

EAA Chapter 512
Monthly Board of Directors Agenda
EAA 512 Hangar
February 12, 2025

Meeting called to order at _____ PM by Rob Bulaga

Board Members Present

- | | |
|-----------------------------------------|-------------------------------------------|
| ○ Rob Bulaga – <i>President</i> | ○ Jim Pinkowski - <i>Past President</i> |
| ○ James Johnson - <i>Vice President</i> | ○ Sam Garcia - <i>General Director</i> |
| ○ Judi Gordon – <i>Treasurer</i> | ○ Jason Clapson - <i>General Director</i> |
| ○ Beki Parks - <i>Secretary</i> | |

Others Present

Business from the Floor, Changes to Agenda

- Jim Wilson will present roster data and how to confirm new members from CMT

Approval of Minutes

- Motion: That the Minutes for the BOD Meeting of January 8, 2025 be adopted as filed.
- Motion: That the Minutes for the General Meeting of January 15, 2025 be adopted as filed.

Old Business

- Completed Action Items
 - Merchandise – **Rob** to find someone to chair the committee. Sunny will man the Merchandise desk during Chapter events. We need to provide volunteer help to assist her.
 - Movies – **Rob** will check on movie licensing details. Blanket licenses cost ~\$1500. Smaller licenses, granted by individual studios may be available.
 - ByLaws - **Rob** will double check on what it takes to amend the ByLaws. Article XI - Section 1. Amendments. The Bylaws and Articles of Incorporation may be amended or repealed and new Bylaws and Articles of Incorporation adopted at any General meeting of the members duly called and published for that purpose by a two-thirds (2/3) vote of the eligible voting Members present at such meeting.
 - Roster Management – **Rob** will get Jim W an up-to-date Roster from Sam. Sam has sent the updated roster to Jim.
 - Website - **Rob** will get Jim W access to editing the Chapter Website. Sean has provided Jim with the access he needs.
 - Banking – **Rob** will update officer information with Chase Bank. Spoke with Brendan @ Chase Bank, we are ok.
 - Tool Crib - **Tim** will install wheels on the new band saw. Done.
- Outstanding Action Items
 - Airport Supervisor Meetings – **Rob** to coordinate with Jason Brand so that we ensure having a representative at the airport meetings.
 - Legacy Donations
 - **Judi** to check on details to establish Legacy donations and how we might advertise this option.
 - **Judi** will work to develop a coaching session, providing TA to interested donors. <https://eaa.myplannedgift.org>
 - **Judi** asked if they have a way to channel gifts to specific EAA chapters. Answer: No. We will utilize some of their language and structure to pursue the endowment program for our chapter.
 - **Beki** will add to newsletters.
 - ByLaws
 - **Rob** will establish desired changes to the ByLaws.

- **Rob** will review our ByLaws and the published EAA Chapter Officer Duties to ensure no critical chapter task is overlooked and task responsibilities are equitably assigned.
 - Presentations - **James** will develop the speaker slate; **Jim P** will advise as needed.
 - Hangar
 - **Jason** will complete outside kiosk upgrade.
 - **Tim** will coordinate with **Jason** and **Dale** to: [Meeting on Feb 15 to do take off for materials.](#)
 - Repair skylights, backwall, roof
 - Repair rotten molding, bent weather head (PGE will have to disconnect power).
 - **Dale** will coordinate brick walkway repair.
 - **Tim** will continue to close up the large openings so critters won't come in. [Holes are closed up except top of doors. Tim is cutting foam fillers for those.](#)
 - **Dale & James** will finish the plumbing work near the corner of the hangar.
 - **Rob** will coordinate the creation "Transition" committee checklists.
 - **Rob** will coordinate the creation of a "House Manual" for Hangar (i.e., how to turn on heater, etc)
 - Tool Crib - **Dale** will look into selling the old metal mill.
- BOD Meeting Meal: Judi volunteered to supply the meal for the January BOD meeting. We need a volunteer for the March meeting.

New Business

- New Action Items
 - Operations
 - **Rob** to review and update five-year plan of Chapter goals.
 - **Rob** to update yearly budget.
 - Newsletter – **Beki** to make sure clean up dates are set and published in preparation for the 1st Pancake Breakfast.
 - Pancake Breakfast:
 - **Sean** or **Jason Brand** to prepare graphics for an ad/flyer
 - **Dale** to ensure that fire extinguishers are inspected and certified.
 - **Dale, Audrey & Rob** to review checklists for startup, set up, and clean up.
 - **Audrey** to purchase two additional floor mats.
 - Facebook – **Wade Clapson** to coordinate with Greg and Tim to get administrator access
- Name Tags – Name tags through Arnolds Awards: \$15 setup fee and \$14.50 per name tag. Do we want to provide the option for people to purchase them at cost when they sign up for membership?
- Event - 5/31: Fly-in or Drive-in: Burrito Breakfast at Judi's house. PJ is organizing.

