

# OX5 National Board Meeting

FORT WAYNE, INDIANA

SEPTEMBER 28, 2013

## MINUTES

President Jim Beisner called the 58<sup>th</sup> Board meeting to order on September 28, 2013 at 9:00 AM. The roll call was taken and a quorum was established. Present were Jim Beisner, Janet Barnard, Donald Voland, Cheryl Dewey, and Wayne Gordon. Sylvia Cook was absent due to medical issues and assigned her proxy to Wayne Gordon. Dennis Yerkey, and Ivan Livi were absent but assigned their proxies to Jim Beisner. Michael Lawrence formally resigned his position as a Governor and that also vacated the National Vice President position.

The minutes of the 2012 OX5 National Board Meeting were approved as published.

The President's Report was presented as follows:

It has been a great year so far thanks to the Board Members and the Officers. The biggest problems facing the Organization at the present time are:

1. Getting some additional help.
2. Finding a permanent home for the Organization.
  - a. Recommend establishing a search committee consisting of the President, Secretary, and one other member of the Board.
  - b. Possible sites - Latrobe, PA - Hammondsport, NY, Troy, OH, Wichita, KA, Blakesburg, IA (Antique Aircraft Association), and Oregon (Western Aircraft Association).
  - c. The important thing is that the permanent home not be moved every year as the logistics are not only expensive but items are lost including some members.
3. More support for the Wings.
4. Stabilize the income and expenses of the Organization

We need to discuss the following items that were voted on by the Board via email during the year:

1. Terminate the issue of any new life-member applications - Approved
2. Terminate the current "newsletter contract" - Approved
3. Budget \$150 per year for Wings that produce a newsletter - Approved if funds are available.
4. Budget \$150 per year for Wings that market the OX5 program at a fly-in or airshow - Approved if funds are available.
5. Budget \$200 per year for Wings that restore OX5 engines for marketing purposes - Approved if funds are available.
6. Budget \$300 per year maximum per Board member to attend required meetings - Approved if funds are available - Additional discussion was not in favor of this.
7. Budget \$500 per year maximum to Wings that conduct the "annual meeting" of the OX5 Aviation Pioneers - Approved if funds are available - Additional discussion indicated that some Wings might not require this support due to their financial condition.

Another item that we need to give attention to is updating the OX5 Brochure to provide a Membership Application form on the backside to make it easier for prospective new members to join the Organization. A suggestion came from a Board member to include a brief explanation in the Brochure

of what the OX5 engine is and where it was used. This would help a prospective new member to better understand what our organization is all about.

We need to develop a program of recording and making available “Living History” accounts of our members so future generations can learn and enjoy the great stories that surround the OX5 engine.

The President’s Report was approved as presented.

The Secretary’s Report was presented:

Each new member has been sent a Membership Certificate and a laminated Membership Card. All of the presently used OX5 forms have been updated and can be found on our web site at ox5.org. If a member is not computer literate, necessary forms can be requested directly from the Secretary.

The Secretary recommended that a system be developed to properly acknowledge the receipt of annual dues and provide a Membership Card all in one package. This would be accomplished between the Treasurer’s Office and the Secretary’s Office. The mailing would be sent out to each active member. Additional discussion with the Board affirmed that this would be a good system.

It is recommended that a Membership Renewal form be included in the next Newsletter to facility the annual renewal process and gather updated member information. This would assist us in getting to the point where we will be able to send out a greater number of the Newsletters via email and at a considerable financial savings to the Organization.

We should be considering establishing a program to provide for continuity with our web site as it is a vital part of our overall operation. It really has become our digital records center for all members as well as for potential new members. A contingency plan to protect this link in our communication system is very important.

The Secretary’s Report was approved as presented

The Treasurer’s Report was presented:

When I took over the books, the check book balance was \$10,000 and it now is \$16,000. Our investment account fluctuates between \$84,000 and \$85,000 depending on the economic situation. Overall, we are between \$1,000 and \$2,000 better now than a year ago. We have continued to receive many donations from members and that has helped to keep our financial picture looking good. I would suggest that we as an Organization need to look at diversifying our interest focus if we expect to attract new members. The number of new members added during this past year was not very great. At the present time we have approximately 600 actively paid members.

The Treasurer’s Report was approved as presented.

Proposal for headquarters Office location:

A discussion ensued regarding some of the various locations for a permanent office location and who might like to serve on the selection committee along with the President and the Secretary. No Governors attending were able to commit as of this date. The President will try to confer with Governors not in attendance today to see if any of them might be interested.

#### Storage of OX5 records:

The President reported that we have about two pickup trucks of records in storage with some additional items coming in from Sylvia. The records are not accessible while in storage. Some of the items may be very important for historical reason but other items are probably of little value such as duplicate stacks of old Newsletters. All of these items need to be reviewed and unnecessary things thrown out as the storage is expensive for the Organization.

#### Proposal for a paid part-time Staff Person to be supervised by an Officer:

The President recognized that all of the OX5 office work has been done by volunteers during the past year and we are running out of volunteer help. He is proposing the addition of a part-time paid staff person to assume some of the routine office work. We would be considering a capable, trustworthy individual working not more than 30 hours per week and paid \$15.00 per hour doing tasks of but not limited to:

1. Collecting all mail deliveries.
2. Open all letters and photocopying all checks.
3. Stamp all checks for deposit only.
4. Record all memberships and donations.
5. Provide updated membership and mailing lists.
6. Provide for all correspondence requested.
7. Provide all records to CPA for taxes.
8. Provide periodic financial status to Board Members upon request.
9. Glean OX5 archives to be digitized.

