

EAA Chapter 512
Monthly Board of Directors Agenda/Minutes
EAA Hangar
May 8, 2024

Meeting called to order at 6:07 PM by Tim Sullivan

Board Members Present:

Tim Sullivan, *President*

Jim Pinkowski, *Vice President*

Judi Gordon, *Treasurer*

Rob Bulaga, *Secretary*

Sean Conley-Widing, *General Director*

Others Present:

Sunny Pinkowski

Tracey Fremd

Beki Parks

Business from the Floor, Changes to Agenda

- **Agenda/Minutes Format:** Separate files that track administrative events, action items, insurance issues, scholarship updates, etc. have been ignored or forgotten in the past. These files will henceforth be added to the BOD Agenda.

Approval of Minutes:

- **Motion:** That the Minutes for the BOD meeting of March 13th, 2024 be adopted as filed. Motion made by Tim, seconded by Sean, passed unanimously. *Note: At this time, the Minutes from the March and April General meetings have not been approved.*

Old Business:

- **BOD Meeting Meal:** Judi supplied the meal for this month's BOD Meeting. Jim has volunteered to supply the meal for next month's meeting.
- **Addenda:** The following items have been moved to the Addenda at the end of the Agenda.
 - Outstanding Action Items
 - 2024 General Meeting Programs
 - 2024 Committees
 - Calendar of Administrative Events
 - Calendar of Chapter Events
 - Chapter Insurance Events

New Business:

- **Publication of Minutes:** Approved Minutes from the Board of Directors' and General Meetings should be available to the public. Sean will make sure that Minutes are posted somewhere on our website.
- **AirVenture Pancake Breakfast:** We have entered the AirVenture Pancake Breakfast lottery. Chapters will be notified whether or not they've been selected by 5/24.

Board Member Reports:

- **President (Tim Sullivan):**
 - **Officers' duties:** Review the published EAA Chapter Officer Duties to ensure no critical Chapter task is overlooked and task responsibilities are equitably assigned. Attached below are the Bylaws officers' duties. **Action item:** Rob has a copy of EAA National's "Chapter Officers' Duties" quick reference guide; he will forward this document to the rest of the board.
 - **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.
 - **Name tags:** It would really be helpful for EVERYONE to wear name tags at the general meeting. This is a standing item.
 - **Bylaws:** Tim plans to resume work on updating the Bylaws, with input from Neil Robinson.
 - **Chapter 50th Anniversary:**

- No ideas presented since March meeting. Main Street banner cancelled.
- EAA National will send us a banner to commemorate this milestone for us.
- Action Item: Sean will see about getting Interviews with John McPherson (founding member) and Rick Atkins (Ragtime Aero) for the Mountain Democrat.
- Action Item: The Chapter will see about getting a cake to commemorate this anniversary.

● **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.
- We need to enshrine a Chapter Anniversary Celebration Chairperson or persons to spearhead the event planning process and activities. Plans and commitments need to be fairly well established within the next month to enable advertising via. Chapter-Blast. This is an urgent priority!
- Flying Start on May 18 is very well subscribed, with 27 participants pre-registered (we chose not to limit pre-registration). I could seriously use some help with set-up and hosting this event which is in competition with adopt-a-highway for volunteer personnel.
- Looking for a computer... The Flying Start presentation requires the use of a computer which will accept a USB thumb drive and has MS Powerpoint loaded and enabled and also possess the proper audio and video outputs to drive the new flat screen display. I had arranged for use of an appropriate laptop, but those plans fell through. Alternatively, I could conduct the presentation with hard-copy handouts (estimated cost = \$189.00), or cancel the event outright.
- The Eagle Flights part of the Flying Start event is unfortunately cancelled, as not a single one of the the pilots in the Young Eagles/Flying Start combined database committed to support this event, (even though I 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.
- The Air Force Thunderbirds have just been added to the California Capital Airshow to supplement the Italian National Aerobatic team, the Freschi Tricolori for a spectacular twilight airshow on July 13 & 14! No Fly-In this year.

● **Treasurer (Judi Gordon):**

- Account balances as of 5/4/2024:
- Cash on hand: \$3,684. 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: \$13,104.40 (Includes \$8,500 from AAH and uncleared checks of \$1,723.43)
- Chase Savings # 8668: \$2,923.09 (Airport security account held in trust. Not property of EAA 512)

DESCRIPTION	AMOUNT
HANGAR FUND	\$2,000
SUNNY ATKINS SCHOLARSHIP FUNDS	\$2,610.81: \$1,000 earmarked for SG passing his checkride by 12/31/24; AVAILABLE: \$1,610.81
RAY FOUNDATION SCHOLARSHIP FUNDS	0

OPERATING FUNDS	\$10,454.16
TOTAL	\$15,064.97

- 5/4/2024 Pancake Breakfast report:
 - 11 volunteers, 69 paying adults, and 5 paying children
 - \$777 total: \$715 Pancake breakfast, \$62 donations.
- 4/6/2024 Pancake Breakfast report:
 - 15 volunteers, 64 paying adults, and 6 paying children.
 - \$890 total: \$665 Pancake breakfast, \$126 donations (thank you to Chuck Mellor for his generous \$50 donation), \$60 dues (2 new members), \$35 Recycling, \$4 sodas.
- 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.
- 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 archives.
- Attempting to lower the amount of our QuickBooks subscription by utilizing a 3rd party "Tech Soup". In process - need to transfer old QB accounts to new Tech Soup QB accounts
- **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. (Sam to execute) Status? **Action Item:** Rob will follow-up with Sam to see what our status is?

