

Colorado AeroLab, Inc.
Meeting Minutes

August 27, 2017

Immediately following Special Meeting

Type of Meeting: Board of Directors Regular Meeting

Meeting Facilitator: Jess Buller

Invitees: None

I. Call to order

Board Chair Jess Buller called the meeting to order.

II. Roll call

Jess Buller – present

Elaine Menardi – present

Colleen Murray - present

III. Review and approve/amend agenda

Buller amended the agenda by adding VI. d. Secretary of State Course for Board Members. Buller also amended the agenda by removing item VII. d. – Job Descriptions. Moved by Buller to approve agenda as amended; seconded by Menardi.

Jess Buller – aye

Elaine Menardi – aye

Colleen Murray – aye

Motion passes 3-0

IV. Routine Items

a. Approval of Minutes - First meeting; no minutes to approve.

b. Reports

i.) Staff - No staff reports.

ii.) Board of Directors - No board reports.

V. Public Address

Welcome to the open forum portion of our meeting. We appreciate your interest in participating in this conversation time with the Colorado AeroLab Board of Directors. It is requested that comments be limited to three minutes per speaker. Patrons are invited to share comments with the Board in an orderly manner that is consistent with the respect and dignity that should be part of a Board of Directors public meeting. The Board will require that speakers and audience members adhere to basic standards of civility and, with limited time available, as the Board President, I may need to limit or terminate discussion to maintain decorum or to give as many people as possible the opportunity to speak. The Board will not take any action during this time. It is the preference of the Board that comments concerning AeroLab personnel not be addressed in a public forum. The Board prefers to have a person who wishes to discuss AeroLab personnel to contact the Board President and be placed on the agenda during executive session.

No members of the public present.

VI. Discussion Items

- a.) Staff/Volunteer Handbook - All board members have reviewed. No hired staff at this point; only 1099 contracted employees. No changes needed.
- b.) Preliminary Budget 17-18 - Best guess for student enrollment is 7 students. Variable costs in the budget regarding HR/Finances/Legal, Furniture needs, Instructor-in-Training costs. Need updated enrollment numbers from CMA.
- c.) Transportation Form - Awaiting review and approval from CMA staff regarding latest draft of form.
- d.) Secretary of State course for Board Members - Create account on Secretary of State website; Non-Profit Board Member Course - 5 modules; Modules to be completed by next board meeting -- TBD at the end of this meeting. Jess will send link to the course materials: <http://cosos.learnercommunity.com/>.

VII. Consent Agenda

- a.) Approve Contract with Neff RC Flight Training
- b.) Approve ByLaws
- c.) Approve Forms
 - i.) Allergy and Anaphylaxis Care Plan
 - ii.) Asthma Care Plan
 - iii.) Emergency Form and Waiver of Liability
 - iv.) Field Trip Permission Form
 - v.) Photo/Video Release Form

~~d.) Approve Job Descriptions~~

e.) Approve Contract with Buller Bookkeeping

f.) Approve 2017-18 Colorado AeroLab Calendar

Moved by Buller to approve consent agenda as presented; seconded by Menardi.

Jess Buller – aye

Elaine Menardi – aye

Colleen Murray – aye

Motion passes 3-0

VII. Action Items

a.) Approve Staff/Volunteer Handbook

Moved by Murray; seconded by Buller.

Jess Buller – aye

Elaine Menardi – aye

Colleen Murray – aye

Motion passes 3-0

b.) Approve Preliminary Budget 17-18

Moved by Buller; seconded by Murray.

Jess Buller – aye

Elaine Menardi – aye

Colleen Murray – aye

Motion passes 3-0

c.) Transportation Form

Moved by Buller; seconded by Murray.

Jess Buller – aye

Elaine Menardi – aye

Colleen Murray – aye

Motion passes 3-0

VIII. Items for next board meeting - Budget (after October count); Job Descriptions; Employment Agreements with contract staff; Report from the field.

VIII. Executive Session (if needed) – none required

IX. Adjourn

Moved by Murray; seconded by Buller.

Jess Buller – aye

Elaine Menardi – aye

Colleen Murray – aye

Motion passes 3-0. Meeting adjourned.