

MINUTES
BOARD OF DIRECTORS' MEETING
2011 AAAE/SEC-AAAE Finance & Administration Conference
Sunday, February 27, 2011, 3:00 PM
Omni Jacksonville
St. Augustine Room
Jacksonville, Florida

BOARD MEMBERS IN ATTENDANCE:

Bill Marrison	Scott Brockman	Michael Landguth	Chris Browne
Judi Olmstead	Mike Clow	Jeff Gray	Greg Kelly
Claudia Holliway			

BOARD MEMBERS NOT IN ATTENDANCE:

None

I. Welcome.....President Scott Brockman

President Brockman called the meeting to order at 3:02 PM and welcomed the Board of Directors and guests to Jacksonville. He thanked everyone for their attendance, provided introductions and proceeded with the Agenda.

II. Approval of Minutes.....Secretary/Treasurer Christopher Browne

Secretary/Treasurer Browne presented the Board of Directors' Meeting Minutes of September 19, 2010. The meeting was held in San Diego, California. A motion was received to approve the minutes as presented. The motion received a second, there was no discussion, and the motion was adopted by unanimous voice.

III. Treasurer's Report.....Former Secretary/Treasurer Michael Landguth

Secretary/Treasurer Browne presented the Treasurer's Report ending January 31, 2011. The report indicated the following balances:

Operating Accounts.....	\$340,255.42
Scholarship Accounts....	\$204,234.22

Secretary/Treasurer Browne noted that realignment of the SAMA Educational Foundation, Inc., investments may be in order for discussion under new business.

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Secretary/Treasurer Browne presented the annual audit for the period ending June 30, 2010. The audit was performed by Foti, Flynn, Lowen & Company of Roanoke, Virginia. No findings were noted in the report. A motion was presented to receive and file the report. The motion received a second, there was no discussion and the motion was adopted by unanimous voice.

President Brockman stated that prior to discussion on the FY 2011-12 Budget he wanted to discuss the annual compensation for the executive secretary. He noted that the executive secretary had refused the previously approved cost of living raises based on the Consumer Price Index (CPI) for at least the past five years because of the economic climate. He further noted a compensation survey of executive secretaries for AAAE chapters nationwide was produced by former SEC-AAAE President Tommy Bibb, A.A.E., and results of the survey indicated that the compensation packages were wide ranging. President Brockman noted that a midrange compensation package was included in the FY 2011-12 Budget for consideration by the Board of Directors. A motion was received to approve the base salary to \$22,800 with an annual review by future secretary/treasurers. The motion received a second, there was no further discussion and the motion was adopted by unanimous voice.

Secretary/Treasurer Browne presented the FY 2011-12 SEC-AAAE Budget for consideration by the Board of Directors. Following discussion and revisions, a motion was received to adopt the budget as revised. The motion received a second, there was no further discussion and the motion was adopted by unanimous voice. Secretary/Treasurer Browne asked that a vote on the SAMA Educational Foundation, Inc. Budget be deferred pending a presentation by President Brockman. President Brockman spoke to the issue of investing the Foundation monies in bonds providing higher yields than the current Certificates of Deposit. A full report will be made available at the Annual Conference in Mobile, Ala., where ratification of the SAMA Educational Foundation, Inc. Budget will take place.

IV. COMMITTEE REPORTS

Executive Secretary.....Bob Brammer

Mr. Brammer had nothing to report.

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2011 Finance & Administration

**Conference.....Greg Kelly, Chairman
Patricia Apone, Co-Chairman**

Ms. Apone and Mr. Kelly were in attendance and Mr. Kelly noted that 140 individuals were registered for the conference, the programs were excellent and he expected an excellent outcome. He thanked Ms. Apone for her good work and President Brockman thanked the entire committee.

**2011 Annual Conference.....Thomas Hughes, Chairman
Travis Greene, Co-Chairman**

Mr. Hughes and Mr. Green were not in attendance. Mr. Landguth provided an extensive overview of the conference planning and reported the dates for the conference are April 3-6, 2011. The conference will be held at the Renaissance Riverview Plaza Hotel in Mobile, Ala.

2012 Annual Conference.....Greg Kelly, Chairman

Mr. Kelly provided handouts and an overview of the conference planning for the 2012 SEC-AAAE Annual Conference in Savannah, Ga. The dates are May 20-23, 2012. The Westin Savannah Harbor Resort & Spa has been secured as the conference hotel at \$189 per night for double occupancy.

