

Western North Carolina Pilots Association (WNCPA) Educational Foundation (EF)

Minutes for Tuesday January 10, 2017, 7:30 PM Meeting
Department of Public Safety, Asheville Regional Airport

1. Call to Order - President Arnie Andresen -- 7:30 PM.
2. Introduction of guests – Arnie – none.
3. Determination of Quorum – Arnie – Quorum was: : Arnie Andresen, Andy Guenette, RJ Corman, Garry Hancock, Phil Kelly, Carlisle Lincoln (Link)
4. Approval of Agenda – All
5. Approval of December 12, 2016 Minutes
6. Financial Report – Andy – Per distributed Treasurer’s package – reviewed. Discussion on recent grants and previously discussed targets for 2017. Arnie – reviewed strategy of retaining 50% as contingency with a target of \$30K grants for 2017.
7. Old Business
 - a. Grantee / Mentor review / Update of Incompletes: All – See attached
 - b. EF BOD Members (Officers) – Arnie, discussed desire for more diversity within the board. Would like a female from the aviation community to join. Would like to gain two more on the board within 2017.
 - c. Future funding – RJ, Committee members, Garry – to review and create a narrative to address grantor’s requirements, basically to demonstrate the foundations financial process integrity and how the foundation has utilized resources.
 - d. Request for Grant Application follow up – Garry, discussion regarding designating a second application period (1 April, 1 August). Motion to approve current application instructions in order to publish with the option to amend for a second application period. – Approved.
8. New Business – none.
9. Adjournment – 9:00 PM
10. Next Meeting – **Tuesday, February 14, 2017, 7:00 PM**, Signature conference room.

Respectfully Submitted, Carlisle Lincoln, Secretary



Western North Carolina Pilots Association

Education Foundation

240 Wright Brothers Way
Cluster Box 11
Fletcher, NC 28732

Date: March 14, 2017

FROM: Carlisle Lincoln, Secretary

Subject: Meeting minutes for February 14, 2017, 4:00 PM, Signature Conference Room

1. Call to Order - President Arnie Andresen -- 4:00 PM.
2. Introduction of guests – Arnie – none.
3. Determination of Quorum – Arnie – Quorum was: : Arnie Andresen, Andy Guenette, RJ Corman, Garry Hancock, Phil Kelly, Carlisle Lincoln (Link), Nancy Marstall (ex office)
4. Approval of Agenda – All, 16:02 PM
5. Approval of January, 2017 Minutes (w/minor corrections), 16:05 PM
6. Financial Report – Andy – Per distributed Treasurer's package – reviewed. Discussion on adjustment of withhold from 10K to 5K per agreement with donor. Brief discussion regarding the need to pursue donations.
7. Old Business
 - a) Pamphlet review, (donor document only). OPR—Paul for rework and will distribute for commentary. Add testimonials, information on the 'how' donations are utilize, what can it do for the applicants.
 - b) Grantee / Mentor review / Update of Incompletes: All – See attached, reviewed.
 - c) Discussion regarding second application period within calendar year. Decision: no second application period until EF more robust financially.
 - d) EF BOD Members (Officers) – Arnie, discussed desire for more diversity within the board. Would like a female from the aviation community to join. Would like to gain two more on the board within 2017.
 - e) Future funding – RJ, Report on "Signature community assistance program" for possible funding source, completed through local FBO Nancy – 'Runway 5K' fundraiser and airline industry outreach.
 - f) Request for Grant Application follow up – Garry, Arnie, selection committee to manage selection, BOD will provide the resource available. Focus on bigger/fewer grants.
8. New Business – Nancy – Applications in website received, 1. Reiterated deadline of April and applicants can re-apply.
9. Adjournment – 17:05 PM
10. Next Meeting – Tuesday, March 14, 2017, 7:00PM Signature conference room.



