

MINUTES
SEC-AAAE BOARD OF DIRECTORS' MEETING
Sunday, April 25, 2004
SEC-AAAE Annual Conference
Pensacola, Florida

Board Members In Attendance: Tim Doll Patrick Graham
 Parker McClellan Bill Marrison
 Kim Wade Lew Bleweis
 Tommy Bibb Bryan Elliott
 Dave Edwards Jim Bennett
 Ken Spirito

I. WELCOME.....President Parker McClellan

President Parker McClellan opened the meeting at 3:06 p.m. and welcomed the Board of Directors and guests to Pensacola, Florida, and the 2004 SEC-AAAE Annual Conference.

II. APPROVAL OF MINUTES.....Secretary Tim Doll

Secretary Doll presented the Board Meeting Minutes of February 22, 2004. A motion was presented to approve the minutes and the motion received a second. There was no discussion and the motion was approved by unanimous voice. Secretary Doll presented the General Membership Meeting Minutes of February 22, 2004. A motion was received to approve the minutes as presented and the motion received a second. There was no discussion and the motion was adopted by unanimous voice. Secretary Doll noted the General Membership minutes would be ratified by the general membership immediately following the Board of Directors' Meeting.

III. TREASURER'S REPORT.....Treasurer David Edwards

Treasurer Edwards presented the Treasurer's report ending February 27, 2004, which contained the following balances:

Operating Funds-on-Hand.....\$ 89,554.69
Scholarship Funds-on-Hand...\$178,885.02

A motion was presented to approve the Treasurer's Report as presented and the motion received a second. There was no discussion and the motion was adopted by unanimous voice.

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IV. COMMITTEE REPORTS:

EXECUTIVE SECRETARY REPORT . . . Bob Brammer

Mr. Brammer reported a problem uncovered in completing a request by the IRS to complete additional forms pertaining to the Scholarship Foundation. The corporate registered agent retired and the responsibility for completing annual reports for the Florida Corporation Commission was not passed on to his successor. A resolution has been prepared to install a new registered agent and the appropriate forms have been completed to reinstate the corporate status of the Foundation.

2004 FINANCE and ADMINISTRATION

CONFERENCE.....Michael Laven, Co-Chairman
Chris Brown, Co-Chairman

Mr. Brammer reported that AA AE has indicated a profit of \$19 to \$20 thousand for the 2004 Finance and Administration Conference. The accounting should be completed in the upcoming month.

2004 SEC-AAAE ANNUAL

CONFERENCE.....Frank Miller, Chairman

Mr. Miller welcomed everyone to his beautiful City of Pensacola and reported the 2004 SEC Annual Conference had 286 registrations representing 47 airports. Mr. Miller noted the highlights of the conference and encouraged everyone to have an outstanding time.

2005 SEC-AAAE ANNUAL

CONFERENCE.....Tim Doll, Chairman

Mr. Doll reported the 2005 Conference Planning Committee was hard at work in preparing the Conference. The Conference will be held at the Little Rock Peabody Hotel and room rates will be \$125 per night. The Conference dates are April 10-12, 2005.

2006 SEC-AAAE ANNUAL

CONFERENCE.....Chuck Henderson, Chairman

Mr. Henderson reported that Columbia was looking forward to having the Chapter visit his city and negotiations had begun with numerous hotels.

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**2007 SEC-AAAE ANNUAL
CONFERENCE.....Tommy Bibb, Chairman**

Mr. Bibb reported the search for a host hotel was underway.

**2008 SEC-AAAE ANNUAL
CONFERENCE..... Lew Bleiweis**

Mr. Bleiweis gave a presentation in support of Louisville, Kentucky, hosting the 2008 SEC-AAAE Annual Conference. Following his outstanding presentation, the Board reached a consensus to propose Louisville to the membership as the 2008 site.

**MEMBERSHIP COMMITTEE.....Charles Henderson, Co-Chairman
Kim Wade, Co-Chairman**

Ms. Wade reported 48 new members have been secured for the organization thus far this year. She added that 65 members had been mailed final notices for unpaid dues invoices.

PROFESSIONAL EDUCATION.....Wayne Shank, A.A.E., Chairman

Mr. Shank noted that two oral exams had taken place on this date and the candidates passed. He added the possibility exists that three exams may take place in Las Vegas.

MENTORING SUB-COMMITTEE.....Tommy Bibb, Chairman

Mr. Bibb reported a meeting of the subcommittee had occurred during the course of this Conference and they had restated the goals and objectives of the subcommittee. The subcommittee has set the objections and additional information will be made available at the June meeting in Las Vegas.

**GENERAL AVIATION COMMITTEE.....Bill Marrison, Co-Chairman
Nina Demeo, Co-Chairman**

Ms. Demeo was not in attendance. Mr. Marrison had nothing to report at this time.

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SCHOLARSHIP COMMITTEE.....Ken Spirito, A.A.E., Co-Chairman
Lew Bleiweis, A.A.E., Co-Chairman

Mr. Spirito noted that COTE' was a little behind in their work of obtaining the names of the three recipients, but that information should be forthcoming. He added that two scholarships would be presented to Auburn students and one would be up for general competition between approved institutions.

**C.M./ACE SCHOLARSHIP
SUBCOMMITTEE**.....Tom Bibb

Mr. Bibb said he was considering a recommendation to rename the PDI Scholarship to include the C.M. and the ACE programs.

