

EAA Chapter 430 BOD Meeting

Date: June 9

Officers: Jim Vice President, Ken Secretary, Harry Treasurer:

Bob Membership Dave Scholarship John YE

- Call the meeting to order @: 0900
- Introduction of Guests. None
- Approve Minutes: - Revisions/Corrections Approved
- Correspondence: There was none
- Reports:
 - Treasurer: Harry Cook's report us attached:
 - Membership: Bob Hicks 88 Members
 - Scholarship: Dave Miller Nothing to report
 - Young Eagles: John Meyer Discussion about the August and September events and the role of the chapter in YE activities. August and September (amended date) were finalized. **The dates of YE's are** June 17th KCLM, August 12 W28, September 16th W28 (revised date)
 - Merchandise: John Meyer – Hats are the only item currently being sold. There was general discussion about chapter clothing, but no definite decision was reached. It would take an additional person to volunteer for this function to proceed or expand.
 - Raffle: Discussion on this subject evolved. The chapter will run a 50/50 at the meetings and there will be no merchandise or other items. Tickets and a bucket will be at the meeting site for the raffle. No assigned member will run this at this time, just a volunteer.
 - Programs / Activities: Discussion on this subject resulted in the conclusion there is no job description for the position, or any of the chairpersons' positions. This makes it difficult to find volunteers to take on a job. In an attempt to start

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this task, I have attached a first step. I hope the chairpersons of these areas will take the started suggestions and correct, adjust, add, eliminate the duties as they apply to the position. This will be most meaningful to the chapter.

- Newsletter: Dan Masys no report
- Tools Manager: no report
- Web: Ken rebuild of the website is over 50%.

Old Business:

New Business:

- Sponsor policy / newsletter policy: (conclusion and vote.) Not finalized.
- Ken asked for a communications chair. It is the feeling of the board this function is the **Secretary's** responsibility.
- Actions required for General Membership (approval or discussion):
 - Importance of VOLUNTEERS to step up and take a role in the chapter.

Meeting adjourned at 1010:

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EAA 430 BOD Additional Notes:

In the extended conversation of the Young Eagle report, our discussion turned to volunteer staffing. We need volunteers who will pick up some of the many jobs it takes to keep a chapter running successfully. Currently too few are doing too much and as a result we have lost one chairperson and others are considering doing the same. Many are experiencing either fatigue or a sense of being over committed to the **organization. Rather than have "many hands make light work" we** have a few people lifting the entire load. This is neither healthy nor productive.

One answer might be to increase the number of people in the leadership positions. More people smaller jobs. My experience in other non-profit organizations is volunteers are the key and recruiting them is a full time job.

One comment presented was that EAA is either named incorrectly or the chapter is putting too much emphasis on the building of aircraft. Review of our membership roster (88) shows approximately 40+ experimental home build aircraft in flying or construction status and numerous others are rebuilding production aircraft. It appears the overwhelming majority of our aircraft fleet are home built. When is an aircraft not a project?

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JOB DESCRIPTIONS LIST FIRST PASS

[This is not a complete list of all the jobs or activities. This was not part of the board meeting but supplied as a beginning to the job description process which was questioned at the meeting.)

Job Descriptions with responsibilities

- Young Eagle Chairperson
 - **Interface with National and records (don't know the parts)**
 - Publicity
 - Setup of event area
 - Tent, tables, power, computers, fencing, procedures
 - Supplies / materials / computers
 - Pilot coordination
 - Ground crew coordination
 - Pilot briefing
- Activities Chairperson
 - Monthly Speaker coordination
 - Meeting setup / teardown
 - Potluck coordination
 - Fly out coordination
 - Civic activities Air Affaire and others
- +Membership Chairperson
- *+Treasurer
 - Smile Account at Google
 - IRS / National / ???
- *Secretary
 - Maintain the official records for the chapter
 - Distribute communications for the chapter
 - Notices, newsletters,
 - Special announcements

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- Use the mailing list provided: Mail Chimp web (not listed as a task)
- *Vice President
- *President
- Scholarship Chairperson
- Web Editor
 - Domain registration
 - Email setups
 - Web page updates
 - Web hosting contract
 - Sponsors
- Newsletter editor
 - Advertisements
- Raffle:
- Merchandise:
- Communications:
- Tools coordinator / librarian

+* as defined in the Bylaws (next page)

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Bylaws excerpt:

Duties of the Chapter Officers; The following duties shall be performed by the Chapter Officers: The Chapter Officers may, from time to time, be called upon to perform additional duties. They may also, at their discretion and in conjunction with direction from the Chapter Board of Directors, perform additional duties for the betterment, improvement and wellbeing of the Chapter.

1. The Chapter President shall be the Chief Executive Officer and Chairperson of the Chapter Board of Directors. He shall have, subject to the advice, direction and control of the Chapter Board of Directors, general charge of the Chapter business. He shall jointly execute with the Chapter Secretary all contracts and instruments which have first been approved by the Chapter Board of Directors. He may call any Special Meeting of the Members of the Chapter Board of Directors and/or general Chapter Membership.
2. The Chapter Vice President shall be vested with all the powers and authority of the Chapter President and shall perform the duties of the Chapter President in the case of the Chapter President's absence, disability or inability for any reason. He shall also perform such duties connected with the operations of the Chapter at the suggestion or direction of the Chapter President. He shall annually either recruit a certified public accountant or an appropriate group of Chapter Members to verify that the financial records of the Chapter are in order. The Board of Directors shall determine how they want the report to be delivered, written or oral.
3. The Chapter Secretary shall have the responsibility to take and publish minutes of all meetings. He is responsible for publishing notice of all regularly scheduled Membership and Chapter Board of Directors Meetings. Additionally, he is also responsible for publishing notice of Special Membership Meetings. The Chapter Secretary, with the

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assistance of the Chapter Membership Chairperson, shall keep a Chapter Membership Book, Roster or Record showing the name of each Chapter Member. He shall also be responsible for maintaining the currency and security of the original copies of the Chapter Bylaws, Nonprofit Incorporation documents, tax-exemption documents, papers and records as the Chapter Officers or Chapter Board of Directors direct. He shall jointly execute, along with the Chapter President, all contracts and instruments that have been first approved by the Chapter Board of Directors. Additionally, he shall perform all other duties incident to the Office of Chapter Secretary, subject to the control of the Chapter President and the Chapter Board of Directors.

4. The Chapter Treasurer, the Chapter President or the Chapter Vice President shall execute all disbursements authorized by the Chapter Board of Directors and may use the most convenient bill paying method available. (Electronic fund transfer, checks etc.) The Chapter Treasurer shall receive and deposit all funds in a financial institution recognized by the Federal Deposit Insurance Corporation (FDIC), and approved by the Chapter Board of Directors. He shall also account for all receipts, disbursements and the balance of funds on hand. He shall ensure the Chapter obtains and maintains a Federal Employer Identification Number (FEIN). He shall be responsible for the accurate maintenance of all insurance records, including the proper application, binding, and premium payment of all necessary insurance required by the Experimental Aircraft Association Inc. All these duties are subject to the control of the Chapter President and the Board of Directors.

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