

Attendees: John & Marge Butterfield, George Coy, John Fitzgerald, Steve Green, Miguel Marin, Ed Scott, Disa Tatro, Beth White

Key Discussions

1. Youth Aviation Program

- The 2024 Youth Aviation Program Guiding Principles document was distributed prior to the meeting.
- The Guiding Principles document was adopted by the Board with minor changes. Changes included replacing "job" with "responsibilities" and adjusting timing expectations for decision-making.
- The Youth Aviation Program has been on hold, pending approval of the budget.
 - A second bank account will be opened by the second week of January. For administrative purposes, the existing bank account will be used for Youth Aviation, and the new account for the General Fund.
 - \$5,000 will be deposited in the Youth Aviation account. The two 10,000 CDs will remain as-is, until needed.
- Each Youth Aviation Student will be listed as a Project in Quick Books, so that individual expenditures can be tracked.

2. Fundraising Initiatives

- Chapter 613 Proposed forming a dedicated fundraising committee, consisting of 3 people.
- Strategies included reaching out to potential donors and using chapter resources like spare airplanes.
- This will be posted in the January newsletter to see which members might be interested in joining the committee.

3. New Member Onboarding

- A process for welcoming new Chapter members was discussed.
- John B has agreed to draft a flowchart to describe the process.

4. Civil Air Patrol Partnership

- Leaders from the Vermont Civil Air Patrol attended the December 15th pancake breakfast and have expressed an interest in establishing a CAP Squadron at KFSO.
- Members of the Board met with the CAP leaders after breakfast to discuss possible CAP use of the Taylor Aviation Center.

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- Chapter 613 is taking this request under advisement. Ongoing discussions and comments have followed this meeting, regarding pros and cons of joint EAA and CAP programs at the Aviation Center.
- John Fitzgerald will contact Mike Sturges (Vermont Aviation) to get his thoughts on the matter.
- Chapter 613 will also have to review any proposed CAP lease for use of the facility.

5. Action Items

- CAP Squadron use of Aviation Center
 - John FitzGerald to contact Mike Sturgis about CAP use of the facility.
 - Follow up with CAP commander Brian regarding lease requirements.
- New Member Process
 - John Butterfield to draft a flowchart for onboarding new members.
 - Announce the formation of a fundraising committee in the January newsletter.

6. Next Meeting

The next Board meeting is scheduled for Thursday, January 16th at 6:00 PM via Zoom

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.