



Warrant Officers Heritage Foundation

462 Herndon Pkwy, Suite 207, c/o USAWOA

Herndon, Virginia 20170-5235

Non-Profit 501 (c) (3) Public Charity preserving Army Warrant Officer History
757-999-2022 - www.usawoa.org/WHOHERITAGE - wo-heritage@verizon.net

Board of Directors (BOD) Meeting, October 17, 2009, Chincoteague Island, VA

Called to order: at 1008 at Chincoteague Post 159 of the American Legion, Chincoteague Island, VA by Chairman Markle, followed by the Pledge of Allegiance, a moment of silence to remember our fallen warrant officer heroes and all others in harm's way and all the KIA/MIA members of the U.S. Uniformed Services.

Quorum: was validated by attendance of the following:

Richard C. Markle, CW5, USA Ret, Chairman of the Board
Alfred E. Cox, CW3, USA Ret., Vice Chairman of the Board
David P. Welsh, CW5, USA Ret, President and Director
Thomas Piatti, CW5, USA Ret, Secretary and Director
Ronald J. Whalen, CW4, USA Ret, Treasurer and Director
Donald (Woody) Woodruff, CW5, USA Ret, Director
Ben Gottfried, CW2, USA Ret, Director

Excused were:

Don Hess, CW4 Ret, Historian Emeritus and Advisor (ExOfficio member without vote)
Franklin D. Meeks, CW5, USA Ret, Web Editor (ExOfficio member without vote)

Minutes of the October 24, 2008, meeting: were received electronically and approved by the BOD. (encl)

Treasurer's Report: The BOD reviewed Treasurer Whalen's financial report and donations listing dated October 9, 2009. (encl) Treasurer Whalen explained that the one and three year P.F.C.U. Certificates of Deposit would soon mature. After maturity, he will place this money in a Money Market Account, pending the estimated month and year the money will be used to pay for the Benches to be placed along the walkways in the Memorial Gardens at the National Museum of the United States Army (NMUSA). Once the month and year are estimated, these funds will be put back into CDs for the interim period to maximize interest. Treasurer Whalen also pointed out the WOHF was charged \$9.72 in PayPal fees for incoming donations. Director Gottfried made a clarification that the payment for coins was made in 2008. A motion to accept the Treasurer's report, subject to audit, was made by Director Gottfried, seconded by Director Cox, and so moved by Chairman Markle.

Presidents Report:

President Welsh presented the Annual Report of the Corporation and discussed plans to present the Memorial Benches concept (encl) to the Army and the Army Historical Foundation. President Welsh proposed the WOHF provide a \$5000.00 grant to the National Museum of the Army Capital Fundraiser. After discussion, Chairman Markle stated he will present the check and document the event with a photo to be published in the NEWSLINER and related publications. It was also mentioned that there is an expectation that a recognition plaque will be placed in the Museum citing this donation. Treasurer Whalen stated he will create an expense category in the 2009 budget to account for this grant. Chairman Markle called for a motion to allocation funds as indicated in President Welsh's proposal, which was made by Treasurer Whalen, seconded by Director Gottfried and unanimously approved by the BOD.

President Welsh discussed the inventory of Warrant Officer History Books. He has one leather bound edition and five regular editions; Chairman Markle has one leather bound and one regular edition. President Welsh

suggested we provide a leather bound book for the Army Historical Foundation Research Laboratory and a regular book as a desk-side reference for the historian.

President Welsh discussed the many inquiries he has had pertaining to the Warrant Officer History. He stated there is a small demand for the Warrant Officer History Book and the WOHF should consider a 3d edition of the book in a few years. Chairman Markle remarked that we should eventually announce a future publication to obtain more pre-sales. President Welsh remarked that, based on past experience, we must ensure there are performance measures in the contract with the Turner Publishing in which penalties are assessed for poor work or a delay in publication.

OLD BUSINESS:

Restatement of the Electronic motions and voting results:

- a. Motion by President Welsh on March 23, 2009, that the WOHF contribute \$167.00, but not more than \$250.00 to the 5th Annual Night of Hero's Gala Program. Seconded by Treasurer Whalen and unanimously approved by the BOD.
- b. Motion by President Welsh on June 11, 2009, to accept the new WOFH logo. Seconded by Director Woodruff and unanimously approved by the BOD.
- c. Motion by President Welsh on September 14, 2009, to adopt in principle the concept of the Memorial Benches as show in the proposal. Seconded by Director Woodruff and unanimously approved by the BOD.
- d. Motion by President Welsh on October 7, 2009, to nominate currently serving Directors and Corporate Officers for an additional two year term in their current position. Seconded by Treasurer Whalen and unanimously approved by the BOD.

