

SWAAAE Board of Directors Meeting
Executive Board Room, Loews Ventana Canyon Hotel, Tucson, AZ
Friday, April 12, 2019 | 8:30 a.m. – 12:00 p.m.

MEETING MINUTES

I. Call to Order, Roll Call, Review Agenda

- a. President Hudson called the meeting to order at 8:37 a.m. after verifying a quorum was present and requested the following modifications to the Board meeting agenda:

- i. Move “Nominations” from action items to informational items
- ii. Add “2019 Winter Conference” as an informational item

ACTION: Immediate Past President Stout made a motion to approve all meeting agenda modifications. Director Helmick seconded the motion, which passed unanimously.

Board of Directors: President Jonathan Hudson, First Vice President Jennifer Maples, Second Vice President Judy Ross, Immediate Past President Stout, Director Barney Helmick, Director Corinne Nystrom, Corporate Director Matt Quick, Director Dean Schultz, Director Andy Swanson,

AAAE Representation: AAAE Director Danette Bewley, AAAE Director Scott Malta

Remote: Director Kevin Bumen, Director Courtney Johnson, Corporate Director Jeff Leonard, Legislative Committee Chair Brad Hagen, AAAE Nominating Committee Representative Barry Rondinella

Guests: Jessie Butler, Celeste Fitzgerald, John Ivanoff, Alex Smith, David Sperling

Staff: Executive Director Cathy Herring

II. Minutes of the Board of Directors Meeting held at the Monterey Plaza Hotel, Monterey, CA on January 27, 2019

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

III. Minutes of the Special Board of Directors Meeting held on February 28, 2019 and March 9, 2019 via teleconference

- a. First Vice President Maples suggested the following edits to the meeting minutes:

- i. Section II B, replace “select” with “consider”. Immediate Past President Stout and Director Helmick both agreed with the edit.
- ii. Edit “AAAE Chapter Meeting” to read “AAAE Chapter Officer’s Meeting” throughout the minutes.

ACTION: Second Vice President Ross made a motion to approve the minutes, including all edits as presented. The motion was seconded, which passed unanimously.

- b. Immediate Past President Stout reported a recap of the Special Board of Director meetings and a discussion took place regarding the AAAE Chapter Officer’s meeting. First Vice President Maples reported AAAE has started to discuss revamping its nomination procedures as Board members have expressed concerns with the current process. AAAE Nominating Committee Representative Rondinella reported a discussion took place at the National level regarding their nomination requirements, including letters of recommendation. Those attending the upcoming AAAE Conference in Boston offered to bring items for discussion to National on behalf of the chapter. Director Schultz suggested advocating for a seat at the table when AAAE discusses the At-Large positions. AAAE Nominating Committee Representative Rondinella stated he will be present for those discussions to represent the chapter.

IV. President’s Report

- a. President Hudson thanked Tucson Airport Authority for hosting the Board dinner and meeting and recommended the Board consider ways to improve chapter communication, mentorship, and brainstorm how to get more members involved in SWAAAE committees. A discussion took place on current chapter member benefits and compared to AAAE.

V. 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 four non-Executive members to the Board for ratification.

ACTION: Second Vice President Ross made a motion to ratify all non-Executive members as presented. Director Schultz 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 seven Executive members for approval. **ACTION:** Director Nystrom made a motion to approve all Executive members as presented. Director

Swanson seconded the motion, which passed unanimously.

iii. Membership By Class Report

1. Executive Director Herring referenced the report included in the handout packet and noted a total of 567 current members compared to 571 in April, 2018.

VI. Financial Report

a. 2018-19 Third Quarter Financial Reports

- i. First Vice President Maples referenced the third quarter balance sheet and profit and loss statement included in the handout packet and reported the chapter had a total of \$2,214.45 in the checking account and \$152,110.98 in the savings account. The funds pulled from Fidelity (\$85,000) were invested into a 9-12 month CD account.

