

Minutes of October 2, 2008 Business Meeting of the C-7A Caribou Association Held in Dayton, Ohio

Al Cunliffe, Secretary announced at 9:35 AM that a quorum was obtained.

Peter Bird, President called the meeting to order at 9:35 AM.

The pledge of allegiance was followed by an invocation by Jon Drury.

A motion to adopt the agenda as published was made by Larry Gill

Second by Al Rice

Carried Unanimously

A motion to accept the minutes of the 2007 business meeting as published on the Association Website was made Bob Davis. The motion was seconded by Gary Sange and was passed unanimously.

Officer and Committee Reports:

Secretary Report - Al Cunliffe:

The secretary presented a report on the motions considered and passed by the Board of Directors for the previous year.

Board Motions October 2007 – October 2008

October 2007:

20071009: Appointment of Fred Dimon to Board to fill vacant At Large position created by George Harmon's resignation.

20071014: Adoption of Secretary Crew Duties SOP.

November 2007:

20071115: Nominating Committee Appointments.

20071125: Appointment of Stoney Faubus as two-year NOCOM member.

20071127: Purchase of QuickBooks Pro 2008 for our accounting records in response to the Audit Committee's recommendation to start using a standard accounting software package.

December 2007:

20071229: Established a clear policy for dealing with the liability associated with advance dues payments.

February 2008:

20080219: Authorized the reunion coordinator to provide shuttle vans to run between the Hope Hotel and the National Museum of the US Air Force for the 2008 Reunion.

May 2008:

20080506: Authorized the subsidy of the museum fee associated with the 2008 reunion in the amount of \$800 from on-hand assets and also commit the excess of memorabilia payments at the reunion over the corresponding costs to additional busing from the Hope **Hotel to the NMUSAF.**

August 2008:

20080613: Adopted Nominating Committee Crew Duties, Procedures, and Responsibilities to provide a consistent policy for the operation of the Nominating Committee and clear definition as to their duties.

20080618: Provided an addition To Treasurer Duties to clarify requirement to file a simple IRS document annually.

Bereavement Committee Report – Peter Bird

Peter Bird provided a report of the previous year's activities, which consisted primarily of providing a letter of condolence or suitable condolence card to the deceased's family, and an offer for the widow to become an Honorary Associate Member of the C-7A Caribou Association if they so desire. We lost 14 members since the 2007 San Antonio reunion.

Reunion Committee Report Tom McHugh and Wayne Delawter.

Our final attendee tally is 298, broken out as follows:

Guests of Members	39
Guests of Association	12
18AOD	1
AFAT2	1
908 TAG	1
908 TAG Spouse	1
457 Member	16
457 Spouse	8
458 Member	18
458 Spouse	12
459 Member	20
459 Spouse	11
483 Member	8
483 Spouse	3
535 Member	34
535 Spouse	19
536 Member	18
536 Spouse	10
537 Member	38
537 Spouse	23
4449 Member	3
4449 Spouse	2
TOTAL	298

End of Reunion Report

Report on the Roster - Pat Hanavan

Pat Hanavan provided an update of current membership, we have 2400 members listed on the roster of whom approximately 800 are current with their "Bou Tax".

Audit Committee Report – Pat Hanavan

C-7A Caribou Association 10 Sep 2008

Subject: Report of audit of the C-7A Caribou Association financial records for 2007

Audit committee:

Lt. Col. Miles Watkins, USAF, Ret. (member of the C-7A Caribou Association)

Lt. Col. William (Bill) Hurt, USAF, Ret.

Maj. C.J. Trenda, USAF, Ret.

Recorder: Col. E. Patrick Hanavan, Jr., USAF, Ret. (Vice President of the C-7A Caribou Assn.)

1. Pat Hanavan asked Miles Watkins lead the audit team and to recruit two residents of the Air Force Village #1 to assist him in the audit.
2. Bill Hurt and C.J. Trenda were asked by Miles Watkins to assist in the audit.
3. The audit committee convened at 1300 this date at Air Force Village #1 in San Antonio, TX.
4. Printed records (see attached list) were given to each member of the committee.
5. Other QuickBooks (QB) information was provided by Pat Hanavan as requested by the committee.
6. Bill Buesking's message to the Board on 8/28/08 was reviewed by the committee.
7. The audit checklist prepared by Pat Hanavan and reviewed by Edgar Zepeda, C.P.A. was used by the committee to record its actions.
8. Pat Hanavan provided a brief description of activities and financial transactions of the Association and answered questions about the policies, non-profit status, crew duties, chart of accounts, and who is involved in the different activities

The following observations were made by the committee concerning the 2007 records:

1. Some transactions (e.g., deposits, checks) were recorded in QB with dates other than the corresponding dates on the Bank of America monthly statements.
2. The Reserve for Dues Paid in Advance is appropriate for the Association.
3. The postage fund records are accurate and the fund is handled appropriately for the scope and value of the Memorabilia operation.
4. Association financial activities are properly recorded in QB and the Balance Sheets and P&L are accurate with respect to the bank records.

