

SAFE Board of Directors

Meeting Minutes

February 17, 2016



Note: full audio of this meeting and all SAFE Board of Director meetings is available for SAFE Board Members in the SAFE Dropbox, at Dropbox>SAFE Board of Directors>Board Meeting>Board Minutes>Audio of Board Meetings>SAFE Board of Directors 021716.mp3.

I. **Chair Donna called the meeting to order** at 7:05 PM (0005Z).

II. **Roll Call. (----- indicates not present).**

Donna Wilt, Chair	Joanie Williams
David St George, Vice Chair	Tom Carr
Parvez Dara, Treasurer	Michael Phillips
Kevin D Murphy, Secretary	Sherry Rossiter
Ken Wittekiend	

Guests

None.

III. **Approval of February Agenda.** Parvez moved to approve the agenda; Michael seconded. Unanimously passed.

III. **Approval of January 2016 Minutes.**

Due to a technical issue, the final version of the minutes was not available. Kevin will re-send the final version of the January minutes for approval at the March meeting.

V. Reports:

Committee reports/ Board Liaison

Standing committees.

Governance – Michael Phillips. The Governance Committee had a communications failure in reaching Bill Ervin reference chairmanship of the committee.

Finance & Treasurer Report – Parvez Dara. Report was given immediately after roll call due to Parvez' need to attend another meeting. Cash on hand increased by from January 2015 and January 2016. Lifetime and institutional memberships, along with lower expenses, largely accounted for the positive difference. Parvez credited a conservative and austere approach by the Board for the good report.

Ad Hoc Committees.

Membership - Sherry Rossiter. Sherry reported Joe Bonacci is the new chair of the Membership Committee. She also reported that two of the sponsors for eNews had remitted their \$250 sponsorships and she will be contacting the two others.

Programs – Ken Wittikiend. He has been pursuing an active chair for the Program Committee, but has had no satisfactory response to date. He said the intent was to get a mentor and mentee board established on the website, but that routine vetting of the mentors would have to be accomplished. The form currently asks for total hours, certificates and ratings, and two letters of recommendation. Ken said he would be happy to do the work on approving mentors. Donna suggested that a requirement for an essay from the mentor applicant would be necessary to help vet the person.

Government Affairs- Donna. No report this month.

VI. Old Business

SAFE The Magazine, Winter Issue (Contract, Editorial). Mark Phelps has agreed to do the Spring issue of the magazine for \$1,500. The target for issuing the magazine will be next Friday, Feb 26. Donna

suggests that we have a 'guest editorial' in the place of a regular Executive Director column. Michael will be doing the guest editorial for this column.

On a related note, David mentioned that the newsletter (eNews) is only getting about 10-11 views a day, and questioned whether it should be continued. There was general agreement that we should publish the newsletter another month and then decide whether to continue it.

OSH-Symposium update (Michael Phillips). He had a conversation with Joe Brown this morning and determined that the Pilot Proficiency Center will not be available for the Symposium until the Monday OSH starts; Michael has arranged for the Symposium to be at the Fox River college. George Perry at AOPA is enlisting reviewers for the curriculum he has written for the Symposium. They will be individuals from AOPA, EAA, IMC, two from SAFE, one from NAFI. The discussion will take place next week. David mentioned that Chris Palmer will be involved with the Symposium for social media work.

Web Site update (David St. George). David received a proposal from the developer, Chris Palmer, for creation of the site for \$5,400. He and Tom Carr will be negotiating with the Chris for something that could serve as a contract for development and maintenance of the website. Development time proposed is 9 weeks.

Board Elections. Michael will follow up with Bill Ervin on Board elections and report back.

Credit card. David moved that Donna get a SAFE credit card from Chase Bank, Donna's name, to be used for SAFE necessary business. Donna would be personally financially liable for any charges, so she will control the use of the card. Sherry seconded; motion passed unanimously.

VII. New Business

Honorary title of Director Emeritus. Donna directed that the resolution decided on in the Executive Session earlier this month be read into the minutes. The board agreed and passed the following resolution: *To create a designation of "Director Emeritus" conferred by the Board as an honorary title to a past director or executive director who has provided exemplary service to the organization. The title holds no duties or responsibilities.*

Cancel Sun 'n Fun Breakfast. The Board decided to cancel the breakfast at SNF this year due to low member attendance and the logistics issues of having the event off site.. Donna has already notified sponsors and others.

Liability Insurance for Board. D&O coverage is being investigated by David; he asked that this item be deferred until next month.

Committee Charters. Sherry has created official charters for each SAFE committee. She asked that each liaison from the Board take their charter and craft it into an acceptable document. Sherry made a few revisions, but suggested that the committees add annual goals consistent with Board direction. The entire Board of Directors need to approve these charters; Donna asked that Board members have their charter ready for next month's meeting.

VIII. Discussion:

Use of Dropbox for official documents. Donna reminded Board members to use the appropriate Dropbox subfolders for documents needed by other Board members.

Member Comments.

IX. Adjournment. David moved to adjourn the meeting at 8:20 PM ET (0120Z); seconded by several members; motion passed unanimously.

Next meeting is Wednesday, March 16, 7pm EDT.

All board members are expected to arrange their schedules to participate. Regular meetings are the **third Wednesday of each month** at 7pm eastern time except in July when the meeting is at AirVenture.
