

WMA Board Meeting Minutes  
May 16, 2021

Participants

Diana Davis  
Charlie Poirson  
Kara Sandifur  
Jenn Aupke  
Peggy Carnahan  
Kathy Cosand  
Lucy Young  
Kelly Hamilton

1. President calls the meeting to order @ 1505hrs EST – Comments: There are a lot of pending projects and a lot to talk through. Focus today will be on prioritizing all of the work, especially with the rotation out in the fall. As WMA is an all-volunteer organization, we will back each other up to get it all done for the membership. Handed over to Diana for the strict schedule.
2. Old Business.

***ACTION:*** Review and vote to accept Apr 18, 2021 minutes. Diana asked if there were any corrections. Charlie motioned to approved, all were in consensus.

3. New Business

a. Treasurer – Kara -

1. Statement of financial position – “I’ve altered my battle rhythm a bit and will be balancing the books at the end of each month to report out as of the 1<sup>st</sup>. I will update the membership roster mid-month to ensure the most accurate membership list for the newsletter. This second part will be less obtrusive if/when we convert to Membee (TBD).” (From Kara’s email dtd May 14,2021). Kara is working to update her process so that her reports are more timely. The treasurer’s report will come at the end of the month for the board to digest. Kara is getting frustrated with quikbooks, has to rebalance books every month. Working on a new system, or going away from quick books all together. All transactions go through Wells Fargo. Kara does not like the Statement of Financial Position- feels it’s not giving an accurate picture of our finances. Membee may be an option that could help with this. Diana agrees and talked about removing the administrative burden off of the Secretary and Treasurer. Force multiplier.

2. Monthly financial actions –

a) \$.00 payments made

b) 1 deposit of \$25.21 from Creative Expressions, our online store. (From Kara’s email May 14, 2021)

3. Status on scholarship funding for winners – “Coming in May, we plan to make the scholarship payments to Tram Do for \$2500 to her flight school. We are working to confirm that the second 2020 recipient is still enrolled in school before distributing those funds.” (From Kara’s email dtd May 14, 2021)
4. What is the best process to get the donations and corporate matching on those donations from their company employees?

Background – from Lucy’s Apr 27<sup>th</sup> email “Joellen Oslund, female naval aviator #4, has offered to direct donations from a company for which she is making a presentation on May 27th. See her message below.

“The company will match funds donated by employees. She wants to steer the money to WMA, which is wonderful, and wants to figure out the best way to do that “. Kara emailed Joellen today asked that her company gather all of the donations, and that her company makes a corporate donation. Kara can earmark the money however the company prefers. Can go to a scholarship or general operating funds. Kara might also be able to set up another widget on FlipCause for this opportunity to gather the donations. If they have an email, we can get an automatic email with the donation receipt. Might be a “Rosemary Mariner” campaign. The matching could happen. We have some learning on this to do it. We have 2 weeks to work this. Peggy offered we could set up a scholarship in Rose Marie’s name. Kara is not sure if the global reach would be increased or decreased by naming the scholarship. Diana asked if Kathy can determine what would be the best way forward.

Action: Kathy will research way forward for scholarship

-----we lost the zoom, had to restart meeting @ 1535 hrs-----  
Restarted with Peggy’s, Diana fell off, Kelly Joined. Diana rejoined at 1546hrs.

1545: Peggy picked up from Diana. Peggy can be Membee.com POC, she doesn’t think it will be as horrendous as we are concerned about. Peggy asked on closed Facebook group for volunteers. Looking for fresh people that can help. Membee needs most recent spreadsheet for membership- pretty easy interface to upload. Would probably take an afternoon. Kara agrees with this. We would get an implementation coordinator for 6 weeks. Diana pointed out the website hasn’t been worked on since 2019.

Action: Peggy will be POC for Membee.com

a. By-Laws & SOP status – Jenn

1. Kara agrees that a committee is warranted
2. By laws will be sent to everyone to see the new suggestions
3. Kathy thinks that Marcy would be willing to be the lead on the committee.  
Lucy agrees.

Action: Jenn will send out the most recent edits to bylaws for board members to decide on whether a committee would be appropriate.

b. Gmail access – Jenn

1. Peggy recommended that if we go to Membee.com, we need another email platform.
2. Diana asked if we have to pay for Outlook?
3. Diana explained the restrictions on the current email setup with gmail. We need to move on to something else.

Action: Peggy will research on ideas and email platforms that will work for us.

d. Convention chair Appointment Letter – Jenn

Jenn explained there is no precedence. Diana described this as a requirement for insurance. Kelly asked for more deliberate way forward. Kelly asked “Can we have a clause in the by laws or do we need to have the insurance updated every two years?” Diana wants to have a legal document to cover Sophia and others.

Action: Diana will write the first letter that will meet the insurance requirements.

4. Draft Business meeting agenda review – Jenn (on June 17<sup>th</sup>) Charlie confirms it will be June 17<sup>th</sup>. Kelly suggested we will need to send an email out on what we are going to report out on. The agenda can be shaped based on what the chairs of the committees submit (Peggy Phillips, Margy Varuska, etc).

