

SAFE Board of Directors

Board Meeting Minutes-April 2013

Approved May 8, 2013

(attachments included in this draft)



Roll call

Directors:

Mark Adams

Tom Benenson

Donna Wilt

Larry Bothe

Cliff Chetwin

Jack Vandeventer

John Dorcey

Executive director: Doug Stewart

Call to order

Meeting called to order at 2004 EDT by Chairman Mark Adams.

Opening remarks

Mark reviewed the agenda. Mark asked for comments on the minutes. There were none. John moved to accept the minutes and Donna provided the second. The minutes were unanimously approved.

Next meeting

Next meeting is May 8, 2013 at 2000 EDT. Please send all reports and meeting information to Mark by end of the day on Friday May 3 for the consent agenda preparation. All board members are encouraged to dial into the meeting. The dial in and access code will be sent in a separate message.

Treasurer's report

Larry reported that SAFE has more than \$22k. There were \$4386 in March membership sales. The 10% discount has had a positive effect on renewal rate. Larry will send a draft budget to the board for consideration at the May meeting.

Governance committee

Two open positions: John reported that 18 names were reviewed for the open board positions. Five names were taken through the three step process including an initial phone conversation, bio/cv review, and phone interviews. Ten criteria were scored on a weighted basis. All five candidates are excellent and would be strong board members. The governance committee reviewed the results and recommended that David St. George and Jim Anderson be considered for the board. Donna moved and Larry seconded the recommendation. The recommendation was unanimously passed. Mark will call David and Jim on April 18 to welcome them to the board and request their participation at the May 8 meeting.

Elections: John Mahanay, Kevin Murphy, Ray Spengler, Kurt Reesman, and Parvez Dara will be placed into the current election. John will work with Mark to open Voting

Place and get the bio/cvs for each candidate out for membership review. There is a two week review and a two week voting period. The newly elected board members will be seated at the July AirVenture annual membership meeting.

Member at large: Mark recommended that Michael Phillips be added to the governance committee and there were no objections from the board. Mark will contact Michael and ask for his participation.

Audit committee

Cliff sent the SAFE Audit report prepared by Doug Kossel and two documents separating the comments into high and middle/low importance to the board members. Most had not reviewed the reports. Please do and be prepared to discuss at the May meeting.

Membership committee

Tom reported that the post cards sent to expiring members will be reviewed for effectiveness on renewal rate. Larry reported that 145 members signed up for auto renewal and recommended that the 10% discount for signing up for auto renewal be extended until terminated by the board. The renewal process + auto renewal needs to be clearer on the payment page on the web site to include "auto" in the "coupon" section. Jack moved and Cliff seconded that this recommendation be accepted. The motion was unanimously passed.

AirVenture update

The SAFE tent will be moved to the new "Education and Innovation Zone". 2013 SAFE tent staffing will be handled by Doug. Mark will handle Pilot Proficiency Program staffing. Doug will manage the SAFE house. All those that stay at the SAFE house will pay a nightly share of the rental fee. This will be around \$60.00 per night since the house fee for 2012 was \$3200.00. The nightly rate may change depending on the rental fee from the Urban's and number of participants.

Cliff has the potential for up to 25 forum slots to be used by SAFE members. These are in the government building. Cliff will know more after May 8. The board was supportive of this consideration.

SAFE tent relocation and PPP relocation: if you have ideas on how to advertise and get the word out that the SAFE tent/PPP will be relocated please send to Mark and Doug.

Sun 'n Fun

Doug will send a report by email to the board reviewing Sun 'n Fun 2013.

Web site

Pat Knight recommended that web site comments from the previous FAA Administrator be removed or updated. The board noted that other sections need to be updated as well.

Grant writing/Fund raiser concept

Doug briefed the board on the concept of a commission-based grant writer and fund raiser. This person/concept gets a fee for successfully awarded grants or funds raised on behalf of SAFE. More on this will be discussed at the May meeting. If you have comments or ideas, please send them to Doug.

