

NATIONAL HONOR GUARD COMMANDERS ASSOCIATION

Minutes

Board of Directors Quarterly Meeting

Call to order

3-18-09 2100hrs EDT

Welcome Statement

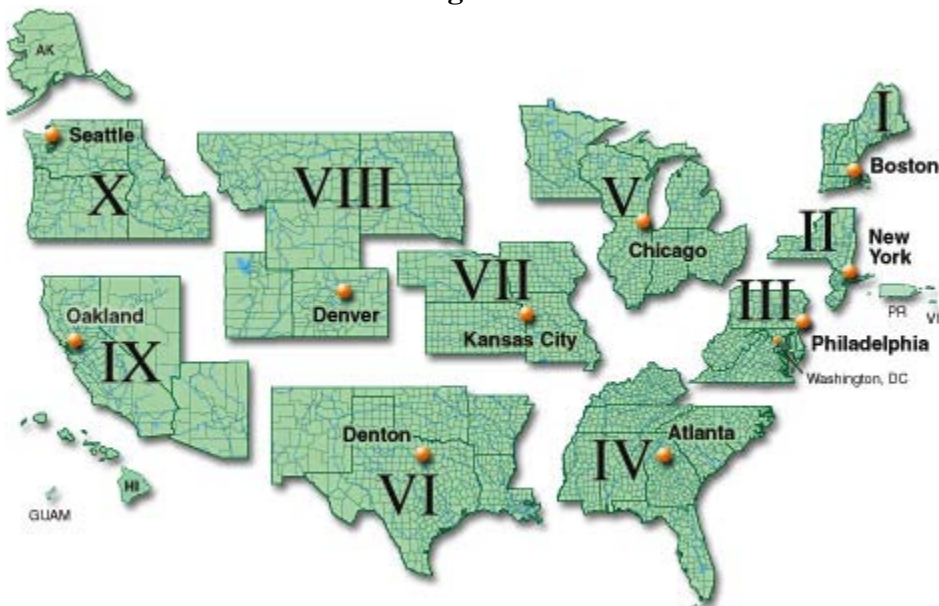
Thank you for taking the time to attend tonight's meeting. We have a great organization and I want to personally thank each of you for your time and your input into this group. I want to apologize for not getting this done in January.

Thanks to the USFS for hosting this teleconference for the NHGCA.

Mission Statement

"The mission of the National Honor Guard Commanders Association is to establish a group of Honor Guard Commanders to share information and experiences in order to make us stronger leaders and more knowledgeable in what we do."

Organizational Structure



Roll Call:

Board of Directors

Jim McLoughlin	Connecticut	Board Chairman	present
Mark Klose	New Hampshire	Director: Regions 1 & 2	excused
Dave Hathaway	Pennsylvania	Director: Regions 3 & 5	present
Doug Swartz	Florida	Director: Regions 4 & 6	present
Kyle Ienn	Nebraska	Director: Regions 7 & 8	present
Dan Gosnell	California	Director: Regions 9 & 10	present
Eric Nagle	Maryland	NFFF Representative	present

** invited to the teleconference: Earl Lincoln – present and Rich Cordova - absent

Regional Directors

Region I	Earl Lincoln	New Hampshire	
Region II	Hal Grout	Connecticut	
Region III	Ron Quesenberry	Virginia	<i>to be verified by Board Director</i>
Region IV	David Bradley	Georgia	<i>to be verified by Board Director</i>
Region V	Tim Wren	Michigan	
Region VI	Levi Clements	Texas	
Region VII	Roger Hansen	Nebraska	
Region VIII			
Region IX	Cordova	California	
Region X	Brad Paris	Oregon	

State Representatives

To be identified by the respective Regional Directors and then listed on the web site. This can provide the general membership a contact at the state/local level.

Membership

The best way to disseminate information to the membership at this point is through the web site. Dave Hathaway maintains a database of the membership and contact information.

Board Chairman – assigns the Board of Directors

Board of Directors – Identify Regional Directors

Regional Directors – Identify State Representatives

(possibly coordinate with the DOJ initiative; LAST teams)

Dave Hathaway has set up emails by region via the web site. A test was conducted using the Board as group. Emails can be sent by group ie. Region 1, Region 5, Regional Directors, etc... The prospect of utilizing this at the State level has also been set up and can be used. If additional groups are needed, contact Dave Hathaway.

Meeting Schedule

January	Board of Directors
April	Regional Directors
July	Board of Directors
October	Annual Meeting

In 2010 we will make the January and April meetings, Regional Directors meetings.

Funeral Response Levels –

Doug Swartz and Dave Hathaway have fine tuned the headings and descriptions of LODD, non-LODD and other (retiree, civilian employee), and are now posted to the web site.

An additional IAP will be added to the web site as well. Eric plans to bring this to the LAST team and recommend for an addition to the appendix to the LAST manual.

Also, if your organization already has a policy on levels of service, by all means use them. Ours are posted as a reference in case someone is looking for suggested levels of service.

Education / Training –

NFFF – Taking Care of our Own

This class is being combined with the Regional LAST team training in 2009.

