

**SWAAAE Board of Directors Meeting
Ocean Club, Monterey Plaza Hotel, Monterey, CA
Sunday, January 29, 8:30 a.m. – 11:00 a.m.**

MEETING MINUTES

I. Call to Order, Roll Call, Review Agenda

- a. President Mascaro called the meeting to order at 8:32 a.m.

Present: President Mascaro, First Vice President Jon Stout, Second Vice President Jonathan Hudson, Immediate Past President Richard Smith, Kerry Ahearn, Kim Becker, Mike Dikun, Jeff Leonard, Chad Makovsky, Arpit Malaviya, Rod Propst, Andy Swanson, Danette Bewley, Scott Malta, Jennifer Maples, Todd McNamee, Barry Rondinella, Eric Peterson, Welton Trang, Gladys Wiggins, Kevin Bumen, Courtney Johnson, Matt Johnson, Amanda Shankland, Tina To

Staff: Cathy Herring

II. Minutes of the Board of Directors Meeting held at the Fiesta Bowl Museum, Scottsdale, AZ on October 21, 2016

- a. **ACTION:** Immediate Past President Smith made a motion to approve the minutes. The motion was seconded and passed unanimously.

III. President's Report

- a. President Mascaro:
- i. Thanked the conference committee and Rayvon Williams for coordinating the Board and conference committee dinner.
 - ii. Announced Rod Propst as the new membership committee chair and thanked Jennifer Maples for serving as the previous chair.
- b. A discussion took place on chapter and AAAE succession planning.

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. First Vice President Stout seconded the motion, which passed unanimously.
 - ii. Executive Membership Applications
 1. Herring referenced the membership report included in the handout packet.
ACTION: Immediate Past President Smith made a motion to approve all Executive members. Dikun 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 a total of 532 members compared to 467 this time last year.
 - iv. Non-Renewing Member Report
 1. Herring reported a total of 85 members did not renew for 2016-2017.

V. Financial Report

- a. 2016-2017 Second Quarter Financial Reports
- i. First Vice President Stout referenced the second quarter balance sheet and profit and loss statement included in the handout packet and noted the association is right on track with the fiscal year budget.
- b. Fidelity Report
- i. First Vice President Stout referenced the report included in the handout packet and reported a loss for the quarter due to market impacts from the Presidential election. Stout noted since the opening of the Fidelity account, the investment has yielded a 3% return over the 21 months invested.

VI. Action Items

- a. Credentials
- i. Credentials Committee Chair Makovsky referenced the report included in the handout packet and on behalf of the committee, recommended to award the C.A.E. designation to two members, Ms. Courtney Johnson and Mr. Joseph Husband. **ACTION:** Immediate Past President Smith made a motion to award both applications the C.A.E. designation. Swanson seconded the motion, which passed unanimously.
- b. Nominations

- i. Immediate Past President Smith reported that an election for SWAAAE's representative to AAAE's Board of Directors and SWAAAE's nominee for AAAE Secretary/Treasurer will take place at the General Membership meeting in conjunction with the Winter Conference.
- ii. On behalf of the Nominating Committee, Immediate Past President Smith recommended the Board reappoint Rondinella as the chapter's AAAE Nominating Committee Representative. **ACTION:** Makovsky made a motion to reappoint Rondinella as the AAAE Nominating Committee Representative. First Vice President Stout seconded the motion, which passed unanimously.