NEW BUSINESS:

Fundraising: President Welsh remarked that when we meet with the AHF, we must remind them that the WOHF has a commitment for the rotating gallery in 2018, the 100 year anniversary of the WO Corps. Accordingly, fundraising must start now and he suggested a goal be set to raise \$100K in eight years through individual and corporate donations. Chairman Markle suggested we use the success of fundraising for the benches as an example that this can be achieved. President Welsh will ask the NEWSLINER Editor to publish this fundraising endeavor. Additionally, at the USAWOA Annual Meeting of the Members, President Welsh will ask for \$100.00 donation per Chapter per year. It was also noted that this topic does not require a motion to proceed.

Dave also suggested we continue the donation recognition program which provides a coins or streamer. Individual donors will receive a coin each time their donation reaches the \$100.00 level, regardless of what they received in the past. Chapters will receive a streamer when their donation reaches the \$300.00 level. Once a Chapter donation reaches the \$800.00 level, a specially designed streamer will be provided. The design for this streamer will be decided at a later date.

2010 Budget Proposal: Treasurer Whalen discussed the proposed 2010 budget. After the discussion on the fundraising (above) he will amend the budget to add a column to estimate individual donations of (\$10K) and Corporate donations of (\$5K). Director Woodruff motioned to accept the proposed budget as amended, seconded by Director Gottfried and unanimously approved by the BOD.

WOFH Update for the USAWOA 37th Annual Meeting of the Members on November 2, 2009:

President Welsh provided the BOD with a draft presentation to review (encl) and will prepare an update based on the decisions made at this BOD meeting. The Foundation is allotted 10 minutes to update the USAWOA members present at the AMM. Since none of the WOHF BOD is able to attend the AMM, President Welsh asked USAWOA National President Nisker to present the WOFH update. Mr. Nisker stated that "he would be honored to make the presentation." The BOD reviewed the presentation prepared by

President Welsh. Secretary Piatti made a motion to accept the presentation, as amended by updates from this meeting. Seconded by Director Cox and unanimously approved by the BOD.

USAWOA AMM: Dave remarked that President Nisker will announce at the AMM that the WOHF uses PayPal and will recommend the USAWOA use this method of on-line payment for dues or donations.

Continuity of Operations Plan (COOP): The COOP was provided to the BOD (encl) and the annual review was completed. It was discussed that for security purposes, only Secretary Piatti, Treasurer Whalen and Frank Meeks have access passwords. President Welsh has the backup files. A motion to accept the COOP was made by President Welsh, seconded by Director Gottfried and unanimously approved by the BOD.

Recognition of American Legion Post 159: Director Gottfried made a motion to donate \$100.00 to the Chincoteague American Legion Veterans Service Fund in recognition for the use of their room. Seconded by Treasurer Whalen and unanimously approved by the BOD.

Active RA, USAR or ARNG WOHF BOD Representation: Director Gottfried discussed soliciting an active duty warrant officer to serve on the BOD. President Welsh cautioned that there are legal issues surrounding active duty officers representing private organizations. Chairman Markle recommended we invite the WO Advisor to the CSA, CCWOAR or CCARNG to our meetings. Director Woodruff suggested this topic requires additional study. There was no further discussion on this topic.

2010 BOD Meeting: Treasurer Whalen suggested we meet at the National HQ on the 2d Saturday of October 2010, and invite the National President. It was also suggested we invite the WO Advisor to the CSA, CCWOAR or CCARNG as non-voting observers for advice and counsel.

Session Recessed: A motion to remain in session by electronic means was made by Treasurer Whalen, seconded by Secretary Piatti, and approved. Date and time will be at the call of the Chairman or at the request of the President. The BOD agreed to quarterly and/or mid-year conference calls, provided the agenda and read-ahead materials are emailed in advance. Secretary Piatti can provide a 1-800 conference call number to the BOD. Meeting concluded in peace and harmony at 1255 hours.