Naval Jr ROTC

Cliff was approached by the Naval Jr ROTC requesting that SAFE CFIs consider pro bono instruction. More details will be in the eNews.

Adjournment

The meeting closed at 2139 EST.

Next meeting

Next meeting of the SAFE board will be Wednesday, May 8 beginning at 2000 EDT via teleconference. All board members are encouraged to dial into the meeting.

Get all information to Mark by COB Friday May 3rd, 2013.

Submitted by Jack Vandeventer, Secretary

Attachments:

Agenda from Mark

Treasurer's report

Governance: Board, open positions, elections

Audit report (high and mid/low comment set)

Sun n Fun will be sent later from Doug and included in the minutes as an attachment

Attachments:

Agenda from Mark Adams

To all:

Here are the additional agenda items that I have for discussion this evening. I would like them to have been in their usual format however my schedule does not permit me the necessary time. My apologies.

Agenda Items:

March minutes

Audit

Sun n fun recap

Auto renewal discount

Air venture staffing

Air Venture Housing

Website

Budget

Governance committee

Membership committee

Additional Forum slots Air Venture (25)
Advertising safe/ppp
Mark

Treasurer's Report

Here is the Treasurer's Report for March of 2013.

Our checking account balance stands at \$22,622.

Membership sales for March were brisk; \$4386. This is to be expected as a lot of members come up for renewal in March.

We received a donation from Jim Goodwin in the amount of \$3250, which we in turn paid to Stallion 51 to give the P-51 ride we raffled off last year. It was a wash.

We have one unpaid bill in the amount of \$1500, for event liability insurance. I put the payment on hold pending discussing it with the BoD. Dropping the liability insurance was one of the several budget cuts I recommended in order to approach a balanced budget.

Respectfully submitted,

Larry Bothe, Treasurer

***** End of Treasurer's Report *****

Membership Report (from the Treasurer's perspective)

Even though we have no good way to accurately track renewal rates, all of us involved (me, Jenny Furst, Sherry Rossiter and Tom Benenson) all agree that our renewal rate is improving. We would like to think that the combination of changes/efforts we have made over the past 6 months are finally bearing fruit.

- Reworded renewal notices telling members what they really need to know
- Revised schedule of renewal notices, starting 6-weeks prior
- Simplified renewal process
- Automatic renewal option
- Discount for first year of automatic renewal

- Phone calls to those who fail to renew (Sherry & Tom)
- Jenny watching for problems and fixing them manually so members don't become disenchanting

I spoke to Jenny on the phone today and learned that we now have 145 members on automatic renewal. These have essentially all come about since we added the 10% discount offer to every renewal notice we send out. Doug's wish has come true. This is a very successful program. I think the BoD should now do 2 things:

- Make the 10% discount for the first year of automatic renewal a permanent offer (until we decide to change it).
- Have Jenny add to the payment page a reminder that if you want to receive the 10% discount, enter the coupon code AUTO *here*. We need to eliminate the situation that the member forgets to enter the coupon code and then gets charged the full \$45, and then calls Jenny wanting to know why. Then there is weeping and wailing and gnashing of teeth, and Jenny has to fix it.

***** End of Membership items *****

Jack, please add to the agenda for discussion the following items:

- Making the 10% discount for the first year of auto-renewal a continuing offer, and adding the coupon code reminder to the payment page on the website.
- Payment of the \$1500 premium for event liability insurance
- Renting the SAFE house for AirVenture

Thanks,

Larry

Larry Bothe, FAA Designated Pilot Examiner
 Sport - Private - IFR; vintage & taildraggers
 Available on short notice; 812-521-7400

Governance: Board positions:

SAFE Board History

Name	Term	Term	Term	Term	Term	Term
Doug Stewart	2009 - 2012 *					
Rusty Sachs	2009 *					

