

SWAAAE Board of Directors Meeting
Carmel Meeting Room, Monterey Plaza Hotel | Monterey, California
Sunday, January 23, 2022 | 8:00 – 11:00 a.m.

Meeting Minutes

I. Call to Order, Roll Call, Review Agenda

- a. President Rubio called the meeting to order at 8:07 a.m. after verifying a quorum was present.
- b. **ACTION:** Immediate Past President and AAAE Director Ross made a motion to move agenda item VII. A “Governance” to an action item. A discussion took place. Director Smith seconded the motion, which passed unanimously.

Board of Directors: President Jorge Rubio, First Vice President Corinne Nystrom, Second Vice President Tai Jay Chen, Immediate Past President and AAAE Director Judy Ross, Director Gladys Brown, Director Brett Godown, Corporate Director Michael Hill, Director Courtney Johnson, Director Alex Kovacs, Director Graham Ritz, Director Alex Smith, Corporate Director David Sperling, Director Welton Trang

AAAE Representation: AAAE Director Jennifer Maples, AAAE BOE Representative Kevin Smith, AAAE BOE Representative At-Large Mark Witsoe

Committee Members: Membership Committee Chair and 2022 Winter Conference Committee Vice Chair Alice Bimrose, Technology Committee Vice Chair James Cullison, Technology Committee Chair Cole Hartfiel, Legislative Committee Chair Ken Moen, Young Professionals Committee Chair Sean Moran

Staff: Executive Director Cathy Herring

Guests: Alan Buchanan, Kim Gama, Jeff Leonard, Chris Read, Brent Shiner, Robert Trimborn

II. Minutes of the Board of Directors Meeting held on Friday, October 1, 2021

- a. **ACTION:** Director Brown made a motion to approve the minutes as presented. Director Johnson seconded the motion, which passed unanimously.

III. President’s Report

- a. President Rubio recapped his priorities for his year as President.
- b. Following the direction of AAAE Chair Krauter, Alice Bimrose was voted by the Board of Directors and appointed by President Rubio to serve as Chair of the AAAE Professional Development Committee.
- c. Immediate Past President and AAAE Director Ross and AAAE Director Maples represented the Chapter at the 2022 AAAE National Issues Conference. It was reported AAAE presented the Chapter with a \$50,000 donation to use at the Chapter’s discretion.
- d. Corporate Directors continue to follow up on the potential new member benefit of posting airport ACIP’s to the website.
- e. 2022 will be the last year Christine Eberhard will serve as Chair of the Attorney Workshop. President Rubio requested a letter of recognition for Christine and thanked her for her many years for dedication.
- f. Executive Director Herring went from employee to owner of the Chapter’s association management company, KCA, Inc.
- g. Board members will serve as monitors in the hospitality suite each night of the conference.

IV. Executive Director’s Report

- a. Membership
 - i. Non-Executive Memberships
 1. Executive Director Herring referenced the report included in the handout packet and presented a total of 22 non-Executive members for ratification. **ACTION:** Director Brown made a motion to ratify all non-Executive members as presented. Second Vice President Chen seconded the motion, which passed unanimously.
 - ii. Executive Membership Applications
 1. Executive Director Herring referenced the report included in the handout packet and presented a total of 20 Executive members for approval. **ACTION:** Director Brown made a motion to approve all Executive members as presented upon the condition the membership committee verifies Cody Nissen qualifies in his current position. A discussion took place. Director Johnson seconded the motion, which passed unanimously.
 - iii. Membership by Class Report
 1. Executive Director Herring referenced the report included in the handout packet and reported a total of 675 current members compared to 596 in January, 2021. A discussion took place on the Corporate member increase.

V. Financial Report

- a. 2021-2022 Second Quarter Financial Reports
 - i. First Vice President Nystrom referenced the reports included in the handout packet and noted the successful 2021 Summer Conference; thanked Reno Tahoe International Airport for a great job hosting. The Finance Committee will be reviewing the structure/layout of the financial reports and how the program fund is currently reported.

