

Minutes of September 5, 2009 business meeting:

Al Cunliffe announced at 10:04 AM that with approximately 88 members in attendance that a quorum was present.

The meeting was called to order at 10:05 AM by Vice President Pat Hanavan.

The pledge of allegiance was followed by an invocation by Jon Drury.

A motion to adopt the agenda as published was made by Larry Gill, seconded by Al Rice, and unanimously approved.

Officer and Committee Reports:

Secretary's Report – Al Cunliffe reported on the motions considered and passed by the Board of Directors for the previous year:

October 2008:

20081002a: Election of Peter Bird as Chairman of the board of Directors.

20081002b: Change the check signing authority for checks drawn against the Association's Bank of America checking account to Pat Hanavan and Mike Murphy.

20081002b: Purchase of a refurbished laptop PC with Windows XP Pro, Norton Anti-Virus protection, and wireless Internet connectivity to run the QuickBooks application and be dedicated to the use of the Association Treasurer, cost of \$690.64.

20081007: Motion that Sgt Maj Ed Komac, USA, Ret. be added to the roster as a FOA with annual Bou Tax waived as long as he is still with us.

20081029: Add the Caribou DVD to the list of Memorabilia Stocked Items and to increase the limit on inventory value from \$5,000 to \$6,000.

December 2008:

20081213: Designate Branson, Missouri as the location for Reunion 2010.

January 2009:

20090101: Appropriated the sum of \$500 to be donated to: Intrepid Fallen Heroes Fund, One Intrepid Square, West 46th Street and 12th Avenue, New York, New York 10036. The source of the donation will be the "C-7A Caribou Association" and it shall be in memory of Lieutenant Colonel James L. Collier, USAF (Ret.).

February 2009:

20080209: Approved the expenditure of \$4850 (bench and shipping included) for a memorial bench (duplicate of the one we installed at the NMUSAF) by contracting with Dodd's Monuments in Xenia, Ohio for the construction and shipping to the Museum of Aviation at Robins AFB, GA.

April 2009:

20090416: Appointed Stoney Faubus, Marty Hillman, and Rick Patterson as the 2009 Nominating Committee.

June 2009:

20090607: Approved the formation of an audit committee to review the C-7A Caribou Association books for calendar 2008. The volunteer members are Jesse Cogley [535, 1968], Dale Spence [483, 1971], and Don Harz [536, 1967], assisted by non-voting member Pat Hanavan [535, 68]. The committee will make its report to the Board and to the members at the 2009 reunion.

August 2009:

20090810: Added Caribou Association Decal to the Memorabilia Inventory.

Earl Reynolds pointed out that the registration packet did not contain the motions passed by the Board since the last reunion. This was requested at the last Business Meeting, but it was overlooked during the construction of the registration packet. Pat Hanavan took an action item to ensure that this item is added to the checklist for the registration packet.

Bereavement Committee Report – Jay Baker

Jay Baker provided a report of the previous year's activities, which consisted primarily of providing a letter of condolence or suitable condolence card to the deceased's family, and an offer for the widow to become an Honorary Associate Member of the C-7A Caribou Association if they so desire. We have lost 21 members since the 2008 Dayton reunion.

Reunion Report – George Harmon and Pat Hanavan

A post reunion survey was handed out to the attendees.

Our final attendee tally is 208, broken out as follows:

| | |
|-------------------|----|
| 457 Member | 10 |
| 457 Spouse | 6 |
| 458 Member | 15 |
| 458 Spouse | 12 |
| 459 Member | 9 |
| 459 Spouse | 7 |
| 483 Member | 5 |
| 483 Spouse | 3 |
| 535 Member | 18 |
| 535 Spouse | 12 |
| 536 Member | 24 |
| 536 Spouse | 14 |
| 537 Member | 25 |
| 537 Spouse | 21 |
| 4449 Member | 1 |
| AFAT2 | 1 |
| 908 TAG | 1 |
| 908 TAG Spouse | 1 |
| Guests of Members | 21 |

Report on the Roster - Pat Hanavan

Pat Hanavan provided an update of current membership; we have 2400 names listed on the roster of which approximately 800 are current with their "Bou Tax."

Audit Committee Report - Pat Hanavan

Audit committee: Jesse Cogley [535, 68], Don Harz [536, 67], and Dale Spence [483, 71]

The audit committee selected Don Harz to be their chairman and reviewed the Association financial records for 1968. Records included the 1968 Balance Sheet, Profit and Loss report, Bank of America statements, list of Board approved suppliers, monthly Treasurer reports, QuickBooks reports, etc. using the Association's audit checklist. Pat Hanavan was present at the meeting to provide additional information as needed. The chairman initialed each audit item when all members agreed that the item was satisfactory. Two items were not completed at the meeting so the committee requested more information which was provided to each of them by email. The additional information satisfied the committee and the audit checklist was completed by the chairman. The committee recommended that several QuickBooks reports be redesigned to enable an audit team to do their work more efficiently.

Treasurer's Report – Mike Murphy

The Association's 2008 Balance Sheet and P&L were provided in the registration packet.

