



AFA Chapter 235 Meeting Minutes
13 Jan 2020

Attendees

Scott Warren
Dan Gomez
Nova Dubovik
Bob George
Jim Aadland
Alex Dubovik

Treasurer's Report

- Wells Fargo balance as of 01/13/2020, \$23,994.79
- Pay Pal balance as of 1/13/2020, \$200.00

Old Business

- Dan Gomez wrote Scott Warren a check for the Perry family plaque
- Annual Plans/finance due Jan 15, the members reviewed to ensure everything was correct for submission to the state president. All members were in agreement of the updates.
- Newsletter, chapter president provided letter, secretary needs to finish document
- Wolf Creek Annual Fund Raiser, Sat 25 April, 5:30 doors open for silent auction, Pat Condon provided information, add event to calendar
- **18 March, 2020 Scowcroft Planning:**
 - Resend registration link to all members, Nova Dubovik
 - Nomination packages sent out, Jim Aadland
 - sponsor letters sent out, Scott Warren
 - Members need to choose an industry leader to give a 1-2 min speech on partnership
 - Choose MC (2 preferably, 2 podiums)
 - Contact ROTC/UMA for proffers, singer
 - Checklist **Initial Planning:**

Status	Action	Poc	Suspense	Complete	Remarks
	Initial Planning				
	Guest Speaker		Nov	x	Steven Wert
	Set/Confirm Date	Dan	Nov	x	OECC 18 March (confirmed)
	Arrange/Confirm Location	Dan	Nov	x	Ogden Eccles Conf Center
	Letter to Speaker	Scott	Dec	x	Complete

	Save the Date Flyer	Nova	Dec	x	Sent flyer out to members
	Letters to Industry/Sponsors	Scott	Dec	x	complete
	Notify CC Protocol	Nova	Nov	x	Sent note to Beth Toba with new date
	Meet with CC Protocol		Dec		
	Info to Speaker		As needed		
	Awards Planning				
	Send award packages		Jan (1 st week)	x	NI, 748, HBZ, MMXG, MUNS, 20AF, 576, 341, 90, 91
	Brief Groups		Jan-Feb		As needed
	Rec/vote award Packages		1 Mar due		
	Order Physical Awards		Feb		Use GoldStar Awards
	Order Contractor Items		Feb		Use GoldStar Awards
	Banquet Planning				
	Sign OECC Contract	Dan Gomez	Jan	x	
			contract		Audio/visual requirements
			Contract		Risers
			Contract		Private Room
			Contract		Table set up
			Contract		Bar requirements
			Contract		VIP parking
	Arrange for MC		Feb		
	Set Table and Ind Price	Chapter	Jan	x	
	Set Menu and Price	Dan Gomez	Jan	x	
	Registration System	Jim Aadland	Jan	x	Set on website, trying for first time, still need unit help
					Ensure PAYPAL works
	Meet Unit Reps		Many		
	Unit Fliers	Chapter		x	Fliers sent to units
	Event Security		As needed		Coordinate through Base
	Invs to Congressional VIPs		As needed		
	Invs to Local VIPs		As needed		
	Invs to Base VIPs		As needed		

	Brief Base VIPs		As needed		
	Arrange for Base Photo		Feb		Normally through NI or Base Protocol
	Arrange for Chaplin				Through Base Chapel
	Flags		Feb		Normally by Base Protocol
	Table Placards		Mar		
	Arrange Color Guard		Feb		UMA JROTC
	National Anthem		Feb		Work through Base or UMA
	Seating Arrangements		Mar		Work with Base Protocol
	Nominee display		Mar		Slide Show
	Check-in support				Arrange for USU ROTC
	Final Count				
	Program Info		Late Feb		
	Program design		Late Feb		Normally Kent Bingham (base)
	Program Printing		Early Mar		BAE Systems?
	Speaker Gift		Feb		\$500 Donation to UAEF, need something else
	POST BANQUET				
	Awards/Photos to Nominees		Late Mar		
	Photos to Contractors		Late Mar		
	Hot Wash		Late Mar		

Next Meetings 10 Feb