

**MINUTES**  
**SEC-AAAE BOARD OF DIRECTORS' MEETING**  
**2014 AAAE/SEC-AAAE FINANCE & ADMINISTRATION CONFERENCE**  
**Sunday, January 26, 2014, 3:00 PM – 5:00 PM**  
**Rosen Plaza Hotel, Salon 14**  
**Orlando, Florida**

**Members Present:**

**Christopher Browne    Michael Clow    Jeffrey Gray    Judi Olmstead**  
**Toney Coleman        Greg Kelly     Michael Reisman   Claudia Holliday**  
**Pat Apone**

**Members Absent:**

**None**

**I.        Welcome..... Acting President Jeff Gray**

Acting President Gray opened the meeting at 3:00 PM and welcomed the members and guests to Orlando, Florida and the AAAE/SEC-AAAE Finance & Administration Conference.

**II.       Approval of Minutes..... Secretary/Treasurer Judi Olmstead**

Secretary/Treasurer Judi Olmstead presented the Minutes of the Board of Director's Meeting dated October 20, 2013 and held in Nashville, Tennessee. A motion was offered to approve the minutes as presented. The motion was seconded, there was no discussion, and the motion was adopted by unanimous voice.

**III.      Secretary/Treasurer's Report..... Secretary/Treasurer Judi Olmstead**

Secretary/Treasurer Judi Olmstead provided the most recent Treasurer's Report to the Board of Directors and reported the following balances in Chapter accounts ending December 31, 2013:

Operating Account	\$199,502.65
Scholarship Account	\$408,310.15

A motion was offered to accept the Treasurer's Report as presented. The motion received a second, there was no discussion and the motion was adopted by unanimous voice.

Secretary/Treasurer Judi Olmstead provided the Auditor's Report for the years ended June 30, 2013 and 2012. Following a brief discussion, a motion was presented to receive

**SEC-AAAE Board of Directors' Meeting Minutes**  
**January 26, 2014**  
**Page 2**

and file the Report. The motion received a second, there was no further discussion and the motion was adopted by unanimous voice.

Secretary/Treasurer Judi Olmstead provided a draft of the 2014-2015 SEC-AAAE Budget for review and approval. The proposed budget was revised to include a 5% increase for the executive secretary. Following discussion, a motion was presented to approve the Budget as amended. The motion received a second, there was no further discussion and the Budget was adopted by unanimous voice.

Secretary/Treasurer Judi Olmstead provided a draft of the 2014-2015 SAMA Educational Foundation, Inc. Budget for review and approval. Following a brief discussion, a motion was presented to approve the Budget. The motion received a second, there was no further discussion and the Budget was adopted by unanimous voice.

**COMMITTEE REPORTS**

**Executive Secretary..... Bob Brammer**

Mr. Brammer reported 2014 Annual Dues were mailed and are now payable.

Mr. Brammer reported a request from Mr. Larry Cox, AAE, from Memphis, Tennessee for Executive Emeritus membership status in the Chapter. A motion was received to approve the request. The motion was seconded, there was no further discussion and the motion was adopted by unanimous voice.

Mr. Brammer reported a request from Mr. David Nance, Director of Operations for the Asheville Regional Airport, seeking a scholarship to the March 2014 Loretta Scott AAE Certification Academy. The request will be handled administratively.

**2014 Finance & Administration  
Conference.....Jennifer Shearer, Madam Chairman  
Ted Kitchens, Co-Chairman**

Ms. Shearer and Mr. Kitchens were both in attendance. Ms. Shearer reported that 191 individuals are registered for the Conference and 43 sponsors have been secured.

**2014 SEC-AAAE Annual Conference.....Pat Apone, Madam Chairman**

Ms. Apone reported that Conference planning for Myrtle Beach, South Carolina was well underway and Conference registration information is now on the Chapter web site at [www.secaaae.org](http://www.secaaae.org). The conference will be held May 4-6, 2014.

**SEC-AAAE Board of Directors' Meeting Minutes**  
**January 26, 2014**  
**Page 3**

**2015 SEC-AAAE Annual Conference.....Kelly Johnson, Madam Chairman**

Ms. Johnson was not in attendance. Mr. Brammer noted that the conference would be held May 10-12, 2015 in Northwest Arkansas. The hotel contract is being negotiated and Conference planning is underway.

**2016 SEC-AAAE Annual Conference.....David Edwards, Chairman**

Mr. Edwards was not in attendance. Ms. Holliway noted the planning is underway for both the Northwest Arkansas and Greenville, South Carolina conferences.

**2017 SEC-AAAE Annual Conference.....Bill Marrison, Chairman**

Mr. Marrison provided an update on the Conference that will be held in Knoxville, Tennessee. The Conference will be held at the Holiday Inn-Worlds Fair Park Hotel and Knoxville Convention Center.

**Professional Education Committee..... Mihai Smighelschi, Chairman**

Chairman Smighelschi reported that two (2) individuals from the SEC were seated for their oral exams at this meeting and both passed. Ms. Sheila Dugan from Naples was introduced as one of the successful candidates and she received an ovation by the Board. Mr. Smighelschi is tracking seven (7) candidates between now and the 2014 SEC-AAAE Annual Conference in Myrtle Beach. He thanked all the members who took their valuable time to sit on the oral exam boards and he noted that his work to process AAEs for the Southeast Chapter and AAAE will continue for the successful completion of record numbers of AAEs.

