

INTERNATIONAL COMANCHE SOCIETY, INC

Minutes for the

ICS Spring Board Meeting – April 18, 2015

DoubleTree Inn, Sana Fe, New Mexico

By Ron Keil, Secretary

1. Bob Cretney, ICS President, called the meeting to order at 08:25a local time

2. Roll Call

Officers:

President:	Bob Cretney	Present
Vice President:	Berl Grant	Present - TeamSpeak
Treasurer:	Pat Donovan	Present - TeamSpeak
Secretary:	Ron Keil	Present
Past President	Zach Grant	Present - TeamSpeak

Tribe Chiefs/Tribe Representatives:

Tribe Rep/SW:	Scott Myers	Present – TeamSpeak
Tribe Chief/SW	Craig Varga	Present - TeamSpeak
Tribe Rep/SC:	Bob Fox	Absent
Tribe Rep/NW:	Bill Case	Absent
Tribe Chief/Rep/SE:	Phillip Hobbs	Absent
Tribe Chief/Rep/Eur:	Kate Burrows	Present - TeamSpeak
Tribe Chief/Rep/MS	Carl Talkington	Present
Tribe Chief/Rep/NE	CJ Stumpf	Present - TeamSpeak
Tribe Rep/NC	Zach Grant	Present - TeamSpeak
Tribe Chief/Rep/W Can	Ken Mori	Present - TeamSpeak
Tribe Chief/Rep/E Can	Tim Stain	Absent
Tribe Chief/Rep S Africa	Russell Knowles	Absent
Tribe Chief/Rep Aus	George Mills	Absent
CFF President	Mike Foster	TeamSpeak (Non-Voting)

Guests:

NC Tribe	Betty Keil	Present (Non-Voting)
NC Tribe	Hank Spellman	Present (Non-Voting)
NE Tribe	Av Shiloh	Present (Non-Voting)
NC Tribe	Dave Fitzgerald	Present – TS (Non-Voting)

Quorum: (nine) 10 Board Members were present.

3. Acceptance of the Agenda

Motion: Carl Talkington moved to accept the agenda as written: Berl Grant seconded the motion; the motion carried unanimously.

4. Introduction of Officers, Board Members, and Guests – Bob Cretney

5. President's opening remarks:

- Bob thanked everyone for attending the Spring Board Meeting.
- Bob asked that the Board make a decision on the new Web Site development.
- Bob mentioned that the Board will be presenting a motion to reinstate the Executive Committee.

6. Minutes of the Fall Board Meeting were presented by Ron Keil, Secretary

The minutes are in the Secretary Reports on the ICS Web Site.

Motion: Zach Grant moved to accept the Minutes as Presented: Carl Talkington seconded the motion; the motion carried unanimously.

7. Treasures Report was presented by Pat Donovan, Treasurer

See the report on the ICS Website.

Motion: Berl Grant moved to accept the Treasurer's report as presented: CJ Stumpf seconded the motion; the motion carried unanimously.

8. Tribe Reports

See the Tribe reports on the ICS Website

9. Nominations Report – Dave Fitzgerald

To Date Nominees are:

President:	Av Shiloh	ICS# 16025
Vice President:	Bob Williams	ICS# 13853
Secretary:	Laverne Stroh	ICS# 15170
Treasurer:	Bob Berry	ICS# 2227

Nominations will close at 2000 UTC or 03:00pm EST on April 18, 2015.

Voting will commence on May 18, 2015 and close on June 18, 2015.

Motion: Zach Grant moved to accept Dave Fitzgerald's Nomination Committee report as presented: CJ Stumpf seconded the motion; the motion carried unanimously.

10. Piper Flyers Management & Publishing Discussion: - Bob Cretney

Piper Flyers (www.piperflyers.org) has been asked to make a proposal for printing the ICS Flyer. We are missing huge advertising income from Village Press. The Piper Flyer has much more advertising.

Bob will update the Board as more information becomes available.

11. 2015 Convention Update: Bob Fox

Bob is not present – Probably due to storms in the South East, including Texas. The updates are reported monthly in the Comanche Flyer.

12. Safety Report: CJ Stumpf

Comanche's received damaging PR from a 1997 Safety Report by AOPA – Air Safety Institute. They reported that the Comanche fleet had major issues with: 1) gear up landings and 2) fuel starvation.

Fuel starvation can be due to improper fueling. – Full is the top of the tank.

The Safety Committee has three goals:

1. Improve landing gear maintenance.
2. A&P training and support.
3. Insurance

The Committee is trying to update the Comanche Safety Study.

