

MINUTES
SEC-AAAE BOARD OF DIRECTORS' MEETING
Sunday, May 18, 2003, 3:00 p.m.
Frank/Shangri/York Room
Norfolk, Virginia

Board Members In Attendance:

Frank Miller	Tim Doll
Parker McClellan	Bryan Elliott
Sue Stevens	Kim Wade
Wayne Shank	Lew Bleiweis
Tommy Bibb	Chuck Henderson

I. WELCOME.....President Patrick Graham

President Graham was predisposed because of another engagement. Vice President Parker McClellan opened the meeting at 3:14 p.m. in Mr. Graham's absence and welcomed the Board of Directors and guests to the beautiful City of Norfolk, Virginia, and the 2003 Annual Conference of the SEC-AAAE.

II. APPROVAL OF MINUTES.....Secretary Brian Elliott

Secretary Elliott presented the Board Meeting Minutes of February 19, 2003. Mr. Bleiweis offered a spelling correction. A motion was presented to approve the minutes as corrected and the motion received a second. There was no discussion and the motion was approved by unanimous voice. Secretary Elliott presented the General Membership Meeting Minutes of May 27, 2003. 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 Elliott noted that the General Membership minutes would be ratified by the general membership immediately following the Board of Directors' Meeting.

III. TREASURER'S REPORT.....Treasurer Tim Doll

Treasurer Doll presented the Treasurer's report ending March 29, 2002, which contained the following balances:

Operating Funds-on-Hand.....	\$109,600.65
Scholarship Funds-on-Hand...	\$136,663.30

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 had nothing to report at this time.

2003 FINANCE and ADMINISTRATION

CONFERENCE.....David Edwards, Co-Chairman

Mike Laven, Co-Chairman

Mr. Edwards reported that the auditing of the proceeds from the 2003 Finance and Administration Conference continues. He noted that he had received a copy of last year's memo of understanding between the SEC and AAAE from the Executive Secretary and would study that document for additional information.

2003 SEC-AAAE ANNUAL

CONFERENCE.....Wayne Shank, Chairman

Mr. Shank reported that a successful Board Dinner was held on the previous evening and it was confirmed that this was proving to be a challenging year for the conference with the economy, the date being held so close to the AAAE Annual Conference and the general state of the industry. He noted that approximately 170 registrations had been recorded. Mr. Shank gave a brief rundown of the economics of the conference planning and the various events that would be presented during the week, and he encouraged everyone to have a good time and enjoy Norfolk.

2004 FINANCE and ADMINISTRATION

CONFERENCE.....Mike

Laven, Co-Chairman

Chris Brown, Co-Chairman

Mr. Laven was not in attendance. Vice President Parker McClellan reported that the 2004 Finance and Administration Conference would be held in Florida, in late January or early February of 2004 year. No further details were available. Vice President McClellan noted that AAAE was seeking to extend the site selections out two years. Documentation was presented showing available localities and room rates. It was determined to keep the room rates in the vicinity of \$150.00 per night. Having the conferences in repeating cities was also an issue. Miami, Tampa and Ft. Lauderdale are under consideration for 2004.

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2004 SEC-AAAE ANNUAL CONFERENCE..... Immediate Past President Frank Miller

Immediate Past President Frank Miller noted that the 2004 SEC Annual Conference would be held in Pensacola, Florida, on April 18-20, 2004, at the Hilton Garden Inn on the beach. Room rates are approximately \$135 nightly. Conference rates will also be available on the Friday and Saturday prior to the conference. The Program Committee is being formed and any interested members should contact Mr. Miller as soon as possible.

**2005 SEC-AAAE ANNUAL CONFERENCE..... Chuck Henderson
Bob Brammer**

Chuck Henderson from Columbia, South Carolina, made a presentation to bring the 2005 Annual Conference to the Hilton or the Adams Mark in Columbia, South Carolina. Mr. Brammer, on behalf of Mr. Cliff Nash, presented Tunica Mississippi and Sam's Town as a possible location. A motion was proposed for Columbia, South Carolina, and received a second. Following discussion, the motion was adopted by unanimous voice.

MEMBERSHIP COMMITTEE..... Charles Henderson, A.A.E., Chairman

Mr. Henderson had no report at this time.

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

Mr. Shank noted that two candidates had been seated for their oral exams during this conference, and neither was successful in achieving their A.A.E. status. Two additional members are in the "pipeline" for orals in the near future. Mr. Shank thanked the appropriate individuals for their cooperation in sitting on the oral boards and invited other A.A.E. members to take part in the oral exam process.

MENTORING SUB-COMMITTEE..... Sue Stevens, Chairman

Ms. Stevens reported that she recommended continuation of the program with some modifications. For instance, a representative from each state would be of benefit. Also, the trip to Hawaii did not appear to offer any incentive to the members in the program. Also, the participating members should be a member of the Chapter.

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GENERAL AVIATION COMMITTEE.....Bill Marrison, A.A.E., Chairman

Mr. Marrison had nothing to report at this time.

