



Air Force Sergeants Association
Division 89 "Heartland of America"
17015 "O" Circle, Omaha, NE 68135



2012 Division 89 Conference Minutes
Oklahoma City, OK
March 29 – March 31, 2012

The Division 89 Annual Conference was held March 29-31, 2012 at the Crowne Plaza, Oklahoma City, Oklahoma. It was hosted by Chapter 985, Tinker AFB, OK; Conference Manager Terry Turner. Below is a summary of events and the Conference Minutes.

Thursday – 29 March 2012

The Credentials' Desk was open from 1:00 P.M. to 5:00 P.M. in the lower level of the conference center. The Hospitality Suite was open from 9:15 P.M. to 11:00 P.M. The President's Reception and Dinner was held from 6:00 P.M. until 9:00 P.M. An Oklahoma City Classic BBQ Dinner was served by the Hotel Restaurant.

Pre-conference meeting was hosted by Division 89 President Lutzen and his council between 4:00 and 5:00 P.M. Attendees were: President Dale Lutzen, Steve Zalesky, Terry Turner, Roland Kolwitz, Jean Kolwitz, Charlie Dalzell, David Bamburg, Fawn Lawrence, Gary Swanson, and Don Sullivan along with special guest AFSA International President Jeffrey Ledoux.

Invocation—President Lutzen

Pledge—Trustee Roland Kolwitz

AFSA Preamble—SSgt Fawn Lawrence

Auxiliary Preamble—Auxiliary Coordinator Jean Kolwitz

The meeting was called to order at 4:08 pm by Div 89 President Dale Lutzen. A quorum was present to conduct business. He welcomed and introduced all present.

The first order of business was the approval of the 2011 Conference minutes. Don Sullivan motioned to approve the minutes as written, David Bamburg seconded and the 2011 Minutes were approved.

Note to President: Please email Minutes ahead of time.

The next order of business was the approval of the Conference Agenda. Terry Turner made a motion to approve, Roland Kolwitz seconded. The agenda was approved.

Treasurer's Report: President Lutzen stated our financial standing is good with \$7,818.61 in Checking and \$6,015.61 in Savings and discussed the 2012 Budget to be presented to delegates for approval.

Question: SA Charlie Dalzell inquired on the \$900 budgeted to send Auxiliary to International and recommended the financial breakdown be sent out throughout the year to see what the Division is spending money on.

Terry Turner motioned to approve the 2012 Budget, Gary Swanson seconded and the 2012 Budget was approved.

Awards by VP Steve Zalesky: This year 8 of the 15 division chapter submitted awards. We had 7 Airmen and 6 NCO nominees this year. (1) He suspects this can be contributed to the lack of continuity and he will continue to review the awards process and help chapters in building an awards continuity program. (2) Chapter Presidents need to be reminded of the importance of these awards and recognizing their members. (3) the new awards nomination form was easy to use but there are some changes that need to be made during the AFSA Manual 100-4(2) review.

Scholarship by Senior Advisor Charlie Dalzell: 2 winners were chosen from 6 submissions. He advised the division awarded two (2) \$500 scholarships. The scholarship is for member's dependents or grandchildren. The application includes transcripts, a letter, and application; it parallels the AFSA scholarship. A fundraiser will be held during the conference to help raise money so the program can continue next year.

Membership by Terry Turner: (1) Membership recruiting/retentions goals of 22,000 was exceeded in 2011 (2) recruiting initiatives/campaigns were instrumental in maintaining current membership levels (3) \$1.00 awarded to chapters for every retention in 2012, chapters will be paid quarterly (4) the 12 in 12 coin will be shipped directly to members who either recruit or retain 12 members in 2012 and will be awarded the high noon coin and pins be given for recruiting/retention incentives. He provided a summary of division and chapter recruiting/retention achievements for 2011.

Communication by Gary Swanson: Our Division Newsletter won at International for a second year in a row and he thanked all the Chapters for their story inputs. The Division website and Facebook is our best opportunity to connect with younger generation. A Web hosting option has been added to help Chapters to get a website set-up and I am available to provide training. The domain name has been secured.

Auxiliary Report by Jean Kolwitz: Ms. Kolwitz provided the Coordinator Newsletter and contributed articles to the Division Newsletter and kept in touch with all from Chapter to International Level. Ms. Kolwitz attended the International Conference in San Antonio, TX and the annual A804 Membership Tea in Honor of the International Auxiliary President. All information received from the Division and International was forwarded to the Auxiliaries and informed them of what was expected with the AFSA/Auxiliary merger. She also worked with Vice President Zalesky and Historian Sullivan on awards for this year.

Standing Rules were presented by Historian Don Sullivan. Terry Turner motioned to approve Standing Rule #1, Bud Kolwitz seconded. Steve Zalesky motioned to approve Standing Rule #2, SSgt Fawn Lawrence seconded.

Note: consider changing amount of Auxiliary International cost to \$800.

Bud Kolwitz motioned to approve Standing Rule #3, SA Charlie Dalzell seconded.

Note: SA Charlie Dalzell inquired on Chapter 859 existence and Chapter 984 FEIN number is missing. Terry Turner motioned to approve Standing Rule #4, Bud Kolwitz seconded.

Note: Need to add Auxiliary Member of the Year.

Charlie Dalzell motioned to approve Standing Rule #5, SSgt Fawn Lawrence seconded.

Standing Rules were accepted to present to the delegates for approval.

Trustee #2 Terry Turner provided conference updates; changes to script, hospitality room will open when needed and that his 15 person committee was able to solicit several donations. He also briefed about our guest speaker, the planned Professional Development Seminar, and that there will be professional photography taken throughout the conference.

President Lutzen is looking at areas to host the 2013 Conference and recommended asking Chapter 984, Omaha NE.

