

**EAA Chapter 512**  
**Monthly Board of Directors Minutes**  
**EAA Hangar**  
**March 13, 2024**

**Meeting called to order at 6:02 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*  
Jim Wilson, *Past President*

**Others Present:**

Phyllis Bulaga	Tracey Fremd	David McClland
Gail Herron	Sam Garcia	Dick Wampach

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

- Rob suggested that a line item be added to future Agendas where the status of previous Action Items is reviewed. Ostensibly, this would be “Old Business”, listed after “Approval of Minutes”. An example is added to these minutes.

**Approval of Minutes:**

- Judi proposed the following changes/corrections to the February 15, 2024 BOD minutes:
  - 2024 Committees: Kathy (Pitts) spelling should be Cathy
  - For General Meeting Programs: November Bob Star spelling should be Bob Starr
  - On Board Member Reports: President (Tim Sullivan): Yearly Budget: “Due to rising costs, Pancake Breakfast cost will be increased from \$8 to \$10.” Was this agreed upon?
  - On Board Member Reports: President (Tim Sullivan): Bylaws: Typo: Come April of May should be Come April or May
  - On Board Member Reports: Vice President (Jim Pinkowski): A Fly-Out on the 2nd Saturday in March.... Should be the 4th Saturday in March
  - On Board Member Reports: Treasurer (Judi Gordon): “If a misfortune should befall Judi and Glenn, Kathy Pitts has an envelope with information to gain access to the safe.” Correct spelling from Kathy to Cathy. Remove “an envelope with”.
  - On Board Member Reports: Treasurer (Judi Gordon): under RAY FOUNDATION SCHOLARSHIP FUNDS: Remove “current balance zero”
  - Under “Other Insurance Items” remove entire first bullet point (Judi submitted a question to National....)
  - Under Committee Reports: Scholarships: Ray Aviation Scholarship: Change “Jaeger Ruckman’s remaining funds, \$500, has been returned to National” to “Jaeger Ruckman’s remaining funds, \$500, will be returned to National”
  - Under Committee Reports: Adopt-A-Highway (Judi Gordon) change 14/14 to 15/15.
- **Motion:** That the Minutes for the BOD meeting of February 15, 2024, and the Minutes for the Auxiliary BOD meetings of February 19, 2024 & March 05, 2024, as posted in Google Drive, be approved with the above changes and corrections. Motion made by Rob; seconded by Judi; unanimously approved. **Action Item:** Rob to incorporate changes to 2/15 Minutes.

### Old Business:

- Previous Action Items
  - 1/10/24 - Tim will prepare a preliminary, five-year plan for Chapter goals. Tim will start working on this as soon as the 2024 budget has stabilized, probably ready in April. **Pending.**
  - 1/10/24 – Tim will 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. Bylaw updates, with input from Neil Robinson, will resume in April or May. **Pending.**
  - 2/15/24 - Rob has volunteered to provide the meal for the March Board Meeting. **Completed.**
  - 2/15/24 - Rob will check with Jim Wilson to see if we can use his flight simulator for this event. **Completed – Jim decided to not loan his simulator for this event.**
  - 2/15/24 - Tim will have Tom Kenny join the Chapter so that he can be on the Tool Committee. **Pending.**
  - 2/15/24 - “Flying Start” line item will be added to the budget, with a one-time expense of \$150 in May. **Pending.**
  - 2/15/24 – Pancake Breakfast
    - Graphics for an ad/flyer will be prepared by Sean and/or Jason Brand. **Pending.**
    - Fire extinguishers need to be inspected and certified. **Completed.**
    - Recommendations for fire blankets need to be completed. **Completed – Fire blanket purchased.**
    - Tim will look for a 6 qt mixing tub to replace our old 5-gallon paint bucket. **Completed – Mixing tub acquired from Doug Delapp.**
    - Checklists for startup, set up, and clean up need to be prepared. **Pending – Old partial list from Al Herron sent to Audrey.**
    - Further research into floor mats to prevent slipping on liquids and water at the sink area will be done. **Pending.**

### New Business:

- AirVenture 2024 (Judi Gordon)
  - Chapter Camping is open, and we have over a dozen people associated with Chapter 512 planning to attend. In past years we have used chapter funds to secure Chapter Camping, with individual campers reimbursing the chapter as they commit, resulting in the chapter being made whole. Judi proposes the board approve a similar arrangement for this year. We anticipate the need for 4 campsites, at a cost of \$1,296.
  - **Motion:** That the Chapter provide funds to secure 4 campsites, at a cost of \$1296, to be reimbursed by individual campers. Motion proposed by Judi; seconded by Sean; passed unanimously.