Western North Carolina Pilots Association

Education Foundation

240 Wright Brothers Way
Cluster Box 11
Fletcher, NC 28732

Date: March 15, 2017

FROM: Carlisle Lincoln, Secretary

Subject: Meeting minutes for March 14, 2017, 7:00 PM, Signature Conference Room

1. Call to Order - President Arnie Andresen -- 6:58 PM.
2. Introduction of guests – Arnie – none.
3. Determination of Quorum – Arnie – Arnie – Quorum was: : Arnie Andresen (w/RJ Corman Proxy) , Andy Guenette, , Garry Hancock, Carlisle Lincoln (Link)
4. Approval of Agenda – All, 7:04 PM
5. Approval of February, 2017 Minutes, 7:05 PM
6. Financial Report – Andy – Per distributed Treasurer's package – reviewed.
 - a. Summary Discussion of Grantee's participation levels/status. Expect 100% utilization by deadline.
 - b. Signed NCSOS Solicitation License for 2017 (Andy/Arnie/Link)
 - c. Reviewed status of pilot certifications by Grantees
 - i. 1 projected PP/ 1 Projected PP w/instrument rating
 - ii. 3 Private Pilot certifications completed
 - iii. 1 Commercial certificate working/ 1 completed / 1 commercial instrument working
7. Old Business
 - a) Reviewed pamphlet
 - b) EF BOD Members (Officers) – Arnie, discussed desire for more diversity within the board. Would like a female from the aviation community to join. Would like to gain two more on the board within 2017.
 - c) Future funding – Discussed, needs to be a priority.
 - d) Grant Application Status – 1 Applicant. Will engage AB Tech students regarding deadline.
8. New Business – Presented program sample (AOPA magazine article promoting similar program).
 - a. Approved standardized EF letterhead. Template placed on share drive.
9. Adjournment – 8:05 PM
10. Next Meeting – Tuesday, April 11, 2017, 7:00PM Signature conference room.



Western North Carolina Pilots Association

Education Foundation

240 Wright Brothers Way
Cluster Postal Box 11
Fletcher, NC 28732

Date: April 12, 2017

FROM: Carlisle Lincoln, Secretary

Subject: Meeting minutes for April 11, 2017, 7:00 PM, Signature Conference Room

1. Call to Order - President Arnie Andresen -- 7:13 PM.
2. Introduction of guests – Arnie – none.
3. Determination of Quorum – Arnie – Arnie – Quorum was: : Arnie Andresen (w/RJ Corman Proxy) , Andy Guenette, , Garry Hancock, Carlisle Lincoln (Link)
4. Approval of Agenda – All, 7:04 PM
5. Approval of March, 2017 Minutes, 7:16 PM
6. Financial Report – Andy – Per distributed Treasurer's package – reviewed.
 - a. Confirmed: \$14,000 still good for selection committee.
 - b. Confirmed: Signed NCSOS Solicitation License for 2017 (Andy/Arnie/Link)
 - c. 11 Grantees (+1) possible
 - d. Discussion (Garry/Paul) regarding funds distribution and timing
 - e. Confirmed AB Tech List, Arnie: Pro-active engagement for students
 - f. Arnie: Reminder regarding Duke Energy safety summit and Cirrus aircraft engagement in Knoxville.
7. Old Business
 - a) Reviewed pamphlet
 - b) Future funding – Now a priority.
 - c) Grant Application Status – 1 Applicant. Will engage AB Tech students regarding deadline.
8. New Business – Presented program sample (AOPA magazine article promoting similar program).
 - a. Approved standardized EF letterhead. Template placed on share file.
9. Adjournment – 19:44 PM
10. Next Meeting – Tuesday, May 9, 2017, 7:00PM Signature conference room.



Western North Carolina Pilots Association

Education Foundation

240 Wright Brothers Way
Cluster Postal Box 11
Fletcher, NC 28732

May 10, 2017

FROM: Carlisle Lincoln, Secretary

Subject: Meeting minutes for May 9, 2017, 7:00 PM, Signature Conference Room

1. Call to Order - President Arnie Andresen – 6:58 PM.
2. Introduction of guests – Arnie – none.
3. Determination of Quorum – Arnie – Arnie – Quorum was : Arnie Andresen, RJ Corman, Andy Guenette, , Garry Hancock, Carlisle Lincoln (Link), Nancy Marstall
4. Approval of Agenda – All, 7:04 PM
5. Approval of April, 2017 Minutes, 7:16 PM
6. Financial Report – Andy – Per distributed Treasurer's package – reviewed.
 - a. 2016 Grantee/Mentor review/ Update of incompletes: ALL.
7. Old Business
 - a) GARRY: Selection Committee report on 2017 Grantee Selection Recommendations.
 - a. Approved 7:25 PM.
8. New Business:
 - a. Nancy, discussion of information request package for Chuck Buckland.
 - i. Contents to include cover letter, financial report, IRS 501(c) 3 letter, Brochure.
 - b. Andy: Assignment of mentors for 2017 Grantees.
9. Adjournment – 8:07 PM
10. Next Meeting – Tuesday, June 13, 2017, 7:00PM Signature conference room.