The organization is trying to fix legitimate problems.

Scott Myers is helping the Insurance issue with good data. Five companies write for the PA24's and 1 for the PA30/39's.

1. Avemco
2. Global Aerospace
3. Specialty
4. US Specialty (PA24's and PA30/39's)
5. Aerospace

Zach Grant agreed to publish information on landing gear issues.

AOPA Report: AOPA Air Safety has been slow to get back with ICS. David Kenny is requesting \$500 to \$1000 to fund data retrieval of incident and accident information.

Motion: Zach Grant moved to appropriate up to \$1,000 of ICS Member Enhancement funds for the use of a New Safety Study for Comanche aircraft: Berl Grant seconded the motion; the motion carried unanimously.

Motion: Ron Keil moved to accept CJ's report as presented: Zach Grant seconded the motion; the motion carried unanimously.

13. ICS Membership Committee Report: Dave Fitzgerald and Berl Grant reported for Bill Case.

Dave Fitzgerald's Comments: Dave says that the tribe Chiefs are a very important part of the Membership process.

Berl Grant's Comments: Berl says to use People Finder to get telephone numbers and addresses, etc. Use Tribe Chiefs to deliver talking points.

Village Press sends a letter to new Comanche owners. Only 9% respond.

Additional money is required to send letters to Nevers, Drop Outs, & New Comanche Owners.

Berl read the following draft letter for new members:

ICS MEMBERSHIP/MARKETING PLANS

DRAFT

Bill Case 3/5/15

Introduction

Our committee has a mission of seeing what can be done to stem or slow the trend of decreasing membership in the ICS. The environment makes this a challenge:

- * Comanche Registration in the U.S. has dropped 13% since 2010 – 4039 in 2010 / 3524 in 2014
- * ICS Membership has dropped 14% since 2010 – 2388 in 2010 / 2044 in 2014.

For the health of our society, and to protect the value of our aircraft, we have identified a number of steps that can be taken.

Contact with Comanche owners

There are three categories of Comanche owners who we want to join ICS, and our approach to each group needs to be different.

(1) *Newbies* –New Comanche Owners from monthly FAA registrations

Village Press currently sends these people a copy of the Flyer and an invitation to join. We plan to offer them a 3-month trial membership (or an initial 15-month membership for the price of the regular 12-month). The FAA data only has names and addresses, and our committee will obtain phone numbers so that personal follow up can be accomplished. While we have about an 8% success rate with this group, we think we can increase that significantly with follow up, AND with 1 or 2 additional mailings to invite them...

Cost of these additional mailings will be in the \$100-\$200 range.

(2) *Lost but not forgotten* -Expired ICS members

We have worked with Village Press for a list of expired members who still own a Comanche. We will utilize an Email blast to invite them to join again, and stress that we need each other to keep our aircraft safely flying.

Tribe Chiefs currently get lists of recently expired members from Village Press. Our Committee hopes to support the tribes in efforts to contact these recently expired members.

We are considering a telephone follow-up with some of these 600+ people...

(3) *Nevers* -Long term Comanche Owners who have never joined ICS.

We have obtained from Village Press a list of 1200+ Comanche owners who have never joined ICS. We plan to pare this list down, and have VP send out a mailing to invite them to join. Again, we will emphasize not only the benefits of our society, but also that we need each other to keep our aircraft safely flying.

Cost of this mailing will be in the \$700-\$1000 range. (\$360 plus postage)

Article for the Comanche Flyer (print and electronic versions)

We are developing an article for the Flyer to update members on plans. We wish to encourage all ICS members to be more active in their tribes, and talk up the ICS with other Comanche pilots. We might include mention that mass mailing efforts are never perfect, and that the occasional member might get a contact that really wasn't intended (like being invited to join when they are already a member).

FLY-Ins

The benefits of fly-ins are difficult to measure, but we feel they are important in these areas:

- ◆ Enthusiasm that is generated for existing members
- ◆ Opportunity for contact with non-ICS Comanche owners (and expired members)
- ◆ Communication with pilots who haven't realized they need a Comanche.

In addition to the fly-ins organized by the tribes, our committee supports this 2015 schedule:

AOPA Fly-Ins

Salinas Municipal Airport, CA, (SNS)—May 16, 2015
Frederick Municipal Airport, MD, (FDK)—June 6, 2015
Anoka County-Blaine Airport, MN, (ANE)—August 22, 2015
Colorado Springs Municipal Airport, CO, (COS)—September 26, 2015
Tulahoma Regional Airport, TN, (THA)—October 10, 2015

Oshkosh Tent with display aircraft, July 20-26, 2015

Database --

Village Press maintains the database of all ICS members and links this to Pathfinder. There is a need for better maintenance and updating by ICS so as to not depend on Village Press completely. This should be an interactive effort with Tribe Chiefs.