President Dale Lutzen reported the AFSA Intl. March mid-year meeting (**Report Attached**):

1. Pushing CAPWIZ
2. AFSA Sergeants Magazine Opt Out program
3. Creating a map of Chapters including CAP/ROTC locations
4. Exploring new ideas for Div 89 PAC Advertisement and coin
5. Auto deductions
6. AFSA Magazines require high quality photos in order to print (need a waiver if publishing photos of children)
7. Morgan Brown is back at AFSA HQ
8. The last day to input memberships and receive credit before the calendar year ends is December 27th, if mailing needs to be post-marked by December 15th.
9. Use of new AA Form

President Lutzen introduced AFSA International President Ledoux. President Ledoux briefed that Division 89 is one of three Divisions who do the bulk of the work and thank you for your hard work and for pushing the use of PDF forms. We are also leading the Legislative and Retention side of the house and as far as he concerned, retentions are the most important at this time. We are hoping to submit 30,000 letters to win TriCare issue.

The meeting was adjourned at 5:37 pm.

The President's Reception and Dinner was held from 6:00 P.M. until 9:00 P.M. It was catered by The Crowne Plaza Hotel.

Friday, 30 March 2012

The Credentials' Desks was open from 7:00 A.M. until 8:00 A.M. in the lobby.

Opening Ceremonies began at 8:30 A.M. Emcee TSgt Bruce Reno, 72nd Medical Group, Tinker AFB, introduced himself and welcomed all to the 2012 Division 89 Conference.

Division 89 President Dale Lutzen and Auxiliary Coordinator Jean Kolwitz officially "declared the 2012 AFSA Division 89 Conference to be in session." John Marshall High School Honor Guard presented the Colors. Senior Advisor Charlie Dalzell led us in the Pledge of Allegiance. Mr. Harry McLane gave the invocation, Division Trustee David Bamburg read the AFSA Preamble, and Division Coordinator Jean Kolwitz read the Auxiliary Preamble.

Emcee TSgt Bruce Reno made the following introductions of distinguished attendees:

- a. The Honorable Meg Salyer, Vice Mayor of Oklahoma City, OK
- b. Mr. Andrew Laz, General Manager of the Crowne Plaza Hotel, Oklahoma City, OK
- c. Command Chief of 552d Air Control Wing, CMSgt Eddie Compton

- d. AFSA International President Jeffrey Ledoux and his wife Pamela
- e. Division 89 President Dale Lutzen
- f. From Chap 804, Past International Auxiliary President Willa Hyde
- g. From Chap 804, Past International Auxiliary President Kathy Oden and her husband Galen
- h. From Chap 951, Past International Auxiliary President Elaine Warner-Savage and her husband Jim
- i. From Chap 804, Past International Auxiliary Trustee Patricia Parrish
- j. From Chap 851, Division 89 Coordinator Jean Kolwitz and her husband Roland
- k. All International and Division Lifetime Trustees
- l. Division 89 Airman of the Year Nominees please stand – to be introduced individually at the Honors Banquet Saturday night.
- n. Division 89 NCO of the Year Nominees please stand – to be introduced individually at the Honors Banquet Saturday night.

Welcome Address: Given by Vice Mayor Meg Salyer, Oklahoma City, Oklahoma. Division President Lutzen presented Vice Mayor Salyer with a memento of our appreciation for being with us this morning.

Keynote Address: Given by CMSgt Eddie Compton, Command Chief of the 552d Air Control Wing, Tinker AFB, OK. Division President Lutzen presented Chief Compton with a \$100 donation for the CMSAF Fund and a Division 89 coin as a token of our appreciation for his inspiring words.

Opening Ceremonies concluded.

Joint AFSA/Auxiliary Business Meetings: Division President Lutzen greeted delegates and called the joint business session to come to order.

Credentials Committee Report: Division 89 Senior Advisor Charlie Dalzell presented the Division 89 AFSA/Auxiliary credentials reports. A roll call was performed and **President Lutzen declared a Quorum for Division 89 and the Auxiliary to do business.**

Approval of Conference Agenda: President Lutzen asked for a review and approval of the conference agenda. Derrick Bennett motioned to approve the conference agenda, Tim Ossinger seconded and the agenda was approved.

International President Notes

AFSA is bringing people together and providing good networking opportunities. Take advantage of the retirees in the room and get pointers, they have a lot of knowledge. Online transactions must be received by the 27th of December. Use CAPwiz! We currently have 2 advocates on Capitol Hill, Senator Webb and Joe Wilson fighting for our Tricare. AFSA On Call and Legislative updates were discussed as well as Military Health Care and Retired Military Health Care Acts. If you have questions about the Talking papers please ask. There is only one bylaw change regarding relocating the Trustees. Aux merge, they did not go away! Division President Lutzen and Trustee Turner presented President Ledoux with a Division 89 coin as a token of our appreciation.

Division President Report/International Summary Briefing:

Division President Lutzen gave his annual report, which basically was his mid-year report to the International Executive Council in March 2012. He also briefed international updates from the March mid-year meeting at AFSA headquarters – copies attached.

Division Auxiliary Coordinator Report

Auxiliary Coordinator Jean Kolwitz presented an update on the status of the auxiliary. Please welcome those Auxiliary members into your Chapters. They will be marked as 'AUX' on your rosters. Please continue to renew the members of the inactive Auxiliaries. The Past International Presidents and Auxiliary members who were present were asked to stand and be recognized. There was no beating Division 89 for retentions; these Auxiliaries have had over half of all the renewals for the entire organization. Between Kansas City and Milwaukee there were 194 renewals compared to 124 for the rest of the entire Auxiliary organization. HighFLIERS are Donna Peterson of Duluth, Jean Kolwitz from Milwaukee, and Willa Hyde for Kansas City and SkyHIGHER Elaine Warner-Savage. Accomplishments of the Auxiliary include:

1. Coupons were sent to overseas commissaries
2. Box tops for Education for schools
3. Pull tabs given to Ronald McDonald House
4. Stamps for Wounded project
5. Holiday gifts given to Psych ward
6. Provided necessities for abused women and children
7. Annual POW/MIA ceremony and Membership Tea honoring Int. Aux President
8. Fundraisers, social functions and activities
9. Wounded Women Warrior program and deployed members support
10. "Support the Troops" fund raisers

A numerous of outstanding accomplishments were achieved by the Auxiliary. It's been a pleasure and honor to have worked with each and every one of you and to have known you.

