

SWAAAE Board of Directors Meeting
Fiesta Bowl Museum, Scottsdale, AZ
Friday, October 21, 2016 | 8:00 a.m. – 12:00 p.m.

MEETING MINUTES

I. Call to Order, Roll Call, Review Agenda

a. President Mascaro called the meeting to order 8:15 a.m.

Present: President Gary Mascaro, First Vice President Jon Stout, Second Vice President Jonathan Hudson, Immediate Past President Richard Smith, Kim Becker, Danette Bewley, Jeff Leonard, Chad Makovsky, Arpit Malaviya, Scott Malta, Jennifer Maples, Brendan O'Reilly, Barry Rondinella, Andy Swanson

Staff: Cathy Herring, Desirae Barquin

II. Minutes of the Board of Directors Meeting held at Green Valley Ranch in Henderson, NV on July 23, 2016

a. **ACTION:** Immediate Past President Smith made a motion to approve the minutes. Becker seconded the motion, which passed unanimously.

III. President's Report

a. President Mascaro reported:

- i. In memory of Jane Morris, SWAAAE made a donation to the Women Leading Government (WLG) Initiative sponsored by Arizona City/County Management Association. This information was included in a SWAAAE alert sent to all members.
- ii. The Board drafted and sent a letter supporting the Federal Contract Tower Program. President Mascaro thanked Bewley for her efforts in drafting the letter.
- iii. The FAA is interested in planning a conference. Rondinella suggested co-located the FAA conference with SWAAAE's summer conference. Smith suggested working FAA programming into SWAAAE conferences.

IV. Executive Director's Report

a. Membership

- i. Non-Executive Memberships
 1. Herring referenced the membership report included in the handout packet.
ACTION: Second Vice President Hudson made a motion to ratify all non-Executive members. Malaviya seconded the motion, which passed unanimously.
- ii. Executive Membership Applications
 1. Herring referenced the report included in the handout packet. **ACTION:** Immediate Past President Smith made a motion to approve all Executive members. First Vice President Stout seconded the motion, which passed unanimously.
- iii. Membership By Class Report
 1. Herring referenced the additional report included in the handout packet which compared current membership numbers to prior years. Herring reported 501 current members compared to 423 this time last year. **ACTION:** Herring is to include membership figures in an upcoming SWAAAE alert.
- iv. Non-Renewed Members
 1. Herring reported a list of non-renewed members will be sent electronically to the Board.

V. Financial Report

a. 2016-2017 First Quarter Financial Reports

- i. First Vice President Stout referenced the balance sheet and profit and loss statement included in the handout packet. He reported the summer conference expenses were under budget and the income was over budget.

b. Fidelity Report

- i. First Vice President Stout referenced the report included in the handout packet and noted the change in investment value, as of September 30, was \$2,888.76. The ending account value was \$77,888.82.

VI. Action Items

a. Credentials

- i. Credentials Committee Chair Makovsky referenced the report included in the handout packet and reported the committee received and reviewed two C.A.E. applications since the last Board meeting. The committee recommended the Board award the C.A.E.

designation to Mr. Jonathan Hudson. The second application is currently under review by the Credentials Committee. **ACTION:** Rondinella made a motion to award Jonathan Hudson the C.A.E. designation. First Vice President Stout seconded the motion, which passed unanimously.

b. Membership

i. Honorary Memberships (Policy Decision Amendment)

1. Maples referenced the report included in the handout packet regarding the proposed Policy Decision amendment to address Honorary Membership conflicts for some federal employees. A discussion took place. **ACTION:** First Vice President Stout made a motion to approve the amendment as stated, including the verbiage "if they are unable to accept honorary membership, they will be placed on the SWAAAE mailing list for the membership year." Second Vice President Hudson seconded the motion, which passed unanimously.

ii. Executive Emeritus Qualifications

1. Maples referenced the report included in the handout packet. A discussion took place. President Mascaro recommended not grandfathering any existing Emeritus members in if the changes are approved. **ACTION:** Immediate Past President Smith approved the proposed by-law amendments to address Executive Emeritus qualifications and minimum requirements as presented. Becker seconded the motion, which passed unanimously.

iii. Executive Membership based on AAE/CAE

1. **ACTION:** First Vice President Stout made a motion to approve the proposed by-law amendment to address requirements to retain Executive Membership based upon either AAE or CAE status as presented in the handout packet. Second Vice President Hudson seconded the motion, which passed unanimously.
2. **ACTION:** Desire is to follow up on changing Scott Driver's membership account.

iv. Airport Membership Classifications

1. Maples referenced the report included in the handout packet on the proposed by-law amendments to address Airport Membership categories. This item was discussed during the January and April 2016 Board meetings where the original direction was to provide a tie-in to the C.A.E. to add value to that program. Upon further discussion and investigation, the general consensus was to address these two areas independently. Further, there was a demonstration that skewed voting would not statistically impact elections or other items voted on by the membership. The proposed by-law amendments are substantially the same as presented prior, with the addition of more stringent requirements for leadership roles in the organization, and in representing the chapter at the national level in various capacities. **ACTION:** First Vice President Stout made a motion to approve the amendment as present. Makovsky seconded the motion, which passed unanimously.
2. **ACTION:** If the amendments are approved by the general membership in January, the Membership Committee is to notify all members affected by the change.

