

SWAAAE Board of Directors Meeting
Palm 3AB Meeting Room, Arizona Grand Hotel | Phoenix, Arizona
Saturday, July 22, 2023 | 12:30 – 3:30 p.m.

MEETING MINUTES - DRAFT

I. Call to Order, Roll Call, Review Agenda

- a. President Nystrom called the meeting to at 12:35 p.m. after verifying a quorum was present.

Board of Directors: President Corinne Nystrom, Second Vice President Courtney Johnson, Immediate Past President Jorge Rubio, Director Gladys Brown, Director Brett Godown, Corporate Director Mike Hill, Director Graham Ritz, Director Alex Smith, Corporate Director David Sperling, Director Welton Trang

AAAE Representation: BOE Representative At Large Rosalyn Bond, AAAE Director Judy Ross, AAAE Director Mark Witsoe

Committee Members: Leadership Development Committee Chair Alice Bimrose, 2024 Winter and Summer Conference Committee Chair Loriann Chace, ZØØ Visual and Audio Production Committee Vice Chair James Cullison, ZØØ Visual and Audio Production Committee Chair Cole Hartfiel, Social Media Ad-Hoc Committee Vice Chair Jennifer Maples

Guests: Angi Daus, Lisa Watada

Staff: Executive Director Cathy Herring

II. Action Items

- a. Minutes of the Board of Directors meeting held on Tuesday, May 16, 2023, in Phoenix, AZ
- i. President Nystrom requested an amendment under Informational Items, 2023 Summer Conference; “Major” to “Mayor of the City of Mesa, Arizona”. **ACTION:** Director Brown made a motion to approve the minutes, amendment included. Second Vice President Johnson seconded the motion, which passed unanimously.
- b. 2023-24 Budget
- i. First Vice President Chen referenced the draft budget and FY23 financial reports included in the handout packet. 2023-24 budget line items highlighted for the Board’s attention included Technology, Scholarship Program/Foundation and Board Approved Programs. It was stated out of the \$11,000 budgeted for Scholarship Program/Foundation, \$1,000 was dedicated to Foundation administrative expenses. Second Vice President Johnson noted \$8,000 was allocated under Board Approved Programs to support the Leadership Development Committee’s FY24 initiatives, per request. A discussion took place on budgeting for a deficit; First Vice President Chen confirmed the proposed budget, as presented, exceeds the cash reserve requirement stated in Policy Decision 23-03. AAAE Director Witsoe made a request for the Board of Directors to consider a donation to the 501c3 SWAAAE Foundation utilizing the funds AAAE donated to the Chapter to support scholarships. **ACTION:** Director Brown made a motion to approve the 2023-24 budget as presented. Corporate Director Sperling seconded the motion, which passed unanimously.

III. President’s Report

- a. President Nystrom reported:
- i. She and First Vice President Chen have been working closely to ensure a smooth transition.
- ii. She followed up with AAAE on their Diversity, Equity and Inclusion Resolution and requested AAAE include all protected classes as stated in SWAAAE’s Resolution.
- iii. Chapter Presidents have been meeting monthly; President Nystrom recommended First Vice President Chen continue to participate as the monthly meetings have been very beneficial. President Nystrom reported all Chapters have discussed struggling with leadership succession planning. It was suggested the Leadership Development Committee focus on Chapter succession and how to get new members involved.
- b. President Nystrom thanked the Board of Directors for their support.

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 19 non-Executive members for ratification. **ACTION:** Director Godown made a motion to ratify all members as presented. A discussion took place regarding Academic members and their campus location. Director Smith 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 11 Executive members for approval. **ACTION:** Director Godown made a motion to approve all Executive members as presented. Director Brown seconded the motion, which passed unanimously.
- iii. Membership by Class Report
 - 1. Executive Director Herring referenced the report included in the handout packet and a discussion took place on the changes to Executive and Corporate member numbers compared to last year. **ACTION ITEM:** SWAAAE Headquarters to review membership data from the last two membership years, specifically relating to the decrease in Executive members and the increase in Corporate members, and report back to the Board the Executive members the Chapter lost. **ACTION ITEM:** SWAAAE Headquarters to work with the membership committee to reach out to airport groups with available membership seats and encourage the airport to add additional members.

V. Discussion Items

- a. Governance
 - i. Procedures Manual
 - 1. Second Vice President Johnson referenced the report included in the handout packet and recapped the changes made to the updated Procedures Manual. President Nystrom stated approval is not required by the Board of Directors or general membership for Procedures Manual amendments.
- b. Time and Place
 - i. Executive Director Herring referenced the report included in the handout packet regarding future winter conference dates and venue availability. Voting Board of Director members were asked to submit their feedback on the options available prior to the meeting. Those participating in the meeting discussed budget, room rates, meeting space pros and cons, and the impact both venue options could potentially have on attendance. A discussion took place on the limited availability at the Monterey Plaza and offer presented by the Monterey Marriott for the 2025 and 2026 winter conferences. **ACTION:** Second Vice President Johnson made a motion to approve Executive Director Herring to negotiate a contract with the Monterey Marriott to host the Chapter's annual winter conferences February 2-5, 2025 and February 1-4, 2026. Director Brown seconded the motion, which passed unanimously.
 - ii. It was reported the next Board of Directors meeting would take place on Friday, September 22 at Sacramento International Airport and the 2023-24 Coffee Break schedule would be announced soon.

