

**AEROSPACE MAINTENANCE COUNCIL
BOARD OF DIRECTORS MEETING**

AGENDA

July 22, 2021

- | | |
|---|------------------------|
| 1. Call to Order | John Goglia |
| 2. Finance <ul style="list-style-type: none">• Balance Sheet• Statement of Activity• 2021-2022 Budget | Crystal Maguire |
| <ul style="list-style-type: none">• Operations<ul style="list-style-type: none">• Outreach to—<ul style="list-style-type: none">▪ AA tour▪ InProduction (bleachers)▪ Marriot Courtyard▪ Jesse Noel (graphics)▪ Brandy Sales (video)▪ Photographer▪ Freeman▪ AV vendor▪ Wireless vendor▪ Omni▪ Agyle (dashboard developer)▪ Teams▪ Events▪ Sponsors<ul style="list-style-type: none">• Snap-on• Pratt• American▪ Exhibitors▪ Volunteers▪ Aviation Week (registration link, layout)▪ Volunteers▪ Schools with AA miles• By October 1<ul style="list-style-type: none">▪ Confirm events▪ Publish event manual▪ Open registration▪ Open scholarship applications• Schedule recurring updates meetings | Crystal Maguire |
| 3. Communications <ul style="list-style-type: none">• Facebook• Twitter• Newsletter | Crystal Maguire |
| 4. Old Business | John Goglia |
| 5. New Business <ul style="list-style-type: none">• 2021 Board meeting schedule | John Goglia |
| 6. Adjourn | John Goglia |

**AEROSPACE MAINTENANCE COUNCIL
BOARD OF DIRECTORS MEETING
MINUTES**

June 9, 2020

The Aerospace Maintenance Council (AMC) held its Board of Directors Meeting via conference call. The attendee roster was as follows—

Attended

X	John Goglia	President
X	Ken MacTiernan	Vice President
X	Todd Curtis	Secretary/Treasurer
X	Crystal Maguire	Operations Manager

X = Present; O = Not Present

AMC President John Goglia called the meeting to order at 1:37 PM CT.

A motion was made and seconded to approve the previous board meeting minutes.

The decision was made to cancel the 2020 AMC due to the continued concerns and social distancing protocols necessitated by the coronavirus pandemic. As of now we have around \$90,000 in the checking account and have already paid the exhibitor fee of \$90,000 to Aviation Week.

Our expectation is that the floor space will carry over to next year, but we need to confirm that with Lydia. We are working with the hotel to see if we can push those commitments to 2022.

There is \$83,000 in accounts receivable. Other than the \$25,000 committed from Snap-on, collections on the remaining amount is questionable.

Scholarship recipients have been selected, we will hold off until mid July but plan on doing an online awards ceremony to recognize the award winners. Crystal will put a note in the newsletters letting everyone know that the scholarship award winners will be announced later this summer.

Crystal and Tarra will set up a form to send out to participants so they can carry their registration forward to 2021 or request a refund. We'll let the event sponsors know that we'll keep the current event list, but will need confirmation of participation by November 1 for 2021.

Ken will draft letter from the chairman that we'll use as the newsletter lead and to post on Facebook. Crystal will send him the date and location for 2021.

Crystal will schedule the 2021 annual board meeting for late March 2021. We will cancel the recurring updates meetings through the summer and pick them up again in the fall.

John gave special thanks for Todd and the good work he did to monitor the situation in Dallas, which was incredibly valuable in terms of making an informed decision to cancel the AMC.

The meeting adjourned at 2:00 PM CT.

Aerospace Maintenance Council

Statement of Financial Position

As of July 22, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Checking	
1010 Business Advantage Chk (5012)	52,914.94
Total 1000 Checking	52,914.94
Total Bank Accounts	\$52,914.94
Accounts Receivable	
1100 Accounts Receivable (A/R)	83,750.00
Total Accounts Receivable	\$83,750.00
Total Current Assets	\$136,664.94
TOTAL ASSETS	\$136,664.94
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Payables	6,928.00
Total Accounts Payable	\$6,928.00
Total Current Liabilities	\$6,928.00
Total Liabilities	\$6,928.00
Equity	
Net Assets	130,796.94
Net Revenue	-1,060.00
Total Equity	\$129,736.94
TOTAL LIABILITIES AND EQUITY	\$136,664.94

