

SWAAAE
Board of Directors Meeting
Harrah's, Reno NV
Saturday, September 29, 2007
Minutes

I. Call to Order, Roll Call, Review Agenda

President Kusy called the meeting to order at 8:55 p.m.

Present: President Lynn Kusy, First Vice President Barry Rondinella, Judy Alexander, Scott Malta, Charles Mangum, Todd McNamee, Eric Peterson, Mark Witsoe

Staff: Executive Director Julia Ratti

II. Minutes: Rondinella made a motion to approve the minutes of the July 7, 2007 Board meeting held at the Radisson in Fresno. Witsoe seconded the motion which passed unanimously.

III. Presidents Report:

Board Composition: Kusy welcomed Peterson to his first Board meeting. Kusy reported that Rob Wigington has resigned from the board due to his relocation to Texas. Kusy has invited Richard Strickland from San Diego Airport Authority to fill his term. Todd made a motion to appoint Strickland to fill the remainder of Wigington's term. Rondinella seconded the motion which passed unanimously.

California Executive Partnership Committee Update: Kusy handed out a brief report from Bill Ingraham who has been participating on behalf of SWAAAE. The committee has been selected and there have been three meetings to date. Kusy suggested that anyone who would like to contribute information get in touch with Ingraham or Rod Dinger.

IV. Executive Director's Report: Ratti presented the membership report. We have 369 members as of Sept. 28, 2007. Ratti presented the attached list of associate, participating, student and corporate members who were accepted for membership from June 30, 2007 through Sept. 28, 2007. Mangum made a motion to ratify the associate, participating, student and corporate memberships. Witsoe seconded the motion that passed unanimously. Ratti presented the attached list of applications received from June 30, 2007 through Sept. 28, 2007 for approval for Executive Membership. Malta made a motion to approve the Executive memberships. Mangum seconded the motion which passed unanimously.

Ratti also distributed a list of members who have not renewed. Each board member chose a few delinquent members to contact on a handout and Malta took the information.

V. Finance Committee Report: Rondinella presented the first quarter financial reports. Overall the Chapter is doing well fiscally. Rondinella reported that the dues income is a bit below budget and could benefit from an effort to re-register delinquent members and recruit new members throughout the rest of the year. He noted the interest income is significantly above budget due to the restructuring of our reserve account accomplished last year. The insurance expense item shows a negative \$37 due to a rebate from last year's policy. We will likely go over budget in the awards category due to an increase in AAE stipends.

VI. Action Items

a. Airport Management Short Course: McNamee updated the board on progress in planning the 2008 Short Course. He distributed a draft registration form, save the date flyer and conference overview. The board reviewed the two databases available for marketing. The first is our

membership database which is easily reached via email and mailing. The second is a marketing database created several years ago which compiled CalTrans, NDOT, ADOT, FAA conference and AAAE lists. The second list has not been updated since the 2006 summer conference and therefore has an increasing number of bad addresses. McNamee also discussed working with state associations to use their email lists to reach beyond the SWAAAE membership. It was determined that it would be helpful to have an updated marketing list and that perhaps a student could be located to collect and merge lists. McNamee will make a final decision on marketing efforts based on timing following the board meeting. McNamee also reported that the Monterey Plaza has offered us a \$170 room rate for 2010 which is only a one dollar increase over 2009. He review options in Monterey and finalize the conference during an upcoming visit to Monterey.

- b. Nominations:** Kusy reported that Rice is working on having a slate to fill the AAAE nominating committee position and one of the AAAE Board Members positions in time for the January membership meeting election.
- c. Credentials:** Alexander distributed a report and presented a recommendation from the Credentials committee to present CAE status to Rodney Evans. Rondinella made a motion to accept the recommendation. Malta seconded the motion which passed unanimously. Evans works and lives in Australia. The Board asked Alexander to extend an invitation to Evans to attend the Monterey or summer conference and pledged to reduce conference fees to make the trip more feasible. The Board also discussed whether it was appropriate to look to develop a sister airport relationship between a SWAAAE member and Evans' airport. It was decided that it would be better to wait until AAAE formalized the sister airport program.
- d. Policies and Bylaws:** McNamee presented and reviewed changes to the Bylaws with the Board of Directors. Mangum suggested that under Article III, item f, the specific list of honorary members be removed and instead the President be granted the authority to designate honorary members on a case by case basis each year. Honorary memberships will only be granted for a one-year period. The Board agreed. Mangum made a motion to accept the Bylaws as amended. Malta seconded the motion which passed unanimously. McNamee also explained that the new approach to the Policy and Procedure manual will be to maintain all policies in either the Bylaws or the Policy Decisions. The Policy and Procedure manual will now become just a procedure manual and will include simple instructions and guidance for each committee chair on how to effectively fulfill their role. The procedure manual is now identified in the Bylaws and is readily amended with lessons and insights from each chair. McNamee distributed a draft procedure for the Short Course including Representation and Authority, Program Areas and Timeline headings. The Program Area heading was changed to add Tasks and a new section entitled Responsibilities was suggested. Committee chairs will use the draft to begin writing their own sections which will then be compiled to replace the Policy and Procedure manual. McNamee suggests chairs use the Policy and Procedure manual, the Bylaws and past committee chairs as a starting point.

VII. Information Items:

- a. Summer Conference 2007 Update:** Ratti reported the summer conference had \$78,210.91 in income and \$52,914.41 in expenses for a net profit of \$25,296.50. A sponsorship check for \$2,500 was received last week. McNamee agreed to contact chair Russ Widmar with the final results and one last thank you for Fresno's support.
- b. Summer Conference 2008:** Mangum reported that the facility is booked and that the committee is meeting to begin planning the 2008 Summer Conference in Mesa. The Corporate Board members are both working closely with Mangum to make sure the conference will be a success. The team will hold off selling sponsorships and exhibitor opportunities until after the conference in Monterey.

- c. **AAAE Update:** Malta reported that the NAC in Tucson went well as did the Board meeting. Malta once again expressed appreciation for AAAE's staff and in particular their national legislative advocacy capability.
- d. **Corporate Update:** No report.
- e. **Scholarships:** Rondinella reported the deadline for the academic scholarship was the end of the day Friday and the committee will review and select recipients shortly. The committee is still promoting the Airport Management Short Course scholarship in email alerts.
- f. **Technology:** Witsoe distributed a memo regarding proposed technology projects. The board gave him feedback on both the pros and the cons of a member only section and encouraged the committee to pursue a pilot PowerPoint educational tool.
- g. **Historical:** It was confirmed that Alexander is the chair of the Historical community.
- h. **Membership:** Malta asked for and received feedback on the best approach to the membership committee.
- i. **Legislative:** Bill Ingraham's written legislative report was distributed.
- j. **Chapter Store:** Peterson asked for and received feedback on the best approach to the Chapter Store.
- k. **Resolutions and Recognitions:** Jim McCue has been appointed the Chair of this committee.
- l. **Accreditation:** Alex Kovach's written report was distributed.
- m. **Awards:** Bill Harvey has been appointed chair of this committee.
- n. **Time and Place:** No report.
- o. **Ethics:** No report.

VIII. Director Comments:

- a. Kusy reported that Williams Gateway will now be known as Phoenix-Mesa Gateway Airport. Malta reported that Castle will have a contract tower. Todd asked for and received input on a conference registration gift. Barry reported he will be leaving Stockton Metropolitan Airport and be joining the staff of Sacramento International Airport.

IX. Member Comments: None

X. Adjourn: The meeting was adjourned at approximately 12:15.

Respectfully submitted,

Julia Ratti
Executive Director