



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



13 October 2019

MEMORANDUM FOR NCWG CADET ADVISORY COUNCIL REPRESENTATIVES

FROM: C/2d Lt Sarah Haynes, NCWG CAC Recorder Applicant

SUBJECT: CAC Meeting Minutes for 13 October 2019

1. Opening Business
  - a. Welcome
    - i. Cadets were welcomed to the new North Carolina Wing CAC term.
  - b. Roll Call and Introduction of Representatives
    - i. C/TSgt Emaus (NC-124 Primary)
    - ii. C/Capt Sullivan (NC-048 Primary)
    - iii. C/1<sup>st</sup> Lt Perkins (NC-048 Primary)
    - iv. C/SMSgt Orrs-Wright (NC-143 Primary)
    - v. C/CMSgt Kehrer (NC-145 Primary)
    - vi. C/CMSgt Hernandez (NC-150 Primary)
    - vii. C/CMSgt Joseph (NC-301 Primary)
    - viii. C/CMSgt Randolph (NC-079 Primary)
    - ix. C/SrA Fromme (NC-079)
    - x. C/Capt Smith (NC-305 Primary)
    - xi. C/TSgt Geffert (NC-305 Assistant)
    - xii. C/CMSgt Vermillion (NC-022 Assistant)
    - xiii. C/2d Lt Herman (NC-052 Primary)
    - xiv. C/2d Lt Holden (NC-052 Assistant)
    - xv. C/SMSgt Neal (NC-082 Primary)
    - xvi. C/CMSgt Grady (NC-307 Primary)
    - xvii. C/SSgt Carter (NC-307 Assistant)
    - xviii. C/CMSgt Brannon (NC-825 Primary)
    - xix. C/2d Lt Pope (NC-007 Primary)
    - xx. C/Capt Gibson (NC-007 Assistant)
    - xxi. C/2d Lt Boren (NC-023 Primary)
    - xxii. C/2d Lt Tally (NC-031 Primary)

- xxiii. C/CMSgt Heath (NC-126 Primary)
  - xxiv. C/CMSgt Maner (NC-111 Primary)
  - xxv. C/CMSgt Ksous (NC-111 Assistant)
  - xxvi. C/SMSgt Franco (NC-162 Primary)
  - xxvii. C/2d Lt Hoernlein (NC-300 Primary)
  - xxviii. C/2d Lt Miller (NC-082 Primary)
  - xxix. C/Capt Ross (NC-300 Assistant)
  - xxx. C/Maj Thibodeaux (NC-160 Guest)
  - xxxi. C/2d Lt Thibodeaux (NC-160 Guest)
  - xxxii. C/2d Lt Haynes (WCAC Recorder Applicant)
  - xxxiii. C/Capt Randolph (MARCAC Primary)
  - xxxiv. C/Capt Vermillion (NC-022 Guest)
  - xxxv. C/2d Lt Nazzaro (CAC Chair)
  - xxxvi. C/1st Lt Stange (WCAC Vice Chair)
  - xxxvii. Maj Hallihan (NCWG CAC Senior Advisor)
- c. Senior and Top 2 Introductions, Opening Statements and Expectations
- i. Major Tammy Hallihan, senior advisor, began by describing the three purposes of CAC. First, the CAC is a wing wide opportunity for cadets gain leadership experience at higher organizational levels. Their decisions will effect cadets and seniors at the squadron, wing, or even national level. Second, CAC aids the Wing Commander, Colonel Bailey, in monitoring and implementing the cadet program. Third, the CAC offers recommendations for improving and running the cadet program by examining issues and suggesting solutions in writing. Once the overview was completed, Major Hallihan encouraged cadet involvement with five tips. First, show up to every meeting up, even if a cadet is new to the CAC. Second, show pride on being a part of CAC. Primary representatives and top three wear may a red cord, should brief their squadron on the outcome of each CAC meeting, and invite people to address them with recommendations.  
Third, actively participate in meetings and keep core values strong. Fourth, volunteer by stepping up to lead or participate in committees. Finally, be social. CAC is an opportunity to build a leadership resource network. Make friends regardless of rank, and always make sure to respect and value the knowledge and opinions of all.
  - ii. C/1<sup>st</sup> Lt Joshua Stange is the Vice Chair of CAC. His main duty is to oversee committees. He will be in frequent communication with committee chairs. C/1<sup>st</sup> Lt Stange encouraged cadets to ask for any help that is needed. He is a great resource and is dedicated to making a difference in the CAC.
  - iii. C/2d Lt Philip Nazzaro is the CAC Chair. He has been involved with the CAC for two previous terms, leading to high expectations for every cadet. He stressed the importance of attend meetings as frequently as possible, participating in committees, and always pulling your weight in helping committee chairs.
- d. Squadron Reports
- i. TSgt Emaus. Said that he hopes to learn about the CAC first and foremost, but already has ideas on how to improve encampment and hopes to contribute them.

