

REDSTAR PILOTS ASSOCIATION
Board Meeting Minutes: May 1, 2008
4:00 pm Pacific Daylight Time Via Conference Call

Board Members:

Present: Darrell Gary- President, David McGirt- Vice President, Ron Lee-Treasurer, Gordon Witter- SW Regional Director, Joe Griffith- NW Regional Director, Shane Golden- SE Regional Director, Jim Goolsbey- National Director, Byron Fox- National Director

Absent: David Mills- NC Regional Director, Dan Fortin- NE Regional Director, Terry Slawinski- SC Regional Director, Terry Calloway- National Director

Others Present:

Heather Frantz, Phil Cogan- Editor: RedAlert

Proceedings:

· *Meeting called to order at 4:00 p.m. by Darrell Gary- President*

* Phil Cogan spoke first regarding the need for additional help with RedAlert (quarterly Magazine). Desired contributions include story content, photos and organizational assistance with magazine production and generating advertising revenue. The bottom line is producing a publication like RedAlert requires a lot of time, effort and commitment. The more our members contribute, the better the final product that will highlight the passion and dedication amongst the organization.

* Photo Submissions: For publication in RedAlert, photos need to be 300 dpi or greater. However, if people have pictures that may not be in the right format, they can still be submitted for use as the RedAlert staff will attempt to reformat into usable form. Photos and stories can now be uploaded directly on the RPA site which the Staff checks regularly.

*Advertising: RedAlert needs advertisers. The cost of producing RedAlert can be easily offset by more advertising revenue which leaves more money in the RPA budget for events. The request was made to encourage RPA members to help generate advertising through their contact/relationships with people in the industry. RedAlert rates are VERY affordable. Additionally, we are looking for Corporate Sponsorship for both RedAlert and RPA Events.

* Treasurer Ron Lee provided the most recent treasury report and reiterated the need for members using debit cards to keep track of expenses and let him know how the money was used (i.e.: send copy of invoice). Otherwise, he ends up with several unexplained charges and has no way to legitimately document the distribution of funds.

*With the recent change of charging in advance for events, a weekly report will be sent to Ron Lee outlining what funds belong to which event. Some events have a specific cost associated with them that will be collected up front however; those events without a specific cost determined will pay \$45 upfront as a deposit. This change in policy will help event organizers with pre-event planning, will provide accurate attendance numbers and will alleviate some of the accounting issues for them as well.

* Next, Darrell touched on the handout regarding Regional Event Planning (see below).

Planning Regional Events

Our regional events provide the foundation of the Red Star Pilots experience. Here friendships are formed, skills are honed and training is conducted. These events bring together pilots who share the love of flying and the desire to learn how to operate and maintain their aircraft more proficiently. The event structure provides a venue for safety enhancement, information exchange, development of new skills, maintenance support, flight demonstration and lots of fun.

The most often asked questions are: “How do I organize an event in my area?” and “What can the RPA do to help me?” These questions deserve a thoughtful answer. In my view, the primary role of the RPA is to connect our membership through our magazine, our website and our events in order to enhance safety while controlling costs and increasing the coefficient of fun. In order to accomplish this we are required to establish policies, procedures and performance standards that promote a culture of excellence. The RPA will provide support to regional event in accordance with the following guidelines:

- I. **Authorization:** The event must be sanctioned by the RPA which requires that it meet the following criteria:
 - a. It must be open to all qualified RPA members.
 - b. It must be conducted in compliance with the limits imposed by our liability insurance.
 - c. All participants must comply with Federal Aviation Regulations and local procedures.
 - d. All training must be conducted by qualified Check pilots, IPs or Lead pilots utilizing policies, procedures and standards established in RPA training manuals.
 - e. Any formation flight must be conducted in accordance with FAST policies, procedures and performance standards.
 - f. Unless specifically authorized by the national office, the event must be self-sustaining. This would require that all costs would be paid from event sponsorship funding or fees paid by participants.
 - g. The national office must be notified of the event. Posting on the website is considered sufficient notice.
 - h. The Regional Director must approve the event and review and approve the expenditure of event funds.
- II. **Regional approval/oversight:**
 - a. The event organizer must provide the Regional Director with the date, time, location and mission objective of the event. Additionally, the event organizer will submit an event budget organized into broad categories such as temporary facilities, ground transportation, food, “T” shirts etc. The Regional Director will review and approve all of the items necessary for the conduct of the event.
 - b. The Regional Director will authorize the RPA Treasurer to pay invoices directly in accordance with the event budget.
 - c. The Regional Director will assist the event organizer in obtaining the services of qualified Check pilots and IPs.
- III. **RPA Support:**