Promotion of ICS Membership.

It is a priority to perfect our message on the advantages of ICS membership. As we (our committee and Tribes) contact Comanche owners, talking points can be very useful. We need to encourage all members to talk about ICS as they interface with other Comanche owners. Motivations of people to belong vary. Some value the technical benefits, and others more appreciate the social aspect of fly-ins and conventions.

We have much to offer including access to Comanche-specific technical info such as our collective experience with the many mods available. As mentioned, we feel an important area to add is that all owners need to support our aging aircraft.

Promotion of the Comanche Type

The committee is convinced that promoting our great aircraft type is important. To the degree that we help keep up the demand for Comanches, the value of our individual investment is supported. To that end, we are working on tools to use. This is a longer-term effort to develop promotional materials and spreadsheets or articles to explain the unique benefits of our Comanches.

Questions and comments are encouraged to any of us on the committee:

Berl Grant
Ron Keil
Scott Myers
Av Shiloh

Motion: Carl Talkington moved to appropriate up to \$4,000 from the Member Enhancement Fund to a Member Marketing Fund. The Fund to be administered by the Membership Committee: Berl Grant seconded the motion; the motion carried with one Nay. AYE: Cretney, B. Grant, Donovan, Keil, Z. Grant, Burrows, Talkington, Stumpf, and Mori. ABSTAIN: Myers.

Motion: Scott Myers moved to direct the Membership Committee to proceed with their plan to increase membership: Berl Grant seconded the motion; the motion carried unanimously.

14. Maintenance Resource Advisor: Zach Grant.

Zach said that it is operating as it should. Three to four phone calls per week. People are happy and working out well.

There has been an additional 42 Stabilizer Horn responses. 2 found with thick wall from the factory.

388 total inspections, 8 to 10 cracks. 5 were from the initial batch. All 180's and 250's, 1959, 1960, and 1961. A couple 1964's.

15. Web Site Development Update: Ron Keil.

Ron presented the Web Site development specification and Steve and Adam's proposal which follows the minutes:

Motion: Zach Grant moved to advise Steve and Adam to begin a four phase project, \$1,200 per phase. Each phase to be approved by the Web Site Committee before continuing to the next phase. Dave Fitzgerald, Ron Keil, Scott Myers, CJ Stumpf, and Pat Donovan to be part of that committee: Pat Donovan seconded the motion; the motion carried unanimously.

16. 2015 Oshkosh Tent and Aircraft Display:

Ed Pepper backed out for displaying his aircraft at Oshkosh this year.

Pat Donovan will open the Tent. We need a volunteer for closing the tent.

Ray Fay has agreed to the staffing the tent this year. He is looking for funding, \$2,000 to be budgeted.

Motion: Ron Keil moved to approve a one-time appropriation of \$2,000 for staffing the ICS tent at Airventure 2015: Carl Talkington seconded the motion; the motion carried with one abstained. AYE: Cretney, B. Grant, Donovan, Keil, Z. Grant, Burrows, Talkington, Stumpf, and Mori. ABSTAIN: Myers

17. 2015 Oshkosh Funding Assistance from CFF: Mike Foster

Mike Foster says that CFF will commit \$1,500 to support the tent at Oshkosh this year. He also said that they will staff the tent equal to or greater than last year.

18. State of Kansas Registered Agent: Bob Cretney and Pat Donovan

The state requires that each corporation registered therein to have a 'Registered agent' to whom legal documents and other pertinent Communications can be directed. The 'agent' is required to forward The communications to the appropriate ICS/Tribe official. The 'agent' Must reside or have a physical presence within the state where the Tribe/ICS was incorporated. For ICS, MS, SC, NC, NE, and SE, this means Kansas.

All of the KS registered entities have the same 'registered agent.' We Found out by accident that our 'agent' retired some time ago, yet his Name remained on the KS roles because we didn't change it. So we must Get a new 'agent.'

There are two options. First is to pay a firm that will act as Our 'agent' for an annual fee. The cheapest I have found is \$49/year (www.kansasregisteredagent.com).

Second is to use an ICS member who resides in KS and agrees to perform The service.

All Tribes except SW and NW are registered in Kansas.

19. Request for increased adds in the Flyer:

We have asked Village Press to increase the advertising in the Comanche Flyer.

