

MINUTES
Board of Directors' Meeting
October 3, 2004
Tucson, Arizona

Board Members in Attendance:

Parker McClellan	Bryan Elliott	David Edwards	Tim Doll
Ken Spirito	Jim Bennett	Lew Bleiweis	Bill Marrison

I. WELCOME

President Elliott called the meeting to order at 3:02 PM. He welcomed the Board and guests to Tucson, Arizona for the 2004 AAAE National Airports Conference and he encouraged everyone to enjoy the programs.

II. APPROVAL OF MINUTES

Secretary Tim Doll presented the minutes of the June 21, 2004 Board of Directors' Meeting held in Las Vegas, Nevada. There were no comments regarding the minutes and 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

Secretary/Treasurer David Edwards presented the Treasurer's Report of August 31, 2004. The report contained the following balances:

Operating Account.....	\$138,467.53
Scholarship Account.....	\$176,247.97

A motion was received to accept the report as presented. The motion was seconded, there was no discussion and the motion was adopted by unanimous voice.

IV. COMMITTEE REPORTS

Executive Secretary.....Bob Brammer

Mr. Brammer reported that he had received correspondence from the IRS indicating all documentation regarding the SEC-AAAE file was up-to-date and the file was closed. He also informed the Board all Fiscal Year 2003-2004 files were now in the hands of Foti, Flynn, Lowen & Company, a Roanoke, Va., CPA firm, for auditing.

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Investment Committee.....David Edwards, Chairman

Secretary/Treasurer Edwards reported that he and his committee, made up of Sue Stevens from Charleston, S.C. and Scott Brockman from Memphis, Tenn., had formulated an investment policy for the organization. A copy of the policy was included in the Board packet and following review of the policy, a motion was made for the Board of Directors to adopt the policy at this meeting and have the general membership ratify the policy at their upcoming meeting in Little Rock, Ark. The motion received a second, there was considerable discussion and the motion was adopted by a 6 to 2 vote.

2004 NAC Representative.....Bill Marrison

Mr. Marrison deferred to Ms. Kelly Johnson. Ms. Johnson reported that Mr. Marrison received an award for top fundraiser this year. President Elliott noted a significant number of SEC-AAAE members were chairing committees. Ms. Johnson added that slightly less than 300 individuals were in attendance and the programs for this year's conference were exceptionally strong.

**2005 SEC-AAAE Finance & Administration Conference.....Chris Brown, Co-Chairman
Diana Lewis, Co-Chairman**

Mr. Brown and Ms. Lewis were not in attendance. President Elliott reported the planning was underway for the 16th Annual Finance and Administration Conference to be held January 30-February 1, 2005. The conference will be held in Naples, Fla., at the Hilton Naples Towers. The theme for the upcoming conference is "Defining a new Normalcy Amidst Profound Change." Mr. Ted Soliday from the Naples Airport will provide the opening reception.

2005 SEC-AAAE Annual Conference.....Tim Doll, Chairman

Mr. Doll reported the conference was slated for April 10-12, 2005 in Little Rock, Ark., with the host hotel being the Peabody. Room rates are \$125 single or double occupancy. It was noted the SEC-AAAE was created at the Peabody in Memphis, Tenn., in 1983 and this would be somewhat of a homecoming.

2005 Natural Disaster Preparedness Workshop.....Ken Spirito, Chairman

Mr. Spirito reported the workshop was slated to be held in conjunction with the 2005 SEC-AAAE Annual Conference. Mr. Spirito noted that the Committee was attempting to

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create a long-term format for the workshop, but the process was expensive. Following considerable discussion, it was recommended that the workshop be postponed until a similar AAAE workshop was held to "test" the market for this type of workshop. By consensus, the Board agreed to postpone the workshop.

2006 SEC-AAAE Annual Conference.....Chuck Henderson, Chairman

Mr. Henderson was not in attendance. Mr. Elliott reported Mr. Henderson was in the process of securing a hotel and dates for the Conference and the Board recommended the latter part of May.

2007 SEC-AAAE Annual Conference.....Tommy Bibb, Chairman

Mr. Bibb recommended the Loews Vanderbilt Plaza as the site for the Conference with room rates of \$155 single or double occupancy. The dates recommended for the Conference are April 8-10, 2007. By consensus, the Board approved the site and dates.