VII. Action Items

a. Policy Decisions

i. Revised Policy Decision 19-04

1. Second Vice President Ross referenced the report included in the handout packet and stated as the committee reviewed the budget for the next fiscal year, a question came up as to what should be included in the calculation of the cash reserve minimum amount of 50% of the rolling three-year average or \$100,000 (whichever is greater) as stated in Policy Decision 19-04. The question was specifically in regards to what makes up the 50% of the rolling three-year average; income, expenses, or account balance. Second Vice President Ross stated the Policy Decision was intended to be specific to actual operating expenses but the Policy Decision, as it was currently written, was not clear. A discussion took place and the Board agreed it was best to amend Policy Decision 19-04 to avoid further confusion. **ACTION:** Immediate Past President Stout made a motion to amend Policy Decision 19-04 to specify the Board should maintain a cash reserve fund balance of not less than 50% of the rolling three-year average of actual total expenses, or \$100,000, which is greater for any fiscal year. Director Nystrom seconded the motion, which passed unanimously. **ACTION ITEM:** The revised Policy Decision will be presented to the membership at the next General Membership meeting in July, 2019 for approval.

b. KCA Contract

- i. First Vice President Maples presented the 2019-2022 KCA contract to the Board of Directors for review and referenced the report included in the handout packet. **ACTION:** Immediate Past President Stout made a motion to approve the contract as presented. Director Helmick seconded the motion, which passed unanimously.

c. 2019-20 Budget Draft

- i. First Vice President Maples referenced the proposed budget included in the handout packet and noted \$2,500 was included to support the Airport Leadership Development Course in August, 2019. **ACTION:** Director Schultz made a motion to approve the budget as presented. Second Vice President Ross seconded the motion, which passed unanimously.

VIII. Discussion Items

a. Airport Leadership Development Class

- i. Immediate Past President Stout referenced the report included in the handout packet and reported the California Airports Council (CAC) agreed to partner with SWAAAE as a sponsor of the 2019 Airport Leadership Development Class. A discussion took place on the following topics:

1. Discounted registration rate for SWAAAE members (not limited to those in California)

2. Event profit and expenses

- a. Immediate Past President Stout clarified SWAAAE would not be responsible for any expenses outside of the sponsorship, nor would the chapter receive any profit from the event.

3. Marketing to increase attendance

- a. Marketing to include SWAAAE alerts and website

4. Other organizations involved

- a. **ACTION ITEM:** Immediate Past President Stout is to confirm if other organizations are involved and if the CAC would benefit from Arizona and Nevada state associations' participation.

First Vice President Maples suggested the CAC consider hosting future classes in conjunction with other industry conferences/events. Director Helmick and Director Schultz offered to host future classes at their airports.

- ii. **ACTION ITEM:** Include the \$2,500 Airport Leadership Development Class sponsorship as an agenda action item for the July Board of Directors meeting.

- b. Procedures
 - i. Second Vice President Ross thanked the Board and committee chairs for reviewing the current procedures and sending requested updates. Second Vice President Ross stated the goal is to have a draft of the updated procedures sent out for review by July 1, 2019.
- c. SWAAAE Website
 - i. Executive Director Herring presented the new website for the Board of Director's review and highlighted the new layout and features available via Wild Apricot. Those in attendance were encouraged to send suggested changes and additional feedback to SWAAAE Headquarters before the new website launches at the end of the month.
- d. Potential Partnership with AAAE on Future Conference
 - i. First Vice President Maples referenced the report included in the handout packet and stated AAAE is open to the idea of a partnered conference. A partnered conference was recommended due to SWAAAE having lower placement in terms of income and partnership with AAAE compared to other chapters. A discussion took place on the pros and cons of a partnered conference, along with potential topics. It was suggested to consider partnering with AAAE on the Legislative Issues Conference as Hawaii is a state within southwest region and/or partnering on an existing SWAAAE summer or winter conference. Director Nystrom noted the Wildlife Conference is missing for FAA certification and could be considered for partnership.

