

MINUTES
BOARD OF DIRECTORS' RETREAT
Biltmore Estates
July 28, 2006
Asheville, North Carolina

BOARD MEMBERS IN ATTENDANCE:

David Edwards	Lew Bleiweis	Tommy Bibb	Bill Hogan
Bill Marrison	James Bennett	Mike Landguth	Scott Brockman

BOARD MEMBERS NOT IN ATTENDANCE:

Tim Doll	Kim Wade
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I. Welcome.....President David Edwards

President Edwards welcomed the Board of Directors and thanked them for their dedication in attending the inaugural retreat. It is planned to have this retreat become an annual event. Many items were on the agenda for discussion and the following minutes are reflective of those discussions.

- **Discussion of organization vision, mission, goals and objectives: The Board agreed to establish a new mission statement that would be supported by the Chapter's guiding principles. The full Board is expected to submit individual recommendations for a new mission statement by August 31, 2006. The group will meet again during the NAC in New Orleans to finalize a recommendation to the Chapter membership.**
- **Guidelines for the annual Airport Professional Corporate award given to a member of the Chapter by the corporate community for outstanding service and support. Discussion also included the guidelines for the Chapter's corporate award recipient. Board member Bill Hogan has the lead on this action and will make recommendations to the board at the October meeting in New Orleans.**
- **Annual project of the year award: This is a proposed new award that would be given to an airport for the successful completion of an outstanding project. Guidelines for eligibility are being developed and lead by Bill Hogan.**

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- **Chapter member scholarship fund:** The Board is reviewing the recommendation to establish an investment committee that would attempt to enhance the scholarship funds earning potential. The Board voted unanimously to make a contribution to the scholarship fund increasing the working balance to \$200k. The earnings from the account would continue to support the 3 annual student scholarships, and also provide funds for member services. Examples of these services include tuition assistance, PDI, AAAE ACE and CM programs.
- **Mentoring program:** The discussion centered on increasing the Chapter's outreach to women and minorities for service on committees and the Board itself. The Board recognizes some perceptions exist that need to be addressed in order to engage the membership and encourage more participation from these members.
- **Committee structure:** A recommendation was made to establish a new investment committee to assist the Chapter in pursuing higher yielding investments.
- **Board member sponsorship support for conferences:** A letter is planned for all SEC member airports requesting an annual sponsorship to support the Chapter's two conferences. Mike Landguth has the lead on this action as Chair of the 2007 F&A conference. The discussion then centered around the establishment of an annual sponsorship package that would include the Finance and Administration Conference as well as the Chapter's Annual Conference for corporate partners. Sponsors would receive certain benefits and recognition at both events. Possible benefits include greater recognition on the Chapter's website, newsletter, and direct recognition of conference breaks or meals. A follow-on action includes the establishing of a sponsor database with information obtained from recent host airports of the Chapter's Annual Conference and AAAE headquarters.
- **Minimum financial return commitment from host airports for annual conference:** Much discussion was had about requiring the annual conference host airport to guarantee a minimum financial return to the chapter. It is understood most airports are unclear as to what the expectations actually are and the potential impact to the O&M budget. Final discussions focused on establishing a Memo of Understanding that outlines Chapter expectations and minimum financial objectives.

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- **New Board member orientation:** President Edwards has the lead on this item in creating and redefining the manual on expectations of new board members. A manual will be made available that outlines the Board Member's duties to the Chapter and individual duties, requirements to be considered for a chair's position, etc. It was also determined all officers must have their A.A.E. and all but two directors must have the A.A.E. status.
- **Website advertising opportunities:** the recommendation is to utilize the Chapter's website more effectively as a revenue generator and vehicle to provide value to corporate partners. The proposal is to create a package for a select group of sponsors to be featured on the website. This would include full color logos and direct links to the company website. It was also acknowledged this would need to be limited in order to have real value. Scott Brockman and Bill Hogan to facilitate. Bill Marrison to develop a fee schedule for a general scroll type ad for corporate sponsors.
- **AAAE SEC Finance & Administration Conference:** President Edwards to contact AAAE to discuss the conference planning agreement and whether or not the Chapter should continue the relationship. It was also determined the President-Elect will determine the conference location for out year planning. It is the desire of the Board to have the conference location planned at least two years out to get better pricing and venues.
- **Other items not on the agenda:** More emphasis to be placed on gaining participation from women and minority members. Scott Brockman to contact AMAC for a list of members for cross comparison with the Chapter's membership. Various issues relating to the bylaws were placed into consideration. These include:
 - establishing and actual verification of a quorum at meetings
 - the number of directors present to establish a quorum
 - the language used to address term limits in the event a vacancy is filled in midterm
 - methods used to establish candidates for the chapters nomination to the AAAE national board

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There being no further business to come before the Board of Directors, President Edwards adjourned the meeting.

Respectfully Submitted,

**Tommy W. Bibb, A.A.E.
Secretary/Treasurer**

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