

# ***Colorado AeroLab, Inc.***

## ***Meeting Agenda***

September 17, 2017

9:00 PM

Type of Meeting: Board of Directors Special Meeting

Meeting Facilitator: Jess Buller – Board Chair

Invitees: None

The purpose of the Colorado AeroLab, Inc. special meeting is to discuss and/or approve action items.

### I. Call to order

Board Chair Jess Buller called the meeting to order at 9:00 pm.

### II. Roll Call

Jess Buller – present

Elaine Menardi – present

Colleen Murray – present

### III. Action Items:

- Approve "Conflict of Interest" policy

The AeroLab Bylaws require a Conflict of Interest policy. Moved by Murray to approve Conflict of Interest policy; seconded by Menardi. No discussion.

Jess Buller – aye

Elaine Menardi – aye

Colleen Murray – aye

Motion passes 3-0.

- Approve AeroLab logo

Elaine provided temporary logo in purple and blue. Refinement and revision will occur within the next month. No need to approve tonight. Approval to be considered at next regular board meeting.

IV. Discussion Items:

- Promotion strategy

Main objectives for this year—generate brand awareness. Strategic planning options discussed with working sessions to be determined. Colleen will work on creating marketing and recruiting implementation strategies including social media and press releases.

- Review/update budget draft

Budget Draft Review -- 13 CMA students plus 1 self-pay student. John is gathering classroom supply receipts and will send to Jess. Mark has sent several receipts via email. Simulators needed for first week of October—at least 2 but would like 5. Elaine will work on scouting simulator set-ups. Get a glider invoice from Mark. No cost for hot-air balloon rides.

Mark will finalize DeMoss enrollment and pick up CMA payment from Kin Griffith.

Jess explained the salary negotiations with Mark and John. Stipends for 14 students are \$1000 per month for John and Mark, potentially moving to \$1200 if more students enroll; to be paid October 2017 through June 2017.

Contracted Service—proposed \$250/month for Colleen to monitor social media and marketing.

V. Adjourn

Moved by Menardi; seconded by Buller.

Jess Buller – aye

Elaine Menardi – aye

Colleen Murray – aye

Motion passes 3-0. Meeting adjourned.