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

Mr. Frankl was not in attendance. Mr. Clow reported that Mr. Frankl and his staff have begun their conference planning and it appears that the conference will be held at the Griffin Gate Marriott in Lexington, Kentucky. The dates for the conference are tentatively set for April 21-23, 2013.

2014 Annual Conference.....Michael Landguth, Chairman

Mr. Landguth had nothing to report at this time.

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

Mr. Brockman reported that no candidates were seated for their A.A.E. oral exams at this conference. He added that a full Accreditation Report was previously forwarded to the

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SEC-AAAE Board of Directors. President Brockman noted that the new modules were available and the former modules have been deleted from the A.A.E. program.

Scholarship Committee.....Jeff Gray, Chairman

Mr. Gray noted that COTE' had completed its solicitation and award of scholarships for this year. He noted that seven scholarships were issued this year setting a new record number issued for one year.

Member Information and Communications Committee.....Cyrus Callum

Mr. Callum noted that the Facebook, LinkedIn, and Twitter pages titled to the Chapter were available for other members to use for comments. He added that Facebook and LinkedIn were being used regularly but the Chapter is somewhat "tweetless" at this time. Mr. Callum will continue his development of the use of social media for the Chapter.

Corporate Liaison Committee.....David King, Chairman

Mr. King presented an extensive written report regarding the Corporate One Rate Plan, enhancement of Corporate Membership in the Chapter, the Chapter Awards Program and other Corporate issues. He noted that the deadline for nominees for the Chapter awards was quickly approaching and he requested the executive secretary to issue a deadline email to all Chapter members to encourage their participation in the program.

General Aviation Committee.....Hope Macaluso, Madam Chairman

Ms. Macaluso was not in attendance.

Membership Committee.....Michael Landguth, Chairman

Mr. Landguth noted the challenges of past and current membership campaigns. He noted that the Chapter had to attract more executive level members to participate in the Chapter.

Chapter Conference Site Selection Committee.....Michael Clow, Chairman

Mr. Clow noted that his committee had solicited interest for hosting the 2012 and 2013 Finance and Administration Conferences. He will work with AA AE to narrow the field and with President-Elect Landguth for the final selection.

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Annual Conference Audits.....Judi Olmstead, Chairman

Ms. Olmstead reported that she had reviewed the financial statements relative to the 2010 SEC-AAAE Annual Conference held in Memphis, Tenn. and found the documentation to be in order.

Resolutions and Bylaws.....Bob Brammer, Chairman

Mr. Brammer had nothing to report at this time.

Nominations Committee.....Bill Marrison, Chairman

Mr. Marrison noted the quality of the nominees was outstanding and a final report will be prepared for the 2011 SEC-AAAE Annual Conference in Mobile, Ala.

IV. OLD BUSINESS

Mr. Gray presented copies of revised documents pertaining to the *SAMA Educational Foundation, Inc., Scholarship Funding and Award Policy* and the *SEC-AAAE Progression Through The Chairs of the SEC-AAAE and Vacancies on the AAAE Board of Directors Policy*. Mr. Gray noted that the policies had been previously approved by the SEC-AAAE Board of Directors and would be presented to the SEC-AAAE membership for final approval at the 2011 SEC-AAAE Annual Conference in Mobile, Ala.

A motion was made to terminate the Corporate One Rate Plan. The motion was seconded, there was considerable discussion and the motion was adopted by unanimous voice.

VI. NEW BUSINESS

Mr. Brockman noted that the AAAE Ethics Committee has issued a Disciplinary Policy and it will be voted upon at the 2011 AAAE Annual Conference and Exposition in Atlanta, Ga.

VII. ANNOUNCEMENTS

Ms. Olmstead noted that Ms. Sheila Dugan had been promoted to Deputy Executive Director at the Naples Municipal Airport. Ms. Dugan received an ovation.

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Ms. Claudia Holliway noted that she had been appointed to Vice Chair of the AAAE Corporate Committee. Ms. Holliway received an ovation.

VIII. ADJOURNMENT

There being no further business to come before the Board of Directors, President Brockman thanked the Board Members for their attendance and adjourned the meeting at 5:01 PM.

Respectfully Submitted,

Christopher U. Browne, C.M.
Secretary/Treasurer

CB:RB:rb