

**CTWG CIVIL AIR PATROL
STAFF MEETING MINUTES
17 JULY 2002**

The meeting was called to order by LTC Palmer at 1930 hrs.
Pledge of Allegiance was recited and a moment of silence observed.

Roll Call by LTC PALMER:

Attendance:

CTWG COMMANDER	COL PAYNE
ADMINISTRATIVE ASST.	MS. TEDFORD
VICE COMMANDER	MAJ OSBORN
CHIEF OF STAFF, COMMUNICATIONS	LTC PALMER
ASSISTANT/RAPID RESP	
AF/CAP CTWG LNCO	MSGT LARA, SR
MA/RI/CT LO	LTC ISABELLE (NP)
USAFR (IMA)	MAJ CASSELLA (NP)
USAFR (WRC)	MAJ FURR (NP)
CTWG AFEPLD	LTC OLMSTED (NP)
USAF (RANCO)	TSGT AUSTIN (NP)
DIRECTOR OF CADET PROGRAMS	MAJ MARTEKA
DIRECTOR OF COMMUNICATIONS	MAJ VALLEAU
DIRECTOR OF INFOR. MGMT/PROFESSIONAL	
DEVELOPMENT/COMM ASST.	MAJ WROBEL
INFORMATION MGMT OFFICER	CAPT SCHINITIS
INSPECTOR GENERAL	LTC MCDONOUGH (NP)
LEGAL OFFICER	CAPT STEADMAN (NP)
DIRECTOR OF SAFETY	LTC ROGERS
DIRECTOR OF OPERATIONS/ PLANS & PROG	MAJ L. SCHINDLER (NP)
EMERGENCY SERVICES OFFICER	MAJ CARROLL
GROUND OPERATIONS COORDINATOR	1LT SLEDGE
STAN/EVAL OFFICER & SAFETY ASSISTANT	MAJ HOLLIS (NP)
DIRECTOR OF PERSONNEL & ADMIN., DDR	MAJ S. SCHINDLER (EX)
INTERNAL AEROSPACE OFFICER	1LT SCHINDLER (EX)
SUPPLY/TRANSPORTATION/REAL EST.OFF.	LTC BRIGNOLA (NP)
SUPPLY ASSISTANT	LTC MYLCHREEST (NP)
AIRCRAFT MAINTENANCE OFFICER	CAPT WRIGHT
HISTORIAN	LTC HORNER
OPERATIONS TRAINING OFFICER	CAPT SHAPIRO (EX)
EMERGENCY SERVICES ASSISTANT	CAPT FLETCHER
CTWG RAO (ADY)/USAFR	1LT NELSON (NP)
LICENSING OFFICER	1LT KELLING
CTWG RANCO/USAFR	SMSGT MORIN (NP)
EXTERNAL AEROSPACE EDUC.	CAPT OESTREICHER
OPERATIONS ASSISTANT	2LT GILLETTE (NP)
DIRECTOR OF MUSIC	CAPT LAROSA (NP)

(NP) – Not Present (REP) – Representative (EX) – Excused

COL PAYNE:

- Congratulations to Maj. Osborn on a great Encampment. Cadets and Seniors did a terrific job. Thank you to everyone who participated.
- Regarding DDR; squadrons have to have DDR Forms to National by 31 July.
- Regarding, OTE, 17 July we completed digital camera photos for the Air Force.
- Copier is off limits to everyone; please ask Cindy if you would like copies done.
- Counterdrug; due to financial restrictions the CD Telecast will not take place.
- Col. Payne will e-mail to all CD pilots that we have Scott Varrick to do CD administration. We just need a pilot to run the training and exercises. If no one comes forward we will have to cut CD out of the program.
- New guide for the compliance inspection is coming out, please look this over carefully.
- Pilots – keep in mind that a flight release officer must be on the FRO list. Do not use someone not on the FRO list.
- Keep your areas neat and clean.

MAJ OSBORN:

- Thank you to everyone who participated in the Encampment, it was very successful.
- The Cadet Staff at the Encampment is the best staff I have had year to date.
- One minor injury occurred during a game at the picnic.
- Pilots, Please keep a copy of your FRO Certificates.

LTCOL PALMER:

- On Safety, Please drink plenty of water during these hot temperatures.
- EVAL is this weekend.

MSGT LARA:

- Fantastic job at the Encampment.
- New CAP Wing Inspection Guide is out.
- Aircraft Time Log (please take a look at this).
- The CD Telecast for September has been cancelled.
- Col. Allenback is stepping down this month. Col. Vogt will be taking over command.
- Maj. Gelzinis is the new DOT at MaGuire AFB.
- Give 110% to Col. Payne, work as a team, and cooperate.
- BE SAFE IN AIR AND ON THE GROUND!

CAPT SAGENDORF:

- Thank you to Maj. Osborn, Seniors and Cadets for a great job at the Encampment.
- Recruiting Chaplains and MLO's. If you know of anyone, please let me know.

CAPT WRIGHT:

- N65998 is down at this time.
- N9704E is down for 100 hour annual.

MAJ VALLEAU:

- Finishing squadron visits, last one will be in Danielson.
- There were communication problems regarding the EVAL this weekend.
- Brooklyn & Mohawk are partially linked, this should be resolved soon.
- Conducting a Wing Wide Equipment Survey with LtCol. Brignola.
- Planning the Communications Exercise for the first week of October 2002. This will be a weeklong exercise.
- 14/17 Aug., attending the National Boards to meet with the Communication Directors.

LTCOL HORNER:

- Historian Report was in on time.
- Regional sent a thank you letter acknowledging LtCol. Horner's report.

MAJ MARTEKA:

- DDR Reports are in for the squadrons participating.
- Visiting squadrons to make sure they are set with information they need.
- Thank you to Maj. Osborn and everyone who helped with the Encampment.

MAJ WROBEL:

- On Professional Development, SLS Course last month we had (20) graduates, feedback was very good.
- Out internet service needs to be changed again. Need to change from a military server to another.
- (6) laptop computers are being given to squadrons.

LTCOL ROGERS:

- On the bulletin board there is a heat chart for the summer.
- 1 Aug. the CAP Subordinate Inspection Guide will be on the website.
- LtCol. Rowand will be completing the Quarterly Reports.

With nothing further to come before the meeting, it was adjourned at 2205 hrs.

Respectfully submitted,

//signed//

Cindy Tedford
Administrative Assistant

Cc: CTWG Staff & Squadrons