



BRIEFING TIME



ANNOUNCEMENTS

Staff elections will take place at the general meeting on November 12, 2005, at the hangar. We will be voting on unit leader, executive officer, finance officer and adjutant officer. This is your chance to shape the Wing for the upcoming year. Mark your calendar to attend so you can vote and be sure your voice is heard.

With no more air shows until next spring and the SNJ soon shutting down for the winter, we've once again entered the period where the Wing has traditionally not made a lot of money. With hangar rent and heating bills on the rise, this is the point of the year when we need money the most. Ideas have been discussed at the Wing meetings, but we always welcome more. If you have suggestions for fund raisers, feel welcome to attend the next meeting and share them with us. We'd love to hear your ideas, and we'd love to see you there.

From Col Bob Koren

Acting Unit Leader Notes

2005 is rapidly drawing to a close, and so are our wing's major activities. Our SNJ will soon be "put to bed" and given its usual annual inspection. Hopefully it won't require the extensive repairs that were performed during the previous annual.

Our air show schedule went about as planned, with only one appearance at the EAA Pancake Breakfast at Sandusky Griffing Field cancelled due to adverse weather. The MAPS, USAM and Cleveland National Air Show were the highest attended and the most profitable for us. The Galion and Kent State events followed later in September, and the air show season was rounded out by an appearance at the Sandusky County Regional Airport Open House. Although the weather at this event was not the best, we did manage to fly one sponsor ride and sell a few items at the PX. As the day progressed, the weather got worse, and we had to leave the SNJ there for a couple days until the weather cleared and we could bring it home. Fortunately, a safe and secure spot in the hangar was provided for the SNJ. Our thanks go out to the airport management for their hospitality and generosity.

Our Survivors Dinner, which was held at the American Legion Post 421, was attended by approximately 38 wing members and their guests. Although this number was significantly lower than last year's attendance, I believe all had a good time, participated in a good meal provided by the Legion's chef, and enjoyed hearing our guest speaker and viewing his video of the Normandy region of France.

As your acting Wing Leader for the majority of 2005, I would like to express my sincerest appreciation to all our members who unselfishly devoted their time and talents to the wing this past year. Whether you flew the SNJ, drove the van and trailer to the air shows, set up and worked the PX and performed the other air show duties, or devoted your time to the many other wing functions, I thank you very much. My special thanks go out to our Public Information Officer for his continuing efforts to publicize our wing and attract new forms of funding. To those of you who, for whatever reason, did not actively participate in our wing's activities, please consider increasing your level of participation this coming year. Our wing and its future depend on active and dedicated individuals; not just a few, but everyone!

By the time you read this issue of the Briefing Time, our wing elections will nearly be upon us. Our nominating committee has been working diligently to obtain candidates for the officer positions. We have many talented people in our wing, but unfortunately only one candidate for each of these positions. Yes, running the wing takes time and effort, but I believe the successful future of the wing is worth the price, and I hope you do as well. If you haven't yet decided to announce your candidacy for one of these positions, it's not too late to do so. Also, let's all help out with recruiting new members in 2006 so we'll be able to ensure the viability of the wing long into the future.

From Col Michael Juhn

Job Descriptions Unit Staff Officers

The unit staff officer elections will be held at the general wing meeting at 10:00 AM, November 12, 2005, at the Wing hangar. Nominations for a write-in candidate, with their permission, may be submitted from the floor. Each candidate will be allowed up to ten minutes to address the electorate prior to the balloting. After the ballots are cast, the Election Committee will count them, in private, and then announce the winners. The newly elected staff will assume office on January 1, 2006, and serve two years until December 31, 2008.

Your wing and Commemorative Air Force dues must be current for 2005, and you must present your up-to-date Colonel card in order to get a ballot. Honorary members are not eligible to vote.

Following are job descriptions of the officer positions we'll be filling in November. Current nominees are in parenthesis.

Unit Leader (Col Gabriele P. Juhn)

Minimum requirements, per General Staff policy, include at least two (2) years as a CAF member in good standing, background in military or business management, ability for good public appearance, adept at public speaking and preferably a background in aviation. He/she shall be responsible for providing overall leadership and direction for the Unit. Among specific duties are current knowledge of CAF rules and regulations, preparation of Unit meeting agenda, serving as chairman at meetings, appointing various committee members, etc.

Executive Officer (Col Robert J. Koren)

Assistant to the Unit Leader, and will act in his/her place during an absence. Specific duties include current knowledge of CAF rules and regulations, meeting facilities, Unit socials and other duties as may be assigned by the Unit Leader. This officer may be appointed on an annual basis by the Unit Leader and serves as a voting member of the Unit Staff. However, if the Unit Leader chooses

to appoint the Executive Officer, the Unit Leader sacrifices his/her regular voting privilege and can vote only in the case of a tie. If the Executive Officer is duly elected, the Unit Leader retains his/her usual voting privileges.

Finance Officer (Col John T. Muller)

Shall have charge of all Unit funds collected, keep accurate records of such funds and is responsible for Unit compliance with all CAF regulations, policies and directives that relate to financial matters. He/she shall submit to CAF Headquarters, in a timely manner, all required reports. This officer insures that all monies and property donated shall become the property of the Commemorative Air Force, Inc., and used in accordance with General Staff policies.

