

DEPUTY DIRECTOR LETTER 3 – February 2015

Greetings fellow Warrant Officers,

The Holidays are over, and it's already February! I don't know about you, but I'm already looking forward to spring.

Spring is a great season for recruiting new members into the Warrant Officer Association. Spring is the start of the 5K sponsor runs – mud runs, dirty dash, Spartans, color run just to name a few. Some of the things your chapter can do is put a team together, sponsor a booth for one of the races, or your chapter can sponsor an individual obstacle.

Does your chapter meet with the Senior Warrant Officer's on your installation? Not only does being a member of the Warrant Officer Association ensure our voice is heard in front of Congress; the local Chapter can work with the Senior Leaders of the installation to discuss Warrant Officer Recruiting, mentorship and career counseling

Lastly, we've had some challenges with our chapter minutes receiving credit at National Headquarters. Have the Chapter Secretary CC myself and the Director with your Chapter minutes along with the confirmation receipt sent back to the Chapter after minutes are received.

Here are the common oversights causing chapters not to receive credit for their minutes:

Wrong date for the meeting annotated on the minutes. *i.e. the meeting was held in December, but the date on the minutes indicates September.*

Quorum not met: If you don't have the number of members present and number of proxies on hand a quorum is not met. *Names of the members don't have to be annotated, just the total quantity.*

Wrong distribution list: It's a priority that you have USAWOA @ and Herb Rundgren the Director and myself on the distribution. Adding the Director and myself provides that 2nd set of eyes on your Chapter activity.

Missing Financial Statement: It can be included in the body of the minutes, or as an additional attachment.

Not receiving confirmation: This is USAWOA receipt back to you indicating minutes/financial report has been received. If the confirmation receipt doesn't get sent within 3 business days – submit a follow-up email.

Mon 12/15/2014 7:53 AM
Herb Rundgren <usawoamdb@verizon.net>
RE: Gem State 0216 (UNCLASSIFIED)

To: Hartley, Anne Michelle CW4 USARMY NG IDARNG (US)

Chapter Minutes and/or Financial Report have been received and you will receive credit for them. Have a great warrant Officer day as together we work at being "The Association Focusing on What Matters to Warrant Officers!"
Chapters Oath of office has been received and your chapter officers contact will be updated with the new information. Have a great warrant Officer day as together we work at being "The Association Focusing on What Matters to Warrant Officers".

CPO (R) Herb Rundgren Jr Membership/Chapter Information Contact For Input and Information.
Membership/Chapter Information Email usawoamdb@verizon.net
USAWOA WEB SITE www.usawoa.org INTERACTIVE PORTAL USAWOA.NET
Office number [703-742-7727](tel:703-742-7727) / [1-800-587-2962](tel:1-800-587-2962) Fax [703-742-7728](tel:703-742-7728)
HOME OFFICE ADDRESS
[UNITED STATES ARMY WARRANT OFFICERS ASSOCIATION \(USAWOA\)](http://UNITED STATES ARMY WARRANT OFFICERS ASSOCIATION (USAWOA))
462 HERNDON PKWY SUITE 207
HERNDON, VA 20170-5235

For bylaws, regulations and minutes format visit <http://www.usawoawest.org/files.html>

Supporting the Corps!

Michelle Hartley

Deputy Director, Western Region