



Hub Meetings 101

- Presenter: Cathy Berkshire, President
 - Honor Flight Northeast Indiana
 - Board Member since 2010
 - Board of Directors as Secretary for 9 years
 - Elected President in November 2021
 - Office Manager/Project Manager for Commercial Design Firm for 34 years

Summit 2026





Hub Meetings 101

- Create a Clear and Focused Agenda
- Agenda Should Include:
 - Approval of Previous Meeting Minutes
 - Committee Reports
 - Events
 - Discussion Items – list things that may require a vote
 - Information Items, Trip information, guardian training, etc
 - Communications such as Thank you cards, Newspaper Articles, etc.
 - Financial Report

Summit 2026



Hub Meetings 101

- Insert 2-17-26 Aagna Here for a sample – Front
- Back (2nd page) of 2-17-26 Aagna

Summit 2026

Honor Flight Northeast Indiana
Board of Directors February 17, 2026

Minutes from January, 2026 meeting – Gene Languell

1. Events – Adam
2. Medical Information/Updates - Duane
3. 2026 Flight Dates - Cathy
See Back
Texas Roadhouse Dates: 4/16, 5/14, 8/27 Confirmed
4. Alan Fox Tribute Flight #56 – Cathy
5. Spring Flight Confirmations (2/16) - Cathy
April 22, 2026 #55 May 20, 2026 #56
Veterans 73 Veterans 51
Guardians 47 Guardians 30
A HUGE THANK YOU TO EVERYONE MAKING CALLS AND TO
DUANE/MICHAEL FOR SET-UP AND TRAINING!!!!!!
6. Guardian Training Dates/Location – Cathy
Spring Flights, April 9, April 11 – Hilton Garden Inn North
7. Itinerary Changes – Air Force Memorial Closed 4/22/26 - Cathy
8. Who wants to go? New Form - Cathy
9. Financials – BOARD MEMBERS ONLY – John / Max
Discussion Items

Honor Flight Dates for 2026:

- 4/22/26 *Arlington Confirmed for Gate time: 10:15 am, Changing of the Guard at 11:00 am with wreath laying at 11:15 am
*American Airlines Charter confirmed – Land DCA at 8:00 am – Depart DCA at 8:00 pm – Bus Company: Dillons
ANG BASE DEPARTURE
- 5/20/26 *Arlington Confirmed for Gate time: 3:15 pm, Changing of the Guard at 4:00 pm with wreath laying at 4:15 pm
*American Airlines Charter confirmed – Land DCA at 9:00 am – Depart DCA at 8:00 pm – Bus Company: DC Trails
ANG BASE DEPARTURE
- 9/2/26 *Arlington Confirmed for Gate Time: 10:15 am, Changing of the Guard at 11:00 am with wreath laying at 11:15 am
ANG BASE DEPARTURE – REQUESTED 8:00 – 8:00 AM
- 9/30/26 *Arlington Confirmed for Gate Time: 3:15 pm, Changing of the Guard at 4:00 pm with wreath laying at 4:15 pm
POST 241 / AIRPORT DEPARTURE
- 10/28/26 *Arlington Confirmed for Gate Time: 3:15 pm Changing of the Guard at 4:00 pm with wreath laying at 4:15 pm
ANG BASE DEPARTURE



Hub Meetings 101

- Agenda Continued:
 - You can also use a generic format such as
 - Committee Reports
 - Old Business
 - New Business
 - Communications
 - Financial Report

Summit 2026



Hub Meetings 101

- Prioritize key issues
- Ask your Board Members/Volunteers if they have items to add to the Agenda
- Distribute the Agenda prior to your meeting to Board Members/Volunteers
- Refocus on Agenda items when discussion runs lengthy
- Sample of items requiring a motion / vote by voting board members

Summit 2026



Hub Meetings 101

- Follow your established and approved bylaws, this is a legally binding document
- Do your bylaws include meetings via zoom or other electronic means? Do they include voting parameters, in-person only, electronic, proxy?
- Limit meeting length for better engagement.

