

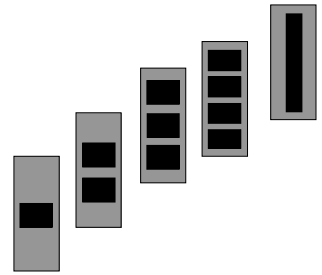


# United States Army Warrant Officers Association Redstone Arsenal Chapter

“USAWOA 2004, 2007, 2009  
OUTSTANDING CHAPTER OF THE YEAR”

[www.redstonewarrants.com](http://www.redstonewarrants.com)

*“ A Private Organization not a part of Redstone Arsenal  
or the Department of Defense.”*



USAWOA Chapter # 0507

13 May 2010

Subject: Minutes of the Monthly Meeting, 12 May 2010

**1. CALL TO ORDER:** A regular meeting of the Redstone Arsenal Chapter # 0507 was called to order at the Redstone Officers & Civilians Club by the Chapter President, Mr. Max Bennett at 1143. Members and guests were welcomed. Mr. Bennett led the assembly in the Pledge of Allegiance. Chapter Secretary, Johnie Keeter determined that a quorum was present with members.

The following members and guests were present (sign-in roster attached):

<b>CW4 (Ret) Johnie Keeter</b>	<b>CW3 (Ret) Joe Shiver</b>	<b>CW4 (Ret) Steve Seamen</b>
<b>CW4 (Ret) Max Bennett</b>	<b>CW3 (Ret) Gary Swearengin</b>	<b>CW3 (Ret) Al Reed</b>
<b>CW3 (Ret) Tommy Vaden</b>	<b>CW4 (Ret) Tom LaFontaine</b>	CIV Amber Underwood
<b>CW4 (Ret) Jim Booth</b>	<b>CW2 (Ret) Mike Schubert</b>	<b>CW4 (Ret) Richard Christian</b>
<b>CW3 Clarissa Lewis</b>	CW4 James Owens	CW4 Martin Sally
<b>CW4 (Ret) Ricky Cornelius</b>	CW5 (Ret) Phil Cosco	<b>CW4 (Ret) Bob Borden</b>
<b>CW3 (Ret) Vinita Hughes</b>		

Bold indicates active USAWOA members.

**2. READ MINUTES:** The April 2010 Meeting Minutes were distributed through email to the membership. Minutes were read and accepted with one change to para 6. E. (1).

**3. READ TREASURER’S REPORT:** The Chapter April 2010 Finance Report was presented by the Chapter Treasurer. Chapter Checking Account Balance is \$3,247.91 as of 30 April 2010. Report was approved by the members, subject to audit. Report will be distributed to all required recipients.

#### **4. ANNOUNCEMENTS:**

- a. Scholarship Packet Submission Deadline  
14 May 2010
- b. Armed Forces Day  
15 May 2010  
Watch Redstone Rocket and Huntsville Times for activities.
- c. CASA Wheelchair Ramp Sketches  
0800, 15 May 2010,  
We will meet at Cracker Barrel, Exit 8., Madison, AL for Breakfast.

- d. North Alabama Veterans Fraternal Organizations Coalition (NAVFOC) Meeting  
1900, 19 May 2010, American Legion Post 237, Drake Ave., HSVL, AL  
Chapter President/Secretary will attend. All others encouraged to attend.
- e. Southeast Region Meeting  
1000-1300, 22 May 2010, VFW, Veterans Pwy., Jonesboro, GA  
Chapter President will attend.
- f. RSA AVCAC Meeting  
1300, 25 May 2010, ACS Conference Room, RSA, AL  
Chapter Secretary will attend.
- g. Honor Flag/Honor Flight Ceremonies  
1630, 28 May 2010, Signature Aviation, HSVL Airport  
0600, 29 May 2010, HSVL Airport Terminal  
1000, 30 May 2010, HSVL Airport Conference Room  
All encouraged to attend.
- h. Memorial Day Wreath Laying Ceremony  
1000, 31 May 2010, Maple Hill Cemetery, HSVL, AL  
Chapter VP (Retired Affairs) w/Chapter members will present the wreath
- i. Next Chapter Meeting  
1130-1300, 9 June 2010, ROCC, The Loft Room, RSA, AL  
Check the Chapter website and your email for changes.

## 5. OFFICERS REPORT:

### a. **President's Report: (Mr. Max Bennett)**

- (1) Mr. Bennett provided an update on the 21 April 2010 NAVFOC Meeting (Agenda attached).
- (2) Mr. Bennett discussed the upcoming Honor Flags/Flight events on 28-30 May 2010 at the Huntsville Airport. All were encouraged to attend for memorable ceremonies.

