

EAA Chapter 512
Monthly Board of Directors Minutes
EAA Hangar
January 10, 2024

Meeting called to order at 6:00 PM by Tim Sullivan

Board Members Present:

Tim Sullivan, *President*
Jim Pinkowski, *Vice President*
Judi Gordon, *Treasurer*

Rob Bulaga, *Secretary*
Audrey Brand, *General Director*
Sean Conley-Widing, *General Director*

Others Present:

Tracey Fremd David Rucinski Sam Garcia
Dick Wampach Dale Kral

Business from the Floor, Changes to Agenda – none

- In order that the same person is not responsible for the meal at every Board Meeting, Tim suggested that board members rotate who supplies the meal. Sean volunteered to provide sustenance at the February Board Meeting.

Approval of Minutes:

- **Motion:** That the Minutes for the BOD meeting of December 13, 2023, as posted in Google Drive, be approved as is. Motion proposed by Rob Bulaga, seconded by Judi Gordon, passed unanimously.

New Business: - see below

Calendar of Administrative Events:

- Jan – Notify bank of Chapter Officer changes (Completed 12/22/2023 with Tim and Rob)
- Feb – Review of bookkeeping due - Russ Sardina has agreed to conduct the review via zoom.
Recertify Benevity Portal
- Mar – File Statement of Information with Secretary of State (every other year, odd years, there is a fee)
– Meet with Pancake Breakfast committee and organize season start up
- Apr – File 501c3 forms with IRS, FTB, & Attorney General. Form 990-N for period ending 12/31 previous year. Start at IRS.gov. State of California Form RRF-1: Submitted through 12/31/2022. 4/15 for period ending 12/31 previous year.
- Jul – Appoint bookkeeping reviewer
- Sep – Select nominating committee
- Oct – Open BOD election
- Nov – Hold BOD election
- Dec – File Chapter Membership and Insurance Renewal

Calendar of Chapter Events: - to be printed in the Strobe and posted on the Chapter’s outside bulletin board and airport office’s bulletin board.

- March - Hangar and grounds cleanup day and preparation for Pancake breakfast start (Date TBD)
- April - Start of general meeting picnics. Pancake breakfasts.

- June - Young Eagles day (Date TBD)
- September - Potential airport day (Date TBD, Keith at county office contact)
- October - Young Eagles day (Date TBD)
- December - Holiday party (discussion on Holiday Party determined that there should be no charge other than voluntary contributions)

Proposed 2024 Committes (All will be converted to committee reports in subsequent agendas):

- Eagle flights/Flying start - Jim Pinkowski
- Young Eagles - Chair - Judi Gordon, Co-Chairs Jeremy Gutenber, Jim Vonderworth
- Pancake Breakfast - Chair - Audrey Brand
- Newsletter Editor - Audrey Brand
- Membership - Sam Garcia
- Web Editor - Sean Conley-Widing
- Facebook - Greg Stein, Jason Brand
- Hangar and Rental - Tim Sullivan
- Tools - Tom Kenny (Dale was informed of this change)
- Garden - Chair Audrey Brand, Jim Vonderworth
- Grants/Fund Raising - **Need new chair**, Tracey Fremd will support remotely
- Ray Scholarship - Matt Sites, Michael Brown
- Sunny Akins Scholarship - Judi Gordon, Michael Brown
- Adopt a Highway - Judi Gordon, Jim Wilson, Neil Robinson
- Merchandise - **Need new chair**, Kathy Pitts will work as a supplier
- Build and fly - Dale Kral, Jim Vonderworth
- Fly Out/events - Michael Zwijacz, Jim Pinkowski
- Recycling - Hal Stephens
- Librarian - Donna McPherson
- Treasurer Assistant - Rebecca Parks (See discussion below)
- Election Committee - **Need to establish committee by mid-year**
- Holiday party - Amy Kral

General Meeting Programs:

We need ideas or leads on presenters.

