

# Minutes from the December 14<sup>th</sup> Chapter 613 Board Meeting

## Meeting Summary

**Date:** Thursday, December 14, 2023

**Start Time:** 19:00

**End Time:** 20:00

**Attendees:** John & Marge Butterfield, Chris Chicoine, Willa Clark, George Coy, John & Shirley Fitzgerald, Bethany Fronhofer, Steven Green, Susan Levaque, Miguel Marin, Beth White

## Key Points Discussed:

### 1. Agenda Topics:

- Activities Report
- Treasurer's Report (includes chapter building updates)
- Young Eagle's Update
- Scholarship Committee
- Membership & Dues
- Event Planning
- Chapter Awards
- Upcoming Events (New business)

### 2. Activity Director's Report:

- **Chris Chicoine's Proposal:** Suggested creating a calendar featuring planes and pilots from Franklin County as a welcoming gesture or fundraising tool.
- **Steven Green's Support:** Endorsed Chris's idea to help members remember names and faces.
- **George's Suggestion:** Expand the calendar idea beyond Franklin County.
- **Miguel Suggestion:** Maybe have a who's who section in the newsletter.
- **Beth:** Maybe focus on producing a calendar for 2025.

### 3. Treasurer's Report:

Discussed by George Coy, including the need to reach out to people for chapter renewal notices.

### 4. Aviation Center Improvements

- Hangar roof insulation has been completed. The cost estimate was off because the contractor had hangar size estimated at 40% smaller than actual size. The insulation contractor was approved to proceed with the additional work that was not included in the original estimate.
- Foam seal was installed near the walls, with blown in insulation in other places. In their original estimate, the contractor also included insulation over the upstairs classroom. When they found out that they didn't need to do that work they credited it toward the additional hangar work

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- The cost for all the insulation is \$10,800, which is about \$4000 over budget.
  - The electrician is completing the new lighting.
  - The heating system installer is completing the hangar heating system installation. Miguel donated a smart thermostat which will allow for temperature setbacks during unoccupied periods as well as remote monitoring.
  - Insulating the door still needs to be addressed.
  - George estimates possibly an additional \$10,000 to finish the work. We will probably be close to \$20,000 for everything.
  - **Hanger costs discussed:** It had been decided that hanger rent will be \$275 p/m starting January 2024. George pointed out that having renters in the hanger basically pays for the club's heat, lighting, electricity, and a chunk of the insurance payment.
  - John Butterfield agreed to accept the role of Aviation Center Building Manager.
  - There was a discussion about getting rid of the canoes still in the hanger. Old cabinets and picnic tables should also be removed. Beth offered to have the canoes stored in the Habitat Building for now until we come up with a solid plan of what to do with them.
5. **Young Eagles Update:** Progress on internet boosters and other logistical elements.
- John F.: Found where to get the 2 flags. Cost \$504.
  - The PA system has arrived.
  - Miguel and John F installed the (3) new wi-fi mesh network repeaters.
6. **Scholarship Committee Update:**
- **Beth:** Already applied for two 2024 Ray Scholarships. Scholarships may be 75:25 match for two. We do not yet have candidates for the scholarship.
7. **Membership and Dues:** It was decided that annual dues will not be prorated throughout the year, due to the complexity of the process.
- **George:** Discussed with Bethany about using email list to ask people to renew their membership.
  - **Bethany:** Working on setting up a system so members can pay their dues by credit card. Possible auto-renew program could be put into place.
  - **George:** Spoke about the importance of coming up with a means to identify and get to know new members.
  - **Miguel:** Could we have a temporary different colored badge/tag for new members?
8. **Event Planning:**
- **Miguel and Steve:** VMC/IMC meetings discussed. The program will start with a VMC Club meeting after the January Pancake Breakfast.

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- **Miguel:** Mentioned a field trip up to ICAO headquarters in Montreal. This is planned for some time in Spring 2024.

**Chapter Awards:** Discussion on instituting an awards program for chapter members, with potential nominees.

- **Bethany:** Inquired whether there are EAA pins or similar that could be presented when we recognize outstanding members.
- **Marge:** We have certificates that have been given in the past. Also, mentioned that she would inquire about getting pins. Brought up the suggestion of trophies.
- **Beth:** Suggested she could put together another recognition of service video that could be presented during a chapter pancake breakfast.

### 14. **Upcoming Events:**

- Pancake breakfast plans. To simplify accounting, the \$8.00 breakfast charge will be separated from the sale of 50/50 raffle tickets.
- John F is in discussions with EAA Headquarters about possibly hosting a Northeast Chapter Leadership Workshop in Burlington in the Spring. BETA has offered to host the event.

16. **Meeting Adjournment:** The meeting was adjourned at 8:00 PM.

***Members are encouraged to review these meeting minutes and contact any officer for more information. The decisions made by the Chapter Officers will be considered final after the next Board Meeting, unless a member requests that decisions be tabled at the meeting for further discussion by the entire membership.***