



# North Carolina Council of Chapters BOOT Camp

CAPT Douglas Ehrhardt, MSC USN (Ret)

1<sup>st</sup> VP, NCCOC

Public Affairs & Web Operations



# Chapter Presidents CD Master

- Instead of handing out copies of items to be discussed (TNTC), a CD of this presentation will be made available to each of the Chapter Presidents or a representative.
- Only a limited number have been produced, but Presidents are encouraged to copy and distribute to others, as needed.
- Many – if not all – of the links are also available on our Council website – [www.moaa-nc.org](http://www.moaa-nc.org).

# BOOT Camp Topics

Public Affairs and Communications  
2<sup>nd</sup> Quarter NC Council Meeting – “Boot Camp” Topics  
May 17, 2014

## North Carolina Council Website

- [“Council Business” Subcategory](#)
  - Username = ●●●●●●●●●●
  - Password = ●●●●●●●●
- Chapter Officer Roster
- Chapter Quarterly Report Form
- Chapter “Go-By”
- Web Architecture Lesson Plan
- [New President Smart Guide](#)
- [Chapter Recruiting Plan](#)

## Chapter Communications

- [“Top Ten” List](#)
- [NC Council Policies and Procedures](#)
- Websites
  - [Council](#)
  - Chapters
    - [Cape Fear](#)
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  - Creating Distribution Lists
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  - [Cape Fear](#)
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# North Carolina Council Website

Wednesday, May 14 2014

**MOAA**  
Military Officers Association of America

**North Carolina Council of Chapters**

**REGISTRATION FORMS**

- ▶ NC Chapters
- ▶ Council Officers
- ▶ FAQs
- ▶ News and Events
- ▶ Calendar
- ▶ Photo Gallery
- ▶ Documents
- ▶ Resource Links
- ▶ About MOAA
- ▶ Disclaimer
- ▶ Contact Us

**NC COUNCIL & CHAPTER AWARDS**

**NC COUNCIL OF CHAPTERS 2010-2012 Awards**

**Military Officers Association of America**

- Welcome to the *North Carolina Council of Chapters* web site. We are one of 35 state councils that support the goals of the *Military Officers Association of America* working to serve the needs of military members in our state.
- The *North Carolina Council of Chapters (NCCOC)* provides programmatic guidance and oversight for the 17 state chapters that serve over 2000 members in 100 counties.
- In addition to being the nation's largest and most influential association of military officers, MOAA and the state chapters are a powerful force speaking for a strong national defense and representing the interests of military officers and their families at every stage of their lives and careers. Members of the state Council and Chapters participate in a variety of MOAA activities and programs.
- Whether you are already participating in MOAA National, becoming part of one of our North Carolina Chapters will guarantee your access to the many valuable resources of the NCCOC.
- The role of the *North Carolina Council of Chapters (NCCOC)* is to:
  - Further the legislative and other objectives of MOAA.
  - Foster fraternal relationships among retired, active, and former officers of the uniformed services and their National Guard or reserve components.
  - Protect the rights and interest of retired, active, reserve, and National Guard personnel of the uniformed services and their dependents and survivors
  - Provide useful services for members and their dependents and survivors.
  - Serve the community and the nation.
  - Protect the rights and interests of service retirees and active duty military members in matters of North Carolina state legislation.
  - Organize and coordinate the collective action of the Member Chapters in the State of North Carolina.
  - Provide the assistance necessary to member Chapters to enable them to effectively serve their members, their communities, and the nation.


Link: [Click here to open the National MOAA Website.](#)

NC Chapters Council Officers FAQs News and Events Calendar Photo Gallery Documents Resource Links About MOAA Disclaimer Contact Us

back to top • NRM/OAA MOAA: Military Officers Association, NC Council of Chapters • 13644 visitors since 08/21/13 • LFP & H&G CMS

# Council Business

MOAA North Carolina Council of Chapters Admin Area

[Home](#) [LOG IN](#)  [log out](#)

You attempted to access MOAA North Carolina Council of Chapters Council Business, a secured page.

You can go back to the [Home Page](#) or log in below.

To request access, contact us.

