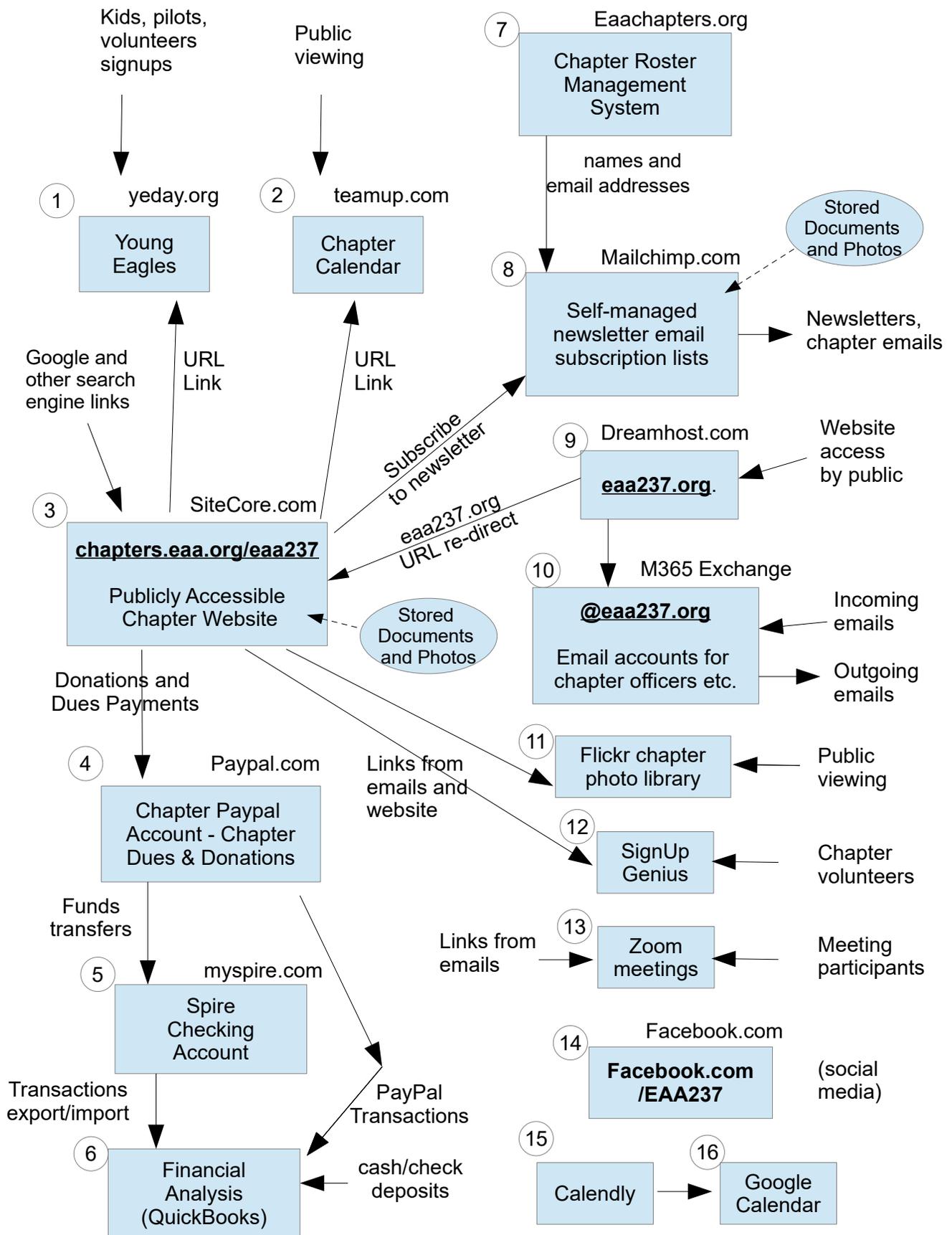


EAA Chapter 237 Applications/Tools V9 (2/8/24)



1. Young Eagles website – This is the yeday.org website application that we have been using for the past four years to sign up kids, pilots and ground support volunteers. This website is supported by EAA at no cost to the chapter. Michael Grzincich is the administrator of this application.

2. Teamup - This is the calendar tool that we use to show what events are scheduled for our chapter building. This includes chapter activities as well as meetings held by other aviation-related groups using our building. We are using the free version of the tool which meets our current needs. Dave Peterson is the administrator of this application.

