



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



9 November 2019

MEMORANDUM FOR NCWG ADVISORY COUNCIL REPRESENTATIVES

FROM: NCWG CAC/Chair

SUBJECT: CAC Meeting Agenda for 9 November 2019

1. The NC Wing Cadet Advisory Council will meet in person, on 9 November at North Carolina Wing Headquarters: **3520 Alamance Rd. Burlington, NC 27215**. The meeting shall start punctually at **0900** and conclude at **1300**. Please plan transportation accordingly so you arrive early. The agenda, as approved by NCWG CAC Senior Advisor, is as follows:
2. OPENING BUSINESS
  - a. Roll Call
  - b. Approval of Minutes
  - c. Familiarization of CAC (Maj Hallihan)
  - d. Squadron Reports: 1-3 minutes for Squadron Representatives to discuss what their Squadron does for awards and/or end of year celebration
  - e. Region Briefing  
[Region Representatives will have 3-5 minutes explaining new developments in the Region CAC]
3. OLD BUSINESS
  - a. Committee Reports: 1-3 minutes for Committee Leads to describe new developments in their committee:
    - i. Medical Advancement Committee (C/CMSgt Goncalves)
    - ii. Wing Website Feedback Website (C/2d Lt Quinn)
    - iii. Recruiting and Retention Website (C/Capt Sullivan)
    - iv. Space Education Committee (C/2d Lt Boren)
4. NEW BUSINESS
  - a. Recess - 5 minutes
  - b. Team Leadership Problem (C/Capt Randolph)
  - c. Parliamentary Procedures (C/2d Lt Nazzaro)
  - d. Critical Thinking in CAC (C/2d Lt Haynes)

- e. Composing Emails in CAP (C/2d Lt Nazzaro)
- f. Recess - 5 minutes
- g. Brainstorming Session
- h. Committee Presentations and Selection

5. CLOSING

- a. Next CAC Assemblage
  - i. December 8: Conference Call - **Committee Chairs and Top 3 Only**
  - ii. January 12: Conference Call - All representatives 2000-2100
- b. Upcoming Events
  - December 29 - January 4: Joint NC-VAWG Winter Encampment
- c. Adjournment

//SIGNED//

PHILIP J. NAZZARO, C/2d Lt, CAP  
North Carolina Wing CAC Chair

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