Summit 2026



Hub Meetings 101

- Encourage open dialogue and collaboration to strengthen Board's/Volunteer's cohesion
- Focus on your Mission – ideas and input are great, however, are they part of your mission?
- End your meeting with impact and key action items

Summit 2026



Hub Meetings 101

- Minutes:
 - What to include in your minutes
 - Agenda headings
 - Discussion items
 - Committees / Reports
 - Events/fundraisers and if Volunteers are needed
 - Motions or items tabled for further discussion/information

Summit 2026



Hub Meetings 101

- Approved / Passed Motions
- Action Items and who is completing the item
- Attendance
- Financials – Whether to disclose to Board Members Only or not

Summit 2026



Hub Meetings 101

- Sharing your Minutes with Volunteers or Outside Entities
- Miscellaneous Items for Discussion:
- Do you have Committee designation of how many members will form a Committee?
- Institute a process to make sure everyone is accountable for action items to be completed – set deadlines.
- Keep a fluid list of motions passed for future reference
- Timely manner for minutes to be completed

Summit 2026

Honor Flight Northeast Indiana Board of Directors January 21st, 2026

Executive Summary:

The Honor Flight board meeting on November 19, 2025, confirmed five 2026 flights (Apr 22, May 20, Sep 9, Sep 30, Oct 28) with detailed schedules, wreath-laying times, and luncheons at Texas Roadhouse or Outback. Medical updates included supply replenishment, annual veteran letters with website posting and pre-flight calls, plus guardian training on Apr 9 & 11 and February phone banks. Financials showed \$ across accounts; the board approved expenses and Alan Fox sponsorship, reelected itself unanimously, denied a South Bend Hub, and tabled new jackets/shirts. Additional notes covered a busy 2026 event calendar, meeting adjourned at 7:44 pm.

President calls meeting to order: 6:03 PM EST, 1/21/2026

Minutes from November 19, 2025, meeting – Gene Languell

Motion to accept November Minutes:

1st: Michael Thena

2nd: Bill Turriff

Motion carried

1. **Events – Adam/Cathy**

Event Recap:

Feb 26, 2026 – March 1, 2026 – Home & Garden Show

Feb 28, 2026 – Disc Golf Fundraiser

May 23, 2026 - Orland Campground 50 / 50 Raffle

July 4, 2026 – TinCaps Community Organization of the game night

Aug 1, 2026 - Harlan Days Parade

Aug 1, 2026 – Columbia City Car Show “Wheels of Whitley”

Sept 12, 2026 – Monroe Best One Car Show

Oct-Nov 2026 – Republic Services Fundraiser

2. **Medical Information/Updates - Duane**

- Need supplies replaced, Michael to purchase items from Amazon.
- Medical team drafted a medical letter to be sent annually to all veterans in the database that have not gone on their honor flight.
 - Post medical information on the HFNEI website
 - Pre-flight, medical team to call every veteran to verify medical status
 - Do we have a need for a skin staple gun and sutures – Duane to talk to Dr. Pond.
 - Tegaderm tape for the medical kits

3. **2026 Flight Dates/Locations - Cathy**

- April 22, 2026

- Arlington Confirmed, Gate time: 10:15am, Changing of the guard: 11:00am, Wreath laying: 11:15am
- Land @ DCA: 8:00am
- Depart DCA: 8:00pm
- ANG Base Departure
- May 20, 2026:
 - Arlington Confirmed, Gate time: 3:15pm, Changing of the guard: 4:00pm, Wreath laying: 4:15pm
 - American Airlines Confirmed
 - Land @ DCA: 9:00am
 - Depart DCA: 8:00pm
 - ANG Base Departure
- September 9, 2026
 - Arlington Confirmed, Gate time: 10:15am, Changing of the guard: 11:00am, Wreath laying: 11:15am
 - ANG Base Departure
- September 30, 2026
 - Arlington Confirmed, Gate time: 3:15pm, Changing of the guard: 4:00pm, Wreath laying: 4:15pm
 - POST 241 / Airport Departure
- October 28, 2026
 - Arlington Confirmed, Gate time: 3:15pm, Changing of the guard: 4:00pm, Wreath laying: 4:15pm
 - ANG Base Departure

4. **Phone Bank Dates & Locations - Duane**

- 2/7/26 – Hilton Garden Inn North 9am - ?
- 2/14/26 Hilton Garden Inn North 9am - ?

