



Auburn-Starr Composite Squadron 92
 Structured Staff Meeting & Dinner
 January 8th 2020 1730 – 2030 Hrs.
 Max's Restaurant Trailside Room
 110 Grass Valley Hwy, Auburn, CA 9560



FACilitators *LtCol Bob Fields*

Timekeeper: Cpt Bob Sullivan

DESIRED OUTCOMES: Productive unit membership and guest networking and collaboration; establish and agree on meeting agenda; review and agree on outcomes of the Squadron 2019 strategic plan; and have a good time.

| CONTENT | PROCESS | WHO | TIME |
|--|---------------------------------|------------------|----------------------|
| GROUP DINNER and Networking | A La Carte Menu | All | 30:00 1730 – 1800 |
| 1. Self introductions, Outcomes, Ground Rules, Agenda, Agree | Present Clarify & Agree | FAC, All | 0:15 1800 – 1815 |
| 2. Review previous strategic planning meetings outcomes | Present Clarify & Agree | FAC, All | 0:15 1815 – 1830 |
| 3. Review and rate SQ-92 2019 strategic planning outcomes | *Agree & Record | FACs, REC All | 1:30 1830 – 2000 |
| 4. Identify next steps | *Agree & Record | FAC, All REC | 0:20 2000 – 2020 |
| 5. Meeting process review | *Brainstorm & Record (+ / -) | FAC, All REC | 0:10 2020 – 2030 |
| 6. Meeting closure | Sayonara | CC, All | 2030 |
| Total meeting time | | | 3:00 |

*** Review and agree are predicated on all participating members being prepared in advance for the process at hand. For this meeting to be successful and productive, members are expected, prior to attending this meeting, to be familiar with the content and published outcomes of the previous strategic planning meetings included in this meeting's agenda attachments. (Additional copies available upon request.)**



Auburn-Starr Composite Squadron 92

Auburn Municipal Airport
13698 New Airport Rd
Auburn, California 95602

08 January 2020

MEMORANDUM: All Squadron 92 Members
SUBJECT: Commander's Intent and Operating Philosophy
FROM: Major Steven Maples, CAP, Commander

I am honored to become your Squadron Commander. Our members provide significant contributions to all three of CAP's Missions – Aerospace Education, Cadet Programs, and Emergency Services. I look forward to the continued personal and professional growth of all our members and to expanding our capabilities to better serve CAP and our communities. To that end, I pledge to empower and protect our shared vision in an open and transparent administration where all members are considered and treated as valued stakeholders.

As a result, Squadron 92 will be recognized and respected throughout the Wing and our community; will be prepared to meet the needs of all of CAP's missions through proper education and training; and our members will feel valued for their contributions. Our unit and members will continue to grow both professionally and personally and I want to share with you my Commander's Intent as we move forward together.

To do this, we must instill a sense of value and camaraderie coupled with continuous improvement and reinforcement. This will result in an atmosphere which nurtures the growth of our members and our capabilities.

Our three-part mission will be accomplished through a collaborative effort applied by all Squadron Members and stakeholders operating in an environment that unites our **Members, Regulations, Tools, and Connections** in:

- Preparing our members to perform with distinction in CAP missions in both indoor and outdoor environments including disaster response and search and rescue operations. (**Members**)
- Complying with CAP regulations, manuals, and pamphlets augmented with our own member generated local Standard Operating Procedures. (**Regulations**)
- Ensuring our Squadron emergency services capabilities are kept ready at all times. (**Tools**)
- Establishing productive relationships with local stakeholders and allied disaster preparedness and response organizations. (**Connections**)

Moving forward, it will take several months for all of us to build a productive leadership style equal to our multi-mission directives. In the meantime, as a recommended first step, I encourage all Squadron Members (seniors and cadets alike) review the attached copy of "*A CAP Volunteer's Bill of Rights and Responsibilities*" by LtCol Bob Fields, CAP as it represents a core operating philosophy that is fundamental for the success of our Squadron.

Major Steven Maples, CAP
Commander
Auburn-Starr Composite SQ-92
(C) 916-834-0200

cc: *A CAP Volunteer's Bill of Rights and Responsibilities*

SQ-92 Strategic Planning Meetings 2020

A CAP Volunteer's Bill of Rights and Responsibilities

The popular image of a Civil Air Patrol (CAP) volunteer is the selfless, giving, altruistic individual who's willing to take on any task that comes their way. While this is perhaps a noble idea, there are actually very real rights and responsibilities to volunteering in CAP. Here are some suggestions of rights and responsibilities to keep in mind.