VI. Informational Items

- a. 2023 Summer Conference
 - i. Committee Chair Smith referenced the report included in the handout packet and added a strong push was made for registration the last few weeks resulting in an increase to airport attendees.
 - ii. The Board of Directors thanked Committee Chair Smith for leading the planning committee and for coordinating a great conference.
- b. 2024 Airport Management Short Course
 - i. Committee Chair Chace stated the conference will take place January 21-24, 2024 at the Monterey Plaza Hotel.
- c. AAAE Accreditation Update/Final Interview Workshops
 - i. AAAE Director Witsoe reported one candidate from the Chapter passed the Final Interview earlier that day and would be recognized during the conference.
- d. AAAE Update
 - i. AAAE Director Ross reported Perry Miller from Richmond International Airport was now Chair of AAAE and would be in attendance at the Chapter's Summer Conference. Ross recognized Harry Barrett Jr. and Kevin Bumen as the Chapter's National AAAE Directors, Mark Witsoe as AAAE Director, Charlene Reynolds as a Policy Review Council member, and Casey Denny, SWAAAE Past President, as the new Chair of the Board of Examiners. It was reported Natalie Fleet was leaving AAAE.
 - ii. AAAE Director Witsoe reported many committee chairs have changed under Chair Miller's leadership.
 - iii. The National Airports Conference is scheduled for September 10-12 in Spokane, WA.
 - iv. AAAE Director Witsoe stated he is working on a certification/GA workshop.
- e. Awards, Resolutions and Recognition
 - i. Committee Chair Godown reported the Chapter's Annual Award winners would be recognized at the general membership meeting.

- f. Corporate Member Update
 - i. Director Hill referenced the report included in the handout packet and mentioned at the last corporate member meeting, members discussed current Board positions and did not feel it was necessary for the Board to consider an additional Corporate Director position. Corporate members have been expressing concern regarding the ratio of airport to corporate attendees at conferences; a brief discussion took place on ways to bring in more airport attendees at Chapter conferences, including offering education credits and hosting events targeted to young professions/those new to the industry.
- g. Diversity, Equity and Inclusion
 - i. Committee Chair Barrett was not in attendance but did provide a report included in the handout packet.
- h. Engagement/Education
 - i. Committee Chair Smith referenced the report included in the handout packet and stated the committee is finalizing the next virtual education session to take place in the next few months.
- i. Leadership Development Committee
 - i. Committee Chair Bimrose referenced the report included in the handout packet and reported the AAAE Leadership Development Committee met in person at the AAAE Annual Conference; the committee will meet again at the National Conference in September. The committee is focused on developing leadership development training materials for different levels of management.
 - ii. A discussion took place on how to support Chapter members becoming accredited.
- j. Legislative and Industry Engagement
 - i. Committee Chair Moen was not present but included a report in the handout packet. Committee member Smith discussed the FAA reauthorization amendment and the draft letter submitted for President Nystrom's review and signature. **ACTION ITEM:** Committee is to confirm federal level issues with AAAE.
 - ii. Immediate Past President Rubio reported an update on California's SB 654.
- k. Nominating – Jorge Rubio/TJ Chen
 - i. Committee Chair Rubio reported on the 2023-24 slate and stated the incoming President will make appointments to fill the vacancies due to the lack of applications received from candidates; the Nominating Committee did not receive candidate packets for all available positions. A discussion took place on ways to promote Chapter membership and involvement at the National level. Rubio reported some eligible candidates were unable to receive employer approval to run for a Board position; others reported the inability to meet the time commitment. Further discussion took place on ways to engage young professionals to improve Chapter succession planning.
- l. Scholarship
 - i. Committee Chair Ritz referenced the report included in the handout packet and discussed increasing the marketing of the Chapter's scholarship program, specifically via social media (LinkedIn).
- m. Social Media (Ad Hoc)
 - i. A report was included in the handout packet.
- n. Strategic Planning (Ad Hoc)
 - i. Committee Chair Witsoe reported the initial formation paperwork had been filed for the 501c3 SWAAAE Foundation. Once the paperwork is approved, the committee will move forward and request tax exemption status and establish a bank account to accept donations. It was stated the committee's goal is to be up and running by the fall of 2023. President Nystrom thanked the committee for bringing the new foundation to life.
- o. ZØØ Visual and Audio Production Committee
 - i. Committee Chair Hartfiel reported with the approved FY24 budget, the committee plans to purchase two short throw projectors and a new crate for shipping.
 - ii. The committee has a new inventory system in place with over 230 items documented. Next step is to request an increase in the Chapter's insurance policy coverage to include the new technology inventory.

VIII. Directors Comments

- a. Corporate Director Sperling thanked the Board of Directors for their engagement and support over his past two terms and mentioned he will be donating to the SWAAAE Foundation once available.
- b. Immediate Past President Rubio thanked Executive Committee members and the Board of Directors for their support as his term on the Executive Committees ends.

IX. Adjourn

- a. **ACTION:** Second Vice President Johnson made a motion to adjourn the meeting at 2:40 p.m. Director Ritz seconded the motion, which passed unanimously.

Respectfully submitted by: Executive Director Cathy Herring