

Virtual meeting (online)

Attendees:

Jerry Seckler (President)
Dennis Haber
Mark Waddell

Arthur Gunn (Treasurer)
Andy Niemyer
Timm Preusser

Bruce Kaufman (Secretary)
Carrie Woods
Tim Loy

Erik Gunderson (ex-officio, COPA Board chair)

Mike Barnes (COPA U Provost)

An SEF informal working session was held immediately before the Board meeting. (Erik Gunderson was not in attendance).

There was a general discussion of several items:

- Online CPPP (perhaps for same cost as in person) - discussion included comments that such an experience would not be as beneficial to the participant as in-person CPPP (for a number of reasons), especially given direct observation of participants by instructors, allowing for immediate changes in approach and presentation.
- Online courses - other more sophisticated online courses are already available (BOLD, Cirrus) and trying to ‘compete’ could drain resources.
- Defining ‘what COPA members want from the SEF/CPMP’ – perhaps by means of a survey.
- Review of the SEF as a vehicle for tax-deductible donations, and as a liability protection for COPA. It was noted that if there were a dissolution of the SEF (perhaps as part of a more simplified structure) there would likely be a loss of multiple charitable donors.
- On line content should be developed more fully

Mike Barnes commented on CPPP recent functioning:

The CPPP events are nearing break even financially.

If some fixed costs are otherwise covered – then the CPPP’s can be revenue neutral.

Erik Gunderson joined the session, and the formal SEF Board meeting was called to order by Jerry Seckler (at approximately 4PM Central time).

Treasurer report

Arthur Gunn had previously circulated to all attendees a “soft” financial summary for the year 2022. He noted that the formal audit was in progress – and no overt issues have been identified.

Several line items will need to be re-classified, but that does not change the overall status.

There were no further issues or questions raised.

Secretary report

Bruce Kaufman reported that the required ‘registration’ of the SEF and Training corporate entities in Minnesota had been completed for the calendar year 2023.

Request to COPA for funding

Jerry Seckler led the discussion for requesting on-going funding from COPA for the current year. He noted that the COPA funding for 2022 was about \$15,000 per quarter (yearly total of about \$60,000 as an ‘unrestricted’ grant.

A proposal to have COPA fund specific COPA University salaries (fixed costs to the SEF/COPA University) was discussed.

Erik Gunderson noted that this was less likely to be approved by the COPA board, compared to requests for specific items/projects.

He also raised a concern that should COPA fund a greater amount of costs (and total needs) this could lead to a decline in non-COPA fund raising by the SEF.

It was suggested that the SEF present to the COPA board:

- Information on the SEF/COPA University budget – to outline and highlight the costs and the progress in making the CPPP events self-sustaining
- Specifics on how the CPPP functions have been improved to limit costs and improve profitability (if not to break even).
- And propose a request for more money than last year (perhaps as much as 30,000/quarter) in unrestricted grant(s)

Erik Gunderson discussed the approach of seeking both ‘unrestricted’ and ‘restricted’ funding.

‘Unrestricted’ funding – in the form of quarterly amounts as done last year

‘Restricted’ funding – of specific projects, or purchases.

Tim Loy has started a process for seeking more funding from our current industry partners.

He inquired whether the COPA membership could be asked where they want money from COPA to the SEF be applied

Erik Gunderson noted that the COPA board was in the process of putting out a ‘professional survey’ to the COPA membership.

He did not feel that the SEF should add/propose questions (leaving that to the professionals).

He did plan to allow the SEF board to see the questions being asked.

COPA University

Mike Barnes had previously submitted several action items for the board to consider. The specifics were included in the prior email announcement to the board.

The following items were reviewed, discussed, and ultimately voted upon (individually).

Formal Expense Reimbursement policy

It was noted that the proposed policy (and subsequently discussed procedure) had been developed in conjunction with our Treasurer, and has been used for the last couple of CPPP events. It was found to work exceptionally well. There was a marked reduction in elapsed time (request to reimbursement), and an increase in accuracy.

The proposal was voted upon and approved by all board members present. (Policy listed below).

Reimbursement Procedure

A procedure for reimbursement of costs (mostly instructor air fare) was reviewed and discussed. This will allow for the prospective reimbursement of such items to an individual before the event has started.