Treasurers Report:

Division President Dale Lutzen reported we have \$7,818.61 in our checking account and \$6,015.61 in our savings account with no outstanding debt other than our ongoing conference. He also advised that Paul Wagoner performed the Division 89 Annual Audit February 2012.

Scholarship Report:

Senior Advisor Charlie Dalzell, Chair of the Scholarship Program advised the division awarded two (2) \$500 scholarships for 2011. The scholarship is for member's dependents or grandchildren. The application includes transcripts, a letter, and application; it parallels the AFSA scholarship. We received 6 applications that were judged by the Belton, Missouri Board of Education. Our two \$500.00 winners for 2011 were Shelby Perez, Daughter of CMSgt (Ret) Ivan Perez, Chapter 804, Kansas City and Casandra Thyne, Daughter of MSgt (Ret) Micheal Thyne, Chapter 872, Scott AFB A fundraiser will be held during the conference by Chair Steve Francis, Past Division President, to fund this program.

Awards Report & Presentations:

Division 89 Vice President and Awards Chair Steve Zalesky provided information on the awards program and submission process. This year 8 of the 15 division chapter submitted awards. We had 7 Airmen and 6 NCO nominees this year. Hope to have more participation next year. VP Zalesky asked International President Ledoux, Division President Lutzen and Auxiliary Coordinator Kolwitz to join him in making the following presentation of this year's awards. They presented the awards as he read the accompanying citations:

Annual Award Winners

Division 89 Member of the Year: MSgt Michael Mooney, Chapter 985/Oklahoma City, OK
Division 89 Auxiliary Member of the Year: Helen Hatz, Chapter A804/Kansas City, MO
Division 89 Chapter of the Year (Over 500 Members): Chapter 872, Scott AFB, IL
Division 89 Chapter of the Year (Under 500 Members): Chapter 988/Altus AFB, OK
Division 89 Auxiliary Chapter of the Year Chapter A851/Milwaukee, WI
Division 89 Newsletter of the Year: Chapter 985/Tinker AFB, OK
Division 89 Auxiliary Newsletter of the Year: Chapter A804/Kansas City, MO
Division 89 Community Service Award: Chapter 872/Scott AFB, IL
Division 89 Auxiliary Veterans Administration Volunteer Services Award: Ms. Barbara Veach, Chapter A804/ Kansas City, MO
Division 89 Volunteer Service Person of the Year (VSP): MSgt Shanon Midgette, Chapter 872/Scott AFB, IL
Division 89 Chapter Website of the Year: Chapter 872/Scott AFB, IL
Individual Legislative Award: MSgt (Ret) Terry Turner, Chapter 985/Tinker AFB, OK
Division 89 Chapter Legislative Award: Chapter 985/Tinker AFB, OK
Division 89 Auxiliary Community Service Award: A851/Milwaukee, WI

Annual Award Runner-Ups:

Division 89 Member of the Year Runner-Up: MSgt Rebecca McNelly, Chapter 972/ McConnell AFB, KS
Division 89 Auxiliary Member of the Year Runner Up: Ms. Sue Metzger, Chapter A851, Milwaukee, WI
Division 89 Chapter of the Year Runner Up (Over 500 Members) Chapter 985/Tinker AFB, OK
Division 89 Chapter of the Year Runner-Up (Under 500 Members) None
Division 89 Auxiliary Chapter of the Year Runner Up: Chapter A804, Kansas City, MO
Division 89 Volunteer Service Person of the Year (VSP) Runner-Up: Msgt Kent Kundert, Chapter 959/ Minot, AFB, ND
Division 89 Chapter Website of the Year Runner-Up: Chapter 985/Tinker AFB, OK
Division 89 Community Service Award Runner-Up: Chapter 985/Tinker AFB, OK
Division 89 Auxiliary Community Service Award Runner-Up: Chapter A804, Kansas City, MO
Division 89 Newsletter of the Year Award (Over 500) Runner-Up: Chapter 872/Scott AFB, IL
Division 89 Auxiliary Newsletter of the Year Award Runner-Up: Chapter A851/Milwaukee, WI
Individual Legislative Award Runner-Up: MSgt (Ret) David Bamberg/Chapter 951, Ellsworth AFB

**Conference Manager, Terry Turner, made some announcements. Raffle tickets.
President Lutzen demonstrated how to use Capwiz.**

Lunch – Joint Business Continued at 1300 hours

Quorum: President Lutzen opened up the afternoon business session by declaring a quorum for the purpose of conducting business. He then turned the floor over to MSgt (Ret) Don Roden, Professional Member of the CTA-Certified Coach for PME training. Topics include Leadership and Communication.

Professional Development by MSgt (Ret) Don Roden, Professional Member of the CTA-Certified Coach. Key points made in this excellent presentation focusing on leadership and communication skills to success were:

- ✓ Finding and expressing your voice in leadership.
- ✓ What is at the core of successful leadership?
- ✓ Many leaders are passionate and fail to communicate their vision while others can communicate the vision and there is no passion.
- ✓ How to combine passion with vision and communicate it.

President Lutzen thanked MSgt (Ret) Roden for the valuable training and presented him with a Division 89 coin as a token of our appreciation.

Membership Report:

Division 89 Trustee Terry Turner gave statistics on Division 89's productivity and worldwide ranking in these categories. 3001 Recruits! 769 Retentions! A copy of his report is attached.

