



GROUP THREE HEADQUARTERS
CIVIL AIR PATROL FLORIDA WING
UNITED STATES AIR FORCE AUXILIARY
PO BOX 1768, LUTZ FL 33548-1768

16 Sep 2006

MEMORANDUM FOR GROUP III HQ STAFF & CAC Representatives

FROM: GRP 3/CC

SUBJECT: CAC Meeting 9-16-06
Location: Inverness Squadron
Started at 1400-1600

Attendees:

C/ Major Jenna McGovern
C/2ndLt Deborah Leach
C/1Lt Justin Tellekamp
1stLt David Leach

1. Wing Cadet Competition November 17-19th Group is trying to plan transportation, Please Contact 1Lt. David Leach. For more information
Homestead November 18th Wing CAC

2. Special Acts January 12, 13, 14 unsure of location

3. Ensure E-service Contact Info is current for all cadets. During recent check from Cadet Programs Officer a lot of the e-mail info is not updated.

4. The following dates are set for CAC meetings and the ones that are highlighted will be the Group 3 Command Calls and Training Workshop.

- 1) Oct 28th, Jan 20th, and April 28th Mandatory CAC Meetings!
- 2) 28th Of October During Camp Curry
- 3) November No Meeting
- 4) December 9th Saturday Hernando County Composite
- 5) January 20th Group 3 CAC/Workshop Mandatory MacDill or local schools
- 6) February 17th Place TBD
- 7) March 10th Place TBD
- 8) April 28th Place TBD Mandatory/Workshop
- 9) May TBD Based Off Wing Conference Place & CAC elections!

5. We discussed ideas for cadet workshops that happen at the mandatory meetings some ideas are

CAP Myths and Legends Class, Emphases History and myths provide truth to myths
Public Speaking Class on Classes/Effective Communication
Cadet Retention Class
New Members Guide for Cadets
How to Identify New Uniform Policies/Changes how to prepare for advancement
How to get into the Academy or Academies
Effective Counseling Identifying Positive or Negative
Builders and Destroyers (Being a Positive or Negative Role Model)
If You have other Ideas, please feel free to let us know

6. Our new DDR Representative is C/2Lt Deborah Leach
We are going to need O-Flights Personnel from Group 3, and we plan on doing some DDR Presentations for Schools in Group 3 Area.

Discussed ideas of Group 3 Basic First Aid in December and NCO Academy in May

7. The idea of Video Conferencing for CAC Board Members meaning (CAC Chair, Vice-Chair, Recorder, Cadet Programs Officer, Vice-Cadet Programs Officer, Possibly Group Commander)

8. Talked about Group 3 IG Inspection Cadet Programs Evaluation & reviewed that CAC must decide on 8 goals for the upcoming year.

Three Goals were decided upon already:

- 1) Communication between all levels of CAC, Increase Communication with all CAC Reps and their squadrons (Through Group 3 Website, Monthly CAC Minutes, and How To Articles on Group 3 Website.)
- 2) CAC Board Members to visit all squadrons at least once during the upcoming year
- 3) Restore Order and Functionality to Group 3 CAC meetings to support the Group 3 Goals and Functions

9. Saluting/ Cover Procedures and Regulations

According to CAPF 151: *Note: This applies only when cover is being worn* When in Military Style Uniform, such as BDU and Air Force Blues and/or showing respect to senior members in Alternate Uniforms at present time. No Saluting Inside unless reporting. Don't Salute in Work Detail or Formation (the Commander or person in charge of the formation will salute.) No saluting at Sporting Events. Salute Officers Cars when properly displayed and car is occupied.

*This concluded the CAC Meeting at 1600Hrs if you have any questions or concerns regarding this meeting or the minutes listed above please contact me C/1Lt Justin Tellekamp at Palmguy898@aol.com.

C/1Lt Justin Tellekamp
Cadet Commander, Hernando County Composite Squadron
Group 3 CAC Recorder (FLWG)