**Hello, Visitor**

Log in here:

Login:

Password:  [Login](#)

Forgotten the password? Enter your email or login:  [Help!](#)

# Quarterly Reports

**Council Business**

MOAA  
North Carolina Council of Chapters

All: Documents Quarterly Reports Council Reports Best Practices Council Blog Council Resources Search here... Go

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**Quarterly Reports**  
Chapter Reports for Information Sharing among NC Council Chapters

### Council Quarterly Reports

#### 2nd Quarter, 2014



The Chapter Reports for submission to the NC Council Secretary at the 2nd Quarterly meeting of the North Carolina Council of Chapters at Durham, NC are posted here to enable Chapter Presidents to open/read/share important information about activities and best practices among Council chapters.

*NOTE: When the quarterly reports are submitted to the Council Secretary for filing and Council web manager for posting on the Council Business area of the website, the reports are dated for the scheduled date of the meeting (in this case May 17, 2014.)*

*It should be noted, however, that the report being submitted by a Chapter president should cover activities completed during the LAST quarter (in this case, 1st quarter, 2014.)*

Link: Click here to open/start a new quarterly Chapter report: [▶ Download:](#) \*top Contact Link

### Council Quarterly Reports

#### 1st Quarter, 2014



The Chapter Reports for submission to the NC Council Secretary at the 1st Quarterly meeting of the North Carolina Council of Chapters at Pinehurst, NC are posted here to enable Chapter Presidents to open/read/share important information about activities and best practices among Council chapters.

*NOTE: When the quarterly reports are submitted to the Council Secretary for filing and Council web manager for posting on the Council Business area of the website, the reports are dated for the scheduled date of the meeting (in this case January 18, 2014.)*

*It should be noted, however, that the report being submitted by a Chapter president should cover activities completed during the LAST quarter (in this case, 4th quarter, 2013.)*

[▶ Download:](#) \*top Contact Link

### Council Quarterly Reports

#### 4th Quarter, 2013



The Chapter Reports submitted to the NC Council Secretary

### Council Quarterly Reports

#### 3rd Quarter 2013




The Chapter Reports submitted to the NC Council Secretary

# Chapter Reports

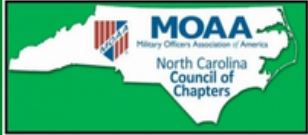
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## Chapter Report Forms

### Documents for Council Information/Action/Files



\* This subcategory post contains relevant NC Council of Chapters (NCCOC) forms which are used to gather important, current and on-going information for chapters. Chapter Presidents, or another designated chapter official are asked to complete the report(s) before attending the Quarterly NCCOC meetings.

\* After opening and filling out the "read only" form(s), save them to your computer with a new file name, e.g., "1st Quarter [NAME] Chapter Report" or "1st Quarter [NAME] 2013 Recruiting Status," inserting chapter name as indicated.

\* Persons responsible for retaining Chapter files are reminded to print two (2) copies: present one to the Council Secretary at or before departing the quarterly council meeting. Retain the second copy for your chapter's files.

\* Upon saving, the files should be e-mailed to COL Graham, President at [jerahamusa@gmail.com](mailto:jerahamusa@gmail.com), the Council Secretary, CDR Carol Aljets at [navedrmom@aol.com](mailto:navedrmom@aol.com) for the Council's files and CAPT Doug Ehrhardt at [info@newrivermoaa.org](mailto:info@newrivermoaa.org) for posting on the NCCOC website (Chapter Report Form).

The Chapter "Report Form (F)" is a fillable Word document which is a new format. Chapter Presidents or their representative who complete the form are advised that the new format functions like any Word file...when typing information into the comment or description fields, there is no limit to the amount of text you can enter, and all the formatting functions are available, e.g. bold, italicized or underlined text, as well as tabs, line returns, etc.

The Chapter "Report Form (S)" is intended to be filled out by hand after printing the document. This option is only intended to be used when a Chapter is unable to use the fillable version. Hard copies should be brought to the quarterly meeting and provided to the Council Secretary.

The "2013 - Chapter Recruiting Plan" is a fillable Adobe .pdf form which can be saved as a new document after completing, and e-mailed. In future submissions, the Chapter's saved version can be re-opened and updated, as needed.

Questions? E-mail Council President COL Jeri Graham with your questions, comments or concerns.

Email: COL Graham

▶ Download:

Type: Council Reports Contact \*tag + Prev Current Next < of 22 Posts: 02/06/13 ID: 1260028489 # 1260028489

# Quarterly Reports

## CHAPTER REPORT

This form should be used quarterly to report important information about your chapter to the NC Council. Please complete and submit to the Council Secretary at each meeting. This is a read-only, downloadable form that can be filled out on-line and then printed. It is recommended that Chapters print two copies and save one for their local files.