### Calendar of Chapter Events:

- March 16 – Adopt-A-Highway cleanup.
- March 16 - Nancy Stephens Memorial, 2-5 pm in the EAA hangar.
- March 20 - General meeting. Richard Dilbeck – Retired FAA DAR: The Amateur Build & Light Sport Certification Inspection & Documents.
- March 23 - Chapter Leadership Boot Camp, Five Rivers Aviation, Livermore Municipal Airport (KLVK) - Livermore, California Hosted by EAA Chapter 663.

- March 30 - Hangar and grounds cleanup day and preparation for Pancake breakfast start.
- April 6 – Pancake Breakfast.
- April 10 – BOD Meeting.
- April 17 – General Meeting. Picnic.
- May 18 – Flying Start.
- June 1 – Chapter 512 50<sup>th</sup> Anniversary Celebration. Advertise through Chapter Blast.
- June 29 – Young Eagles.
- October - Young Eagles (Date TBD).
- December 18 - Holiday party

#### **General Meeting Programs:**

- March – Richard Dilbeck – Retired FAA DAR: The Amateur Build & Light Sport Certification Inspection & Documents
- June – Phil Cypret, Sac City College – ATP, ATC, Pro pilot careers, A&P
- July – Dale Kral & Tom McKinney – workshop usage and rules
- August – James Johnson – Building the Veloci
- September – Glenn Gordon – Timber Tiger (flexible)
- November – Bob Starr – Icing, A Case Study
- December – No presentation, Holiday Party
- Potential Future presenters:
  - May; Jason Miller; via Zoom; has been contacted; no reply yet.
  - Kevin Goehring; Aircraft Maintenance Technician Program Professor / Department Chair

#### **Board Member Reports:**

- **President (Tim Sullivan)**
  - **Roster Management/Membership** - Tim handed the roster back over to Sam.
  - **Chapter 50<sup>th</sup> Anniversary**
    - Chapter 512 50<sup>th</sup> Anniversary Celebration scheduled for June 1, along with our Pancake Breakfast.
    - Advertise through Chapter Blast and other sources.
    - Detailed event planning to follow.
- **Vice President (Jim Pinkowski)**
  - Jim has reached out to the Rancho Murrieta Chapter, which is closing, to invite their members to join our Chapter. He will continue to explore options on how to reach their former members.
  - A Fly-Out on the 4<sup>th</sup> Saturday in March to the Two-Niner Diner, Petaluma is planned.
  - Jim suggests we add a future agenda item to review the published EAA Chapter Officer Duties to ensure no critical chapter task is overlooked and task responsibilities are equitably assigned.
- **Treasurer (Judi Gordon)**
  - Account balances as of 3/10/2024:
    - Cash on hand: \$2,057.00
    - Chase Checking # 6001: \$13,585.81 (Includes \$7,500 from AAH thru 01/24, and outstanding checks of \$37)
    - Chase Savings # 8668: \$2,923.04 (Airport security account held in trust. Not property of EAA 512)

DESCRIPTION	AMOUNT
SUNNY ATKINS SCHOLARSHIP FUNDS	\$2,575.81: \$1,000 earmarked for SG passing his checkride by 12/31/24; AVAILABLE: \$1,575.81
RAY FOUNDATION SCHOLARSHIP FUNDS	\$0
OPERATING FUNDS	\$13,030
<b>TOTAL</b>	<b>\$15,608.81</b>

