

## COPA SEF Board meeting minutes December 8, 2021

The meeting was held by ZOOM.

It was called to order at 10:00AM Central Standard time (US) by Jerry Seckler, President.

The attendees included:

### Board members with vote

Jerry Seckler  
Arthur Gunn  
Bruce Kaufman  
Dennis Haber  
Timm Preusser  
Carrie Woods  
Andy Niemeyer  
Mark Waddell  
George Robbison

### Guest (without a vote)

Scott Williams (COPA)  
Tony Sobczak (COPA)  
TJ Shembekar (COPA)

The following discussions and decisions were undertaken:

### Items handled in Prior Executive Session

THE FOLLOWING ITEMS WERE DISCUSSED AND DECIDED IN THE PRIOR SESSION:

Request for employing an outside CPA to perform the SEF tax return and a formal review.

→ **This was approved; Arthur Gunn will make the arrangements.**

Request to post summary financial statements for the SEF to the SEF webpage on COPA site.

→ **This was approved; Arthur Gunn will make the arrangements.**

Request for simulators purchase (North American and European).

→ **This was approved; Arthur Gunn will make the arrangements.**

Approval of the prior meeting minutes from the meeting 06-04-2021.

→ **The minutes were approved (with corrections).**

Request for “functional” term of office for SEF board members.

It was requested that any board member serve from the time of their election, until the end of the calendar year of their term of office – even if they had a slightly longer/shorter official term of duty. This will simplify the functioning of the board.

→ **This was approved.**

### Informational items were reviewed:

The required filings for the State of Minnesota (LLC and financial) have been made for 2021.

The SEF has an ‘agent’ in Minnesota – our lawyer based in Duluth. No further action is needed on this.

There was a request to consider future members of the SEF board – and to submit any suggested names to Jerry Seckler for later consideration.

**COPA UNIVERSITY / CPPP**

**DISCUSSION – CPPP PLANS FOR 2022**

Carrie Woods discussed the plans for the CPPP courses in the coming year (in North America).

There will be five ‘full’ CPPP courses (3 days).

There will be a trial of three ‘one day’ CPPP courses.

- These will NOT include flight time – and be focused ground courses
- The sites have been chosen – Ocala FL, Plymouth MA, Pella IA; based on available hosts

Henderson NV course will be the ‘debut’ of the new simulators.

The schedule is being reworked – to being with a late half day on Fridays, with dismissal earlier on Sunday; to allow for outside meals on more days during the course.

These changes are being trialed this year – and derive from participants’ suggestions.

Hotels have been booked and deposits are in place.

Arthur Gunn noted that in some locations, the CPPP may be able to take advantage of our tax status to avoid costs (such as tax on Food and Beverage).

It can take at least 4 weeks to get these issues instituted.

**Mark Waddell will be assisting the CPPP organizers in assessing these potential savings, and working with Arthur Gunn to obtain the needed documentation.**

Schedules and categories of instruction are still being finalized.

It was noted that AV costs can be prohibitive and can vary by location significantly.

Carrie Woods is spearheading the effort to keep these (and other costs) at a minimum.

**DISCUSSION – CPPP REGISTRATION METHODS (‘APPS’)**

Carrie Woods reviewed how different ‘apps’ have been evaluated for functionality to the CPPP.

- Aventri – allows the production of certificates and emails; other apps (such as that used by COPA events) do not have the same functionality.
- Zoho – does not work as well for the CPPP (as it may for COPA)

It was recognized that the needs of the CPPP may preclude using the same app as COPA does, and that there may be incremental costs associated with that choice, but it was necessary.

It was noted that the current CPPP app has outdated information on it – Carrie Woods is aware, but noted that the other duties associated with restarting the CPPP events had precluded the planned change to updated material – but that would be happening in the near future.

**DISCUSSION – SEF ‘PRESENCE’ AT CPPP EVENTS**

Dennis Haber raised the possibility that the SEF role could be explained during / at the CPPP events. The discussion that ensued noted that there was regular verbalization of the role of the SEF, and that there were SEF board members available at most of the events to answer questions.

Bruce Kaufman suggested that the SEF create a ‘posterboard’ (event display) that could be used as ‘education on the SEF’ and carry its message. This would be a more regular presence at the CPPPs, and could also be used at the SEF Migration booth.

Carrie Woods reviewed how different ‘apps’ have been evaluated for functionality to the CPPP.

**FINANCIAL RELATED TOPICS**

**DISCUSSION – INSURANCE COVERAGE FOR THE COMING YEAR**

The group discussed how best to handle the coming year’s insurance requirement for the SEF. The discussion held at a joint COPA/SEF board meeting was reviewed – noting that the two groups have been insured under a ‘joint’ policy. The discussion earlier this year noted:

- The liability component of the policy is needed only by the SEF (due to risk associated with the CPPP events; and that this component of the policy had a significant cost (~\$13,000/year). The COPA board had approved a donation to the SEF that was used to ‘pay off’ that component of the insurance bill.
- It was determined that obtaining separate policies (for the remainder) of the insurance would have resulted in larger costs to the two organizations; so for the current policy there was no desire to separate the policies.

The group briefly discussed the approach for the coming year.

**It was planned that the insurance for both groups would be purchased by COPA – including the SEF required liability component.**

**That the SEF cost would be billed to the SEF.**

**That COPA would be considering another donation to the SEF (that could be used to offset that cost) – but that the SEF should not expect such a regular donation.**

**DISCUSSION – FUND RAISING**

Jerry Seckler requested that the SEF website for donations be updated to add a “employer match” button, allowing more direct donor alerting to matching funding from employers. TJ Shembekar suggested that the C3 donation site be set up to redirect such donors directly back to their company website to complete the matching donation application.

TJ Shembekar noted that many companies may also limit their matching funding to charities that meet a certain rating on “CharityNavigator.com”.

This prompted an extended discussion of the SEF rating on that website – noted to be “79” (out of 100), and how to improve that score.

The scoring is a result of the analysis of publicly available information, such as obtained from the IRS website. A quick analysis of the SEF score suggests that it is composed only of the information from the IRS, so there may be a significant opportunity to improve the score.

**Jerry Seckler will contact that website/company to define how to provide the needed information to them, to enable a better score.**

Jerry Seckler made a request to the COPA Board members on line that the SEF be allowed to be more involved in the planning of fundraising done by COPA on behalf of the SEF.

He suggested that the involved COPA leaders make know to the SEF how the SEF can be helpful in their planning processes.

**Jerry Seckler will contact that website/company to define how to provide the needed information to them, to enable a better score.**

### **BASECAMP**

It was noted that the BASECAMP listing for the SEF continues to allow access to members no longer involved in the group.

In addition, it was not clear who (in either SEF or COPA) has full administrative access – such that they can ‘clean up’ the access issue.

Currently, there are three distinct BaseCamp groups, each should have their own listing of members and each with separate access:

- COPA BaseCamp group
- SEF BaseCamp group
- Combined COPA-SEF leadership BaseCamp group.

**TJ Shembekar will investigate the access issues for the BaseCamp components, with the intent to have Andy Niemeyer become the administrator for the SEF BaseCamp component.**

Andy would then have the ability to ‘clean up’ the access, and to have the members of the SEF Board given access to the combined section.

The meeting was adjourned after determination that there was no further business or discussion remaining.