**DATE:** [Click here to enter a date.](#)

Choose an item. **QUARTER**

**CHAPTER:** Choose an item.

**MAILING ADDRESS:**

**E-MAIL ADDRESS:**

**PREVIOUS IDENT'S NAME:**

**MAILING ADDRESS:**

**E-MAIL:**

**PHONE NO.:**

**MEMBERSHIP:**  Regular  Auxiliary  Survivors  Honorary  Active duty (Include Guard/Reserve)

**MEMBERSHIP:**  Gains  Losses

**MEMBERSHIP DUE to:**  Regular  Auxiliary/Survivors

**FUND RAISING PROJECTS:** Choose an item.

**DESCRIBE:**

**FREQUENCY OF MEETINGS:**

**AVERAGE ATTENDANCE:**

**SPECIAL MEETINGS:** Choose an item.

**DESCRIBE:**

**ROTC/JROTC UNITS SUPPORTED:**  ROTC  JROTC

**HOW DO YOU SUPPORT?**

**SCHOLARSHIP AWARDED?** Choose an item.

**DESCRIBE:**

**OTHER CHAPTER ACTIVITIES:** Choose an item.

**DESCRIBE:**

**MAJOR PRIDE ITEM:**


**PROBLEMS:** Choose an item.



# Chapter Reports

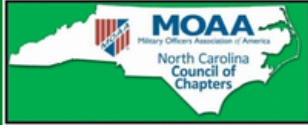
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\* Upon saving, the files should be e-mailed to COL Graham, President at [jgrahamusa@gmail.com](mailto:jgrahamusa@gmail.com), the Council Secretary, CDR Carol Aljets at [navedrmoz@aol.com](mailto:navedrmoz@aol.com) for the Council's files and CAPT Doug Ehrhardt at [info@newrivermoaa.org](mailto:info@newrivermoaa.org) for posting on the NCCOC website (Chapter Report Form).

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Questions? E-mail Council President COL Jeri Graham with your questions, comments or concerns.

Email: COL Graham

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2013 - Chapter Recruiting Plan  
Chapter Report Form (F)  
Chapter Report Form (S)

Type: Council Reports   Contact   \*top   \* Prev   Current   Next   \* of 25 Posts: 02/06/12   ID: 1260023493   © 1260023493

# Chapter Officer Rosters

## CHAPTER OFFICER REPORT

**CODE:** Choose an item.  
**CHARTER DATE:** [Click here to enter a date.](#)  
**CHAPTER NAME:** Choose an item.  
**CHAPTER ADDRESS:**   
**E-MAIL ADDRESS:**   
**CHAPTER FAX NUMBER:**   
**NUMBER OF MEMBERS:**   
**NUMBER OF MOAA NATIONAL MEMBERS:**   
**OFFICERS INSTALLED:** Choose an item.  
**TERM BEGIN DATE:** [Click here to enter a date.](#)  
**TERM END DATE:** [Click here to enter a date.](#)  
**MEETING FREQUENCY:**   
**MEETING PLACE:**   
**CHAPTER CATCHMENT AREA (NC Counties):**   
**NUMBER OF JROTC SCHOOLS:**   
**NUMBER OF ROTC SCHOOLS:**

List of Officers, by title, is shown in the following format:  
**Firstname, Lastname, Rank, Service-Status, MOAA#, Address, City, State Zip, Phone #, Cell #, E-mail**

**President:**   
**1st Vice President:**   
**2nd Vice President:**   
**Secretary:**   
**Treasurer:**   
**Immediate Past-President:**   
**Membership Chair:**   
**Program Chair:**   
**Personal Affairs Chair:**   
**Legislative Chair:**   
**Scholarship Chair:**   
**Auxiliary Chair:**   
**Chaplain:**   
**Board of Directors:**   
**Board of Directors:**   
**Newsletter Editor:**   
**E-mail POC:**   
**Webmaster:**   
**TOPS Liaison:**   
**ROTC & JROTC POC:**   
**Chapter participates in JROTC Programs at:**   
**Website Address:**   
**Facebook Address:**

# Council Resources

**Council Business**

MOAA  
North Carolina Council of Chapters

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**Council Resources**

Documents and files needed for Council Support/Action

**Communication Materials**  
May 17, 2014

The attached files are needed for Council Presidents information/ planning/ action on Communication Matters with the North Carolina Council of Chapters.



