



# CAN BOD MEETING MINUTES

**Location:** Virtual

**Date:** 8/14/24

**Time:** 7:00 PM

## Agenda items

- Leeanna Tolles – introduce to team (10 mins)
- CAN @ OSH recap - Stephen, Joel, Bill (10 mins)
- Warbirds Over Monroe (5 mins)
- T4T update (10 mins)
- Collab with AJ, owner/creator of Av8maps (10 mins)
- Banking update (5 mins)
- Social media promotion idea for launch of fundraising campaign (10 mins)

**Attendees:** Bobby Patterson, Joel Amick, Stephen Linson, Leeanna Tolles, Erica Zangwill, Mike Davis, Bill Repucci, Bill Pereira

**Approval of last meeting's minutes:** the minutes were read from the 7/1 meeting and approved

## Updates

- All future meetings will follow Robert's Rules
- CAN @ OSH Meetup – learnings:
  - need to find out how to ID CAN members (recommend bright colored hats or tees)
  - designated meetup spot in a different location
  - need signage
  - promote earlier
- Joel to set us up with an AI Bot to assist with meeting minutes until we find a Secretary
- Warbirds Over Monroe – missed the application deadline. Erica will apply for a vendor slot in January 2025
- Toy Drive
  - Date set for Saturday, November 9<sup>th</sup>; 10<sup>th</sup> is the rain date
  - Can we do a Camden swap meet with CAN (fly-in with miscellaneous aviation-related items to sell, similar to a flea market)? - Mike
- Av8maps possible partnership
  - Erica connecting with map creator/business owner tomorrow evening to see if our objectives align with his. Will report back to the team
- Banking update
  - Erica did extensive research and narrowed it down to two top choices: Truist and First Bank; selected Truist for their exceptional customer service, reliability, no fees, extensive branch and ATM network, and their promo offer of \$200 when the account balance reaches \$1,500.
  - Opened a business account with Truist today (August 14, 2024) and set up online banking
    - Required Erica's SSN, DL, and in person signature
    - Leeanna will have to provide the same info for account access
    - Leeanna has offered to purchase and setup QuickBooks for CAN
  - Do we need to have our money handlers "Bonded"?

- Optional, we can elect to do it.
- Bobby recommends a primary and two alternates
  - Leeanna to look into it, as well as insurance for the organization
- Bill R. to reach out to the EAA and AOPA regarding insurance

### Discussion topics / Open issues

- Need to add Secretary to the Board
  - Minute taker
  - Assists with onboarding/orientation for new CAN board members and support personnel
  - Meeting scheduler
  - Helps maintain and organize records
- CAN emails
  - Can we set up CAN emails for the board
  - Sell CAN emails?
- Need someone dedicated to promoting CAN across all platforms. Including TikTok and Instagram
  - Offer a Scholarship for whomever helps us with this, if possible
  - Stephen to help with Instagram, then TikTok
  - Possible use high school or college students to create our presence.
  - Need to create a committee
  - Who on the board is responsible for scholarships, donations, etc.
- Stephen Suggested organizing an end of year event – Christmas Check Ride – or repayment for a student's checkride. Will explore more
- Need to formalize our strategic plan
  - Working session planned during in-person team meeting/brunch on 8/24
  - Fundraising campaign – start planning process

### Community Outreach

- Different than Training & Scholarships

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Establish bank account	Erica	8/1	Complete
Trademark	Bobby	--	In Progress
Copyright	Joel	--	In Progress
Business cards	Erica	--	On Hold
CAN Signage	Stephen	--	Scoping
Set up QuickBooks	Leeanna	9/1	In Progress
Insurance	Leeanna/Bill R	10/1	Scoping
AI for minute taking	Joel	9/11	Scoping
CAN email thru WS host	Bill R	10/1	Scoping

**Adjournment** time: 8:15 PM