2011 Recruiting Awards

Division 89 Recruiter of the Year: MSgt Rebecca McNeely, Chapter 972/McConnell AFB, KS and Ronal Reed, Chapter 881/Whiteman AFB, MO

Division 89 Auxiliary Recruiter of the Year: Willa Hyde, Chapter A804/Kansas City, MO and Sue Metzger, Chapter A851/Milwaukee, WI

Division 89 Retainer of the Year: MSgt (Ret) Roland (Bud) Kolwitz, Chapter 851/Milwaukee, WI

Top Auxiliary Retainer of the Year: Willa Hyde, Chapter A804/Kansas City MO

Top Recruiting Chapter of the Year: Chapter 959/Minot AFB, ND

Top Auxiliary Recruiting Chapter of the Year: Chapter A804/Kansas City, MO

Top Retaining Chapter of the Year: Chapter 851/Milwaukee, WI

Top Auxiliary Retaining Chapter of the Year: Chapter A804/Kansas City, MO

Recruiting Runner Up Awards:

Division 89 Recruiter of the Year Runner-Up: CMSgt (Ret) Michael Parente, Chapter 984/Offutt, AFB, NE

Division 89 Auxiliary Recruiter of the Year Runner-Up: None (tied for Recruiter of the Year)

Division 89 Retainer of the Year Runner-Up: Terry Turner/Tinker AFB, OK

Top Auxiliary Retainer of the Year Runner-Up: Jean Kolwitz, Chapter A851/Milwaukee, WI

Top Recruiting Chapter of the Year Runner-Up: Chapter 985/Tinker AFB, OK

Top Auxiliary Recruiting Chapter of the Year Runner-Up: Chapter A851/Milwaukee, WI

Top Retaining Chapter of the Year Runner-Up: Chapter 872/Scott AFB, IL

Top Auxiliary Retaining Chapter of the Year Runner-Up: Chapter A851/Milwaukee, WI

SkyHIGHERS/HighFLIERS

THE SKYHIGHERS:	REBECCA MCNELLY	CHAPTER 972	168
	RONAL REED	CHAPTER 881	168
	MIKE PARENTE	CHAPTER 984	115
	TERRY TURNER	CHAPTER 985	108
	STEPHAN FRANCIS	CHAPTER 988	107
	STEVE ZALESKY	CHAPTER 872	107
	LARRY DOUGHTY	CHAPTER 959	104
	SHAUN LEWIS	CHAPTER 959	103
	KENT KUNDERT	CHAPTER 959	102
	JENNIFER SHELLEY	CHAPTER 959	102
	CHRISTOPHER COFFEY	CHAPTER 985	102
	LISA MUTH	CHAPTER 985	101
	MICHAEL SHELLEY	CHAPTER 959	101
	MICHAEL MOONEY	CHAPTER 985	100
	JENNIFER PONDER	CHAPTER 985	100
	NICHOLAS MELENKA	CHAPTER 984	100
THE HIGHFLIERS:	BUD KOLWITZ	CHAPTER 851	214
	WILLA HYDE	CHAPTER A804	130
	TERRY TURNER	CHAPTER 985	103
	STEVE ZALESKY	CHAPTER 872	101

Special Awards: President Lutzen had no special awards to hand out.

Division 89 Fundraiser:

Past Division 9 President Steve Francis conducted a fundraiser among conference delegates, proceeds to support the division scholarship program. An individual breakdown of donations by individuals/chapters is not available. \$1,210.00 was initially collected or pledged. Chief Francis continued to collect during the remainder of the conference and a final total of \$1356.00 was raised.

President Lutzen concluded the business session for the day and Conference Manager Turner provided a few more raffles as well as reminders and updates of upcoming events.

Meeting ended 1545

Saturday – 26 March 2011

Business continues at 0848 and Conference Manager Terry Turner discussed some new updates and upcoming raffles. Chief Francis collected more funds to go towards the Scholarship Program.

2012 Conference Location:

No definite sites were decided from our discussion. The general consensus was to hold the conference in a central location again in 2012 to encourage attendance. President Lutzen said he would be working on this and hope to have a solution by the PAC in July 2011.

Legislation Training/Updates:

Division 89 Trustee/Legislative Affairs David Bamberg briefed the following items:

1. Resources to use
2. Key things to remember
3. Know what your Representatives stands for
4. Things a Legislative Program should do
5. Be Active on Legislative Issues
6. Defense Budget
7. Questions to ask
8. Contact Morgan Brown

Communications Update:

Webmaster Gary Swanson provided an overview of the Division 89 Website and key items to keep in mind. Please email pictures and utilize the News areas at the bottom of the page. You can submit blog entries. The website includes several beneficial tools and information such as: current membership numbers, diagram of how a Bill becomes a Law, how to contact your elected Officials, AFSA's Bills of Interest, Information block, Chapter Map and webhosting.

Chapter Officer Training:

Dale Lutzen gave us a PowerPoint presentation/training on what we need to be doing. (1) He provided: (1) an overview of AFSA operations and its governing documents; (2) Standing Rules for

Divisions/Chapters; (3) Quarterly and Annual Reports; (4) use new AA form to help fill out Chapter of the Year package; (5) Division/Chapter Leadership Reference 'Quicky Guide' and Chapter checklist; and (6) items of interest: Drop Box, know AFI 34-223 Private Organization Regulation, you can email President Lutzen for SR guidance, work those bad addresses, CAPWIZ and website hosting.

Question/Comments: CMSgt (Ret) Harry McLane commented regarding AFJROTC award program and that ROTC HQ stated the units had to supply the names to AFSA and then AFSA would send out the awards but the award winners were not provided until the last minute. Mr. Bill Rheingans suggested there is a break in the process to find out the name of the award recipient. CMSgt (Ret) Mark Clark suggested we not allow non-AFSA members/Recruiter present the ROTC medals. Also, if you have a school that doesn't allow recruiters but the recruiter comes out to present the award you could have a conflict. Curtis Gist also discussed the short turn around at International and how there is confusion with the cadet form and miscommunication between the Chapter and Post. Need to standardize this process.

Conference Manager Terry Turner provided new Hotel updates regarding the restrooms.

