

SAFE Board of Directors

Board Meeting Minutes



January 9, 2013-Board approved

Roll call

Directors:

Mark Adams
Cliff Chetwin

Tom Benenson
Jack Vandeventer

Donna Wilt
John Dorcey

Larry Bothe

Executive director: Doug Stewart

Call to order

Meeting called to order at 2003 EST by Chairman Mark Adams

Opening remarks

- 1) Mark Adams asked that we let him know if we were attending the Women in Aviation conference March 14-16, 2013. Please respond to Mark if you are attending.
- 2) Mark prepared the consent agenda for our meeting. Cliff moved to accept the consent agenda and John provided the second. It was unanimously approved.
- 3) The board discussed whether meetings should be open. Some discussion topics may not be suitable for general discussion. John suggested that some time should be open to member call-in. There should be technology to allow the board to have an open meeting and then move into executive session. Perhaps one meeting per quarter should be open. We need to log into our meetings. FreeConferenceCall (current provider) does not track complete phone numbers and the number of ports available needs to be specified in advance. Board members are encouraged to find alternate technology and report at the next meeting. An alternative is to have two meetings arranged, one for open dial in and another for executive session.

Next meeting

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

Minutes

The November minutes were reviewed and approved. Donna Wilt moved and seconded by John Dorcey to accept the minutes. The vote was unanimous. All subsequent consent agendas will be posted on the web site.

Board member profile findings

All members completed the board profile that John circulated. One female and remainder males over 50 years of age comprise the board. Skills are similar. Significant

discussion ensued about the needs of future board members. Skill gaps include fund raising, community relations, industry relations, graphic media, and writing/communication expertise.

A good discussion centered on the right skills for future board members since two seats are open. Some suggested fund raising, industry connections, team player, available time for board effort and good communications skills as the model to select.

Mark will send all gap areas to the board to rank. Please respond quickly. Mark and John will present the rankings at the February board meeting.

Treasurer's report

There are no additions to the consent agenda.

Budget for 2013

The 2013 budget as presented included a deficit. The board asked Larry to prepare a balanced budget for review at the February meeting. The board does not want a deficit plan. We cannot plan to spend what we do not have or plan to have. There are a few contributions from 2012 that have not materialized.

The board discussed accepting a balanced budget with additional planned expenses aligned with additional planned revenues/donations as trigger points.

The board needs recommendations from the standing finance committee. Mark volunteered to participate in a finance committee meeting that Larry volunteered to organize.

Membership committee

The membership committee budget request of \$1500 and plan was presented for 2013. Doug Stewart commented on the committee and their positive energy and efforts. Tom Benenson said that Sherri is circulating a revised brochure about SAFE for consideration.

Tom mentioned that the membership committee is calling members about membership which is about to or has just expired. Most did not know that it was expiring and expressed appreciation and agreed to continue.

Jack Vandevanter moved to accept the plan and budget as presented. Donna Wilt seconded and it was unanimously approved.

Scholarship

The 2012 Women in Aviation scholarship was awarded to Linda Meeks. Three applications were received for 2013. Donna Wilt reviewed the program. The board will review for 2014 (2013 budget year) and discuss in the March meeting.

Audit committee

Cliff had no contact with Doug Kossell over the holidays. He has completed the questionnaire. Larry Bothe provided Doug with the requested copies of the financial reports. No significant concerns are noted as yet. Some additional business practices need to be developed. Cliff and Doug will set a date for the final report to the board.

Strategic plan

The new report shows the need for the finance committee and a marketing/public relations plan. The system is not working as it should be. Key pieces are needed. Doug agreed to call a membership person and determine if there is interest in leading the marketing/public relations effort. Doug will report at the next board meeting.

Executive Director's report

Doug Stewart met with Colin Smith (with NATA) and he wanted to know more about SAFE. Avemco will review the SAFE request in September (on their normal cycle).

Google video conferencing

Tom Benenson reported that John Dorcey, Larry Bothe and Jack Vandeventer tested Google plus video conferencing. Results were not satisfactory. Audio was delayed and the video was poor quality. Quality of service was significantly less than Skype. Tom recommended that the board not consider Google plus as an alternative.

Sun n Fun 2013

Please let Mark know if you plan to attend Sun n Fun in April. Mark and Doug plan to stay at the Howard Johnson's outside of Lakeland. Contact Doug for the address.

Mentoring committee

Donna Wilt reported that Bridgette Dormier is the new committee chair for Mentoring. Welcome to Bridgette. Donna set the standard by finding her replacement from active committee participants. The board thanked Donna for all her efforts and successes.

Adjournment

John Dorcey moved that the meeting be adjourned, Donna provided the second, and the vote was unanimous. The meeting adjourned at 2041 EST.

Next meeting

Next meeting of the SAFE board will be Wednesday, February 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 February 8, 2013.

Submitted by Jack Vandeventer, Secretary

Attachments: 1) consent agenda for January 2013.