20. Discussion regarding reinstating the Executive Committee:

Motion: Bob Cretney moved to approve changes to the by-laws Article II, Section 1 and Article III Section 5 as shown underlined below. This would reinstate the Executive Committee: Berl Grant seconded the motion; the motion carried with 5 Aye, 2 Nay, and 1 Abstain. AYE: B. Grant, Cretney, Donovan, Keil, and Talkington. NAY: Myers, and Stumpf. ABSTAIN: Mori.

Article II, Section 1

The Society shall be governed and all its offices, business and property shall be managed between its business meetings by the ICS Board of Directors (Board) subject to the direction of the Society. Day to day activities of the society are directed by an Executive Committee of the Board as directed by the Board. The Executive Committee is composed of the four officers and two additional members of the Board selected by the Board. The Board shall consist of the four current elected officers, the Tribe Representatives of the various Tribes, the Immediate Past President except in years when the current President is elected to a second consecutive term, and the President of the Comanche Flyer Foundation, Inc. as an ex officio member with seat and voice but no vote and whose presence or absence does not affect the determination of the presence of a quorum or the number of votes required for passage of a vote. The newly elected officers of the Society shall take office as of the adjournment date and time of the Annual General Meeting (AGM) that next follows the Annual Voting of Members at which they are elected. All Directors and Officers shall be members in good standing of the Society.

Article III, Section 5

The Board may remove any ICS Officer or Executive Committee Member, for cause and by a recorded 60% majority vote, if the Board deems it best for the well-being of ICS.

Motion: Scott Myers moved to reconsider the vote on the Executive Committee: Pat Donovan seconded the motion; the motion failed to pass with 4 AYE and 4 NAY. AYE: Myers, Stumpf, Mori, and Donovan. NAY: B. Grant, Cretney, Keil, and Talkington.

Motion: Ron Keil moved to adjourn the meeting: Carl Talkington seconded the motion; the motion carried unanimously.

International Comanche Society – (ICS)

Instructions for Proposals

Comanche Flyer Website Re-Design

1. Unless otherwise called for, ***two copies*** of the Bid/Proposal, typewritten must be submitted. A soft copy in Microsoft Word version 2013 or later must be provided.
2. Carefully read and comply as applicable with the standard Terms and Conditions.
3. No taxes are to be included in any bid/proposal price. In the event that taxes must be paid on any materials necessary to complete the contract, the contractor shall bear the cost and responsibility of such taxes. To the extent any sales, import or other taxes apply, they are to be invoiced as a separate item.
4. The Instructions to Bidders and Terms and Conditions are part of the proposal package and should be read thoroughly and considered when submitting bids.
5. Awarded bidders should allow for approximately 30 days from receipt of invoice to receive payment from the ICS.
6. The request for proposal and any accompanying documents shall be submitted by the time specified (no exceptions will be made) in a sealed envelope addressed as follows:

Ron Keil
Secretary, International Comanche Society
1135 Christine Drive
Lapeer, MI 48446

International Comanche Society – (ICS)

Bid/Proposal Terms and Conditions

Comanche Flyer Website Re-Design

1. Preparation of Bids/Proposals:

- a. Bidders are expected to examine specifications and all instructions.
- b. If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications or other conditions within the invitation, he/she may submit to the ICS Secretary a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation will be made only by an addendum duly issued by the ICS Secretary. A copy of each addendum will be mailed or delivered to each person in receipt of the invitation. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of the bids will not be grounds for withdrawal of the proposal. Bidder will acknowledge receipt of each addendum issued by stating it in his proposal. Oral explanations will not be binding.
- c. Each bidder shall furnish all information required on the Bid Form. The person signing the Bid Form must initial any and all erasures and /or other changes made to the bid document.

2. Submission of Bids/Proposals:

- a. All bids shall be submitted in sealed envelopes and shall include the following information on the face of the envelope: Bidders name, address, subject matter of proposal, date and hour of bid opening as stated in the invitation. Failure to do so may result in a premature opening of or failure to open such proposal.
- b. Bidders are responsible for submitting proposals before the stated closing time. Delays in the mail will not be considered. Any proposal received after the stated closing time will not be opened and shall not be considered in the bid opening. No exceptions will be made.
- c. In the event no bid is to be submitted, do not return the invitation. However, a letter or post card should be sent to the ICS Secretary advising whether future invitations are desired.
- d. Any bid may be withdrawn by giving a written notice to the ICS Secretary before stated closing time. After stated closing time no bid may be withdrawn or canceled for a period of 60 days after said closing time.