Aerospace Maintenance Council

Budget vs. Actuals: Budget FY 2021 - FY21 P&L

June 2019 - May 2022

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
5100 Event Income			
5110 Event Sponsorships	32,500.00	40,000.00	81.25 %
5120 Monetary Sponsorships	215,500.00	210,000.00	102.62 %
5130 Team Registrations	34,244.00	32,000.00	107.01 %
Total 5100 Event Income	282,244.00	282,000.00	100.09 %
5200 Other Income	70.00		
5300 Scholarship Donations	7,500.00	10,000.00	75.00 %
Total Revenue	\$289,814.00	\$292,000.00	99.25 %
GROSS PROFIT	\$289,814.00	\$292,000.00	99.25 %
Expenditures			
7500 Contract Service Expenses			
7510 Bank & Credit Card Fees	2,917.86	4,000.00	72.95 %
7520 Facility	102,388.25	140,000.00	73.13 %
7530 Legal & Professional Fees			
7535 Management	66,500.00	75,000.00	88.67 %
7536 Accounting	3,995.00	3,000.00	133.17 %
7540 Graphics Design	1,296.25	3,000.00	43.21 %
7550 Media & Marketing	2,049.03	8,000.00	25.61 %
7560 Information Technology		2,500.00	
Total 7530 Legal & Professional Fees	73,840.28	91,500.00	80.70 %
Total 7500 Contract Service Expenses	179,146.39	235,500.00	76.07 %
8100 Administrative Expenses			
8110 Supplies	5,949.53	7,000.00	84.99 %
8140 Postage & Shipping		500.00	
8170 Printing	81.34	15,000.00	0.54 %
8180 Dues & Subscriptions	4,661.49	4,000.00	116.54 %
Total 8100 Administrative Expenses	10,692.36	26,500.00	40.35 %
8300 Travel Expenses	-44.80		
8310 Travel	285.08	15,000.00	1.90 %
8320 Meals		4,000.00	
Total 8300 Travel Expenses	240.28	19,000.00	1.26 %
8500 Other Expenses			
8520 Insurance	-1,500.00	1,000.00	-150.00 %
8530 Scholarship	5,000.00	10,000.00	50.00 %
Total 8500 Other Expenses	3,500.00	11,000.00	31.82 %
Total Expenditures	\$193,579.03	\$292,000.00	66.29 %
NET OPERATING REVENUE	\$96,234.97	\$0.00	0.00%
NET REVENUE	\$96,234.97	\$0.00	0.00%

2019 AMC Task List
7/22/21

Task	Days Out	Due Date	Status	Notes
Update website with next year's dates, etc.		365 4/25/21	complete	April 26-28, 2022 Dallas, TX April 18-20, 2023 Atlanta, GA
Upload pictures		365 4/25/21	complete	
Add winners to previous events page		365 4/25/21	complete	
Update registration pages		365 4/25/21	complete	
Book hotel block		365 4/25/21		
Dry clean table cloths		365 4/25/21	complete	
Create PPT event timer		365 4/25/21		Identify the stage and stop/start the time, audio function to announce stop and start?
Book electric		250 8/18/21		Specific Perfect Point volt requirements
Book bleachers		250 8/18/21		Space available: 38'x20' (or 50x20) and 87'x20'
Book rigging		250 8/18/21		With Heather/Freeman
Book tables and chairs		250 8/18/21		Put it on the layout, add 15 chairs and one table to order for P&W, add easles for posterboard signage (P&W, scoring committee, etc.)
Book AV		250 8/18/21		Speakers throughout, marathon clocks or screens running clock and round? Orientation and awards ceremony
Book network connectivity		250 8/18/21		Get specs from Luis
Book carpet		250 8/18/21		AMC area, sponsor area, photo area, depending on budget
Sponsorship solicitation		250 8/18/21		
Event flyer for registration		250 8/18/21		
Update sponsorship form		250 8/18/21	complete	
Solicit donations for scholarship funds		250 8/18/21		
Send AMC newsletter		250 8/18/21		Monthly, Oct-April, highlight engio and facebook stream
Create hashtag for event		250 8/18/21		#AMCAero
Finalize events		220 9/17/21		Deadline for event sponsors confirmed for 2022, reach out to all to confirm participation
Develop event agreement		220 9/17/21		The event can be pulled at the chairman's discretion, no refunds, adhere to the score sheet, get the event criteria in advance.
Coordinate registration plan with MRO Americas		220 9/17/21		2019 categories: AMC Competitor, AMC Instructor/Coach, AMC Sponsor, AMC Visitor, AMC Volunteer / Staff
Confirm schedule of events		220 9/17/21		Confirm stop and start times with MRO Americas and Freeman, confirm when doors open for exhibitors/competitors
Scoring website updates		220 9/17/21		
Finalize floor plan		220 9/17/21		
Open team registration		206 10/1/21		Add privacy disclaimer or sharing informaiton with sponors, add number of alternates that will be on site (if applicable), number of coaches (if applicable)
Confirm secure area for prizes		200 10/7/21		Crystal will get a key
Confirm room numbers		200 10/7/21		Orientation, awards ceremony and secure room for prizes (podium, projectors and screens, riser, prize table)
Confirm capacity		200 10/7/21		Seating for 500, ask Lydia about adding chairs
Create gripe sheet		200 10/7/21		Add to event manual
Send airfare miles certificates		200 10/7/21		
Order clip boards		200 10/7/21		Add AMC logo and minutes/second conversion chart, 50 in inventory
Confirm central shipping location		200 10/7/21		Get materials from Ken Poterala (7616 Bridlewood Ct, North Richland Hills, TX 76182, (817) 939-5475)
Create scholarship webpage and submission forms		200 10/7/21		
Schedule meeting with scholarship committee		200 10/7/21		
Floor decals		200 10/7/21		
Stickers		200 10/7/21		For goodie bags
Competitor wrist bands		200 10/7/21		Hospital style
Badges		200 10/7/21		Volunter, media, staff, judge (75)
Table skirts		200 10/7/21		Eight in inventory, need to get them from AA to clean
Finalize and release event manual		145 12/1/21		R1: Add updated score sheet, add gripe sheet
Book post-event gathering location		120 12/26/21		
Media plan email and conference call		120 12/26/21		
Book/confirm judge lunch		120 12/26/21		Use media space or behind AMC for break area, get in touch with convention center catering through Lydia
Deadline for final criteria for event manual from sponsors		120 12/26/21		
Confirm space for stuffing goodie bags		120 12/26/21		Get with Heather/Lydia
Gripe sheets		90 1/25/22		Add numbers for tracking, log sheet for logging
Set up resume repository, send to students and exhibitors		90 1/25/22		
Create award tally spreadsheet		90 1/25/22		Prepopulate for United and AMC Professionalism Award
Order country flags		90 1/25/22		In storage: USA (2), Canada, Mexican, Australia, Columbia, UK, Sweden, Army, Air Force, Coast Guard, Navy and Marine Corp
Confirm hotel rooms for volunteers		90 1/25/22		Get itineraries
Create materials to take list		90 1/25/22		
Send scholarship applications to committee members for review		90 1/25/22		
Program		60 2/24/22		Add URL to web app
Flyers		60 2/24/22		Event, military, scholarship, hold for confirmation