#### Maintenance of the OX5 web site:

We have a very valuable web site and it is important to the Organization. Dennis Yerkey has been doing an outstanding job of developing and maintaining the web site. His present compensation is \$75.00 per month which is recognized as very low compared to what is found in the industry. He just had to update his computer and software to be able to provide the necessary service to our Organization. He asked for and received a onetime payment to defray some of this expenses. A discussion ensued and a motion was made, seconded and approved to increase his monthly payment to \$125.00 per month with the understanding that from this time forward he would be responsible for any additional costs that he incurs. The increase in monthly fee was an expression of our appreciation for his good service as well as to cover any minor expenses that he might have.

The subject of a contingency plan for the web site program was also discussed. It was decided to obtain clarification from Dennis as to the legal status of the information and pictures appearing on the web site. Is it owned by the OX5 Pioneers or by him. Also the subject of the legal disclaimer that appears on the web site needs to be clarified. What provisions are in place in the event of a change of Web Master arrangement or in the event of a medical emergency? How can someone else access the web site if it should become necessary? These issues will be discussed with Dennis.

#### Old Business:

There was no old business to discuss.

## New Business:

### A. Brochure update:

Dennis Yerke will be asked if he is interested and willing to update the brochure with a membership application form on the back panel. It was also suggest that something be included regarding what the OX5 engine is and how it was used. He will be asked to give us a quote to do this update on the brochure and is not expected to do it under his new monthly payment of \$125.00 per month.

Sylvia Cook sent a letter through Wayne Gordon regarding the shutting down of her old web site. She indicated that she had requested that the hosting company shut it down at least four times. No discussion followed the reading of her letter.

### B. Living History:

Janet Barnard briefed us on the possibility of obtaining a wealth of living history from our OX5 members who have experienced first hand the trials and tribulations of these old aircraft. Many of these folks are anxious to share their stories and would be receptive to a telephone interview or sending a written story. This information could be shared on our web site or in the Newsletter. She would be happy to work with other members and young people who might be interested in gathering this information. After a discussion, a motion was made, seconded, and approved to have the OX5 Aviation Pioneers support this concept and cover any reasonable expenses. Members who might be interested in participating in this program are asked to contact Janet Barnard at the OX5 National office.

### C. The Creation Of A Part-Time Staff Position:

A discussion covering this subject included the following:

1. Maximum of and average of 30 hours per week over the course of the year. Some weeks will be less and some weeks will be more. If the required work hours exceeds 30 hours per week, the issue will have to be brought back to the Board for review and/or approval.
2. The importance of maintaining continuity in the OX5 National office with the change of Officers over time due to term limits.
3. The President and Treasurer will consult with the accountant that they work with to find out what the best way is to set up this position for taxes and other concerns.
4. The fact that the Treasurer is now doing all of these duties with no compensation is much more than should be expected of that position.
5. The Treasurer indicated that she would be willing to continue doing all of the required additional duties and she has already adjusted her personal schedule to accomplish this.
6. The Board recognized that having the Treasurer take on these duties as a Part-Time Staff Position certainly met the requirements of having a capable, trustworthy individual assume this responsibility. It would also provide for the suggestion that the position be under the supervision of an officer - the President and Treasurer in this case.
7. Pay or personal expense checks for the Part-Time Staff person would be required to have a double signature stipulation.
8. This arrangement would provide a savings to the Organization of \$145.00 per month for storage of old OX5 National records and files. Part of the duties of the Part-Time Staff position would be to sort through the old records and files and dispose of unnecessary

things that have been allowed to accumulate over the years.

A motion was made, seconded, and approved to proceed with setting up of the Part-Time Position and having the present Treasurer assume this duty. Any additional Board approvals regarding this subject can be obtained by a vote via email/USmail.

D. Appointment Of A Board Member:

With the resignation of Michael Lawrence as a Board Member, one year still remains on this term. All Governors have received from Sylvia Cook her nomination of member Gordon K. Cumberland, Jr. for a position as an OX5 National Governor. The Board discussed this nomination and a motion was made, seconded, and approved to recommend Gordon K. Cumberland, Jr. to the General Membership in their meeting later in the day to be appointed to the position as an OX5 National Governor to fill the remaining vacant one year term. After completing that one year term, he will be eligible for a normal three year term as a Governor. (This recommendation was approved in the Membership Meeting later in the day.)

E. Reappointment Of Board Members With Expiring Terms:

The terms of the following Board Members will expire and they need to be reappointed:

1. Dennis G. Yerkey
2. Ivan D. Livi
3. Wayne Gordon
4. Donald Voland
5. Cheryl Dewey

A motion was made, seconded, and approved to recommend to the General Membership in their meeting later in the day to reappoint these members for another three year term as National Governors. (This recommendation was approved in the Membership Meeting later in the day.)

Election Of Officers:

A motion was made, seconded, and approved to reelect Jim Beisner to a second one year term as President of the OX5 Aviation Pioneers. Discussion regarding the vacant Vice President position centered around whether Gordon K. Cumberland, Jr. would accept the position. Cheryl Dewey agreed to accept the position temporarily until we could get confirmation back from Gordon K. Cumberland, Jr.. A motion was made, seconded, and approved to this affect. (Governor Gordon K. Cumberland, Jr. accepted the position of Vice President later in the day via telephone. Cheryl Dewey resigned her temporary acceptance in light of this development.)

2014 Reunion Location:

A discussion exploring some possible locations for the 2014 Reunion as well as the logistics of putting the program on was had by the Board. It has become quite obvious that the National Organization will have to play an increasing financial role in future Reunions. This is based on the results of the past several years. The President will start contacting some Wings regarding possibly hosting the 2014 Reunion.

Adjourn: The meeting adjourned at 10:50 AM

Respectfully submitted,

*Don Voland*

Donald Voland  
National OX5 Secretary