CWB Member Meeting Minutes, 10 October 2026

Red Barn Classroom, Museum of Flight
CO called to order at 1301.

Board members present: Bob Stoney, Dan Shoemaker, John Haug, Brian Ruby, Peter Jackson, Kerry Edwards, Paul Youman,
Absent: Bob Hill, Jay Borella (attended via phone), Justin Drafts, Trent Hendricks
Also attended: Gary Shipler, Rob Mitka, Tonia Houle, Brandon Edwards, Henry Geijsbeek, and Eric Kirkbride

1. No introductions required; no changes proposed to agenda.

2. Minutes for 11 Apr meeting accepted unanimously.

Old Business

a. *Formal Training criteria for Marshalling Program, progress? (Heijo)* Heijo not present, deferred to Nov meeting.
b. *Plan to incorporate safety segment in pilots' briefings? (Safety O)* Bob Hill not present, deferred to Nov meeting.

2. Other Old Business

a. *Does flying scholarship mentor program (assignments procedure; waivers) require attention? (Peter J)* Indirect answer is no. Peter J. briefed: Ava Zendejas has completed both flights and ground school. Ezekiel Recinos (mentored by CO) has completed ground school; Colin Meyer has started ground school. FO John H. stated need for invoices. Regal flight school has committed to two seats for 2027. Peter J. is considering revising application to further clarify follow-through requirements and cut-off dates. Eva and Ezekial are planning to apply for the Continuing Aviation Education Grant.

Peter J. requested that unused scholarship money be rolled over into following year's scholarship program. General conversation ensued, issue not tracked because donations earmarked for scholarships have never exceeded amount spent on scholarships. CO requested and FO agreed to start tracking scholarship donations as a separate line item in the budget, but a separate bank account is NOT required. No other changes to Scholarship program suggested.

Staff Reports (specific items for discussion should be provided in advance)

1. **Operations**

a. *CO's thoughts on the Flying Season*. CO began by reviewing comments raised by members during member meeting: sending out email reminders

before an event to the entire membership and not just those who had signed up for an event; moving the deadline for sign-up from one month prior to two weeks prior—some members thought this should be applied to all events, some just to smaller events. The possibility of greater social media exposure to increase participation was raised. Reducing the number of Ops O coordinated events was suggested.

Ops O Jay Borella joined by telephone and explained originally one month prior to event was chosen for sign-up deadline but over time this was customized to match event and event host requirements. Ops O proposed leaving sign-up schedule as is, but allowing members to sign up late with understanding that latecomers might miss out on host amenities. It was pointed out this potentially would lead to Ops conflicts if applied to pilots/aircraft, e.g., host expecting and allocating ramp space for only 3 aircraft and 6 showing up. It was proposed the lead time be left as is, Adj seconded, Board voted unanimously to leave as is.

Ops O suggested sending out monthly summary of events sign-up in lieu of sending out squadron-wide email for given event, post deadline; described requests for information for specific event from latecomers as logistically challenging. Suggested alternative of leaving the sign-up form open beyond deadline, with above caveat that post-deadline sign-ups shouldn't expect amenities. XO Dan S motioned acceptance, Peter J. seconded, Board unanimously approved.

FO Jon H. proposed a regular bimonthly Ops and Sqdn news email be sent out during flying season, FO and Ops O tasked with developing comms plan. XO requested that booth/ground outreach presence be included in Ops event communication. Ops O agreed that reducing number of events fully supported by Ops would reduce wasted effort. It was unanimously agreed to constrain number of fully supported events, CO authorized Ops O to determine which events are to be fully supported.

Ops O further suggested and board unanimously agreed with picking one new or previously overlooked event and making it a maximum effort (a rumored new event for 2027 in Yakima is possible test case). Question of how to raise public awareness of CWB was raised. Increasing social media campaign was suggested, and deferred because of Social Media Director's absence. Ops O suggested greater ground presence at events, discussion deferred to Rob Mitka's presentation.

b. *An assistant or stand-in Ops O is required because of changes in Ops O's schedule.* Not addressed.

c. Review efficacy of current Ops program, focusing especially on:

i. Increasing memberships' use of online sign up SOP (inadequate use undermines ability for host planners to incorporate CWB participation in event planning). See preceding (a).

ii. What events for 2027 deserve focus? PAE day, Boeing Family Day, KAWO, and KTIW need attention. See preceding (a).

2. **Safety**
    a. Safety O absent, no input.

