



**Eastern Carolina Aviation Heritage Foundation
Board of Directors (BOD) Meeting
Friday, March 10, 2023**

MEMBERS PRESENT: Chairman Tom Braaten, Jimmie Green, Commissioner Brenda Wilson, Mark Meno, Richard Hazlett, Tim Clark, Georges LeBlanc, Mary Beth Fennell, Ray Dunn, Rhonda Murray Via Teams video/phone conference: Barry Fetzer, Mayor Will Lewis, City Manager Chris McGee

MEMBERS ABSENT: John Langdon, Adam Persky, and Dr. Bill Fortney

STAFF PRESENT: Pam Holder

I. CALL TO ORDER

Chairman Tom Braaten called the meeting of the Eastern Carolina Aviation Heritage Foundation (ECAHF) to order at 8:32 am on Friday, March 10, 2023 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. **Jimmie Green made a motion to approve the minutes as corrected from the February 10, 2023 Board of Directors meeting. The motion carried unanimously.**

IV. REGULAR AGENDA ITEMS

1. COMMITTEE REPORTS

A. Exhibit Report

- Richard Hazlett stated all exhibit cases were cleaned.
- A Harrier ejection seat should be picked up in a couple of weeks

B. Budget Report

- Pam Holder provided the March 2023 budget report, which reflects an available balance of \$159,781.10. Richard Hazlett made a motion to accept the March 2023 ECAHF Budget Report. With no discussion, the motion carried unanimously.

EXHIBIT #1C			
EASTERN CAROLINA AVIATION HERITAGE FOUNDATION			
TREASURER'S REPORT			
March 3, 2023			
Revenues:			
	Contributions	\$	991.25
	2023 Gala Fundraiser		31,661.62
	2022 Gala Fundraiser		466.25
	2022 Fly-In		600.00
	Dues/Membership		1,495.00
	2022 Summer Camp Dues		75.00
	NASA Space Grant		3,000.00
	Sales of Items		152.00
		Revenue Subtotal	\$ 38,441.12
Expenses:			
	2023 Gala	\$	(12,501.65)
	2022 Fly-In		(230.57)
	Cont. Services		(1,708.00)
	Exhibits		
	Advertising		(398.00)
	Postage		(30.21)
	Printing		(240.00)
	2022 Summer Camp Supplies		(1,908.50)
	2022 Summer Camp Salaries		(3,150.00)
	FICA Expense (2022)		(240.98)
	Scholarship		-
		Expenditure Subtotal	\$ (20,407.91)
Current FY Balance			
			\$ 18,033.21
Carry-Over (FY 2022)			
			\$141,747.89
Available Balance			
			\$ 159,781.10

C. Education Committee Report - Included in Old /New Business

D. Marketing Report - Included in Old /New Business

E. Development Committee Report - Included in Old /New Business

2. OLD BUSINESS

A. Armistead Property Funds

- Shared Thank You Letter from Mechanical Systems Program, NC State Engineering, Havelock College Campus for the Waterjet Cutting Machine.
- Ray Dunn stated the Prescott Family was very moved by the entire evening at the Gala. They are very appreciative of all the efforts of ECAHF.
- Review of Simulator Contract
 - Language added regarding maintenance
 - Total cost is \$9000.00, with a schedule of \$4,500.00 at start of

project and \$4,500.00 at delivery.

- Completed in 90 Days in time for Summer Camp
- **Development Committee made a motion to accept the Contract for the Flight Simulator. With no discussion, the motion carried unanimously.**
- Pam Holder stated the six Lego sets are on order. In the next week, the Spike Prime sets and Chromebooks will be ordered.
- Tom Braaten spoke with Bill Hand and he is not able to commit to developing a Safety Video at this time.

B. 2023 Gala - February 24, 2023

- Pam Holder presented the Gala Budget, Exhibit 2B - Gala Total: \$18,961.95
 - Revenue \$32,499.12
 - Sponsorship/Aces/Tickets \$31,238.12
 - Raffle \$1,261.00
 - Expenses \$13,537.17
 - Caterer The Flame (\$11,102.00)
 - Membership Raffle (\$177.90)
 - Membership Coin (\$439.00)
 - Design Materials (\$75.00)
 - Printing (\$122.75)
 - Facebook (\$10.00)
- After Action:
 - Good membership response.
 - Everyone was very engrossed and paid close attention to Mark Meno's story of the Past, Present, and Future of FRCE.
 - TEC Staff did a great job.
 - The Flame did a fantastic job.
 - High raffle ticket sales of \$1,261.00. Thanks to Barry Fetzer, Jimmie Green, and Mary Beth Fennell.
 - Good Attendance.
 - No Delta to report.
- Gala 2023 video is published at https://www.youtube.com/watch?v=e6WKA6_yjvw

C. Website Analytics

- Pam Holder provided the website statistics.

D. Summer Camp (July 24-28, 2023)

- Application released on 1 February 2023.
- Deadline date is 3 April 2023.
- Pam Holder reported 40 applications received
- Havelock-Cherry Point Rotary Club donated \$1000.00 for scholarships.
- Five teachers are confirmed with one additional teacher if needed.
- Education Committee plans to meet early April.
- Middle School Camp: July 17-21

- High School Camp: July 10-14

E. **2023 Family Fly-In STEM Night**

- **Date:** Friday, 18 August 2023
- **Time:** 5pm – 8pm
- No Movie
- Food donated
- Completing 10 events will give a child a raffle ticket and food ticket
- Partnership established with City of Havelock Police for school supplies
- Tim Clark will contact Craven County Sheriff Department regarding getting a K9 demonstration.

3. **NEW BUSINESS**

A. **Craven Community College: April Fools but Science Rules – Saturday, 1 April 2023 (10 am – 1 pm)**

- Tom Braaten, Pam Holder and Richard Hazlett will volunteer during the event to represent ECAHF.

B. **2024 ECAHF Gala - Friday, February 23, 2024**

- Need to be begin thinking about a speaker.

V. **MEMBER COMMENTS**

Tom Braaten mentioned the NC State Senior Capstone Presentation on May 4 at 1pm in Room 128

The next Board meeting is scheduled for April 14, 2023 at 8:30 a.m.

VI. **ADJOURNMENT**

With no additional business to discuss, **a motion was made by Ray Dunn to adjourn the meeting at 9:30. The motion passed unanimously.**

Date approved: _____

Tom Braaten, Chairman

Attest: _____

Michelle Burgess, City of Havelock Staff