- e. All bids and/or proposals are to be submitted on the bid forms supplied in the bid package.
- f. When reviewing bids, totals written out in words will take precedence over totals written in figures.
- g. Any alternate bids that are submitted will be considered.

3. Consideration of Bids/Proposals:

- a. A designated ICS member shall represent the ICS in all matters pertaining to this proposal and contract in conjunction therewith. The ICS reserves the right to reject any or all proposals and to disregard any informality in the bids and bidding.
- b. Proposals submitted on Bid Forms are understood to be according to Specification Data. Variations in proposals will be considered when same are submitted on Substitution Proposal Forms furnished herein and all required information is contained in such proposal.

In cases where an item requested is identified by a manufacturer's name, trade name, catalog number, or other reference, it is understood that the bidder proposed to furnish the item so identified and does not propose to furnish an "equal" unless the proposed "equal" is definitely indicated by submission of the Substitution Proposal form.

Reference to any of the above is intended to be descriptive, but not restrictive and only indicates articles that will be satisfactory. Bids of "equal" will be considered, provided that the bidder states in his proposal exactly what he proposes to furnish, including sample, illustration, or other descriptive matter which will clearly indicate the character of the article covered by such proposal.

The designated ICS Representative hereby reserves the right to approve as an equal, or to reject as not being an equal, any article proposed which contains major or minor variations from specifications requirements, but which may comply substantially therewith.

- c. The ICS reserves the right, when it seems to be in the best interest of the ICS, to award the bid in part or in whole, reject any bids or wave informalities.

4. Fair Employment Practice and Non-Discrimination:

The firm or their subcontractors shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, marital status, or handicap. The firm shall take affirmative action to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, marital status or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection of training, including apprenticeship. Breach of this covenant may be regarded as a material breach of contract.

5. Personnel Requirements:

All companies must comply with the Fair Employment Practice Act, Executive Order 1126 entitled the "Equal Employment Opportunity" as amended by Executive Order 11375 and Department of Labor Regulations (41 CFR Part 60), and other Federal, State and City requirements which are applicable.

All companies must agree that the ICS, or any of their duly authorized representatives, shall have access, during regular business hours, to any books, documents, papers and records of their company which are directly pertinent to this agreement, for the purpose of making an audit, examination, excerpts and transcriptions. The company shall maintain all records for three years after all pending matters under this agreement are closed.

6. Indemnification:

Proposer to the fullest extent permitted by law agrees to indemnify, defend and save harmless the International Comanche Society and its elected and appointed officials and officers, agents and employees from and against all loss or expense, including the cost and attorney's fees by reason of liability imposed by law upon the ICS and its elected and appointed officials and officers, agents and employees for damages arising out of or in consequence of the performance of the contract.

7. Severability of Contract:

In the event any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this agreement, but this agreement shall be construed as if such invalid or unenforceable provisions had never been contained. Further, in the event that any provision of this agreement shall be held to be made enforceable by a limitation thereof, such provision shall be deemed to be

amended to the minimum extent necessary to render it enforceable under the laws of the jurisdiction in which enforcement is sought.

8. Amendments to Contract:

When awarded, the agreement shall not be changed, modified, altered, or amended in any respect without the mutual consent of the parties hereto, which consent shall be evidenced by a written amendment to the agreement executed by both parties.

(Vendor's) _____
(Vendor's Name) _____
(Address) _____
(Email Address) _____
(Telephone Number) _____
(Name of Person Completing) _____
(Title) _____
Signature _____ Date _____

International Comanche Society – (ICS)

*Request for Proposal (RFP) for Website Re-Design,
Development, Implementation, Support, and Hosting of the ICS Website
And Facebook Page.*

Comanche Flyer Website Re-Design

RFP Circulation Date: March 17, 2015

Proposal Submission Deadline: 10:00 AM EST March 18, 2015

I. Purpose:

The International Comanche Society (ICS) is issuing this Request for Proposals (RFP) to firms or individuals interested in providing website design services to completely overhaul the ICS website and develop a linked Facebook Page. The ICS seeks to create a dynamic website that is designed and organized in a manner that allows viewers with limited computer experience to easily find and access information, acts as a marketing tool for the ICS to highlight the organization, its assets, and attractions to potential new members and businesses, is easy to update and modify, and is able to incorporate additional components in the future such as online payments.