Membership Training:

TSgt Jeffery Rueben briefed his unique perspective on how to recruit Airman by telling his AFSA story and how he became the AAC and was selected as the Chapter AofY nominee and earned BTZ. Explain to the Airmen what separates AFSA and be interactive with your audience and target young Airmen by suggesting activities such as gaming tournaments. Trustee Terry Turner provided information on how to do a mail merge and how to clear your bad address list. Trustee Bud Kolwitz briefed on retaining members by making contact via mail. AFSA Chapter 985 Trustee Doug Bynum briefed his TOP 10 SIMPLE RULES to clear off your Bad Address List: call the member, utilize worldwide email list, contact AFPC AF Retiree Affairs Patricia.PEEK@us.af.mil, call the First Sergeant, call the Dorm Manager, www.whitepages.com, check County Assessors List, look for common errors (incorrect zip code, room #), talk to your Retirees in the local area, and FACEBOOK! MSgt Michael Mooney briefed to know your audience, know the venue, have a backup plan, bring a helper, have the Airmen start filling out an application as you brief, find your why of the why of the why did you join, look for a common ground, use Facebook, and close out. We'll help you find sponsors for those that can't afford it. Chief Francis also shared his recruiting tips on bringing a pretty lady with you and gives out coins to those who sign up. VP Steve Zalesky shared that his Chapter had 45 members help recruit and that it is a team effort. He gives out chips purchased from combatpokerchip.com as an incentive. Also, start working your membership reports 4 months prior to member's renewals. Willa Hyde also said most of who she retains will not renew until they receive her renewal letter reminder in the mail. Trustee Turner recommended you bring someone of each status to help recruit: Retiree, Reservist, Airman, NCO, etc...

Question/Comment: MSgt Thomas Lake suggested having the membership application pre-filled out prior to members completing the application. Mr. Tim Ossinger made a point to share membership recruits, this is a TEAM EFFORT!

Credentials Report:

Senior Advisor Charlie Dalzell provided the final credentials statistics. A quorum is present.

Approval of 2011 Meeting Minutes:

Motion made by Steve Francis and seconded by Trustee Terry Turner. Minutes were approved as written.

Approval of 2012 Budget:

Motion was made by Trustee Terry Turner and was seconded by Trustee David Bamburg. The 2012 Budget was approved.

Approval of Standing Rules:

Next was a vote on the standing rules. President Lutzen asked for a motion to accept the rules as written. Don Roden made a motion, Terry Turner seconded and motion passed.

Question/Comment: Kathy Oden asked to clarify highlighted SR's.

Election of Officers:

Next on the agenda was the election of officers for Division 89. Senior Advisor Charlie Dalzell held the elections.

Office of Vice President: Don Sullivan nominated Steve Zalesky, Terry Turner seconded. There being no others, the nominations were closed and Steve Zalesky was elected by acclamation.

For the position of 1st Trustee, ND, SD, NE: SSgt Fawn Lawrence nominated Dave Bamburg and Steve Francis seconded. MSgt Lake nominated MSgt Michael Shelley and SrA Lewis seconded. Both Trustees were asked to say a few words. Nominations closed and MSgt Michael Shelley was elected by majority vote.

For the position of 2nd Trustee KS, OK: Derrick Bennet nominated Terry Turner, seconded by CMSgt (Ret) Mark Clark. No others, nominations closed and Terry Turner was elected by acclamation.

For the position of 3rd Trustee WI, MN: Bill Rheingans nominated Roland Kolwitz, seconded by Steve Zalesky. No others, nominations closed and Roland Kolwitz was elected by acclamation.

For the position of 4th Trustee IA, MO, IL: Steve Zalesky nominated Gary Swanson, seconded by TSgt Callihan. No others, nominations closed and Gary Swanson was elected by acclamation.

Note: Proper rules of order were observed for all offices. No oppositions to any position were nominated from the floor, therefore, in each case the nominations were closed and election by acclamation voted and carried.

New and Other Business:

Dale will include President and Vice President on email listing of Legislative and Talking Papers, Newsletters.

Chapter Conference next year was discussed. MSgt Lake recommended Omaha, NE AFB and will ask his Chapter. Scholarship amount change? Don Sullivan suggested there is no point to increase or decrease based on the lack of participation.

CMSgt Mark Clark motioned to close business session and Derrick Bennett seconded. President Lutzen advised that our business sessions are concluded. The post conference Executive Council will meet in 15 minutes. The meeting is adjourned for lunch (on your own). He reminded all the reception and installation of officers will start promptly at 1800 in the Independence Room and immediately following will be the Honors Banquet.

Conference Manager updates.

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**Post-Conference Executive Council Meeting.** President Lutzen convened a post-conference meeting at 1230 with the new executive council. The following members were in attendance: Dale Lutzen, Steve Zalesky, Don Sullivan, David Bamburg, Charlie Dalzell, Michael Shelley, Gary Swanson, Bud Kolwitz, and Terry Turner.

President Lutzen welcomed MSgt Shelley as 1<sup>st</sup> Trustee and informed council to utilize new AA Form and provide thoughts on how to improve our PME session. MSgt Lake will ask permission from his Chapter to host next year's Conference and VP Zalesky offered his Chapter to be the alternate. TSgt Sidel from Altus AFB, OK is PCSing to Omaha, NE and can help provide the Chapter continuity. Don Sullivan will be stepping down as the Division's Historian and we will be looking for someone to take over his position in the near future.

**Note to President:** Create new email listing and include Chapter Vice Presidents and Auxiliary (Kathy Oden and Elaine Warner). Send meeting minutes to Chapter Presidents and Executive Council along with the Standing Rules, Agenda, Financial and Membership Reports prior to making minutes 'official'.

President Lutzen thanked everyone for their support and efforts this past year, and for attending the conference. He introduced some topics we need to be thinking about. Forward any input to him on how to best perform/use the ideas within our scope to do so:

- Advertising for International
- New coin design, letterhead, 'koozies'
- DOO to International

Don Sullivan offered to provide a Quick Reference Guides for position if requested and VP Zalesky will share the winning Awards with the Chapters to help with Awards Continuity.

**Question/Comment:** Trustee Bud Kolwitz inquired on having a Family Trustee at the Division Level and President Lutzen suggested we have one at the Chapter level only. SSgt Lawrence recommended using Drop Box to help improve Chapter level continuity. Mr. Bamburg commented this Conference included some of the best training he's seen yet.

President Lutzen adjourned the meeting and advised all of their installation at 6:00pm prior to the Honors Banquet.

