



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



25 August 2019

MEMORANDUM FOR NCWG CADET ADVISORY COUNCIL REPRESENTATIVES

FROM: C/Capt Ashlyn Wells, NCWG CAC Recorder

SUBJECT: CAC Meeting Minutes for 24 August 2019

1. OPENING BUSINESS

a. Roll Call

- i. C/Col Cuzzo (NC-019 Primary)
- ii. C/2d Lt Heckel (NC-024 Primary)
- iii. C/CMSgt Goncalves (NC-124 Primary)
- iv. C/Capt Huddleston (NC-153 Primary)
- v. C/1st Lt Roach (NC-048 Primary)
- vi. C/TSgt Nesbit (NC-143 Assistant)
- vii. C/CMSgt Kehrer (NC-145 Primary)
- viii. C/1st Lt Lord (NC-150 Primary)
- ix. C/1st Lt Wells (NC-301 Primary)
- x. C/CMSgt K. Worth (NC-057 Primary)
- xi. C/Capt Randolph (NC-079 Primary)
- xii. C/2d Lt Thibodeaux (NC-160 Primary)
- xiii. C/CMSgt Horton (NC-022 Assistant)
- xiv. C/2d Lt Orgain (NC-052 Primary)
- xv. C/CMSgt Wright (NC-307 Primary)
- xvi. C/2d Lt Boren (NC-023 Primary)
- xvii. C/2d Lt Nazzaro (NC-170 Primary)
- xviii. C/2d Lt Endre (NC-170 Assistant)
- xix. C/2d Lt Haynes (NC-162 Primary)
- xx. C/Capt Ross (NC-300 Primary)
- xxi. C/Capt Vermillion (NC-022)
- xxii. C/2d Lt Hoernlein (NC-300)
- xxiii. C/SSgt Carter (NC-307)

- xxiv. C/Lt Col Green (NC-057, MARCAC Assistant)
  - xxv. C/Lt Col Matthews (NC-082, CAC Chair)
  - xxvi. C/Capt M. Thibodeaux (NC-160, CAC Vice Chair)
  - xxvii. C/Capt Wells (NC-007, CAC Recorder)
  - xxviii. Maj Hallihan (NCWG CAC Senior Advisor)
- b. Approval of 09 June Minutes. C/Lt Col Matthews opened the floor to questions or feedback on the minutes from the previous meeting. There were no suggestions, so the Chair moved on to the next business item.
  - c. Colonel Bailey. The Wing Commander joined the CAC for a brief awards ceremony, where he presented a Commander's Commendation to each of the Top 3 (C/Lt Col Matthews, C/Capt Thibodeaux, and C/Capt Wells) for their outstanding work and accomplishments throughout the 2018-19 term. Once completed, he moved into a discussion of three Wing Commander's Directives that he would like the council to work on, including suggestions for the new NCWG website, identifying problems and solutions for recruiting and retention, and progress on the cadet medic program. Colonel Bailey also mentioned two committees that were approved at different levels of the program - the Daughters of the American Revolution ribbon was approved at the National CAC with a slight modification, and the proposal to establish an NCWG Honor Society for cadets was approved at Wing and is ready to be implemented as soon as personnel are recruited to help run the program.
  - d. CAC 2018-2019 Recap. Major Hallihan went through a review of the 2018-19 CAC term so far, including a reminder of CAC basics (such as when the terms end and begin, how long cadets can serve at each echelon, who wears the cord and earns the ribbon, and leadership opportunities through CAC). Then she went through a naming game, where she provided the regulation number for multiple regulations and pamphlets, then asked cadets to provide the name of each regulation. She also gave cadets a note on how to understand regulations, differentiating between the use of terms such as "shall, shall not, must, must not, will, and will not", "should", and "may" (where the first group indicates a directive, which is not optional, and the latter two terms are non-directive and indicate something as optional).
  - e. Region Briefing. C/Lt Col Green explained that the Expanded Report Permissions Committee had been presented to the Mid Atlantic Region CAC, but had been sent back for edits prior to voting. Otherwise, there is no news.

