



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3520 Alamance Road
Burlington NC 27215



17 March 2022

MEMORANDUM FOR NCWG CADET ADVISORY COUNCIL REPRESENTATIVES

FROM: NCWG CAC/Recorder

SUBJECT: CAC Meeting Agenda for 13th March 2022

1. Opening Business

a. Welcome

- i. C/1st Richardson welcomed the council to this month's meeting

b. Roll Call

- i. C/2d Lt Cook (NC-019 Primary)
- ii. C/CMSgt Oplinger (NC-024 Primary)
- iii. C/CMSgt Emaus (NC-124 Primary)
- iv. C/TSgt Randolph (NC-124 Assistant)
- v. C/1st Lt Cothren (NC-153 Primary)
- vi. C/SMSgt Fadnavis (NC-048 Primary)
- vii. C/SMSgt Walker (NC-143 Primary)
- viii. C/CMSgt Thaker (NC-301 Primary)
- ix. C/CMSgt Fromme (NC-079 Primary)
- x. C/CMSgt Kenna (NC-079 Assistant)
- xi. C/CMSgt Taylor (NC-305 Primary)
- xii. C/Maj Morrison (NC-022 Assistant)
- xiii. C/CMSgt Gragg (NC-052 Primary)
- xiv. C/CMSgt Lane (NC-007 Primary)
- xv. C/2d Lt Good (NC-023 Primary)
- xvi. C/MSgt Russ (NC-170 Primary)
- xvii. C/TSgt McNelly (NC-162 Assistant)
- xviii. C/CMSgt Bane (NC-300 Primary)
- xix. C/1st Lt Richardson (NCWG CAC Chair)
- xx. C/1st Lt Brown (NCWG CAC Vice-Chair)
- xxi. C/CMSgt Bane (NCWG CAC Recorder)
- xxii. 1st Lt Nazzaro (Senior Advisor)
- xxiii. C/Maj Dunn (Primary NCWG Rep)

- xxiv. Maj Fitzpatrick (NCWG DCP)
- xxv. Lt Col Guadalupe (Assistant WG DCP)
- xxvi. Col Ellis (MAR Deputy COS)
- c. Region Report
 - i. Maj Dunn stated there is nothing new to report.
- d. Squadron Reports: 1-3 minutes for Representatives to explain how their squadrons are improving recruiting and retention
 - i. C/CMSgt Oplinger that they are focusing more on SM recruiting
 - ii. C/CMSgt Emaus said they are continuing to use the Great Start Program and promoting wing and group events
 - iii. C/1st Lt Cothren said they are going to schools and pushing promotions.
 - iv. C/SMSgt Fadnavis said that they have 1-2 cadets show up to every meeting. The PAO updates the Facebook page consistently, they have squadron events, and they have a new mentorship program.
 - v. C/SMSgt Walker said that they are having problems with it. They are bringing new cohorts in monthly and are revamping their system.
 - vi. C/1st Lt Richardson said they are making an emphasis on squadron meetings and Saturday events. They are also promoting the glider program and visiting multiple schools.
 - vii. C/CMSgt Thaker said they are pulling newer cadets aside during meetings and planning a rocketry weekend.
 - viii. C/CMSgt Fromme said they are starting to have tango cohorts and they are walking cadets through their first promotion.
 - ix. C/CMSgt Taylor said they go to schools and advertise CAP.
 - x. C/Maj Morrison said they are using regular recruiting techniques and they are starting a model rocketry program and a CyberPatroit team to keep up retention.
 - xi. C/CMSgt Gragg said they are trying to plan an open house for recruiting and are encouraging them to go to outside of squadron events.
 - xii. C/SrA Joyce said they are coming up with new ideas to recruits SMs and cadets.
 - xiii. C/CMSgt Lane said they are bringing candy for cadets and trying to figure out what motivates cadets.
 - xiv. C/2d Lt Good said they have 10-15 new cadets and are trying to get them promoted.
 - xv. C/MSgt Russ said they are making weekend meetings more enjoyable and putting emphasis on weekend events
 - xvi. C/TSgt McNelly said they are bringing new members constantly, promoting big events, planning a rocketry weekend, and trying to keep cadets engaged.
 - xvii. C/CMSgt Bane said they hold quarterly Great Start Cohorts and advertise at schools.
- e. Committee Reports

- i. The NCO creed committee has met with their stakeholders and are planning to present their creed at the May meeting at the latest
- ii. The Recruiting and Retention Committee had an idea that they scraped and are back at square one. They're coming up with new ideas and are looking at an advertisement route.
- iii. The Cadet IT Committee said they had a few ideas such as multifactor authentication, having cadets in IT at a wing level, and having a better help desk.
- iv. The ES Committee said they are going strong with their ES Competition idea. They are near the end of their brainstorming phase and are starting on their point paper.
- v. The Cadet Training committee said they are researching topics and looking at a possible cadet officer guide. They are changing up their meeting schedule and it moving it to Mondays.
- vi. The ES Patch Committee said they currently have 4 members. They are trying to move the ES patch from BDU to ABU and looking at the Uniform Regs.

