

MINUTES
SEC-AAAE BOARD OF DIRECTORS' MEETING
2012 AAAE/SEC-AAAE FINANCE and ADMINISTRATION CONFERENCE
Sunday, March 4, 2012, 3:00 PM - 5:00 PM
Halifax Room A
Daytona Beach, Florida

MEMBERS IN ATTENDANCE

Mike Landguth Chris Browne Michael Clow Scott Brockman
Jeff Gray Judi Olmstead Greg Kelly Toney Coleman
Claudia Holliday

MEMBERS ABSENT

No Members Absent

I. Welcome..... President Mike Landguth

President Landguth opened the meeting at 3:02 PM and welcomed the Board of Directors and guests to sunny Daytona Beach and the SEC-AAAE Board of Directors' Meeting.

II. Approval of Minutes..... Secretary/Treasurer Michael Clow

Secretary/Treasurer Mike Clow presented the Minutes of the Board of Directors' Meeting of September 18, 2011 held in Tucson, Arizona. A motion was offered to approve the minutes as presented. The motion was seconded, there was no discussion, and the motion was adopted by unanimous voice.

III. Treasurer's Report..... Secretary/Treasurer Mike Clow

Secretary/Treasurer Clow provided a detailed Secretary/Treasurer's Report to the Board of Directors and verbally reported the following balances in Chapter accounts as of January 31, 2012:

Operating Account	\$333,461.28
Scholarship Account	\$243,628.79

A motion was offered to accept the Treasurer's Report as presented. The motion received a second, there was no discussion and the motion was adopted by unanimous voice.

Secretary/Treasurer Clow presented the Audit Report prepared by the CPA firm of Foti, Flynn, Lowen and Company for the years ended June 30, 2011 and 2012. Following a brief discussion, a motion was offered to receive and file the report. The motion received a second, there was no further discussion and the motion was adopted by unanimous voice.

Secretary/Treasurer Clow presented the SEC-AAAE Budget for the term 2012-2013. Following discussion and amendments, a motion was offered to accept the budget as amended. The motion received a second, there was no further discussion and the motion was adopted by unanimous voice.

Secretary/Treasurer Clow presented the SAMA Educational Foundation, Inc. budget for the term 2012-2013. Following discussion and amendments, a motion was offered to accept the budget as amended. The motion received a second, there was no further discussion and the motion was adopted by unanimous voice.

COMMITTEE REPORTS

Executive Secretary..... Bob Brammer

Mr. Brammer reported that annual dues for the year 2012 were now payable and approximately 100 members' dues remained outstanding.

Mr. Brammer reported that he had received documentation from former SEC-AAAE President Mr. Tim Campbell requesting Executive Emeritus status. Mr. Brammer noted Mr. Campbell's membership status had been changed to Executive Emeritus administratively and that action required ratification by the Board. A motion was received to approve Executive Emeritus status for Mr. Campbell. The motion received a second, there was no discussion and the motion was adopted by unanimous voice.

2012 Finance & Administration

**Conference..... Mike Clow, Board Liaison
Patricia Apone, Madam Chairman
Jason Terreri, Vice Chairman
Jennifer Shearer, Marketing & Comm.
Jeff Gray, Sponsorships**

Ms. Apone welcomed everyone to Daytona Beach and provided a brief overview of the conference agenda and the expected financial success of the event. Ms. Apone

noted that an add-on event was included with this conference and it was most successful. Ms. Apone reported participation in the Finance and Administration Conference by one hundred seventy (170) airport personnel representing sixty-four (64) airports. Attendance increases to 180 with students representing a new record participation for this event. She thanked the various committee members for their dedication and hard work leading to the success of the conference.

**2012 Annual Conference..... Chris Browne, Board Liaison
Greg Kelly, Chairman
Eric Frankl, Vice Chairman
Patrick Wilson, Program Development
Colette Edmisten, Marketing & Comm.
Ken Spirito, Sponsorships
Bob Tweedie, General Aviation**

Mr. Greg Kelly provided a PowerPoint presentation regarding conference planning for the 2012 SEC-AAAE Annual Conference to be held in Savannah, Georgia. The dates are May 20-22, 2012. The Westin Savannah Harbor Resort & Spa has been secured as the conference hotel at \$189 per night for single/double occupancy. The conference web site can be reviewed at www.secaaae.org by clicking on the conference logo on the Chapter's home page. The inspirational speaker for the conference is Mr. David Sanders, flight crew member of the FedEx aircraft that was involved in an attempted hijacking some years ago. Up to this point, conference "teasers" have been forwarded to the membership and following the completion of the AAAE/SEC-AAAE Finance and Administration Conference full-scale marketing of the Savannah event will ensue.

2013 Annual Conference..... Eric Frankl, Chairman

Mr. Frankl was not in attendance. Secretary/Treasurer Clow reported that Mr. Frankl and his staff have begun their conference planning and the conference will be held in downtown Lexington, Kentucky. The dates for the conference are tentatively set for April 21-23, 2013.