2019 AMC Task List
7/22/21

Task	Days Out	Due Date	Status	Notes
Signage	60	2/24/22		Ensure sleeves on top and bottom for sponsor and team signs, three AMC signs and one recruitment row sign in storage
Event signs	60	2/24/22		Look into tall pole signs
Photo backdrop	60	2/24/22		
Liability forms	60	2/24/22		600
Create competition schedule	60	2/24/22		Add break in the afternoon for judges, time at the end of the day for makeup
Update Charles Taylor test	60	2/24/22		
Confirm high-res logos for all teams and sponsors	60	2/24/22		
Program	60	2/24/22		Triple check event numbers, schedule for typos before going to print, add score app URL, add Facebook streaming link, other social media, add MRO registration times to schedule of events
Table tents	60	2/24/22		
Signage	60	2/24/22		Large hanging signs with teams and sponsors, foam board for layout and questions and information, event table signs, picture backdrop
Event flyer for distribution at the military session	60	2/24/22		
Schedule judge brief	60	2/24/22		https://attendee.gotowebinar.com/register/4960206320953320194
Print reserve signs for awards ceremony	60	2/24/22		For presenters
Plan for keeping to event schedule	60	2/24/22		Put Todd in charge of the timer, give 1 min, 30 sec and start prompts
Table tents	30	3/26/22		Sponsor/recruitment row, scoring questions and logins, goodie bags
Professional nomination forms	30	3/26/22		United and AMC
Score sheets	30	3/26/22		Further update (see AA rep comment not yet addressed)
Generate pre-populated score sheets	30	3/26/22		
Scoring committee call to review dashboard changes	30	3/26/22		See email sent 4/26/19
Volunteer plan email and conference call	30	3/26/22		Shayna TJ, Jennifer, Troy, Dustin
Judge conference call	30	3/26/22		Review score sheet
Book volunteer lunch delivery	30	3/26/22		Sunday and Monday
Order chrome books	30	3/26/22		
Amazon order	30	3/26/22		Stop watches (one box), printer ink, water, paper clips, more hanging folders (15), another file organizer, pens, in, out and issue box for each committee member, out box for each event, another stapler and staples
Confirm all volunteers are registered for AMC floor pass	30	3/26/22		
Send company list of early access event sponsors	30	3/26/22		Send to Allison and Virginia
Finalize script	30	3/26/22		Setup, Judge briefing, competitor orientation, awards ceremony, goodie bag list
Print logins and passwords for all teams and events	30	3/26/22		On cards?
Identify media assistant	30	3/26/22		Ensure one photo of each event and judge, label team pictures with team number
Send email to all confirmed event sponsors	30	3/26/22		Fill out online "release" form and submit primary contact information, updated score sheet, judge webinar, event manual with 10/15 due date for changes
Send logins and passwords for all teams, events and admins	15	4/10/22		
Create certificates for awards ceremony	15	4/10/22		
Cut checks for award ceremony	15	4/10/22		AMC scholarships, United Professionalism Award (\$2,500)
Create PPT schedule of events	15	4/10/22		Identify event, category and winners. Bring up the top winner for each, announce the rest
Issue press release	0	4/25/22		Winners, scholarship recipients, John, etc.
Send certificate of participation to competitors	0	4/25/22		Solicit team member names in follow up email, gather in a form or something else that will auto generate a certificate
Start date		4/25/22		