Action: Kelly will be drafting the agenda with Jenn's help.

f. Election: 1. Nominating committee Chair – need. The board shall include at least a pres, vp, secretary, clerk, treasurer. Peggy suggests looking at directors to fill in if there are vacancies after the election. Write-ins might work. Someone suggested Claudia- Lucy said Claudia kept everything afloat. Ask some of the younger folks. Jenn or Charlie might know some people. Kara suggested some that have been on the calls. Charlie has reached out to five contacts. Everyone is concerned about the time commitment. Kelly challenged Kathy to have her classmates step up.

Diana said she will ask Claudia to be the committee chair.

Kelly asked if we have contacted any of our previous WAI panel members. Kelly said that a few of the buddy check folks might be interested.

Peggy can create a list of volunteers.

Diana talked about really pushing people to help.

Action: Peggy is creating a list of volunteers.

2. What happens if we can not find anyone for VP, Secretary and Clerk? Treasurer?  
One of the directors may be able to step up.

g. WAI Pioneer Hall of Fame recommendations – Any ideas? Due to WAI Aug 1, 2021.

Must meet the WAI criteria.

Diana said that the historical committee hasn't solidified on their ideas. Kathy has an idea for a nominee. Charlie requested confirmation that we have exhausted all of the "first class of \_\_\_\_\_" nominations. Yes, for first classes of pilots. Peggy asked if we nominated the first Nav Training Class? Board thinks it's a good idea.

h. Discussion / **Action:** WMA Logo – copywrite do we need the "C" – if we decide we need the C on all items then it should be spelled out in the By-Laws. We have items like the membership pins that do not meet the description of our Logo. They are all silver vs. silver and gold. What to do with those items and any other items that do not meet the Logo specifications?

Diana is concerned our new logos match the by laws.

Kelly doesn't think it's an issue that we have pins that aren't gold and silver.

A lot of discussion about the WASP Fifinella -what the copyright means.

We had 3 pin colors made- the original cloisonne' were made by Trish. Claudia came up with the other medal ones (to keep expenses down). Lifetime pin is silver. Peggy suggested we exhaust them, then start with new pins. May be an initiative for a New membership committee.

i. Membee.com – Board voted unanimously to approve use. Diana is starting the intake questionnaire. Will call Kara and Peggy for information.

Warning Order – additional cost might be wise – Membee offers, for an additional cost, the service of having them do much of the detailed work of transferring web pages, Converting our Logo to digital etc. if necessary and other such services. Since the entire process is about 3 months if everything is completed on time. We do not yet know what Peggy, Claudia and Kara can do on their busy schedule. The other issue is, if we miss a due date because "life" is happening then we go back into the queue as each of the Membee transition team works with about 30 different companies / groups at a time. So, if we

miss a deadline, it might take a month to get back into the queue. I estimated additional cost between \$2,849 - \$5,149. However, this was done without Peggy or Claudia's input.

Diana thinks it is reasonable as we can view Membee as a force multiplier. The last board approved \$8,000 for Kelly Isola to do the same thing. \$6K was spent and we have no product. At least with Membee we have a detailed, who does what list and what happens if Membee doesn't perform. We also get a 30-day free look.

j. **Action:** Permission to allow Kathy Cosand to use the WMA logo to use on clothing items, quilts, towels, etc. Lucy will send her helmet bag to be embroidered. Diana moves to approve with the approved colors with the C sign, all approve.

k. **Action:** Recommend the Historical Committee be given access to our digital files to help ensure we are keeping accurate records and data for historical purposes. Diana recommends we have access to digital files. Make sure they can't delete. Kelly makes a motion to give the committee access to our files. Charlie seconds. Kara has a discussion point. Where are the files? Box.com is the central location- Kara needs to update the membership list at box.com. Jenn reminded everyone should have their own log ins. Diana asked Jenn to create a log in for Margie Varuska.

Action: Jenn will create a log in for Margie Varuska. Jenn will resend everyone's box log in.

Diana got a hold of Victoria Perkins to answer about the young professionals initiative so we can implement it.

Charlie suggested that we focus on the 17 June Business meeting for the next quarter and hold the next Fireside Chat the following quarter. Board agreed. Elections need to be complete by end of August or early September. Three upcoming focus areas: Board meeting (17 Jun), elections (late Aug/early Sep), end of term reports (due end of Sep).

4. Next Board Meeting – June 13, 2021 Board Meeting (note 2<sup>nd</sup> Sunday as Father's Day is 20 June)  
June 17, 2021 Business Meeting Zoom  
July 18, 2021 Board Meeting

Board Meeting ended at 1630 EST.

#### Other Due Outs

a. Young Professional Affiliation, Victoria Perkins presented at the business meeting – Diana Status: Have reached out twice via email, no phone number available. No response.

b. An MOU or MOA with WAI – Kathy

c. Audit status – Kara

d. Policy/Legislative Watch - Updates / DACOWITS, DRAFT, ERAAF - Kelly As needed

e. Go Fund Me page – Diana Davis I have done nothing. Still in the Queue.

f. Old website contract – Kelly Isola – Diana, Jenn Letter Signed by Charlie was sent. No Response although delivery receipt was confirmed.

g. Bereavement Committee – Made contact with Cathy Berlin-Obregon. She is working on SOP and letter for Bee Haydu's family. Cathy has had some challenges and needs more time.

h. Out-Reach – Charlie has contacted 5 potential Board members; please send names of any additional interested future Board members to Charlie as soon as possible for her to reach out.