A CAP Volunteer's Rights

1. The right to feel safe.

One of the benefits of volunteering is that we can decide to intentionally leave our comfort zones in order to experience new and challenging situations, environments, or roles. However, there is a big difference between feeling off-center or uncomfortable and feeling at risk or unsafe. As a CAP volunteer, you have the right to be apprised of any potential risks as well as have precautionary measures and safety procedures in place to ensure your physical and emotional well-being.

2. The right to information about your volunteer CAP role or project.

Whether it's questions about the application process (why do I need to have a background check? when will I find out if I've been accepted?) or the volunteer role or project itself (who will I be working with? how will my efforts make a difference?), you have the right to know the who, what, when, why, and how of your CAP volunteer position.

3. The right to feel valued.

Volunteering – whether for two hours or two years – is a significant commitment that you choose to make. In return, you have the right to feel that your time and contribution – however long you've volunteered for CAP and whatever your task – is valued. Similarly, you have the right to feel that CAP is using your skills and talents well (keeping in mind that CAP may not always have the capacity to take on some or all of your ideas or proposed projects) and that the work you do – and this can be anything from filing papers in an office to piloting an airplane – has meaning and makes a difference.

4. The right to negotiate your volunteer role.

Find yourself in a volunteer position that just isn't working for you? You have the right to talk to your CAP leader or supervisor to discuss ways you might be able to shift your role or take on another project or position. And if you still can't find a good fit..

5. The right to leave.

...you have the right to leave. This isn't a decision that should be made hastily but, if after talking to and working with your CAP leader or supervisor, you still feel unhappy, unappreciated, or unsatisfied with your CAP volunteer experience, you do have the right to do something, or go somewhere, else. (A side note: should you leave, it's best to avoid bad-mouthing the organization. Not only might your negative experience have been unique to your circumstances, but publicly bashing the organization can both hurt the organization's reputation and ability to work towards their mission as well as perhaps unintentionally burn some bridges of your own as you seek to volunteer – or even work–somewhere else.)

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A CAP Volunteer's Obligations and Responsibilities

1. An obligation and responsibility to communicate your needs.

Feel like your work isn't meaningful? Not what you thought you'd signed up for? Or just bored and ready for something else? Talk to your CAP leader or supervisor, providing specifics about your dissatisfaction and at least a few suggestions of ways to make it better. If you don't let them know that you're not getting from the experience what you'd hoped, they can't work with you to improve things. Similarly, don't hesitate to let them know if you feel you need additional tools, training, or support; if they can't provide it directly, they should at least be able to point you in the right direction.

2. An obligation and responsibility to follow through on your obligations.

There's a pervasive myth that volunteers are unreliable. While of course this isn't true across the board, there are plenty of flaky volunteers who reinforce such negative perceptions. Help improve the reputation of volunteers worldwide by doing what you say you'll do, whether it's honoring the volunteer role and schedule you'd agreed to, providing ample notice if you're unable to perform your tasks or responsibilities, saying no or stepping away from volunteering when necessary, or simply serving as a good CAP representative in the community.

3. An obligation and responsibility to not offer or promise what you can't deliver.

While related to #2, this one is worth singling out as it's fairly easy to unintentionally promise too much when one is excited about making a difference. This is especially important to avoid if you are working with a vulnerable population like young cadets. An example: say you've promised to take a trainee whom you're mentoring to drill or field training event. You then forget or get busy and are unable to go. By not following through with your promise, not only can you potentially hurt the reputation of the organization and undermine its work but, more importantly, you could unintentionally do harm by giving the trainee a reason not to trust you—or possibly even others.

4. An obligation and responsibility to respect and honor CAP's investment in you.

Another pervasive myth about volunteering is that volunteers are free. In fact, CAP and its members invest quite a bit of time, tools, training, and so on. This is why it's important to research your CAP position first to determine if it's a good fit for you, and, once you're in the role, to always first try negotiating your CAP role if you're unsatisfied, rather than just suddenly quitting and walking out the door.

5. An obligation and responsibility to take care of yourself.

Last but most certainly not least, you have the responsibility to make sure that you aren't overextending yourself, burning out, or causing yourself physical, mental, or emotional harm by taking on CAP roles that aren't a good fit or that you aren't prepared for. While some stress and burnout may be inevitable depending on the project—for example, anyone volunteering for a disaster response and relief role is likely to have some difficult moments — you can significantly limit it by seeking out support (talk to your CAP leader and fellow volunteers), taking a break (either as you're volunteering or stepping away from volunteering altogether for a while), injecting some fun into your CAP service portfolio (even if it's just a one day gig on the side), and having realistic expectations about what can be accomplished and when.

Ready or not, some day it will all come to an end. There will be no more sunrises, no minutes, hours or days. All the things you collected, whether treasured or forgotten, will pass to someone else.