Month	Program
January	TBD – Possible county sheriff helicopter presentation
February	Lexi Boeger – Airport issues (confirmed)
March	
April	
May	
June	Sac City College – ATP, ATC, Pro pilot careers
July	
August	TBD – James Johnson “Building the Veloci”
September	Glenn Gordon – Timber Tiger (flexible)
October	
November	
December	

● **Chapter Goals:**

- Since we don't discuss each of these items every month, a separate document will be maintained listing Annual Achieved and Ongoing Goals. This list will be published monthly in the Strobe. The Agenda and Minutes will only record those items discussed at the BOD meetings.
- **Action Item:** Tim will prepare a preliminary, five-year plan for Chapter goals.

Board Member Reports:

● **President (Tim Sullivan)**

- **EAA 512 Public communications:**
 - No more MailChimp, all announcements and newsletters are to be sent directly from chapter email.

- No personal information shall be posted in public communications, email addresses, phone numbers etc. Just names. All public communications shall go through the chapter Gmail account. The Gmail account login information will be made available as needed to board and/or committee chairs provided they use the website rather than adding the account to their outlook or other software.
 - Public announcements regarding the Strobe will have the link to our website and/or the Strobe attached.
- **CMT - Chapter Management Tool:**
 - At this time, we will not be using this software. Currently only Judi has administrator rights to CMT.
 - **Action Item:** Judi will extend administrator rights to Jim Wilson, Past President, who will keep the software up-to-date in case we decide to use CMT down the road.
 - During this interim period, no outside communications will be enacted through CMT.
- **Yearly Budget:**
 - Tim will work on this in January. He needs estimates of monthly expenses from all officers and committees, **no later than 1/31/2024.**
 - Judi has provided rolled-up expenses report for 2022 and 2023.
 - **Action Item:** Tim will prepare a preliminary budget for the next BOD meeting.
- **Roster Management/Membership:**
 - Tim and Sam are following up YE and Eagle Flight leads to bring those who we have lost if they want to come back. They will also look for past members that left due to lack of any email communications due to no fault of their own, and give them a complementary 2024 membership.
 - Due to the extra work load that was involved, we will get rid of the 6-month free membership.
 - Name tags are recommended for EVERYONE, especially board members.
- **Setup payment of dues using PayPal:**
 - A link to pay dues through PayPal should be in every newsletter, event announcement, at the beginning of year reminder email, and on the membership page of the website.
 - When Sam cannot make the general meeting, we need a person at the meeting to take payment, sign up information, AND provide services to sign them up for national with a national form or maybe online at the general meeting.
 - We need to prepare a New Member packet.
- **Library:**
 - Donna McPherson and her daughter will scan the boxed of documents located upstairs that Al Herron sorted through years ago.
 - We have a scanner donated to us that hopefully is functional.
- **Calendar:**
 - Events like chapter meetings, pancake breakfast, Adopt-A-Highway i.e. all chapter events will be posted on the website, the Strobe, the General and BOD meeting minutes.
- **Meetings:**
 - Agenda and Minutes will be saved on the google drive and also converted to PDF.
 - Meeting format will include the following:
 - Introductions of new and visiting folks and projects, not everyone
 - General announcements
 - 10-15 minutes a socializing
 - Evening program to start either at the beginning or end of the meeting based on presenter schedule
 - We will revive the signup sheet for volunteers to bring snacks for each month. We

will to reimburse for the snacks.