**Resources**

▶ Download:

\*top Contact Link

**Leadership Materials**  
May 17, 2014

The attached files are needed for Council Presidents information/ planning/ action on Leadership Matters with the North Carolina Council of Chapters



**Resources for Leaders**

Current materials:

- COL Graham's "Storming the Hill" Process Review
- MOAA's Issue Brief - "Storming the Hill"

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\*top Contact Link

**Legislative Materials**  
May 17, 2014

The attached files are needed for Council Presidents information/ planning/ action on Legislative Matters with the North Carolina Council of Chapters.



**Legislative Materials**

▶ Download:

\*top Contact Link

**Membership Materials**  
May 17, 2014

The attached files are needed for Council Presidents information/ planning/ action on Membership Matters with the North Carolina Council of Chapters.



**Membership Materials**

▶ Download:

\*top Contact Link

# Chapter Websites

The screenshot displays the MOAA North Carolina Council of Chapters website. The main heading is "NC Chapters" with the sub-heading "Chapter information". A navigation menu on the left includes links for NC Chapters, Council Officers, FAQs, News and Events, Calendar, Photo Gallery, Documents, Resource Links, About MOAA, Disclaimer, and Contact Us. The main content area is titled "Chapters" and "Information on the 17 North Carolina Chapters". It features two columns of information for the Cape Fear Chapter (NC01) and the Coastal Carolina Military Officers Association (NC02). Each column includes a chapter description, a list of services (e.g., Officer Roster, Chapter Newsletter), and a "Download" button. The Cape Fear Chapter is led by COL Juan Charven, USA-Ret., and the Coastal Carolina Chapter is led by CAPT Marie Seemig, NC, USN-Ret. The website also includes a search bar and a "County Map" link.

**NC Chapters**  
Chapter information

Chapters County Map Search here... Go

**Chapters**  
Information on the 17 North Carolina Chapters

**Cape Fear Chapter (NC01)**  
Open the County Map  
Link for a List of Counties Served

- \* The Cape Fear Chapter of the Military Officers Association of America supports active and retired military personnel, as well as spouses of deceased military officers in the Fayetteville, NC catchment area.
- \* COL Juan Charven, USA-Ret., Chapter President
- \* Correspondence should be sent to Cape Fear Chapter, MOAA, P.O. Box 53621, Fayetteville, NC 28305.
- \* Link to "Cape Fear Chapter" below to visit their web site.

Open the downloadable Officer Roster to view the current list of personnel.  
Open the downloadable Chapter Newsletter to read the current chapter newsletter.

The Cape Fear Chapter's membership form can be opened and filled out on your computer. When finished, print two (2) copies...mail one with your dues, as indicated, and save the second for your files.

Link: Cape Fear Chapter

▼ Download:  
160212 - Cape Fear Officer Roster  
Cape Fear - Membership Form (F)  
Chapter Newsletter (NC-01) - May 2014 (825 KB)

\*top Contact Link

**Coastal Carolina Military Officers Association (NC02)**  
Open the County Map  
Link for a List of Counties Served

- \* The Coastal Carolina Chapter of the Military Officers Association of America supports active and retired military personnel, as well as spouses of deceased military officers in the Havelock, NC catchment area.
- \* CAPT Marie Seemig, NC, USN-Ret., Chapter President
- \* Correspondence should be sent to Coastal Carolina Military Officers Association, P.O. Box 373, Havelock, NC 28532
- \* The Coastal Carolina Chapter's website is temporarily unavailable, however a membership application for their chapter is provided along with the other downloadable files, below.

