

EAA Chapter 512
Monthly Board of Directors Agenda/Minutes
EAA Hangar
June 12, 2024

Meeting called to order at 6:11 PM by Tim Sullivan

Board Members Present:

Tim Sullivan, President

Jim Pinkowski, Vice President

Rob Bulaga, Secretary

Audrey Brand, General Director

Sean Conley-Widing, General Director

Others Present:

Sunny Pinkowski

Tracey Fremd

Sam Garcia

Matt Sites

Business from the Floor, Changes to Agenda

Approval of Minutes:

- **Motion:** That the Minutes for the BOD meeting of May 8th, 2024 be adopted as filed. Motion made by Sean, seconded by Tim, passed unanimously.

Old Business:

- BOD Meeting Meal: Audrey has volunteered to supply the meal for the July BOD meeting.

New Business:

- Publication of Minutes: Approved Minutes from the Board of Directors' and General Meetings should be available to the public. Sean is having some difficulties making competing softwares work well with each other. He will continue to work the problem.
- AirVenture Pancake Breakfast: We were not selected. 27 chapters applied.
- Social Media: Sam Garcia will set up & maintain an Instagram account for the Chapter.
- Ground School: Jeff Selling has expressed interest in running a ground school for us. Steve Barinka is happy to run a couple of sessions.

Board Member Reports:

- **President (Tim Sullivan):**

- See items in addenda

- **Vice President (Jim Pinkowski):**

- Jim is greeting members at the general meeting and asking them to wear their official chapter name tag or wear a handwritten name tag.
- Flying Start on May 18 went poorly. 38 participants signed up for the event. 10 showed up. 2 left as soon as they learned that free flights were not part of the program.
- The Eagle Flights part of the Flying Start event is unfortunately cancelled, as not a single one of the pilots in the Young Eagles/Flying Start combined database committed to support this event, (even though Jim also asked all pilots from Chapter 52). Thomas Wright From Chapter 1345 in Bend Oregon agreed to fly, but I am averse to accepting his offer. Regardless, I think we will still get credit from national for the Flying Start effort. I will survey Flying Start participants to see how many participants are interested in a future Eagle Flight.

- **Treasurer (Judi Gordon):**

- Account balances as of 6/9/2024:
- Cash on hand: \$5,536. 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: \$12,240.85 (Includes \$9,000 from AAH and uncleared checks of \$393.57 and \$1,296 owed to chapter from EAA campers)
- Chase Savings # 8668: \$2,923.11 (Airport security account held in trust. Not property of EAA 512)

| DESCRIPTION | AMOUNT |
|----------------------------------|---|
| HANGAR FUND | \$2,000 |
| SUNNY ATKINS SCHOLARSHIP FUNDS | \$2,717.11: \$1,000 earmarked for SG passing his checkride by 12/31/24; AVAILABLE: \$1,717.11 |
| RAY FOUNDATION SCHOLARSHIP FUNDS | 0 |
| OPERATING FUNDS | \$13,962.17 |
| TOTAL | \$18,679.28 |

- 6/1/2024 Pancake Breakfast report:
 - 10 volunteers, 112 paying adults, and 13 paying children
 - \$1,532.30 total: \$1,206 Pancake breakfast, \$90 donations, \$40 dues, \$106.30 recycling, \$90 gear sales
- 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):**

- Officers' duties: [Officer Duties guidelines from EAA HQ were compared to our ByLaws. We are in good shape. Guidelines for committee chairpersons' duties are not in our ByLaws, but are suggested by EAA. We will provide a link to EAA's suggestions for future reference.](#)

Committee Reports:

● **Young Eagles (Judi Gordon)**

- [We have used our Young Eagles credits and purchased new table cloths and runners, pagers, and a photo printer for the YE event.](#)
- [We have an offer from Jim Wilson to purchase the flight simulator for \\$2,000. This is a large expense for an item that the Chapter has limited use for \(used at various gatherings as opposed to daily use\). Additionally, with the cancellation of the Adopt-A-Highway program, the Chapter does not have the funds to pursue this purchase. The Board has decided to pass on this offer.](#)
- 6/29 event is privately issued and 30 of 30 slots are already filled. We have 16 pilots

who have indicated moderate to firm commitment. We may be able to increase # of registered kids, depending on how many pilots we actually get.

● **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.](#)
- Discussions for the purchase of a dishwasher and refrigerator will be postponed until we are more confident about our funds.
- Audrey working on county approval for events; currently approval for June and July. [Approval beyond July is still in limbo.](#)
- Sausage grill usage for future.

● **Newsletter (Beki Parks)**

- Submittals to the Strobe should be in "Word" file format.
- Deadline is now 5th of each month

● **Hangar (Tim Sullivan)**

- Many leaks have appeared during the recent storms. [New leaks are on west and north walls.](#)
- [Birds have invaded the hangar. This is new. The main doors need to be sealed up with brush seals. The Chapter has received a \\$2000 donation for hangar repair/maintenance. Motion:](#) That we replace the current, deteriorated seals with brush seals; Chapter labor will be used for the installation; the cost of the task not to exceed \$2000. Motion made by Tim, seconded by Rob, passed unanimously.