### 3. REGULAR BUSINESS

- a. Committee Reports. After a break for working committee time to make progress on the Wing Commander's directives, each group was asked to present their findings, and each committee was asked to report on any new progress in their committee before making a motion to table the committee. The next council will determine their priorities during

their November goal-setting meeting and committees that were tabled can be brought back if the council is invested in pursuing a proposal.

- i. NCWG Website Suggestions (C/2d Lt Haynes). There were many suggestions presented for the new Wing website, some of which contributed to a more user-friendly layout, others that involved color-coding on the Wing calendar to make events easier to differentiate. The consensus of this committee will be sent to the Wing Commander after the suggestions are compiled and formatted.
- ii. Recruiting and Retention (C/TSgt Nesbit and C/2d Lt Boren). A couple of the ideas presented to help with recruiting and retention in the Wing were publicizing NCSAs more and professionalism from the members working at recruiting booths. The consensus of this committee will be sent to the Wing Commander after the suggestions are compiled and formatted.
- iii. Health Service Intern Program (C/Capt Randolph). Among the things that were discussed by this group, a few are the specific objectives of the program, the status of the program's curriculum, and the description of the position and duties of a Health Service Intern (HSI). The consensus of this committee will be sent to the Wing Commander after the suggestions are compiled and formatted.
- iv. Support Staff Training Committee (C/2d Lt Endre). The proposal for this committee is nearly prepared for edits and final review, but since there isn't enough time left in the term to finalize more proposals, C/2d Lt Endre asked for a motion to table the committee. C/1st Lt Wells motioned to table, was seconded by C/Capt Ross, and the motion passed with a unanimous vote.
- v. Honest Recruitment Pamphlet Committee (C/Capt Wells). C/Capt Wells described the original plan for the committee, and then explained that she had been unable to devote as much time to this committee as it needed. For those reasons, she asked for a motion to table, which was started by C/Col Cuozzo, seconded by C/1st Lt Roach and passed with a unanimous vote.
- vi. Cadet Commander's Pocket Guide (C/2d Lt Haynes). While an outline of what the guide may include is ready, C/2d Lt Haynes would like to have a draft of the guide itself to present with the proposal, and there isn't enough time left in the term to make a final product. The motion to table was started by C/2d Lt Haynes, seconded by C/1st Lt Wells, and passed with a unanimous vote.
- vii. Cadet Medical Advancement Program Committee (C/Capt Randolph). As this is one of the Wing Commander's directives and a long-term project, C/Capt Randolph made a motion to create a standing committee, which was seconded by C/CMSgt Goncalves and passed with a unanimous vote.
- viii. GTM Training Activity Committee (C/2d Lt Nazzaro). C/2d Lt Nazzaro explained that his committee had found that they cannot solve the problem they were originally seeking to, as it is mainly on a squadron-level basis and can't be fixed by a

- Wing-wide program. On that note, he made a motion to table the committee, which was seconded by C/CMSgt Kehrer and passed with a unanimous vote.
- ix. Honor Guard/Color Guard Training Committee (C/CMSgt Worth). Due to lack of time in the term to complete the pamphlet that the committee hoped to produce, C/CMSgt Worth asked for a motion to table the committee for future reference. C/2d Lt Haynes moved to table, which was seconded by C/2d Lt Boren and passed with a unanimous vote.
  - x. Public Relations Committee (C/1st Lt Lord). While the original plan for this committee was to help the Wing's public relations to improve recruiting for new members, the plan itself didn't work out fast enough to get it implemented this year. It was suggested that this committee, as well as the honest recruitment pamphlet, could be merged with the Wing Commander's directive for recruiting and retention to get more well-rounded input. C/1st Lt Lord moved to table the committee, was seconded by C/2d Lt Thibodeaux, and it passed with a unanimous vote.
  - xi. Space Education Committee (C/2d Lt Boren). C/2d Lt Boren explained that the committee itself had made a lot of progress over the summer, but that they didn't have enough time to properly put together a proposal, since it started later in the term. She hopes to be on the Wing CAC again next year so she can pick it back up and complete the proposal, but asked for a motion to table the committee. C/2d Lt Nazzaro moved to table the committee, was seconded by C/2d Lt Heckel and passed with a unanimous vote.
- b. Lessons Learned. Each committee chair was asked to list something they had learned this term by chairing a committee.
- i. C/2d Lt Endre. Said that he learned a lot about how in-depth regulations are and more about how to format papers and research.
  - ii. C/Capt Wells. Mentioned that she learned more about the importance of time investments and that if you have a committee you want to be successful, you must put enough time into it to make sure that it becomes successful.
  - iii. C/2d Lt Haynes. Said that she learned about time management, that you have to be prepared to work it into your schedule and really *work* at making a product in order to see the finalization of the project.
  - iv. C/Capt Randolph. Explained that there are many ways to reach the same goal: at the beginning of the term, she had one plan in mind to accomplish medical training for cadets, but at this point, that vision has changed drastically, but accomplishes the same results.
  - v. C/2d Lt Nazzaro. Learned a few things. First, you can't be lazy when trying to complete a goal. Second, just because a problem exists doesn't mean that CAC will be able to solve that problem. And third, communication on all levels is important, but particularly between members of committees.

