

SAFE Telecon Minutes June 9, 2010



I. Call to Order – Chair 730 PM.

II. Roll Call.

Doug Stewart, Chair	Alan Davis	Donna Wilt
Pat Knight, Secretary	Arlynn McMahon, Proxy to Donna	Larry Bothe, Treasurer
Mark Adams, Vice Chair	John Dorcey	Tom Benenson

Cliff Chetwin attended the telecon as an observer in preparation to take his seat on the Board.

III. Minutes of the last telephone conference have been emailed to board members. One correction will be made

Telecon start time changed to 730 PM Central. Move to accept minutes: Alan; Second minutes: Larry.

IV. Treasurer's Report – Larry.

We have \$24,628 in the bank, up a couple thousand from last month. We had income of about \$3250, mostly from memberships, but we did get a donation from Glenna Blackwell of \$400. Our biggest expense was for website and bookkeeping services, \$1005. That's not too bad considering it includes setting up the apparel items in the online store. Other expenses included \$140 in credit card clearing expense, and \$143 for the 6 months of Constant Contact. All our bills, including Jenny's, are paid.

Gary Padussis offered to help SAFE, and Doug invited him to become a member of the Finance Committee. I sent a follow-up message this morning (6/6), but no reply as of the telecon.

Old business: During the May BoD meeting we approved having Jenny Furst (Virtual Accounting Services) do our bookkeeping long-term, and also approved the draft agreement defining her services and fees. After receiving BoD approval I was going to sign the agreement and return it to her, but Mark seems to think that Doug is the only one who can sign anything for SAFE. Can the Treasurer sign this agreement? Who can sign documents for SAFE?

See attachment #1 for Larry's Bookkeeping Safeguard Policy.

V. Committee Reports

Master INSTRUCTORS: ASA will give away a FIRC at AirVenture just as they did at Sun 'N Fun. Sporty's will again give away a DVD and part of a pilot training course. I have not heard back yet from Gleim but I am confident they will participate. Jeppesen said they would have a give-away for AirVenture back last spring but I am waiting for them to call me back also. We will put together the coupons again for A-V.

From Flight Training Safety Committee (FTSC): Steve Lasday will again attempt to set up a telecon for the FTSC members to clarify some basic concerns regarding the committee and its focus (intended target groups and also what deliverables the committee will be working on). Steve reported that he will get some communications out to the committee today regarding what's been going on. The initiative is not dead, just that other events seem to have overtaken us for now.

VI. Old Business.

- A. Insurance – Doug. Still in work. Doug follows up weekly with representatives.
- B. Board of Directors election – Mark. Elections are complete. Mark Adams and Larry Bothe were selected by voters to serve another term on the board. Cliff Chetwin is a new member of the board replacing Pat Knight who chose not to run for re-election. Also a board orientation handbook is being prepared for new board members. The target is to finish the handbook before the July board meeting.
- C. 501c3 – Mark. Some changes to our Articles of Incorporation and the ByLaws to conform to 501c(3) requirements. Mark moved and Larry seconded to accept the Articles of Incorporation as amended by Joe Kaleva. Motion passed. Mark moved and Larry seconded to accept amendments to the ByLaws as written and to present the amendments to the membership for approval. Motion passed.

- D. AirVenture (July 26 – August 1, 2010) – Doug and John. Tent has been ordered. Wristbands and parking pass have been ordered, but numbers are very limited. Member dinner is all set. Drinks will be a cash bar for beer and wine with soft drinks included in the dinner price.
- E. Mentoring program – Donna. There have been 234 replies to the survey. Donna will provide the results. Consider this part of the project complete. Next step is to write up the results and prepare a program design.
- F. General Counsel. Mark Adams recommended a lawyer for the position. He is unable to take the position due to a possible conflict of interest. Board is still searching for a general counsel.
- G. California Fight School/Instructor action. A letter was sent to California Authorities describing SAFE's position and recommendations.
- H. Library - Alan. No additional submissions have been received. Alan advised that there will be a few changes to our website to be in sync with the FAA's website. Alan followed up with our newsletter "volunteer" with some suggestions, but he has had no response to date.