5. **Guardian Training Dates & Locations – Cathy**

- Training dates: 4/9 & 4/11 @ the Hilton Garden Inn North

6. **Paperwork Status for Board/Volunteer Corps - Cathy**

- Paperwork needs to be completed properly, full first, middle & last name.

7. **Financials – BOARD MEMBERS ONLY – John / Max**

Discussion Items

- \$ Across all accounts

Motion to approve expenses:

1st: Michael Thena

2nd: Bill Weiss

Motion Carried

- New Jackets & Shirts for Board Members – Tabled until Feb 26 BOD meeting
- Election of Board Members
 - Unanimous Vote, Current board to remain unchanged

- Conflict of Interest
- Alan Fox Donation – Ideas for Flights
 - Full flight sponsor
 - Veterans Voices Sponsor
 - Memorial Flight for May 26 Flight

Motion to approve Alan Fox Honor Flight Sponsorship:

1st: Bill Turriff

2nd: Michael Thena

Motion Carried

- South Bend Hub Discussion

Motion to Deny the creation of a South Bend Hub:

1st: Bill Turriff

2nd: John Bireley

Motion Carried

Motion to adjourn – 7:44pm Local time

1st: Bill Turriff

2nd: Michael Thena

Motion carried

8. Additional Discussions:

- Cathy – For both spring flights, the WWII Memorial will be open. There will be temporary rolling closures as electrical & lighting upgrades take place.
- Cathy – Luncheons for 4/22, 5/20 & 9/2 flights will be hosted by Texas Roadhouse. The 9/30 & 10/28 Flights will be hosted by Outback.
- Cathy – No full flight sponsor for the two-spring flights. Ben to order our normal red shirts for those flights.
- Mike – Indiana Patriot Guard’s 20th Year Anniversary rally. Held in Silver Lake on June 20th, 2026. Details to follow
- Lucky 7 Auto dealership Donation discussion
 - Lucky 7 has not returned calls
 - The hub has no legal recourse to recoup the donation

NORTHEAST INDIANA

Board of Directors Meeting Minutes September 11, 2024

Meeting Called to order by President Cathy Berkshire 6:03 PM

Motion to approve August Meeting minutes by Michael T 2nd Brent R Motion Carried

Guests from Gordon Campground, Wolcottville Indiana, came to present a check from a fundraiser held August 24th. Check for \$5464.00 and a banner used at the event were left with HFNEI.

Board Member Mike Buhr asked us to remember his wife Dawn and Sister who have health issues. The Buhr family is very important to our HFNEI family.

Bill T is having some issues with the base passes that are expiring and the renewal process. Please use drivers' license if yours is expired.

1. Events. -- Please see attached from Adam Brouwer.
2. Database Updates and Veterans Voices -- Michael reported that updates are in process (1) all health questions now require an answer before saving file (2) any one calling for confirmations can now skip and exit a record. (3) other updates will happen as time allows (4) there is now a requirement to enter the county of residence of each Veteran. Veterans Voices is in process, with not all funding secured. Viewing party will be at Roanoke American Legion 11/11/2024, time and details to follow.
3. Culvers Fund Raiser -- Every store now has someone to attend the event. Some new stores will join in 2025.
4. Confirmations for flight 48 and 49 --see agenda for details on confirmations to date.
5. Airport Update – Cathy B reported that the Escalator should be running by September flight. All end of trip items presented to Veterans at airport will now be upstairs at the entrance to the airport.
6. T-shirt for Fundraiser events discussion – Cathy B wants to table discussion until John B can be in attendance to help with financial questions.
7. Review for Fall Flights -- Duane G requests the authority to purchase 2 battery chargers for the Inogen units. Motion by Max R to authorize the purchase, 2nd by Adam B. Motion Carried. Michael T will order from Amazon account. **Buses.** The availability of buses has become an issue. Cathy B is researching the possibility of using Cardinal Tour buses from South Bend Indiana, as an option. **Base issues.** Major Groves wants to have direction signs put up in Monday Night at setup, Tom M needs to know location for the signs, Cathy B will get information from Major Groves. **Base Entry rules.** Monday at Setup night all staff to meet at Heritage Park and follow Brent R onto base at 4 PM. Flight day all staff will meet at the golf course parking lot at 4 AM and follow Brent R onto base. Cathy B reviewed all items from checklist to flight 48, all items are in process or finished.