Respectfully submitted:

Approved:

Thomas Piatti
CW5, AG, USA Retired
Secretary

Richard C. Markle
CW5, AG, USA Retired
Chairman of the Board

Enclosures:
As stated in the body



Warrant Officers Heritage Foundation

**462 Herndon Pkwy, Suite 207, c/o USAWOA
Herndon, Virginia 20170-5235**

Board of Directors (BOD) Meeting, October 24, 2008, Aberdeen, MD

Called to order: at 1017 hours in conjunction with the USAWOA Annual Meeting at the Holiday Inn, Aberdeen, MD, by Chairman Markle, followed by the Pledge of Allegiance, invocation by Mr. Hess, and a moment of silence to remember our fallen warrant officer heroes and all others in harm's way.

Presentation of flags: Director Ben Gottfried presented each member of the BOD with miniature United States, U.S. Army and WOHF Flags with tabletop stand. These flags were well received and appreciated.

Quorum: was validated by attendance of the following:

Richard C. Markle, CW5, USA Ret, Chairman of the Board
Alfred E. Cox, CW3, USA Ret., Vice Chairman of the Board
David P. Welsh, CW5, USA Ret, President and Director
Thomas Piatti, CW5, USA Ret, Secretary and Director
Ronald J. Whalen, CW4, USA Ret, Treasurer and Director
Donald (Woody) Woodruff, CW5, USA Ret, Director
Ben Gottfried, CW2, USA Ret, Director
Don Hess, CW4, USA Ret, Historian Emeritus and Advisor (ExOfficio Member without vote)
Franklin D. Meeks, CW5, USA Ret, Web Editor (ExOfficio Member without vote)

Minutes of the September 29, 2007, meeting: were received electronically by the BOD. A motion to accept the minutes was made by Treasurer Whalen, seconded by Director Cox and unanimously approved by the BOD. (see encl. 1).

Treasurer's Report: The BOD reviewed Treasurer Whalen's financial report and donations listing dated October 9, 2008, (see encl. 2) Director Woodruff remarked the donation listing identifies individuals who are eligible for WOHF Coins and recommended Director Gottfried maintain a coin inventory, which he agreed to do. A motion to accept the Treasurer's report, subject to audit, was made by Director Gottfried, seconded by President Welsh, and so moved by Chairman Markle.

Annual Audit Report: The BOD reviewed the annual audit report. Chairman Markle requested Treasurer Whalen contact the auditor to change columns "profit and loss" to revenue and expenses" in future audits since we are a non-profit foundation.

OLD BUSINESS:

Annual Report to the State Corporation Commission: Report was completed and mailed in June 2008. The \$25 Corporation Renewal fee was mailed directly to the VA SSC in June 2008 by Treasurer Whalen. (Copy of the report was furnished by email to all Directors)

Encl

Telling the Warrant Officer Story:

- a. In an effort to continue work on this goal, on behalf of the Foundation, President Welsh prepared a 90th Birthday of the Army Warrant Officer article and sent it to numerous military organizational magazines in June and July. Several military-related magazines recognized the occasion.
- b. An 8-page feature "WARRANT The legacy of Leadership as a Warrant Officer - 90 Years of Technical Expertise in the Army," was published in the Summer 2008 ON POINT - The Journal of Army History of the Army Historical Foundation (AHF) (see note). Shorter versions were published in ARMY AVIATION magazine of the Army Aviation Association of America, THE OFFICER magazine of the Reserve Officers Association, and the NEWSLINER of the U. S. Army Warrant Officers Association. (Note: The AHF contributed \$300 for the feature article to the Warrant Officers Heritage Foundation)
- c. Also with our assistance, "Fort Monroe's little-known history: Birthplace of the Army Warrant Officer," by CW5 Dennis Erickson, CWO Leader Development at Training and Doctrine Command (TRADOC), was published in the July 25th edition of the Fort Monroe CASEMATE newspaper.