VII. Informational Items

- a. 2017 Short Course Update
 - i. Conference Committee Chair Swanson reported the committee focused on educational programming, student involvement, networking, sponsors and exhibitors in order to plan a successful and well attended conference. Swanson noted the winter conference was the first to use the free AAAE app and solicited feedback. Swanson thanked Jessica Bryan for managing the app.
 - ii. A discussion took place on future winter conference venues and continuing to host the event at the Monterey Plaza Hotel.
- 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 plus tax. Rondinella encouraged those in attendance to volunteer to become involved and join the planning committee.
- c. AAAE Academic Relations Committee
 - i. Committee Chair Trang referenced the report included in the handout packet and reported the committee, along with the Scholarship Committee, reviewed applications received for the Student Chapters Grant and awarded California State University, Los Angeles. The deadline for the Student Presentation Grant has been extended.
- d. AAAE Accreditation Update/Final Interview Workshops
 - i. Maples referenced the report included in the handout packet and noted it was the first time since the last Board meeting that there had not been any newly accredited members. A discussion took place regarding the vacant South Central regional examiner position.
- e. AAAE Chapter Diversity Task Force
 - i. Francis was not present and did not provide a report prior to the meeting.
- f. AAAE Update
 - i. Malta referenced the report included in the handout packet and a discussion took place on industry issues including new administration, new executive orders and privatization.
 - ii. It was reported that Spencer Dickerson will continue to serve as Senior Executive Vice President for Global Operations and Secretary to the AAAE Board of Directors for the next five years.
 - iii. It was reported that AAAE now offers co-funded scholarships for women and students.
- g. Awards
 - i. Dikun reported the committee will soon begin accepting nominations for the summer conference awards and encouraged those in attendance to volunteer to sit on the Awards Committee. It was noted per the by-laws, the Immediate Past President is to sit on the Awards Committee.
- h. By-laws/Policy Decisions and Procedures
 - i. Second Vice President Hudson referenced the report included in the handout packet and noted the by-law and policy decision amendments that will be presented for approval at the General Membership meeting in conjunction with the winter conference.
- i. Corporate Member Update
 - i. Malaviya referenced the report included in the handout packet. President Mascaro was thanked for his help in coordinating the FAA/Consultant winter conference roundtable session. Leonard noted a recap of the session will be presented at the next Board meeting in April.
- j. Ethics
 - i. First Vice President Stout stated there was nothing to report.
- k. Industry Issues and Positions
 - i. President Mascaro stated there was nothing to report.
- l. Historical
 - i. Historical Committee Chair Ahearn reported the Award History Booklet will be updated after this year's summer conference.
- m. Legislative
 - i. Legislative Committee Chair Becker referenced the report included in the handout packet and noted upcoming regional Aviation Day events.
- n. Membership

- i. Membership Committee Chair Propst referenced the report included in the handout packet and stated the committee will be reaching out to new AAAE members from the region to encourage them to join SWAAAE.
 - ii. Once the by-law and policy decision amendments are approved by the general membership, the committee will conduct a membership audit to update and notify members affected by the changes.
- j. Resolutions and Recognition
 - i. Wiggins encouraged Board members and future conference committee chairs to submit their requests for letters of resolutions and recognition. Malaviya encouraged Board members to personally thank conference sponsors and exhibitors. A discussion took place on how to recognize Board and association members who are retiring.
- k. Scholarships
 - i. Scholarship Committee Chair Reade was not present and did not provide a report prior to the meeting. Herring reported the scholarship recipients that will be awarded during the banquet Tuesday evening.
- l. Technology
 - i. Technology Committee Chair Peterson introduced new committee member Tina To to those in attendance. A discussion took place regarding older technology the association no longer uses and the Board agreed to donate the technology. Peterson requested an increase to the association's technology budget in order to purchase shipping containers.
- m. Time and Place
 - i. Board Meeting Schedule
 - 1. First Vice President Stout referenced the report included in the handout packet and noted the date of the next Board meeting; April 28 in Newport Beach.
 - ii. 2018 Summer Conference
 - 1. First Vice President Stout reported Sacramento will host the 2018 Summer Conference.

VIII. Directors Comments

- a. Nevada's Airports Conference will take place April 3-5, 2017. Nevada Aviation Day is April 6, 2017.
- b. The winter conference General Membership meeting has been switched from Wednesday morning to Tuesday lunch.

IX. Members Comments

- a. Gladys Wiggins is the new co-chair of the Industrial Aviation/Military Relations AAAE committee.

X. Adjourn

- a. **ACTION:** A motion was made to adjourn the meeting 11:02 a.m. The motion was seconded and passed unanimously.

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