Committee Reports:

- **Young Eagles (Judi Gordon)**
 - 6/29 event is privately issued and 27 of 30 slots are already filled. We have 13 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.
 - [A discussion on using the Boy Scouts and/or CAP to help with this event determined that CAP has the previous exposure to aviation and has the potential to be useful; Boy Scouts do not have this experience and would probably be more of a hindrance than a help.](#)
- **Flying Start / Eagle Flights (Jim Pinkowski)**
 - As of 4/6/24, we have twenty (20) adults registered for our May 18 Flying Start Event (we were hoping for five or more)! Still need to recruit volunteers and pilots for Eagle flights (I have access to the YE pilot and volunteer listings). More to come...
- **Pancake Breakfast (Audrey Brand) – [Audrey could not make this month's meeting. All line items will be carried over to next month's meeting.](#)**
 - Graphics for an ad/flyer will be prepared by Sean and/or Jason Brand. Status?
 - 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. Audrey to discuss potential requirements to continue after July.
 - 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.
- **Scholarships**
 - **Ray Aviation Scholarship (Matt Sites)**
 - We have 4-5 candidates for 2024 scholarships. [Applications for this scholarship are being processed. The Board will be informed of the committee’s recommendations next month.](#)
 - **Sunny Atkins Scholarship (Judi Gordon)**
 - The Sunny Atkins scholarship is perpetually open for applications.
- **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 5/18, [gathering at 8AM.](#)
- **Fly Outs (Jim Pinkowski)**
 - Saturday in May 25th to Petaluma. [Details are presented in the Strobe.](#)
 - [May 18th is the Open Cockpit day at Castle AFB.](#)
 - [The Lincoln EAA Chapter is planning a Poker Run event. Currently, the date for this event is the same as our Young Eagle event.](#)
- **Merchandise (Sunny Pinkowski)**
 - [Sunny is coordinating with Audrey and Lissis Vonderwerth.](#)

Meeting adjourned at **7:57 PM**

Agenda Addenda

Outstanding Action Items

- **January**
 - **Chapter Goals:** **Action Item:** Tim will prepare a preliminary, five-year plan for Chapter goals.
 - **Officer Duties:** **Action Item:** 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.
- **February**
 - **2024 Committees:** **Action Item:** Tim will have Tom Kenny join the Chapter.
 - **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:** Fire extinguishers need to be inspected and certified.
 - **Action Item:** Checklists for startup, set up, and clean up need to be prepared.
- **March**
 - **Roster Management:** **Action Item:** Sam will add an item to membership applications to identify skills or talents that new members can share with the Chapter. [Rob will follow-up.](#)

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** *open*
- **July** Dale Kral, Tom McKinney – Workshop Usage and Rules (still not scheduled)
- **August** Kevin Goehring – Aircraft Maintenance Technician Program Professor
Department Chair
- **September** Glenn Gordon – Timber Tiger (flexible)
- **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 - *(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.
- 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).
- **Jul** - Appoint bookkeeping reviewer
- **Sep** - Select nominating committee
- **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

- 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.
- 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
- 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.
- Pancake breakfasts: Insurance obtained April - October, 7 AM - 1 PM.

From Chapter 512 By-Laws

Section 2. Duties of Officers

(1) President

- . The President shall be the chief Executive Officer of the corporation.
- a. The President shall preside at all General and special meetings of the corporation unless unable to do so by virtue of his/her absence or disability.
- b. The President shall direct the activities of the corporation, subject to the advice and control of the Board of Directors, and within the framework of these Bylaws and the Articles of Incorporation.
- c. The President shall be an ex-officio member of all committees except the Nominating Committee.
- d. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he/she shall execute all contracts, checks or other instruments which have been approved by the Board of Directors.

(2) Vice President

- . The Vice President shall be vested with all the powers and shall perform the duties of the President in the absence of the President or upon his/her disability.
- a. The Vice President shall also perform such duties connected with the operation of the Corporation as he/she may undertake by direction of the President or the Board of Directors.

(3) Secretary

- . The Secretary shall keep and publish minutes of all proceedings of the Corporation and shall keep other records and papers as the President or Board of Directors may direct.
- a. The Secretary shall attend to serving notices of General and special meetings of the membership and the Board of Directors.
- b. The Secretary shall attend to Corporation correspondence as directed by the President or the Board of Directors.
- c. The Secretary shall execute, with the President, in the name of the Corporation, all contracts and instruments which have been approved by the Board of Directors.

(4) Treasurer

- . The Treasurer shall account for, and maintain, a permanent record of all assets, receipts, disbursements and cash on hand.
- a. The Treasurer shall receive and deposit all funds of the Corporation in the bank accounts designated by the Board of Directors, and shall make financial condition reports to the membership at General meetings.
- b. All disbursement of funds shall be approved by the Board of Directors and shall be executed by check. Checks in excess of \$500 shall be signed by not less than two of the Executive Officers authorized to sign checks
- c. All monies received and/or disbursed shall be recorded in the Corporation's accounting system.
- d. An annual audit shall be conducted as of December 31 by the Audit Committee. A report of audit is to be made to the Board of Directors at the February Board Meeting.

Section 3. Nomination and Election of Officers

- . Election of Officers will be held at the October General meeting.
- a. It shall be the responsibility of the Nominating Committee to present at the October General meeting a slate of candidates, who are Members in good standing and eligible to hold office, at least equal to the number of Officers to be elected
- b. Nominations for Officers may also be made from the floor by voting Members at the October General meeting.
- c. The candidate for each position receiving the highest number of votes shall be elected.

Section 4. Vacancies

- . Vacancies in any office of Officers shall be filled for the remainder of the term by appointment of the Board of Directors.
- a. Appointments to fill Officer vacancies shall be from the Membership eligible to hold office.
- c. Approval of Officer appointments to fill vacancies shall be requested by the Board of Directors from the general membership at the first general meeting following such appointment.