

SAFE Board of Directors

Board Meeting

Consent Agenda

Wednesday February 18, 2015



Note: full audio of this Board Meeting is available in the Board Meeting folder, Board Meeting Minutes subfolder, in the SAFE Dropbox. File name: SAFE Board Meeting February 2015.mp3.

AGENDA

I. Call to order

Meeting called to order by Chair Donna at 0105Z.

II. Roll call & Welcome

a. Board Members Present:

Donna Wilt, Chair

Kevin Murphy, Secretary

Spengler

Ken Wittekiend

Jim Anderson, Treasurer

Sherry Rossiter

Jack Vandeventer

Ray

Board Members Absent:

David St. George

b. Executive Director

John Dorcey

III. Potential Topics for Winter Haven SNF meeting

Jack reviewed potential topics for this meeting, which is scheduled for the Monday before SNF. Text of the document prepared by Jack is available in the Misc Administrative Material subfolder in the Board Meeting folder in the SAFE Dropbox as SAFE Agenda Topics for GIF 2015 V2 2-19.docx . Discussion clarified that this meeting would be a Retreat rather than a Board meeting. Poll of Board members showed Ray and Kevin would not be at SNF but can call in for the meeting.

IV. Approval of Consent Agenda

Motion by Sherry, second by Kevin to approve the Consent Agenda including last month's minutes.

V. Upcoming Elections of Board of Directors

Bill Irvin will be the chairman of the election committee. Both vacancies on the Board will be included in this election, for a total of up to five openings.

VI. Approval Minutes:

January 2015 Meeting Minutes. Approved as part of the Consent Agenda (item IV above).

VII. Reports

a. Executive Director. Interim ED John Dorcey reported that many of the assumptions he had made about procedures and standards for SAFE turned out to be incorrect. He made an itemized list of SAFE products and services which could be source of funding for the organization. He said the biggest challenge now concerned the booth space for SAFE at Oshkosh this year. (Summary is in the ED report in the SAFE Board folder, Misc Administrative Folder, on Dropbox.

File name is ED_Report_Feb18.pdf.) Donna placed the discussion of the SAFE location at OSH under Old Business for this meeting (below).

John reported that some magazine supporters did not understand that they had an opportunity to contribute an article to SAFE The Magazine.

Ken asked for additional detail from John on his conversation with RedBird on the failure of Redbird to make the last quarterly payment promised. John said RedBird had decided that no more funding would be forthcoming unless SAFE and NAFI merged.

b. Treasurer Report Lifetime Membership has been a big success so far. Sherry interjected that we have a total of 8 Lifetime Memberships, totaling about \$4,000. Right now, Jim said, SAFE's cash position is good. The Chase banker Jim works with has been on vacation so the transfer of accounts to Chase is still pending.

c. Committee reports/ Board Liaison

Standing committees

Governance – Jack Vandeventer & Bill Ervin. Nothing additional.

Finance- Jim Anderson. Nothing additional.

Ad Hoc Committees

Membership - Sherry Rossiter

SAFE has 921 members, giving hope for 1,000 members by OSH 2015, including 8 Lifetime members. All of the Lifetime Members are over 55. Sherry thanked John for tracking membership benefits. There are now four Ambassador volunteers, including Rich Stowell.

Programs – Ken

John is the Board liaison with this committee. He said the committee went through each existing SAFE program, and that he expected great things come out of the Program and other committees.

Marketing – Kevin

Kevin reported that the committee has had two meetings, and he is encouraged especially with the vigor of the youngest committee member, 29-year-old Chris Palmer. Chris has offered to make esthetic improvements on a mirror site so Board members can see before making it live.

Government- Donna

A working group has been asked to recommend changes to Instrument Flying Handbook and two others. They're also looking at the FAA's new UAV guidelines to see if SAFE can make any useful contributions.

ED Search Committee - Sherry Rossiter

Committee is putting together a solicitation to be presented to the Board at the March meeting, with the solicitation to go out April 1. The interviews will be scenario-based, as suggested by several Board members. She emphasized that finding the right person is more important than meeting an arbitrary deadline.

VIII. Old Business

1. *Previously Tabled Business*

Partnership with Airborne Partnership Initiative –with Zoom Campbell

2. *Final Approval of eZine 2015 Contract*

3. *Mindstar Letter of Understanding*

Agenda for Retreat for Winter 2015 – Jack

Previously discussed.

a. *SAFE Location at OSH*

John was advised that none of the exhibit spaces we had requested would be available, so Board members discussed other inside vs outside options. John felt we could be either back where we were, outside, or look at being inside. Kevin opined that a booth inside one of the buildings would be just as good – if not better – because SAFE hasn't been utilizing the space available in the tent used in previous aisles.

SEVERAL BOARD MEMBERS WERE DISCONNECTED FROM ANYMEETING AND UNABLE TO BE RECONNECTED AT THIS POINT, APPROXIMATELY 0230Z. MEETING WAS ADJOURNED BY THE THREE REMAINING PARTICIPANTS: JOHN, KEVIN AND RAY.

