

# SAFE Board of Directors

Board Meeting Minutes - January 21, 2015 - FINAL

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 Dorsey: 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 Dorsey 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

- Request for Air Race Classic Sponsorship**
- Retreat for Winter 2015 - update Jack**
- 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

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.

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Board meetings are normally held via teleconference the 3<sup>rd</sup> 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>

### 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.

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

Submitted for Board approval February 16, 2015.



Kevin D Murphy  
Secretary