- ii. C/Capt Sullivan. Said she would like to build networking system, give back to cadet program, and generate through ideas from participating on a committee.
- iii. C/1<sup>st</sup> Lt Perkins. Would like to bring perspective of home squadron to the Wing level and assist Raleigh Wake Composite Squadron's primary representative.
- iv. C/SMSGt Orrs-Wright said he was excited to be part of the CAC. Mentioned that he was chosen due to being active throughout wing and is eager to share ideas so the wing as a whole can improve.
- v. C/CMSgt Kehrer is serving his second year on the CAC. He would like to continue meeting other cadets and represent his squadron to the wing.
- vi. C/CMSgt Hernandez said he would like to gain more experience and is hoping to make changes on a wing level.
- vii. C/CMSgt Joseph volunteered for the CAC because he wanted to help improve his squadron through voicing the interests of other cadets who participate. He hopes to improve better communication between members and help cadets get started in the CAP program.
- viii. C/Capt Randolph said wants to help with emergency services and assist cadets in understand it thoroughly.
- ix. C/Fromme joined the CAC due to a desire to grow leadership skills and help the wing.
- x. C/Capt Smith is on his second year in the CAC. He would like to learn more about functions of CAC and facilitate sharing of knowledge between squadrons.
- xi. C/TSgt Geffort stated that he hopes to learn how the CAC works, would like to be a part of connecting his squadron to the wing, and wants to assist his primary representative.
- xii. C/CMSgt Vermillion said her goal is to learn how the CAC works and help her primary with wing level representation.
- xiii. C/2d Lt Herman said he intends to contribute new ideas and build onto old ideas.
- xvi. C/2d Lt Holden did not have the CAC on her radar until asked to fill the position, but would like to help her primary representative and improve the CAP program.
- xvii. C/SMSGt Neal intends to give her best into everything she does at wing and hopes to help make this an organization everyone is proud to be a part of.
- xix. C/CMSgt Grady joined to grow her leadership skills, learn more about the CAC, and is specifically hoping to improve the uniform.
- xx. C/SSgt Carter intends to improve NCWG for not just current cadets, but future cadets as well.
- xxi. C/CMSgt Brannon seeks to use the CAC to improve her home squadron, such as by making meetings more engaging, encouraging promotion, and motivating cadets to stay in the program. She mentioned that a steady flow of cadets join her squadron due to a school's requirement to participate in CAP for the seventh grade year. However, most of her cadets promote only once or twice and leave CAP after the year concludes. She hopes that she can find a solution for this issue through the CAC.
- xxii. C/2d Lt Pope said she became involved in the CAC her squadron's previous primary

moved up represent to Region CAC. She wants to help CAP program, with a specific interest in improving the Great Start program.

- xxiii. C/Capt Gibson said that for his second year on the CAC, he would like to improve how he relays information to his squadron, take more notes, and create a committee to improve cadet retention.
- xxiv. C/2d Lt Boron said this is her second year on the CAC, and she intends to make the most of it through improving space education and squadrons around the Wing.
- xxv. C/2d Lt Tally would like to learn how to learn more about the CAC and the best way to influence NCWG.
- xxvi. C/CMSgt Heath said that his plan for the CAC is not complete, but he would like to learn as much as possible. He intends to take the experience he will gain and apply to work later in life.
- xxvii. C/CMSgt Maner covered that he intends improve relations with other cadets and squadrons, as well as improve restrictions and limitations on wearing the hard-earned blue beret. Its use is restricted during missions and SARX, despite serving to represent leadership experience and set them apart on the field as a beacon to others.
- xxviii. C/CMSgt Ksous is striving to make cap more enjoyable by voicing his cadets' opinions regarding what should they would like to see changed in the CAP program.
- xxiv. C/SMSgt Franco would like to learn more about the CAC and would specifically like to see improvement in regulations.
- xxv. C/2d Lt Hoernlein stated that he wants to improve networking while assisting his squadron and Wing as a whole.
- xxvi. C/Capt Capt Ross intends to learn about how other squadrons operate, make new friends, and see new committees develop.

## 2. Old Business

The following committee reports were requested by Col Bailey. If cadets are interested in joining a committee, they have been directed to email C/1<sup>st</sup> Lt Stange for assistance with contacting the committee chairs.

