

SAFE Board of Directors

Board Meeting Minutes-May 2013

Approved June 12, 2013



Roll call

Directors:

Mark Adams
Cliff Chetwin

Tom Benenson
Jack Vandeventer

Donna Wilt
John Dorcey

Larry Bothe
Jim Anderson

Executive director: Doug Stewart

Call to order

Meeting called to order at 2005 EDT by Chairman Mark Adams.

Opening remarks

Mark reviewed the agenda, introduced Jim Anderson as a new member of the board of directors, and asked for comments on the minutes.

New Board of Directors member: Jim Anderson lives in Scottsdale, Arizona. He has been with Starr since 2007 and was with AIG before joining Starr. He has been a CFI since 1989 and has been flying since he was 14 and graduated from Embry-Riddle Aeronautical University. He is a FFAST representative and is passionate about aviation safety and education. He enjoys flying special needs kids and seeing the smiles on their faces when they fly.

April 2013 minutes: Mark asked if there were any additions or changes to the April Draft 2 minutes. There were none. Larry moved to accept the minutes as presented and Donna provided the second. The minutes were unanimously approved. Jack will send these to Jenny to post.

Next meeting

Next meeting is June 12, 2013 at 2000 EDT. *Please notify Mark Adams, John Dorcey and Jack Vandeventer if you do not plan to participate (their email addresses are part of the distribution listing).* Please send all reports and meeting information to Mark by end of the day on Friday June 7 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

The treasurer's report was accepted as submitted and is attached to these minutes.

Elections

Mark needs to arrange for VotingPlace.net for the SAFE elections. John will work with him to arrange the details. Mark asked that Doug send a separate eNews to discuss the elections and the candidates. Voting takes two weeks from initial posting

John Mahany, Kevin Murphy, Ray Spengler, Kurt Reesman, and Parvez Dara will be placed into the election. John will work with Mark to open Voting Place and get the bio/cv for each candidate out for membership review. The newly elected board members will be seated at the July AirVenture annual membership meeting.

Government affairs committee

Cliff sent a government affairs report and it was accepted and is attached to these minutes as presented.

Membership committee

Tom reported two groups that the membership committee plans to send SAFE messages. The groups are academic staff-(642 potential members) and FFAST representatives-(more than 1000 potential members per Doug). The membership committee is working on the lists and the message.

-The "grant for teachers" is open until August for the \$250.00 SAFE grant. Encourage all teachers to apply. One application has been received.

-Membership sales are 22% ahead of 2012 per Larry (good news!!).

-The results of the membership survey are available. More than 280 members responded. Jack suggested that we find a way to get all new members to take the existing survey to watch trends in needs and values. Mark and others agreed and will work to find a way to add a link to the survey.

-Membership committee recommends that a "Program Committee" be established to address the needs of the members. The board agreed and a motion to accept the recommendation was made by Jack and seconded by John. Motion passed unanimously. Tom Benenson and Jim Anderson will serve as the board liaisons.

AirVenture

SAFE tent relocation and Pilot Proficiency Program 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. Both will be moving to the *Education and Innovation Zone* at AirVenture.

SAFE tent manning: Alan Davis plans to man the tent and handle membership sign up/computer for the week. Welcome back Alan!

Grant writing/Fund raiser concept

Doug briefed the board on the concept of a commission-based grant writer and fund raiser. This has been reviewed and Doug will send an article for board consideration. No further action will be taken until a firm recommendation is presented. If you have comments or ideas, please send them to Doug.

Executive director's report

Doug and Martha Phillips (99's) completed a letter of understanding to promote pilot safety. The draft was accepted by the SAFE board of directors. Martha will take this to the 99's board for acceptance at their July 2013 meeting. Doug will be the liaison to this effort and will report back on the completion of the letter and the future plans for the initiative.

See Doug's report (attached for successful fund raising efforts) and additional information. (Note: the letter is extremely difficult to read. No new copy was presented. Ask Doug for another version.)

Round the table

- Larry will review the budget at the June meeting.
- Mark and John will review the latest email from Pat Knight off line.
- The Redbird Certified Instructor offer from the last eNews was full within 24 hours and looks to be a great group per Mark.

Adjournment

The meeting closed at 2136 EDT.

Submitted by Jack Vandeventer, Secretary

Attachments:

Agenda

Treasurer's Report

Government Affairs Report

Ninety-Nines (99's) letter of understanding (very difficult to read as is an enlarged jpeg file-Doug if working on legible version)

Executive Director's report

Memo of Understanding with AnyWhere Education about the "eKneeboard" application and efforts between SAFE and AnyWhere Education

Attachments

Agenda

Agenda from Mark Adams sent to meeting participants by email May 8, 2013

Tonight's agenda:

Chairs remarks

Introduction of new Board members

Approval of April minutes

Treasurer's report

Election update

Membership report

 Program Committee initiation

Executive Directors report

Treasurer's Report from Larry Bothe

When our meeting is early in the month, as it is this month, that puts Jenny under the gun to generate the Treasurer's Report data. This is because we first have to get the bank statement, collect data from that and enter it into the bookkeeping system, and then generate reports that tell us what we need to know. Jenny stepped up and did it today, and I now have the information to create the report.