v. Corporate Director Qualifications

1. Maples referenced the proposed by-law amendment included in the handout packet and noted the lack of such requirements became evident in the development of the additional proposed amendments and is only being proposed for the sake of consistency. **ACTION:** Second Vice President Hudson made a motion to approve the amendment as proposed. Immediate Past President Smith seconded the motion, which passed unanimously.

vi. It was reported that SWAAAE Board member Rod Propst will be replacing Maples as the Membership Committee Chair. **ACTION:** Membership Committee is to perform membership audit after all amendments are approved at the January general membership meeting.

vii. **ACTION:** Update Policy Decision 16-14 to list all ADO positions together.

VII. Informational Items

a. 2017 Short Course Update

- i. Conference Committee Chair Swanson reported registration launched for the winter conference. He noted the committee is looking for new members, specifically for a volunteer to drive sponsorship. **ACTION:** Include a call for volunteers in the next President's letter.
- ii. It was suggested to increase sponsorship amounts due to the increase in conference expenses. It was also suggested to charge guests to attend the Board and conference committee dinner.
- iii. Conference App

1. Swanson reported that the committee will be moving forward with a free conference app.
- iv. Live Stream Conference Fees
 1. The Board agreed to start charging for this service once the technology is perfected. **ACTION:** Malta is to contact Hawaii members to gauge their interested in participating virtually in SWAAAE conferences.
- v. A discussion took place on change the date of the general membership meeting. **ACTION:** The Board approved to change the general membership meeting to take place on Tuesday, Jan. 31. Committee meetings will be scheduled on Wednesday, Feb. 1.
- vi. A discussion took place on the letter send from the Association of California Airports.
- b. 2017 Summer Conference Update
 - i. Conference Committee Chair Rondinella reported a contract has been signed with the Newport Beach Marriott Hotel. The room rate is \$150 per night; \$10 resort fee is optional. The dates of the conference are July 23-25, 2017.
- c. AAAE Academic Relations Committee
 - i. Committee Chair Trang was not present but did provide a report included in the handout packet.
- d. AAAE Accreditation Update/Final Interview Workshops
 - i. Maples referenced her report included in the handout packet and noted AAAE is looking for a Southwest Regional representative. **ACTION:** Maples and Bewley are to draft a letter to send to Carl Newman encouraging a regional organization structure and the need to dedicate someone in the Southwest region to an at-large position.
- e. AAAE Chapter Diversity Task Force
 - i. Committee Chair Francis was not present and did not provide a report prior to the meeting.
- f. AAAE Update
 - i. Bewley, Malta and Rondinella referenced the report included in the handout packet.
- g. Awards
 - i. Committee Chair Dikun was not present and did not provide a report prior to the meeting.
- h. By-laws/Policy Decisions
 - i. Second Vice President Hudson noted all by-law and policy decisions approved during this meeting will be presented to the Board and the general membership for approval in January.
- i. Corporate Member Update – Jeff Leonard, Arpit Malaviya
 - i. Leonard and Malaviya referenced the report included in the handout packet
- j. Ethics
 - i. First Vice President Stout stated there was nothing to report.
- k. Industry Issues and Positions
 - i. President Mascaro reported a letter of support was sent for the Federal Contract Tower Program.
- l. Historical
 - i. Committee Chair Ahearn was not present and did not provide a report prior to the meeting.
- m. Legislative
 - i. Committee Chair Becker referenced the report included in the handout packet and thanked the committee members for their contribution. Becker noted the committee is struggling to find a legislative representative in Hawaii. **ACTION:** Malta is to reach out to coordinate a meeting with potential Hawaii representatives.
- n. Nominations
 - i. Immediate Past President Smith reported a call for nominations for AAAE Board positions will be sent soon. The deadline to submit nominations is Dec. 30.
- j. Resolutions and Recognition
 - i. Committee Chair Wiggins was not present but did provide a report included in the handout packet.
- k. Scholarships
 - i. Committee Chair Reade was not present and did not provide a report prior to the meeting.
- l. Technology
 - i. Committee Chair Peterson was not present and did not provide a report prior to the meeting.
- m. Time and Place
 - i. First Vice President Stout referenced the report included in the handout packet and noted the next Board of Directors meeting will take place on Jan. 29, 2017 in Monterey, CA. The date for the April Board meeting will be discussed in January. The October Board meeting will take place in Sonoma County; date TBD.

VIII. Directors Comments

- a. Maples offered a tour of Phoenix Sky Harbor's new terminal three to anyone interested.

IX. Adjourn

- a. **ACTION:** A motion to adjourn the meeting at 10:40 a.m. was made. The motion was seconded, which passed unanimously.

Respectfully submitted by: *Cathy Herring, SWAAAE Executive Director*