

**Minutes from  
January 2023 Board Meeting  
EAA Hangar**

**Saturday, January 14, 2023** [ Jim Hughes 2/10/2023]

Attending; all BOD, Lorin on Zoom

Guests; Bruce E, Mark S, Matt McArdle

**09:30 a.m. Meeting Start**

**New Business**

1. Board of Directors (Scott T.) , stressed the 3 areas below.
  - a. Leadership
  - b. Responsibilities - our business and properties
  - c. Expectations - involve, attend, special programs, ...promote these
  - It is a director's responsibility to reply to emails sent.
  - Board members are to provide a bio to be put on the website
  - Board members are to greet visitors
  
2. Board Meetings (Scott T.)
  - a. 2<sup>nd</sup> Saturday of each Month after Pancake Breakfast: 10:00 am to 11:30 am
  - b. Officers may have meeting at some point prior to the board meeting
  - c. Agendas to be published on website; Minutes to be published on website
  - Change a meeting to evenings again ? Poll membership, note that ¼ of members are a quorum .
  - Dan will add a tab for the BOD minutes, Jim to attach them to the tab.
  - The 4<sup>th</sup> Sat will be a BBQ lunch and a program
  - Do we support Display Day, 3<sup>rd</sup> Sat.? on hold for help cooking, setup.
  - Newsletter ; add an article on airport news, maybe Bruce E. to lead.
  - Dan will continue as editor of the newsletter
  - IMC Club to continue as Zoom meetings, with FAAsafety credit
  - Holiday party , plan earlier, maybe a potluck ...where ?
  - Sec/Treas  
All officers have asses and signature authority  
Article need changing per Scott/ Sec of State.  
Need to be able to accept credit cards at meetings. Scott will investigate options.
  - Post the agenda, post draft minutes on website
  - ByLaws – revise \$ amounts authorized, stagger officer terms. Involve all of the BOD
  - Promotions – T-shirt ?, mugs, new items ?
  
3. Financial Report (Scott W.)
  - Ref Scott W., bank acct \$41,653, Ray \$ 6,271, hrg \$ 21,650, gen. \$ 10,479 , R&S \$9,543
  - Treasurer will collect dues, maintain the roster, now on the EAA site.
  - Treasurer has the corp records . transfer a copy on the g-drive.
  
4. Scholarships Update (Shirl W.)
  - Need to initiate candidate selection process now

- Anthony is studying for the written,
  - Air academy ; 2 opened, need candidates to be frequent attending meetings.
5. Young Eagles: (Scott T.)
    - Continue with some YE flights on the 4<sup>th</sup> Sat, scheduled on the EAA YE day site.
  6. Calendar Review (Attached): (Scott T.)
    - Sat, 2/25 to be Marty Maisel, on GA pioneers.
    - Programs look ok through May.
    - Develop Fly-outs and possible poker run.
  7. Program and Event Ideas: (Scott T.)
    - a. Display Day pancake breakfast?
      - hold
    - b. Technical Programs
      - Presentations., hands on workshops.
    - c. Juan Brown/Tony K (Scott W.)
    - d. Bud Anderson (Scott W.)
  8.
    - a. Youth Seminar
      - Pilot info seminar....poss use 'learn to fly' program. ; what it takes, \$\$, time. ?
  9. 2023 Chapter Goals (Attached): (Scott T.)
    - Per the attached.
  10. Volunteers and Teams (Scott T.)
    - YE coordinator – Scott T using the EAA YE Day page.
    - Need to sign up pilots, register on the EAA YE Day page
  11. Chapter Coordinators (Attached): (Scott T.)
    - Emergency coordinator ?
    - Safety officer ?
    - Membership coordinator. Shirl. W.
    - IT coordinator, Dan M, with Scott T checking in.
    - Maintain email mail list, newsletter only, interested non-members
    - Need a members only list for needed votes.
    - Hangar coordinator; open.
    - Eagle flights coordinator, need to id needs, check the EAA site.
    - Tech counselor , Dan M.
  12. New New Business
  13. Review Tasks and IOUs for the month ahead: (Scott T.)
    - a. Update Young Eagle pilots roster

- b. Update and setup Young Eagle software (Scott T.)
- c. Review EAA Eagle Flight program and report (Officers and Others)
- d. PayPal/Venmo/Square for Debit/Credit acceptance options review (Scott W.)
- e. Recruit Cooking Teams by February 1
- f. Marty Maisel for February 25 program? (Jim H.)
- g. Review and refine email lists (Dan M.)