On Monday, after Jenny's check clears, our bank balance will stand at \$17,930. And don't forget that \$5000 of that is committed to the eZine, and we can't touch it. That means our general funds cash is down to about \$13,000. We have invoiced Redbird for the agreed-upon \$10,000 for the website sponsorship, but we have not yet received payment. Note that the invoice was just sent a couple weeks ago so it isn't really due yet. Getting in that 10 grand will help a lot. We have no unpaid bills, and I don't know of any big ones on the immediate horizon.

We had \$4343 in membership sales in April. Our membership sales are running 22% ahead of last year, which tells me our membership efforts are bearing fruit. If that trend continues for the year then we'll be about \$5000 ahead of budget. I had predicted only about 10% growth.

Respectfully submitted,

Larry Bothe

Gov Affairs Committee: Cliff Chetwin

Government Affairs Committee (for May 2013)

The Executive Director and I have agreed there is no need for a formal SAFE response to the ARAC proposals so the committee has not asked the committee to generate anything for SAFE. There have been no other actions by this committee this month.

Cliff Chetwin

LETTER OF UNDERSTANDING

The Ninety-Nines, Inc., International Organization of Women Pilots

And

Society of Aviation & Flight Educators

This Letter of Understanding (LOU) establishes an arrangement between The Ninety-Nines, Inc. (99) and the Society of Aviation & Flight Educators (SAFE) to promote aviation safety awareness, training and education pertaining to all aviators. This LOU does not create a legal or financial obligation between the parties.

The parties to this LOU are voluntarily entering into this arrangement to pursue their common goal of promoting aviation safety and education. Either party may terminate this LOU at any time by giving written notice to the other party. This letter expresses the understanding that there shall remain no other in the terms and conditions of this LOU SAFE is voluntarily providing pilot safety.

The Ninety-Nines, Inc. agrees to:

- a) Place the SAFE logo and organizational statement in the official section of the 99 website and provide a link to SAFE's website from page www.99nines.org
- b) Work with SAFE to develop safety awareness training and programs.

The Society of Aviation & Flight Educators agrees to:

- a) Place the 99 logo on the home page of SAFE's website and provide a link to the 99 website from page www.safe.org
- b) Work with the 99 to develop safety awareness training and programs.

Signed this 18th day of July 2013


Cynthia M. Phillips, President
The Ninety-Nines, Inc.


Greg [Name], President
Society of Aviation & Flight Educators

Executive Director Report for May, 2013

1. FUNDRAISING

Sennheiser has pledged to support the Pilot Proficiency Project with a minimum pledge of \$6K. (Full details hopefully this week).

The Wolf Aviation Fund turned down our grant request this year stating: “The bottom line is that we ran out of grant budget before we got to your proposal in the list. Don't lose hope, however! Your project did rate high and personally I believe there is great value in a good comprehensive e-newsletter supporting aviation education. What I would like to do is get together with you on the phone in May after I get through the upcoming Air Care Alliance conference (www.aircareall.org) and our Wolf Aviation Fund end of fiscal year business and brainstorm how we might work to put together some collaboration involving your group and one or more others to achieve the same results.”

Jeppesen has finally responded to the request for funding the eMagazine. Their “senior manager of GA Sales and Service has promised to discuss the issue with David Wright and Julie Filucci and “let me know...”

When I have had the time I am in the process of researching to find a fundraiser/grantwriter to work for SAFE on a commission basis. That being said, there's no reason why all Board members couldn't be on the lookout for just such an individual. I have used the following resources: The Foundation Center; Hartford Center for Public Giving; The Taconic Foundation

2. MEMBER BENEFIT PROVIDERS

eKneeboard and iFlightplanner.com are now providing significant discounted product offerings to the membership

3. LOU / MOU

Letters / Memorandums of Understanding have been signed with the 99's International and with Anywhere Education. The 99's LOU will be ratified at their next BoD meeting in July.

4. PROGRAM COMMITTEE FORMATION

A Programs committee is being formed as an outgrowth of the Membership committee. Dee Freeworth will be chairing the committee. Board approval is sought for this important committee.

5. **MEMBERSHIP SURVEY RESULTS**

Results of the Membership Survey (which is still ongoing) are being used to help guide the next steps of the membership committee as well as the programs committee.



Memorandum of Understanding.docx

MOU is with AnyWhere Education, Inc and SAFE This link opens to the one page memo.
