

Minutes of SAFE Board of Directors Meeting March 10, 2010

Doug Steward called the meeting to order at 8:04 CST. Members present: Doug, Mark, Alan by proxy, Larry, Arlynn, John, Tom. Absent – Donna and Pat.

Larry moved that the minutes from the previous meeting on February 10, 2010 be accepted. The motion was seconded by Arlynn. The motion passed.

Treasurers report: Larry reported that the checking account balance was \$15,771 (with checks to be deposited totaling \$390), down from \$22,000 the previous month. An invoice has been sent to Lightspeed for its support of the SAFE booth at Sun n Fun. Doug said that Lightspeed had been asking for the invoice.

Larry agreed to provide names and addresses of members joining or renewing other than through the website to Tom so he can send mail shirts or hats as appropriate.

Committee report: Rich reported that the online store is open for business and currently offering new and renewing memberships at Regular and Supporting levels. Payment options include Authorize.net, PayPal and personal check.

SAFE GaMe Plan was up and running as of March 1. Two GaMe Plan pages are on the website and the home page has been modified with the GaMe Plan logo and links to supporting documents.

The SAFE at Sun n Fun page on the web includes forums scheduled by members. Others conducting forums should contact Rich to get theirs listed as well.

A sign-up page for people who will be attending the Member Breakfast (Friday April 16, 8 - 9:00 am) is also on line as well as a map showing where the breakfast is being held.

A SAFE profile is now on LinkedIn and a “Social Network” sub-menu with links to Facebook and LinkedIn is now under the main menu “Networking.”

Rich reminded the Board of the document, “Shoring Up Member Services and Streamlining Information Flow” intended to help the organization transition to a robust, mostly automated and website-based member information management system. He suggested that any--and all--changes to the current system should improve efficiency.

There are 115 members due for renewal in March and renewal notices were emailed on February 28. A number of members have already renewed and more than several at the Bronze (\$100) level.

Some of the members have submitted Member Profiles and Rich said that the current process is cumbersome and Jenny is working with a way to provide an online questionnaire and a simple process to upload photos to the website.

Doug asked whether there was a way to be sure that people who have already renewed don't get a second letter asking them to renew. He wondered if there was some sort of "If you've already renewed please ignore this letter" apology on the second request. Even with periodic updates it's possible that a renewal could be in transit when the second letter goes out. Rich will check that an "excuse-this-letter" note will accompany the second requests. Automation will prevent the problem in the future.

Tom said that when he sends out hats and shirts he'd like to include a note from SAFE. Doug told him to do it.

Rich asked if a certificate of appreciation for the effort Mike Phillips and Julie Hubner have put into developing the GaMe Plan could be created. Doug and Rich will work on that. In addition, Doug added that Supporting Members are supposed to get certificates which have yet to be designed. They're on Glenna's list of things to do.

Doug asked if a committee should be created to generate news for both the website and to be disseminated to the media. Rich suggested it might make sense to start with a committee of one. There was no further discussion.

Rich proposed that Jenny be paid a flat fee for her duties as the web master. The duties would include store orders, library updating, converting new members to "registered" members, uploading and linking member profiles, processing "Welcome member" letters.

Alan moved and Larry seconded that the Board "Accept and approve Jenny Furst to take on the website administrative duties for the flat fee of \$495 per month and that the agreement be revisited at the Board's July meeting.

The motion was approved.

In addition to the website services, it was also proposed that Jenny assume the majority of the bookkeeping services for a fee of \$200 per month.

Alan moved to accept Jenny's offer of a flat fee of \$250 per month to perform the bookkeeping services. Larry seconded the motion.

During the discussion, Larry offered to help Jenny get set up with the bookkeeping software that he has been using. He also suggested he could visit with Jenny to help with the transition. Larry then asked if the services would include the filing of the IRS form required of non-profits. Larry amended the motion to include the agreement that Jenny would file the form once non-profit status had been obtained.

Mark felt the description of "bookkeeping services" was too vague and wanted to know exactly what services Jenny would be performing. Larry said her duties would include the store, renewals, tracking income sources, matching to bank statements, coming up with the monthly treasurer's report. "These are becoming increasingly burdensome and

Jenny's in a position to bring all that together." John added, "We've gotten to the point where we need someone to assume the responsibility."

It was suggested that Jenny put in a contract what she would be doing for us. "I would need to be sure all the bases are covered," Larry said.

Doug suggested the contract should probably include a time limit.

Mark: It's too nebulous.

Doug: Should we table the motion?

Mark: I need more information. There's not enough for me to vote for it now.

Larry: How 'bout we agree to having her assume the services for a month. I could work with Jenny to come up with the contract.

