they have a small ceremony then they unload the trucks and pass out wreaths for everyone to lay on the grave sites

Crater Silver Chapter Warrant Officer Association is an active group that supports Wreaths Across America. The Chapter gets \$5 for every wreath that is purchased on behalf of the Chapter. We have a webpage that can be tailored to how we want it to look, currently I'm the only one authorized to manage it, let me know if we have anyone else that would like to be added. All we can do at this point is share the webpage and encourage people to purchase wreaths on behalf of the Chapter and remind everyone they can participate in the wreath laying ceremony in December. I can give periodic updates on the number of wreaths that are purchased through the webpage. Let me know if anyone has any specific questions.

Webpage: Caution-<https://wreathscrossamerica.org/pages/20339/Overview/?relatedId=0> < Caution-  
<https://wreathscrossamerica.org/pages/20339/Overview/?relatedId=0> > Chapter Number: VACP NH Cemetery  
 Number: VA0043P

**School Supply Pick Up: CW5R Vickie Vachon**

There were 11 stores, 8 people and 19.5 hours reported.

The task was to pick up from Dollar Tree Stores in the Tri-City area and deliver the goods to Holiday Helper building on Fort Lee to be distributed to children for school.

The volunteers that completed the mission were:

CW4 Ken Kolbo, CW5R Dave Dickson, CW4 Jared Yang, CW4 Wayne Sexton, CW5R Roberto Figueroa, CW4 Eveline Rosado-Hailday and CW4 Adam Coltes.

A special thanks to all of them as well as the other Warrant Officers that volunteered to accept the challenge, but at this time were not required.

**Agenda** **October 7th, 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**

**4. Welcome guest and new members**

**5. Minutes passed out and read, any discussion, motion to accept subject to edit**

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

Seconded \_\_\_\_\_

**6. Treasures Report any discussion, motion to accept subject to audit**

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

Seconded By \_\_\_\_\_

**7. Committee Reports**

- a. Vice President Report VP-OPEN – NG/AR OPEN. VP RA -OPEN, VP JR WOA- OPEN
- 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 – CW5R Nicole Woodyard
- h. JROTC Community High Schools– CW4R Dan Howison
- i. Rebuilding TriCities – CW5 James Fiorilli
- l. Public Relations – CW5 Travis Elliott
- k. Wreaths Across America – Hopewell Cemetery – CW4R Amy Jones

**8. Old Business**

- Crater Chapter Private Organization paperwork CW4R Dan Howison–report completion

**9. New Business** –New Business- Nomination for President

**10. Alibi's**

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

**11. Next Meeting – 18 November 2020- Suite E, Bldg. 10000, near Carver Avenue & Sisisky Blvd (the Hut) at 1730**

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

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

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