**2014 Annual Conference..... Claudia Holliway
Judi Olmstead**

Ms. Holliway deferred this report.

Professional Education Committee..... Scott Brockman, Chairman

Immediate Past President Brockman reported that four (4) individuals were seated for their oral exams at this meeting and one (1) passed, that person being Ms. Judi Olmstead, AAE. Mr. Brockman noted there were two (2) individuals scheduled for review in Phoenix and eight (8) scheduled for review in Savannah. Mr. Brockman may be contacting examiners to arrive early in Savannah in order to accommodate the large number of candidates to be examined at that venue. He added that four (4) individuals serving on the nine-member (9-member) Board of Examiners (BOE) will be replaced this year and a three-year (3-year) strategic plan is being formulated for the BOE.

**Student Scholarship & Academic
Outreach Committee..... Jeff Gray, Board Liaison
Michael Reisman
Claudia Holliway**

Mr. Gray reported that eight (8) scholarships, that number being a new record, had been awarded and the recipients had been appropriately honored in the Chapter newsletter. He added that he would be seeking complimentary or reduced registrations to the Savannah conference for the student contingency.

**Marketing and Communications
Committee..... Toney Coleman, Board Liaison
Trevis Gardner
Sarah Berry**

Mr. Coleman provided the Board with a PowerPoint presentation noting the committee members, their areas of expertise and the committee's goals and objectives. The presentation included results for the committee's efforts in social media such as Facebook, LinkedIn, Twitter and others. Mr. Coleman was complimented for his good and extensive work for the Committee and the Chapter.

**Corporate Liaison Committee..... Michael Landguth, Chairman
Dave King, Co-Chairman**

Mr. King provided an extensive written report regarding the status of the Committee and he commented on the results of a recent Corporate Liaison Committee conference call. He thanked Ms. Apone for her innovations recognizing the corporate sponsors at this conference. Mr. King noted that Chapter awards nominations are due March 30, 2012 and he encouraged the Board to be more proactive regarding the Corporate Member of the Year. Mr. King noted, and Mr. Kelly confirmed, that the awards will be presented at Tuesday's luncheon. Ms. Apone provided an overview of her corporate innovations at this conference and Mr. King recommended that similar activities take place at the forthcoming annual conference.

**Annual Conference Site Selection
Committee..... Claudia Holliway
Judi Olmstead**

Ms. Holliway reported that she was in the process of soliciting conference venues for the years 2014, 2015 and 2016 through a Request for Proposals (RFP) forwarded to the membership and available on the Chapter web site at www.secaaae.org. Ms. Holliway stated that there is interest in the RFP by six (6) airports and she and her committee will strive to make the appropriate reviews, presentations and recommendations at the 2012 SEC-AAAE Annual Conference in Savannah.

**Conference Financial Oversight
Committee..... Judi Olmstead, Board Liaison
Steven Oberlies**

Ms. Olmstead had nothing to report at this time.

Resolutions & Bylaws..... Bob Brammer

Mr. Brammer had nothing to report at this time.

Nominations Committee.....Scott Brockman

Immediate Past President Brockman reminded the Board that three (3) nominations would be forthcoming, those being Chapter Secretary/Treasurer, one Chapter Board Member and Mr. Brockman's replacement for the Board of Examiners (BOE). Mr. Brockman noted that President Landguth had previously appointed two Chapter members to serve with him on his committee and those appointments included Mr. Michael Van Wie and Mr. Robert Bowen. Mr. Brockman noted that the Chapter's AAAE Nominating Committee Representative will be Mr. Larry Cox, AAE and his appointment will be presented for ratification by the membership at the Savannah conference. A motion was presented to accept the nomination of Mr. Larry Cox as the Chapter Representative to the AAAE Nominating Committee. The motion received a second, there was no discussion and the motion was approved by unanimous voice.

IV. Old Business

There was no further discussion regarding a proposal by *ConferenceDirect*.

Mr. Browne had nothing to report regarding changes to the SAMA Educational Foundation Goals and Objectives.

V. New Business

Mr. Clow presented a motion to transfer \$100,000 from the SEC-AAAE Operating Account to the SAMA Educational Foundation, Inc. Scholarship Account. Mr. Brockman noted that all monies moved must remain in the Scholarship Fund and a Chapter Policy exists to maintain 125% of the operating budget in the SEC-AAAE account(s). It was noted that President Landguth had previously appointed an ad hoc committee to review chapter/scholarship programs and funding and following that discussion, Mr. Clow asked that his original motion be tabled pending a report by the ad hoc committee.

VI. Announcements

There were no announcements.

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VIII. Adjournment

There being no further business to come before the Board of Directors, President Landguth adjourned the meeting at 4:43 PM.

Respectfully submitted,

Michael J. Clow, AAE
Secretary/Treasurer

MC:RB:rb