Board Member Reports

- **President – Rob Bulaga**
 - Chapter membership – Why join local chapter? What are the benefits?
 - Covered by insurance
 - Volunteer on committees
 - Vote
 - Receive Strobe?
 - How do we notify expired members?
- **Vice President – James Johnson**
 - Meeting Programs – Richard Dilbeck scheduled for 2/19/25
- **Treasurer – Judi Gordon**
 - Account balances as of 2/9/2025:
 - Cash on hand: \$305. Cash-on-hand is being held by Rob Bulaga.
 - Chase Checking # 6001: \$21,327.53
 - PayPal: \$2,632.91
 - Venmo: \$1,320.79

- Chase Savings # 8668: \$2,923.29 (Airport security account held in trust. Not property of EAA 512)

DESCRIPTION	AMOUNT
HANGAR FUND	\$1,201.43
SUNNY ATKINS SCHOLARSHIP FUNDS	\$3,659.51: \$1,650 matching funds for Wade Clapson; AVAILABLE: \$2,009.51 We need \$3,000 matching funds for 2025 Ray Scholarship. We have \$2,009.51 and are \$990.49 short.
RAY FOUNDATION SCHOLARSHIP FUNDS	\$0
OPERATING FUNDS	\$20,725.29
TOTAL	\$25,586.23

- We have 30 calendars for sale for \$20 each as a fundraiser.
- 2024 raffle report, due 2/1/2005, was submitted to the State. 2025 raffle registration approved through 12/31/2025.

- **Secretary – Beki Parks**

Committee Updates

- Leadership Changes – Judi Gordon has been promoted to partner at New York Life. Good news for her; bad news for the chapter. She will continue as Treasurer, will continue the Fledgling Ground School, will continue to pursue the NYL grants, and will spearhead the Endowment program. She will need to step back from the following committees:
 - \$500 Breakfast Club - can still be held at her house
 - Adopt-a-Highway - Jason Clapson may be a natural person to take this over
 - Young Eagles - She'll still fly - Matt Sites may be a good fit
 - Sunny Atkins Scholarship - She'll continue to track financial status as Treasurer
 - Scholarship committee - She'll continue to fill the pipeline through Fledgling Ground School and mentoring
 - Judi's new duties don't start until May 5. She will help guide her replacements.
- Adopt-a-Highway - *vacant*
- Build and Fly – Dale Kral & Jim Vonderwerth
- Eagle Flights/Flying Start – Jim Pinkowski
 - Flying Start scheduled for May 17. Jim will host, unless Jeff Selling would like to do it.
- Facebook – Wade Clapson
- Fledgling Ground School – Judi Gordon
- Fly Outs – Tim Sullivan, Michael Zwijacz
- Garden – Audrey Brand, Jim Vonderwerth
- Grants/Fundraising – Jeanna Towner
- Ground School – Jeff Selling
 - Jeff has asked Beki to post a request for more E6-B donations in the Strobe.
 - So far, attendance is high, with 20+ students, 4-6 chapter member volunteers and a few parents. On an average, there are 30 souls in the building.
 - Jeff has added a Saturday to the end of the schedule, March 22nd.

- He is entertaining the idea of having a picnic/BBQ at the end of the last class, perhaps like our Summer picnics. Any thoughts?
 - New whiteboard and easel.
 - Jim Pinkowski will be teaching “Weather Theory” on March 1st
- Hangar – Tim Sullivan
 - Planned cleanup on March 29 in preparation of the first pancake breakfast.
- IMC/VMC – Bill Scanlon
- Librarian – Donna McPherson, John Vybiral
- Membership – Sam Garcia, Jim Wilson
 - There’s a gap in communication. Judi sends out a welcome email to new members, but is not always aware of who is a new member. Sometimes a dues check just shows up in the mail. Also, people filling out the website form may or may not have paid dues. Beki working on smoothing this out.
 - Jim will present CMT outputs of membership status.
- Merchandise – Sunny Pinkowski
 - She can volunteer for selling at Young Eagles and Flying Start. She needs someone to help set up.
- Movie Night – Judi Gordon
- Newsletter Editor – Beki Parks
- Pancake Breakfast – Dale Kral, Amy Kral, Jessica Price
 - Price of eggs?
- Picnic – Doug DeLapp
- Recycling – Hal Stephens, Audrey Brand
- Scholarship, James Ray – Matt Sites
 - Zack Vonderwerth has written a request to become a Ray Scholar
- Scholarship, Sunny Atkins – *vacant* [We’ve asked Matt Sites if he can take this over.](#)
- Social Media – Sam Garcia
- Tools – Dale Kral
- Web Editor – Sean Conley-Widing, Jim Wilson
- Young Eagles – *vacant* [We’ve asked Matt Sites if he can take this over.](#)
- \$500 Breakfast Club – *vacant*
 - Before the Movie: \$500 Breakfast Club did a cost/benefit analysis, and does not feel this is a good value.
 - Status of Grants from New York Life
 - INDIVIDUAL GRANT: We received the \$1,000 individual grant from NYL in December and presented it at the Holiday Party.
 - GSSI GRANT: \$1,000 requirements met. Judi will ask that the money be sent on 2/18 when the forms become available.
 - CIG: Applications open in March. The most that is available is 20% of our operating budget and needs to fall between \$5,000 and \$25,000. After polling the pilots, we are adding estimated Young Eagle donations of \$12,000 to 2024 income and expenses, bringing our total expenses for 2024 to \$3,356. We will apply for a CIG grant of 20% of this amount, or \$7,271.
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Meeting adjourned at ____ PM