3. SiteCore - This is our main, public-facing, chapter website supported by EAA headquarters at no cost to the chapter. In addition to the various web pages posted there, chapter newsletters have been uploaded and are accessible via the website. A few photos have also been uploaded. Dave Peterson is the administrator of this application.

4. PayPal - This is our PayPal account which is used by chapter members to pay their chapter dues on-line and make donations to the chapter. Mark Heule, Chuck Jasicki and Dave Peterson have admin access to this account.

5. Spire Credit Union – This is where the chapter keeps financial assets (savings, checking, and certificates of deposit). Almost all income and expenditures for the chapter pass through the checking account. Mark Heule (owner), Chuck Jasicki (read-only) and Dave Peterson (read-only) have access to this account.

6. QuickBooks – Used to track and report on chapter financial status. The data for this comes from three sources: 1 – export of transactions from Spire checking account, 2 – export of transactions from PayPal account, and 3 – itemized cash & check deposit information from treasurer Mark Heule. Chuck Jasicki is the administrator for this application.

7. Membership Roster – This database and application contains information about our chapter members. It is provided to the chapter and supported by EAA headquarters at no cost to the chapter. Currently, only board members have access to view this information and Dave Peterson, Bob Henkes, and Don Heutle have admin (edit) privileges.

8. Mailchimp Email List – This is a commercial-grade email list management system that we have been using for several years. It allows users to self-subscribe, update their profile and remove themselves from the lists. We have several email lists for various purposes but the main list currently has 290 subscribers who receive our monthly newsletter announcement as well as emails from chapter officers during the month (mostly from Kevin Sislo). Since our lists are small and we only send out a limited number of emails each month we are able to use the free version of this software. This system is also used for surveys sent out to chapter members. Dave Peterson is the administrator for this system.

9. Dreamhost Server – This is where we host our generic eaa237.org (and eaa237.com) domains. Because we are a non-profit we have a free account. However, we do pay a small annual fee for the two registered domains (eaa237.org and eaa237.com). Internet access by the public to the URL <http://www.eaa237.org> is re-directed to <https://chapters.eaa.org/eaa237> (the new platform for the chapter website). Previously, our chapter email accounts were hosted at Dreamhost but have been migrated to the Microsoft M365 email platform. Dave Peterson is the administrator for this system.

10. Microsoft M365 Exchange Server – This is our primary email platform for chapter email accounts. This system allows us to have both private email addresses and role-based (shared) mailboxes. Those email addresses are based on the registered eaa237.org domain. Michael and Stacy Grizincich are the administrators of this email system. Dave Peterson provides additional admin support.

11. Flickr – A photo management and photo viewing system. EAA supports a website template for accessing flickr photo albums at a chapter's flickr account. We pay a small annual fee for this service. Dave Peterson is the administrator.

12. SignUp Genius – In the past we had used this tool for signing up Young Eagles kids and pilot and ground volunteers. We still use this for chapter events like the Holiday Party and for other events that need volunteers to sign up. We pay a small annual fee for this service. Dave Peterson is the administrator.

13. Zoom Meetings - This tool has been used for our virtual chapter meetings and board meetings. The chapter has a paid account which supports up to 100 attendees with no time limit. It is also used to make video recordings of guest program speakers at our chapter meetings. Michael Grizincich and Dave Peterson are the administrators for this application.

14. Facebook – Certain chapter events and activities are posted here. Kirk Fjetland, Bob Heavirland and Bob Henkes are the administrators and post to this social media platform.

15. Calendly - This is a calendar scheduling app that is used by chapter members to schedule (i.e. reserve) a 2-hour block of time on the chapter's flight simulator system. It is setup with two-way synchronization with the Google Calendar app (item 16). We are using a free version. Dave Peterson is the administrator for this application.

16. Google Calendar - This calendar application is used to block out dates and times when the chapter building is in use and the chapter's flight simulator system cannot be used. It synchronizes with the Calendly scheduling app. This calendar is NOT viewable by chapter members or the public. We are using a free version. Dave Peterson is the administrator for this application.

17. AeroEducate (not on diagram) - Aviation-based education software for students, teachers, parents and chapters. Sponsored by EAA in cooperation with North Carolina State University. Contact Bob Henkes for more details.

Software currently under consideration

Vimeo - Video repository and editing software for managing and streaming videos related to our chapter events and activities. Let us know if you would like to be involved in this initiative.

Software we no longer use.

Survey Monkey – We used this for surveys but no longer need to as Mailchimp has basic survey functionality which seems to meet our needs.

Slack - A group messaging tool that worked well but we have not been using it lately. It's use has been discontinued.