



*AIR NATIONAL GUARD  
NON-COMMISSION OFFICER  
ACADEMY GRADUATES ASSOCIATION  
REGION 4 - CHAPTER 2  
SAN JUAN, PUERTO RICO*



25 July 2006

MEMORANDUM FOR Chapter One Board of Directors and Seminar Committee

FROM: Seminar 37 Chair

SUBJET: Seminar 37 After Action Report

1. Our 37<sup>th</sup> Seminar was hosted by Chapter 2 of the Non-Commissioned Officer Academy Graduates Association (NCOAGA), with the support of the Seminar Committees, members of the Puerto Rico Air National Guard (PRANG) and all the sponsors. The bidding was presented at Seminar 34, 2002 and approved in Seminar 35, 2003.
2. The hotel chosen was the Inter-Continental San Juan Resort and Casino. The Board of Directors reviewed the hotel contract and changes were made in accordance with NCOAGA requirements. It was approved and signed on 15 Apr 04 and hotel visits were made frequently to stay current on changes. Our event coordinator was changed 3 times, but they all worked for the same purpose, and that was, to have a successful Seminar.
3. As Chair, I made sure that the Puerto Rico Convention Bureau and the Tourism Company were involved, and I requested their sponsorship for some activities. This was very helpful, because of their experience in these kind of events and they advised us on how to coordinate certain activities.
4. Once the bidding was approved in July of 2003, I started organizing the Seminar Committees, selecting each member carefully, making sure only the "best of the best" was appointed. Thanks to the Seminar Committees, we had a successful Seminar. Some members of the PRANG Retirees Association also provided support in different areas during the Seminar. Special thanks go to CMSgt Janice Richardson, Chapter 7 President and Seminar 36 Chair, for her guidance in this endeavor.
5. Request for sponsorship letters for advertisement were sent approximately one year before so that the companies could include us in their budget for the following year. Also, our Ways and Means Committee Chair organized a few activities that rendered a good profit.

6. Many donations were received from different companies. These were: The Seminar Committee members Polo Shirts; food and beverages for the Hospitality Room; all items collected for the Silent Auction; copier and supplies for the Command Post; the Banquet Gift (Mug); entertainment music for the Tropical Extravaganza and the Folkloric Dancers for the Banquet.

7. The lessons learned:

a. The board members requested laptops to be use during the Seminar, and after we scrounged all over the Base to borrow the equipment, not one of them wanted to sign for a computer. What some of them did was use the one that the clerks were using at the command post, which interrupted what the clerks were doing for other committees. *Those board member that use computer during the Seminar, should always bring their own.*

b. In one of the Guest Activities one teenage girl was left behind due to an error in the Youth Agenda. We immediately sent her with two adults to catch up with the group and the situation was solved. *These 2 Seminar Committees (Guest and Youth Activities) should coordinate and revise last minute changes in the agendas.*

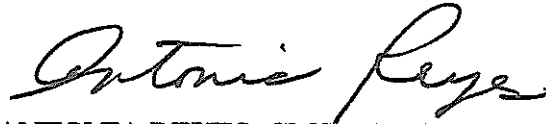
c. Another Guest Activity where things didn't go well was at the "Casino Fever". For that we blame the Hotel, because the people from the Casino came up late. That same evening we had the "Ladies Minutewoman Salute", which started one hour after the scheduled "Casino Fever", and the guests were still playing. The game had to be interrupted because they were all called into the activity that was honoring Mrs. Betty Fern, so most of them were not able to participate in the Casino Fever. The proceeds for this activity's registration were donated to Chapter 1. *The person in charge of these kinds of activities has to follow-up constantly with the hotel personnel.*

d. Our Protocol Chair together with the Master of Ceremony were a little upset at the end because, for the Banquet, we had a last minute VIP's decision to show up with his wife and, even though they were lined up correctly, their names were not called in order and they had to enter the room at the end. *We need to inform the Master of Ceremony of last minute changes.*

e. The Hotel Tax Exempt was a problem. It was discussed with the Hotel Agent but apparently the people in the front desk were not informed and some members were charged the taxes. We apologize for the inconvenience this may have caused. At the end, I believe it was MSgt (Ret) Lynn Durbin who cleared the misunderstanding and even though some had been charged the taxes, the rest of the guest were not charged. *The Seminar Chair has to make sure that everyone involved is notified to avoid misunderstanding.*

f. The flags and nesting box were supposed to be picked up by New York, and it never happened. They were changed from place to place at the Wing due to the lack of storage place. Finally on Monday, 8 May there was a flight from Coronet Oak going to Pope AFB, NC, so we coordinated with New York and they picked them up over there on Friday, 12 May. *This has to be well coordinated with the following Seminar host to either pick them up at an established date or pay for the shipping.*

8. In summary, we believe Seminar 37 was a total success due to the hard work of everyone involved. We thank all those association members that came down to Puerto Rico to enjoy all that we had to offer and we also want to thank Chapter 1 for confiding in us to carry out the NCOAGA 2005 annual convention.



ANTONIA REYES, CMSgt, PRANG  
Seminar 37 Chair

Attachment:  
Financial Report