CORPORATE LIAISON COMMITTEE.....Heather Chaney, Co-Chairman
Brian Elliott, Co-Chairman

Ms. Chaney reported that the selection process for the SEC-AAAE Corporate Award of Excellence was completed and the award would be presented at the awards luncheon. She added a number of conversations had transpired regarding improving the work of the Committee, but nothing was resolved to the point of a recommendation as of this meeting.

DIVERSITY COMMITTEE.....Vacant

No report at this time.

EXECUTIVE EMERITUS COMMITTEE.....Morgan Rankin, Chairman

Mr. Rankin noted there were no Executive Emeritus candidates at this time.

NOMINATIONS COMMITTEE.....Patrick Graham, Chairman

Mr. Graham, along with committee members Larry Cox, Sue Stevens and John Hanlin, presented the following slate of officers for the 2004-2005 year:

- Parker W. McClellan, Jr., AAE..... Immediate Past President
- Bryan O. Elliott, AAE..... President
- Timothy M. Doll, AAE..... President-Elect
- David Edwards, AAE..... Secretary/Treasurer

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Bill Marrison, AAE.....	Director-at-Large
Lew Bleiweis, AAE.....	Director-at-Large
Ken Spirito, AAE.....	Director-at-Large
Jim Bennett, AAE.....	Director-at-Large
Diana Lewis, AAE.....	Director-at-Large

WEBMASTER'S REPORT.....Ms. Heather Chaney, Co-Chairman
Tommy Bibb, Co-Chairman

Ms. Chaney noted the Chapter's website could be reviewed at <http://www.secaaae.org> and she encouraged the Board to review the site and continue to make any recommendations for improvements.

RESOLUTIONS & BY-LAWS.....Bob Brammer

Mr. Brammer noted a revision to the Restated Charter and Bylaws for the SAMA/SEC-AAAE Educational Foundation, Inc., to be voted on in June. He also noted four standard resolutions to be passed by the membership honoring Frank Miller, Chairman of the 2004 Annual Conference Committee, John Fogg, Mayor of the City of Pensacola, James MacQueen, Owner/Operator of the Hilton Garden Inn, Pensacola Beach and a resolution indicating the Board' s appreciation for Mrs. Heather Chaney' s design, implementation and maintenance of the Chapter' s website. President McClellan called for a motion to approve Mrs. Chaney' s resolution. The motion was received and seconded, there was no discussion and the motion was approved by unanimous voice.

V. OLD BUSINESS:

Natural Disaster Symposium.....Ken Spirito, Chairman

Mr. Spirito noted that planning was underway for the first annual Natural Disaster Symposium to be held in conjunction with the 2005 Annual Conference. Following some discussion it was determined that half the income from the symposium would go to the SAMA/SEC-AAAE Scholarship Foundation, Inc.

Jim Bennett, Excused Absence.....Parker McClellan

A motion was received, seconded and unanimously approved to excuse Mr. Bennett' s absence from the last Board Meeting.

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Ms. Johnson requested an additional contribution to the AAAE Scholarship Foundation to be considered after the revenues are received from the 2004 F&A Conference. President McClellan stated that the issues would be revisited in June at the Chapter Meeting.

VI. NEW BUSINESS:

Website Hosting.....Tim Doll

Mr. Doll recommended that AAAE take over the hosting of the Chapter Website at a cost of \$300 per year and \$85 per hour for maintenance. Mr. Doll called for a motion to move forth prior to the current contract with ArkansasWeb.com expiring in May. The motion was received, seconded and approved by unanimous voice.

Travel Policy.....Bob Brammer

Mr. Brammer presented a travel policy for the Executive Committee that was patterned after the Northeast Chapter' s policy. The Board reviewed the policy and determined it should be tabled until June.

Investment Policy.....David Edwards

Mr. Edwards presented an investment policy and after a short discussion, it was determined it should be tabled until June.

What' s Up For Next Year.....Bryan Elliott

Mr. Elliott provided a synopsis of his goals and objectives for next year that included:

- Membership Survey to gauge overall member satisfaction
- Assist the Board of Examiners (BOE) with ensuring the AAE process is reflective of member needs
- Improve the AAE Mentoring Committee
- Focus on Corporate Member Liaison efforts to further expand Corporate visibility
- Establish financial goals for strengthening the SAMhA/SEC-AAAE Educational Foundation, Inc.
- Conduct the first Natural Disaster Workshop
- Transfer Website hosting to AAAE

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- Change State of Incorporation from Tennessee to meet quorum expectations
- Examine all Chapter Committees for productivity and usefulness
- Create an Orientation Program for new Board Members
- Have Executive Committee (EC) agendas and minutes, Board Meeting Agendas and Minutes and roster/sign-in sheets.
Solicit interest for the 2008 SEC Annual Conference

Airport Survivor Contest.....David Jeffreys

Mr. Jeffreys provided an overview of the first Airport Survivor Contest and encouraged those not currently on a team to join up.

VII. ANNOUNCEMENTS:

AAAE/ACI-NA Task Force.....Patrick Graham

Mr. Graham and Mrs. Bonnie Allen, Chairman of AAAE, reported a joint AAAE/ACI-NA Board Meeting will be held in Las Vegas during the AAAE Annual Conference to determine the outcome of the task force' s work.

VIII. ADJOURNMENT:

There being no further business to come before the Board of Directors, President McClellan adjourned the meeting at 4:40 p.m. in preparation for the General Membership Meeting to follow.

Respectfully submitted,

Timothy M. Doll, A.A.E.
Secretary

TD:RB:rb