

DEPUTY DIRECTOR LETTER TWO

Greetings Western Region Leaders –

As I prepare to hand off my chapter secretary duties to my replacement I wanted to share some observations that I've made in the past couple months reviewing what minutes I've received.

1. I am so proud to be part of the USAWOA! What some of the chapters are doing is so impressive! Chapters are working with charities by volunteering or donating needed items; they are mentoring young Warrant Officers by providing Leadership Development and guest speakers during chapter meetings, and supporting future students by providing scholarships just to name a few of the highlights.

2. I requested that all chapters CC me on their chapter minutes submission – but that isn't happening. Many chapters are only copying Harry Wilson (the director) or just sending their minutes straight to National HQ. Please CC me on your minutes so I can review them and ensure that HQ is receiving them.

3. Chapter minutes need to be accurate and ensure you have a quorum. This is captured by the last entry on your standard minute's format; quantity member's present & quantity Proxies – we compare those numbers to your chapter members to ensure your meeting counts.

4. Small clerical errors cause a delay in minute's acceptance by National, something as simple as not entering the correct date will send the minutes back to the chapter for correction. ***This is the last month of the year/quarter if you haven't had a meeting since September, you need to have one more to make a good year!***

5. Minutes format – Please stay as close as possible to the recommended format for minutes. The Director sent out what he prefers we use, and this format has a proven track record for success. **With that being said, one chapter queried us on uploading a template file that a chapter could use when creating their minutes – The goal would be creating the minutes and uploading them to the website. This would not replace submitting minutes to National, but it could replace the need of CC'ing the Director and me. Is this something all Chapters would like to see? Please let me know so we can start working on that document and get it uploaded on our website.**

Thank you again for all your support – I look forward to hearing about all the great things the Warrant Officer COHORT is doing for the community and the military!

Michelle Hartley
Deputy Director
Western Region.