Restatement of the Electronic motions and voting results:

- a. Motion by President Welsh on October 10, 2007, to adopt the vendor's design as the WOHF Official Logo. Seconded by Secretary Piatti and unanimously approved by the BOD.
- b. Motion by President Welsh on November 7, 2007, to adopt a Marketing Plan for Stimulating and Recognizing Donations to the WOHF and for Director Gottfried to purchase and be reimbursed for WOHF Coins. Seconded by Treasurer Whalen and unanimously approved by the BOD.
- c. Motion by President Welsh on December 12, 2007, to purchase 12 Flag Streamers with total cost and shipping not to exceed \$250.00. Seconded by Treasurer Whalen and unanimously approved by the BOD.
- d. Motion by President Welsh on April 4, 2008, to purchase an additional 12 Flag Streamers with total cost and shipping not to exceed \$250.00. Seconded by Treasurer Whalen and unanimously approved by the BOD.
- e. Motion by President Welsh on May 1, 2008, to share one third of the cost (\$167.00) with the USAWOA and USAWOASF for an ad in the PFCU Foundation Gala Program. Director Cox seconded and unanimously approved by the BOD.
- f. Motion by President Welsh on October 13, 2008, to appoint Messrs. Hess and Meeks as ExOfficio members of the Board of Directors without vote. The motion was seconded by Treasurer Whalen and unanimously approved by the BOD.
- g. Motion by President Welsh on October 13, 2008, to Raffle off a hard cover WARRANT – The Legacy of Leadership as a Warrant Officer history book as a fund raiser at the 36th USAWOA Annual Meeting with the price of tickets of \$1 dollar for one, \$5 dollars for six. Motion was seconded by Treasurer Whalen and unanimously approved by the BOD.

Charitable auto donations: The BOD re-visited the 2007 recommendation by CW5 (Ret) Ray Bell to align the WOHF with <<https://www.auto-donation.com>> for fund raising purposes. The BOD discussed the pros and cons of this endeavor, to include the fact that the majority of charities using this service are medical rather than military organizational. It was decided this service was not in the best interests of the WOHF. A motion to drop this recommendation was made by President Welsh, seconded by Director Gottfried and unanimously approved by the BOD.

NEW BUSINESS:

WOHF 2009 Budget: Treasurer Whalen provided the BOD with a proposed budget, based on prior year historical revenue and expenses. The BOD reviewed the proposal and discussed the fact that we would soon reach the goal of \$32,000.00 for the Historical Garden at the Museum of the U.S. Army; however, more funds are needed for future displays. A motion to accept the proposed budget was made by Secretary Piatti, seconded by Director Cox and unanimously approved by the BOD.

Proposed Bylaws Changes (see encl 3): In an email to the BOD on October 14, 2008, President Welsh provided a "marked-up" version of a proposed change to the WOHF BY-LAWS to drop multiple titles and correct administrative errors. After substantial discussion by the BOD, President Welsh made a motion to adopt these BY-LAW changes, which was seconded by Treasurer Whalen and unanimously approved by the BOD.

Update for the USAWOA 36th Annual Meeting of the Members on October 22, 2008 (copy furnished by email) President Welsh was allotted 10 minutes to update the USAWOA members present at the AMM and provided this update to the BOD for information purposes.

Status of the USAWOA Chapter Challenge Campaign: (preliminary info furnished by email, see Chapter Challenge slide in the update briefing to USAWOA 36th AMM)

External support of the Foundations Goals: In coordination with the Foundation, the Hampton Roads Chapter with efforts by both USAWOA members & non-members) is endeavoring to support a permanent display in Casemate Museum at Fort Monroe based on the origins of the WO in the Mine Planter Service of the Coast Artillery Corps. They are also planning to dedicate this display during on the WO Corps Birthday event on July 9, 2009. A motion to send a letter to the USAWOA Hampton Roads Chapter offering our congratulations and support of their efforts to establish a Warrant Officer exhibit at the Casemate Museum, Fort Monroe, VA, was made by President Welsh, seconded by Treasurer Whalen and unanimously approved by the BOD.

National Museum of the U. S. Army status: (info furnished by email) The BOD discussed a meeting with the Army Historical and Museum staffs about the Memorial to Fallen Warrant Officers. It was agreed that the meeting must be scheduled for the spring of 2009. President Welsh will set-up the meeting. Several BOD members remarked they would attend.

PayPal Online Donations Proposal: President Welsh provided information regarding PayPal's donation service for charitable organizations. The BOD discussed this possibility, with Secretary Piatti remarking that PayPal is an eBay company that is reputable, regulated and used worldwide primarily for on-line auctions. The BOD agreed that establishing such an account would be positive and would take some of the accounting workload off the USAWOA Bookkeeper. The consensus of the BOD was to apply to PayPal for a reduced merchant charity account and to establish such an account if the terms were reasonable.

