

WHO HANDLES WHAT AT PI HEADQUARTERS?

Recent retirements and operations restructuring have resulted in changes in some staff members' duties. To facilitate prompt responses and accuracy, your comments, suggestions, questions, forms, or submitted materials should be directed to the designated staff members indicated below:

Pilot International Staff at Headquarters

Director/Administrator
Peggy Davidson, Executive Director
Ext. 301 • Email: peggy@pilothonline.org

- EC/PIF/BOD Liaison
- Legal/Financial issues
- Bylaws/minutes
- Supervision and updating of all Pilot resource materials/maillings
- Conventions/convention sites negotiation/liaison
- Staff management, including all contract personnel
- Networking with other industry professionals

Financial/Human Resources
Christine Caito
Ext. 303 • Email: christine@pilothonline.org

- Financial Reports
- PI/PIF budgets
- Investments/Properties (when applicable)
- Human resources/Payroll
- Software support
- Club Liability Insurance

Foundation/Member Services
Ruby Brown
Ext. 308 • Email: ruby@pilothonline.org

- PI Foundation: Donations/Contributions
- PI Foundation: Grants/Scholarships
- Member services/resources
- Oversee Building Maintenance

Anchor Program
Bonnie Millirans
Ext. 307 • Email: bonnie@pilothonline.org

- Anchor communication networks, including Flagship newsletter and Anchor social media
- Anchor awards/scholarships/Freedoms Foundation liaison
- Anchor leadership Program/activities at International Convention
- Administrative Assistance

Convention/Foundation Support Services
Megan Milton
Ext. 300 • Email: megan@pilothonline.org

- Administrative assistance
- Convention planning/convention registration/events
- PIF Support/Donor acknowledgments

Membership Records/Accounting Assistant
Debbie Brown
Ext. 306 • Email: debbie@pilothonline.org

- Accounts payable/receivable
- Membership analysis/new/disbanding clubs
- Annual dues/Insurance
- Membership database maintenance
- Membership information forms
- Notification of Change in Membership Information
- Club Officers Forms
- 50-Year Members (certificates/pins)
- District Appointees' database

Member Support Services/Headquarters Services
Cynthia Banks
Ext. 309 • Email: cynthia@pilothonline.org

- Order processing/billing for printed supplies at headquarters
- Manuals/brochures/BrainMinder supplies
- Inter-office services/supplies/mail room
- PEP reports
- BrainMinder Evaluations
- Special events at Headquarters building

Offsite Contract Staff

(please address all requests / inquiries via ED Peggy Davidson above)

Digital Marketing/Networking Communications
Paige Henson
Email: paigehenson@gmail.com

- Digital Marketing/Communications
- Social Networking/Pilot blog
- Research
- Organizational consultation/ training
- Contributing writer

Editor, Pilot Log/ Email Communications/Marketing graphics
Julianne Gleaton
Email: julianne@pilothonline.org

- Pilot Log submissions (submit directly to her email address)
- Compilation of content, The Pilot Log
- Layout/design, The Pilot Log
- Email communication/Marketing layout services

Webmaster
Daniel Emerson

- Website maintenance/support/troubleshooting
- Web programming services
- Digital marketing support