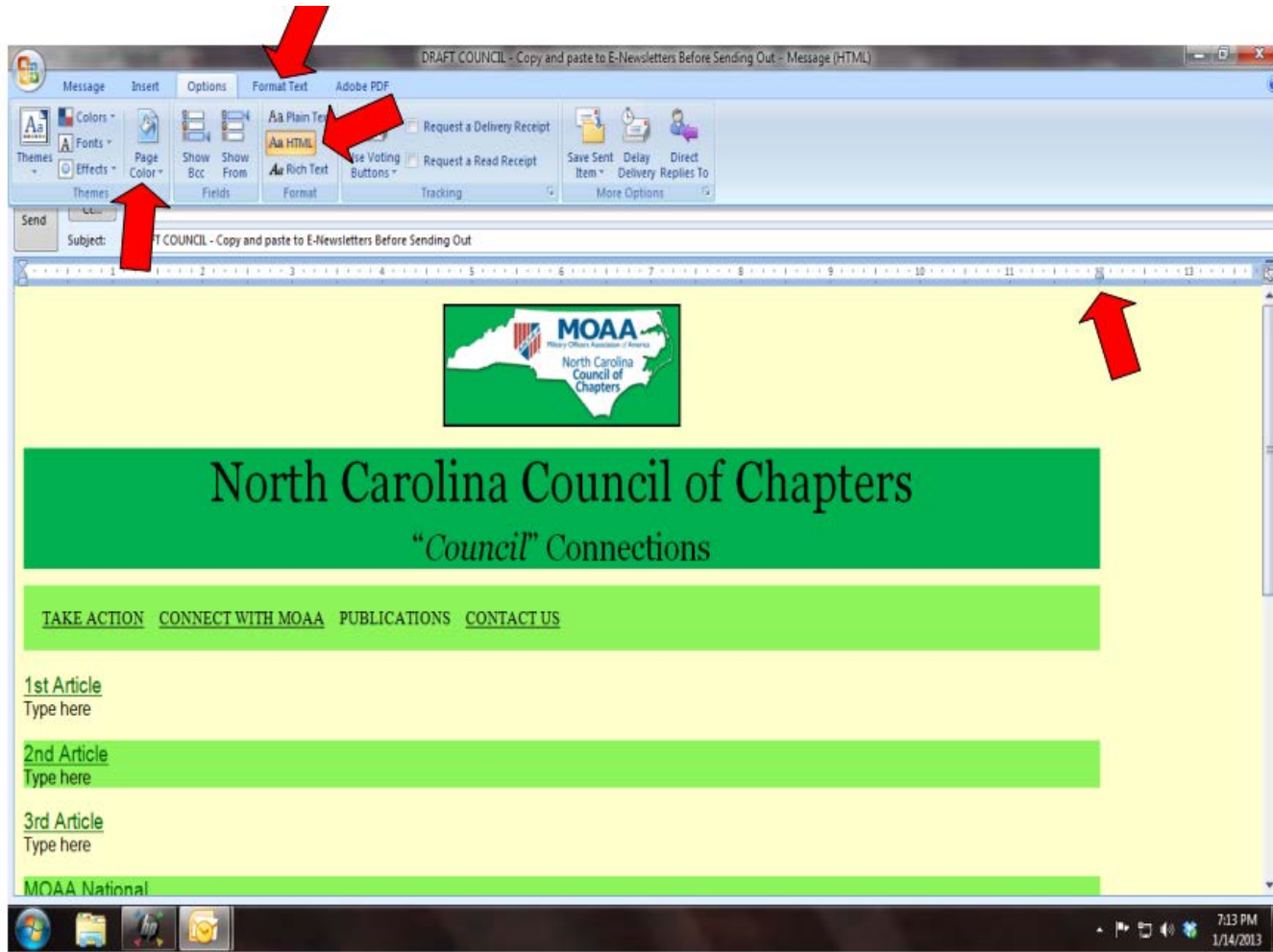
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► Download:

\*top Contact Link

# E-Newsletters



# Membership Forms

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APPLICATION FOR MEMBERSHIP IN THE CAPE FEAR CHAPTER OF THE  
MILITARY OFFICERS ASSOCIATION OF AMERICA

Initial Application  Renewal  Date: \_\_\_\_\_

\_\_\_\_\_  
(Last Name) (First Name) (MI) (Rank) (Branch of Service)

\_\_\_\_\_  
(Mailing Address: Number and Street) (Telephone Number)

\_\_\_\_\_  
(City) (State) (Zip) (Email Address)

Spouse's name: \_\_\_\_\_

Status: Retired  Active Duty  Former Officer  Reserve  National Guard

Cadet/Midshipman  Auxiliary  In this case fill in the above information but show your deceased spouse's rank and branch of service.

I am  a member of National MOAA; my member # is \_\_\_\_\_ I am not  a member.

I would like to receive my chapter newsletter via: Email  USPS

Your signature: \_\_\_\_\_

Annual Chapter membership dues are \$20.00 for Regular members; \$10.00 for Auxiliary.

Please mail this application with your check (payable to CFC, MOAA) to:

CAPE FEAR CHAPTER-MOAA  
P.O. Box 53621  
Fayetteville, NC 28305