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

Mr. Bleiweis reported that COTE' had received one application returned from Fairmont State University. He noted that no applications were received from Auburn for their two guaranteed scholarships. Mr. Spirito recommended placing the Auburn scholarships back into the fund and allowing them to continue to draw interest. He noted that COTE' had made some recommendations to encourage greater participation and those recommendations would be considered after discussion with the school representatives.

DIVERSITY COMMITTEE.....Chandra Calhoun, Chairman

Ms. Calhoun was not in attendance.

CORPORATE LIAISON COMMITTEE.....Heather Harms, Chairman

Ms. Harms reported that the SEC-AAAE Corporate Award of Excellence was ready to be presented during the course of the Awards Luncheon. She indicated that she had some ideas to improve the committee and she thanked the Board for allowing her participation in the Committee and offered her future service.

**EXECUTIVE EMERITUS COMMITTEE.....Billy Simmons, Co-Chairman
Ed Foster, Co-Chairman**

Mr. Simmons and Mr. Foster were not in attendance. Mr. Brammer noted no applications for executive emeritus membership were currently on-file.

NOMINATIONS COMMITTEE.....Susan Stevens, A.A.E., Chairman

Mr. Miller offered the following Slate of Officers for the years 2003-2004:

- Mr. Patrick Graham, A.A.E., Immediate Past President
- Mr. Parker McClellan, Jr., A.A.E., President
- Mr. Bryan Elliott, A.A.E., Vice President
- Mr. Tim Doll, A.A.E., Secretary
- Mr. David Edwards, A.A.E., Treasurer

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- Mr. Tommy Bibb, A.A.E., Board Member-at-Large
- Ms. Kimberly Wade, A.A.E., Board Member-at-Large
- Lew Bleiweis, A.A.E., Board Member-at-Large
- Mr. Jim Bennett, A.A.E., Board Member-at-Large
- Mr. Ken Spirito, A.A.E., Board Member-at-Large
- Mr. Bill Marrison, A.A.E., Board Member-at-Large

Following little discussion, the slate of officers was approved by the Board of Directors for presentation to the General Membership for its ratification.

Vice President McClellan indicated an orientation program should be created to avoid any confusion regarding the nominations process and the expectations of service. Following discussion it was determined a meeting would be held on May 19, 2003, to discuss this issue in detail.

WEBMASTER'S REPORT.....Ms. Heather Harms, Chairman

Ms. Harms reported that the Chapter's Web Page could be reviewed at www.secaaae.org and she encouraged everyone review the site and make any recommendations for improvements.

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

Mr. Brammer noted that he had prepared Resolutions of Appreciation for ratification by the full membership. Resolutions were prepared for Mr. Wayne Shank, A.A.E., Chairman of the 2003 Conference Committee, The Honorable Paul D. Fraim, Mayor of the City of Norfolk; Mr. Steve Keup, General Manager of the Norfolk Waterside Marriott; Mr. Richard D. Roberts, Chairman of the Norfolk Airport Authority; and Mr. Patrick Graham, A.A.E., SEC-AAAE President, 2002-2003. There was no discussion regarding the resolutions and the Board, by consensus, approved presenting the resolutions to the general membership for ratification.

V. OLD BUSINESS:

There was no old business for consideration.

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VI. NEW BUSINESS:

Officers' and Directors' Liability Insurance..... Lew Bleiweis

Mr. Bleiweis offered a synopsis of the current insurance policy held by the Chapter for Officers' and Directors' Liability. He noted that the premium for the policy had doubled in cost (from slightly over \$2,000 to slightly over \$4000). Following discussion, it was determined that terrorism insurance was not necessary and the engineering fee was not understood or considered necessary for this policy. Surplus lines taxes and filing fees and other issues were also in question. Mr. Bleiweis offered to proceed with further investigation and report back to the Board of Directors within a month. Mr. Chip Barclay recommended that Mr. Bleiweis consult with the AAAE staff regarding AAAE's coverage for Chapters.

Budget Amendment.....Parker McClellan

Mr. McClellan called for a budget amendment of \$7,000 for the travel line item to allow for travel assistance by the Officers and the President. Following little discussion, a motion was presented to accept the budget amendment as presented. The motion received a second, there was no further discussion and the motion was adopted by unanimous voice.

Ms. Bonnie Allen was in attendance and offered to answer any questions on the proposed ACI-AAAE "Code-Share Agreement."

Mr. Chip Barclay saluted the Chapter for its participation with the AAAE Scholarship Foundation.

Mr. David Edwards noted a need for a more formal agreement between AAAE and SEC-AAAE in regard to the Finance and Administration Conference.

Mr. Brammer noted that the Record Date for the Pensacola General Membership Meeting is March 18, 2004.

VII. ANNOUNCEMENTS:

Ms. Bonnie Allen stated that in regard to incentives for participation in the A.A.E. program, the Chapter might consider participation in the Jerry Olson Scholarship Fund as an incentive to become an A.A.E.

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VIII. ADJOURNMENT:

There being no further business to come before the Board of Directors, President Miller adjourned the meeting at 4:25 p.m. in preparation for the General Membership Meeting to follow.

Respectfully submitted,

Bryan O. Elliott, A.A.E.
Secretary

BE:RB:rb