2008 SEC-AAAE Annual Conference..... Lew Bleiweis, Chairman

Mr. Bleiweis reported the Conference would be held prior to the AAAE Annual Conference. The Conference is slated for April 13-16, 2008. The Conference will be held at the Marriott Downtown Louisville at a room rate of \$145-\$175. By consensus the Board approved the format. The dates are subject to change if they conflict with Easter.

Professional Education Committee.....Wayne Shank, Chairman

Mr. Shank reported two individuals faced their oral exams during the course of this meeting. One passed and one did not. Mr. Shank thanked those individuals that had assisted him with the oral exams. President Elliott noted Mr. Shank has resigned from the AAAE Board of Examiners. President Elliott read a Resolution of Appreciation for Mr. Shank' s service that received the Board' s unanimous approval.

A.A.E. Mentoring Committee.....Tommy Bibb, Chairman

Mr. Bibb reported the Committee was soliciting additional assistance from the great State of Florida because of the vast numbers of individuals in the State that are in the A.A.E. Program. Mr. Shank noted the Chapter is somewhat a victim of its own success evidenced by the numbers of individuals that the SEC-AAAE has as Executive Candidates. He noted the incoming member of the Board of Examiners would be quite busy because of that success.

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**Scholarship Committee.....Ken Spirito, Co-Chairman
Lew Bleiweis, Co-Chairman**

Mr. Spirito reported two scholarships had been awarded to Auburn and one scholarship had been awarded to Louisiana Tech. Mr. Bleiweis noted that the scholarship accounts were paying approximately \$800 per month in interest and it may be time to increase the number of scholarships made available. It was also noted that the possibility existed to create a scholarship program to benefit the members who may enter into graduate programs. Mr. Bibb asked that scholarships for the AAAE C.M and ACE programs be made available. Mr. Blieweis noted that the PDI Scholarships have gone unused for years and the C.M. and ACE Programs could face the same dilemma. President Elliott asked that the Committee take a look at all these issues and report back to the Board.

**Corporate Liaison Committee.....Heather Chaney, Co-Chairman
Bryan Elliott, Co-Chairman**

Mr. Bennett reported that he and Ms. Chaney were working on polling the Corporate Members to determine greater membership value and benefits for those members.

V. OLD BUSINESS

Web Site Updates - President Elliott reported that the website had been updated. In regard to future changes and updates, he recommended a budget amendment of \$2,000 and noted the executive secretary would review and implement recommended changes and additions to the site.

Financial Reporting Program - President Elliott reported that the executive secretary had invested in QuickBooks Premier and was producing financial statements for the organization, copies of which were included in the Board Member Packet. He added that the Board had received all the available reports during this meeting and future meetings would not include the "full gambit" of reports.

Membership Survey - Mr. Elliott reported on the results of the SEC-AAAE Membership Survey. He will work with the executive secretary to publicize the results in upcoming newsletters. Ms. Stevens noted reducing conference registration fees for general aviation airports and providing relative programs at conferences could assist in obtaining and retaining those airports as members.

Changing Incorporation Status/Location - Mr. Elliott noted that this issue may be considered tabled for the time-being.

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Consideration of Endorsing AAAE National Board Leadership Program - Mr. Elliott reported the AAAE Board of Directors had accepted the Chapters' recommendations for additional at-large representation, full diversity and recognition of mobile representatives. The three new at-large board members must be A.A.E.' s. Mr. Elliott entertained a motion to support the decision and the motion received a second, there was no discussion and the motion was adopted by unanimous voice.

VI. NEW BUSINESS

Fiscal Year 2005 Budget Amendments - President Elliott noted amendments needed for the following accounts:

Web Hosting by AAAE.....	\$ 300
Web Updates/Additions.....	\$2,000
Credit Card Transactions.....	\$ 800

A motion was received to approve the amendments as stated. The motion received a second, there was no discussion and the motion was adopted by unanimous voice.

Membership Committee - Mr. Elliott reported on the status of membership. He noted the Chapter was down from 610 members in 1999 to 465 at this writing and he requested discussion on this matter. Numerous comments were received and the tasking of a workgroup will be appointed to address the issue.

VII. ANNOUNCEMENTS

President Elliott noted the next Board Meeting will be held at the Finance and Administration Conference at a time and place to be determined.

VIII. ADJOURNMENT

There being no further business to come before the Board, President Elliott adjourned the meeting at 4:56 PM.

Respectfully submitted,

David N. Edwards, A.A.E.
Secretary/Treasurer

DE:RB:rb