

14 January, 2012

From: Secretary, Whidbey Island Navy Flying Club
To: Commanding Officer, Naval Air Station Whidbey Island
Via: President, WINFC Board of Directors

Subj.: Minutes of special Board of Directors Meeting, held 12 January, 2012

1. Attendees: President Joe Pittman, Past President Bo Miller, Vice President Bob Fraser, Maintenance Officer Richard Boslaugh, Operations Officer Fred Onnoh, Safety Officer Ken Davies, Member at Large JJ Jackson, Manager (Select) Darin Hand, MWR Business Manager Deborah Brockway, and Bruce Roberts.
2. Meeting called to order at 1205
3. Review of Plan of Action and Milestones in preparation for Admin assist next week.
 - a. Safety Stand Down attendance is good. 15 members have attended both so far.
 - b. Clarified requirements for monthly safety meeting attendance.
 - c. Safety/EP flights with CFI's
 - d. CCFI will develop syllabus for recurrent checkout flights
 - e. Hold Harmless updated to contain next-of-kin info
 - f. Membership Application updated
 - g. Other forms to be reviewed such as Right plan, etc
 - h. Fuel Sampling procedures to be standardized – CCFI for action
 - i. Water intrusion to be tracked for trends
 - j. Mishap plan is updated
 - k. Checklists updated. New runup procedure. Memory items to be in **Bold**
 1. Flight Clearance Authority checklists to be standardized.
 - m. 1710 audit: All sections are reviewed, in compliance and are ready for next week.
4. Active Duty Board Membership: Manager will attempt to contact 100% of AD membership expressing our interest in getting more active duty members on the board. To be complete by 1 Feb.
5. Motioned and approved to donate board's fund as well as donations from the membership to the Missing Children's Fund in memory of Mike Heaton.
6. Review of Standardization Board minutes. Approved for submittal.
7. Discussion of CFI employment. Need to attract more instructors.
8. Motioned and approved for JJ to request audience with Base CO to discuss Chief Pilot selection.
9. Next regular BOD meeting scheduled for 19 January, 2012

Meeting adjourned at 1420

Respectfully submitted,

Bruce Roberts
Secretary