

EAA Chapter 1702
Business Meeting Minutes
Mar 11, 2025

ATTENDANCE:

Mary-Ellen Pfeiffer, Carl Pfeiffer, Gregory Stopyra, Ashley Hanson, Kristin Mosher, Johnathan Norton

CALL TO ORDER: EAA Chapter 1702's March business meeting, held at Quad Cities Aero. Mary-Ellen P. called the meeting to order at 6:08 pm.

LAST MEETING MINUTES:

- Action Item: Greg S. will publish link to Meeting Minutes to Chapter Webpage

MOTIONS SINCE LAST MEETING:

- No Motions since last Meeting

TREASURER'S REPORT (Ashley H.):

- Ashley H. provided attendees a copy of the current financial report.
- Chapter Annual Tax Form 990-N > Target filing month of May
- Sales Tax Exemption (Not Completed Yet) > Will use EAA Chapter newsletter as required material for submittal

SECRETARY REPORT (Kristin M. / Greg S.):

- 139 Total Membership Roster: 77 Regular; 62 Prospects
- Greg has onboarding checklist drafter for new members - Will review at a future date
- Patches for dues paid members - Still have them & still attempting to deliver at Chapter events
- Kristin M./Greg discuss Secretary responsibilities handover

CHAPTER PROGRAM REPORTS:

Chapter Gatherings - March Gathering Feedback:

- Great Turnout, Great Speaker
- Need the Speaker slides posted -Greg
- Provide Volunteer Paper Sign-Up Sheet at Events (Kristin to collect & transfer data to weblink)

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Young Eagles Rally (Greg S.) -

1. Submitted YE Credit reimbursement to EAA for \$600.89 for YE recognition T-Shirts. We will have a \$59.11 balance remaining for 2025.
2. March Young Eagle Rally: 11 Youth Flown, 5 no-shows, 3 Pilots, 10 Ground Volunteers. Good incorporation of Flight Simulator. Printed certificates during the event. We will modify future events to register more youth. Opportunity to incorporate more ground events during waiting periods. Ground volunteers critical to success.

Young Eagle Workshops (Mary-Ellen P.) - Upcoming workshop on March 22nd. One feedback: Teenage requested Air Traffic Control.

12 kids, three rounds (3 teams of 4 students) - 55 minutes at each station:

- Flight Simulator/Snack (Jon Norton) - we have two flight simulators and we will hold this in the outer offices
- Composite Aeroeducate (Greg/Carly) - establishes what composite materials are and examines durability
- Composite application (Travis/Dax/Alex) - using composite applications to repair the planes

I have:

- Developed both the schedule and the sign up. I plan to send the sign up tonight (I actually thought I sent it, but it is in my outbox not quite completed)
- Ordered all materials requested and they are at QC Aero. Travis ordered the composites required.
- My flight sim is in the car ready to go
- Recruited teenagers and continue to recruit them to help
- Received the insurance.

VMC Club (Mary-Ellen P. / Greg S.) -

Last VMC was held online and was very well attended with six attendees. I did have trouble with sound, but the discussion was great. Continuing to promote. Promote Hybrid (In-person & On-line) approach to increase participation.

Ray Scholarship (Tobey S. / Mary-Ellen P.) -

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- Ray Scholarship Committee meeting set for March 12th (Summer K., Jim R., Tobey S., Carl P., Ashley H., Katrina P.).
- Committee meeting to-dos: Finalize application, Discuss and Compile Assessment Questions & Selection Criteria, Consider STAR format to elicit Character, EAA minimum requirements for candidates identified
- Assign candidates mentors & identify individual candidate challenges
- Greg sent out email with EAA Ray Scholarship Webinar & Slides
- Volunteer hour requirements with Chapter 1702 is mandatory (2hr/month) -provide examples of activities to satisfy Volunteer requirements

Social Media (Ellen B.) - Ellen has made several posts in the past month. Need more Social Media activity (Ray Scholarship volunteer activity- making instagram reels?). Consider Discord, Snapchat in the future.

Newsletter (Mary-Ellen P. / Greg S.) - Looking to mail newsletter mid-month vs. end of month. Will better inform chapter events occurring at the beginning of month.

Chapter Website (Greg S.) - Updated as of Mar 2, 2025.

Chapter Store (Greg S.) - Updated as of Mar 9, 2025. Updated apparel to include a pullover hoodie and additional YE Pilot shirts (alternate colors). Still unable to set a campaign for charity - will work with Mary-Ellen to fix.