**Final Private Auxiliary Session:** The Auxiliary moved to a different room for their final session.

Invocation—Helen Hatz  
Pledge—Gail Katutis  
Auxiliary Preamble—Elaine Warner-Savage  
Auxiliary Coordinator Jean Kolwitz presented membership certificates.

Then it was decided to just have an open discussion session since with no Auxiliary there was really no need to discuss the report forms, etc. A804 and A851 said they are continuing with the projects they have had going all along.

A804 has a Family Trustee--Patti Parrish  
A851 has a Family and Community Service Trustee--Sue Metzger

AFSA has changed the way deaths are to be reported. Everyone, not just Life Members, have to have a death certificate or a copy of one sent to AFSA. Because "by law" AFSA cannot say a person is deceased without it. There is to be something in an upcoming issue of the Sergeants Magazine about the proper way to report deaths. Brenda Hill is the person at HQ who handles death and Yolanda Green will forward any such info to her.

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Division Officers Installation Ceremony was conducted by Chief Francis. All current and newly elected/appointed division officers were installed into their AFSA Division 89 respective office for the year of 2012-2013.

DIVISION SENIOR ADVISOR	CHARLIE DALZELL
DIVISION SECRETARY	FAWN LAWRENCE
DIVISION TRUSTEE	GARY SWANSON
DIVISION TRUSTEE	ROLAND KOLWITZ
DIVISION TRUSTEE	TERRY TURNER
DIVISION TRUSTEE	MICHAEL SHELLEY
DIVISION VICE PRESIDENT	STEVE ZALESKY
DIVISION PRESIDENT	DALE LUTZEN

Honor Banquet 6-9pm

Emcee TSgt Bruce Reno introduced himself and welcomed all to the Air Force Sergeants Association 2012 Division 89 Conference and Professional Airmen's Conference Honors Banquet.

Posting of the colors was performed by the John Marshall High School AFJROTC, and the National Anthem sung by John H. Eads. CMSgt (Ret) Harry McLane gave the invocation and then emcee Reno introduced our distinguished guest.

Our Guest Speaker, the 15th CMSAF, CMSgt (Ret) Rodney J. McKinley.

Our Conference host, AFSA Division 89 President Dale Lutzen.

From Chapter 804, International Auxiliary Past President Willa Hyde

From Chapter 951, International Auxiliary Past President Elaine Warner-Savage and her husband Jim

From Chapter 804, International Auxiliary Past President Kathryn Oden and her husband Galen

From Chapter 851, Division 89 Auxiliary Coordinator Jean Kolwitz and her husband Roland

All International and Division Lifetime Trustees in the audience

POW/MIA Ceremony

POW/MIA Ceremony performed by CMSgt (Ret) Kevin Terrell and conducted by emcee TSgt Bruce Reno; After the script was read, a silent toast was offered for those service members that could not be with us tonight but stay in our hearts and minds forever.

Dinner

Dinner is served

Guest Speaker

Guest Speaker – Retired CMSAF #15 Rodney McKinley talked about how he was selected as the Chief Master Sergeant of the Air Force and how the Airmen's Creed was developed and its importance.

Division President Dale Lutzen presented CMSAF #15 McKinley with a \$100 check to the CMSAF Fund and a Division 89 coin as a token of our appreciation for his joining us this evening.

Awards

Division Vice President and Awards Chair Steve Zalesky, Division President Dale Lutzen and Division Auxiliary Coordinator Jean Kolwitz presented the following Awards:

Airman and NCO of the Year Awards

Each nominee was called and presented an AFSA Division 89 Commendation Certificate along with the Division 89 coin. The winner of each category was presented a 12x15" plaque commemorating their achievement:

Airmen of the Year Nominees & Winner

CHAPTER 951, ELLSWORTH AFB, SOUTH DAKOTA – SRA THANA CHANOTREE

CHAPTER 959, MINOT AFB, NORTH DAKOTA – SRA SHAUN LEWIS

CHAPTER 972, MCCONNELL AFB, KANSAS – A1C CLASS JUAN ROMERO

CHAPTER 985, TINKER AFB, OKLAHOMA – SRA ANDREW LOVE

CHAPTER 988, ALTUS AFB, OKLAHOMA – SRA KYRSTAL BRITTAIN

DUE TO MISSION COMMITMENTS THE FOLLOWING NOMINEES WERE UNABLE TO ATTEND:

CHAPTER 872, SCOTT AFB, ILLINOIS – SRA CASSANDRA DARLING

CHAPTER 964, GRAND FORKS AFB, NORTH DAKOTA – SSGT ERIC HURTADO **WINNER**

NCO of the Year Nominees & Winner

CHAPTER 872, SCOTT AFB, ILLINOIS – TSGT AMBER CALLAHAN

CHAPTER 951, ELLSWORTH AFB, SOUTH DAKOTA – SSGT FAWN LAWRENCE

CHAPTER 959, MINOT AFB, NORTH DAKOTA – SSGT LARRY DOUGHTY

CHAPTER 964, GRAND FORKS AFB, NORTH DAKOTA – TSGT JEFFERY RUEBEN **WINNER**

CHAPTER 972, MCCONNELL AFB, KANSAS – TSGT RYAN SMITH

CHAPTER 985, TINKER AFB, OKLAHOMA – TSGT MARY ROKITKA

CHAPTER 988, ALTUS AFB, OKLAHOMA – TSGT KURT ENNIS

President and Coordinator Awards

AFSA Division 89 Auxiliary Coordinator Jean Kolwitz presented Past International Auxiliary President Kathy Oden with the Auxiliary Coordinator's Award for her outstanding contributions support.

AFSA Division 89 President Dale Lutzen presented David Bamburg with a Division 89 Certificate-of Lifetime Trusteeship.

AFSA Division 89 President Dale Lutzen presented Conference Manager Terry Turner with a Commendation Certificate for his commitment to excellence and devoted service.

AFSA Division 89 President Dale Lutzen presented Member Lisa Muth with a Certificate of Commendation for her outstanding contributions to the conference, including raising over \$3,500 in ad sales and donations and serving as our photographer.