- vi. C/CMSgt Worth. Mentioned that there's a lot of research that goes into committees - you have to make sure that your idea is original, and isn't replicating something that already exists.
  - vii. C/1st Lt Lord. Said that you shouldn't volunteer to chair a committee too early, before you're confident you understand how the CAC program functions.
  - viii. C/2d Lt Boren. Explained that it really matters who you have on the committee with you. If your people aren't interested in accomplishing the goal, they won't work towards it. You want to have people on your committee who are dedicated to seeing the ideas happen.
- c. Promotion Announcements
- i. C/TSgt William Nesbit
  - ii. C/CMSgt Trey Horton
  - iii. C/1st Lt Ronald Smith
  - iv. C/Capt Cade Caudle
  - v. C/Capt Larra Hoelscher
  - vi. C/Capt Natalia Randolph
  - vii. C/Capt Isabella Ross
  - viii. C/Col Christopher Cuzzo (Spaatz #2240)

#### 4. NEW BUSINESS

- a. Open Floor
  - C/Lt Col Matthews presented a speech about Major Hallihan, the NCWG CAC Senior Advisor, to thank her for all the amazing work she does for the council.
- b. Awards Ceremony. All cadets present that earned their CAC ribbon and bronze star for the 2018-19 term were awarded their CAPF 2A certificate and the ribbon and device.
  - a. C/Capt Isabella Ross
  - b. C/2d Lt Sarah Haynes
  - c. C/2d Lt Philip Nazzaro
  - d. C/2d Lt Maisie Boren
  - e. C/2d Lt Ella Orgain
  - f. C/2d Lt Aidan Thibodeaux
  - g. C/CMSgt Kyra Worth
  - h. C/1st Lt Anderson Wells
  - i. C/1st Lt Jace Lord
  - j. C/1st Lt Collin Roach
  - k. C/CMSgt Jessica Goncalves
  - l. C/Col Christopher Cuzzo
  - m. C/CMSgt Trey Horton
  - n. C/Capt Aidan Huddleston

Three other members of the council also earned their ribbons but were not present to receive them.

- o. C/1st Lt Ronald Smith
- p. C/1st Lt John Paul Fryrear
- q. C/Lt Col Aaliyah Perkins

And five members of the council earned their ribbons in previous terms and were unable to earn a second, although they completed the necessary attendance requirements.

- r. C/CMSgt Isabella Wright
- s. C/Capt Natalia Randolph
- t. C/Capt Maggie Thibodeaux
- u. C/Capt Ashlyn Wells
- v. C/Lt Col Cody Matthews

## 5. CLOSING

- a. Adjournment. C/CMSgt Horton moved to adjourn the meeting and was seconded by C/Lt Col Green, so the meeting was officially adjourned at 1248.

//SIGNED//

ASHLYN M. WELLS, C/Capt, CAP  
North Carolina Wing CAC Recorder

cc: NCWG/CC  
NCWG/CP  
NCWGCAP.org/CP