● **Scholarships**

○ **Ray Aviation Scholarship (Matt Sites)**

[The committee reviewed numerous candidates, interviewed 2 in person, and recommends Wade Clapson. Details of his qualifications were shared with the Board.](#)

○ **Sunny Atkins Scholarship (Judi Gordon)**

[The second candidate for the Ray Scholarship has ~50 hours flying time. He may qualify for aid under the Atkins Scholarship.](#)

● **Adopt-A-Highway (Judi Gordon)**

- Unfortunately, CalTrans will stop funding the stipend for Adopt-A-Highway on 6/30/2024. We will continue our highway cleanup for April, May, and June. Thereafter, the cleanup volunteers will continue to meet on a monthly basis with the goal of replacing the \$500/month stipend from CalTrans with other fundraising efforts.
- [This month's highway cleanup is scheduled for 6/15, gathering at 8AM.](#)

● **Fly Outs (Jim Pinkowski)**

- [The FlyOut to Petaluma on Saturday in May 25th was a bust. Only Jim Pinkowski showed up.](#)
- [No FlyOuts are planned for June. Eagle Flights will be done in June. Currently, no FlyOut destination has been planned for July.](#)
- [The Lincoln EAA Chapter is planning a Poker Run event on the same date as our Young Eagle event, 6/29.](#)

● **Merchandise (Sunny Pinkowski)**

- [Sunny has been coordinating with Audrey and Lissie Vonderwerth. They have been generating new ideas.](#)

● **Funding Raising** (*Vacant*)

- We will look into personalized paving bricks (~\$150) and stones (~\$500) as a fund raising effort.

Meeting adjourned at 8:15 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.*
 - **Yearly Budget:** Action Item: "Flying Start" will be added to the budget, with a one-time expense of \$150 in May.
 - **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** Glenn Gordon – Timber Tiger (flexible) / *Audrey will check on availability of FAA FAST speaker*
- **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*

2024 Committees

- Adopt a Highway - Judi Gordon, Neil Robinson
- 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 - *(Vacant, Tracey Fremd will mentor whoever takes this on)*
- 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

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 it 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 50th Anniversary Celebration
- June 29 – Young Eagles

- July 22 - AirVenture 2024
- 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.

| Officers' Duties | |
|---|--|
| EAA National Guidelines | Chapter 512 By-Laws |
| President | |
| Create and follow Chapter "Flight Plan" | |
| Set the tone for Chapter member behavior | |
| Act as primary contact with EAA HQ | |
| Appoint, check-in, and follow-up with chairment & committees | |
| Preside over chapter gatherings and board meetings | Preside over chapter gatherings and board meetings |
| Take care of end-of-year chapter renewals | |
| Distribute service awards and pins | |
| | Act as corporation CEO |
| | Direct chapter activities as advised by the Board of Directors |
| | Act as an official of all committees except the Nominating Committee |
| | Execute all contracts, checks, or other business that have been approved by the Board of Directors |
| Vice President | |
| Perform duties of president when the president is unavailable | Perform duties of president when the president is unavailable |
| Act as chapter ambassador, greeting & introducing guests, handing out nametags | |
| Coordinate chapter promotion, order chapter marketing materials | |
| Organize monthly presenter/speaker | |
| Organize/delegate meals for chapter gatherings | |
| Submit event insurance requests | |
| | Perform additional duties as directed by the President or Board of Directors |
| Secretary | |
| Record and publish minutes of chapter and board meetings | Record and publish minutes of chapter and board meetings |
| Maintain file of bylaws, tax ID numbers, meeting minutes, & chapter handbook | |
| Maintain chapter roster and directory | |
| Collect membership application and dues (deliver dues to treasurer) | |
| Greet members and guests at chapter gatherings, recording member attendance and guest contact information | |
| | Serve notice of general and special meetings |
| | Attend to chapter correspondence as directed by the President or Board of Directors |
| | Execute all contracts or other business, along with the President, that have been approved by the Board of Directors |

| Treasurer | |
|---|---|
| Maintain finances; receive and deposit all funds, issue checks, balance checkbook | Maintain finances; receive and deposit all funds, issue checks, balance checkbook |
| Maintain financial books and records | Maintain financial books and records |
| File annual IRS 990N | |
| File 501c3 forms | |
| Issue receipts for donations | |
| Lead budget planning | |
| | Support conduct of an annual audit |
| Newsletter Editor | |
| Send monthly newsletter to everyone on the chapter roster, the web editor, & EAA national | |
| Print newsletter and post | |
| Take photos at chapter events and solicit photos from chapter members | |
| Organize columns for the newsletter; i.e., Upcoming events and gatherings, President's corner, recap of recent events, technical assistance, editor's note, EAA HQ news, mystery airplane contest | |
| Attend chapter newsletter forum at AirVenture | |
| Web Editor | |
| Upload chapter newsletter | |
| Upload meeting minutes | |
| Update events page | |
| Create photo albums | |
| Keep chapter contact information up to date | |
| Describe chapter programs and how people can get involved | |
| Update dates for upcoming chapter events | |
| Young Eagle Coordinator | |
| Recruit volunteers; pilots, ground crew | |
| Ensure background checks have been completed | |
| Coordinate activities | |
| Coordinate use of Young Eagle credits | |
| Coordinate EAA Air Academy scholarship program | |
| Connect Young Eagle with a pilot | |
| Eagle Flight Coordinator | |
| Work with chapter VP to advertise | |
| Identify pilot mentors with the chapter | |
| Identify local flight schools | |
| Coordinate with Young Eagle coordinator to set up an Eagle Flight booth at YE events | |
| IMC/VMC Coordinator | |
| Coordinate date and time for monthly meetings | |
| Work with chapter VP to advertise | |
| Preside over IMC/VMC meetings | |

| Membership Coordinator | |
|---|--|
| Recruit new members | |
| Measure membership satisfaction, distribute end of year chapter surveys | |
| Assist chapter VP with greeting and introducing guests, hand out nametags | |

| Facilities Coordinator | |
|--------------------------------------|--|
| Retain keys, sign out keys/passwords | |
| Ensure facility bills are paid | |
| Coordinate cleaning events | |
| Post chapter events | |
| Conduct bi-annual facility checks | |