

**EAA Chapter 512**  
**Monthly Board of Directors Agenda/Minutes**  
**Cascada Restaurant, 384 Main Street, Placerville, CA**  
**July 10, 2024**

Meeting called to order at 6:01 PM by Tim Sullivan

**Board Members Present:**

Tim Sullivan, President  
Judi Gordon, Treasurer

Audrey Brand, General Director  
Rob Bulag, Secretary

**Others Present:**

Tracey Fremd                      Sam Garcia

**Business from the Floor, Changes to Agenda**

**Approval of Minutes:**

- **Motion:** That the Minutes for the BOD meeting of June 12<sup>th</sup>, 2024 be adopted as filed. Motion made by Audrey, seconded by Rob, passed unanimously.

**Old Business:**

- BOD Meeting Meal: Audrey had volunteered to supply the meal for the July BOD meeting. However, due to the heatwave, the meeting was moved to the Cascada restaurant. Audrey will provide the meal for the August BOD meeting, unless otherwise noted.

**New Business:**

**Board Member Reports:**

- **President (Tim Sullivan):**
  - See items in addenda
- **Vice President (Jim Pinkowski):**
- **Treasurer (Judi Gordon):**
  - Account balances as of 7/8/2024:
  - Cash on hand: \$6,818.30. Cash-on-hand is in a safe in Judi's house. If a misfortune should befall Judi and Glenn, Cathy Pitts has information to gain access to the safe.
  - Chase Checking # 6001: \$11,775.89 (Includes \$9,500 from AAH and \$1,296 owed to chapter from EAA campers)
  - Chase Savings # 8668: \$2,923.13 (Airport security account held in trust. Not property of EAA 512)

DESCRIPTION	AMOUNT
HANGAR FUND	\$2,000
SUNNY ATKINS SCHOLARSHIP FUNDS	\$2,844.96: \$1,000 earmarked for SG passing his checkride by 12/31/24; AVAILABLE: \$1,844.96
RAY FOUNDATION SCHOLARSHIP FUNDS	0
OPERATING FUNDS	\$15,045.23

<b>TOTAL</b>	<b>\$19,890.19</b>
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- 7/6/2024 Pancake Breakfast report:
  - 8 volunteers, 113 paying adults, and 13 paying children
  - \$1,437.85 total: \$1,195 Pancake breakfast, \$115 donations, \$127.85 recycling.
- Al Herron Coat Raffle. We applied for 2024 Raffle Registration on 1/10/2024. We are awaiting approval from the State.
- Form RRF-1, Charitable Trust Registration was delinquent for 2018 - 2022. 11/30/2023: Judi filed 2018 - 2022. 12/15/2023: We received a delinquency notice. 12/22/2023: Checks were cashed. 02/06/2024: Website still shows “delinquent” however the forms that were mailed in are showing and stamped on 2/6/2024. They say it takes 30 - 90 days to process filings. 05/06/2024: 90 days from when forms stamped received. Will keep monitoring.

- **Secretary (Rob Bulaga):**

**Committee Reports:**

- **Young Eagles (Judi Gordon)**
  - 6/28: 14 pilots flew 61 kids and 5 Eagles. Extremely successful event!
  - **Lesson learned:** Pre-assigning kids to pilots makes the loading process work more efficiently.
- **Flying Start / Eagle Flights (Jim Pinkowski)**
- **Pancake Breakfast (Audrey Brand)**
  - Graphics for an ad/flyer will be prepared by Sean and/or Jason Brand. Still working on it.
  - Audrey working on county approval for future events. Although we filed for permits over 4 weeks ago, the county is dragging their feet in issuing those permits. They have, however, cashed our check, so we are assuming the permits will be issued. Permits cost \$140 per event
  - Sausage grill usage for future. In order to grill outside, we will need to put up a 3-sided pop-up.
- **Newsletter (Beki Parks)**
  - Submittals to the Strobe should be in “Word” file format.
  - Deadline is now 5<sup>th</sup> of each month
- **Hangar (Tim Sullivan)**
  - Many leaks have appeared during the recent storms. Dale Kral has researched and sent a proposal for repair. A very viable project but we need to acquire funding to proceed. Estimated cost to seal the roof, door, and back wall is in excess of \$2600.
  - The main doors need to be sealed up with brush seals. The Chapter approved in June replacing the current, deteriorated seals with brush seals; Chapter labor will be used for the installation; the cost of the task not to exceed \$2000. Still in progress.
- **Scholarships**
  - **Ray Aviation Scholarship (Matt Sites)**
    - Current Ray scholars are Hunter Sites, Wade Clapson, and Sam Garcia. Sam’s Ray funds have been exhausted; he still has Atkins’ funds available (see below).
  - **Sunny Atkins Scholarship (Judi Gordon)**

- \$1000 has been set aside for Sam Garcia, pending his successful completion of his license by the end of the year.
- **\$500 Breakfast Club (Judi Gordon)**
  - First meeting is this Saturday, 8:30AM, at Judi's house.
- **Fly Outs (Jim Pinkowski)**
- **Merchandise (Sunny Pinkowski)**
  - ~\$200 in merchandise was sold at the YE event. This money has not yet been transferred to our treasury.
- **Funding Raising (Jeanna Towner)**
- **Social Media (Sam Garcia)**
  - Sam is on it. Nothing to report this month, though.
- **Ground School**
  - Jeff Selling has expressed interest in running a ground school for us.
  - Steve Barinka is happy to run a couple of sessions.
  - It was suggested that Jeff talk with Rolf for any insights and pointers that may be helpful.