**Student Scholarship & Academic**

**Outreach Committee..... Michael Reisman, Chairman**  
**Claudia Holliway, Madam Co-Chairman**

Mr. Reisman noted that the SAMA Scholarship Program was successful again this year. Only one student from Auburn sought a scholarship and two non-partner scholarships were presented to students from Embry-Riddle. COTE' credited the Program \$2,000 for one student that did not cash her scholarship check last year.

Mr. Reisman reported that the concept of providing internships to member airports was growing and was proving quite successful.

**SEC-AAAE Board of Directors' Meeting Minutes**  
**January 26, 2014**  
**Page 4**

Mr. Reisman reported no movement on the SEC-AAAE complimentary registrations for students. Ms. Apone reported that some conference committee members in the Myrtle Beach area were offering students lodging in their homes during the course of the Conference.

**Marketing and Communications**

**Committee..... Trevis Gardner, Chairman**

Mr. Gardner was not in attendance.

**Corporate Liaison Committee..... John Walz, Chairman**

**Connie Gowder, Madam Co-Chairman**

Mr. Walz was not in attendance. Ms. Gowder reported that the applications for Corporate Awards had been forwarded to the membership and the Committee was prepared to compile the results and have the awards prepared for presentation during the 2014 SEC-AAAE Annual Conference Awards Luncheon. Ms. Gowder had no additional information regarding the speakers' bureau or the mentoring program. The Committee will also work with the executive secretary to improve the dues renewals of the corporate community.

**Annual Conference Site Selection**

**Committee..... Claudia Holliday, Madam Chairman**

Ms. Holliday noted that annual conference venues had been secured through 2017 and a Request for Proposals will be published for the year 2018.

**Conference Financial Oversight**

**Committee..... Steven Oberlies, Chairman**

Mr. Oberlies was not in attendance.

**Resolutions & Bylaws..... Bob Brammer**

Acting President Gray reported that he has created a Bylaws Review Committee to appraise the current SEC-AAAE Bylaws as written, compare the bylaws to other Chapters and report any recommendations back to the Board of Directors for consideration.

**SEC-AAAE Board of Directors' Meeting Minutes**  
**January 26, 2014**  
**Page 5**

**Nominations Committee.....Chris Browne**

Acting President Gray reported that he had appointed Mr. Robert Bowen of the Norfolk International Airport and Mr. Tommy Bibb of the Nashville International Airport to sit on Mr. Browne's Nominations Committee.

Acting President Gray reported that Ms. Kelly Johnson had been appointed to serve as the interim SEC-AAAE Representative on the AAAE Nominating Committee following the retirement of Mr. Larry Cox. Acting President Gray thanked Mr. Cox for his invaluable services to AAAE and the SEC-AAAE.

Mr. Browne noted that the 2014-2015 SEC-AAAE Representative on the AAAE Nominating Committee will be part of the selection process by the SEC-AAAE Nominating Committee.

Mr. Browne noted that the appointment of a SEC-AAAE Member for a one-year term on the AAAE Board of Directors would be part of the selection process by the SEC-AAAE Nominating Committee.

Mr. Browne noted that the appointment of a SEC-AAAE Member for a two-year term on the AAAE Board of Directors would be part of the selection process by the SEC-AAAE Nominating Committee.

Mr. Browne noted that the appointment of the 2014-2015 SEC-AAAE Past President for a one-year term would be part of the selection process by the SEC-AAAE Nominating Committee.

Mr. Browne noted that the appointment of the 2014-2015 SEC-AAAE Secretary/Treasurer would be part of the selection process by the SEC-AAAE Nominating Committee.

Mr. Browne noted that the appointment of a SEC-AAAE member to a four-year term on the SEC-AAAE Board of Directors would be part of the selection process by the SEC-AAAE Nominating Committee.

Mr. Browne noted that the appointment of a SEC-AAAE corporate member to a four-year term on the SEC-AAAE Board of Directors would be part of the selection process by the SEC-AAAE Nominating Committee.

**SEC-AAAE Board of Directors' Meeting Minutes**  
**January 26, 2014**  
**Page 6**

**IV. Old Business**

It was noted that Mr. Clow had not secured Executive Membership status in AAAE Region 2 to date. In this regard, a motion was received to advance the current slate of officers as follows until July 1, 2014:

Chris Browne	Immediate Past President
Jeff Gray	President
Judi Olmstead	President-Elect
Greg Kelly	Secretary/Treasurer
Toney Coleman	Board Member-at-Large
Pat Apone	Board Member-at-Large
Mike Reisman	Board member-at-Large
Claudia Holliway	Corporate Representative on the Board of Directors

The motion received a second, there was no further discussion and the motion was adopted by unanimous voice.

**V. New Business**

President Gray reported on a review of the 2013-2014 SEC-AAAE Budget and the proposed increase in the AAAE Foundation Donation. President Gray presented documentation regarding previous donations to the Foundation averaged approximately \$12,000 per year. President Gray asked the Board to consider revising the 2013-2014 SEC-AAAE Operating Budget to increase the contribution to the Foundation. Following considerable discussion, a motion was received to increase this year's contribution to \$10,000. The motion received a second, there was no further discussion and the motion was adopted by unanimous voice.

**VI. Announcements**

President Gray commented on the new SEC-AAAE committee assignment changes, revisions and successes thus far this year.

President Gray commented on the Membership Review Committee and its proposed goals and objectives.

**VIII. Adjournment**

There being no further business to come before the General Membership, President Gray adjourned the meeting at 4:57 PM.

**SEC-AAAE Board of Directors' Meeting Minutes**  
**January 26, 2014**  
**Page 7**

Respectfully submitted,

Greg Kelly, AAE  
SEC-AAAE Secretary/Treasurer

GK:RB:rb