### b. **Vice President's (Active Duty) Report: (Mr. Tony Caudle) (Not Present)**

- (1) No report.

### c. **Vice President's (Retiree Affairs) Report: (Mr. Joe Shiver)**

- (1) No report.

### d. **Secretary's Report: (Mr. Johnie Keeter)**

- (1) Chapter Monthly Volunteer Hours Report:
  - April 2010 Volunteer Statistics:
    - Event(s): (2) RSA Sports Complex Clean-Up. (8 Apr)  
CASA Projects (Ramp Build). (17 Apr)
    - Volunteers: (10) Members
    - Volunteer Hours: (52) Hrs

- (2) Chapter Memorabilia Status:
- WO Mouse Pads:
    - Sold: 1
    - On Hand: 15
  - WO License Plates:
    - Sold: 7
    - On Hand: 20
  - Warrant Officer Emblem Caps
    - Sold: 1
    - On Hand: 9
  - Chapter Polo Shirts:
    - Sold: 0
    - On Hand: 2 (SM)
  - Chapter T-Shirts:
    - Sold: 0
    - On Hand: 28 (XL, LG, MD, SM)
  - WO Rank Decals: (W1-W5)
    - Sold: 3 (2-W1, 1-W3)
    - On Hand (W1-W5): 189

(3) Mr. Keeter reminded all this is a Chapter Election Year. Start thinking/considering replacements for our Chapter Officers. Election will be in October with installation of Officers at the November AMM.

**e. Treasurer's Report: (Mr. Rich Christian)**

(1) Mr. Christian continues to investigate with the IRS the filing of Form 990-N for the Chapter's earning income over \$5,000.00 for 2008.

- Mr. Christian stated the rules (amount minimum) for submission had changed and he was still working the issue.

- IRS Form 990EZ has been started by Mr. Christian and passed to Mr. Bennett for review and completion. Once returned, Mr. Christian will submit to IRS.

**6. COMMITTEE REPORTS:**

**a. Community Affairs: (Mr. Joe Shiver)**

(1) Mr. Keeter stated our CASA Project on 17 April 2010 was conducted for a retired Marine. This ramp was a pleasure to build as the recipient was a character and thankful for our efforts to make his life easier. Details and photos can be viewed on the Chapter website.

(2) Mr. Keeter stated our next CASA Project (Ramp Sketches) will be 15 May 2010. The ramp scheduled for 15 May was cancelled because the recipient has passed away. Details will be provided by email for those wishing to assist. The day will start at the Cracker Barrel at Exit 8 off I-565 for breakfast and then to the site.

**b. Entertainment: (Mr. Max Bennett)**

(1) No report.

**c. Membership: (Mr. Johnie Keeter)**

(1) USAWOA Membership renewal reminder emails are being sent by the Chapter Secretary.

(2) Those desiring to join USAWOA, or renew their membership, can do so by calling USAWOA National at 1-800-587-2962.

**d. 2010 USAWOA AMM (1-5 November 2010): (Mr. Max Bennett)**

(1) The decision was made by the members for the Chapter to host the 2010 USAWOA AMM, Mr. Bennett passed to the members that Committees would be established to start the process of hosting the AMM. Updates follow.

