

SAFE Board of Directors

Board Meeting Minutes-February 13, 2013

Draft: February 28, 2013 for March consent agenda



Roll call

Directors:

Mark Adams
Cliff Chetwin

Tom Benenson
Jack Vandeventer

Donna Wilt

Larry Bothe

Executive director: Doug Stewart

Call to order

Meeting called to order at 2010 EST by Chairman Mark Adams

Opening remarks

Mark prepared the consent agenda for our meeting. Tom moved to accept the consent agenda which included the January minutes and Donna provided the second. It was unanimously approved.

Next meeting

Next meeting is March 13, 2013 at 2000 EST. Please send all reports and meeting information to Mark by end of the day on Friday March 8 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.

Mentoring committee report and request to proceed

Bridgette Doremire is the new chairperson for the mentoring committee. Bridgette and the committee have been working on alternatives to automate the mentoring committee functions including the mentor application process, mentee selection of mentors, mentee application process, mentor biography development, and notifications for additional needs and successes.

Bridgette was invited to present the committee ideas to the board. She is seeking approval to proceed from idea to draft stage and volunteered to review the concepts with the board.

Mentoring discussion: Bridgette presented a database matching process similar to a “dating website” where mentee needs are matched with available mentor skills and interests and time.

Doug and the board thought that this is a wonderful idea and had questions about how this would happen. Bridgette reviewed that “templates or plug-ins” are available for the “matching” process from public sources or to purchase and some have been found for less than \$150.00 or free from open sources. (A template or plug in is pre-coded software that is available to insert into a web site such as the SAFE web site). Bridgette

is working with Jenny Furst, our webmaster, to determine how these might fit with our SAFE WordPress web site or if Jenny has other sources and ideas.

Larry mentioned that this sounds like an expansion of the SAFE web site and Bridgette confirmed that it is. Jenny will develop a cost for the concept integration or recommend alternatives. Both Larry and Doug have been in conversation with Jenny on the topic. Timeline: Bridgette will pursue the mock up in the next 2 weeks and come back to the board at the March 13 meeting with an update.

Motion to proceed: Tom moved and Jack seconded the motion to have the mentoring committee proceed. The motion was unanimously approved. Jack is a member of the mentoring committee and will stay in contact with Bridgette. Thanks to the mentoring committee including John Mahany, Arlynn McMahon and Donna Wilt for the efforts to move this challenge forward.

The board also thanked Donna Wilt for her leadership for the mentoring committee and for finding such an enthusiastic new chairperson in Bridgette. Mentoring works!

Board member profile findings

The top three needs from the board profile exercise completed last month are having time available to serve, fund-raising expertise and industry contacts. These areas will be probed during potential board member discussions and added to the list for board skills as elections approach. The governance committee has these noted along with the regular board skills and experiences.

Governance committee

The two board vacancies need to be filled due to work related resignations and the election process for 2013 needs to be started. Jack will contact John Dorcey who was not available tonight (chair of the governance committee) to move ahead. The election process as outlined by Sherry Rossiter supporting the by-laws will be followed. The Executive Director search can be put on the back burner per Doug Stewart while the board members are replaced/elected.

The remainder of the meeting was discussion due to lack of quorum

Donna Wilt left the board meeting to support her university flight program at her local government meeting in Florida and a quorum was no longer present.

Board liaison with each committee

Each committee needs a liaison with the board to communicate board actions and broaden communication from each committee. There should be full support for all committees. Perhaps we need a written process to support each committee. Here are the committee and board combinations:

- Membership Tom Benenson
- Mentoring Jack Vandeventer
- Governance John Dorcey
- Audit Cliff Chetwin

- Government affairs Cliff Chetwin
- Finance Larry Bothe

Mark asked that each liaison contact the committee chair and open a dialogue and answer any open questions including if there were needs that the board should hear.

2013 SAFE budget

No board member supports a deficit budget. The finance committee will meet per Mark's request to complete the strategic plan item defining programs to support and determine ways to fund each need. Larry will convene the finance committee and Mark asked to participate in the meeting.

Scholarship

The 2013 Women in Aviation scholarship award will be supported by SAFE as was approved during the January board meeting.

Audit committee

Doug Kossell is leading the audit committee and has been out of commission. Cliff will contact Doug and move the audit along. Mark asked for an update by February 27

Executive Director's report

- Doug Stewart reported that AOPA wants to support SAFE by funding the Sun n fun breakfast and the AirVenture 2013 dinner.
- *Women in Aviation (W in A) Conference* is all set. Meg Godlewski will be the contact person for SAFE with W in A.
- Sun n fun VP for Education is Lori Bradner and has approved space in the museum for the Redbird simulator and for the 250 seat seminar room for the Pilot Proficiency Program (PPP).
- Sun n fun needs a full set of volunteers for the PPP and to man the SAFE tent. In addition to Doug, Cliff, Mark, and Jack will be present. Not sure if Donna Wilt will be able to participate. Donna: please call Mark and let him know. We are looking for a board member to handle the membership application process and credit card/money processes.
- Mark will be soliciting instructors for the PPP simulator needs for Sun n fun.
- AirVenture 2013 SAFE tent will be located in the same place as the last two years.

Auto renewal: Doug proposed that there be a 10% discount for the first renewal year when members sign up for "auto renewal". The board agreed. Since there was no quorum present, Mark will send an email requesting support and approval per the by-laws to all the board. Please respond by 2/15. Glenna designed a post card for membership committee use supporting renewal. Sherry Rossiter will use the cards

Jeff Skiles' letter in Sport Aviation: Doug requested board approval to respond to Sport Aviation with supporting our flight instructor membership from SAFE. There was considerable discussion. The board asked for a day to review the letters from Skiles

and Doug. Doug presented an alternative response that was supported by the board through the email approval process stipulated in the by-laws.

CFI accreditation: There is an industry committee brought together to support and define a CFI accreditation process. Doug has been participating as was Cliff Chetwin as an industry member and JoAnn Hill who recently resigned from the committee. Doug asked if SAFE wanted to take on the process or leave it as an industry committee. Send your comments and thoughts to Doug. Mark is looking at possibilities and support for the group as well.

Adjournment/suspension

The meeting suspended at 2239 EST.

Next meeting

Next meeting of the SAFE board will be Wednesday, March 13 beginning at 2000 EST via teleconference. All board members are encouraged to dial into the meeting. Get all information to Mark by COB Friday March 8, 2013.

Submitted by Jack Vandeventer, Secretary

Attachments: 1) consent agenda for February 2013.