Arlynn McMahon	2009 - 2012			2012 *		
Alan Davis *	2009 - 2012					
Donna Wilt	2009 - 2011		2011 - 2014			
John Dorcey	2009 - 2011		2011 - 2014			
Tom Benenson	2009 - 2011		2011 - 2014			
Pat Knight	2009-2010					
Larry Bothe	2009 - 2010	2010 - 2013				
Mark Adams	2009 - 2010	2010 - 2013				
Cliff Chetwin		2010 - 2013				
Jack Vandeventer				2012 - 2015		
Susan Archer				2012 *		

Drafted April 17, 2013

Doug Stewart, Jan 1, 2012; moved to Executive Director
 Rusty Sachs, Mar 1, 2009; resigned from board prior to first meeting
 Alan Davis, date unk; named by board (next highest membership vote) to fill Sachs position
 Arlynn McMahon, Oct 10, 2012; resigned from board
 Susan Archer, Oct 10, 2012; resigned from board

Open board positions information

The following 10 items were used as criteria.

Ranked most important:

Passion for SAFE

Time available for a leadership role in SAFE

Fund raising experience

Participation at EAA AirVenture Oshkosh

Ranked next in importance:

Non-profit board/officer experience

Creative ideas

Aviation education experience

Known in the industry

Ranked lowest in importance

Fiscal management

Other venues – AOPA Summit, Sun N'Fun, WAI

Board elections

The nomination and screening process is complete. Board discussion.

Candidates for the 2013 elections are:

That results in 5 candidates for 3 positions.

Elections should begin as soon as voting process can be established.

Looking forward to discussing these items and more at tonight's meeting.

Regards

John

Audit report: from Cliff

Med-Low items:

Appendix C Medium/low Risk findings (addressed in order of the report findings)

-ticket control: issue from P-51 raffle; implement a tracking system if we ever do this again

-funds p8: good idea but likely impractical since we are a virtual organization: Larry may have an alternate thought on this but I don't see a way to implement this.

-funds p8: same comment re two people; we should establish a reasonable log system for incoming financial instruments however that could be periodically reviewed (6 mos period?) by the audit committee.

-funds p8: Good policy items which should be addressed in the policy statement suggested for high priority item page 7; to be drafted by treasurer

-assets p9: I don't think we have any such items but the concept can be easily addressed for the future in the policy statement from high priority item page 7

-assets p9: suggest we have this as a checklist item when the BoD reviews the annual IRS 990 submittal

-debts p11: suggest this be a checklist item in the BoD annual review of the proposed budget

-cash p12: suggest the procedures be addressed in the policy statement drafted for high priority item page 7

-payroll p13: not applicable at this time but should be addressed in high priority item page 13 policy statement for use in the future.

-payroll p13: not applicable to SAFE at this time.

Audit report: High items

My initial thoughts on the audit report...not locked in anything resembling stone but hopefully a starting point for our discussion.

-general page 5/treasurer: I suggest Larry and/or the finance committee draft a position description for his position and include the recommended procedures called for. I suggest we set a target of March 1st for BoD review of the IRS 990. Suggest we require BoD review of proposed budget in November and approval in December for upcoming fiscal years.

-general page 5/articles: I suggest the governance committee compile the docs into a signal resource. PDF file is fine although there may be some format that is better?

-general page 5/policies: governance committee should draft language for all three recs.

-general page 7&8/policies: I rec Larry draft language to adds all 6 issues since he is most familiar.

-page 10/assets: rec treasurer reconcile bank report monthly and copy info to the ED with ED or finance committee spot check for accuracy and completeness.

-page 12/disbursements: adopt the current GSA standard of no receipts required for under \$50 but itemized documentation; receipts and doc for expenditure over \$50.

-page 13/payroll: common sense stuff for when we actually have employees vs ind contractors; governance committee should draft the language for us to look at.

-page 14/financial records: treasurer should provide annual report (use the march deadline for the taxes?) addressing first 12 items; rec 5 years for record retention and we need to specify when electronic retention is OK (preferable in my mind); daily backup suggested is not practical for us but we should probably establish some reasonable standard (Larry and Jenny could guide us here?)

I have viewed the lower priority findings but I suggest we deal with these in the high priority category first.

Cliff

Sun n Fun report from Doug: to be delivered