Alan moved: To amend the motion to allow Jenny perform the services for a month and by the April meeting have a contract to present for the Board to ratify or not.

Arlynn seconded.

The Amendment passed.

The motion was approved.

Old Business:

Library: Alan reported that the library is just about ready to go live. He planned to work with Jenny to get it online the week following the Board meeting.

There were questions raised about whether to include the list of GA Awards Committee under non-governmental organizations. Since the membership is currently in a state of flux, it was decided that for the time being the lists of links for association and organizations will not include the GA Awards Committee members.

Alan reported there are a number of member contributions ready to go on the library "shelves" but we're going to need more to populate the shelves. "We're ready to accept submissions, so if you've got more to send in, go ahead and we'll deal with them as quickly as we can.

Doug: Alan, I really appreciate the effort you're putting into this!

Insurance: Doug said he had several email exchanges with Ryan and Jim and they say they're trying to get something worked out in time for Sun n Fun. Doug pointed out to them that if it's not ready by Sun n Fun they'll be missing out on a golden opportunity because it seems the competition may not be attending.

Board Election: Mark reported on the results of the nominating committee and asked that the Board approve the slate. John moved that the Board accept the nominees as presented. Arlynn seconded the motion. The motion passed.

It was decided to wait until after Sun n Fun to conduct the election. Mark has recused himself so the process will be monitored by Pat. Mark will ask Sherry to send out information to the candidates regarding the deadline for them to complete their essays and submit them.

501c3: Mark asked that anyone else who has suggestions for the questions that he circulated get them to him soon since he wants to finish up the narrative and then submit the paper work.

Sun n Fun: Doug has arranged for Event Tent #3 for the breakfast on Friday April 16 from 8 to 9. Ryan Burr and Jim Anderson will sponsor the breakfast. Doug said he's trying to get Randy Babbitt and other FAA people to attend if he can. Flutter flags have been ordered for tent. We will need volunteers to work the tent and Doug will be soliciting volunteers in his next email update. The contest questions for the Lightspeed headset are written and ready to go.

Larry said it was important to be sure the virtual terminal for swiping cards will work with the new system. Doug and Larry will coordinate to make sure it will work.

AirVenture: John said he's been talking to the caterers from Ripon College. And there will be an option for "adult" beverages. We're considering an Italian buffet (lasagna, Caesar's salad, etc...) for about \$15 per person. "It'll be more of a picnic with plastic silverware and plates, he said." The dinner/annual meeting will be held again in the terminal.

The decision on where our booth will be has not yet been made. EAA is having trouble with its online reservation system.

Mentoring program: Donna: No word yet from Wolf.

Wings Beta Test: Apparently the test is up but both Doug and Tom had problems getting to the test website. MOU with FASTeam rewritten by lawyers. Agreed to sign.

Audit Committee: Mark: There are some items in the bylaws that need to be cleaned up. They call for three board members to be on the audit committee, but it was pointed out that that doesn't mean at large members can't also be on the committee. Doug suggested there are often good intentions by volunteers that don't pan out and maybe we should let Pat vet members who want to serve on her committee.

Safety Standdown: Michael Maya Charles has gotten a copy of the program and has some questions.

Skycatcher Instruction: Doug reported that Cessna wants to be sure everyone who buys a Skycatcher gets training from an approved instructor and they want the approved instructor to be SAFE instructors.

PART 23 meeting: Doug reported on the Part 23 meeting he attended. “It was a good meeting, with interesting people. It was primarily concerned with certification but there was also interest in operations. The last time they looked at Part 23 was 20 years ago. They’re thinking now instead of weight and horsepower about performance and complexity. It was good that SAFE was there. A lot of those there are now aware of SAFE who weren’t before.

Michael Leighton: Tom reported that the book “Things My Instructor Never Told Me” that Michael Leighton wants to make available to SAFE members shouldn’t be a SAFE benefit, but a generous gesture by Michael in his effort to support SAFE. Alan will follow up.

NPRM about Pilot certification: Doug will check with Pat to see where SAFE’s response stands.

Member Benefits: In support of SAFE Jenny (Virtual Accounting Service) is offering both a free one-hour consultation for SAFE members and website and bookkeeping services to SAFE members at a discount of 10% from her normal hourly rate.

Doug announced that Pilot Workshops is offering \$100 off the cost.

NOTE WELL: The April 14 meeting was scheduled during Sun n Fun. Mark moved that the April board meeting be held on April 21, the Wednesday following Sun N Fun. John seconded the motion. It was then suggested that we move up the time of the meeting one hour to 7:00 PM central to see how that works with the intention of changing the start time for future meetings.

Adjournment: At 11:10, Larry moved that the meeting be adjourned. Arlynn seconded. And surprise, it passed!