DISPOSITION OF 2017 GRANTEES

GRANTEE	PLAN	GRANT	MENTOR	Notification	LOC	LOAL	RFF	LOA	REMARKS
Modilrzadeh	A	\$2500	RJ	12 May 17	X	X	X		Responded 5/19 Yes
Strader	A	\$2500	Andy	12 May 17	X	X	X		Responded 5/15 Yes
Mullens	A	\$2500	Arnie	12 May 17	X	X	X		Responded 5/21 Yes
Bruner	A	\$2000	Ann	12 May 17	X	X	X		Responded 5/18 Yes +3
Carver	A	\$2000	Andy	12 May 17	X	X	X		Responded 5/24 Yes +(4)
Williams	A	\$2000	Link	12 May 17	X	X	X		Responded 5/31 Yes
Kohlhepp	B	\$500	Nancy	12 May 17	X	X	X		
Buchanan				12 May 17				X	
Fradly				12 May 17				X	
Lawson				12 May 17				X	
Wallace				12 May 17				X	
McDonald									Hold for extension decision

NOTE: LOC: Letter of Congratulations, LOAL: Letter of acceptance/Liability: RFF: Request for funds, LOA: Letter of abnegation.



Western North Carolina Pilots Association

Education Foundation

240 Wright Brothers Way
Cluster Postal Box 11
Fletcher, NC 28732

Jun 15, 2017

FROM: Carlisle Lincoln, Secretary

Subject: Meeting minutes for June 13, 2017, 7:00 PM, Signature Conference Room

1. Call to Order - President Arnie Andresen – 6:58 PM.
2. Introduction of guests – Arnie – none.
3. Determination of Quorum – Arnie – Arnie – Quorum was: Arnie Andresen, RJ Corman, Andy Guenette, Garry Hancock, Carlisle Lincoln (Link), <Last Name?>
4. Approval of Agenda – All, 7:40 PM
5. Approval of May, 2017 Minutes, 7:48 PM
6. Financial Report – Andy – Per distributed Treasurer's package – reviewed. Accepted 8:05 PM
 - a. Confirmed disposition of 5K withhold (CFHC Funds)
7. Old Business
 - a. Board voted 5/1 to NOT extend deadline for Grantee – McDonald.
 - b. Updated table I with final data.
8. New Business:
 - a. Arnie: Confirmed Signature Donation Package completed.
 - b. Nancy, discussion of information request package for Chuck Buckland.
 - c. Change assignment of one mentor for 2017 Grantees.
 - d. Discussion on Short-Notice eVote capability added to Bylaws. (**APPROVED?**)
9. Adjournment – 8:18 PM
10. Next Meeting – Tuesday, July 11, 2017, 7:00PM Signature conference room.

DISPOSITION OF 2017 GRANTEES

GRANTEE	PLAN	GRANT	MENTOR	Notification	LOC	LOAL	RFF	LOA	REMARKS
Modilrzadeh	A	\$2500	RJ	12 May 17	X	X	X		Responded 5/19 Yes
Strader	A	\$2500	Garry	12 May 17	X	X	X		Responded 5/15 Yes
Mullens	A	\$2500	Arnie	12 May 17	X	X	X		Responded 5/21 Yes
Bruner	A	\$2000	Ann	12 May 17	X	X	X		Responded 5/18 Yes +3
Carver	A	\$2000	Andy	12 May 17	X	X	X		Responded 5/24 Yes +(4)
Williams	A	\$2000	Link	12 May 17	X	X	X		Responded 5/31 Yes
Kohlhepp	B	\$500	Nancy	12 May 17	X	X	X		Responded (No)
Buchanan				12 May 17				X	
Fradley				12 May 17				X	
Lawson				12 May 17				X	
Wallace				12 May 17				X	
McDonald									Vote 5/1 DO NOT EXTEND

NOTE: LOC: Letter of Congratulations, LOAL: Letter of acceptance/Liability: RFF: Request for funds, LOA: Letter of abnegation.



