



COMMEMORATIVE AIR FORCE

GENERAL STAFF MINUTES

July 15, 2016

The Commemorative Air Force General Staff convened in a regularly scheduled meeting on July 15, 2016 at the DoubleTree Dallas Love Field, Dallas, Texas.

General Staff members participating: Rick Bell; Randy Buttram; J. W. Don Johnson (2:12 p.m. arrival); Bob Lawrence; Larry Lumpkin (2 p.m. arrival); Mark Novak(via phone); Gerald Oliver; Kim Pardon; David Pasahow; Doug Rozendaal; Randy Wilson

Others present: Stephan Brown, CEO; Floyd Houdyshell; Steve Buss; Donna Blalack; Adam Smith; RozeLyn Beck; David Oliver; Jim Lasche; Keegan Chetwynd; Neils Agather; via phone Bill Shepard (1:32 p.m.); Leah Block

CALL TO ORDER

Pasahow called the General Staff meeting to order at 1:12 p.m.

QUORUM CALL

Pasahow assured a quorum was present.

MINUTES

**Motion by Wilson to approve the minutes of April 15, 2016. Second by Pardon.
Motion approved without objection.**

Nominating Committee Report

Agather presented the names of nominees being submitted by the Nominating Committee. The slate is comprised of Philip Beegle III, Deena Clausen, Dennis Fennessey, Dennis Schell.

MONITORING REPORTS

Financial Dashboard

Houdyshell presented the dashboard. He also updated the board on unit projects and pending estate gifts.

National Airbase Update

Smith presented the update including progress on fundraising efforts, the Steering Committee, feasibility study consultant selection, message development, and education program development. He also mentioned preparations for EAA AirVenture and Wings Over Dallas.

Marketing Update

Block's presentation included updates on social media, the CAF GiftShop, plus her continuing work on Wings Over Houston and Wings Over Dallas' collateral, the WASP program and EAA AirVenture.

Operations Update

David Oliver updated the board on the status of the fleet, aircraft that will be airworthy soon, accidents and incidents, trends and risk mitigation and the drug and alcohol program.

The Gulf Coast Wing has identified a C-45 they wish to purchase. Oliver asked for a motion to allow them to purchase the aircraft.

Motion by Rozendaal to purchase C-45, N197L from the Vintage Flying Museum (Fort Worth, Texas). Second by Wilson. Motion approved without objection.

The So. California Wing has asked for assignment of L-17, N91644.

Motion by Johnson to assign L-17, N91644 to the So. California Wing. Second by Bell. Motion approved without objection.

The So. California Wing has received a donation of a L-17 in need of restoration. This aircraft has been advertised as available for assignment.

Motion by Bell to accept donation of L-17, N8600H and make it available for assignment to a CAF Unit. Second by Lumpkin. Motion approved without objection.

Oliver listed other CAF aircraft up for assignment: Moth Minor, Stinson OY-2, Stinson S-108.

Other reports included an update on the CAF's presence at EAA AirVenture 2016.

Membership Update

Buss' report consisted of a range of membership numbers and renewal rates from 2012 to present. He also stated he was about to hire a new Membership Manager. He has planned to present a recruiting webinar on Aug. 24, 2016.

Education Update

Shepard discussed the progress on the WASP Program and showed the board Hemlock Film's concept. Film makers were interviewed one week prior to this meeting.

Development Update

Beck made her presentation and provided a fundraising plan for 2016.

CEO Report

Brown informed the board of developments with the Ed Rachel Foundation.

Motion by Wilson to recess at the call of the chair. Second by Lumpkin. Motion approved without objection. The recess occurred at 5:30 p.m.

General Staff Meeting

July 16, 2016

8:00 a.m.

The Commemorative Air Force General Staff reconvened in a regularly scheduled meeting on July 16, 2016 at the DoubleTree Dallas Love Field, Dallas, Texas.

General Staff members participating: Rick Bell; Randy Buttram; J. W. Don Johnson; Bob Lawrence; Larry Lumpkin; Mark Novak; Gerald Oliver; Kim Pardon; David Pasahow; Doug Rozendaal; Randy Wilson

Others present: Stephan Brown, CEO; Floyd Houdyshell; Steve Buss; Donna Blalack; Adam Smith; Rozelyn Beck; David Oliver; Jim Lasche

CALL TO ORDER

Pasahow called the General Staff meeting to order at 8:00 a.m.

QUORUM CALL

Pasahow assured a quorum was present.

The meeting began with a look at the rest of the 2016 calendar. The look was completed at the end of the day.

CAF Hall of Fame Nominees

After reviewing the nominations, the board made their choices for 2017.

Motion by Rozendaal to induct Don Hinz, Raybourne Thompson, Gene Armstrong and David Price into the CAF Hall of Fame. Second by Bell. Motion unanimously approved.

Brown will make the notifications.

Unit Satisfaction Survey

A survey of Unit Leaders was recently undertaken by Pasahow, Wilson and Lawrence. They attempted to contact 50 leaders and succeeded in speaking to 39. The survey looked for needs the units might have for Headquarters assistance. Items often mentioned were advice on fundraising, marketing, membership information, recruiting and retention, technology and inter-unit communication. Overall the reception by leaders was positive and they appreciated the calls.

Other Business (Moved up to move the Ad Hoc Committee item to the end of the meeting.)

The board was interested in a tutorial on aircraft accounts. This evolved into a stated need for onboarding for new General Staff members and will take place in the first quarter of each year.

Ad Hoc Committees

The CAF Bylaws, Article IX, 1., allows for the Chief of Staff to establish committees of the General Staff. Pasahow reminded the board that ad hoc committees are short term and are not for the purposed of oversight. These committees would sunset on December 31, 2016.

Article IX - Committees

1. Committees of the General Staff may be created by the Chief of Staff as he/she shall from time to time deem necessary to carry on the work of the General Staff. These committees are governance committees and will include but are not limited to Finance and Nominating committees and shall follow these guidelines:
 - a. Will be used sparingly and ordinarily in an ad hoc capacity.
 - b. Are to advise or assist the General Staff in carrying out its functions and not to advise, control, or exercise authority over the President or headquarters' staff.
 - c. Will normally not have direct dealings with the headquarters' staff.
 - d. The Chief of Staff will specifically and expressly advise any such committee of its expectations and authority so as to avoid any conflict or interference with those functions delegated to the President.
 - e. Will not be used to monitor organizational performance of any policy or matter; such monitoring shall remain the province of the General Staff.

Pasahow created the following committees:

Members, Units, Programs and Services - Lawrence, Pardon, Buttram, Wilson

Aircraft Operations - Lumpkin, Bell, Rozendaal

Education and the National Airbase - All General Staff

General Staff Meeting Dates 2016 (cont.)

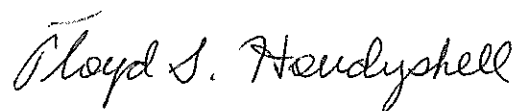
The previously scheduled Aug. 19-20 meeting was moved to Sept. 9 and made a

teleconference. The Oct. 7-8 meeting will remain on this date, and become a board retreat as well, making the meeting dates Oct. 7-9. The Dec. 2-3 remains in place and will be in person.

Blalack, Buss and Lawrence reported on their continuing reinvention of Wing Staff Conference for 2017. Other Wing Staff Conference committee members are Adam Smith, Julie Buss and Dennis Schell.

Motion by Oliver to adjourn. Second by Lumpkin. Motion approved without objection.

Respectfully submitted,

A handwritten signature in cursive script that reads "Floyd S. Houdyshell".

Floyd S. Houdyshell
Secretary/Treasurer