VI. Action Items

- a. Nominating
 - i. Election for Appointment of AAAE Nominating Committee Representative
 1. First Vice President Nystrom reported Immediate Past President and AAAE Director Ross recused herself from the election process as she decided to run in the January, 2022 Chapter AAAE election. It was reported Carl Newman was the current AAAE Nominating Committee Representative and after the Nominating Committee reached out to Carl, he opted to not pursue another term. The Nominating Committee received and reviewed one candidate packet from Mark Witsoe, and the committee recommend the Board vote to appoint. **ACTION:** Director Brown made a motion to appoint Mark Witsoe as the Chapter's AAAE Nominating Committee Representative. Director Johnson seconded the motion, which passed unanimously.
 - ii. Immediate Past President and AAAE Director Ross reported the Chapter's BOE Representative term is up this year for election; an email will be sent to solicit candidates for the three-year term position.
- b. Technology
 - i. Committee Name Change
 1. Technology Committee Chair Hartfiel reported due to the current name of the committee, Chapter members are not clear of the committee's roles and responsibilities and do not know the committee is accountable for conference audio visual production. Hartfiel referenced the report included in the handout packet and presented a new committee name for the Board's consideration. **ACTION:** Director Brown made a motion to approve the committee's name change to "Zebra Zero Zero Visual & Audio Production Committee". Immediate Past President and AAAE Director Ross seconded the motion, which passed unanimously.
- c. Governance
 - i. Policy Decisions
 1. Second Vice President Chen referenced the report included in the handout packet and presented the amended policy decisions for the Board of Director's review and approval. It was reported the committee is reviewing the Bylaws and will present recommendations to the Board to clarify how Policy Decisions are tracked, to ensure the Policy Decisions are transparent, and how and when Policy Decisions are to be incorporated into the Bylaws. **ACTION:** Second Vice President Chen made a motion to approve the Policy Decisions as presented. Immediate Past President and AAAE Director Ross seconded the motion, which passed unanimously. **ACTION ITEM:** Executive Director Herring is to send Policy Decisions to the membership for review prior to the General Membership meeting.

VII. Discussion Items

- a. Scholarship
 - i. Michael A. Schutt Scholarship, sponsored by Mead & Hunt
 1. Scholarship Committee Chair Ritz referenced the report included in the handout packet and noted after this year, Mead & Hunt will be reallocating the funds of the Michael A. Schutt Scholarship to engineering related programs. Leonard attended the meeting, representing Mead & Hunt, and reported he will be presenting the scholarship for the last time at the 2022 Winter Conference. Leonard noted Mead & Hunt will continue to support the Chapter in other ways and thanked the Chapter for the opportunity to provide the scholarship for a number of years. A discussion took place on how to continue honoring Michael A. Schutt at the Chapter level. Leonard suggested an Award in Schutt's name. **ACTION ITEM:** President Rubio suggested the Board of Directors discuss and vote on an action at a future meeting. Second Vice President Chen suggested an ad-hoc committee work together; Director Brown and Second Vice President Chen volunteered to work with Director Ritz.

VIII. Informational Items

- a. 2022 Winter Conference
 - i. Conference Committee Vice Chair Bimrose recapped current conference registration numbers, as well as the number of sponsors and exhibitors. Bimrose thanked Immediate Past President and AAAE Director Ross for chairing the conference program committee. It was noted the keynote speaker had a last-minute emergency and was sending the second in command from App in the Air.
- b. 2022 Summer Conference
 - i. The Conference Committee Chair was not in attendance and did not provide a report prior to the meeting.
- c. AAAE Accreditation Update/Final Interview Workshops
 - i. AAAE BOE Representative Smith referenced the report included in the handout packet and stated the Final Interview Workshop on Saturday was a success. Two interviews were scheduled to take place after the Board of Directors meeting. The next in person workshop will be at AAAE's NAC in Orlando in October, 2022.
- d. AAAE Professional Development Committee
 - i. Professional Development Officer Bimrose reported the committee creation was announced by AAAE Chair Krauter to the AAAE membership; the first committee meeting has yet to be scheduled. Goals for the committee include developing a pathway plan for Chapter and National succession. In consultation with the President, Bimrose is in the process of forming the Chapter's Professional Development Committee.
- e. AAAE Update
 - i. AAAE Director Maples recapped updates from AAAE's National Issues Conference, including a new initiative from Chair Krauter; AAAE partnering with ACI to build a disaster relief fund. AAAE Director Maples noted the full AAAE report is linked on the Chapter website.
 - ii. Immediate Past President and AAAE Director Ross recapped FAA reauthorization, legislative and committee chair updates. Young Professionals Committee Chair Moran was appointed as Co-Chair of AAAE's Young Professionals Committee. AAAE Chair Krauter started a strategic plan for the AAAE Board of Directors; more information to come. AAAE encouraged members to keep their A.A.E. credential current.
- f. Academic Relations Committee
 - i. Academic Relations Committee Chair Sperling reported the committee will review and update initiatives to present at the next Board of Directors meeting. The committee was unable to connect with Pathways to Aviation; Moen reported Pathways to Aviation is updating their program and will reach back out.
- g. Awards, Resolutions and Recognition
 - i. Committee Chair Godown reported the committee is finalizing the letters of recognition for the 2022 Winter Conference and call for Chapter Award nominations will be sent in March or early April. **ACTION ITEM:** The committee is to draft a letter of recognition for Chris Eberhart for serving as the Attorney Workshop volunteer for many years by the April, 2022 Board of Directors meeting.
- h. Corporate Member Update
 - i. Corporate Director Hill referenced the report included in the handout packet and stated the FAA Consultant Forum is postponed until future conferences and the Best Practices guide has been developed; both will be discussed at the conference's corporate membership meeting. The Directors will also discuss the possible new member benefit of adding airport ACIP's to the website – available to Chapter members only. A discussion took place and Executive Director Herring confirmed the website is capable of housing ACIP's submitted.
- i. Credentials
 - i. Credentials Committee Chair Brown reported the committee has a list of current Chapter members that qualify for the C.A.E. credential and will be doing outreach. Henry Thompson's C.A.E. certificate will be presented during the President's Banquet on Tuesday.
- j. Diversity, Equity and Inclusion
 - i. Second Vice President Chen referenced the report included in the handout packet and noted the committee's accomplishments over the last year, including recognition emails and the third and final webinar of the three-part series on the topic of Understanding Impact Bias. The committee will be hosting a session during the 2022 Winter Conference. A discussion took place on feedback received from the 2021 Summer Conference and how to best address concerns moving forward.
- k. Engagement/Education (Ad Hoc)
 - i. Committee Chair Smith referenced the report included in the handout packet and reported the committee is working to finalize the topic of the next virtual education session; FAA reauthorization is being considered. The committee will consider continuing to work with the SCC Chapter to cross promote education sessions and events.