Western North Carolina Pilots Association

Education Foundation

240 Wright Brothers Way
Cluster Postal Box 11
Fletcher, NC 28732

July 14, 2017

FROM: Carlisle Lincoln, Secretary

Subject: Meeting minutes for July 11, 2017, 7:00 PM, Signature Conference Room

1. Call to Order - President Arnie Andresen – 7:00 PM.
2. Introduction of guests – Arnie – none.
3. Determination of Quorum – Arnie – Arnie – Quorum was: Arnie Andresen, RJ Corman, Andy Guenette, , Garry Hancock, Carlisle Lincoln (Link, Called in from Maine)
4. Approval of Agenda – All, 7:05 PM
5. Approval of June, 2017 Minutes, 7:18 PM
6. Financial Report – Andy – Per distributed Treasurer's package – reviewed. Accepted 8:05 PM
 - a. Confirmed disposition of 5K withhold (CFHC Funds)
7. New Business
 - a. Public awareness event for EF.
 - b. Arnie, discussion regarding Autumn Event for fundraising.
 - i. Core team to develop social media presence
 - ii. PA fall event for 2018
 - iii. Golf event discussed, move towards flying seminar.
 - iv. Mountain flying seminar would provide most significant impact on awareness.
 - v. Focus on single event, event would be volunteer-intensive.
 - c. Review of Bylaws
 - d. Signature endorsement and donation.
8. Adjournment – 7:40 PM
9. Next Meeting – Tuesday, August 8, 2017, 7:00PM Signature conference room.



Western North Carolina Pilots Association

Education Foundation

240 Wright Brothers Way
Cluster Postal Box 11
Fletcher, NC 28732

August 10, 2017

FROM: Carlisle Lincoln, Secretary

Subject: Meeting minutes for August 8, 2017, 5:15 PM, Signature Conference Room

1. Call to Order - President Arnie Andresen – 5:18 PM.
2. Introduction of guests – Arnie – none.
3. Determination of Quorum – Arnie – Arnie – Quorum was: Arnie Andresen, Andy Guenette, Cindy Carter, Garry Hancock, Carlisle Lincoln (Link), Nancy, Watson, Tim
4. Approval of Agenda – All, 5:25 PM
5. Approval of July, 2017 TBD
6. Financial Report 18:11 – Andy – Per distributed Treasurer's package – reviewed. Accepted 8:05 PM
 - a. Received 3,000 in 2017
 - b. 2X donations CFHC in July at \$500 each, GE foundation
7. Old Business
 - a. Significant discussion about Fall 2018 EF PAAAAA/Fundraising event proposal.
 - b. Arnie, discussion on scope and intent.
 - i. Possible 23 flight crew
 - ii. Event is a significant undertaking financially
 - iii. Garry: Mtn Fly requirements: SAR / Education, 2-day event?
 - iv. Arnie, discussion on MTN FLY curriculum.
 - v. Engagement with TV anchor / PA, could use for WX briefings, exposure of TV.
 - vi. Garry/RJ: ABTech culinary students for catering.
 - c. Paul: Back to the beginning, discussion on fundraising requirement and financial outlay.
 - d. TIM: PR huge issue on radio. Use of 'romanticasheville.com', corporate sponsorship price-point.
 - e. Garry: Use of AG-center as facility / (Leaf Flight).
 - f. Raffle for EF, specific product line
 - g. Task: # days, costs/ price-point / spouse-care
 - h. Treat as destination event.
8. Adjournment – 18:40
9. Next Meeting – Tuesday, October 10, 2017, 7:00PM Signature conference room.



Western North Carolina Pilots Association

Education Foundation

240 Wright Brothers Way
Cluster Postal Box 11
Fletcher, NC 28732

September 1, 2017

FROM: Carlisle Lincoln, Secretary

Subject: Meeting minutes for September, 2017.

1. No meeting scheduled for September 2017.
2. Next Meeting – Tuesday, October 10, 2017, 7:00PM Signature conference room.