- No chapter business will be discussed at the General Meeting.
 - Neil Robinson suggested that we acquire a big screen TV to display chapter information during meetings and events. We will follow up on this suggestion at the General Meeting.
 - BOD meeting motions shall follow the Roberts Rules of order. The secretary shall record each motion and shall be entered into the minutes and include an accumulated summary in each BOD agenda for reference. In case the motion can't wait until the next BOD we can conduct the motion via email. The bylaws should be updated also to reflect using the rules and email as needed.
 - **Bylaws**
 - Tim will continue work on updating the bylaws.
 - **Board Succession**
 - The goal of the Board is to groom people to step up to higher positions. To that end, we will be looking for someone to take over the role of President next year.
 - **Fly Outs**
 - We will be announcing and organizing fly outs. We will promote ride sharing with those who are no longer flying or are learning to do so.
 - Jim P. will head this up.
 - **Airport Day**
 - Keith, with the airport staff, is trying to have an airport day on 10/5/2024. The Chapter plans to support the event any way possible but we will not run the event.
- **Vice President (Jim Pinkowski)**
 - **Action Item:** Add a future agenda item to review our ByLaws and the published EAA Chapter Officer Duties to ensure no critical chapter task is overlooked and task responsibilities are equitably assigned.
 - The Rancho Murietta EAA Chapter is disbanding. We are extending invitations to their members to join our chapter.
 - Updated Eagle Flight materials have been ordered.
 - EAA National is sponsoring a national Flying Start day on May 18th. If we can get 5 customers to sign up, the Chapter will be awarded 2 weekly passes to AirVenture, which can either be used or raffled off.
 - **Treasurer (Judi Gordon)**
 - Account balances as of 1/4/2024:
 - Cash on hand: \$1,847.00
 - Chase Checking # 6001: \$14,859.68 (Includes \$6,500 from AAH thru 11/23, and outstanding checks of \$2,416.95)
 - Chase Savings # 8668: \$2,922.99 (Airport security account held in trust. Not property of EAA 512)

DESCRIPTION	AMOUNT
SUNNY ATKINS SCHOLARSHIP FUNDS	\$1,592.01: AVAILABLE: \$1,592.01 (SG has \$569 balance at Flying Panthers)
RAY FOUNDATION SCHOLARSHIP FUNDS	\$500: (JR: \$500)
OPERATING FUNDS	\$12,197.72
TOTAL	\$14,289.73

- Profit & Loss Report: 2022 vs. 2023 report handed out and uploaded to Google Drive.
- Pancake breakfast income (does not include donations) minus expenses for 2023: \$3,299.68
- Scholarship income received \$15,000. Paid out: \$23,339.27. Difference: \$8,339.27
- New income in 2023: Adopt-A-Highway: \$6,000
- One-time expense in 2023: Tree removal: \$1,300
- PayPal is up and running: judieaa512@gmail.com
- Working on adding Venmo as a payment option
- Credit card payment in person
- The Chapter has been approved for the Matching Funds Ray Scholarship for 2024. That amounts to \$8250 from the Ray Scholarship and \$2750 from our Sunny Atkins Scholarship. A motion to transfer \$2750 from our general fund to the Sunny Atkins fund was tabled until next month.
- **Chapter Insurance**
 - Judi submitted a question to National to clarify the difference between the general liability insurance we have through our annual renewal vs. needing to apply for insurance for each event. We are required to do both, so that National can be assured that our events are in line with those activities we are permitted to conduct. Specifically, they said: "We do require chapters to complete an event insurance application for the events they host or participate in. The reason being we want to be sure that the events you're having fall within the scope of your Chapter insurance. It also allows our Chapters Department to keep track of those chapters that are having Young Eagles rallies and/or Flying Start events."
 - Proper insurance is critically important and can easily be overlooked:
 - BOD meetings: Insurance coverage for this recurring event on the 2nd Wednesday of the month at the EAA Hangar received through 11/13/2024. Need to re-apply thereafter. Need to submit change request if we change location.
 - General meetings: Insurance coverage for this recurring event on the 3rd Wednesday of the month received through 11/20/2024. Need to re-apply thereafter.
 - Adopt-A-Highway: Insurance coverage for this recurring event on the 3rd Saturday of the month (and rain date on the following day) received through 11/17/2024. Need to re-apply thereafter. Note: No coverage extends from the Chapter insurance policy while in motor vehicles.
 - Build-and-Fly Model: Insurance coverage for this recurring event provided for 1/6/24, 1/20/24, 2/3/23, 2/17/24. If the dates change, we need to re-submit. Note that we held a previously unscheduled Build and Fly day on 12/22, without obtaining proof of insurance from National.
 - Program leaders/Committee Chairs need to understand the importance of this step, and need to notify Judi in advance so that we can the Certificate of Insurance from National.
 - Pancake breakfasts: Not submitted - need to apply in March for April 2024, and recurring the 1st Saturday of the month.
 - In 2023 we paid \$932 for Hangar keeper's Insurance for 2024 needed for events outside our regular EAA event i.e. CAP, funerals, B-day parties etc. We will try to offset this cost by renting out the hangar to members for \$100 and to non-members for \$150. We said we will revisit this decision in December 2024, to see if we want to do it again going forward. We did not have a goal of offsetting the cost entirely.