- a. Cadet Medical Advancement Committee. C/Capt Natalia Randolph has been assisting another committee composed of senior members on implementing a medical program that would create an internship between HSOs and students. The students would receive EMT certifications that could be applied outside of the Civil Air Patrol. She is still working through past objectives despite only having only three members. She acknowledges that this is a big project, especially with a deadline of having curriculum created in December. She would like to invite anyone interested in her committee to speak with her during November's in-person meeting.
- b. Wing Website Feedback Committee. C/2d Lt Sarah Haynes talked with her committee regarding what they noticed could be improved to wing website, generating suggestions from better color coding on the wing calendar to providing more information about specific activities. She typed a several page paper covering any improvements that could

be made and had it sent to Col Bailey. From there, the committee is waiting to see what the new wing website will look like.

- c. Recruiting and Retention Committee. C/2d Lt Macy Boron's committee discussed ways to make cap more public, such as by advertising through school and finding more diverse activities for cadets to participate in. She feels that the program begins to repeat itself and would like to come up with different ideas to participate in. C/Capt Sullivan moved to become chair of the committee and was seconded by C/Capt Randolph.

### 3. New Business

- a. Brief Review of Parliamentary Procedures. While procedures will be discussed in-depth over the November 9 meeting, will follow the classical way of holding a committee through always seconding a motion. To end meeting, representatives will state their name and rank, followed by "I move to adjourn." A separate cadet will state their name and rank, followed by "I second that motion." The meeting will be adjourned at that time. To create a committee, a cadet should voice an issue, along with "I move to refer the issue to committee." This requires the motion to be seconded.
- b. Conference call etiquette. Cadets were requested to keep their line on mute unless speaking. This will limit outside noise and keep a respectful environment. They should always have the agenda present to prepare for upcoming discussions. It is best to speak slowly and clearly after thinking ahead regarding what should be spoken. Committee chairs will speak at every meeting, so they should plan ahead on what they will present. All cadets should pay attention to what is being said, regardless of whether it is their committee. Finally, everyone must arrive to calls early. 2000 is start of the meeting, not the time to arrive. Cadets should plan to call five minutes before every meeting.
- c. Open Floor. C/2d Lt Boron identified a gap where the Civil Air Patrol does not always cover space. Cadets may be involved in activities such as launching rockets, but lacks lessons about space and its many opportunities. She intends to improve the aerospace education award program to include a space program. C/2d Lt Boron moved to take the Space Education Committee from the table and was seconded by C/2d Lt Miller.

### 4. Closing

- a. The next CAC meeting will take place on November 9 at Wing Headquarters. All cadets are encouraged to attend, as the Senior Advisor and Top 2 will cover the CAC in detail.
- b. Upcoming events
  - i. October 25-27: Group 3 Fall ES Weekend; Farmville, NC. Cadets have been instructed to contact C/Maj Ashlynn Wells if interested in participating.
  - ii. November 1-3: Fall Ranger Training; Mount Airy, NC
  - iii. December 29-January 4: Joint NCWG/VAWG Winter Encampment
- c. Final Comments
  - i. Maj Hallihan said she would detail everything in November to ensure cadets are ready to fulfill their duty. She informed new cadets regarding requirements to achieve the CAC ribbon. Primary representatives will receive the white CAC ribbon with a bronze star for service at wing level. This would be awarded for completion of a successful

term next August. A successful is based on attendance, which requires cadets to attend 4 out of 8 meeting or activities. However, attending 50% of meeting will not make cadets effective member. Major Hallihan also added that the November 9 meeting is commander's call, which requires that an adult representative from each unit attend the meeting as well.

- ii. C/1<sup>st</sup> Lt Stange emphasized that he would like to be actively involved with each committee. He intends to contact each chair and check in with them after the meeting concludes.
  - iii. C/2d Lt Nazzaro encouraged cadets to attend as many meetings as possible. He added that this is Col Bailey final term as Wing Commander and C/2d Lt Nazzaro's last opportunity to volunteer on the wing level CAC. He would like to see new ideas pass on to Region CAC and conclude another successful term.
- d. Homework
- i. Study CAPP 52-19 and CAPR 60-1. CAPP 52-19 concerns everything on the CAC, and CAPR 60-1 details everything to do with cadet programs. All documents were sent out in the October teleconference agenda email.

## 5. CLOSING

- a. Adjournment. C/CMSgt Heath moved to adjourn the meeting and was seconded by C/CMSgt Maner. Meeting was officially adjourned at 2050.

//SIGNED//

Sarah E. Haynes, C/2d Lt, CAP  
NCWG CAC Recorder Applicant

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