

**EAA Chapter 512**  
**Monthly Board of Directors Minutes**  
**Cascada Restaurant, Main Street, Placerville**  
**December 11, 2024**

Meeting called to order at 6:15 PM by Tim Sullivan

**Current and future Board Members Present:**

Tim Sullivan, President  
Judi Gordon, Treasurer  
Audrey Brand, Director  
Beki Parks, Secretary-Elect

Jim Pinkowski, Vice President  
Rob Bulaga, Secretary  
Sam Garcia, Director-Elect

**Others Present:** None

**Business from the Floor, Changes to Agenda** - None

**Approval of Minutes:**

- **Motion:** That the Minutes for the BOD meeting of November 13, 2024 and that the Minutes of the Special BOD meeting of November 14, 2024 be adopted, as is. Motion made by Judi Gordon, seconded by Audrey Brand, passed unanimously.

**Old Business:**

- We discussed the cash-on-hand that is stored in Judi's safe. Rob has volunteered to deposit the cash-on-hand on a monthly basis and Judi and Rob have deposited the prior amount, except for \$200.

**New Business:** None brought up.

**Event insurance renewed through 11/30/2025:**

- Holiday Party 12/18/2024 4 p.m. - 11 p.m.
- IMC/VMC: 1st Tuesday of the month 6 p.m. - 10 p.m.
- BOD Meetings: 2nd Wednesday of the month 6 p.m. - 10 p.m.
- General Meetings: 3rd Wednesday of the month 5 p.m. - 10 p.m.
- \$500 Breakfast Club: 3rd Saturday of the month 8 a.m. - 12 p.m.
- Pancake Breakfast: 1st Saturday of the month April - October 6 a.m. - 1 p.m.
- Ground School: Every Saturday from 1/11/25 - 3/22/25 8 a.m. - 3 p.m.
- Young Eagle events to be added to this list once firm dates have been set.
- Holiday Party cleanup & setup 12/14/2024 – 5 p.m. – 10 p.m., to be added.

**Board Member Reports:**

● **President (Tim Sullivan):**

- **Chapter Goals:** Tim has prepared a preliminary, five-year plan for Chapter goals. This plan is based primarily upon past goals set by Al Herron and Tim Sullivan. Most items deal with necessary hangar repairs and improvements. More intriguing, long-term goals include hangar insulation and air conditioning.
- Handing over chapter box to Rob at meeting

● **Treasurer (Judi Gordon):**

Account balances as of 12/09/2024:

- Cash on hand: \$450 held by Rob
- Chase Checking # 6001: \$22,210.58
- PayPal: \$2,263.81

- Venmo: \$797.09
- Chase Savings # 8668: \$2,923.24 (Airport security account held in trust. Not property of EAA 512)

DESCRIPTION	AMOUNT
HANGAR FUND	\$1,201.43
SUNNY ATKINS SCHOLARSHIP FUNDS	\$4,494.96: \$1,650 matching funds for Wade Clapson; \$1,000 to Sam Garcia today – congratulations! AVAILABLE: \$1,844.96
RAY FOUNDATION SCHOLARSHIP FUNDS	\$0
OPERATING FUNDS	\$19,805.09
<b>TOTAL</b>	<b>\$25,501.48</b>

The current raffle is good through 12/31/2024. 2025 raffle has been applied for. Waiting.

Chapter Insurance was renewed 11/24/2024 including a \$100 Peter Burgher Chapter Development donation as we have done in the past.

We have 30 calendars for sale for \$20 each as a fundraiser.

- **Secretary (Rob Bulaga):**

**Committee Reports:**

- **Pancake Breakfast (*Vacant*)**

- Replacement for Audrey Brand needed. Audrey will help train the new coordinator(s).
- Our food service permit expires in July. We will need to apply for, and pay for, a new permit by then. However, we do get 4 free months of permit, per year. Delaying the application could provide 16 months of permitting; however, that could also create a gap in our license, if the state is slow in responding.