Specific duties include coordination of membership files with collection of dues, and payment of approved Unit debts. He/she shall determine voting eligibility of members prior to unit elections. He/she oversees finances of all Unit projects and submits Unit records for audit on an annual basis and communicates with CAF Headquarters through the comptroller. His/her signature plus one more authorized unit staff officer's will appear on all Unit checks. (See the Unit Finance Guide for detailed information.)

Adjutant Officer (Col Mark G. Orr)

Shall record and maintain the permanent minutes of all Unit Staff meetings. He/she shall maintain suitable correspondence files concerning the business and activities of the Unit and assure that all required unit reports are submitted to HQ in a timely fashion. Further, he/she shall assist the Unit in the timely preparation and dissemination of such correspondence of a general nature. In coordination with the Finance Officer, he/she shall maintain the Unit personnel records. He/she shall advise the HQ Membership Department of any changes of the Unit membership, and, on a semi-annual basis, provide a roster of Unit members for verification and updating.

ELECTED STAFF

ACTING WING LEADER

Robert Koren
440-933-8086

EXECUTIVE OFFICER

Robert Koren
440-933-8086

FINANCE OFFICER

Tom Muller
440-353-9685

ADJUTANT

Cheryl Ackerman
440-937-6205

OPERATIONS OFFICER

Paul Stojkov
216-577-7513

MAINTENANCE OFFICER

Tom Muller
440-353-9685

SAFETY OFFICER

Don Brokate
440-734-7313

APPOINTED STAFF

AIRCRAFT COORDINATOR

Michael Juhn

APPEARANCE TEAM/LEGAL

Kevin Donovan

BRIEFING TIME EDITOR

Kirk Hiner

FACILITIES OFFICER

Tom Muller

BUILDING MAINTENANCE OFFICER

Frank Zelko

MEMBERSHIP/PUBLIC INFORMATION OFFICER

Rick Maybaugh

MEMORABILIA

Robert Zak

PARLIAMENTARIAN

Patti Juhn

PX OFFICER

Bob Zenz

TELEPHONE NOTIFICATIONS OFFICER

Patti Juhn

VOLUNTEER COORDINATOR

Mark Orr

WEBMASTER

Kirk Hiner

WING PHOTOGRAPHER

Art Caithaml



GALLERY

KENT STATE 2004

I'm afraid no one has answered my call for photos for the gallery section of *Briefing Time*, so I'm again forced to use a photo of my own.

This issue's photo was taken early in the morning at last year's Kent State Air Show as we were setting up the PX tent. Sadly, the weather wasn't quite as cooperative this year; heavy fog kept our plane away from the event until later in the afternoon, and none of the balloons were able to launch.

When the SNJ finally did arrive, however, it drew quite a crowd, keeping those of us taking pictures quite busy and sending a lot of business to our PX tent. By the end of the day, we would've all welcomed a scene as calm as the one pictured here.

From Col Martha Cangemi

Robert Says...

Minutes Are Important

As time marches on during the day, we often place little value on, or even notice, the individual minutes that are becoming history. Minutes of a meeting sometimes, too, seem to be unimportant. Not so!

Definition

Robert's Rules of Order defines the official record of the occurrences in a meeting as the "Minutes" of the meeting. The minutes are a record of what was done at a meeting, not a record of what was said by the members.

Content

After recording the "Call to order," the content of the official minutes should revolve around the important motions. The minutes should include all work related to the main motion: the name of the movers, the motion itself and the disposition of the motion.

Also included should be a record of all secondary motions and all notices of

future motions. Points of order should also be recorded, whether sustained or lost. Committee reports can be recorded in the minutes as a summary or as a copy of their reports.

Approval

Minutes from the previous meeting are normally approved immediately after the official Call-to-Order for the meeting. This approval can come in several forms. Usually, the minutes are read aloud and then approved by unanimous consent. However, the reading of the minutes before approval can be legally eliminated in two ways: the reading can be "dispensed with" through a majority vote without debate, and the reading can also be eliminated when a draft of the minutes has been sent to the members for review before the meeting. Even though the reading of the minutes may be bypassed, unanimous approval is still required.

Corrections

Sometimes, an error in the minutes may be detected before the approval stage. In this case, the correction is approved by

unanimous consent, and the final version of the minutes merely states that a correction was made, not what the correction was. Then the final version of the minutes must be approved in the normal fashion.

What happens when an error is detected in the minutes that have been previously approved? This also can be corrected, but must be done through the use of a motion. If it has been "reasonably established" that an error exists, a motion must be made to "Amend something previously adopted." The motion to amend the minutes must be approved by a 2/3 vote, a majority vote with notification, the vote of the majority of the entire membership or by unanimous consent.

Result

The minutes of a meeting are a formal register of the work of an organization, not a play-by-play replay of every operating moment. The record must be accurate as well as useful, and can serve as a resource for future assembly operations.



DATE	EVENT	LOCATION	TIME
November 12	General Meeting (Staff Elections)	CAF Hangar	1000 Hours
November 19	Staff Meeting	CAF Hangar	1000 Hours
December 10	General/Staff Meeting	CAF Hangar	1000 Hours

Attend Donut Patrol – Saturdays 0930 hours at Lorain County Airport in the Wing Hangar

Briefing Time edition deadline is the 20th day of the month prior to publication



FIRST CLASS

Commemorative Air Force
 Cleveland Wing Headquarters
 Lorain County Regional Airport
 44050 Russia Rd.
 Elyria, OH 44035

Address Correction Requested