

SWAAAE Board of Directors Meeting
Carmel Meeting Room, Monterey Plaza Hotel, Monterey, CA
Sunday, January 28, 2018 | 8:30 a.m. – 11:00 a.m.

Meeting Minutes

I. Call to Order, Roll Call, Review Agenda

- a. President Stout called the meeting to order at 8:36 a.m. after verifying the quorum.
Present: President Jon Stout, First Vice President Jonathan Hudson, Second Vice President Jennifer Maples, Immediate Past President Gary Mascaro, Director Kevin Bumen, Director Barney Helmick, Corporate Director Jeff Leonard, AAAE Director Scott Malta, AAAE Second Vice Chair Todd McNamee, BOE Representative Nyle Marmion, Corporate Director Arpit Malaviya, Director Corinne Nystrom, Director Rod Propst, Director Judy Ross, Director Dean Schultz, Director Andy Swanson, Gladys Brown, Bryant Garrett, Courtney Johnson, Eric Peterson, John Pfeifer, Chris Read, Jorge Rubio, Amanda Shankland, Brent Shiner, Welton Trang, Bob Trimborn
Staff: Executive Director Cathy Herring

II. Minutes of the Board of Directors Meeting held at the DoubleTree by Hilton Sonoma-Wine Country, Rohnert Park, CA on October 20, 2017

- a. **ACTION:** Director Nystrom made a motion to approve the minutes with one amendment. Second Vice President Maples seconded the motion, which passed unanimously.

III. President's Report

- a. President Stout thanked the Board of Directors for reviewing and submitting input on the proposed bylaw amendments and noted the revised bylaws will be presented to the general membership for approval at the next meeting in conjunction with the 2018 Winter Conference.
- b. President Stout thanked Jon Faucher for his years of volunteering as the Conference Sponsorship Chair and noted a replacement will be required for future conferences.
- c. Additionally, President Stout reported:
- i. Current Legislative Committee Chair Tim Bannon accepted a new position outside of the southwest region and a replacement was needed as chair of the committee. Director Helmick suggested a representative from Arizona. Pfeifer offered to replace Tim Bannon in the interim. A committee update is to be provided at the next meeting.
 - ii. First Vice President Hudson is self-nominating himself for a position on the AAAE Board of Directors. President Stout noted this nomination does not require chapter approval.
 - iii. Retirees will be recognized during Tuesday's President's Banquet.
 - iv. Committee volunteer sign-up sheets were placed in all conference attendee welcome bags to encourage members to get more involved in the chapter.
 - v. A new policy decision to compensate the Technology Chair and Co-Chair to attend chapter conferences will be presented to the general membership on Tuesday for approval.

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 18 non-Executive members for ratification.
ACTION: A motion was made to ratify all non-Executive members with the exception of Andrea Brown. The motion was seconded, which passed unanimously.
 - ii. Executive Membership Applications
 1. Executive Director Herring referenced the report included in the handout packet and presented a total of 15 Executive members for approval. A discussion took place regarding Linda Law's qualifications for an Executive membership. **ACTION:** Second Vice President Maples made a motion to approve all Executive members with the addition of Andrea Brown and exception of Linda Law (additional review by the Membership Committee required prior to approval). Director Schultz seconded the motion, which passed unanimously.
 - iii. Membership By Class Report
 1. Executive Director Herring referenced the additional report included in the handout packet which compared current membership totals to prior years. She reported a total of 531 members compared to 532 in 2017.
 - iv. Membership Request
 1. Executive Director Herring referenced the report included in the handout packet and stated in December 2017, McClelland Park acquired the county-owned

McClellan Airfield. The airport, now Sacramento McClellan Airport (KMCC), is now operating as a privately-owned public use airport. McClellan contacted SWAAAE headquarters regarding a change to their membership type. A discussion took place and the Board of Directors agreed individuals employed by McClellan, who qualify as an Executive, may apply for Executive membership.

V. Financial Report

- a. 2017-18 Second Quarter Financial Reports
 - i. First Vice President Hudson referenced the balance sheet and profit and loss statement included in the handout packet and noted there were not any unexpected expenses in quarter two. A majority of the income and expenses for the 2018 Short Course Conference will be recorded in quarter three.
- b. Fidelity Report
 - i. First Vice President Hudson referenced the report included in the handout packet and reported an increase of \$1,708.37 as of December 31, 2017.
 - ii. First Vice President Hudson noted he will propose a change to the current investment strategy to allow for the scholarship program to be self-sustaining, along with the 2018-19 draft budget, at the next meeting.
- c. A discussion took place regarding the chapter's contribution to the Contract Tower Association. AAE Director Malta reported there were a total of 20 contract tower airports in California, seven in Arizona, and four in Hawaii.

VI. Action Items

- a. Credentials
 - i. Credentials Committee Chair Bumen referenced the report included in the handout packet and presented one C.A.E. application to the Board of Directors for approval. **ACTION:** Director Ross made a motion to approve the C.A.E. applicant. Director Helmick seconded the motion, which passed unanimously.
- b. Nominations
 - i. Immediate Past President Mascaro referenced the report included in the handout packet and stated the Nominating Committee, along with the SWAAAE Executive Committee, appointed SWAAAE's current AAE Nominating Committee Representative Barry Rondinella to serve for one more year.
 - ii. A call for nominations for SWAAAE's representative to the AAE Board of Directors was published via SWAAAE Alerts in early November and December with letters of interest due in mid-December. Immediate Past President Mascaro reported one packet was received and reviewed by the Nominating Committee. Meeting all the criteria of candidacy, the Nominating Committee supported and forwarded Scott Malta to the ballot to present to the general membership for a vote.

