

# CAN

## Admin Meeting

**Date:** 9 NOV 23 **Time:** 1900 **Location:** Virtual

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**Meeting called by:** Erica

**Facilitator:** Erica

**Type of Meeting:** Admin-Recurring

**Attendees:** Erica, Shane, Bill, Mike, Jim, Robin, Bobby

### Outline

- Intro - Erica
- CAN Directory - Shane
- CAN Directory - Board Member Vote - Erica
- CAN (Monthly) Saturday Brunch Fly-In - Erica
- CAN Admin Restructure / Succession Plan - Erica
- CAN Website Inbox Monitoring - Erica
- DPE (Jay Nabors) Checkride Walk-throughs - Erica
- CAN Flyout to Eddie Shields' field for ice cream - Erica
- Required Admin Board Member Bios - Erica
- Flight Forward Partners Meeting - Erica

# Minutes

- **CAN Directory** Proposal Overview (Shane)
  - Provided a high-level overview; including a cost estimate of \$14K and a combined design and development time of approx. 12-16 weeks
  - Floated an idea of an iOS and/or Android 'app' version of the Directory should CAN express an interest; this component is mutually exclusive of and is a separate build from the Directory Mobile app; cost estimate \$10-15K
  - Erica will schedule a separate deep dive with Shane and Admin Board
- **CAN Directory - Board Member Vote** for Aviation-specific // Advertising permission // Preferred Vendors (Erica)
  - Discussed the critical need for a disclaimer should the Directory incorporate recommended/preferred vendor listing(s)
  - Anticipate a need for volunteers to assist with maintaining the Directory
  - Erica will schedule a separate Admin Board call to discuss the Directory
- **CAN (monthly) Saturday Brunch Fly-In**
  - Intent: Serve as an alternate to the Sunday-specific SC Breakfast Club Fly-In
  - Large turnout anticipated
  - Committee needed to explore, facilitate and organize our Brunch Fly-Ins
  - Potentially leverage EAA 309 (mobile trailer) rental equipment (e.g., chairs, tables)
  - Perhaps we can get local food trucks to participate
  - We won't compete/challenge/disrupt the SC Breakfast Club
- **CAN Admin Restructure / Succession Plan**
  - 2-year term
  - Erica replace/invite accordingly
  - Erica conveyed a 2024 objective of establishing a rock-solid Admin Board to carry CAN forward; CAN is growing -- requires active Admin Board Member participation
  - Mike underscored Robbin's flexibility to facilitate CAN events in/around Cape Fear
- **CAN Website Inbox** Monitoring - Nothing Significant to Report (NSTR)
- **DPE (Jay Nabors) Checkride Walk-throughs**
  - PPL and Instrument engagements were successful; well-received and value-added
  - Perhaps CAN host a Pre-OSH Fly-Out
  - Perhaps Jay can facilitate an OSH-arrival Seminar
- **CAN Ice Cream Flyout** to Eddie Shields' field for ice cream
  - Tabled until next year; anticipate May Fly-In
  - Bill engage Eddie for site usage approval; approval received 9 NOV
- **Required Admin Board BIOS**
  - Robbin/Bobby to Shane in order to update CAN web page
  - Shane create web page sections for Founders and Current/Past Admin Board
- **Flight Forward Partners** Meeting
  - Admin Board who wish to attend/participate need to inform Erica for RSVP
- **Other**
  - Mike (re)introduced the potential need of establishing CAN as a Non-Profit Org (e.g., 501(c))
  - Erica reach out to John at EAA 309 for a copy of their 501(c) documentation

## Due Outs

Item #	What	Who	By When/Other
1	Schedule a separate Directory Proposal Deep Dive with Shane and Admin Board	Erica	TBA
2	Schedule a separate Admin Board call to discuss Directory components: Aviation-specific theme, Advertising permission and Preferred Vendor Listing(s)	Erica	TBA
3	Establish Committee for organizing Monthly Brunch Fly-Ins	TBD	TBA
4	Facilitate Admin Board Replacement / Succession Moves	Erica	TBA
5	Establish local CAN-sponsored 2024 OSH Fly-Out	TBD	TBA
6	Coordinate 2024 OSH-Arrival Seminar as part of the CAN 2024 OSH Fly-Out Event	Mike	Ask Jay Nabors
7	Ice Cream Fly-Out (tabled until May 2024); Approval for airport usage received	Bill	Eddie Shields
8	Create Founder and Admin Board Sections on the web page	Shane	TBP
9	Establish CAN as a Non-Profit; Volunteer needed to facilitate this process; *Request a copy of 501(c) documentation	*Erica	*Reach out to John at EAA 309

TBA - To Be Announced  
 TBD - To Be Determined  
 TBP - To Be Published