

**Chief Warrant and Warrant Officer Association  
Annual Meeting April 2002, Bowie Maryland  
Agenda Item**

**CWOA Newsletter**

The Association newsletter is the one form of communication, which reaches out to all members. There have been numerous suggestions and comments regarding the newsletter, some positive and some negative.

These are the current guidelines used for the newsletter:

1. The association publishes a monthly newsletter, the CWO News.
2. International Business Printers (IBP) prints, labels and mails the newsletter. The contact is Joel McGaughey (Mac Go E), (703) 450-8617.
3. We have a non-profit bulk permit issued by the Washington, DC Postmaster. In addition we have permission to mail from the Dulles Post Office. The one requirement to retain our non-profit permit is that we make at least one mailing per year from Washington, DC.
4. All Newsletters are mailed by IBP, except for those overseas and several in the United States which require 1st Class Postage. The special handling addresses are coded with zip code 20594 through 20596 in the MEMNUMB.DBF.
5. The target date for providing the newsletter to IBP is the 20th of the month.
6. The Vice President is responsible for the Newsletter (writing articles, deciding what is included, picture or graphic selection, the layout and final proof reading).
7. The employee keyboards material into Microsoft Word, collects information from the "DONOR.DBF" and "MEMNUMB.DBF" databases, prepares the OVER THE BAR section, prepares the final draft, produces the address labels and mails to the special handling addresses.
8. Some material is included in the newsletter on a specific schedule and other material is included when appropriate:

**a. Every Issue**

- New Members
- Retirements
- Donors (Scholarship, Building Fund, General, Memorial)
- New allotment donors (scholarship, Building Fund, General)
- CHAMPUS/TRICARE articles
- Over the Bar
- President's Corner
- Letters to the Editor
- Chapter News
- Reunion announcements
- Meeting notice for the next meeting

**b. January**

- Ballot for officers and, if any, proposed changes to the bylaws
- Members who completed 50 years as association members during the past year.
- Address Change Form
- Scholarship Application Notice

**c. February**

- CWOA Items for sale
- Membership statistics
- Scholarship Application Notice

**d. March**

- e. **April**
  - Address Change Form
  - Announce new Association Officers
- f. **May**
  - Address Change Form
  - Announce winners of Scholarship Grant
  - Membership statistics
  - CWOA Items for sale
- g. **June**
- h. **July**
  - Address Change Form
- i. **August**
  - CWOA Items for sale
  - Membership statistics
- j. **September**
  - Address Change Form
- k. **October**
  - CWOA Items for sale
- l. **November**
  - Address Change Form
  - Membership statistics
- m. **December**
  - Scholarship Application Notice

The chair would like a group of at least 5 Executive Committee members, to include the incoming Association Secretary and any regular members who would like to participate to review the newsletter guidelines and recommend changes if any.

In the event no changes are recommended, then no action will be required. In the event changes are recommended, the chair will entertain a motion to *“execute the CWOA newsletter guidelines as outlined by the 2002 newsletter working group.”* The changes would be in effect immediately following the Annual Meeting.