



**HEADQUARTERS
CIVIL AIR PATROL BOWIE SQUADRON
UNITED STATES AIRFORCE AUXILIARY
12409 SEABURY LANE
BOWIE, MD 20715**

26 October 2006

MEMORANDUM FOR ALL SQUADRON PERSONNEL

FROM: Commander/Bowie Composite Squadron

SUBJECT: STAFF MEETINGS

The Bowie Composite Squadron will hold open staff meetings on the first Thursday of each month. The start time will be 1830 hours. The meetings will run no longer than one hour and will be open to all members of the Bowie Squadron. If non-staff members attend, then a break will be taken for opening ceremonies. The Squadron Commander may close a staff meeting to other personnel on the basis of personnel issues. The Squadron Commander may approve outside personnel on a case by case basis. Any Wing Staff Member or the Group Commander may attend at any time.

The Meetings will follow an agenda to be published by the Squadron Commander as early as practicable before the meeting. Members with agenda items should notify the Commander as soon as possible so that the item is included on the agenda.

ALL Senior Staff Members and the Cadet Commander are required to attend.

The Squadron Commander, the Deputy Commanders or the Operations Officer may call an emergency staff meeting at any time. **THESE WILL BE CLOSED MEETINGS** and required attendees will be notified.

Opening formation will be performed by the Cadet Commander at 1900 (or a designee if required to stay in the staff meeting).

//signed//

1Lt Jeffrey M Welch
Commander
Bowie Composite Squadron