**C-7A Caribou Association
09/05/09 C-7A Balance Sheet
Cash Basis as of August 31, 2009**

ASSETS

| | |
|----------------------------|------------------|
| 1101-C-7A Chk Acct 7827 | 5,026.09 |
| 1310-CD 1036 Risk Free | 10,669.89 |
| 1320-CD 0930 Promo | 22,587.14 |
| 1600-Memorabilia Inventory | 4,796.04 |
| 1700-Postage/Pkg pre-paid | <u>1,195.55</u> |
| TOTAL ASSETS | 44,274.71 |

LIABILITIES & EQUITY

| | |
|-----------------------------|----------|
| Long Term Liabilities | |
| 3800-Advance Dues Liability | 4,971.19 |

Equity

| | |
|---------------------------------------|------------------|
| Equity Reserve (Advance Dues) | -4,971.19 |
| Opening Bal Equity | 39,744.67 |
| Retained Earnings | 2,346.70 |
| Net Income | <u>2,183.34</u> |
| TOTAL LIABILITIES & EQUITY | 44,274.71 |

Note: Adv Dues Liability formula in Board policy 20071231.

Membership Report – Bill Buesking

Nothing to add beyond the roster report.

Nominating Committee – Stoney Faubus

The C-7A Caribou Association Nominating Committee (NOMCOM) consisting of Stoney Faubus, Marty Hillman and Rick Patterson started on 22 April 2009. We queried the current officers and board members. Except for Jerry York all current Board members and officers were agreeable to serving for another year. The committee requested a group e-mail be sent to the membership requesting volunteers for open officer or board member positions. No positive responses were received. Several suggestions were received for possible replacements. After asking the suggested individuals if they would be willing to serve the following names are presented as nominees for the Board of Directors for 2009 – 2010:

| | |
|--------------|-----------------|
| Pete Bird | President |
| Pat Hanavan | Vice President |
| Mike Murphy | Treasurer |
| Al Cunliffe | Secretary |
| Fred Dimon | Member at Large |
| Bob Neumayer | Member at Large |
| Pat Phillips | Member at Large |

Old Business:

Our Memorial Bench has been delivered and installed at the Museum of Aviation at Robins AFB, GA. The location is at the entrance to Hangar 1 which serves, temporarily, as the Vietnam War hangar. The bench was inspected by Doug Lewis after its installation and found to be undamaged during shipment.

Awards and Decorations citations (Air Force Cross, Silver Star, DFC, Vietnamese awards) are being posted on the website. If you have one of these awards, please send the citation to our newsletter editor. Research at the Air Force Historical Research Agency, Maxwell AFB is planned for late September.

New Business:

Board Motions – none

Member Motions – none

Floor Nominations for Board Nominees – none

Election of Board members

Randy Smith moved that the proposed slate of Board members, as presented by the Nominating Committee, be elected by acclamation. The motion was seconded and it was passed unanimously

New DVD

Additional materials, e.g., Technical Orders, training materials, maps, TADs, C-7A art work, newsletter editions, Caribou Clarion editions, are available and a new DVD may be put together in 2010 or 2011.

New memorabilia items

Round Engine t-shirt, inside decal, license plate holder, etc. are items which may be considered as additions to our memorabilia or replacements for current memorabilia.

Questions and Issues raised by Randy Smith

1. Crew Duties of the Secretary may not be consistent with the By-Laws.
2. Motions passed by the Board should include the amount being spent.
3. The motion passed at the 2006 Business Meeting was to have 4 non-Board members on the audit committee, but only 3 members have served on the last two audit committees.
4. It is not clear that the Board is following the Check Writing procedure.
5. Are competitive bids sought for printing and mailing the newsletter?
6. Is there a limit on an expenditure by the Board without approval of the members?

Pat Hanavan took an action item to look into items # 1-4 above and initiate corrective action, as needed.

Answer to #5: Competitive bids were explored in 2007 and the existing suppliers were found to be considerably less expensive than their competitors. Our non-profit permit is at an Oklahoma post office and Dave Hutchens is on-site to assist, if needed. The newsletter editor tracks detailed expenditures for printing and mailing which are reviewed when any significant change happens, e.g., change in postal rates. The size of the newsletter and the manner in which it is prepared for mailing were changed recently in response to changes by the Postal Service in order to improve the cost effectiveness of the newsletter production.

Answer to #6: There is no limit on the amount of expenditure(s) by the Board without member approval in the By-Laws or the Crew Duties. An expenditure of \$500 or more requires Board approval.

Informal discussion by members:

Future reunion locations were discussed.

Warner Robins 2010. Others: Seattle; Spokane; Addison, TX; Ft. Walton Beach, FL; Dover, DE; Windsor Locks, CN; Fairfield, CA; Ft Campbell, KY.

Fourteen free room nights were available

Drawing was held prior to the business meeting

Tour of Vietnam

Aubray Abrams reported on his research into a possible tour of Vietnam.

Adjournment

Randy Smith moved for adjournment at 1135. All present concurred.

Pat Hanavan adjourned the meeting at 1136.