

EAA Chapter 613 Meeting Minutes – January 16, 2025

Attendees:

John & Marge Butterfield, George Coy, Chris Chicoine, John Fitzgerald, Bethany Fronhofer, Susan Levaque, Ed Scott, Disa Tatro, Beth White

Key Discussions

1. Chapter Business

- The Board approved purchase the “Join It” membership management software for a fee of \$26/month.
- John Fitzgerald will send chapter bylaws to Bethany for the bank account opening process.
- Bethany and John Fitzgerald will open a second bank account for the General Fund.
- The Membership Management Flowchart, created by John Butterfield, will be modified to include the free, 6-month trial EAA National membership.

3. Youth Aviation Program Update

- Progress on integrating the national calendar with ForeFlight was shared.
- Bethany is working on a breakdown of scholarship finances, due by February.
- Genevieve will lead development efforts starting in March, supported by a team to hold monthly meetings.

4. Young Eagles Day Events

- Four Young Eagle events were discussed for this year:
 - Approximately (30) attendees from the Women Can Do conference. (June)
 - Approximately (30) attendees from the New American Girls conference. (June)
 - A Young Eagle Rally at KFSO (June)
 - A Young Eagle Rally at KPBG, Plattsburgh (August)
- Chris and Miguel to discuss potential dates.

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5. Civil Air Patrol Partnership

- The Board approved to continue the process of having the Civil Air Patrol utilize the Taylor Aviation Center to host a KFSO based squadron.
- The potential lease of space to Civil Air Patrol (CAP) was discussed.
- CAP members must join the chapter and pay for using flight training devices.
- A draft lease agreement using the Bennington template will be prepared by Marge.
- John Fitzgerald will consult with Hickok and Boardman on insurance implications.
- Lease terms will include an annual agreement with monitored usage.

6. Hangar Cleanup and Maintenance

- An Aviation Center cleanup and organization day is planned for May.
- Dennis White will inspect the two side access doors and provide replacement quotes. The Board approved replacement of these doors, pending final quotes.

7. Pancake Breakfasts

- Having designating greeters to welcome attendees was proposed by John Fitzgerald.
- Name tags for events were discussed, with options for laser printing explored by Beth and John.

Action Items

1. Membership Management:

- a. Bethany: Purchase and set up “Join It” software.
- b. John Fitzgerald: Send bylaws to Bethany and assist in opening a new account.

2. Young Eagles Events:

- a. Chris: Coordinate with Miguel and present Young Eagle event plans.

3. Civil Air Patrol Partnership:

- a. Marge: Draft lease agreement.
- b. John Fitzgerald: Consult on insurance implications.

4. Hangar Maintenance:

- a. Dennis White: Inspect doors and provide quotes.

5. Youth Aviation Program:

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- a. Genevieve: Lead development efforts and form a team.
- b. John Fitzgerald: Create a job description for development roles.

6. Pancake Breakfasts:

- a. Beth: Test name tag printing options.
- b. Chris: Investigate pricing for engraved name tags.

Next Meeting:

The next Board meeting is scheduled for February 20, 2024, at 6:00 PM via Zoom.

Summary:

Members are encouraged to review the minutes and reach out with any questions. Decisions made will be final unless further discussion is requested at the next meeting.