Contact Jeanne Tobia at the NFFF if interested in hosting a regional class.

**** Wreath laying at Arlington scheduled for 10-1-09 at 12:15 Please make a note of this.****

National Honor Guard Academy *Click on link for list of upcoming offerings <http://www.nationalhonorguardacademy.com> This class is being offered several times this year. See web site for additional info.*

Goshen, Indiana Police *Click on link for additional information <http://www.honorguardtraining.com/> This class is being offered several times this year. See web site for additional info.*

Courage to be Safe Training *Click on link for list of upcoming offerings <http://www.everyonegoeshome.com/events/> Discussion on adding the “everyone goes home” element to the LAST team as an awareness and educational component. The survivor stories always stick with the audience... Kyle and Eric will approach John Proels with the idea.*

Additional training opportunities are listed on the web site.
Discussion on requesting those entities that we post, promote the National Honor Guard Commanders Association during their classes.

Discussion on approaching instructors who teach honor guard academies across the country to promote our group. Flyers are in need as a marketing tool to spread the word about the group. Eric has found some and will distribute to the Board of Directors.

National Memorial Service – State memorials listed on web site

NFFF

- Rich Cordova was nominated as Deputy Honor Guard Commander for 2009 and Mark Bonzer as an alternate. If you're interested in this honor, please let us know.
- Selection criteria for the D/C position include: willingness to make a 4 year commitment, leadership experience, experience at large scale events such as LODD's, willingness to travel to the east coast to attend the planning meetings, does the individual embody the spirit of the weekend (focus on the family), additional skills/experience that might enhance the memorial weekend
- Recommended for D/C in 2010: Mark Bonzer from Nebraska.

Web Page

Dave Hathaway continues to do a tremendous job at developing and maintaining this web site and associated pages connected to the main page. Dave is requesting pictures emailed to him to be posted on web site. ffhathaway@msn.com

The development of a **BLOG** and/or a bulletin board type communication set up via the web site is being looked at to encourage the membership to begin the process of sharing and networking ideas. Not too much activity here, should we continue with it? We need to commit to adding information to the blog for it to be successful. We'll keep it in the works for now.

The web site seems to be the back bone for information sharing and your contributions to the site will make it only better. There are approximately 26 pages of material on the site and Dave is reconsidering the setup / layout. Please forward any suggestions to him.

The NFFF, IAFF and the FFC have authorized use of their respective logos on our web site. Please forward any requests to link our sight to Dave Hathaway.

Funding

The NFFF will accept donations intended for the NHGCA. The donations shall be made to the NFFF with an indication in the memo section: National Honor Guard Commanders Assoc. A separate account code will be generated and used for NHGCA support. On line donations are accepted as well. At this time no donations have been received.

Dave Hathaway and his Honor Guard have made a donation of a complete set of flags, axes, etc to the NFFF for use and display, so that bringing equipment to the facility will no longer be necessary. NFFF may need to develop a policy on the use of equipment and the foundation is committed to appropriately displaying the donated items.

Discussion on grants for Honor Guards. Anyone heard of this?

The agreement with OSU regarding printing is defunct. It's possible we may need to solicit donations to further fund future printings.

DOJ Initiative – LAST teams

Primary focus – PSOB benefits for families.

Secondary focus – State LODD response teams – development of teams to include these elements: honor guard, chief to chief, chaplain, survivor, and behavioral health (CISM). HOTLINE set up to activate the teams. Consider adding the everyone goes home element to the team?

Listing the DOJ State Team Leaders contact information by State on our web site has been accomplished. *Perhaps Regional Directors can contact state reps about our group and try making the state team leaders the state contact individuals for the NHGCA.*

Sharing your experiences in the development of these teams will only help others who are beginning the process. Connecting people together for the purposes of making these state teams successful, is a very rewarding experience. Virginia and Texas expressed an interest in the development of regional honor guard teams for their states.

Kyle Ienn and Ton Benjamin were featured in the NFFF Survivors publication "Facing Tomorrow Together" Nice job, fellas!

Brochure

Tri-Fold brochure completed. Example temporarily posted on the web site. Print materials are available. Dissemination will be by Region with the NFFF maintaining a supply as well for conferences. Eric is going to order more through OSU as we have distributed most of our initial order, either to us or at the trade shows and on campus. A nominal supply of about 2000 were located and will be distributed to the Board of Directors.

Other business

The Connecticut Statewide Honor Guard has compiled a LODD written Incident Action Plan that would take a department through a LODD step by step. It is designed to have sections pulled out and copied to distribute as part of the necessary delegation needed to accomplish all tasks. The final review has been completed and will be available on the web site.

US Flag code revision was put on the back burner since the elections. Now the fiscal crisis. Email into the legislators representatives to see if we cant move forward on the recommendations of the group.

Skype to be considered as an alternative to the teleconference if the USFS cannot support the increase to 20. ooVoo also another site to consider/

NHGCA challenge coin to be sold as a fund raiser? Thought to ponder.

Adjournment - 2320