

SAFE Board of Directors

Board Meeting Minutes - August 13, 2014



Roll call:

Directors:

Jim Anderson, Donna Wilt, Ken Wittekiend, Sherry Rossiter, Jack Vandeventer, Kurt Reesman, David St. George, Kevin D. Murphy, Ray Spengler

Executive Director: Doug Stewart

Guests: Don Knight, Elaine Kauh, Burt Stevens

Call to order: The meeting was called to order at 2008 hours EDT by Chair Donna Wilt after technical difficulties with the new call-in system were resolved.

Consent Agenda: The July minutes were accepted unanimously after a motion by Jack and a second by Sherry.

Old Business

- **Ground Rules for Meeting Observers:** Donna provided a ground rule for meeting observers: Guests do not speak while Board members are discussing items.
- **Webinar** David suggested that as part of SAFE's mission, webinar developer Gene Benson should be given a go-ahead to start developing a SAFE webinar for CFIs, with all CFIs allowed. The webinar should carry SAFE branding as a subtle recruitment tool. The suggestion was offered as a motion by David, and included a September/October time frame for completion. The motion was seconded by Jack and unanimously passed.
- **Social media policy - Jim Anderson** Nothing to report this month.
- **Website and membership upgrade and re-hosting – David St. George** The situation is more complicated than originally thought, and SAFE does not have the budget to allow creation of a new site. A rough estimate of rebuilding site: \$5,000 - \$7,000.

David reported that the majority of existing cost is administration of site by Jenny. Jim offered that he doesn't want to rock the stability of the organization by making big, expensive changes now. All concerned acknowledged that Jenny, as webmistress, was SAFE's "Rock of Gibraltar."

- **Online membership nomenclature apprentice v associate** . Changed to associate.

Reports

- **Executive Director** (See July Executive Director report). Doug expressed particular concern over the future of SAFE's flight instructor Open Forums, which are a primary way SAFE works toward its stated goals. Doug will continue handling them through October, but the organization needs someone to run them after that. Jim offered to contact his friend Cary Grant and request his help. Jim emphasized that this would be a request only, not a re-classification of his friend as 1A and drafting him.

Doug expressed his concern over the governance structure of SAFE and suggested that the Board consider restructuring the organization for a more stable financial base, perhaps with some type of "advisory board" consisting of high powered business leaders to improve finances.

Doug announced he would be stepping down as Executive Director when his contract expires at the end of February. Jim made a motion to accept Doug's letter of resignation, regretfully, and Sherry seconded. Motion passed unanimously. Donna stated publicly the debt owed to Doug by SAFE and the regret all Board members feel at his resignation.

- **Treasurer Report** (See *July Treasurers report*). Jim reminded Board members of participatory programs such as Amazon Smile and their importance. He suggested we consider moving the bank from PNC to some other institution because PNC does not have a presence on the West Coast and that's where Jenny the Bookkeeper moved last month. David moved to accept the report, Ken seconded. Unanimously passed.
- **Governance** Jack reported his Governance committee is investigating recommendations for updating SAFE bylaws.
- **Membership** (See *July Membership report in SAFE drop box.*) SAFE has 66 new members as result of "each one get one" campaign. Committee asks that select SAFE volunteers be empowered to provide a SAFE "wandering ambassador" presence at various aviation events around the country. SAFE would need to provide some visible identification, membership recruitment materials. Specific mention of support for this proposal came from David, Jack and Kevin.

Sherry said that the SAFE program contacting expired members and asking them to renew was not producing retention results and suggested that Board members begin calling a SAFE-provided list of members before their

membership expires, perhaps within 60 to 90 days prior. The Board authorized Sherry to be official Board liaison to Membership Committee.

Committee members are analyzing results of the SAFE survey conducted last month, “bucketing” areas of interest or concern. Sherry agreed she can have a report on that at the September SAFE Board meeting.

- **Resource Center** Elaine Kauh, chair of SAFE Resource Center, asked for input regarding incorporation of the SAFE Mentoring program in the RC. Existing written and multimedia resources would comprise one side of the RC, while a Mentor/HR/Help For New Instructors side would add to value of RC. Board encouraged Elaine to work on this.
- **Government** Committee is currently working on input for FAA on ACS revisions for CFIs and commercial applicants. Comments due by August 25. Doug expressed the hope that Board members would review the revisions and comment on them.
- **Finance** Nothing additional from Finance Committee, according to Jim.

New business

- **Tracking In-Kind Donations** In-kind donations can be cash, or stock, or payment of certain SAFE expenses. Jenny will issue proof of the donation, so individual may be able to deduct on taxes as charitable contribution. Jim emphasized that SAFE should be able to track those expenses. Donna reminded all Board members to submit receipts for any gift-in-kind donations.
- **Bylaw review and revisions** Jim said that Bill Ervin should be asked for a timeline on this project. He asked Board members to review the current by-laws and make notes on what should be changed.
- **Alliance for Aviation Across America** SAFE can join AAAA and have our logo on their website. No cost to SAFE. Sherry made the motion that SAFE join AAAA and Kevin seconded; motion passed unanimously.
- **Meeting day and time for future BOD meetings** Donna first suggested the 4th Wednesday of each month, but that would conflict with Thanksgiving and Christmas holidays. An alternate would be third Wednesday; no Board members reported any conflict for that day. Moving the time to 1900 Eastern time on meeting nights will also be tried.
- **FAA use of SAFE name in survey.** A letter to FAA drafted by Ray will ask that the agency refrain from using the name SAFE as an acronym, or

if they must use it to append a note that their SAFE program is not the Society of Aviation and Flight Educators. A legal opinion from SAFE's attorney supported that idea.

- **Search committee for new Executive Director.** Ray suggested that longest-serving Board members be involved in the search because of their experience. Donna mentioned that a search would impact the Governance Committee also. Sherry added that some preliminary work has been done by the Governance Committee on what qualities a new ED should have.
- **Frasca Simulators participation.** Randy Gawenda of Frasca had suggested to SAFE board members at Oshkosh a partnership with SAFE. Donna wondered about a conflict with Redbird's ongoing support of SAFE. Ray opined that the markets for each company is different; Frasca makes high-end simulators used in major university programs, while Redbird sells more to flight schools and even individuals. Discussion centered around finding a balance between the two.

Doug Stewart took a moment to compliment Donna on her skill in conducting her first Board meeting as Chair.

Executive session: Not held this month.

Adjournment

The meeting closed at 2210 EDT. Donna moved to adjourn and the motion was seconded by John. The motion passed unanimously.

Note: an MP3 file of the entire meeting is available now in the Board Meeting folder in the SAFE Dropbox, in case anyone needs to refresh his/her memory of events. It is 115 Mb, even at 22050.

Next meeting (please add to your calendars). All board members are expected to arrange their schedules to participate. Regular meetings are now the third Wednesday of each month at 1900 hours EDT, except in July when the meeting is at AirVenture.

Please mark your calendars.

- **September board meeting** will be held on Wednesday September 17, 2014 at 1900 hours EDT. The conferencing system will again be **AnyMeeting.com**, and Donna will provide log-in details. Check your email for a meeting invitation email,.

Submitted by Kevin D Murphy
Secretary