8. Grant Applications – Community Foundation grants are now at \$112,000 with \$8300 still pending. Doug I wants to apply for Grants to cover other needs.
9. Financial Report supplied by John B. – Cash in accounts, Contributions this period \$, Expenses this period \$
10. Honor Flight National Summit – Discussion to decide who will attend. Decisions made and plans will proceed. All normal expenses can be covered. Some “on your own” meals and extra guests will not be covered expenses.

Extra Discussion -- Honor Flight Apparel can be provided by several vendors. Spirit Wear website is up and functioning, but very expensive. Other vendors are being explored and a plan is being developed by Adam B and Ben C.

7:35 PM Motion to Adjourn Michael T, 2nd Duane G. Motion Carried

Honor Flight Northeast Indiana
F.O.P. Lodge

Member's Present:

Dennis Covert, Max Robison, John Bireley, Michael Thena, Adam Brouwer, Bill Turriff, Gene Languell, Brent Roddy, Camille Garrison, Tom Meyers, Aleta Weiss, Bill Weiss, Mike Buhr, Ben Clay, Carl Huber, Cathy Berkshire and Megan Martin via Zoom

Meeting called to order at 6:00 pm

There was no Board of Director meeting in March, 2021.

March 10, 2021 – Approval was given to proceed with the Veteran's Voices program for November, 2021 by a vote of the Board of Directors via e-mail.

Minutes from February 17, 2021 – Cathy Berkshire

- **Brent made a motion to accept the minutes and Bill Turriff seconded. ALL IN FAVOR – MOTION CARRIED.**

1. Events – Adam

- Dennis went to Mission BBQ in Mishawaka last week and made a presentation for Honor Flight.
- 4/24/2021 - Aleta and Cathy are going to an event at the American Legion in Berne, Indiana to possibly sign up additional Veterans for Honor Flight.
- 5/29/2021 - Veterans Memorial on O'Day Road is having a Dedication Ceremony for the Vietnam Wall. Ben will set up a table, please let him know if you can help!!
- LaTour DeFort – Annual fundraiser – Honor Flight and Shepard's House will be the receipt – Waiting on a Date
- Tin Caps – We are the Tin Caps Community Organization for the annual 4th of July. There may be multiple nights for us to do this event.
- 6/26/2021 - Harley Davidson fundraiser ride for Honor Flight.
- Adam will be sending out notifications for upcoming events.

2. Veterans Drive Through Parade – Connectivity Committee Update

- Date: 6/12/21
- Place: Memorial Coliseum
- Time: 10:00 – 11:30 AM
- We are contacting Carl's contacts for the welcome home reception at the Airport.
- Hoping for a drum line, American Legion band.
- We will have goodie bags for the Veterans.
- We will have bottled water for the people standing in line.
- We are working on a flier for this event.

3. Mailer Photo Card Update – Camille

- Post card is being mailed in the next week.

4. Flight Schedule for Fall 2021:
 - September 22nd – Arrive DCA 09:00 Depart DCA 19:00 Phil's One Stop
 - October 6 – Arrive DCA 08:00 Depart DCA 20:00 David & Janet Bell
 - October 27 – Arrive DCA 09:00 Depart DCA 19:00 Ruoff Mortgage
 - Culver's Honor Flight and Sandie Myer Memorial Flight will be in 2022

5. National Honor Flight Update – Michael
 - As of now, they are still planning fall flights. Starting 9/1/21 there are approximately 150 flights scheduled.
 - There has been positive feedback from the AARP/Honor Flight webinar.
 - Vaccination Seminar via zoom on 5/9/2021
 - Mission BBQ is selling cups to support Honor Flight until 5/8/21

6. Virtual Summit Update – 6/12/2021 – Cathy & Michael
 - This will be held Virtual on June 12 from 12:00 pm – 4:30 pm.
 - There will be a lot of key information for all of us, flights dos and don'ts. It will be recorded for viewing later.

7. Fall Flights – IF We Fly – Refresher Training Needed in Several Areas.
 - Need dates for guardian training sessions at Holiday Inn – need 4 sessions.
 - Michael offered to have a zoom meeting to review the database information before we start calling for flights.