- Mr. Bennett, Mr. Shiver and Mr. Keeter visited the Huntsville Visitors Center for available information. Center will provide packets, banners for Mr. Keeter to take to the April Southeast Region Meeting.
- Mr. Keeter received the items from the Huntsville Visitors Center for the 19 April 2008 briefing to the Southeast Region Meeting attendees.
- Mr. Bennett has requested and obtained videos clips from the Huntsville Visitors Bureau, Huntsville Mayor, and Redstone Arsenal Commander. Video clips will be consolidated into 1 short presentation for Mr. Bennett's presentation at the October 2008 USAWOA AMM.
- Mr. Bennett attended the 2008 USAWOA AMM and presented a video and slide presentation to those present on our Chapter hosting the 2010 USAWOA AMM. The USAWOA BOD voted and the 2010 AMM was awarded to our Chapter. Planning and committee appointments will continue.
- Mr. Bennett provided a rough-draft proposed Agenda for review.
- Mr. Bennett stated he was donating monthly to the 2010 AMM Escrow Fund and encouraged others who could do so, to contribute also.
- Mr. Bennett and Mr. Keeter discussed the 2010 AMM with USAWOA National Vice-President, Mr. Pete Hill during his visit to Huntsville on 3 March 2009.
- Mr. Bennett and Mr. Keeter held a meeting with Ms. Carolyn Robinson, of the Marriott Hotel on 6 March to discuss details of the AMM and to obtain a cost estimate for holding the AMM there.
- Mr. Alan Ruzicka stated he will join Mr. Bennett in a monthly donation (allotment) to the Chapter for the 2010 AMM.
- Mr. Bennett and Mr. Keeter held a meeting with Ms. Patricia Hurston, of the Holiday Inn on 13 March 2009 to discuss details of the AMM and to obtain a cost estimate for holding the AMM there. Cost estimate was provided for consideration.
- Mr. Bennett held a meeting with Ms. B' Lisa King, of the Embassy Suites on 21 March 2009 to discuss details of the AMM and to obtain a cost estimate for holding the AMM there. Cost estimate was provided for consideration. Requested dates for the 2010 AMM will conflict with another agency at the Embassy Suites. Details are being worked.
- Cost Estimates for the Holiday Inn were provided to the Regional Director, Gene Perrino for discussion at the April BOD meeting.
- Because of the availability of the Embassy Suites, a request to USAWOA was submitted by the Chapter President to change the dates for the 2010 AMM from 18-22 October 2010 to 25-29 October 2010. Request was approved.
- Negotiations continue with Embassy Suites on hosting the 2010 AMM. A signed contract should be available in a couple of weeks.
- Mr. Bennett attended the 25 July 2009, Southeast Region Meeting and provided an update on the planning for the 2010 AMM.
- Visits to the Embassy Suites, Bridge Street Towne Center and city locations provided to the Southeast Region Director (Gene Perrino) and wife Kathy during their 5-6 September 2009 visit to Huntsville.
- Request for support/donation (possible \$4,000.00) has been sent to Lockheed-Martin for the 2010 USAWOA AMM.
- Mr. Bennett will contact the area Reserve Centers about the AMM and their participation.
- Mr. Bennett provided an update to the 2009 USAWOA AMM at Salt Lake City, UT.
- Notification from USAWOA National that the days for the 2010 AMM were changed from 25-09 October 2010 to 1-5 November 2010.
- Members emailed to join the 2010 AMM Email List and pledge their support for the event.
- Embassy Suites Contract signed by the Chapter President.
- Page and link added to the Chapter website for those interested in sponsorship of the 2010 AMM.

- Mr. Bennett attended the SE Region meeting on 30 January 2010 and provided an update presentation.
- Efforts continue by Mr. Ruzicka to obtain a small bus for use during the AMM. Final decision between small bus or large vans will be made at the July meeting.
- AMM DRAFT Business/Events Calendars forwarded to National/Region for review/comments. Comments received and are being reviewed/incorporated.
- AMM website being prepared by conferencesbysigma.com. Website will be fully functional by 1 June 2010.
- Chapter President preparing to present a detailed brief at the Southeast Region meeting on 22 May 2010.

**e. Chapter 2010 Scholarship: (Ms. Roz Barbee) (Not Present)**

(1) As previously announced, an anonymous donor (\$1,000.00) as made it possible for the Chapter to award a scholarship this year.

- Ms. Roz Barbee was appointed Chairman by the Chapter President. Additional committee members volunteering are; James Booth, Ricky Cornelius, and Al Reed. An email will be sent to solicit one more Chapter member and a Chapter member Spouse.
- One additional Committee member (Vinita Hughes) volunteered. Appointment memo will be prepared.
- Three (3) packets have been received to date. A discussion was held to determine if submission deadline should remain 16 April 2010 or extended 30 days. After discussion, a motion was made by Mr. Keeter, seconded by Mr. Bob Borden to extend the submission deadline to 14 May 2010. Chapter Application and website will be changed to reflect the new date. Notification will be sent to local media and schools for announcement of the extended date.
- Five (5) packets have been received to date. Submission deadline is this Friday, 14 May 2010. Packets are ready for committee members. Distribution to Committee Chairperson and Committee members will be made on 17 May 2010. Packets must be reviewed/scored and returned to the Chairperson NLT 7 June 2010. Committee Chairperson must complete memo and Score Sheet for presentation to the Chapter President NLT 9 June 2010. Winner will be announced at the Chapter 9 June 2010 meeting.