The following recommendations were made by the committee:

1. At the end of the each month, the dates of deposits, checks, etc. recorded in Quick Books should be corrected to agree with the dates on the bank statement(s).
2. A separate report should be defined and used to show deposits made for Memorabilia Orders.

3. A pre-audit should be done to check adequacy of the information to be provided to the audit committee.
4. A list of authorized suppliers of goods and services should be maintained and made available to the audit committee.

The audit committee completed its work and adjourned at 1610.

Treasurer's Report - Bill Buesking Treasurer

**C-7A Caribou Association
09/03/08 C-7A Balance Sheet
Cash Basis as of August 31, 2008**

ASSETS

Current Assets

Checking/Savings

1000-Checking

1101-C-7A Chk Acct 7827 ... 29,395.11

Total 1000-Checking 29,395.11

Dayton Reunion Account 5,000.00

Total Checking/Savings 34,395.11

Other Current Assets

1300-CDs

1310-CD 1036 Risk Free 10,485.76

1320-CD 0930 Promo 21,996.09

Total 1300-CDs 32,481.85

1500-Reunion Deposit 500.00

1600-Memorabilia Inventory 5,844.25

1700-Postage/Pkg pre-paid 83.70

Total Other Current Assets 38,909.80

Total Current Assets 73,304.91

TOTAL ASSETS **73,304.91**

LIABILITIES & EQUITY

Liabilities

Long Term Liabilities

3800-Advance Dues Liability 3,447.20

Total Long Term Liabilities 3,447.20

Total Liabilities 3,447.20

Equity

Equity Reserve (Advance Dues)... -3,447.20

Opening Bal Equity 39,744.67

Net Income 33,560.24

Total Equity 69,857.71

TOTAL LIABILITIES & EQUITY 73,304.91

Membership Report – Bill Buesking

Nominating Committee – Stoney Faubus

The following names were presented as nominees for the Board of Directors for 2008 – 2009.

Pete Bird	President
Pat Hanavan	Vice President
Mike Murphy	Treasurer
Al Cunliffe	Secretary

Fred Dimon	Member at Large
Bob Neumayer	Member at Large
Jerry York	Member at Large

After receiving the nominating committee's report, Pete Bird asked for nominations from the floor. As there were no nominations from the floor, Larry Gill moved the slate of officers as recommended by the Nominating Committee be elected by acclamation. Al Rice seconded the motion and it was passed unanimously.

Unfinished Business:

Replacement Plaques - Chris Nevins

Chris Nevins confirmed the replacement plaque at Dyess AFB has been delivered and remounted. The replacement plaque for Hill AFB has been delivered, but we have not yet verified its installation. The Hill AFB Museum will be contacted by a member living in the area to verify the status of the replacement plaque.

Mike Lavelle visited Hill AFB Museum on 12 October, 2008 and confirmed the replacement plaque has been installed.

New Business:

Proposed Board Motions
None

Proposed Member Motions:
None

The floor opened for informal discussion by members.

1. Wayne Delawter presented a motion to have the board subsidize future reunions in the amount of \$2000.00. Randy Smith seconded the motion.

Ralph Erchinger moved to amend the original motion's wording to reflect the subsidy be "up to \$2000.00".

After some discussion on the amendment, Jim Davis moved to move the discussion to a vote on the amended wording; the amendment was defeated by a vote of 55 to 48.

Christie McKenzie moved for a vote on the motion as originally worded, Gary Sanger seconded the motion.

The motion passed unanimously

2. Aubry Abrams asked where the 2009 reunion would be held. Warner Robins, Georgia is being considered as the site for the 2009 reunion. Pat Hanavan has had preliminary discussions with the Warner Robins Museum of Flight and a potential hotel location. He is scheduled to be in Warner Robins on business soon and will make a determination as to the viability of Warner Robins as the 2009 reunion site.

George Harmon and John Schuepbach volunteered to host and act as coordinators for a 2010 reunion in Branson, Missouri.

3. 15 free room nights were available according to the agreement between the C-7A Caribou Association and the Hope Hotel and Conference Center. A drawing was held for these room and the winners were:

Jon Drury, Aubry Adams, Steve Kelly, John Lewis, Dave Kowalski, Jim Bonner, Jim Furlong, Paul Peoples, Carry Taylor, Hugh Wilson, Gary Sanger, Frank Passero, Otto Schwanke, John Matthews, Bill Buesking, and Larry Alton.

The meeting was adjourned at 1035