2. Old Business

- a. Review and Approval of previous meeting's minutes
 - i. The February Minutes were approved

3. New Business

- a. Leadership in Committee Presentation
 - i. Hierarchy VS Committee
 - 1. Hierarchy
 - a. Centralized command and decision-making system
 - b. One Person has final say
 - c. Easy conflict resolution
 - 2. Committee
 - a. Decentralized command and decision making
 - b. Multiple people have decision making authority
 - c. Disagreements are likely to arise
 - ii. Why We Utilize Committees
 - 1. Bigger opportunities for In-Depth Discussions
 - 2. Input from more than one person
 - 3. Shared Interests
 - 4. Delegation
 - 5. Specialization
 - iii. Sheep
 - 1. Passive, uncritical thinkers
 - 2. Simply complies with any order given
 - 3. Lacks initiative
 - 4. Doesn't do more than what they're told
 - iv. Yes People
 - 1. Active, uncritical thinker

2. May take initiative but won't question anything
3. Will readily carry out almost any order
- v. Survivors
 1. Small amount of each type of follower
 2. Rarely committed to work
 3. Does enough to just get by
- vi. Alienated Followers
 1. Passive, critical thinker
 2. Festering wounds in an organization
 3. Criticizes, but never constructive
- vii. Effective Followers
 1. Active/Independent, critical thinker
 2. Intent on high performance
 3. Proactive
 4. Works well with others
 5. Not Hesitant to bring concerns to leader
- viii. Characteristics of Effective Followers
 1. Exemplifies AF Core Values
 2. Recognizes their contribution to mission
 3. Committed to organization's goals
 4. Has enthusiasm
 5. Decision-Maker
 6. Effective communicator
 7. Problem solver
 8. Flexible
 9. Competent
 10. Courageous
- ix. Task Force
 1. A temporary grouping under one leader for the purposes of accomplishing a definite objective
- x. Team
 1. A group of people who work together
 2. A group of two or more animals used to pull a wagon
- xi. Committee
 1. A group of people who are chosen to do a particular job or to make decisions about something
- xii. Committee Soup
 1. Leadership, Group Dynamics, Individual Characteristics, Committee Composition, Committee Tasks -> Active Engagement
Compromise of Helping Behaviors
 2. Individual
 - a. Satisfied
 - b. Conscientious
 - c. Interested

3. Committee
 - a. SMART Goals
 - b. Autonomous
4. Composition
 - a. Right People
 - b. Flat
 - c. Organization
5. Group Dynamics
 - a. Familiarity
 - b. Trust
6. Leadership
 - a. Plan Committees
 - b. Set Expectations
 - c. Actively manage
- xiii. Why Do We Need a Committee?
 1. Only a committee can fix the issue
 2. Free from political pressure
 3. Clear goals and objectives
- xiv. Committee Composition
 1. Size matters
 2. Each member should be essential
 3. Experience
 4. Hierarchy tends to discourage participation
 5. Position may not be as important as personality
 6. Happy Employees make better committee members
- xv. Group Dynamics
 1. Dysfunctional groups are (no surprise) dysfunctional
 - a. One bad apple can ruin the group
 - b. Group inertia
 - c. Grandstanding
 - d. Mistrust
 2. Committees require time to become functional
- xvi. Leadership
 1. Set expectations
 2. Document action items
 3. Hold committee members accountable
 4. Address counter-productive behaviors
- xvii. Compromise
 1. Showing deference to other committee members
 2. Acknowledging a limited understanding or perspective of a subject
 3. Making concessions for the good of the group
 4. Behaving in a member that considers others perspectives
- xviii. Committee/ Team Roles
 1. Resource Investigator

- a. Researcher
 - b. Looks for ideas
 - c. Reachers out to resources
- 2. Team Worker
 - a. Worker
 - b. Jumps in and does the work
 - c. Offers to help
- 3. Coordinator
 - a. Leader
 - b. Formally or informally helps to direct individual efforts
- 4. Plant
 - a. Problem solver
 - b. Thinks outside the box
 - c. Comes us with ideas
- 5. Monitor
 - a. Controller
 - b. Keeps the groups' efforts grounded and reasonable
- 6. Specialist
 - a. The SME
 - b. Knows the topic and details
- 7. Shaper
 - a. Champion
 - b. Motivates the group and helps to maintain momentum
- 8. Implementer
 - a. Planner
 - b. Devises a way for the work of the group to be implemented
- 9. Finisher
 - a. Editor
 - b. Finds gaps and errors
 - c. Reveals a weakness
- xix. Helping Behaviors
 - 1. Lends assistance on a project
 - 2. Provides unsolicited information
 - 3. Comes to another person's defense
 - 4. Help's someone navigate politics
 - 5. Resolves conflict in the committee
- xx. How Do We Engineer Committees to Be Successful
 - 1. Planning
 - 2. Structure
 - 3. Management
 - 4. Documentation
 - a. Meeting minutes
 - b. Action items
- xxi. Committee Planning = Project Management

1. Outlines the Purposes
 2. Identifies members
 3. Serves as a project timeline
 4. Tracks deliverables and action items
 5. Reference sheet for committee
- b. Open Floor
 - i. Col Ellis thanked the NCWG Senior Advisors and said that the meeting was well run and organized. He also stated that there was good leadership.
 - c. Promotions
 - i. C/1st Lt Richardson congratulated C/Maj Dunn on his promotion
4. CLOSING
- a. Next CAC Assemblage
 - i. Date: 10th April 2022
 - ii. Location: Microsoft Teams
 - b. Upcoming Events
 - i. Black Spade ES Training, 8-10 April
 - ii. MAR Cadet Competitions, NCWG HQ, 9 April
 - iii. NCWG Group 3 ES Training, 13-15 May
 - iv. NCWG Summer Encampment, 26 June - 1 July
 - c. Adjournment
 - i. C/1st Lt Richardson motioned to adjourn
 - ii. C/SMSgt Walker seconded the motion at 2116

//SIGNED//

DAVIDA G. BANE, C/CMSgt, CAP
North Carolina Wing CAC Recorder

cc: NCWG/CC
NCWG/CP
NCWG/CPA
MAR/DCS-CP
MAR/DCS-CPA