Meeting adjourned at 7:23 PM

### Agenda Addenda

#### Outstanding Action Items

- **January**
  - **Chapter Goals: Action Item:** Tim will prepare a preliminary, five-year plan for Chapter goals. Tim is delaying this task until our budget situation is better known.
- **February**
  - **2024 Committees:** Action Item: Tim will have Tom Kenny join the Chapter. Sam and Tim will coordinate on this.
    - **Item Completed:** Tim gave Judi \$20 for Tom's membership dues.
    - **Additional Action Item:** Tim or Tom need to provide membership information for Tom for the roster.
  - **Pancake Breakfast:**
    - **Action Item:** Graphics for an ad/flyer will be prepared by Sean and/or Jason Brand.
    - **Action Item:** Checklists for startup, set up, and clean up need to be prepared.

#### 2024 General Meeting Programs

- **January** Tim Sullivan – Canard Aerodynamics
- **February** Lexi Boeger – Airport Issues
- **March** Richard Dilbeck – Retire FAA DAR
- **April** Juan Carlos Devilla – Flight surgeon, altitude effects
- **May** Jason Miller – The Finer Points
- **June** Jeff Selling – Airline pilot care
- **July** Andrew Danovaro, with the FAA Faast Team, has a presentation about Human Factors that will count toward Wings or AMT credits and will last approximately 1 hour.
- **August** Kevin Goehring – Aircraft Maintenance Technician Program Professor

## Department Chair

- **September** Joseph Brown – EDSO Helicopter pilot
- **October** Phil Cypret – Sac City College – ATP, ATC, Pro pilot careers, A&P (still not scheduled)
- **November** Bob Star – Icing, A Case Study
- **December** *holiday party with 50<sup>th</sup> Anniversary slide show*

## 2024 Committees

- Build and fly - Dale Kral, Jim Vonderwerth
- Eagle flights/Flying start - Jim Pinkowski
- Election Committee - (*work on mid-year*)
- Facebook - Greg Stein, Jason Brand
- Fly Out/events - Michael Zwijacz, Jim Pinkowski
- Garden - Audrey Brand, Jim Vonderwerth
- Grants/Fundraising - Jeanna Towner
- Hangar - Tim Sullivan
- IMC/VMC - Bill Scanlon
- Librarian - Donna McPherson/John Vybral
- Membership - Sam Garcia
- Merchandise - Sunny Pinkowski and Lissie Vonderwerth
- Newsletter Editor - Beki Parks
- Pancake Breakfast - Audrey Brand/Sean Conley-Widing
- Recycling - Hal Stephens
- Scholarship, James Ray - Matt Sites
- Scholarship, Sunny Akins - Judi Gordon
- Tools - Tom Kenny/Dale Kral
- Web Editor - Sean Conley-Widing
- Young Eagles - Judi Gordon
- \$500 Breakfast Club - Judi Gordon and Jeanna Towner

## Calendar of Administrative Events

- **Jan** - Notify bank of Chapter Officer changes
- **Feb** - Review of bookkeeping  
- On 2/1 of each year: Raffle report for prior calendar year due
- **Mar** - File Statement of Information with Secretary of State (every other year there is a fee, otherwise we just need to update officer information)  
- 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 regardless, even if gross revenue is less than \$50,000.  
- State of California Forms RRF-1 & CT-TR-1: Submitted through 12/31/2023. 4/15 for period ending 12/31 previous year.

- April - 21st: Renew Intuit QuickBooks subscription through TechSoup for \$75 (instead of \$360).
- **Jun** - Raffle - need to resubmit form once CT-TR-1 forms are no longer delinquent (mailed 5/9).
- **Jul** - Russ Sardina will do review again this year
- **Sep** - Select nominating committee, plea for committee members posted in the Strobe
- **Oct** - Open BOD election  
- 10/1: Raffle report due annually
- **Nov** - Hold BOD election
- **Dec** - File Chapter Membership and Insurance Renewal

#### **Calendar of Chapter Events** – (also see Strobe)

- May 8 – BOD Meeting
- May 15 – General Meeting. Picnic
- May 18 - Adopt-A-Highway
- May 18 – Flying Start
- June 1 – Chapter 512 50<sup>th</sup> Anniversary Celebration
- June 29 – Young Eagles
- July 22 - AirVenture 2024 – [we have 4 campsites, located near 35<sup>th</sup> & 36<sup>th</sup> streets](#)
- October - Young Eagles (Date TBD)
- December 18 - Holiday party

#### **Chapter Insurance Events** (currently registered with HQ)

- Build and Fly: need future dates
- IMC/VMC: First Tuesday of the month, 6 PM - 10 PM: insurance has been obtained through 11/5/2024. 6/11 - IMC/VMC
- 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.
- Flying Start – May 18th
- 6/23 Movie Night - Blue Angels documentary
- Young Eagles - June 29th
- 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.
- \$500 Breakfast Club - recurring 3rd Saturday of the month
- Pancake breakfasts: Insurance obtained April - October, 7 AM - 1 PM.