Chapter Check Approvals

Discussion: On 10/3/2023 we held an Auxiliary BOD meeting to modify the Chapter By-Laws to meet the requirements of Judi's new position, under FINRA (Financial Industry Regulatory Authority) jurisdiction. The motion was passed to amend ARTICLE VI, Officers, Section 2. Duties of Officers, (4) Treasurer (c) to:

All disbursement of funds shall be approved by the Board of Directors and shall be executed by check. All checks up to \$500 shall be signed by not less than the Treasurer *and a board member*. Checks in excess of \$500 shall be signed by not less than two of the Executive Officers authorized to sign checks.

A review of our ByLaws shows that the Board cannot make this change, a vote of the entire membership is required to modify the ByLaws.

Action Item: Proper wording to accommodate the desired change will be devised by Tim Sullivan and Neil Robinson.

In the meantime, the following:

Motion: That Rebecca Parks be assigned the position of Treasurer Assistant for the purpose of fulfilling FINRA requirements.

The Motion was presented by Tim Sullivan, seconded by Jim Pinkowski, and approved by all board members except Judi Gordon, who abstained.

- **Secretary (Rob Bulaga)**
 - Rob pointed out the existence of EAA National's "Timeless Voices" videos.
 - **Action Item:** Rob will prepare a short blurb about "Timeless Voices" for the Strobe.

Committee Reports

- **Eagle Flights/Flying Start (Jim Pinkowski)**
- **Young Eagles (Judi Gordon, Co-Chairs Jeremy Gutenberg, Jim Vonderworth)**
 - The National Young Eagles day is 6/8. Due to a shortage of pilots, and other chapters holding their Young Eagles rally on that day, we will hold our event of 6/29.
 - As of November 29, 2023, EAA Chapter 512 had \$265 remaining in Young Eagles credits which were donated to EAA 1414 in Poplar Grove, IL (Glenn and Judi's former chapter). We received a Thank You from their YE coordinator. Please note, these are credits that were earned during calendar year 2022.
- **Pancake Breakfast (Audrey brand)**
 - Need to publish dates to EAA and social flight
 - It is desired to locally purchase supplies for the Pancake Breakfast. Audrey will check in to source at local restaurants.
 - Audrey will not be available for the September and October Pancake Breakfasts. Someone else will have to fill in for her.
- **Newsletter (Audrey Brand)**
 - The deadline for input into the Strobe is Friday afternoon, after the Board Meeting.
 - Remove all personal contact information i.e. emails and phone numbers. Only point of contact is the chapter gmail.
 - Add fly out and chapter event calendars
 - Add paypal link for member to sign up and pay online. Judi can assist with this process.
 - Add membership renewal and/or sign up reminder to all newsletters.
- **Membership (Sam Garcia)**
 - (From Judi Gordon) Jeff and Jake Hakala, father and son, who completed their Eagle and Young Eagle flights, respectively, with Glenn Gordon. Jeff is interested in volunteering for

the Pancake Breakfast and Adopt-A-Highway. Jake is interested in the Build and Fly Program, and the Young Eagles rally in June.