II. Background:

- a) Section 1. Mission. The International Comanche Society exists to serve its membership by supplying information and know-how to support good maintenance, safety, and affordable flying of Comanche type aircraft. It serves as a knowledge bank and forum for technical and operational issues; and promotes and encourages social activities among its members.
- b) Section 2. Vision. The goal of the International Comanche Society is to become an outstanding type club with maximum coverage of the Comanche population worldwide. Its members will be well served and take pride in their ICS affiliation. ICS will have strong representation with organizations like the FAA, AOPA, and EAA. Interaction and cooperation with other type clubs in pursuit of common goals is encouraged. Each member should be inspired with the feeling that belonging to the ICS is an integral part of owning and flying a Comanche, and that there are abundant benefits.
- c) Section 3. Conduct and Ethics. ICS Members:
 - a. Are encouraged to participate in ICS activities and committees.
 - b. Should encourage both ICS and non-ICS members to associate with ICS.
 - c. Shall refuse to knowingly provide or pass on false information.
 - d. Shall give thoughtful consideration to the comments of other members.
 - e. Shall conduct themselves with proper decorum as emissaries of ICS.

The website for the International Comanche Society (ICS) is the primary communications to members and non-members.

The Current ICS website is located at <http://www.comancheflyer.com>

III. Preliminary Scope of Work:

The final scope of work will be developed with the ICS and the respondent submitting the selected proposal. The ICS wants to completely redesign its website so that members, non-members, businesses, and visitors can easily navigate and access information, communicate with the ICS and download any necessary information.

This RFP is for web design services as well as the maintenance, support, and updates to the website and Facebook Page.

The Price for the Web design, Facebook Design, and monthly support costs should be listed separately. List fixed price as well as price per month and all relevant information on features including server, software, hardware, etc.

Proposals for redesign of the website should include or account for but not limited to the following:

- 1) Design a unique, attractive website to completely fulfil all ICS requirements either in this RFP or in discussions with the city following selection of a contractor.
- 2) Design a self-supporting, consistent, user-friendly navigation framework for the ICS that is understandable to users on all levels.
- 3) Design a unique and elegant home page for the ICS website. Design should be simple and allow users to easily access relevant information.
- 4) Design a template for all pages within the site. All pages must be consistent, look professional, and enhance the image of the ICS.
- 5) Contractor should maintain timely and regular communication with the ICS during the development process.
- 6) Assist with the development of web page content so information is organized and easy to access as well as the entire site has a uniform, consistent format.
- 7) Provide transitioning services to the new web site including: staff training, and the production of a guide book or instructions on changing/updating the website.
 - a. Copy and convert existing content on the current ICS website for use on the new website. This service to include but not limited to: text, graphics, videos, tables, databases, and design elements.
- 8) The primary purpose of the website is as a communication tool between the ICS and outside stakeholders. **To best meet the needs of both, it is expected that the completed website include each of the following components:**
 - a. Integration with social networking websites, allowing us to selectively update our Facebook page with a content management system as staff updates the website.
 - b. Mobile device compatibility for all website content.

- c. A search function that allows the user to search the whole site or subsections within the site.
- d. A site map
- e. A live calendar with a listing of important dates and ICS events which can be divided according to Tribe or International.
- f. The ability to create multiple calendars separate calendars and news pages based on Tribe or International.
- g. The ability to easily post emergency notices on the website homepage.
- h. The ability to download applications necessary to view information (ex Adobe Acrobat Reader).
- i. The ability to conduct online polls and surveys with responses in multiple formats including but not limited to: multiple choice, free flowing text, and “check all that apply”.
- j. A way for members to automatically add or delete an email address from a mass email distribution list.
- k. The ability for users to complete various forms online.
- l. The ability to preview any changes made to content before publishing to the website. This should apply to all types of content, including but not limited to: pages, calendar events, news, and FAQs.
- m. The ability to archive pages and content.
- n. The ability to define a review schedule for all content, prompting the site editors to review published, non-date sensitive content periodically to ensure all items remain accurate.
- o. The ability to allow members to pay for “goodies” and membership dues through PayPal.
- p. The ability to seamlessly interface with Village Press.
- q. The ability for officers to post their own reports on the website.
- r. Publication storage and retrieval
- s. Databases for Membership and Forums
- t. Reports Storage and Retrieval
 - t.i. Officers Reports
 - t.ii. By-Laws and Standing Rules

- t.iii. Marketing Report
- t.iv. Conventions
- t.v. ICS Sponsors
- t.vi. etc.

9) Provide a proposal for Website Hosting.

10) Any additional features the respondent feels would improve the ICS website or the transition process.

The ICS expects that the Contractor and the ICS will work together to plan and organize information on the site, which most likely will include planning sessions, regular meetings, and continued communication throughout the duration of the website design project.