**11:00 a.m. Meeting End**

## Goals for 2023:

- Pancake Breakfast each 2<sup>nd</sup> Saturday
- BBQ Lunch each 4<sup>th</sup> Saturday with interesting, engaging program (except November/December)
- Holiday Party in December
- Maintain IMC/VMC club as it now works
- Maintain Newsletter or enhance as able
- Three? Saturday Technical Programs on 1<sup>st</sup> or 3<sup>rd</sup> Saturdays with coffee/donuts/etc.
- One special Saturday Youth Seminar
- One Ray Scholarship
- Two Air Academy students
- One Young Eagle Rally
- Monthly 4<sup>th</sup> Saturday Young Eagles ride offerings 0800-1100
- One Airport Fun Day
- Enhance Social Media outreach
- Enhance communication with National HQ (items into magazine, interface, etc.)
- Enhance New Member administration/packages/integration
- Enhance electronic rosters and other common information sources
- Bylaws and Document Review
- Hangar clean-up/improvements to include posting boards

## Upcoming Calendar

- Saturday, January 28: **BBQ Lunch**/Member Meeting- Program: Dave Magaw, Flying in Italy
- Thursday, February 2: IMC/VMC Club
- Saturday, February 11: **Pancake Breakfast**
- Saturday, February 25: **BBQ Lunch**/Member Meeting- Program: [Open \(Marty?\)](#)
- Thursday, March 2: IMC/VMC Club
- Saturday, March 11: **Pancake Breakfast**
- Saturday, March 25: **BBQ Lunch**/Member Meeting- Program: Gary Veer, ATC
- Thursday, April 6: IMC/VMC Club
- Saturday, April 8: **Pancake Breakfast**
- Saturday, April 22: **BBQ Lunch**/Member Meeting- Program: Nicholas Veronico, Wreckchasing
- Thursday, May 4: IMC/VMC Club
- Saturday, May 13: **Pancake Breakfast**
- Saturday, May 27 (Memorial Day weekend): **BBQ Lunch**/Member Meeting- Program: [Open \(Bud Anderson?\)](#)

# Chapter Coordinators

*Note: Coordinators don't do all the work but they are the points of responsibility and make sure the work that's needed gets done.*

- 1. EAA National Coordinator: Shirl W.**
  - a. Maintaining current information with EAA HQ, both input and output
  - b. Gold Status
- 2. Cooking Team Coordinator: Scott W.**
  - a. Run Cooking Team
  - b. Menu
- 3. Hangar Coordinator: Open**
  - a. Cleaning and Maintenance
  - b. Improvements (Posting Boards)
  - c. Special Projects (ceiling, etc.)
- 4. IMC/VMC Club Coordinator: Dan M.**
  - a. Administer programs
- 5. IT Coordinator: Dan M.**
  - a. Website
  - b. Online Calendar
  - c. Email Lists Maintenance
  - d. Online storage, archives, etc.
- 6. Membership Coordinator: Cheryl A. (?)**
  - a. Develop and maintain welcome packages
  - b. Welcome new guests
  - c. Administer new members/roster information to be passed to Treasurer
  - d. Ensure new member integration
  - e. Member badges
- 7. Newsletter Editor: Dan M.**
  - a. Newsletter preparation and distribution
- 8. Scholarship Coordinator: Shirl W**
  - a. Manage and administer Ray Scholarship, Air Academy, other opportunities
  - b. New Initiatives for scholarships and grants
- 9. Social Media Coordinator: Scott T.**
  - a. Administer Facebook
  - b. Explore other media: Instagram
  - c. YouTube Coordination
  - d. Member involvement
  - e. EAA Blasts
- 10. Technical Counselor: Dan M.**
  - a. Provide technical counseling for builders
- 11. Young Eagles Coordinator: Cheryl A. (Scott T. software)**
  - a. Plan and administer Young Eagle Rally
  - b. Plan and administer Young Eagle flights (4<sup>th</sup> Saturday, 0800-1100)
  - c. Develop and maintain list of Young Eagle pilots
  - d. Recruit new Young Eagle pilots
  - e. Develop Contingency Plan for Loss or Incident