16 October 2021

MEMORANDUM FOR Pacific Region Cadet Advisory Council

FROM: PCR CAC Recorder

SUBJECT: Saturday, 16 October 2021 Conference Call Minutes

1. The Pacific Region Cadet Advisory Council met on 16 October 2021, from 1900-2000 PST on a conference phone call. The minutes are as follows:
2. OPENING BUSINESS
	1. Called to Order: PST 1903
	2. Roll Call
		1. Present
			1. Chairman: C/Col Jesse James II - Present
			2. Vice Chair: C/Maj Aarthi Muthukumar - Present
			3. Recorder: C/Lt Col Tatyanna Sparks - Present
			4. Alaska Primary: C/2d Lt Christopher McGoffin - Present
			5. Alaska Alternate: C/MSgt Logan Sabo - Present
			6. California Primary: C/Col Luca Hoang - Present
			7. California Alternate: C/Lt Col Miller Rasmussen -Absent
			8. Hawaii Primary: C/Maj Marcell Kapas - Present
			9. Hawaii Alternate: None assigned
			10. Nevada Primary: C/1st Lt Aaron Goff - Present
			11. Nevada Alternate: C/Lt Col Dana Surwill - Present
			12. Oregon Primary: C/Lt Col Jacob Groux - Present
			13. Oregon Alternate: None assigned
			14. Washington Primary: C/Lt Col Bradley Gorham - Present
			15. Washington Alternate: C/Maj Caroline Shepherd - Present
			16. Senior Advisor: Col Virginia Thompson - Present
	3. Reports
		1. Alaska Wing
			1. Last Meeting: 4 October
			2. Consistent CAC attendance over last while
		2. California Wing
			1. Last Meeting: 10 October at 1900
			2. Have 8 groups meeting together
			3. Exec Staff are going to meet with Wing Commander
			4. Hoping to boost involvement in ES and sUAS
			5. Next Meeting: 7 November
		3. Hawaii Wing
			1. Good attendance in September
			2. Will be meeting with staff on Thursday
			3. Finally back to in-person meetings
		4. iv. Nevada Wing
			1. Last Meeting: 9 October
			2. Introduced new term
			3. Preparing for Wing Conference at end of month
			4. Hoping to do a CAC presentation at Wing Conference
			5. Is working on a Wing Recruitment Drive
			6. Next Meeting: 13 November
			7. All meetings are on the 2nd Sunday at 1900
		5. Oregon Wing
			1. Last Meeting: 20 September
			2. No one showed up to the last meeting
			3. All staff picked, except Alt Rep for RCAC
			4. Next Meeting: 23 October
		6. Washington Wing
			1. Last Meeting: 16 October
			2. All meetings 3rd Saturday at 1800
			3. WAWG has dissolved Group CAC
			4. Did introductions and addressed the change of dissolving GCAC
			5. Next Meeting: 20 November at 1800
	4. Representative Introductions (Primary and Alternates)
	5. Intro to Council
		1. Chair, Vice Chair, and Recorder introductions
		2. Parliamentary Procedure - Can be daunting/don’t allow it to be a roadblock
	6. Parliamentary Procedure
		1. Be Timely
		2. How to Make Motions
			1. “I move to….” or “I make a motion to…”
			2. “I second.”
			3. Move to discuss, move to vote, or move to amend.
			4. Voting - Yay/Yes, Nay/No, or Abstain
		3. Try not to talk on top of people - Raise Your Hand Feature
	7. Expectations
		1. Be timely. Will help with all other expectations
		2. One committee per quarter. (One that lasts the whole year counts)
		3. No limits to committee participation (Just keep in mind time commitment)
		4. Attend at least one other WCAC meeting per semester (Twice a year)
		5. Uniform - Professional attire is okay

1. OLD BUSINESS
	1. Old Proposals: C/Col James
		1. Great Start Revamp
			1. Go through and update the Great Start Manual or other direction as the committee chooses to take it
			2. C/Col James moved to vote
			3. C/Maj Kapas seconded
			4. Vote passed 6-0-0
		2. STEM Committee
			1. C/Col Hoang moved to discussion
			2. C/Col James seconded
			3. Discussion: Clarify the vagueness of the committee; Used to bring awareness to lesser-known STEM opportunities
			4. C/Capt Goff moved to vote and volunteered to chair
			5. C/Col James seconded
			6. Vote passed 4-1-1
		3. Public Relations Committee
			1. C/Lt Col Gorham moved to discussion
			2. C/Capt Goff seconded
			3. Discussion: Social Media; Newsletter; Youtube
			4. C/Col James moved to vote
			5. C/2d Lt McGoffin seconded
			6. Vote passed: 4-1-1
			7. Chair: C/Maj Muthukumar
2. NEW BUSINESS
	1. New Committees: C/Maj Muthukumar
		1. Squadron Analytics
			1. Analyze data from Wings and Squadrons to seek trends
			2. C/Col James moved to vote
			3. C/Col Hoang Seconded
			4. Vote failed: 0-1-5
		2. Standardization of Wing Emblems and Patches
			1. C/Lt Col Gorham moved to create committee
			2. C/Col James moved to discuss
			3. C/Maj Muthukumar seconded
			4. Discussed standardizing all Wings’ Emblems and Patches
			5. C/Col James moved to vote
			6. C/2d Lt McGoffin seconded
			7. Vote passed: 4-0-2
			8. Chair: C/Lt Col Gorham
	2. Wing Projects
		1. Mandatory
		2. Research Project
		3. Reach out for support from those around you
	3. Representative Check-ins
		1. Fill out when2meet survey
		2. Way to check-in
		3. One, roughly fifteen-minute, call a month
		4. Fill out contact info in spreadsheet
	4. Region Analytics
		1. Not a Committee
		2. Collecting basic data from Wings and Squadrons
3. OPEN FLOOR
	1. Are RCAC meetings open to other CAC members to attend?
		1. RCAC meetings are open to everyone
4. CLOSING
	1. Next meeting is Saturday 20 November2021
	2. Adjournment: PST 2002

Recording of the meeting can be found at: [16 October Recording](https://cawgcap-my.sharepoint.com/%3Av%3A/g/personal/jesse_james_cawgcap_org/ESUCK-VLr4tEqaYjuO0IqzYB02cNU2P6HREO4zDbPoQTWA)

//SIGNED//

TATYANNA SPARKS, C/Lt Col, CAP

PCR Cadet Advisory Council Recorder