Donna, John and Jim were able to re-establish the meeting a few minutes later, although the others were still unable to connect. Via email to all Board members, Jim submitted a motion to allow John to pick two adjacent booths in the hangar at OSH, for a total space of 10x20. Donna seconded, and the motion was approved unanimously via an email vote of all board members immediately after the meeting.

Other items discussed by Donna, John and Jim but not voted on for lack of a quorum, were:

a) *Who said they would find a restaurant for the breakfast at Sun n Fun?*

John will call the airport manager at Lakeland and get restaurant suggestions from him.

b) *Partnership with Airborne Partnership Initiative –with Zoom Campbell*

John will talk to Zoom Campbell.

c) *Mindstar Letter of Understanding*

John will have the Mindstar LOU ready by this Friday.

d) *Although the three Board members agreed to send out a copy of the eZine contract to editor Mark Phelps, Jack and David emailed objections, noting that the wording was not final.*

Business on the agenda not discussed due to the AnyMeeting failure included:

IX. New Business

Committee Charters

Flying Again Request for support

Sun n Fun – Tent, Volunteers, Breakfast

X. Discussion and updates

a. New Bank Account

XI. Member Comments

XII. Adjournment

Next meeting (please add to your calendars). March 18, 2015

All board members are expected to arrange their schedules to participate. Regular meetings are the **third Wednesday of each month** at 7pm eastern time except in July when the meeting is at AirVenture.

Printed on SAFE.org on the page with meeting minutes:

Board meetings are normally held via teleconference the 3rd Wednesday of each month at 7 pm. Current SAFE members and invited guest may attend monthly Board Meetings. Only members who have registered in advance may attend. To register to attend the meeting, go to <http://www.anymeeting.com/PIID=EA59D685814A3F>

If you have a particular topic you are interested in, please email the SAFE Board Secretary at communications@safepilots.org. prior to the meeting.

Ground Rules for meeting observers

Members must announce themselves.

Member's mikes/phones will be muted unless they request to speak on a particular item. Time at the end of the meeting is set aside for comments from Members.

SAFE Board of Directors

Board Meeting Minutes - January 21, 2015

Note: audio of the entire meeting is available in the SAFE Dropbox, Board of Directors folder, Board Meeting Minutes subfolder. File is SAFE Board Meeting January 2015.mp3.

Chair Donna Wilt called the meeting to order at 7:00 PM, EDT.

Roll Call

Donna Wilt, Chair

Jim Anderson, Treasurer

Sherry Rossiter

Jack Vandeventer

David St. George, Vice Chair

Kevin Murphy, Secretary

Ray Spengler

Ken Wittekiend

Executive Director

John Dorcey

Guest

Billy Windburn of Mindstar

I. Approval of Consent Agenda

David moved, second by Jack to approved the consent agenda as presented except for the minutes from the December meeting. Motion passed unanimously.

II. Presentation by Billy Windburn of Mindstar

Mr. Windburn explained the test of Mindstar's new system for helping pilots gain or regain proficiency and improve traffic at flight schools with "bite-size" scenarios flown in simulators, usually Redbird FMX simulators. A test is scheduled in March in the Washington, DC area, using FMX simulators at numerous FBOs in the area. The test will be without cost to the users. Mr. Windburn asked for SAFE participation, partly for name recognition value and partly for building 4 to 6 scenarios challenging pilots.

When/if the system is operational, learners can purchase "bite-sized" scenario courses online and fly them on a simulator or their laptop. Flight performance is recorded for the learner's review and personal critiques of the flight are available from instructors. ATC audio will be furnished in real-time by live (remote) air traffic controllers.

After the presentation, a discussion of the merits of SAFE participation in the test found Board members generally impressed and sentiment was in favor of participating with Mindstar in this project. Jack made a motion to participate with Mindstar and David seconded to: Approved unanimously. Jack made a motion and David seconded to:

Jack made a motion and David seconded, to allow Mindstar to use the SAFE logo on its web site, with SAFE educational material being used in the Mindstar Regional demonstration, subject to the following conditions:

- For the Mindstar Demonstration project, participation by pilots is free.
- Mindstar may use the SAFE logo on their web site and material provided there is an acknowledgment that the content, including scenarios, was supplied by SAFE aviation educators.
- For the Demonstration only, SAFE is providing content for free.
- SAFE will put the Mindstar logo on the SAFE web site.
- SAFE will include information provided by Mindstar publicizing the Demonstration in the SAFE monthly eNews.

The motion was approved unanimously.

III. Approval Minutes

December 2014 Meeting Minutes. Motion by Kevin to approve; second by Sherry. Unanimous approval.