- a. Potential event participants will be notified through the website event calendar, E-com postings that provide direct e-mail contact and through Red Alert magazine.
- b. Registration services will be provided through the website and links to the RPA store. On-line registration will provide real time confirmation to participants and feed back to the organizer and the national organization.
- c. Accounting services will be provided. Registrants can pay their event fees to the RPA through the on-line store. Funds received will be separately earmarked and allocated directly to the event. Sponsors and participants will have the advantage of funding directly to a tax-exempt 501 (c) 3 corporation. The RPA Treasurer will pay vendor invoices directly when authorized by the Event Organizer and the Regional Director. After the event, the RPA Treasurer will issue a summary report of income and expenditures. This relieves the Event Organizer of the responsibility associated with handling and accounting for other people's money. It also lends transparency and credibility to the process. The RPA is willing to provide seed money (up to \$2,000) so that Event Organizers will not have to make significant personal expenditures during the early planning phases. It is expected that these funds will be reimbursed from funds received for the event.
- d. Press releases will be prepared by the Public Relations Officer. These can be distributed to local media in order to promote public interest in the event, enhance the image of the RPA and to build good community relations.
- e. Sponsor packages can be prepared and assistance provided in locating event sponsors. Sponsorship will help to lower event fees for participants and will potentially expand the scope of the event. In limited cases, the RPA itself may directly provide sponsorship funds for events such as Air Venture 2008 Oshkosh.
- f. The RPA can help provide training materials as well as Check Pilots and IPs as required to meet the needs of the event.
- g. The RPA website provides helpful guidelines and recommendations for conducting an event. The Regional Directors and the national office can assist in coordinating with the FAA, local FSDO or municipalities.
- h. The Regional Director and the national office can provide assistance in establishing event budgets and schedules.

It is our intention to provide assistance to our membership in order to facilitate more high quality regional events that will serve to accomplish our primary goal, which is to help our membership fly more often with greater safety while containing costs and increasing the coefficient of fun.

* Looking to the future, Regional Elections are coming up. Nominations can be made through the end of May. Key requirements of Regional Directors include experience/knowledge, passion for aviation/safety and time. Regional directors are the ambassadors of their region and are responsible for:

1. Establishing policy and standards within the RPA.
2. Screening , verifying and electing national officers.
3. Providing oversight for activities conducted by membership within their region.
4. Communicating the needs, concerns and goals of their regional membership to the national officers.

5. Coordinating with event organizers and the national officers any sanctioned events held within their region. This also includes approval of the construct of the event, approval of the event budget and oversight of the conduct of the event.
6. Initiate any request for designation of a proposed Check Pilot within the region. This must be based upon need.
7. Directors will be required to regularly participate in telephonic board meetings
8. Directors will be called upon to disseminate, promote and implement the policies and standards established by the organization. They may also be required to participate in enforcement actions within their region should it become necessary.

Vice President Dave McGirt will be assisting in the procedure. Each region will vote to elect their own Regional Director and the vote will be conducted online.

* Darrell reviewed the organizational chart pertaining to various specialty areas of the organization and announced that Terry Calloway will take the role of RedStar Formation Team Director. His duties will include interface with ICAS to promote the RPA as airshow organizers to aerobatic performers. His knowledge and familiarity will have a remarkable influence on taking this aspect of RPA to the next level.

* The final topic up for discussion was membership/renewal dues. In the past, memberships and renewals were pro-rated based on the date joined. It was suggested by Darrell that in order to maintain a consistent structure and to streamline processing of FAST cards, that membership dues cost a flat \$45 regardless of date joined, meaning, if someone renews in May, they will still pay the \$45 and their membership will expire as of 12/31/current year. This will benefit the organization, as it will serve as a good reason to renew at the beginning of each year. There will be a grace period (Nov 15 – Dec 31) which means if someone joins or renews in that period, their membership will be good through the following year. This was agreed up on by the Board. With the new website, members will receive an automatic email (2 weeks prior to expiration) letting them know the status of their membership and instructing them how to renew.

- Meeting adjourned at 5:09 p.m.
- Minutes submitted by Heather Frantz