8. Technology Update – Items Pending – Michael
 - The reports are now available for the Veterans and Guardians in the database.
 - We will need to have vaccination tracking per National Honor Flight. We will need to have a checkbox added to the database, this will cost \$175.00/hour with a budget of \$1,750.00 - \$2,800.00.
 - Discussion ensued.
 - We will also need to update our Covenant and paper applications.
 - **Michael/Brent made a motion to update the database to track the Covid-19 Vaccination pending the requirement by National Honor Flight and Mike Buhr seconded. ALL IN FAVOR – MOTION CARRIED.**

9. Dan Stouffs – Wheelchairs and Plaques – Dennis
 - Dan would like to discontinue taking care of the wheelchair repairs. We would like to have a wheelchair repair team.
 - Brent is happy to continue to repair the wheelchairs, Tom will head up the Committee, Gene would also like to be on the Committee. Dennis advised to add Duane Ginder's name to this Committee also.
 - Dan will continue doing the plaques.

10. Summer Picnic – Camp Myer – Dennis
 - Bob Myer would like to continue having the Summer Picnic and would like us to pick a Saturday date in either July or August.
 - It was decided to offer Saturday, August 7th, which is Purple Heart Day.

11. Participation Spread Sheets – Dennis
 - Dennis passed out copies of spreadsheets he keeps showing the participation of Board Members and Volunteer Corps Members for events, call nights, flights, etc.
12. Culver's Employment – Dennis
 - Dennis advised Culver's is having difficulty hiring employees and have had to close during lunch due to lack of employees.
13. Shirts – Ben and Camille
 - Phil's One Stop and Dave & Janet Bell shirts need to be designed.
 - Culver's flight will be next year, we already have the Guardian shirts.
 - Camille's contact to order our t-shirts is no longer working at Classic.
 - National Honor Flight has paired with a company that provides all American made shirts, masks, etc. We would like to purchase local, if possible.
 - Camille will send out criteria for shirts to Michael to obtain a quote from DKM and to Cathy to obtain a quote from Minds Eye Graphics.
14. Birthday Coordinator – Dennis
 - Ben Clay is our new Birthday Coordinator for the Board of Directors and the Volunteer Corps Members.
 - Michael has compiled a list of dates to give to Ben.
15. Water for Flights – Dennis
 - DeWeese will no longer be donating water for our flights.
 - Phil's One Stop has volunteered to donate water for our flights.
16. WWI Memorial – Dennis
 - There is a new WWI Memorial near the White House. We will have additional time on the October 6th flight to maybe visit this Memorial.
 - Michael will investigate the Memorial.
17. Mission BBQ Mishawaka – Dennis
 - Dennis went to Mission BBQ in Mishawaka last week and made a presentation for Honor Flight.
18. Financials – Max and John
 - Total all accounts
 - Paypal – amount to transfer to our account \$687.00
 - Checks: \$83.00 for Cell Phone and \$139.00 for Office Supplies

Additional Items Discussed:

- Tom advised the Roanoke Honor Flight Group is paying for an ad for the dedication of the Vietnam Wall at the Shrine on O'Day Road on 5/29. They will pay for the ad.
- Camille would like to get additional decals that the Volunteer Corps had created. Discussion ensued. She will investigate and advise.
- Tom advised I-69 Trailer Sales has had a lot of positive feedback on the Honor Flight sticker on the back of their trailer. The Roanoke Honor Flight Group would like to get a couple of new stickers for I-69 Trailer Sales. The Board of Directors approved this since the Roanoke Group will be paying for them.
- Girl Scout cookie caper – Arrangements have been made. Dennis is waiting to hear back from Matt about schedule.
- Brent will check our supply of coins and advise if we need to order additional coins. We will need to pay a die fee since we need to change the front of the coin, it has Honor Flight Northeast Indiana on it multiple times.
- Aleta advised she is having her annual Memorial Day display. Please provide Aleta with any of your uniforms, pictures, etc for this display.

**Brent made a motion to adjourn the meeting at 7:12 pm and Bill Turriff seconded.
ALL IN FAVOR – MOTION CARRIED**

Meeting adjourned at 7:12 pm.

Next Meeting: April 21, 2021 Dennis will advise if it will be held via Zoom or in person.

Respectfully submitted by Cathy Berkshire, Secretary