AFSA Division 89 President Dale Lutzen presented Gary Swanson with a Commendation Certificate for his remarkable communication skills, devotion and efforts as Newsletter Editor and Webmaster.

AFSA Division 89 President Dale Lutzen presented the President's Award to the entire Division 89 Auxiliary and is donating \$100, and a memorial brick will be laid at the Enlisted Village in Memorial of the Division 89 Auxiliary for their hard work and dedication.

Honors Banquet concluded.

Conference Close President Lutzen, & Coordinator Kolwitz "WE HEREBY DECLARE THE 2011 DIVISION 89 CONFERENCE ADJOURNED SINE DIE"

//Signed//

DALE C. LUTZEN, President
AFSA Division 89

//Signed//

FAWN R. LAWRENCE, Secretary
AFSA Division 89

Reports are attached

Presidents Report, March 2012

Honored to serve as your Division President and serve on the International Executive Council

Division 89 is alive and well and we are a leader in our association

Division 89 ended 2011 as the 2nd largest Division within AFSA

Division 89 was second in AFSA with 16 of the 73 SkyHighers and 1st in AFSA with 4 of the 6 HighFlyers

Congratulations to everyone in Team Div 89

Thanks to Trustee Swanson the Division won for the second year in a row the Web site and newsletter of the year for the Division category

We had a fantastic Division conference in Independence MO last year thanks to 804 Kansas City and 881 Whiteman AFB

I attended the International PAC last year in San Antonio Texas

I served on the AFSA International legislation committee and the Division merger committee

I visited chapters and attended meetings at chapters 804, 858 and of course chapter 984

During the course of the year, I also attended a few Civil Air patrol award ceremonies

At the International PAC last year I was able to get on the budget to fund the capwiz program and AFSA has purchased a one-year contract with capwiz legislative letter writing program, please use this program to write your elected leaders.

Another win I like to mention is the conversion of all the AFSA forms to a fillable PDF format, AFSA has just posted a combined AA and financial form, we will go over in detail this form during the chapter training forum on Saturday.

Last weekend I attended the 2012 AFSA midyear meeting and I will update you tomorrow on the items we discussed

I wish everyone a great 2012 conference.

This concludes my Presidents report.

Mid Year update;

Awards are due to AFSA HQ NLT 1 May 2012

IMUS access only for President and Membership chair, let me know if you don't have access

Capwiz legislative letter writing, great addition to AFSA, cost 8500.00

Opt Out from Sergeants magazine if you have too many being mailed to your house

Delete old Div/Chapter rosters from your computer when not being used or out dated, security concerns

Don't forget Auto deduct membership option

Pictures to AFSA HQ, high quality, if under 18 must have parents waiver

Command Chief changes being released thru AFSA, gives chapters a head start on getting on the new CCM's calendar

Morgan Brown back at AFSA, great addition to legislative team, Morgan left for a few years and is now back at AFSA

** Membership last day to input for calendar year will be the 27th of Dec every year (compt), mail in is 15 Dec every year.

CAP program approved for funding from HQ

New electronic AA and Fin form, AFSA HQ only will accept typed in electronic format (PDF)

2012 AFSA International PAC Aug 11-15, in Jacksonville Fla

TP 04, Mailing Sergeants Magazine multiple copies, use Sergeants magazine opt out program

TP 5 AAC Trustee, removed as trustee position, will have an E1-E4 appointed to legislation committee

TP 06 Joint Membership fee, moved to membership committee for review

TP 07, fillable PDF, new AA/Fin form, will follow up with all other AFSA forms

TP 08, HQ will study for implementation email notifications recruits/retainees/members moved to chapters

TP 10, we are looking at removing the Active Duty affairs, ANG and AFRES, AAC trustee positions, these positions will become a liaison to the International Legislative committee and membership, and the CMSAF and the Guard and Reserve Chiefs will nominate them to AFSA

2011 COORDINATOR SPEECH

International AFSA President Ledoux, Division 89 Council members, and guests—Good morning.

Well, this is the last Division Auxiliary Coordinator speech I will be making.

You know the saying—“It ain’t over till the fat lady sings”. Well, I guess that the fat lady sang as far as the Auxiliary is concerned. As everyone knows the AFSA/Auxiliary merger became effective January 1 of this year. But, I am not going to dwell on that. I want to recognize some special people at this time.

But before I get started on that, I would like to say to each of the Chapter Presidents, I hope that you welcome those Auxiliary members into your Chapter. They will be marked as “AUX” on your roster. Many of you know that I was renewing the members of the inactive Auxiliaries for a while now. I would hope that you would continue that. But anything more on this subject will have to come from DP Lutzen.

First Division 8 and Division 9 and now Division 89 can hold their heads up and be proud of the Auxiliary.

As I started to say, I want to recognize some special people who dedicated their all to the Auxiliary all these years. I would like for all the Past International Presidents to stand and be recognized—

Willa Hyde—A804, Division 8,
Elaine Warner-Savage—A982, Division 9,
Kathy Oden—A804, Division 8

And, not with us this weekend, but from Division 8 also, Gloria Pinksaw, A804 and Barbara Beichler, A859.

And on International Auxiliary Council from first Division 8 and then Division 89—Patti Parrish.

Then past Coordinators with us this weekend are

Kathy Oden of Division 8
and Elaine Warner-Savage of Division 9

And my Senior Advisor since I became Coordinator September 1995, Kathy Oden

I would like anyone who has ever been an Auxiliary President at any time to stand up and be recognized.

And, last, but definitely not least—all Auxiliary members please stand and let’s give them a round of applause. Without these members, there would have been no Auxiliary.

Thank you.

There is no way I can tell you all the awards won by these Auxiliaries on Division and International level. But there have been numerous winners and runner-ups over the years. That is due to all the hard work by these members.

As far as membership is concerned, there was no comparison. We have a SkyHIGHER—Elaine Warner-Savage of A982 at that time. And there was no beating first

Division 8 and now Division 89 for retentions. Year after year these Auxiliaries have had over half of all the renewals for the entire organization. This past year was no exception. Between Kansas City and Milwaukee, there were 194 renewals compared to 124 for the rest of the entire Auxiliary organization.