Western North Carolina Pilots Association

Education Foundation

240 Wright Brothers Way
Cluster Postal Box 11
Fletcher, NC 28732

November 3, 2017

FROM: Carlisle Lincoln, Secretary

Subject: Meeting minutes for October 31, 2017, 5:31 PM, Signature Conference Room

1. Call to Order - President Arnie Andresen – 5:38 PM.
2. Introduction of guests – Arnie – none.
3. Determination of Quorum – **Arnie** – Arnie – Quorum was: Arnie Andresen, Andy Guenette, Garry Hancock, Carlisle Lincoln (Link), Nancy, Tim (Confirm)
4. Approval of Agenda – All, 17:39 PM
5. Approval of July - Sep, 2017 17:40 PM
6. Financial Report 17:41 – Andy – Per distributed Treasurer's package – reviewed. Accepted 8:05 PM
 - a. Per Treasurers Package
 - b. 2017 Grantee / Mentor review / Update of incompletes
 - c. Updates:
 - i. Sep; Melina complete with grant \$2500. Arnie: Engage her on board membership
 - ii. CFHC update, 39K available
 - iii. Oct static, no donations
 - iv. \$500 from GE, Arne: Confirmed GE process
7. Old Business
 - a. Status of Board Members and plan for 2018.
 - i. Chuck Buckland on Board: Approved 17:52
 - ii. Henry Qusiqui (sp?)
 - b. Continue discussion about event and brand development planning.
 - i. Phil: ByLaws review on mandatory retirement term-limits.
 - c. Thank you letter to Signature
 - i. Event is a significant undertaking financially
 - ii. Garry: Mtn Fly requirements: SAR / Education, 2-day event?
 - iii. Arnie, discussion on MTN FLY curriculum.
 - iv. Engagement with TV anchor / PA, could use for WX briefings, exposure of TV.
 - v. Garry/RJ: ABTech culinary students for catering.
 - vi. Social Media Presence Link, note to engage.
 - d. Task: # days, costs/ price-point / spouse-care
 - e. Treat as destination event.
8. Adjournment – 18:35
9. Next Meeting – Tuesday, November 14, 2017, 7:00PM Signature conference room.



Western North Carolina Pilots Association

Education Foundation

240 Wright Brothers Way
Cluster Postal Box 11
Fletcher, NC 28732

November 18, 2017

FROM: Carlisle Lincoln, Secretary

Subject: Meeting minutes for November 14, 2017, 7:00 PM, Signature Conference Room

1. Call to Order - President Arnie Andresen – 7:00 PM.
2. Introduction of guests – Arnie: Tim Anderson WNCPA, President and Herman Gucinski WNCPA Member and new EF board member.
3. Determination of Quorum – **Arnie** – Arnie – Quorum was: Arnie Andresen, Andy Guenette, Garry Hancock, Carlisle Lincoln (Link), Nancy, Chuck Buckland, Herman Gucinski
4. Approval of Agenda – All, 7:07 PM
5. Approval of November, 2017 minutes: 7:08 PM
6. Financial Report 17:41 – Andy – Per distributed Treasurer's package – reviewed. Accepted 7:15 PM
 - a. Per Treasurers Package
 - i. Andy: Clarification of IN/OUT
 - ii. CFHC, online donations provide credibility in donating to 501© 3, 1% fee
 - iii. Precedent: Grant 50% available, \$\$ not given in advance
 - iv. \$38K available
 - v. 5K Hold, not included
 - vi. 5K liability
 - vii. 28K usable
 - b. 2017 Grantee / Mentor review / Update of incompletes
 - c. Updates:
 - i. Gregg, left over
 - ii. Cassy, to start in December (Nancy)
 - iii. Bruner: 574 to use, 75 in Nov.
 - iv. Carver: flying
 - v. Melina: Complete, consider use on board
 - vi. Melina 2 (M) complete
 - vii. Stader: NORDO
 - viii. Blake: Complete
7. Old Business
 - a. Status of Board Members and plan for 2018.



Western North Carolina Pilots Association

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Fletcher, NC 28732

- i. Officially submit Nancy and Hermann for board approval
 - ii. Discuss 2018 officers
- 8. New Business
 - a. Jan 2018, New Officers
 - b. Arnie: Tim/Arnie presentation in Nov 2017. (Time at Piper, Raffle Piper book)
 - c. Garry's last board meeting, will remain a volunteer.
- 9. Adjournment – 19:40
- 10. Next Meeting – Tuesday, January 9, 2018, 7:00PM Signature conference room.



Western North Carolina Pilots Association

Education Foundation

240 Wright Brothers Way
Cluster Postal Box 11
Fletcher, NC 28732

December 1, 2017

FROM: Carlisle Lincoln, Secretary

Subject: Meeting minutes for December, 2017.

1. No meeting scheduled for December 2017.
2. Next Meeting – Tuesday, January 9, 2018, 7:00PM Signature conference room.