VII. New Business.

- A. Discuss joining FSANA. Please refer to their website: <http://www.fsana.com/>. FSANA wants to change the culture of flight instruction. Doug and Mark will attend meeting on June 17, 18 in St Louis. Dues to join are \$250.
- B. Reciprocal memberships. SAFE needs to establish a fee structure for other groups to pay to become SAFE members.
- C. SAFE shirts for GA Awards winners @ AirVenture. Larry moved and Alan seconded a motion to give each GA Award winner a SAFE shirt and a one year complimentary membership. The shirt will have the winner's name and the name of the award.
- D. Rose Dorcey award. Alan moved and Donna seconded a motion to recognize Rose Dorcey named as the Wisconsin Aviation Person of the Year by the Wisconsin Airport Management Association. The award was made during the Wisconsin Aviation Conference during May in Waukesha, Wisconsin. The award was based on her leadership of the Wisconsin Aviation Hall of Fame's Wisconsin's Centennial of Flight. Motion passed. Congratulations to Rose.
- E. Membership Game Plan – Doug. Concerned that we are not going to meet our new member goal. Board members should think about how to handle the promised award and news releases if we do not meet the goal. Deadline is getting close.
- F. Garments: Larry volunteered to research and recommend improved selections for SAFE garments.
- G. TABLED. Window stickers and lapel pins. We need to discuss whether we should sell these, and / or give them with new or renewing membership. If we order stickers splitting half with sticky on inside and half with sticky on outside we cannot get the total price. In other words if we want 500 ea. of both types we have to pay the 500 price twice, not the one time 1000 price.

500 decals - \$0.83 each

1000decals -\$0.47 each

Lapel pins: Soft enamel - 3/4 inch round @250 \$1.66 each, 500 \$1.35 each, 1000 \$1.16 each

Instant Imprints
 965 South Hover Street Unit B
 Longmont, CO 80501
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VIII. Board meeting schedule: Wednesdays at 7 PM Central Time.

July 14, 2010
August 11, 2010
September 8, 2010

October 13, 2010
November 10, 2010
December 8, 2010

IX. Adjournment

Motion to adjourn? Alan Second? John Adjournment at 2123 Central Time.

SAFE Board of Directors		
Tom Benenson TBenenson@aol.com Term: 2 years	Larry Bothe, Treasurer lbothe@comcast.net Term: 1 year	Doug Stewart, Chair Doug@DSFlight.com Term: 3 years
Alan Davis ADavis@IASAir.com Term: 3 years	John Dorcey wipilot@new.rr.com Term: 2 years	Mark Adams, Vice Chair adamsmark@earthlink.net Term: 1 year
Arlynn McMahon arlynn@aerotech.net Term: 3 years	Donna Wilt dfwilt@aol.com Term: 2 years	Pat Knight, Secretary pknight@earthlink.net Term: 1 year
Cliff Chetwin Kestrelair1@gmail.com New Board Member		

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SAFE Policies & Procedures

Outside Bookkeeping Safeguards

When an outside bookkeeping firm is retained to keep SAFE's financial records the following procedures shall be followed in order to safeguard SAFE's funds.

1. Bank statements will be mailed directly from the bank to the Treasurer. The bookkeeper may have access to the statements for posting purposes and to reconcile the bank records with the accounting system.
2. The SAFE paper checkbook will remain in possession of the Treasurer. Paper checks as required will be written by the Treasurer. The Treasurer will notify the bookkeeper of checks written so the bookkeeper can keep the accounting system up-to-date.
3. The bookkeeper may have bill-paying authority through the online banking system, limit \$1000.00 per payment. The bookkeeper will pay only those bills approved by the Chairman or the Treasurer.
4. All bills come to the Treasurer before going to the bookkeeper. Therefore bookkeeper-paid bills will be expected in advance. The Chairman or the Treasurer may request that the bookkeeper make an advance payment to a SAFE supplier, for example, a catering deposit or a trade show booth fee.
5. The Treasurer will set up an alert notification from the bank such that he will be notified immediately via e-mail whenever the bookkeeper initiates a payment transaction.
6. The Treasurer will require that the bookkeeper provide the Account Register and Current Account Reconciliation out of the accounting system at least once a month. The Treasurer will compare those documents to the bank statement to ensure that SAFE's money is properly utilized.

These procedures were adopted by the Board of Directors on 5/12/2010 when Virtual Accounting Services was officially hired to do our bookkeeping (after a 2-month trial).

These procedures were formally written up by Larry Bothe, SAFE Treasurer, on 5/16/2010.