The following represents a preliminary site organization structure. Actual site organizational structure will be set following selection of contractor. Planning the organizational structure is a part of the scope of work included in the RFP. It is expected that the Contractor work closely with the ICS to develop a site organizational structure.

Home Page: The index page will contain a navigation bar directing users to a limited number of broad categories such as:

- Home
- ICS Members
- ICS Information
- Technical Information
- CFF
- ICS Events
- Join ICS

ICS Members: This section will include pages pertinent to members such as:

- Member Directory (Pathfinder)
- Member forms for changing or adding email and address
- Password changing forms
- Flyer Magazines
- ICS Store
 - Order POH
 - Order Comanche Maintenance Manual
 - Order Goodies
- Tool Loan Program
- Tribe Newsletters
- Classifieds
- Forums (Chat and Maintenance)

ICS Information: This section will include pages that present ICS organization information such as:

- Secretary Reports
- Treasurer Reports
- ICS Officers and Board of Directors

- By-Laws and Standing Rules
- Tribe Chiefs and Reps
- Marketing Report
- ICS Sponsors
- Comanche Story

Technical Information: This section will include pages that present technical publications as well as other technical information relevant to the Comanche such as:

- Comanche Tips
- Technical Articles
- Comanche Service Manuals
- Technical Questions
- Technical Reports
- Mechanics Corner
- Service Bulletins and Airworthiness Directives

CFF: This section will include pages that include all information pertaining to the Comanche Flyer Foundation (CFF) such as:

- Pilot Proficiency program
- CFF Merchandise
- Letter from the President
- CFF Donations
- CFF Mission Statement
- CFF By-Laws
- CFF Reimbursements Rules
- CFF Directors
- CFF Trustees
- CFF Reports

- CFF Working for you

ICS Events: This section will include pages that detail upcoming ICS events and an archive of past events such as:

- 2015 Convention
- Past Conventions
- Board Meetings
- Tribe Events

Join ICS: This section includes pages that attempt to entice non-members into joining ICS such as:

- Trial Membership
- Why a Comanche owner should join ICS
- Benefits of ICS Membership
- Comparisons of Comanche's and other planes in its class

IV. Requirements:

Website Requirements

All Proposals must include the following to be considered in the selection process.

1. The site must be unique, look professional, and uniformly represent the ICS in interaction with members, non-members, businesses, and visitors.
2. Design for each page must be consistent throughout the site except where a unique background or other design element is desired to differentiate the function or intent of said page.
3. The entry point for the site must represent the quality and character of the ICS.
4. Each page must be sized as to allow printing or contain a printer friendly version.
5. The site should be designed to be accessible by viewers with limited computer knowledge and should avoid using technology that may not be compliant with popular browsers. In the event such technology is used, the site should provide alternate means for accessing the information.
6. The site must be easy to update by non-technical ICS staff using ICS owned software.
7. Website content management system should allow ICS to be able to post unlimited amount of content at no extra cost to ICS.
8. The site must allow multiple levels of review and approval of content, before information is published to the site. Must have a minimum of two (2) levels of approval.
9. The website must utilize responsive design to display on varying monitor sizes, tablets, and all mobile devices (Windows, Android, iPhone, Blackberry, etc.).
10. Provide continuous "Search Engine Optimization" to build the rankings of the ICS website and ICS Facebook page.
11. The Facebook page must be directly linked to the Website.
12. Tribe and International voting for active members accommodated by the website.

Technical Requirements

Any website design must comply with all technical requirements including specifications regarding hardware, software, and the protocol for transferring and updating information as defined by the ICS during negotiations on the final scope of work.

Maintenance of the Website

Provide Maintenance and Member support for the website and Facebook Page. Provide tools and training such that ICS officers can perform many of the ICS Website Maintenance tasks themselves.

Facebook for ICS

Provide a Facebook Page linked to the ICS Website and provides the following:

- Photo Gallery
- Member Communications
- Tribe Communications
- Promote ICS
- Share Stories and experiences
- Show off owners aircraft
- Integrate with website blog to automatically post to Facebook

Qualifications

Selection of a proposal for contract will be at the sole judgment of the ICS. Only those respondents meeting the following conditions, however, will be considered.

- Respondent must demonstrate past success with website development.
- Respondent must provide references for at least (2) organizations. References must be organizations for which the respondent has developed a website that is currently in use.