**7. UNFINISHED BUSINESS:**

- a. Mr. James Joyner, a member of the Alabama National Cemetery burial team informed the members that a part of the burial is to provide a framed certificate with coin to the family of the person being buried at the Alabama National Cemetery. These are provided by the State of Alabama, but because of funding cuts the frame will no longer be provided. Mr. Joyner asked if the Chapter could provide monetary assistance with purchasing the frames. Each frame has a cost of approximately \$15.00. A discussion was held and information provided by Mr. Bob Borden that he would discuss this with a Redstone Craft Shop person (retired warrant officer) to see if the frame could be made there and if so, at what cost.
  - Mr. Joyner provided a photo of the framed certificate and medal. This action was deferred until our next meeting at which time; Mr. Borden will provide an update.
  - Mr. Borden stated that the Redstone Arsenal MWR Craft Shop (Boyce Allen) wants to help. Monetary, materials, manpower will be needed.
  - Mr. Borden states the MWR Craft Shop has the example frame. He will build the frame and hopes coordination will allow producing the frame at no cost for materials.
  - Mr. Borden briefed the members. Materials for the frames will be donated. Frames will be built at the MWR Craft Shop. Members (6 minimum) are needed to take certification classes for the use of machines and building techniques. The Craft Shop will offer all three classes for a price of \$20.00. Classes dates and times will be provided by email. Several members signed up for the classes.
  - Classes have started. Once certified to operate the machinery, those volunteers will start preparing the frames. Members have started making pen/pencils for the upcoming Pen-A-Thon. Actions are underway to schedule additional certification classes.

- o Work has started on the frames. Currently materials for 4-6 frames have been prepared. This action is ongoing.
- o To-date, 8 frames are near completion and will be completed tonight, 12 May 2010. After completion, frames will be forwarded to the Alabama National Cemetery for use.

b. Mr. Ed Banville stated he had been contacted about a planned celebration for the 59<sup>th</sup> Ordnance Brigade's departure from Redstone Arsenal to Ft. Lee, Virginia in 2011. Mr. Banville was asked if the Chapter would be interested in helping with the celebration and possibly a golf tournament. It was agreed since most the Chapter members had been members of the Brigade and the Brigade was a big supporter of the Chapter, we as a chapter should be included in the planning and support the celebration as we can. Mr. Banville will inform the Planning Committee of our choice and continue to monitor this action. This will remain an open action on the Minutes with updates noted as they occur.

- o No update at this meeting.

c. Veterans Memorial Brick Paver. Mr. Johnie Keeter/Alan Ruzicka will inquire about locating individual purchased pavers with the Chapter paver.

- o Mr. Ruzicka continues to pursue this action. No action at this meeting.

d. Mr. Bennett reminded the members to start thinking/considering nominations for this year's Chapter Elections. Because of the 2010 USAWOA AMM, the Chapter elections will be moved from September to October (exception approved by USA WOA) with installation of the newly elected/appointed officers taking place during the AMM Ball on 5 November 2010. Ensure those being nominated have been consulted for their nomination approval. Submit nominations to the Chapter Secretary.

**8. NEW BUSINESS:**

a. Ms. Amber Underwood, formerly of CASA of Madison County was honored at today's meeting. Ms. Underwood has been the Chapters' POC for CASA projects (wheelchair ramps, home winterization) actions for the past two years. Through her efforts, our accomplishments with CASA have been flawless. Ms. Underwood has truly been an asset to CASA and the community. Ms. Underwood has left CASA for a position with SAIC. She will be missed by us and CASA. A framed Chapter Certificate with WO Coin (photo attached and on website), signed music CD and T-Shirt (local entertainer Microwave Dave) and a Madison Builders Permit (signed by the 17 April builders) were presented by Mr. Bennett to Ms. Underwood.

b. Mr. Shiver was reimbursed \$24.83 (budget line # 21) for the framing of Ms. Underwood's Certificate/Coin.

c. Mr. Christian (Chapter Treasurer) was provided the renewal forms for the Chapter's Corporate Membership (\$150.00 yearly) in AUSA. Budget line # 27.

d. Mr. Seamen announced the next Pen-A-Thon will be 16 May, 1000-1400 at the RSA Craft Shop. Come join the fun.

e. Mr. Bennett reminded members to seek sponsorship for the AMM. Mr. Bennett, Mr. Keeter and the Chapter website can be contacted for a sponsorship details and a packet.

**9. ADJOURNMENT:** With our business concluded, the meeting was adjourned at 1231.

JOHNIE M. KEETER SR.  
 CW4 (Ret), USA  
 Chapter Secretary

/S/  
 MAX C. BENNETT  
 CW4 (Ret), USA  
 Chapter President