

Oregon State Flying Club
Board of Directors Meeting Agenda/Minutes
March 16, 2023

Board of Directors

Name	Position	Present
Bob Parrott	President	X
Bethany Gilbert	Secretary	X
Brandon Drivon	Treasurer	X
Ryan Hansen	Director of Maintenance	X
Andrew Dasonville	Student Club President	X
John Schlipf	Faculty Advisor	X
Chris White	Director of Information Services	
Kiri Wagstaff	Director of Flight Ops	X

Other attendees: Jerry Anderson

Location and Time: March 16, 2023, Zoom bridge @ 6pm

Meeting called to order: 6:05pm

Routine reports received and reviewed from each of:

1) President - Bob

- a. Bob received his credit card
- b. flight circle will automatically deduct from it
- c. Ryan to forward immediate bills to Bob
- d. Bethany and Bob need to meet at the bank to get Bethany added to the account
- e. Jerry, Bob and Brandon to set time to review quickbooks for the club

2) Maintenance / other - Ryan

- a. Bob and Ryan to share document (see attached)

3) Flight Operations - Kiri

- a. Shawn Alley completed Cirrus training
- b. Erich Merrill did his first solo with Ace
- c. Ryan Hansen passed his commercial checkride
- d. TSA flight training approval is needed for some international students, we refunded a student's initiation fee while she waits [Karthika Mohan]
- e. Alex Duval had two ID's on flight circle and was being double charged. His profiles were merged.
- f. Safety Issues for 73146 - Kiri found keys in ignition when she went to preflight. Bethany asked if we should consider a "don't forget" list or a "friendly reminder" note
 - i. Don't forget to put the keys in the metal book
 - ii. Make sure all lights/switches are off
 - iii. Please double check the interior of the plane for any personal items

- iv. If the plane is particularly dirty (windshield) please clean it after your flight.
- g. Kiri asked where/how we should store member documents
 - i. Suggests we encourage pilots to send images of certificates / medicals, etc. to Kiri (instead of the instructors) because Medical expirations are not being consistently entered on Flight Circle, for example.
 - ii. Kiri will remind our instructors to ensure they are following the FAA regulations regarding keeping documents for 5 years
 - iii. Scheduling a plane wash should be up to the director of maintenance
 - iv. Andrew Dassonville is graduating in 3 months and is open to handling social events for the club (a movie in the hanger for example)

4) Finances - Brandon

- a. Bank balance -
 - i. Checking \$54,036
 - ii. Savings \$10,007
- b. Bethany needs to be added to the bank accounts still
- c. Brandon was added
- d. According to Brandon there is \$61,006 outstanding / unpaid
- e. 92 members with balances who have not paid us and are on the pending termination list
- f. Not sure what we should do here, but we could sell it to a collections agency. However, it would be better to reach out to those members and let them know their balances are outstanding
- g. Brandon wants to clean up the pending termination list
- h. We have a previous members list. Do we want to consider reaching out to people and saying something to the effect of “Hey, get current and rejoin!”
- i. Flight circle won’t let you schedule if you have more than \$200 owed, however instructors can override and schedule for their students, students can also schedule out really far in advance
- j. Is there a way to prevent dispatching on flight circle in this situation?

5) Flight hours

- a. 52.1 total hours flown
- b. Alex and Ace did most of the instructing

6) Secretary - Bethany

Nothing to report

7) Student Flying Club & Advisor - Andrew & John

Nothing significant to report

8) Other

- a. Brandon consulted an attorney regarding discovery flights and insurance impacts
- b. It SEEMS unlikely that we can legally do discovery flights. There are other clubs that are not flight schools that can do discovery flights.

- c. Can we find a way to incorporate it in our insurance policy? If insurance will cover it, then we want to do it
- d. Our governing documents need to show how we plan to document and organize discovery flights (cost, how, etc.) in our “rules document”
- e. Crux of the issue is “is a discovery flight considered instruction?”
- f. The club has previously done discovery flights, Instructors waived their fees, and we charged approximately \$20 per flight. It was a non-profit event. We made enough money to cover the use of the airplane and fuel. We would give a \$25 gift card to the other pilots that helped
- g. If the person taking the discovery flight is “a passenger, not receiving instruction, and they make a donation to the club” we need to add that language to our rules for flight ops if we want to add discovery flights
- h. The board has agreed that we are going to continue our “no” for discovery flights
- i. If / when we have a nonprofit event, we will revisit the issue
- j. Note: Is there a trial membership option? Something for people who are considering joining the club. (General answer “no”)

New business:

- a. Bob: Jerry and Bob met with someone recently and signed him up for the club (Owen) a line technician for CAS. How can the rest of the club members get to know him and welcome him onboard?
 - i. When someone does their first solo or gets a certificate, can we add them to a social media?
- b. When we have the plane washes, let’s also have a BBQ and ensure we have the dates scheduled ahead of time
- c. Updating the website (keep the amazing historical content we have already)
- d. Andrew is happy to help start our social media’s - to use the board email as the login
 - i. Because we are a nonprofit we could use the google workspace for free
- e. We have a Discord channel for the club itself (on the Corvallis Aviators server)
- f. Priority one: Updating the website to have a “club events” section or a “newsfeed section”
- g. Do we want to consider a different way to approve board minutes? they’re currently being posted before they’re approved to the website

Actions:

- a. Andrew to create an Instagram and twitter account using the board email
- b. Brandon to continue trying to find who the OSFC Facebook page is operated by
- c. Brandon to invite a Garmin representative to the April 22 plane wash
- d. Kiri to send email to members about plane key storage and email to instructors indicating that she will handle updating Flight Circle with member certificates and medicals.
- e. Insurance policy needs an updated list of contact information for our officers (not sure whose action this was)
- f. Plane Wash April 22 10am - 12pm *Ryan to block off the planes’ schedules. 73146 is currently booked, Ryan to ask if they can move it. If not, the 28th is blocked off
- g. Fourth Thursday of each month to be a recurring meeting

Adjourned: 7:30pm

Next board meeting: April 27, 2023 at 6pm (Zoom – new bridge, tbd by Bethany)

**Maintenance Report
March 2023**

Ryan Hansen, Director of Maintenance
February 2023 Maintenance Summary

N73146:\$343.95

N66083:\$4226.25 Autopilot, \$105.00

N72PE:\$1314.26, \$499.95

Grand Monthly Total:\$6488.99 Yearly Total \$34764.38

Fuel Used	Fuel Units	Fuel Cost	Fuel Total	Hours Flown
66083		\$7.50	\$553.50	8.20
72PE		\$7.60	\$437.00	11.50
73146		\$7.50	\$1579.50	32.40
Total			\$2570.00	52.10

Instruction Hours

Shawn Alley	0
Alex Duvall	11.5
Ace McCrady	15.70
Dallas Enger	2.5
Mike Storm	0
Vince Remcho	0
Luke Haslam	0
Richard Whelden	0
Total	29.70

Known Issues for March

N73146:

N66083: Standby battery

N72PE:

Hours Comparison

Feb	2022	2021	2020	2019
52.10	34.7	34.3	79.00	46.0

Total Yearly Hours

73146 - 403.4

72PE - 80.50

66083 - 150.1 2022 2021 2020 2019

Total 634.0 503.4 693.4 725.0 810.0

Yearly Expenditure Totals
Through the end of February 22/23 - \$35089.19
21/22 - \$73798.67
20/21 - \$54778.42
19/20 - \$74025.10
18/19 - \$56210.15