IX. Informational Items

- a. 2019 Winter Conference Recap
 - i. Conference Committee Chair Johnson referenced the report included in the handout packet and noted the estimated conference return to the chapter was \$53,000.
- b. 2019 Summer Conference
 - i. Conference Committee Chair Bewley presented the conference logo, draft agenda and attendee gift to those in attendance and noted a save the date email blast was sent to the chapter's full mailing list. The sponsorship committee is working to finalize the sponsorship prospectus and then will begin outreach. It was reported the keynote speaker was confirmed, budget was finalized, and El Charro had been reserved for the Board and Conference Committee dinner on Saturday, July 27.
- c. 2020 Winter Conference
 - i. It was reported Brett Godown is Conference Chair and Sean Moran is Conference Vice Chair. The Executive Committee is working with Brett Godown to increase the contracted room block for the 2020 Conference.
- d. AAAE Academic Relations Committee
 - i. First Vice President Maples referenced the report included in the handout packet and on behalf of Committee Co-Chair Trang, recommended SWAAAE consider rolling leftover budgeted funds to support the young professionals program to a CD account.
- e. AAAE Accreditation Update/Final Interview Workshops
 - i. On behalf of BOE Representative Marmion, First Vice President Maples referenced the report included in the handout packet and stated AAAE requested the chapter conduct a mini workshop at their Annual Conference in June to encourage attendance to the final interview working in the fall.
- f. AAAE Chapter Diversity Task Force
 - i. Committee Chair Chen was not in attendance and did not provide a report prior to the meeting.
- g. AAAE Corporate Committee Report
 - i. AAAE Corporate Committee Representative Faucher was not in attendance but did provide a report included in the handout packet.
- h. AAAE Update
 - i. AAAE Director Malta referenced the report included in the handout packet and thanked AAAE Director Bewley for compiling the contract tower report. A discussion took place on TSA, Border Protection and UAS risk updates.
 - ii. AAAE Director Malta thanked the chapter for their USTCA membership and support.
- i. Awards, Resolutions and Recognition
 - i. Committee Chair Nystrom referenced the report included in the handout packet and encouraged those on the Board to nominate members for the chapter's annual awards to be presented at the 2019 summer conference. The committee will start reaching out to encourage nominations which are due in June, 2019.
- j. Corporate Member Update
 - i. Corporate Director Quick referenced the report included in the handout packet and stated positive feedback was received from Corporate members at the last meeting at the 2019 Winter Conference. Corporate Directors Leonard and Quick are coordinating an FAA/Consultant workshop at the FAA Western-Pacific Region Conference on June 6 and if successful, they hope to schedule a workshop at the 2019 SWAAAE Summer Conference in Tucson. **ACTION ITEM:** Once details are confirmed and approved, Executive Director

- Herring is to send an email out to all current Corporate SWAAAE members to promote the June workshop.
- ii. Corporate Director Leonard stated his term will end in July and it was an honor to serve two terms on the SWAAAE Board of Directors.
- k. Credentials and Records
 - i. Committee Chair Bumen stated there was nothing to report.
 - l. Ethics
 - i. First Vice President Maples stated there was nothing to report.
 - m. Legislative
 - i. Committee Chair Hagen referenced the report included in the handout packet and noted the committee is closely monitoring Arizona's bill on taxation.
 - n. Membership
 - i. Membership Committee Chair Helmick stated there was nothing to report.
 - o. Nominations
 - i. 2019-20 Board Slate
 - 1. Immediate Past President and Nominating Committee Chair Stout stated not all slate positions had been filled and the committee will be seeking an electronic vote from the Board of Directors to approve the slate next month. The slate and absentee ballots will be sent to the general membership two weeks prior to the July General Membership meeting for absentee voting.
 - ii. It was reported Nyle Marmion's BOE Representative three-year term is up in June, 2019. **ACTION ITEM:** A call for BOE Representative candidates will be sent via email to members and the Board will conduct an electronic vote to approve candidates as the Chapter's recommendation for the AAEE Board of Examiners.
 - p. Scholarships
 - i. It was reported the committee is working to establish a donation form on the SWAAAE website to support students attending chapter conferences.
 - q. Technology
 - i. Committee Chair Peterson was not in attendance and did not provide a report prior to the meeting.
 - r. Time and Place
 - i. First Vice President Maples referenced the report included in the handout packet and noted Executive Director Herring is performing a site selection for the fall, 2019 Board meeting in Phoenix, Arizona. The 2020 Summer Conference will take place July 19-22 in Reno, NV; the date of the spring 2020 Board meeting has yet to be confirmed but will take place in April.
 - ii. 2021 Winter Conference
 - 1. The current contract with the Monterey Plaza Hotel expires in 2020. The committee explored the Monterey Convention Center as an alternate option but the venue quoted over \$15,000 in non-negotiable room rental fees.
 - iii. 2021 Summer Conference
 - 1. A call for conference hosts has been sent; the committee is considering Sonoma, CA.

VIII. Director Comments

- a. Second Vice President Ross noted the AAEE Women in Aviation Scholarship in memory of Claudia B. Hollaway was a 15 year scholarship, however with AAEE matching the donations received, it is now a perpetual scholarship.

IX. Adjourn

- a. **ACTION:** First Vice President Maples made a motion to adjourn the meeting at 12:33 p.m. Director Schultz seconded the motion, which passed unanimously.

Respectfully submitted by: Cathy Herring, Executive Director