Continuity of Operations Plan (COOP): The COOP was provided to the BOD by email on October 14, 2008, (see encl 4) and an annual review was completed. A motion to accept the COOP was made by President Welsh, seconded by Director Gottfried and unanimously approved by the BOD.

"WO HERITAGE SUPPORTER" flag streamers and WOHF Special Coins: Due to diminishing balances, a motion was made by President Welsh to purchase additional flag streamers to award to USAWOA organizations contributing \$250 or more, with total cost and shipping not to exceed \$500.00, seconded by Treasurer Whalen and unanimously approved by the BOD.

Other new business:

Donation of *WARRANT – The Legacy of Leadership as a Warrant Officer* history books was discussed. Potential candidates are the Pentagon Library, the Warrant Officer Career College or the Conrad Technical Library at Fort Rucker, and Army Historical Center or Army Historical Foundation at Carlisle Barracks, PA. We currently have five (5) hard cover books on hand.

2009 BOD Meeting: It was suggested the meeting be held during the Columbus Day weekend or a date to be determined in October 2009 at Gettysburg, PA. All agreed this would be convenient location for travel.

Election Year: 2009 is a WOHF Election Year and Dave needs a tickler for nominations.

Session Recessed: A motion to remain in session by electronic means was made by Treasurer Whalen, seconded by President Welsh, and approved. Date and time will be at the call of the Chairman or at the request of the President. The BOD agreed to quarterly and/or mid-year conference calls, provided the agenda and read-ahead materials are emailed in advance. Secretary Piatti can provide a 1-800 conference call number to the BOD. Meeting concluded in peace and harmony at 1315 hours.

Respectfully submitted:

Approved:

Thomas Piatti
CW5, AG, USA Retired
Secretary

Richard C. Markle
CW5, AG, USA Retired
Chairman of the Board

Enclosures:
As stated in the body

USAWOA
Heritage Foundation
Financial Statement

Account/Number	Date	Transaction	Start Balance	Ending Balance	
PFCU Pen Check 1941497			\$633.18		
Member Donation (See Attached List)		\$0.00			
Balance				\$633.18	
Regular Share plus					
PFCU Money Market Savings			\$18,134.02		
4335135-03-6					
Dividend	9-Oct-09	\$8.28			
Member Donations (See Attached List)	9-Oct-09	\$350.00			
Pay Pal Fee	9-Oct-09				
Balance				\$18,492.30	
3 year Certificate of Deposit			\$13,388.61		
Maturity: 3 Jan 2010 (5.31%)					
1687325					
Dividend	9-Oct-09	\$66.95		\$13,455.56	
1 Year Certificate of Deposit			\$2,219.97		
Maturity: 6 Dec 2009 (2.58%)					
4205303565					
Dividend	9-Oct-09	\$4.71		\$2,224.68	
Certificate Balances				\$15,680.24	
Heritage Foundation Net Worth 10/09/2009				\$34,805.72	

WARRANT OFFICERS HERITAGE FOUNDATION

**WARRANT OFFICER MEMORIAL PROPOSAL
A Concept**

The Concept: Warrant Officer Memorial Benches.

Rationale: A single Memorial in the Memorial Garden at the National Museum of the United States Army (Fort Belvoir, VA) would create a single exposure of the contributions made by Warrant Officers to the United States Army. Multiple Warrant Officer Memorial Benches increase the exposure by the number of benches if the concept and placement is approved by the Army Historical Foundation and the Army. The following was extracted from the Army Historical Foundation's website on 9/7/09: "... The main building will be approximately 175,000 square feet. Outside this facility will be a park with a memorial garden and parade ground. ..."

Proposed Theme: "ALL GAVE SOME - - - SOME GAVE ALL!"

