

EAA Chapter 613 Meeting Minutes – November 21 and 24, 2024

Attendees: Marge Butterfield, John Butterfield, Chris Chicone, George Coy, John Fitzgerald, Bethany Fronhofer, Steven Green, Susan Levaque, Disa Tatro, Beth White

Meeting Time Change

Decision: The group agreed to move future meeting start times from 7:00 PM to 6:00 PM

Membership Welcome Letter

Decision: A standardized welcome letter will be created to send to new members.

- **Action:** Susan will draft the letter based on a provided outline, incorporating details about the club, such as events and officer information.
- **Ongoing:** The letter will be a living document, updated as needed.

Membership Information and Processes

Decision: Use a Google Form to streamline the collection of member information.

- **Action:** Beth White transferred ownership of the form to John Butterfield and Bethany, allowing them to make edits.
- **Consideration:** Investigate whether multiple recipients can be notified when the form is filled out.

Process Improvement: Members can pay dues online or via QR code at events. Cash and checks will remain options for members who prefer them.

- **Action:** Explore using QR codes for dues payment and membership updates at events.
- **Program Evaluation:** Bethany proposed adopting "Wild Apricot" for membership management.
 - **Capabilities:** Membership tracking, event and email management, recurring payments, and an online store.
 - **Cost:** \$75/month for up to 200 members or \$140/month for larger groups.
 - **Action:** Bethany will further investigate customer support for Wild Apricot.
 - **Alternative:** QuickBooks can manage recurring dues payments but may have additional fees.

Membership Retention and Communication

Decision: Improve communication with members to ensure renewals and acknowledgments.

- **Action:** Consider annual invoices for dues and a confirmation email template for payments.

Membership Categorization

- **Action:** Refine the roster to include details like membership type (e.g., student, family, non-member). John will update the Chapter Google Form Application to include the pertinent information.

Membership Call Responsibilities

Decision: Chris Chicoine will take responsibility for calling new members to welcome them personally.

Renewal Tracking

Decision: Maintain flexibility for renewals via cash/check but encourage digital options for efficiency.

- **Action:** Verify and update contact information to avoid missed renewals.

Chapter Finances

At this point in the meeting, the group discussed financial management for EAA Chapter 613, specifically separating accounts for the Youth Aviation Program (including scholarships) and the general fund. Key topics included:

- **Financial Breakdown:** Members clarified the current balances and expenditures for various funds, including scholarships, CDs (Certificates of Deposit), and the general fund.
- **Proposal and Decision:** A motion was made and seconded to:
 - Open a second bank account for the Youth Aviation Program. It was agreed that the separation of accounts would help clarify finances and potentially strengthen chapter cohesion.
 - Transfer \$5,000 from the general fund and two \$10,000 CDs into this new account, giving the Youth Aviation Program a starting balance of \$25,000.
 - The board agreed to forgive the \$1,400 overrun that the Youth Aviation Program has incurred as of this date, and to post that debit to the general fund.
 - Allow the Youth Aviation Program to manage its own funds, with financial oversight and reporting by the treasurer.
- **Discussion of Unity:** Concerns were raised about the perceived division between general chapter activities and the Youth Aviation Program. Members agreed on the need to maintain unity and avoid "us vs. them" language while ensuring clear financial separation.

Aircraft Project Discussion:

- The history of the aircraft project was revisited. Susan explained that the plane was initially a joint project between her and her late friend, Alan Folsom. After Alan's passing, she was left with an incomplete aircraft and lacked the technical expertise to finish it on her own.
- The aircraft is fully paid for, with an estimated \$60,000 invested in it. Major remaining tasks include hooking up the engine and finishing the instrumentation.

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- Susan expressed her willingness to support the project financially within her limited means. She encouraged collaboration and creativity from chapter members to complete the build.
- Members discussed organizing the effort, possibly drafting a memorandum of understanding (MOU) to clarify expectations and responsibilities.

Youth Aviation Program Update:

- A comprehensive plan for the Youth Aviation Program will be presented at the upcoming officers' meeting. The plan includes guidelines for managing the program more effectively and ensuring alignment with chapter goals.
- Update from the November 24th Board Meeting: The draft Youth Aviation Plan was reviewed and discussed by the Board. Comments and recommendations were noted by Disa so that they can be incorporated into the final version of the plan.

EAA National Pilot Program:

- The chapter was selected to trial a new online renewal registration system for EAA National. This is intended to identify any issues before rolling it out to all chapters.

Insurance Discussion:

- The possibility of switching the chapter's insurance to EAA National's full package was raised. The chapter will compare rates and consider this option in future discussions.

Welcome Letter:

- Susan volunteered to draft a welcome letter for new members using the provided templates and incorporating relevant chapter activities. She plans to use AI to streamline the drafting process and will share the draft for feedback.

Decisions Made:

- The chapter will continue working on the Zenair aircraft project with Susan's support.
- A memorandum of understanding may be drafted to ensure clarity moving forward.
- Susan will draft a welcome letter for the chapter based on templates and inputs from members.
- The chapter agreed to participate in the EAA National pilot program for the online renewal system.
- The insurance comparison will be revisited in the next meeting.

Next Steps:

- The draft Youth Aviation Program Plan will be reviewed and discussed at the upcoming November 24th Board Meeting.
- Begin drafting the memorandum of understanding for the Zenair aircraft project.
- Prepare the new member welcome letter and circulate it for feedback.

Next Meeting

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The next Board meeting is scheduled for Sunday, November 24th from 11-12 (after the Pancake Breakfast).

Members are encouraged to review these meeting minutes and contact any officer for more information. The decisions made by the Chapter Officers will be considered final after the next Board Meeting, unless a member requests that decisions be tabled at the meeting for further discussion by the entire membership.