

**EAA Chapter 512**  
**Monthly Board of Directors Minutes**  
**EAA Hangar**  
**February 15, 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*

**Others Present:**

Neil Robinson

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

- Sean provided sustenance for the February Board Meeting.
- **Action Item:** Rob has volunteered to provide the meal for the March Board Meeting.

**Approval of Minutes:**

- **Motion:** That the Minutes for the BOD meeting of January 10, 2024, and the Minutes for the Auxiliary BOD meeting of January 28, 2024, as posted in Google Drive, be approved as is. Motion proposed by Sean Conley-Widing, seconded by Jim Pinkowski, passed unanimously.

**New Business:**

- Al Herron Coat Raffle. We applied for 2024 Raffle Registration on 1/10/2024. We are awaiting approval from the state.
- Nancy Stephens Memorial scheduled for March 16<sup>th</sup> in the EAA hangar.
- A suggestion was made that we acquire a microphone so that the hangar heater can stay on when someone is presenting. We have a microphone; Jim P. volunteered a music amp to use with it.
- Our T-Mobile internet account was canceled on 1/20/2024 with Jim Wilson's help. This will save the chapter \$1,193.52/year. Labels to return the hardware may have been sent to Jim W.
- Tim has acquired two 65" 4k Sony smart TVs. Neil Robinson has suggested that we display chapter information during meetings and events, and promote future events. **Motion:** That the Chapter purchase one of the TVs for \$400 and provide another \$100 for mounting hardware. Motion proposed by Judi Gordon, seconded by Sean Conley-Widing, passed unanimously.

**Calendar of Chapter Events:**

- Mar 2<sup>nd</sup> - "Becoming involved in EAA 512". Our former member, Theresa Barnard, is presenting on various ways in which people can become involved in the Chapter. By invitation only.
- Mar 7<sup>th</sup> - We have signed up as an exhibitor for the El Dorado Union High School District Career Expo from 6:30 p.m. - 8:30 p.m. Judi Gordon, Sam Garcia, Matt Sites, & Hunter Sites will be attending. **Action Item:** Rob with check with Jim Wilson to see if we can use his flight simulator for this event.

**2024 Committees:**

- Young Eagles - Jeremy Gutenberg is no longer on this committee. Jim Pinkowski has joined this committee.
- Pancake Breakfast – Sean Conley-Widing is joining Audrey Brand on this committee.
- Tools - Tom Kenny is currently not a member of our Chapter. **Action Item:** Tim will have him join.
- Ray Scholarship - Michael Brown is not an EAA member. He will leave this committee.
- Sunny Akins Scholarship - Michael Brown is not a Chapter member. He will leave this

committee.

- Adopt a Highway- Jim Wilson is leaving this committee.
- Merchandise - Cathy Pitts has left this committee. Audrey Brand is temporarily taking over it.
- Treasurer Assistant - Rebecca Parks

### **General Meeting Programs:**

<b>Month</b>	<b>Program</b>
January	Tim Sullivan - Canard Aerodynamics
February	Lexi Boeger – Airport issues (confirmed)
March	Work Shop Usage and Rules – Dale Kral, Tom McKinney
April	
May	
June	Phil Cypret from Sac City College – ATP, ATC, Pro pilot careers, A&P
July	
August	James Johnson - “Building the Veloci”
September	Glenn Gordon – Timber Tiger (flexible)
October	
November	Bob Starr - ICING, A Case Study
December	

### **Chapter Goals:**

- A separate document will be maintained listing Annual Achieved and Ongoing Goals. This list can be published monthly in the Strobe. The Agenda and Minutes, however, will only record those items discussed at this meeting.)
- We need to set some goals, such as membership, repairs, programs etc., starting with flying events and fly outs. This should include a one-year and a five-year plan.

### **Board Member Reports:**

- **President (Tim Sullivan)**
  - **Yearly Budget:**
    - A preliminary budget was sent to all officers and committees. Comments received prior to the Board Meeting were incorporated into the budget.
    - Due to rising costs, the Pancake Breakfast Committee will consider increasing from \$8 to \$10.
    - Note that the “Peter Burgher” donation is an “expense” not an “income”.
    - The target expense for Board Meeting dinners will be reduced from \$100 to \$75 per month.
    - **Action Item:** “Flying Start” will be added to the budget, with a one-time expense of \$150 in May.
    - **Motion:** To adopt the proposed budget. Motion proposed by Jim P., seconded by Sean Conley-Widing, passed unanimously.
  - **5-year plan**
    - The action item on this has been pushed back from January. Tim will start working on this as soon as the 2024 budget has stabilized.
  - **Roster Management/Membership:**
    - Tim sent out over 100 emails to current, past and potential chapter members. With one exception (a misspelling) none were rejected. We have 44 folks on the roster of which 7 are either new or previously lapsed members. Still about 37 2023 members have not paid their dues or are expired 6-month free members.
    - It would be really be helpful for EVERYONE to wear name tags.
    - 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 can

take separate payment for national and send it in for them if they prefer paper or give them a URL to do it themselves later. EAA sends us lot of paperwork on EAA to hand out, we should have that handed out to all new visitors.