HighFLIERS are
Donna Peterson of Duluth, myself from Milwaukee, and Willa Hyde of Kansas City.

This past year makes it Willa's 12th straight time as HighFLIER. Also, 12 straight years of being Top Retainer and the 12 straight years of Kansas City, MO. Auxiliary being the Top Retaining Auxiliary. Milwaukee was 2nd almost every one of those years. A couple times Duluth gave Milwaukee a run for their money.

We also have a SkyHIGHER—Elaine Warner-Savage, A982

And there is no way I can list all the Community Service projects from these Auxiliaries. The submissions this year for Chapter of the Year and for Community Service from Milwaukee and Kansas City were each almost a page and a half long—single spaced, bullet format, size 10 font. You hear in the award presentations some of the activities from these Auxiliaries.

Several do or did send the manufacturer coupons to the overseas commissaries where they can be used up to 6 months past the expiration date. Then the Box Tops for Education for schools, the pull tabs that are given to Ronald McDonald House, and the Stamps for the Wounded project. These stamps are used in therapy by veterans in the VA hospitals.

Then Kansas City worked with the local VA by giving gifts at Christmas to the patients in the Psych ward, manning the coffee cart, or cutting robes for others to sew. And they worked with a shelter for abused women and children by covering shoe boxes with contact paper and filling them with necessities for when the people leave. Their donations are legendary. They have an annual POW/MIA ceremony and an annual Membership Tea honoring the International Auxiliary President. Then they have fund raisers, social function and then they have activities with the Chapter.

Milwaukee is involved with the Wounded Women Warrior program at Landstuhl Regional Medical Center, Landstuhl, Germany by sending ladies clothing items and toiletries to them. A woman wounded can be at Landstuhl in as little as six hours with only the clothes on her backs. When a grocery store was going out of business, a member bought up all the decks of playing cards and these were sent to Bagram. They were meant to go outside the wire, but ended up being used in poker tournaments, etc. at the Pat Tillman USO there at Bagram. Snacks and travel size toiletries are sent there, too. They also work with the Milwaukee Guard base at holiday time and work with "Support the Troops" by volunteering at the fund raisers. They work jointly with the chapter in many areas.

Wausau has volunteered with The Highground at Neillsville, WI for several years. The HighGround is a tribute to any person who has served in any branch of the service and they work with a local school that sends cards and letters to deployed military.

Minnesota has given trees at Christmas time or turkey dinners at Thanksgiving to a needy Guard or Reserve family and they worked with the Chapter at Base Days by giving out snow cones.

Duluth, before it closed, worked with a veteran's nursing home seeing to it that the vets could go fishing and they donated to many organizations. They also had joint events with the Chapter.

Lincoln, before it closed, had members working with the Meals on Wheels and at Christmas time sent cards to patients in the VA hospital.

And that is just a brief idea of what went on. I can only say—"job well done!"

Since I became Coordinator, I have worked with the following Division Presidents from Division 8- Jay Hyde, Mike Carton, Mark Biedenbender, Bud Kolwitz, Denise Roberts, and Charlie Dalzell And, since the two division merged, Dale Lutzen of Division 89.

The job has been fun—trips to Kansas City in the past when they put on their annual floor show. Sheer vaudeville, but fun. Then all the times I went down for their annual Membership Tea in honor of the International Auxiliary President.

The times I went to The Highground at Neillsville, WI when they would be dedicating an area--such as the time when they dedicated an area to the American Indians who served in the military.

And the trips to Minneapolis to participate in their Installation of Officers.

And the times to Duluth at Christmas when they had their meeting and Christmas party.

And the many times to Scott AFB to their Dining Out that the Scott Chapter hosted.

There was the work. Such as sending an Auxiliary President an e-mail asking where her Form 990 was so she wouldn't have the IRS after her. Or an e-mail to another Auxiliary President asking where the quarterly report was so that the Auxiliary wouldn't lose their check for that quarter.

There were tears when I was trying to help an Auxiliary stay active, but no matter what I did, nothing worked.

Then there were times of frustration when an Auxiliary President would forward a message that had just been received from AFSA HQ and I would stare at the computer monitor with that "deer in the headlight" look because I had no idea of what was going on. Then I would shoot a message to DP Lutzen or whomever I felt I could get info from saying "What is going on here?"

But, all in all, it has indeed been a pleasure and an honor to have worked with each and everyone one of you and to have known you. All I can say is "Thank You".

2011 Division 89 Recruiting/Retaining Productivity
Skyhigher

NAME	DIV	CHAP	2011	LIFETIME
Rebecca McNelley	89	972	168	171
Ronal Reed	89	881	168	174
Michael Parente	89	984	115	1,852
Terry Turner**	89	985	108	594
Stephan Francis	89	988	107	1,710
Steven Zalesky**	89	872	107	546
Larry Doughty	89	959	104	104
Shawn Lewis	89	959	103	103
Kent Kundert	89	959	102	366
Jennifer Shelley	89	959	102	106
Christopher Coffey	89	985	102	202
Lisa Muth	89	985	101	128
Michael Shelley	89	959	101	137
Michael Mooney	89	985	100	106
Jennifer Ponder	89	985	100	205
Nicholas, Melenka	89	984	100	109

** indicates Skyhigher & Highflier

Highflier

Ronald Kolwitz	89	851	214	2,457
Willa Hyde	89	A804	130	1,601
Terry Turner	89	985	103	117
Steven Zalesky	89	872	101	544

AFSA 74 Skyhighers

Div 89 - 16 Skyhighers 22% of Market Share

AFSA 6 Highfliers

Div 89 - 4 Highfliers or 67% of Market Share

AFSA Total Recruiting - 19,929 New Members

Div 89 - 3,001 Recruited 15% of Worldwide Market Share

AFSA Total Retaining - 2,934 Members Retained

Div 89 - 769 Retained or 26% of Worldwide Market Share

Division 89 was 2nd with total Skyhigher producers and 1st in total Highflier Producers

Terry Turner

Division 89, Membership Chair