

SWAAAE Board of Directors Meeting
Salon 5, Newport Beach Marriott, Newport Beach, CA
Saturday, July 22, 2017, 12:30 p.m. – 4:00 p.m.

Meeting Minutes

I. Call to Order, Roll Call, Review Agenda

- a. President Mascaro called the meeting to order at 12:36 p.m.
Present: President Gary Mascaro, First Vice President Jon Stout, Second Vice President Jonathan Hudson, Immediate Past President Richard Smith, Director Kerry Ahearn, AAAE Director Danette Bewley, Director Mike Dikun, Corporate Director Jeff Leonard, Corporate Director Arpit Malaviya, BOE Representative Jennifer Maples, AAAE Second Vice Chair Todd McNamee, Director Corinne Nystrom, Director Rod Propst, AAAE Nominating Committee Representative Barry Rondinella, Director Andy Swanson, Tim Bannon, Scott Brockman, Kevin Bumen, Wes Davis, Courtney Johnson, Eric Peterson, Mark Witsoe
- b. **Staff:** Executive Director Cathy Herring

II. Minutes of the Board of Directors Meeting held at the Newport Beach Marriott in Newport Beach, CA on April 28, 2017

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

III. President's Report

- a. President Mascaro welcomed all those in attendance and thanked John Wayne Airport for hosting the 71st Annual Summer Conference. He reported:
 - i. SWAAAE Executive Director Cathy Herring was promoted to Director of Operations at KCA.
 - ii. The membership audit was completed by the membership committee and SWAAAE staff.
- b. President Mascaro thanked Immediate Past President Smith and John Pfeifer for their efforts in drafting SWAAAE's opposition letter to AB 483 (Bocanegra).

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 14 non-Executive members for ratification. **ACTION:** First Vice President Stout made a motion to ratify all non-Executive members. Director Propst seconded the motion, which passed unanimously.
 2. Executive Director Herring presented a request to update Mark Bautista's membership account from Executive to Executive Emeritus. **ACTION:** Immediate Past President Smith made a motion to approve the change. Second Vice President Hudson 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 26 Executive members for approval. **ACTION:** Second Vice President Hudson made a motion to approve all Executive members. Director Swanson 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 593 members compared to 573 the same time last year. A discussion took place regarding the change in the number of Executive and Associate members due to the recently completed membership audit.
 - iv. Memberships expired on July 1, 2017. Members have until September 1, 2017 to renew before their member benefits are suspended.

V. Financial Report

- a. 2016-17 Year-End Financial Reports
 - i. First Vice President Stout referenced the draft year-end balance sheet and profit and loss statement included in the handout packet. A discussion took place regarding the difference between total assets and liabilities and equity. First Vice President Stout reported the discrepancy was due to a duplicate charge for website services. Updated financials will be presented at the next Board meeting.

- b. Fidelity Report
 - i. First Vice President Stout referenced the report included in the handout packet and reported an 8.2% return over the 27 months of investment. It was recommended to stay with the current investment strategy.
- c. 2017-18 Budget
 - i. First Vice President Stout presented the final 2017-18 budget included in the handout packet. A discussion took place on restructuring the scholarship fund to be self-sufficient.

VI. Informational Items

- a. 2017 Summer Conference Update
 - i. Conference Committee Chair Rondinella thanked his staff at John Wayne Airport and the conference committee for their hard work planning the 71st Annual Summer Conference and recapped the schedule of events.
- b. AAAE Academic Relations Committee
 - i. AAAE Academic Relations Chair Trang was not present but did provide a report included in the handout packet. President Mascaro encouraged those in attendance to promote SWAAAE's student grant program.
- c. AAAE Accreditation Update/Final Interview Workshops
 - i. BOE Representative Maples referenced the report included in the handout packet and reported that as of June 1st, there were a total of 470 active A.A.E.s and 1,534 active C.M.s nationwide.
 - ii. A discussion took place regarding the additional language proposed by AAAE for the AAAE/SWAAAE final interview workshop MOU. The Board agreed to review the language in greater detail before any document is signed.
 - iii. A discussion took place on the new term limits for Scott Brockman and the current BOE Representative.
- d. AAAE Update
 - i. A discussion took place regarding the report included in the handout packet, senate and state bills and the airport legislative alliance.
 - ii. The Board reviewed AAAE's proposed bylaw amendments regarding nominations.
- e. Awards
 - i. Awards Committee Chair Dikun reported the Executive of the Year Award, the Award of Distinction and the President's Award will be presented at the banquet on Tuesday evening.
- f. By-laws/Policy Decisions and Procedures
 - i. Second Vice President Hudson reported the revised by-laws regarding Executive Emeritus members will be presented to the membership for approval during Tuesday's general membership meeting.
- g. Corporate Member Update
 - i. Corporate Directors Leonard and Malaviya referenced the report included in the handout packet.
- h. Credentials
 - i. Credentials Committee Chair O'Reilly was not present and did not provide a report prior to the meeting. Executive Director Herring reported two C.A.E. certificates will be presented during the banquet on Tuesday evening.
- i. Ethics
 - i. First Vice President Stout stated there was nothing to report.
- j. Industry Issues and Positions
 - i. President Mascaro stated there was nothing to report.
- k. Historical
 - i. Historical Committee Chair Ahearn stated Sean Moran will be joining the committee and the two will work together to update the awards booklet.
- l. Legislative
 - i. Legislative Committee Chair Bannon referenced the report included in the handout packet. The Board discussed Arizona, California, Hawaii and Nevada's legislative issues.
- m. Membership
 - i. Membership Committee Chair Propst reported the membership audit was completed in May 2017 and he thanked KCA for their support. The committee received some push back from a few Executive Emeritus members but all profiles have been updated.
- n. Nominations
 - i. Immediate Past President Smith reported absentee ballots for the 2017-18 Board of Directors were sent out with statements from the candidates. Results will be announced during the 71st Annual Summer Conference.
- j. Resolutions and Recognition
 - i. Committee Chair Wiggins was not present and did not provide a report prior to the

- meeting.
- k. Scholarships
 - i. Scholarship Committee Chair Reade was not present and did not provide a report prior to the meeting. Executive Director Herring reported three scholarships will be awarded during the banquet.
 - l. Technology
 - i. Technology Committee Chair Peterson reported the chapter recently purchased two projector screens, new microphones and crates for shipping audio visual equipment. The chapter now owns a total of four handheld mics.
 - 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 Friday, October 20 at the Doubletree By Hilton Sonoma.
 - ii. Executive Director Herring to add all upcoming and confirmed conferences and Board meetings to the website.

VIII. Directors Comments

- a. Second Vice President Hudson thanked President Mascaro for his leadership.
- b. Director Dikun thanked the Board and stated it was a true honor to serve as a member.
- c. Director Propst thanked John Wayne Airport for hosting the 71st Annual Summer Conference at a great venue.
- d. 2017 AAAE General Aviation Conference is August 20-22 at Van Nuys Airport in Los Angeles, California.

IX. Adjourn

- a. **ACTION:** A motion was made to adjourn the meeting at 2:26 p.m. Director Dikun seconded the motion, which passed unanimously.

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