



# NCOA®

## Non Commissioned Officers Association of the United States of America

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Central Valley Chapter #1551 • P. O. Box 642 • North Highlands, CA 95660 • Tel (916) 362-9746  
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21 Jan 2025

**MEMORANDUM FOR:** Central Valley Chapter # 1551  
*Spirit of Sacramento Auxiliary Chapter # 0270*

**SUBJECT:** NCOA/Auxiliary Executive Committee Meeting Minutes (21 Jan 2025)

1. **Meeting called to order at 1835 hours in person.**

Pledge of Allegiance led by CMSgt (Ret) Jim Sullivan  
NCOA Creed read by MSgt (Ret) Michael Grabow  
Moment of silence observed.

2. **Executive Committee Members:**

CMSgt (Ret) Jim Sullivan, Chairman, Present  
MSgt (Ret) Michael Grabow, Vice-Chairman, Absent  
CMSgt (Ret) Jim Kearns, Treasurer, Absent  
MSgt (Ret) Liz Lynn, Secretary, Present  
MSgt (Ret) Gary Chase, Trustee, Present

3. **Auxiliary Executive Committee Members:**

Ellie Witt, Vice Chairman, Present  
Scott Rodowick, Treasurer, Present

Tammy Sullivan, Chairman, Present  
Pam Wright, Secretary, Absent  
Melissa Carnahan, Trustee, Absent

4. **Members Present:** MSgt (Ret) Al Davis

5. **Guests Present:** None

5. **Chairman's Comments:** The meeting was convened to discuss plans for 2025. The following topics/issues were discussed:

a. Meeting format

- i. Date/Time. The committee agreed to leave the meeting scheduled for the first Wednesday of each month at 7 p.m. at VFW Post 4647.
- ii. Guest Speakers. It was determined that guest speakers would be invited every other month, though if there are pertinent local topics/activities, we could invite speakers to additional meetings. Some potential speakers include the newly elected 4<sup>th</sup> District Supervisor Rosario Rodriguez, Jessup Chaplain, VOA representative and local recruiters. Scheduled guest speakers will be advertised in advance.
- iii. Coin Presentation. We will continue to present the NCOA challenge coin to guest speakers.

b. Legislative Representative

- i. Gary Chase agreed to provide legislative updates at the meeting. May not be able to participate in the monthly HQ meetings. The executive team will participate if available.

c. Membership

- i. All Executive Committee members are asked to sign up 1 new member by Q2
- ii. All members are asked to sign up 1 new member in 2025 (HQ Goal)
- iii. Incentive drawing for membership. A \$25 gift card will be awarded each quarter. The sponsor of new members will go into a drawing.
- iv. Looking to set up a quarterly membership social event/new member orientation. Some venues include the Aerospace Museum and the Lions Gate
- v. See about having Executive committee members personally reach out as new members are signed up as a sort of mentor.

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- d. Website – will be removed as a meeting agenda item
  - i. Format/Layout. Need to look at adding a banner each month highlighting upcoming events and recent past events.
  - ii. The updated 2025 calendar will be made available real time.
- e. Calendar of Events.
  - i. Tammy will continue to keep it updated.
  - ii. Known events include Air Show, VFW breakfast and dinners, Conference, Business Expo, Christmas Party.
  - iii. Additional activities include VFW events, Rancho Cordova Community Council and Chamber events, VOA events.
- f. Marketing/Communications Plan
  - i. Event notification
  - ii. Other Veteran Organizations (VFW, American Legion, DAV etc.)
  - iii. Music/other entertainment at events
  - iv. Discount pricing for Advance RSVP for events
- g. Medallion Program
  - i. Outreach to various organizations. i.e. VFW Posts, American Legion etc.
  - ii. Try to find a sponsor for the medallion program.
- h. JROTC Program
  - i. Will eventually transition to Jim & Tammy's.
  - ii. Michael will research the contact agency for each branch of service.
- i. General Topics
  - i. Look for additional locations to place Membership applications/information. i.e. Mather and McClellan VA centers, VOA etc.
  - ii. We need to put the link to the chapter website on all correspondence.

The meeting adjourned at 2010 hours.

*//signed//*  
JAMES N. SULLIVAN, CMSgt, USAF (Ret)  
Chapter Chairman

*//signed//*  
DR. LIZ M. LYNN, Ed.D, MSGT, USAF (Ret)  
Chapter Secretary