(Sample Bench style)



Proposed Inscriptions:



U. S. ARMY WARRANT OFFICERS

THE WORLD WARS



ALL GAVE SOME - SOME GAVE ALL

IN MEMORY BY THE WARRANT OFFICERS HERITAGE FOUNDATION



U. S. ARMY WARRANT OFFICERS

KOREA - VIETNAM



ALL GAVE SOME - SOME GAVE ALL

IN MEMORY BY THE WARRANT OFFICERS HERITAGE FOUNDATION

WARRANT OFFICERS HERITAGE FOUNDATION



U. S. ARMY WARRANT OFFICERS

KOREA - VIETNAM



ALL GAVE SOME - SOME GAVE ALL

IN MEMORY BY THE WARRANT OFFICERS HERITAGE FOUNDATION



U. S. ARMY WARRANT OFFICERS

PANAMA - SOMALIA - HAITI



ALL GAVE SOME - SOME GAVE ALL

IN MEMORY BY THE WARRANT OFFICERS HERITAGE FOUNDATION



U. S. ARMY WARRANT OFFICERS

PERSIAN GULF



ALL GAVE SOME - SOME GAVE ALL

IN MEMORY BY THE WARRANT OFFICERS HERITAGE FOUNDATION



U. S. ARMY WARRANT OFFICERS

GLOBAL WAR ON TERRORI



ALL GAVE SOME - SOME GAVE ALL

IN MEMORY BY THE WARRANT OFFICERS HERITAGE FOUNDATION

Cost: Assuming a maximum cost of \$4,000 per bench the cost for six (6) benches would subtotal \$24,000. Together with an investment of \$4,000 in a Perpetual Maintenance Trust, the total cost would be \$28,000. As of our September Financial Report we have over \$34,000 on hand.

Discussion:

Since fund raising for construction of a Memorial to our Fallen Warrant Office Comrades has been under way for some 5 years it is time to show the donors some progress on the project. It is also time to approach the Army Historical Foundation and the Army's National Museum Project Office in order that our concept is incorporated in the Museum design. Lastly we need to progress on the Memorial project and move on to a fund raising campaign for the construction of a Warrant Officer Historical Exhibit commemorating the 100th Birthday of the Army Warrant Officer Corps in the Mine Planter Service of the Coast Artillery.

Pocomoke Monument Company, Inc

Dean Ennis, Owner

1601 Market Street • Pocomoke City • Maryland • 21851

Phone (410) 957-1272 • Fax (410) 957-2970 • E-mail PMC_Inc@hotmail.com

October 16, 2009

TO: Warrant Officers Heritage Foundation
C/O USAWOA
462 Herndon Pky Ste 207
Herndon, VA 20170-5235
FROM: Dean Ennis, Owner DAE
RE: Bid on Warrant Officer Memorial Proposal

I am writing to offer my proposal for six granite park benches.

Description

- Benches will be four feet in length and constructed from southern gray granite
- Each bench will be engraved and carved as per your email
- Benches will be delivered and installed in the Memorial Garden at the National Museum of the United States Army at Fort Belvoir, VA
- The cost per bench will be 2,900.00 for a total of \$17,400.00

If you need additional information or have questions, please contact me.

[illegible]

[illegible]

23

Warrant Officers Heritage Foundation
462 Herndon Pkwy, Suite 207, c/o USAWOA
Herndon, Virginia 20170-5235

Phone numbers: 757-366-6869, Cell 757-999-2022

Web: www.usawoa.org/WOHERITAGE - Email: wo-heritage@verizon.net

Continuity of Operations Plan

Purpose: This Plan sets forth the procedures for maintaining the Warrant Officers Heritage Foundation (WOHF) Foundation, Corporate, and Financial records in the event one or more of the Directors, Officers or Staff is unable to serve in the capacity for which elected, or who suffered a catastrophic loss of Foundation and/or Corporate records. Except for the Minutes of Executive Sessions of the Board of Directors, all documents pertaining to the operation of the Foundation and the Corporation subject to the provisions of the Freedom of Information Act are posted to the Foundation website at www.usawoa.org/WOHERITAGE/site-map.htm. The following procedures will be adhered to in maintaining the originals of all Foundation documents:

Corporate President: In the event that President Dave Welsh is unable to serve, all the Corporate documents, reports, correspondence, and agreements are in a three ring notebook along with the WOHF copies of *U.S. Army Warrant Officers* published by USAWOA and *WARRANT The legacy of Leadership as a Warrant Officer*. The foregoing are contained in a large travel case. There also is a copier paper box containing Warrant Officer historical documents accumulated by Don Hess and Dave Welsh over the years. Also available is the WOHF copy of *U. S. ARMY A Complete History* published by the Army Historical Foundation and some donated early warrant officer insignia and Vint Hall Station Banner. All are stored at 6254 Magnolia Dr, Chincoteague, VA 23336-2620. They are available for transfer to the elected successor. In the event that the above records are lost or destroyed see www.usawoa.org/WOHERITAGE/site-map.htm#Documentation where most of the Foundation/Corporate records are available for download. Many records could be reconstructed if Mr. Welsh's laptop computer is still available and useable. Mr. Markle and Mr. Meeks will be furnished the information to access the laptop, the websites, and the WOHF email account with any necessary passwords.