- **Web Editor (Tim Sullivan)** – Sean will take this over.
- **Facebook (Greg Stein, Jason Brand)**
- **Hangar and Rental (Tim Sullivan)**
 - Tim paid for and installed a digital clock facing the podium in order to keep track of event time.
 - Outside safety light for parking area has been replaced with a functioning light.
 - Wifi – There will be further discussion to see if Wifi is really needed. Currently we pay \$1200 per year cost for this function. A hot spot could replace it. **Action Item:** Rob will see if the IMC/VMC videos can be run from a hot spot.
 - There was a brief discussion about the need/desire for a dishwasher, to be installed to the right of the stove. Further discussion is warranted.
 - Need to budget replacement of skylights. After that in 2025 budget roof coating.
 - Need to work on area west of hangar including clean up, leveling and new gravel. Blain Stumpf has said he will donate gravel. After leveling we need to replace demolished storage building. Compressor is outside and not design for bad weather.
 - March 30th hangar clean up day in preparation of 1st pancake day. **Action Item:** Please place on newsletter calendar.
 - Hangar rental March 2nd by former members Steve and Theresa Benard for son’s birthday party. They will make a donation to help with insurance.
- **Tools (Tom Kenny)**
 - Tom is a retired A&P from United Airlines. He and his association have donated a very large amount of tools to A&P students within the chapter membership.
 - Tom has offered to take over the hangar tool organization and inventory and will donate as is necessary to provide the hangar with tools as needed.
- **Garden (Audrey Brand, Jim Vonderworth)**
- **Grants/Fund Raising**
 - This program needs a person to replace Tracey.
- **Scholarships**
 - **Ray Scholarship: (Matt Sites, Michael Brown)**
 - Matching fund application was approved.
 - Deadline: 1/31/2024 full scholarship application
 - **Sunny Atkins Scholarship: (Judi Gordon, Michael Brown)**
 - We should schedule a Scholarship Committee Meeting and review our Sunny Atkins Scholarship Guidelines.
 - Specifics on individual recipients have been moved to an addendum to the BOD agenda, at the end of the minutes. Only pertinent current information and motions are listed here.
 - Judi is going to start a casual "ground school" for kids that are interested in aviation, but are still too young to start training. Meetings are geared to 11 - 14 year olds and will be held on a quarterly basis. This will help to feed our pipeline of potential scholars.
- **Adopt-A-Highway (Judi Gordon)**
 - 5 year (60 month) contract from 10/2022 - 09/2027. To date, we have successfully completed 14/14 potential months = 100%.

Number of volunteers:

12/16/23	11/19/23	10/21/23	9/16/23	8/19/23	7/15/23	6/17/23	5/20/23	4/15/23
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11	14	10	9	18	9	9	10	9
3/18/23	2/18/23	1/21/23	12/17/22	11/19/22				
6	13	13	13	13				

- **Merchandise**
 - This program needs someone to be present at pancake breakfasts
- **EAA Build and Fly Model (Dale Kral, Jim Vonderworth)**
 - Saturday October 21, Dale Kral and Jim Vonderworth, 3 Young Eagles (Lawson, Trent, Zack)
 - Saturday November 4, 2023. 5 Young Eagles
 - Future build dates are 13 Jan, 27 Jan, & 3 Mar. Build times are 9AM to 1PM.
- **Fly Out/events (Michael Zwijacz, Jim Pinkowski)**
- **Recycling (Hal Stephens)**
- **Librarian (Donna McPherson)**
- **Treasurer Assistant (Rebecca Parks)**
- **Election Committee (members to be selected in June or July)**
- **Holiday party (Amy Kral)**

Meeting adjourned at 9:05 p.m.