VII. Informational Items

- a. 2018 Short Course Update
 - i. Conference Committee Chair Shankland thanked the conference committee, conference co-chair Courtney Johnson, and program committee chairs Bob Trimbora and Scott Malta for their efforts in planning the 2018 Short Course Conference. There were a total of 189 pre-registered attendees.
- b. 2018 Summer Conference Update
 - i. It was reported that conference committee meetings will begin for the 2018 Summer Conference shortly after the 2018 Short Course Conference. The link to reserve hotel rooms for the conference will be sent within the next few weeks.
- c. AAE Academic Relations Committee
 - i. AAE Academic Relations Committee Chair Trang reported the committee is working on formalizing procedures and an application for a co-funded scholarship program with AAE.
- d. AAE Accreditation Update/Final Interview Workshops
 - i. BOE Representative Marmion referenced the report included in the handout packet and reported a total of 467 active A.A.E.s and 1,727 active C.M.s nationwide. He reported the Final Interview Workshop had a total of seven participants. Marmion thanked past BOE Representative Maples for her guidance and stated he is looking for more mentors. Executive Director Herring offered to promote the mentorship program through SWAAAE Alerts.
 - ii. A discussion took place regarding the SWAAAE/AAE Final Interview Workshop MOU. Marmion to request a final draft from AAE for review.
- e. AAE Chapter Diversity Task Force
 - i. Diversity Task Force Committee Chair Chen was not present and did not provide a report prior to the meeting.

- f. AAAE Update
 - i. AAAE Director Malta referenced the report included in the handout packet and discussed the scholarships available to attend AAAE events and to become accredited. Malta noted AAAE's Women in Aviation Scholarship was recently opened and is now accepting applications.
 - ii. AAAE Second Vice Chair McNamee reported AAAE's Executive Committee negotiated a new contract with Todd Hauptli, President and CEO of AAAE, for another five years. AAAE's current leadership team is under contract until 2019 and Spencer Dickerson, Senior Executive Vice President, Global Operations and Secretary to the Board of Directors of AAAE, is under contract until 2021. A discussion took place regarding AAAE's contract renewal process.
- g. Awards
 - i. Awards Committee Chair Nystrom reported the association will start sending requests for nominations in February 2018. The deadline to submit nominations for awards is June 29, 2018. Awards will be presented at the Annual Summer Conference.
- h. Bylaws, Policy Decisions and Procedures
 - i. Second Vice President Maples referenced the report included in the handout packet and stated the committee is working to consolidate the current standing and ad hoc committees. The chapter procedure manual will be sent out after the conference to all committee chairs for review prior to the next meeting.
- i. Corporate Member Update
 - i. Corporate Director Leonard referenced the report included in the handout packet and encouraged those in attendance to attend the next Corporate membership meeting on Monday, January 29 in conjunction with the Short Course Conference.
 - ii. Corporate Director Malaviya noted the ability to pay for multiple conference exhibit and sponsorship packages is a benefit and will be promoted to SWAAAE Corporate members.
- j. Ethics
 - i. First Vice President Hudson stated there was nothing to report.
- k. Historical
 - i. Historical Committee Chair Ahearn was not present and did not provide a report prior to the meeting. Executive Director Herring noted the awards booklet needs to be updated by the committee. It was suggested to create a "SWAAAE Year in Review" flyer to distribute at the 2018 Summer Conference.
- l. Legislative
 - i. Legislative Committee Chair Bannon was not present but did provide a report included in the handout packet. Pfeifer provided an FAA status report and discussed the AB-427 California Aerospace Commission bill.
- m. Membership
 - i. Membership Committee Chair Propst stated there was nothing to report.
- j. Resolutions and Recognition
 - i. Resolutions and Recognition Committee Chair Brown stated she will draft letters thanking all 2018 Short Course Conference vendors and committee members.
- k. Scholarships
 - i. Scholarship Committee Chair Johnson referenced the report included in the handout packet and stated four applicants were being awarded scholarships at the 2018 Short Course Conference. Johnson noted the committee will be reviewing scholarship requirements and will propose any suggested changes to the Board of Directors. Second Vice President Maples suggested including a letter of recommendation as an added requirement.
- l. Technology
 - i. Technology Committee Chair Peterson thanked the Board of Directors for the additional technology support. Peterson recommended the chapter purchase floor speakers for microphones and noted the Livestream equipment will need to be shipped for repair.
- m. Time and Place
 - i. First Vice President Hudson referenced the report included in the handout packet and noted the next Board of Directors meeting is tentatively scheduled for Friday, April 27, 2018 at the Hyatt Regency in Sacramento. The room rate is \$189 per night plus tax.
 - ii. A discussion took place regarding the Annual Summer Conference rotation schedule and avoiding the annual P3 Airport Summit. Starting with the 2020 Summer Conference, the goal is to change the rotation schedule to allow the President to host the conference in their state.

VIII. Directors Comments

- a. AAAE Director Malta noted a flyer for the upcoming California Aerospace and Aviation Days event will be included in all attendee welcome bags.

IX. Adjourn

- a. **MOTION:** First Vice President Hudson made a motion to adjourn the meeting at 11:01 a.m. Immediate Past President Mascaro seconded the motion, which passed unanimously.