- Tim is currently updating the roster. He plans to transfer the revised roster back to Sam in March.
  - **Bylaws**
    - Come April or May, Tim plans to resume work on updating the bylaws, with input from Neil Robinson.
  - **Airport Day**
    - The county is putting up roadblocks to Keith’s planning for an airport day in October. We will follow progress.
- **Vice President (Jim Pinkowski)**
  - Jim attended the “Become a Better Chapter Leader - Presidents, Vice Presidents” webinar.
  - Jim has reached out to the Rancho Murrieta Chapter, which is closing, to invite their members to join our Chapter.
  - A Fly-Out on the 4<sup>nd</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. We don't have to follow the EAA guidelines, but we should have good reason in the event we chose to depart. This item is tabled until the April Board Meeting.
  - EAA National’s Flying Start program is scheduled for May 18<sup>th</sup>. If we can sign up 5 people, we will be awarded 2 passes to 2024 AirVenture.
- **Treasurer (Judi Gordon)**
  - Account balances as of 2/11/2024:
  - Cash on hand: \$1,907.00. 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: \$13,882.05 (Includes \$7,000 from AAH thru 12/23, and outstanding checks of \$115.98)
  - Chase Savings # 8668: \$2,923.02 (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 \$106.20 balance at Flying Panthers)
RAY FOUNDATION SCHOLARSHIP FUNDS	\$500, being returned to National
OPERATING FUNDS	\$13,581.06
<b>TOTAL</b>	<b>\$15,673.07</b>

- 2023 Bookkeeping review was conducted on 1/24/24 by Russ Sardina. “Nothing that gives me heartburn. You’re continuing to do a great job. You can consider getting rid of anything on paper that is over 7 years old, if you’d like. It’s nice to see the extra CalTrans income that is a 5-year income stream. I have nothing else I can think of.” I asked him to report to Tim. We should send him a calendar to thank him.
- Judi and Rob attended the Become a Better Chapter Leader – Secretary - Treasurer 2024 webinar on 2/6/24.

- 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.
- Attempting to register for a Resale Certificate so we can stop paying sales tax. We are trying to locate our Articles of Incorporation in the Chapter’s archives.
- 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. Waiting on Affirmation letter from the IRS ordered 2/7, 10 - 14 business days, required to set up the Tech Soup account.
- **Chapter Insurance Events currently registered with HQ**
  - Build and Fly: Insurance obtained for 2/10, 2/17, 2/27, and 3/10.
  - IMC/VMC: First Tuesday of the month, 6 p.m. - 10 p.m.: insurance has been obtained through 11/5/2024.
  - 3/2/2024: “Becoming Involved in EAA 512”: insurance has been obtained.
  - 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. 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.
  - Pancake breakfasts: Not submitted - need to apply in March for April 2024, and recurring the 1st Saturday of the month.
- **Other Insurance Items**
  - Hangar keeper’s Insurance cancelled. It only covers Aircraft storage.
  - CAP (who is the contact person?) needs to add us as additional named insured on their policy before they use our hangar, and we need a copy of the Certificate of Insurance.
  - Neil Robinson was in attendance to provide us the “do’s and don’t’s” of our chapter insurance.
- **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.

### **Committee Reports**

- **Pancake Breakfast (Audrey Brand)**
  - Need to publish dates to EAA and social flight. **Action Item:** Graphics for an ad/flyer will be prepared by Sean and/or Jason Brand.
  - Discussions for the purchase of a dishwasher and refrigerator will be postponed until we are more confident about our funds.
  - **Action Item:** Fire extinguishers need to be inspected and certified.
  - **Action Item:** Recommendations for fire blankets need to be completed.

- **Action Item:** Tim will look for a 6 qt mixing tub to replace our old 5-gallon paint bucket.
- **Action Item:** Checklists for startup, set up, and clean up need to be prepared.
- **Action Item:** 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
  - Submittals to the Strobe should be in “Word”.
- **Hangar and Rental (Tim Sullivan)**
  - Due to insurance, hangar rental is no longer offered. “Rental” will be removed from this committee’s title.
- **Scholarships**
  - The Scholarship Committee, made up of Judi Gordon, Andrew Gordon, Matt Sites, and John Crocker, met on 1/28.
  - **Ray Aviation Scholarship**
    - Ray Scholarship applications are open from April - October. We are advertising in a variety of places.
    - Current scholars are Hunter Sites and Sam Garcia. Both are near completion.
    - Jaeger Ruckman’s remaining funds, \$500, will be returned to National.
    - We have 4-5 candidates for 2024 scholarships.
  - **Sunny Atkins Scholarship**
    - The Sunny Atkins scholarship is perpetually open for applications.
    - There was discussion on whether, or not, the Chapter should continue funding the Sunny Atkins Scholarship. This scholarship funds any aviation related quest, whereas the Ray Scholarship only funds the pursuit of pilots’ licenses. Most of the recent awards under the Atkins Scholarship have been used to fund the Chapter’s portion of the Matching Funds Ray Scholarships; i.e., the Atkins Scholarship has been as “pass through” of funds for the Ray Scholarship.
    - Sam Garcia was the recipient of a \$10,000 50/50 Ray Aviation Scholarship. One month after he began his flight training, the scholarship increased to \$11,000. Sam has \$106.20 remaining in his account with Flying Panthers. The committee recommends that the BOD grant an additional \$1,000 to Sam Garcia to assist in wrapping up his private pilot license, that is moved from the General Fund to the Sunny Atkins Fund for this purpose. **Motion:** That the Chapter set aside \$1000 for Sam Garcia in the Sunny Atkins Scholarship, to be awarded upon his completion of his Private Pilot’s License, by no later than 12/31/2024. Motion proposed by Tim Sullivan, seconded by Rob Bulaga, passed unanimously.
    - Recommend changes to the Sunny Atkins guidelines. Board has thirty days to review. 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.
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- **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%.

**Meeting adjourned at 9:30 p.m.**