Appendix A

Respondent Questions:

1. Describe your organization's experience in developing websites.
2. Provide a brief bio listing qualifications of each employee that would contribute to developing the website for the ICS.
3. List types of software or practices used for website development and design.
4. Clearly define the responsibilities of the ICS during the website development process.
5. Describe the expected interaction between your organization and the ICS throughout the development and transition process.
6. Describe the support your organization will provide during design and transition to the new website. Please be specific with respect to type (training, help only, etc.) contact method (phone, email), and available hours for support.
7. Provide all necessary contact information for your organization.
8. Provide any additional information about your organization that you feel is relevant to the decision process.

Appendix B

Items for costing:

1. Website initial development
2. Facebook page initial development
3. Website and Facebook maintenance
4. Ongoing development to keep sites current
5. Database maintenance and management
6. Server, Domain, and tools cost
7. Hosting costs
8. Costs of migrating from current to new Website.

ComancheFlyer.com Website Proposal

Prepared by: Steve & Adam O'Connor

Prepared for: International Comanche Society

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Introduction

First off, we would like to thank you for the opportunity to re-design and run the International Comanche Society website. With input and help, we believe that we can create a website that is fast, easy to navigate and can maintain a professional and elegant design.

After discussion with Dave Fitzgerald and Ron Keil, we have created a base website with limited functionality that contains some of the ideas that we had. Also based on these discussions, we have created a list of needs and solutions, which can be found on the list below.

Needs

The International Comanche Society needs a fluid website, that can not only reach out to other Comanche owners who may not yet know about ICS, but also keep up the continued visitation of current members.

Furthermore, the website needs to be able to be administrated by designated users, who can add information or make changes instantly and easily as needed.

Solutions

In order to achieve the goal of attracting new members and keeping the current ones on the website, the website must be dynamic, with activity from all members of ICS. Having blogs and social areas, for ICS members to communicate, in addition to the forums, can do this.

As administration is one of the most important features of a website, the website software we have used makes web administration easier than ever. To edit the information on a page, in most cases it can be done in a few clicks. The same goes for making blog posts, events, user management etc. Using a system like this dramatically reduces the cost of management of the website, making it much more affordable.

Website Organization

The new website design will maintain a similar structure to the current website. This is done to ease the transition to members who are used to the current website.

Website features that are seen as old and unnecessary will be removed. The website will have the following features:

- Visually Appealing Elegant Theme
- Similar Structure and Layout to Current Website
- Separate Information Shown to Members and Guests
- Facebook Page Directly Linked to Website
- Databases
 - Membership
 - Chat Forum
 - Maintenance Forum
- Publication Storage and Retrieval
 - Maintenance Manuals
 - Parts Manuals
 - SBs and A/Ds
 - Comanche Tips
 - Technical Articles
 - Mechanic's Corner
- Reports Storage and Retrieval
 - Secretary's Reports
 - Treasurer's Reports
 - ICS Officers and Representatives
 - By-Laws and Standing Rules
 - Marketing Report
 - Conventions
 - ICS Sponsors
- Menu Information
 - Home
 - ICS Members
 - ICS Info
 - Technical Info
 - CFF
 - ICS Events
 - Join ICS

The Home Page will provide links to information that's important at the time of viewing. Additionally, guests will see different links and information than members.

Website users often offer some of the best ideas. For this reason we would like to create an online suggestion box to allow members to share their requests and ideas. We will monitor these suggestions and present all ideas that we feel will complement the organization with the implementation plan and costs involved.

Facebook and ICS

- Photo Gallery
 - Moved to Facebook then linked back to website
- Member Communications
- Tribe Communications
- ICS Promotion
- Sharing of Stories and Experiences
- Ability to Show Off aircraft
- Blog Integration
 - Automatically post new blog posts to Facebook

SEO – Search Engine Optimization

- Continue to build rankings of ICS Website and ICS Facebook page

There is the ability to remove some of the responsibilities from Village Press. One of them includes a web-based magazine. This can save costs from Village Press for printing costs, and other management costs. Our suggestion would be to allow the members to choose whether or not they want a magazine, with the prices reflecting accordingly.

Maintenance

We will be maintaining and offering support for the website and Facebook pages. Website maintenance will be charged at a base price for a set amount of hours per month. After those hours have been exceeded, then an hourly rate will be charged for continued maintenance until the next month.

Cost Analysis

Base Website - \$4800

- Includes all features listed above
- Facebook Page Development

Maintenance and Support of Website and Facebook page - **\$250/month** for maintenance of website and Facebook, website technical support, maintenance of databases, member management, server, domain and server security certificates costs. Covers up to 5 hours per month.

Ongoing development - \$50/hr.

- Includes development of new features
- Any changes made to website look and functionality

Any feature development that requires outsourcing will be billed at cost