The proposal was voted upon and approved by all board members present. (Procedure listed below)

Increase in Instructor stipends

The proposal (and associated rationale) to increase instructor stipends was reviewed and discussed.

The proposal was voted upon and approved. (Instructor stipends to increased to \$450/day)

Increase in COPA University Deans' stipends

The proposal (and associated rationale) to increase the Deans' stipends for this was reviewed, and then discussed.

It was noted that one Dean will be forgoing the stipend, and another Dean position was being vacated (and likely not replaced).

The proposal was voted upon and approved by all board members present, with Arthur Gunn abstaining. (Dean stipends increased to \$7500)

Marketing discussion

Airshow booth sharing/marketing

At SunNFun there will be no direct SEF presence, but COPA will be present (and in conjunction with/near Noble flight simulators).

At Oshkosh, the SEF will have a presence at the Noble flight simulator booth.

There was a notation that the Noble is willing (and likely) to generate an email to people identified from contact at these shows; this would be a joint email with the SEF.

Migration fundraising

COPA has contracted with the auctioneer from 2 years ago (Bobby D) and his company to handle an auction event at the next Migration (and this is a several year contract); the auctioneer from last year was not available.

This event will be managed by the COPA/c7 and Migration event organizers.

There is the intent to have the auction be 'streamed' or otherwise allow for 'off-site' participation.

Erik Gunderson noted that the funds generated from this event will go completely to the SEF.

Marketing

Tim Loy has started to work with Nathan Barnes on a number of marketing initiatives. He feels Nathan is eager to take on new tasks.

Tim will be taking the SEF lead on working on better marketing functions, and how to proceed with these efforts.

Tim Loy and Mike Barnes previewed a draft video solicitation from astronaut Dr. Garrett Reisman that encourages attendance at a regional CPPP.

There was positive response to this by the board.

Tim Loy and Mike Barnes will be refining this further in the coming months.

At approximately 5:30P Central time the meeting was concluded.

ADDENDUM

[After the Board meeting – Jerry Seckler held a private discussion with Erik Gunderson; a formal request for more funding was made for about \$25,000-30,000 per quarter in unrestricted funding.]

COPA SEF/ Training LLC Reimbursement Policies/Requests – voted and approved at meeting

Expense reimbursement in advance of the event

Approved: SEF/COPA University policy allows the SEF/COPA University to reimburse instructors and lecturers in advance of the given event for certain funding, if requested by the instructor/lecturer.

This will most frequently be for airfare.

If the event were cancelled, the SEF would request the recipient to 'bank' the funds for a future event. If the recipient 'cancelled' then a request would be made for a refund of the funds to the SEF; failing to comply with this would be addressed by the SEF/COPA University, and could include removing that person from future events.

Reimbursement Procedure

Approved: The following Reimbursement Procedure will be used by the SEF/COPA University.

Procedure:

- 1) Provost or CPPP Chair (P/C) will notify event staffing approximately 4 weeks in advance (or more for international events);
- 2) The notice will include a link to the Google Form (GF), [Instructor Arrivals](#), which facilitates planning of travel, ride sharing, and hotel planning
- 3) The Google Form includes air travel expenses, car rentals, and Instructor fees
- 4) Instructors will have read access to data for appropriate information
- 5) P/C and accountant will have access for processing
- 6) Traveler will make reservations, and complete GF, including pdf upload
- 7) P/C will monitor responses, confirm Instructor pay, and confirm Instructor attendance at event
- 8) Accountant will prepare appropriate documents for final processing on Monday after the event.
All approvals and preparation should have been completed before then.
Funds transfers should be executed on that Monday, with funds arriving in Instructors' accounts by Wednesday.
- 9) Instructors will submit **in a timely fashion** an invoice that includes: airfare, instructor fee, corrections (i.e. GA fuel estimate/actual), credit for funds paid (above process), qualified incidentals, net invoice
"Timely" invoices are within 2 weeks of events.
Invoices not submitted for incidentals within 30 days of event will be denied.

Dean Stipends

Approved: Deans' stipends increased to \$7,500

Instructor Fees.

Approved: Instructor rates are increased to \$450/day