Mary-Ellen: I have the checks and will do what I need to do with change.org to fix our status.

Birdies for Charity 2025 - Mary-Ellen spoke to the process of John Deere matching donations. Johnathan Norton to take the lead. Mary-Ellen to provide Johnathan with resources on Birdies for Charity.

Mary-Ellen: I have done zero with this except talk to Jon briefly.

RC Club - Opportunity for future member to lead. ON-HOLD: No commitments at this time. Talks with some other people are in the works but suggestions are always helpful.

Local Area Outreach -Katrina reached out to Nicole & will be back for April meeting, Jon reached out to his daughters high school. Waiting to hear back. Other than that, school and organization outreach continues to be in the works.

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Food Handling Certification -Mary Ellen currently working on the last hour for Food Handling Certification course completion. She will set up a meeting with the Moline Health Department to review inspection criteria.

Future plans to clean up the kitchen. Johnathan, August, & Ashley possibly look into getting initial cert or re-certs.

Fundraising -

Fundraising Ideas:

- Jonathan -Fundraising Card Program flyer
- Greg -Vendor donations for an end of year Silent Auction
- Mary-Ellen -set up a Comedy Night, Culvers, Pizza Ranch, Car or Plane Wash, Summer Camp, Aviation trivia night

UPCOMING CHAPTER EVENTS - 4mo Flightplan (Greg S.):

FINAL (near-term)

- ☒ **Sat. Mar 22 - Young Eagles Workshop - Checklist Complete; Event GO**
 - ☒ **Event Lead: Ellen**
 - ☒ **Update: Ellen, Johnathon, & Ashley down as volunteers. Aeroeducate activities. Breakfast Pizza from Caseys.**
 - ☒ **Three 55min Stations**
 - ☒ **Flight Sim**
 - ☒ **AeroEducate Composite Wings**
 - ☒ **Airplane Repair**
 - ☒ **40 Chairs from QC Airport?**
 - ☒ **EAA insurance received**
- ☒ **Sat. Mar 29 - Fly Out to Bessies - Checklist Complete; Event GO**
 - ☒ **Event Lead: Mary-Ellen P.**
 - ☒ **Partiful Sign-Up**
 - ☒ **2 Flying; 2 interested**
 - ☒ **Driving Option**
 - ☒ **EAA insurance received**

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- ☐ Sat. Mar 29 - QC Storm Chuck-a-Puck @ Vibrant Arena
 - ☐ 6 Adults (min); # of volunteers by Mar 24th for free ticket
 - ☒ Partiful Sign-Up Created
 - ☒ 2 parking passes (\$10)
 - ☒ 5:30pm meet at guest services
 - ☒ EAA insurance, Greg to Submit
- ☐ Sat. Apr 5 - Gathering @ QC Aero - UAS Part 107 - Ashley
 - ☒ Assistance required, Need Television setup
 - ☐ POT LUCK - Potato themed dish...get creative
 - ☐ 60? Chairs and Tables from QC Airport - Mary-Ellen P.
- ☒ Sat. Apr 12 - YE Rally (Public)
 - ☒ Pilots & Ground Vol. Email Sent
 - ☒ Event page created, opens Apr 5 @ 2pm
 - ☒ EAA Insurance received
 - ☐ 40 chairs from QC Airport

BASE (mid-range)

Greg S. recommends canceling Pella Fly-Out (May 1-3 for tulip fest)

- ☐ Sat. May 3 - Gathering @ QC Aero - A&P Career Path - Jason & Travis
 - ☐ Assistance required, Cleco Activity Kit?
 - ☐ Cinco de Mayo Food Theme
 - ☐ 40 Chairs from QC Airport
- ☐ Sat. May 17 - Eagle Flying Start
 - ☐ CFI, Pilots, & Ground Volunteer Email Pending
 - ☒ Event page created, Reg. opens May 3rd. (6 Eagles)
 - ☐ EAA Insurance submitted; not received
 - ☒ Fuselodge Location
- ☐ Sat. May 31 - YE Rally (Outreach / Private)
 - ☐ Contact Big Brother / Big Sister - Pending
 - ☐ Contact World Relief - Pending
 - ☐ Other Outreach?
 - ☐ Pilot & Ground Volunteer Email Pending
 - ☒ Event Page created, Reg. opens 27 APR, 2pm

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- ☒ EAA Insurance received

DOWNWIND (long-range)