- 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. Charity status delinquent postcard received 3/21/24 even though our paperwork was processed in December 2023. On 3/22, Judi emailed the Attorney General's office to find out what else needs to be done. Waiting. 3/11/2024: 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.
- Attempting to lower the amount of our QuickBooks subscription by utilizing a 3rd party "Tech Soup". They are a nonprofit, funded by donors, and pass the funds on to other nonprofits for technical use, such as the QuickBooks subscription. IRS Determination letter sent to Tech Soup on 3/11/2024. Waiting.
- **Chapter Insurance Events currently registered with HQ**
  - Build and Fly: need future dates
  - IMC/VMC: First Tuesday of the month, 6 p.m. - 10 p.m.: insurance has been obtained through 11/5/2024.
  - 3/30/2024: Hangar Cleanup Day: Insurance has been obtained.
  - 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 18<sup>th</sup>
  - 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.
  - Pancake breakfasts: Applied for insurance April - October, 7 a.m. - 1 p.m.
- **Other Insurance Items**
  - Where do things stand with CAP? Judi has not received a copy of their Certificate of Insurance with us as additional named insured on their policy. We have said we need this before they use our hangar, and we need a copy of the Certificate of Insurance, but are they continuing to use our hangar without this?
- **Secretary (Rob Bulaga)**
  - Rob suggested that we add an item to membership applications to identify skills or talents that new members can share with the Chapter. Tim has added a column to the roster for this purpose. **Action Item:** Sam will have to execute.

- Rob will remain an administrator on CMT. Sean and Rob will learn the various features of this program and will institute its use, on an incremental basis, as advantageous.

### Committee Reports

- **Young Eagles (Judi Gordon)**
  - We have been awarded \$435 in Young Eagles credits from rides given in 2023, which will be used to purchase some equipment for our Young Eagles events (probably pagers and table covers).
  - 6/29/2024 Young Eagles event will be published on YEday.org on 3/29/24.
  - 3/7/2024 Union Mine High School Career Expo was a success. Jodie, Hunter, and Sam Sites, Sam Garcia, and Judi Gordon ran the table. We have 13 new Young Eagles, and 1 person interested in the Flying Start day.
- **Pancake Breakfast (Audrey Brand)**
  - Action items previously discussed are listed in "Old Business".
  - Further research into floor mats to prevent slipping on liquids and water at the sink area will be done.
- **Newsletter (Audrey Brand)**
  - Still need a volunteer to take over this item from Audrey. Possibly Samantha Sites after the school year is over.
- **Hangar (Tim Sullivan)**
  - Electrical wiring cleanup, new outlets for TV and Upstairs.
  - Many leaks have appeared during the recent storms
  - Heater usage. Anyone using the heater needs to ensure it's turned off before leaving.
  - Main door has repeatedly been left in a non-secure state. All locks and door bolts need to be engaged.
- **IMC/VMC**
  - Greg needs to step down from this responsibility. **Action Item:** We will ask for volunteers to run the program at the next General Meeting. We can use a different volunteer each month, if necessary. Sean will help train anyone on our audio/visual system.
- **Scholarships**
  - **Ray Aviation Scholarship (Matt Sites)**
    - We have 4-5 candidates for 2024 scholarships.
  - **Sunny Atkins Scholarship (Judi Gordon)**
    - Last month the Sunny Atkins Scholarship committee presented suggested changes to the Sunny Atkins scholarship guidelines, which are presented here again. The BOD had 30 days to review. Any feedback? Majority vote required:
    - High level changes:
      - More than one scholar per year: as many as the chapter can afford based on its finances at any given time. Up to the BOD on an ongoing basis.
      - Increase maximum scholarship amount from \$2,750 to \$6,000 per scholar.
      - For full Sunny Atkins (not Ray matching funds), it's a 50/50 matching program, with 60% of the recipient's funds paid up front and the remaining 40% once funds are depleted, and milestones are met. Milestones will be established by the Scholarship committee on an individual basis, depending on rating being pursued.
      - Revise timeline for application: perpetual
      - Age range: 15 ½ - 22 for power plane, 14 ½ - 22 for glider.

- Use funds to supplement Ray (we have been doing this anyway)
- Change from the requirement to be El Dorado Resident to a requirement to be an EAA 512 member.
- Revise application to better align with Ray Aviation Scholarship application: but include A&P, etc.
- BOD to establish and monitor Fundraising Committee
- Exact language changes to Guidelines will be provided to the BOD for approval once the high level changes have been reviewed.
- Remove the 30 day BOD approval requirement for future changes.
- **Motion:** To approve these changes; motion made by Judi, seconded by Sean; passed unanimously.
- **Adopt-A-Highway (Judi Gordon)**
  - 5 year (60 month) contract from 10/2022 - 09/2027. To date, we have successfully completed 16/16 potential months = 100%.

**Meeting adjourned at 8:15 p.m.**