



**Eastern Carolina Aviation Heritage Foundation
Board of Directors (BOD) Meeting
Friday, November 4, 2022**

MEMBERS PRESENT: Chairman Tom Braaten, Jimmie Green, Mary Beth Fennell, Richard Hazlett, Tim Clark, Georges LeBlanc, Commissioner Brenda Wilson, Christopher McGee Via Teams video/phone conference: Barry Fetzer, Rhonda Murray, Mark Meno

MEMBERS ABSENT: Adam Persky, Dr. Bill Fortney, John Langdon, Mayor Will Lewis, Ray Dunn

STAFF PRESENT: Pam Holder, Michelle Burgess

I. CALL TO ORDER

Chairman Tom Braaten called the meeting of the Eastern Carolina Aviation Heritage Foundation (ECAHF) to order at 8:30 am on Friday, November 4, 2022 in person and via video conferencing, with a quorum present.

II. APPROVAL OF AGENDA

Chairman Braaten presented the ECAHF Board with the Regular Agenda for their approval. Jimmie Green made a motion to approve the Regular Agenda, as presented. With no discussion, the motion carried unanimously.

III. APPROVAL OF CONSENT AGENDA

Chairman Braaten presented the ECAHF Board with the Consent Agenda for their review and approval. Mary Beth made a motion to approve the minutes from the October 14, 2022 Board of Directors meeting. The motion carried unanimously.

IV. REGULAR AGENDA ITEMS

1. COMMITTEE REPORTS

A. Aircraft Curator Report

- Richard Hazlett reported small adjustments are being made to the door on the H46 and he has started cleaning the inside.

B. Exhibit Report

- Richard Hazlett stated Mark Sapp donated log books of Gerald Marches, Chief Warrant Officer-2.

C. Budget Report

- Pam Holder provided the November 2022 budget report, which reflects an available balance of \$138,087.09. Jimmie Green made a motion to accept the October 2022 ECAHF Budget Report. With no discussion, the motion carried unanimously.

EXHIBIT #1C			
EASTERN CAROLINA AVIATION HERITAGE FOUNDATION			
TREASURER'S REPORT			
November 1, 2022			
Revenues:			
Contributions		\$ 887.25	
2022 Gala Fundraiser			
2022 Fly-In		600.00	
Dues/Membership		325.00	
2022 Summer Camp Dues		75.00	
Sales of Items		130.00	
	Revenue Subtotal		\$ 2,017.25
Expenses:			
2022 Gala			
2022 Fly-In		(230.57)	
Cont. Services			
Exhibits			
Advertising		(148.00)	
Postage			
Printing			
2022 Summer Camp Supplies		(1,908.50)	
2022 Summer Camp Salaries		(3,150.00)	
FICA Expense (2022)		(240.98)	
Scholarship		-	
	Expenditure Subtotal		\$ (5,678.05)
Current FY Balance			
			\$ (3,660.80)
Carry-Over (FY 2022)			
			\$141,747.89
Available Balance			
			\$ 138,087.09

D. Education Committee Report

- Mary Beth Fennell stated the NASA Educational Mini-Grant was approved for \$3K. The grant money will be used towards developing a new curriculum and purchasing supplies.
- Mary Beth stated the \$3K would not be enough to develop a new curriculum and purchase supplies, so an additional \$2K was needed to supplement the \$3K received from the grant. Mary Beth Fennell made a motion for an additional \$2K to develop a new camp curriculum from the Armistead Funds. With no discussion, the motion carried unanimously.

- Mary Beth stated she has not heard anything back from the person responsible for home schooling.
- Mary Beth stated she did participate in the Girl Scout event and it went well. She provided information on summer camp. Tanya McGhee, Dean of Havelock Campus at Craven Community College, provided a code for the kids to scan so they can get on the distribution list about their camp which also includes information about our summer camp.
- Pam Holder stated the Board of Commissioners authorized \$40K to be appropriated to purchase items.

E. **Marketing Report** - Included in Old /New Business

F. **Development Committee Report** - No report.

2. OLD BUSINESS

A. **Armistead Property Funds – Ideas**

- Mary Beth Fennell stated Greg Sabin provided an additional quote, Exhibit 2A.1, for the simulator he would build. The education committee met and discussed the different purposes for a simulator and decision was made that a series of laptop simulators was best suited for camp. However, the committee recommends to wait until the camp curriculum is developed before a final decision is made. A stand-alone simulator would be a permanent display in the Tourist Center for day-to-day visitors and special events, but would also be available for camp. The Education Committee agreed Greg Sabin’s proposal is the better option than the off the shelf options but, at this time, were not prepared to request funding approval from the BOD.
- Chairman Tom Braaten mentioned Barry’s option of the Microsoft simulator, Exhibit 2A.2, which would be considered as the Education Committee investigates the specifics of a new curriculum.
- Chairman Tom Braaten stated he had some discussion with Tanya McGhee regarding the safety video and she recommended obtaining a professional media team to develop and film the video.

B. **2023 Gala - February 24, 2023**

- Chairman Tom Braaten stated Shawn Harris, 5 State Helicopter, would not be able to speak at the Gala. Mark Meno generously agreed to be the speaker.
- Mark Meno presented three titles: (1) Explore the Depot, (2) Historical Walk Through; and (3) STEM focused. After some discussion, the BOD agreed a blend of all three would be good.
- Mark Meno proposed “Eastern Carolina’s Best Kept Secret” for the title and using one of the historical logos for the coin.
- Chairman Tom Braaten stated the BOD would work on some ideas for the coin and provide to Mark Meno to get approval from FRCE legal.
- Pam Holder presented the Marketing Plan, Exhibit 2B.3, for review.

- Barry Fetzer recommended adding a scheduled meeting with MCAS command suite/leadership to encourage Marines to attend the event.
- Chairman Tom Braaten presented the sponsor list for review and member assignments.

C. **Website Analytics**

- Pam Holder presented the website statistics.

3. **NEW BUSINESS**

- Pam Holder stated the ABC Signs quote is \$240.00 to print the fall newsletter. The Development Committee recommends the BOD support the request for \$240.00. **With no discussion, the motion carried unanimously.**
- **Commissioner Brenda Wilson made a motion to approve \$250.00 to renew annual membership for the Carteret County Chamber and change the name to John Langdon. With no discussion, the motion carried unanimously.**

V. **MEMBER COMMENTS**

No comments.

The next Board meeting is scheduled for November 4, 2022 at 8:30 a.m.

VI. **ADJOURNMENT**

With no additional business to discuss, **a motion was made by Jimmie Green to adjourn the meeting at 9:50. The motion passed unanimously.**

Date approved: _____

Tom Braaten, Chairman

Attest: _____

Michelle Burgess, City of Havelock Staff