3. **Finance**
    a. *Review of financial status, budget*. FO John H. stated intention to continue publishing quarterly budget reports for the board; pointed out that so far both costs and donations are lower than projected, this might change once Scholarship invoices are received.
    b. *Start thinking about 2027 budget*. Board acknowledged necessity. Christmas party tickets should cost 65$ per person; CO authorized FO to sign contracts related to Christmas party.
    c. *Perhaps review the email about the resolution of the Marshallers/insurance question?* FO recapitulated that EAA insurance only covers us for EAA events; State volunteer protections offer partial protection at outside events.

4. **Adjutant**
    a. No input.

5. **Other**

New Business

1. Scheduled items
    a. *Discuss CWB history; Flying Scholarship program plans. (Peter J.)* Peter J. briefly recapitulated squadron history and suggested need for squadron to increase presence and visibility in aviation community. XO Dan S. suggested cultivating relationships with aviation photographers. Brandon E. suggested researching historically successful recruiting efforts and replicating them. Peter J. is cultivating relationship with CAF. Rob M. has been speaking with Soaring by the Sea Foundation about possible collaborative efforts, including offering them marshalling services.

    b. *A&P Scholarship program update (Robin)*
        i. *How will renewals be initiated next year? Robin Hill* absent, deferred to Nov.

    c. *15 min presentation logistics for ground outreach and re-invigorating PX program. (Rob Mitka)* Rob M. Presented a convincing rationale for re-

invigorating CWB ground outreach efforts that dovetailed with Ops O and general Board interest in increasing the squadron's public profile. The proposal included extensively researched costing for varied ground outreach marketing tools and supplies.

d. *Proposal for personnel and procedures to run the ground outreach and logistics program; and permission to use logo on gliders. (ADJ)* Adj Brian R. handed out written proposal for recruiting designated Sqdn personnel to run ground outreach/PX program. CO motioned for formation of committee to fully explore and integrate ground outreach/PX proposals. Brandon E. seconded, board approved unanimously. Committee chair is Brian R., members: Rob M, Brandon E., Tonia H., and Peter J. Committee to make 5-minute presentation to board in January. Provisional approval for CWB logo use, subject to final board approval.

e. *2026 marks 10th year that John H has edited Warbird Flyer, wants to find a replacement NLT 2027. (FO)* FO did not establish a final date, saying he wanted to recruit an assistant to be trained over 2027.

f. *Proposed Bylaws Changes (FO)* Deferred until FO develops proposal with specific wording for specific bylaws. He intends to address the following areas:
   i. *Change to location of principal office.*
   ii. *Change election timing? (EAA needs chapter renewals by end of year, including leadership)*
   iii. *Changes to incorporate from / better align with EAA model chapter bylaws?*

2. Future Events

   a. *November 14 meeting plan (CO) See member meeting minutes.*

   b. *Christmas party planning Dec 12—identify tasks and assignments (CO)*
      i. *Hotel contract done, rooms set aside. Confirm hotel is doing tablecloths (note: last year too long), coffee, bar, silverware, plates, glasses, water, PA system, etc. Action*: Done.
      ii. *Food: Do we have preliminary contract with Shaun O'Donnells* Yes, FO to sign.
      iii. *Head count?* FO working on online sign-up/payment system.
      iv. *Decorations?* Kerry and Brandon will handle with XO assistance AR.
      v. *Laptop for music?* XO volunteered.
      vi. *Computer slide show?* XO again, perhaps assisted by Trent H.

vii. *Board members provide donations for raffle/auction. Raffle tickets (CO to check w/DD).*

viii. *Script: CO.*

1. Thanks
2. Flown West
3. Scholarship recipients
4. Raffle session 1
5. Dinner
6. Vol of year
7. Raffle/auction

ix. *The "flown west" list?* FO to research, open to other's input.

x. *Recap action items for this event; define committee members.*

Comments, Announcements, other Business

Action Items from this meeting (to be added to the action item list)

Who, what, when due

#	DATE	ACTION FOR	ACTION [1, 2]	DUE DATE	STATUS
1	10/10/26	Ops O, FO	Ops Comms plan	May 2027	Open
2	10/10/26	FO	Bylaws changes drafted	TBD	Open
3	10/10/26	FO	Christmas party sign-up/pay system	Dec 2026	Open
4	10/10/26	XO, Edwards	Party Decorations	Dec 2026	Open
5	10/10/26	CO	Party script, confirm "Fly West" list	Dec 2026	Open
6	10/10/26	Full board	Donate items for auction	Dec 2026	Open
7	10/10/26	Adj	GO/PX Committee proposal	Jan 2027	Open

CO closed meeting at 1503.

[1] Routine/periodic actions (e.g.: Newsletter inputs, adjutant doing meeting minutes) are not included.

[2] Actions will be removed at each board meeting and, once complete, will be removed from the list.