IV. Reports

a. Executive Director. John reported that the transition from Doug's administration is moving smoothly. Details on other issues, including developing committees, is in the report in the SAFE Dropbox.

b. Treasurer Report. Jim presented accounts receivable, a summary of budget to actual expenses and a profit and loss statement. He complimented the Board on doing well at keeping expenses low, though lamenting that revenue has lower than expected. He said December was a good month for revenue, and that the promised Redbird fourth quarter contribution is still being pursued. He recommended moving the SAFE banking business to Chase Bank from PNC, since it has local offices in both Arizona for Jim and California for Jenny. He also recommended approving the 2015 budget.

A discussion followed on any issues changing SAFE's bank account. Jack, with a second by Ray, proposed the following two motions:

1. Pass the 2015 budget as proposed
2. Move the SAFE business account from PNC to Chase Bank as soon as practical. Jenny Furst will have signature authority, and Jim Anderson (if Chase allows) will have the authority to act as the SAFE Secretary only as it relates to this one time transaction. Jim Anderson will establish 1) Checking Account and 2) Savings Account as outlined above.

Both motions were approved unanimously.

c. Committee reports/ Board Liaison (Standing committees)

Governance –Jack Vandeventer. Governance committee meeting will be on Friday, January 23 with the following new members recommended by interim ED John Dorcey: Mark Arcamuzi, Michael Phelps and Richard Bortoli.

Finance- Jim Anderson. Nothing not already covered in Treasurers Report.

d. Ad Hoc Committees

Membership - Sherry Rossiter. Current membership is 906, and committee has projected SAFE will have 1,000 members by Oshkosh. Sherry reported that concept of a permanent Lifetime membership, rather than limited lifetime membership, seemed preferred by the Committee. Sherry made a motion, seconded by Jack, to make the Lifetime Membership program permanent rather than limited. The motion passed.

Sherry also reported that the SAFE Ambassador program is ready to be launched; there will be a 'toolkit' with explanatory and promotional material. The committee wanted some reward for the Ambassadors, perhaps recognition in SAFE eNews, or a set of the Bose headsets that have been promised for promotion. John Dorcey will work with Doug Stewart on suitable rewards.

Government Committee. Cliff Chetwin and committee will work on a SAFE response for the NPRM on simulator time approval, when that NPRM is issued.

Social Media – Kevin, George. Kevin reports he expects social media direction to be wrapped up in the new Marketing/Advertising/Events and Program committee.

ED Search Committee - Sherry Rossiter. The January 6 meeting discussed a performance-based contract for the next SAFE ED. Base salary of \$1,000 with performance bonuses was suggested; metrics for evaluating performance and the length of the contract were discussed. The committee decided to keep the first metric as simple as possible, such as a bonus for bringing in operating revenue, no matter the source. Board members were generally in favor of a such a performance-based contract, although Jim suggested that such a contract must have acceptable termination language. He suggested a three-year contract, with a termination clause equal on both sides.

V. Old Business

- a. **Partnership with Airborne Partnership Initiative.** Tabled until February meeting.
- b. **Planning Lifetime Membership.** Previously covered by Sherry in the Membership Committee report.
- c. **Woman in Aviation Scholarship Recipient.** Information gathered by Donna on the recipient was previously distributed to Board members; agreement on the award expired last year. Consensus by the Board was that Donna will contact winner Liz Stafford and propose that SAFE provide up to \$750 reimbursement for flight training towards her CFI certificate provided:
 - She takes and passes the FAA Knowledge Test for Flight Instructor, Airplane, prior to any flight training for reimbursement.
 - She is to advise SAFE when the test has been successfully passed, at which time SAFE will authorize the \$750.
 - Training must occur prior to August 1, 2015, and no extension of that date will be granted.
- d. **Approve 2015 Budget.** The budget was approved under the Treasurers Report.

VI. New Business

- a. **New Bank Account.** Proposal to change to from PNC to Chase Bank. Previously discussed under Treasurers Report.
- b. **eZine 2015 Contract.** Discussion centered on ensuring that the eZine editor follows through with promises made to eZine funders by SAFE representatives.
- c. **Title for Doug Stewart.** Board members discussed a title, such as Emeritus Executive Director, for former ED Doug, but deferred action indefinitely. In the interim, Donna will contact Doug with instructions to use the title of "Past Executive Director" until further notice.

VII. Discussion and updates

- a. **Request for Air Race Classic Sponsorship**
- b. **Retreat for Winter 2015 - update Jack**
- c. **Promoting the new Mission and Vision Statements**

VIII. Member Comments

None.

IX. Adjournment. Adjournment motion was made by Sherry, seconded by Jack, and unanimously and enthusiastically approved. Meeting ended approximately 9:30 PM ET.

Next meeting (please add to your calendars). February 18, 2015

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Submitted for Board approval February 16, 2015.

A handwritten signature in black ink, appearing to read "Kevin D Murphy". The signature is written in a cursive style with a large, stylized initial "K".

Kevin D Murphy
Secretary