Registered Agent: David P. Welsh, President and Chief Operating Officer, who resides in Chincoteague, VA, is the Registered Agent of Record with the Commonwealth of Virginia State Corporation Commission. Both President Welsh and Secretary Thomas Piatti maintain the Corporate records. Virginia Law requires that the Registered Agent reside in Virginia. Thus, in the event the President Welsh is unable to serve Secretary Piatti will provide copies of all Corporate records to Director Donald W. Woodruff, residing in Poquoson, VA, and certify him to the Virginia State Corporation Commission as the new Registered Agent. See the State Corporation Commission web site at www.scc.virginia.gov/ for more information and forms.

Corporate Secretary: In the event that Secretary Tom Piatti is unable to serve or the records he maintains are lost or destroyed, the Corporate records and minutes are available as indicated in the foregoing paragraphs.

Corporate Treasurer: In the event that Treasurer Ron Whalen is unable to serve or the financial records are lost or destroyed, most records can be reconstructed from the sources noted in the foregoing paragraphs. In addition to the Treasurer, the Chairman, Vice Chairman, and President are on the signature card and also have the access codes to the WOHF accounts at the Pentagon Federal Credit Union.

Websites: President Dave Welsh is also the USAWOA National Webmaster and as such maintains the USAWOA Online, USAWOA Scholarship Foundation, and Warrant Officer Heritage Foundation websites. In the event he is unable to serve, USAWOA Assistant Webmaster CW5 (Ret) Frank Meeks has agreed to continue to maintain the websites. He resides at 27 Riverview Dr, Chocowinity, NC 27817-8832. Home phone number is 252-946-3142, cell hone 252-258-5330, and email address is meeksfd@suddenlink.net. The WOHF Secretary, Mr. Meeks and Herb Rundgren at the USAWOA Home Office will be provided an Addendum to this SOP containing points of contact, USER IDs and passwords relation to this SOP.

This SOP will be provided to all parties named and reviewed annually for necessary changes.

Approved by the WOHF BOD on 1/12/2007 - Reviewed and approved by the WOHF BOD on 10/24/2008

Distribution: WOHF Board Members, Frank Meeks, and Herb Rundgren at the USAWOA Home Office

April 7, 2010, BOD Conference Call

Restatement of the Electronic motions and voting results:

- a. Motion by President Welsh on December 18, 2009, to purchase an "Eagle-Fan Shaped" from the American Legion Department of Virginia for presentation to Founding member Al Cox for his dedicated service to the WOHF. Seconded by Treasurer Whalen and unanimously approved by the BOD.
- b. Motion by President Welsh on February 4, 2010, to open the floor for nominations to replace Al Cox on the BOD. Seconded by Treasurer Whalen and unanimously approved by the BOD.
- c. Motion by President Welsh on February 4, 2010, to nominate Donald 'Woody' Woodruff as Vice Chairman of the Board of Directors and request that a call for any further nominations. Seconded by Treasurer Whalen and approved by the BOD with Director Woodruff abstaining
- d. Motion by President Welsh on February 4, 2010, to move that nominations be opened to fill the vacant Director's seat on the Board of Directors. Seconded by Treasurer Whalen and unanimously approved by the BOD.
- e. Motions by President Welsh on March 22, 2010:
 - 1. Director Ben Gottfried has nominated CW4 (Ret) Harry McCurdy to fill the vacancy on the WOHF BOD. I second the nomination. A biography plus goal and objectives submitted by Mr. McCurdy is attached.
 - 2. I also move that nominations be closed for the vacant BOD position, seconded by Chairman Markle.
 - 3. I further move the nomination for the Vice Chairman of the Board be closed and that CW5 (Ret) Donald W. Woodruff be declared elected to that position.

All three motions were unanimously approved by March 24th. On March 25th Chairman Markle welcomed both gentlemen to their roles on the BOD.