

SOUTHWEST CHAPTER AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES
General Membership Meeting
Naples Ballroom 1-4 | Peppermill Hotel and Casino
Tuesday, August 10, 2021 | 12:00 p.m. – 1:15 p.m.

MEETING MINUTES - DRAFT

1. Call to Order and Verification of Quorum
 - a. President Ross called the meeting to order at 12:17 p.m. after a count confirmed a quorum of both Executive and Corporate members were present.
2. Accept Minutes from the General Membership Meeting held virtually on January 27, 2021
 - a. **ACTION:** Moran made a motion to approve the January 27, 2021 meeting minutes as presented. Director Brown seconded the motion, which passed unanimously.
3. Election of 2021-2022 Officers and Directors
 - a. The Nominating Committee Chair and Vice Chair invited each candidate to address the audience, after which Maples facilitated the election of Chapter Officers and Directors. It was stated results were to be announced at the President's Banquet.
4. FY 2020-2021 Financial Reports
 - a. First Vice President Rubio referenced the financial reports included in the handout packet and noted the Chapter exceeded budget expectations for the 2020-21 FY with a net profit of \$19,452.74. Total expenses show a reduction primarily due to not hosting the 2021 Winter Conference in person (conducted virtually only). Membership dues income was 11% higher than budgeted. It was stated the financial reports include the \$25,000 provided by AAAE for Chapter scholarship support.
5. Action Item
 - a. 2021-2022 Budget
 - i. **ACTION:** Husband made a motion to approve the 2021-2022 Chapter budget as presented. Johnson seconded the motion, which passed unanimously.
6. Committee Reports
 - a. 2021 Summer Conference
 - i. Conference Chair Moen reported an overall conference recap and highlighted what the committee did to engage virtual attendees, including a GrubHub code sent for virtual attendees to enjoy a banquet dinner delivery. The committee thanked Reno Tahoe Airport for hosting the 2021 Hybrid Conference.
 - b. AAAE Accreditation Update/Final Interview Workshops
 - i. On behalf of BOE Representative Smith, AAAE BOE Representative At-Large Witsoe reported a record was set last month of the highest number of practicing A.A.E.s in the industry. Witsoe and Smith recently conducted a virtual Final Interview workshop; 47 total attendees. The next Final Interview workshop will take place virtually Sept. 23-24, 2021 and the in person at the 2022 Chapter Winter Conference in Monterey, CA.
 - c. Credentials
 - i. Committee Chair Brown promoted the chapter's C.A.E. program, noted the eligibility requirements, and stated three members will be presented with their C.A.E. certificate at the President's Banquet.
 - d. Diversity, Equity, and Inclusion
 - i. Committee Chair Barrett reported the committee's intent was to create a platform for meaningful discussion focused on diversity, equity and inclusion. A strategic plan has been drafted by the committee, and it was reported the committee's goals included outreach to support the LGBTQ community, bring awareness to Juneteenth, conduct webinars to further DEI education and a

host a session at each conference. The committee will also focus on disability awareness.

e. Strategic Plan/Business Plan (Ad Hoc)

- i. Ad Hoc Committee Chair Witsoe reported the committee used the book "Business Model Generation" to develop a strategic plan for the Chapter that falls in line with SWAAAE's mission, vision and values. The committee came up with 42 ideas and then scored and ranked accordingly. The committee prepared and presented the top 15 ideas, and the Chapter's Executive Committee requested the committee move forward with the top four ideas.

7. Adjourn

- a. **ACTION:** Immediate Past President Maples made a motion to adjourn the meeting at 1:16 p.m. AAEE BOE Representative At-Large Witsoe seconded the motion, which passed unanimously.

Respectfully submitted by: Executive Director Cathy Herring