- ☐ Sat. Jun 7 - Gathering @ QC Aero - Member Airplane "Display Day"
 - ☐ Pancake Breakfast
 - ☐ Pattern Day
 - ☐ Formally Announce Ray Scholar (big check presentation; media release / present)
- ☐ Sat. Jun 14 - Int'l YE Day / Rally
 - ☐ Pilots & Ground Vol. Email Pending
 - ☒ Event page created, opens Jun 8 @ 2pm
 - ☒ EAA Insurance received
 - ☐ 40 chairs from QC Airport
- ☐ Sat. Jul 12 - YE Rally (public)
- ☐ Jul 19 - Food & Fuel for OSH Travelers @ South T's
 - ☐ Coordinate for KMLI discount fuel
 - ☐ Brats & Burgers?
 - ☐ Other Amenities?
 - ☐ Chapter Blast
- ☐ Sat. Aug 2 - Gathering @ MedForce *OR* Gathering @ QC Aero (decision later)
 - ☐ CFI presentation?
 - ☐ EAA Chapter Blast?

Move Pinch Hitter: Piloting Basics for Non-Pilots to next month

- ☐ Sat. Aug 16 - YE Rally (Public)
- ☐ Airshow YE Workshop (Thunderbird Visit)
 - ☐ Thu. Aug 21 or Fri. Aug 22
 - ☐ Coordinate with Ken Hopper
 - ☐ Coordinate with T-Birds Event Coordinator (reserve time for EAA Chapter 1702)
- ☐ QC Airshow Booth (23 & 24 AUG)
 - ☐ Volunteers to work booth (lead each day)
 - ☐ What activities can we display?
 - ☐ Cleco timer from EAA leader academy or Ken Build & Fly?

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- ☐ Balsa Wood Planes
- ☐ Young Eagles Build & Fly
- ☐ Adult Flying Start
- ☐ QR Codes to limit handouts (economical)

ROUND TABLE CLOSING DISCUSSION

None

CHAPTER PRESIDENT CLOSING REMARKS:

Nothing Additional

NEW BOARD MOTIONS:

- Greg S. makes motion to purchase a ceremonial “Big Check” for Ray Scholarship Presentation
 - 36” x 18” Check is printed on a firm coroplast, dry-erase covered (reusable)
 - From Bigcheckstore.com; purchased previously for another chapter
 - **\$63.26 shipped**
 - **Motioned Passed**
- Board discussion for future motion to reimburse Travis for composite materials used for YE Workshop - Tabled until April Business Meeting
- Mary-Ellen needs a decision regarding whether we are doing a tour of the facilities in Bettendorf or asking Aeromedical to come to us - Tabled until she contacts them to see if they are available.

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PAST BOARD MOTIONS:

Motion Number	Date	Motion	Expires	Finances
2025-01	2/11/2025	Membership Vote - At our January Gathering, Greg Stopyra obtained a unanimous membership approval by show of hands to accept Kristin Mosher as Chapter Secretary.	Next officer election	None
2024-08	12/10/2024	Motion to pay EAA Chapter Renewal Fee of \$631. Motion Passed	When Purchased	\$631
2024-07	12/10/2024	Motion to approve \$150 budget for Pancake Breakfast supplies – 11 Jan 24 event. Approved.	01/11/2024	\$150
2024-06	12/10/2024	Motion to purchase Blackstone and Accessory Kit from Costco. Motion Passed via Text	When Purchased	~\$450
2024-05	11/12/2024	Motion to work with Mr. Robert Van Hulle to help finish his airplane with Chapters Members and YE Workshops. In return for helping, he will donate a Rand Robinson KR-1 aircraft for chapter education use. Motion Passed.	When Mr. Robert Van Hulle Airplane Complete	None
2024-04	11/12/2024	Motion to purchase Young Eagle Volunteer / Pilot recognition T-Shirts from Bonfire. Motion Passed	When Purchased	TBD
2024-03	11/12/2024	Motion to approve purchase six 6ft folding tables from Menards for \$35.59 + tax. Approved (via text)	When Purchased	\$213.54 + Tax
2024-02	10/8/2024	Motion to purchase a TV stand https://a.co/d/iIS6uZ4 (\$106.99) and cover ~\$30 for the donated TV from Chapter Member. Motion Passed.	Not needed; member donated TV Stand	\$136.99
2024-01	9/10/2024	Motion to recognize current chapter leadership as a two year term as defined in bylaws with next elections scheduled for Nov 2025. Greg S. Summer K. 2nd. Motion Passed.	Nov 2025	None

Meeting adjourned at 8:48 PM