

Civil Air Patrol
Senior planning meeting minutes
01/23/2021

- 1) Discussed Commander Moores' plans to step back later in the year, as well as the transition to the new squadron Commander.
 - a) Train and assign tasks to other senior members that will need filling during and after the transition
 - b) Finding a new Public Affairs Officer

- 2) Transfer national calendar dates to the Squadron calendar, requires sending dates to Captain Hurley.
 - a) Lieutenant Kocaba planning and scheduling for safety down day, as well as going over emergency exits and plans.
 - b) Equal opportunity and non discrimination day by Commander Moore

- 3) Possible Cadet Staffing Changes
 - a) Lieutenant Barber to Cadet Commander
 - b) Lieutenant Roben to Deputy Commander
 - c) Sergeant Higginson to First Sergeant
 - d) Sergeant Kocaba to Flight Sergeant
 - e) Sergeant Ramirez becoming a Senior member, possibly taking on Cadet Logistics or Cadet Administration

- 4) Fundraising 2020
 - a) Wreaths Across America 2020 campaign \$1800 raised (100% increase from prior year)

- 5) Fundraising 2021
 - a) Shredding services - Rent a shredding truck. Local citizens come to the building with paperwork and documents to be shredded for a small charge. Have senior members inside to talk about Civil Air Patrol to recruit new cadets and seniors.
 - b) Wreaths Across America - Public Affairs Officer to go to local papers, local advertising, as well as use the Wreaths Across America website year round to spread awareness. Increase corporate sales and sponsorships as well to increase exposure and sales

- 6) Community Service
 - a) Expose more people in East Haven to the Civil Air Patrol and what we do
 - b) Memorial day parade - If possible have members in both the Orange and East Haven Memorial day parades

- 7) Offering more Saturday activities to Cadets to engage and train them, such as PT and team building exercises

- 8) Building Maintenance
 - a) Fix stairs on Yellow building, quoted to cost between \$200-400
 - b) Possibility to obtain a surplus Air Force trailer, however the building would need to be taken down and removed, as well as costs to move the new trailer here.
 - c) Legislation has been put forward for the government to supply us with funds.
With the bill number, we can write to our representatives about passing the bill

- 9) SUI update, 6 of 11 points have been fixed, with the rest needing to be fixed by mid February, early March

- 10) New Squadron website
 - a) CTminuteman.cap.gov
 - b) Wing needs to update their website to reflect the squadrons new website
 - c) Three month calendar for Cadet programs needs to be sent to Colonel Hurley in advance so it can be posted for cadets to see.
 - d) Zoom link to be added to the calendar, password to be added to the Zoom as well.
 - e) Meeting plans added to the Cadet section, includes uniforms for the meetings.

- 11) Next quarterly Senior planning meeting scheduled for Saturday, March 20th, 1100

Members in attendance:

Captain Viglione
First Lieutenant Barber
Major Moore
Second Lieutenant Kocaba
Second Lieutenant Roben
First Lieutenant Rivera
Captain Vega
Lieutenant Colonel Hurley
Senior Member Del Franco