Your wealth, fame and temporal power will shrivel to irrelevance. It will not matter what you owned or what you were owed. Your grudges, resentments, frustrations and jealousies will finally disappear.

So too, your hopes, ambitions, plans and to-do lists will expire. The wins and losses that once seemed so important will fade away. It won't matter where you came from or what side of the tracks you lived on at the end. It won't matter whether you were beautiful or brilliant. Even your gender and skin color will be irrelevant.

So what will matter? How will the value of your days be measured?

What will matter is not what you bought but what you built, not what you got but what you gave. What will matter is not your success but your significance. What will matter is not what you learned but what you taught.

What will matter is every act of integrity, compassion, courage or sacrifice that enriched, empowered or encouraged others to emulate your example.

What will matter is not your competence but your character. What will matter is not how many people you knew, but how many will feel a lasting loss when you're gone. What will matter is not your memories but the memories of those who loved you. What will matter is how long you will be remembered, by whom and for what.

Living a life that matters doesn't happen by accident. It's not a matter of circumstance but of choice.

Choose to live a life that matters.

PCR-CA-034 SQ-92 Strategic Planning Meeting – 6 DEC 2018 – Initial Objectives Statement

| | CHAMPION | INITIATIVE | GOAL | WHY | TIMELINE |
|---|----------------------|--|--|--|--|
| 1 | Keith Hambright | Improve facilities | Locate and secure new meeting space(s) for use by squadron | Support / provide: Mission support Ease of access CAP Exclusivity Convenient location Frequency of use Parking issues Related Cost(s) Power supply Internet access Capacity to grow Security Sanitation Effective utilization | Conduct & complete area survey(s) by 31JAN19 Assemble proposal by 28FEB19 Review results with Command 31MAR19 On approval, secure new facilities ASAP |
| 2 | Steven Brown-McClung | CAWG email access | Integrate all Squadron 92 members (100%) into the corporate institutional email system | Enable all Squadron 92 members into a common email messaging system platform that ensures receipt of all official CAP traffic. | Conduct member query, survey, and identification by 31JAN19 Develop and implement a CAWG email access, utilization, and training course for SQ-92 members (current and new) that prepares them for CAWG email access and use with personal email platforms by 28FEB19 Goal of 100% member CAWG email integration by 30JUN19 Present project performance results for review with SQ/CC every 30 days |
| 3 | Kevin Owens | Squadron 92-wide Aerospace Education | Develop, document and implement monthly A/E activities | Enables & empowers Cadets and Seniors: Motivation Retention Recruiting | A/E program needs ID NLT 31JAN19 Program support cadre ID NLT 28FEB19 Program implementation |
| 4 | Ramsey Sharif | Build a Squadron 92 family environment | Merge meetings | Improve recruiting and retention of members | (1) Deconflict – 10 day preference by 31JAN19 (a) Survey (b) Command staff input (2) Determine facility requirements (3) Select appropriate facilities (4) Select a transition date by 31MAR19 (5) Promote plan implementation as soon as practical |

| Priority | SQ-92 Objectives – 2019 | % Completed * | | | | | Optional Remarks |
|----------|--|---------------|----|----|----|-----|------------------|
| | | 0 | 25 | 50 | 80 | 100 | |
| A - 1 | Generate and plan more activities: → | | | | | | |
| | Training – all specialties & E/S ratings → | | | | | | |
| | Field trips (cadets & seniors) → | | | | | | |
| | Cadet O-rides → | | | | | | |
| | SAREX, MFC, DRE, COMM → | | | | | | |
| | Community Outreach → | | | | | | |
| A – 2 | Merge meeting nights | | | | | | |
| A – 3 | Improve Senior & Cadet integration | | | | | | |
| A – 4 | Build a squadron family environment | | | | | | |
| A – 5 | Increase SQ member SAREX participation | | | | | | |
| A – 6 | Increase membership E/S ratings by 50% | | | | | | |
| A – 7 | Spearhead GP-5 E/S Academy | | | | | | |
| A – 8 | Develop & model AE profiles | | | | | | |
| A – 9 | Acquire portable CAP radios | | | | | | |
| A – 10 | Improve internet access speed | | | | | | |
| B - 1 | Develop outreach program for family | | | | | | |
| B - 2 | Improve A/V systems quality | | | | | | |
| B - 3 | Generate more social events for members | | | | | | |
| B - 4 | Schedule membership social events | | | | | | |
| | Totals | | | | | | |
| | Percentage | | | | | | |

*Rating Scale: 0% = No progress; 25% = Some progress; 50% = Halfway there; 80% = Almost completed; 100% = Well established and functional.