- I. Executive
 - i. President Rubio updated the Board of Directors on FAA staffing changes.
- m. Ethics
 - i. Ethics Committee Chair Ross stated there was nothing to report. Nothing to report.
- n. Legislative and Industry Engagement
 - i. Committee Chair Moen referenced the report included in the handout packet and noted Director Smith attended the 2022 Arizona Aviation Day; Smith provided an update. It was stated there is strong support in Arizona for aviation and the state of Nevada meets every two years.
- o. Membership
 - i. Membership Committee Chair Bimrose referenced the report included in the handout packet and stated the committee meets quarterly. Currently, the committee is focused on recruiting AAEE members from the region to join SWAAEE and plans to follow up with non-member conference attendees after the 2022 Winter Conference and before the Summer Conference. Director Johnson encouraged highlighting young professionals/different member types on the Chapter website, including new members and scholarship recipients. A discussion took place on how the Board of Directors can assist the membership committee with the website's Featured Members section.
- p. Social Media (Ad Hoc)
 - i. It was reported Committee Chair Pene is out on maternity leave. AAEE Director Maples volunteered to assist in Pene's absence and has been inviting people on LinkedIn to follow the Chapter's page. Maples stated she plans to focus on Facebook next.
- q. Strategic Plan (Ad Hoc)
 - i. Committee Chair Witsoe reported the committee is focused on two projects; continuing to push forward a certification/accreditation in management of general aviation airports and creating a 501c3 SWAAEE foundation. **ACTION ITEM:** The committee will bring a proposal forward at the April Board of Directors meeting for consideration.
- r. Time and Place
 - i. Committee Chair Nystrom referenced report included in the handout packet and noted the 2022 Summer Conference dates of July 10-13 in Sonoma County, CA. The next Board of Directors meeting is scheduled for Friday, April 8 at the 2022 Summer Conference venue. The October Board of Directors meeting will take place in Arizona, date to be determined. A brief discussion took place on venue options for the 2023 Summer Conference in Phoenix, Arizona.
- s. Young Professionals
 - i. Young Professionals Committee Chair Moran reported the committee is partnering with the new attendee meet and greet reception to highlight young professionals. The North East AAEE Chapter sent young professional ribbons to be distributed during the conference.

VIII. Director Comments

- a. Corporate Director Sperling participated in the meeting virtually and stated he was looking forward to seeing everyone at the conference in person tomorrow.

IX. Member Comments

- a. Committee Chair Hartfiel thanked the ZOO VA Committee for their efforts and Jessica Painter with KCA for her work on setting up and managing the Winter Conference platform Whova.

X. Adjourn

- a. The meeting was adjourned at 10:02 a.m.

Respectfully submitted by Cathy Herring, Executive Director