- **Outstanding Action Items:**

- Judi will determine the profit-per-mouth-fed ratio for this year.
- Sean will prepare a new ad/flyer once the current supply (about 100) of old PB cards is exhausted.
- Checklists for startup, set up, and clean up need to be prepared. [Audrey has created necessary checklists.](#)

- **Newsletter (Beki Parks)**

- We need to make sure to submit Beki's work for better recognition from National.
- Chapter member advertisements in the Strobe are permitted. There will be no cost, but a "donation" is strongly recommended.
- **Action Item:** [Tim will provide Beki with a blurb about Al Herron and his jacket.](#)

- **Hangar (Tim Sullivan)**

- The main doors seals have arrived. Matt Sites, Jason Clapson, and Tim Sullivan have nearly completed the seal installation. Unfortunately, it has taken much longer than expected due to original construction issues.
- **Hangar Repairs.** Jason Clapson and Matt Sites have volunteered to provide labor to replace the hangar windows. We will use independent contractors to repair the roof and rear wall.

- **Scholarships**

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

- Sam Garcia passed his Private Pilot check ride on 11/30/2024. Congratulations Sam!

Presentation of \$1,000 check.

- **Young Eagles (Judi Gordon)**
- **\$500 Breakfast Club (Judi Gordon)**
- **Ground School (Jeff Selling)**
  - Every Saturday from 1/11/2025 to 3/22/2025, 9 a.m. - 2 p.m.
  - There is no charge for the ground school, but each student is expected to purchase Sporty's Private Pilot course (an approximate \$200 expense).
  - [Currently there are only 2 students signed up for this Ground School. Additional recruiting through both the Chapter and Jeff will be done.](#)
  - Chapter blast submitted to EAA by Tim Sullivan. Awaiting approval and proof before publishing.
  - John McPherson contacting MT democrat to advertise for three weeks prior to start.
- **Website**
  - Beki has updated our online Membership Application to more clearly convey that we need the applicant's EAA National Membership #, instead of our EAA Chapter #.
  - Sean has published meeting minutes.
  - About page and board page need to be update with new board. Suggest on board page a photo and quick summary of each member.
- **Election Committee:**
  - Elected as follows:
    - President – Rob Bulaga
    - Vice President – James Johnson
    - Treasurer – Judi Gordon
    - Secretary – Beki Parks
    - Past President – Jim Pinkowski (not a position that is voted upon)
    - Directors at Large– Sam Garcia, Jason Clapson
- **Membership**
  - **Action Item:** need to update Roster Management: Rob will oversee this.
  - Dues are increasing to \$30 per year
  - Members need to have national EAA membership. A link to National's application will be provided in the Strobe.
  - [Both Tim Sullivan and Beki Parks paid their 2025 dues \(\\$30 each\).](#)
- **Chapter Documentation**
  - Boxes upstairs need to be scanned then sorted. This is a massive project but needed due to the degradation of the documents in boxes from age and mice.
- **Holiday Party**
  - Tim cringing whole smoked turkey, [Dale bringing TriTip.](#)
  - Need setup group the day before 6PM (announce in newsletter)
  - The Holiday Party is a social event. There will be no charge to attend. Donations, nevertheless, will be welcomed.
  - Begin the raffle – can we have a dedicated space?

Meeting adjourned at **7:21 PM**

## Agenda Addenda

### 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 at Sac College
- **September** Joseph Brown – EDSO Helicopter pilot.
- **October** Glenn Gordon Timber Tiger
- **November** Video slide show of Hangar Construction
- **December** *holiday party with 50<sup>th</sup> Anniversary slide show*

### 2025

- **January** Bob Star – Icing, A Case Study
- **2025** Richard Dilbeck has other topics he could present.

### 2024 Committees

- Eagle flights/Flying start - Jim Pinkowski
- Election Committee - Rob Bulaga
- Facebook - Wade Clapson
- Fly Out/events - Michael Zwijacz / Tim Sullivan will take over in 2025
- Garden - Audrey Brand
- Grants/Fundraising - Jeanna Towner
- Ground School - Jeff Selling / Steve Barinka /Bill Scalon
- Hangar - Tim Sullivan
- IMC/VMC - Bill Scanlon
- Librarian - Donna McPherson / John Vybiral
- Membership - Sam Garcia / Rob Bulaga
- Merchandise - Sunny Pinkowski / Lissie Vonderwerth
- Newsletter Editor - Beki Parks
- Pancake Breakfast - Wayne Phillips / Sean Conley-Widing?
- Recycling - Hal Stephens
- Scholarship, 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 / 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).
- **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)

- December 18 - Holiday party and 50<sup>th</sup> Anniversary slide show

**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, 6 AM - 1 PM.
- Castle AFB Fly out 10/5 10 a.m. – 5 p.m.
- Young Eagles 10/26 6 a.m. – 2p.m.