

**SWAAAE Board of Directors Meeting**  
**Sacramento International Airport | Main Conference Room**  
**Friday, September 22, 2023 | 9:00 a.m. – 11:30 a.m. PT**

**MEETING MINUTES**

**I. Call to Order, Roll Call and Quorum, Review Agenda**

- a. President Chen called the meeting to order at 9:20 a.m. after verifying a quorum was present.

**Board of Directors:** President TJ Chen, First Vice President Courtney Johnson, Second Vice President Gladys Brown, Immediate Past President Corinne Nystrom, Director Angi Daus, Director Mark Gibbs, Corporate Director Mike Hill, Director Gretchen Kelly, Corporate Director Ken Moen, Director Graham Ritz, Director Alex Smith, Director Welton Trang

**AAAE Representation:** AAAE At-Large Board Member Harry Barrett Jr., AAAE Director Judy Ross, AAAE Director Mark Witsoe

**Committee Members:** Leadership Development Committee Chair Alice Bimrose, ZØØ Visual & Audio Production Committee Vice Chair James Cullison, ZØØ Visual & Audio Production Committee Chair Cole Hartfiel, Diversity, Equity, and Inclusion (DEI) Committee Chair Lisa Watada

**Staff:** Executive Director Cathy Herring

**II. Minutes of the Board of Directors Meeting held on Saturday, July 22, 2023, at the Arizona Grand Hotel in Phoenix, AZ**

- a. **ACTION:** First Vice President Johnson made a motion to approve the minutes as presented. Director Smith seconded the motion, which passed unanimously.

**III. President's Report**

- a. President Chen referenced the report included in the packet and stated he requested each committee establish a goal for the year.
- b. President Chen expressed concern regarding the 2024 Chapter elections and number of vacant positions; a discussion took place on the need to focus on succession planning and identifying future leaders for the Board and industry. It was suggested to lean on the Leadership Development Committee to focus on Board and Chapter succession planning. Board members stressed the importance of not only focusing on succession planning but onboarding to keep volunteers engaged in the Chapter. Executive Director Herring confirmed there was not a current/active onboarding procedure in place for new Board members. **ACTION ITEM:** Second Vice President Brown to work with the Governance Committee to develop new Board member onboarding procedures.
- c. President Chen reported the 501c3 SWAAAE Foundation was formed and thanked the Ad Hoc Committee for their efforts. Chen recommended the two entities eventually have separate Board of Directors.
- d. The Executive Committee will be reviewing the KCA association management contract for 2024 renewal and requested Committee Chair/Vice Chairs send administrative task requests to the Executive Committee for consideration; the goal being to shift more administrative tasks off volunteers.

**IV. Executive Director's Report**

- a. Membership
  - i. Non-Executive Memberships
    1. Executive Director Herring referenced the report included in the packet and presented a total of eight non-Executive members for ratification. **ACTION:** Director Gibbs made a motion to ratify all non-Executive members as presented. Director Ritz seconded the motion; a discussion took place regarding Associate member qualifications. The motion passed unanimously.
  - ii. Executive Membership Applications
    1. Executive Director Herring presented a total of 12 Executive members for approval. **ACTION:** Corporate Director Moen made a motion to approve all Executive members as presented. Corporate Director Hill

seconded the motion, which passed unanimously.

iii. Membership by Class Report

1. Executive Director Herring referenced the report included in the packet and discussed new member onboarding procedures, including the new member outreach contact list sent to Board members once a quarter. It was stated that the Membership Committee recently reviewed the procedures and welcome letter sent to new members and shared it with the full Board for reference. Those in attendance reviewed membership data and brainstormed ways to enhance new member onboarding.

**ACTION ITEM:** The outcome of the discussion concluded with the following action items:

- a. SWAAAE Headquarters/staff is to copy the Executive Committee on new member welcome emails; Executive Committee to follow up with new members personally.
  - b. Membership Committee to consider hosting a new member onboarding webinar.
  - c. Executive Director Herring to send a list of all new members who joined within the last year to the Board of Directors (in addition to the quarterly list already being sent); Directors were encouraged to also reach out to new members personally. Executive Director Herring offered staff to follow up with new members 30-60 days after they join to check in and promote upcoming events, committees, and ways to get involved in the Chapter.
  - d. SWAAAE Headquarters/staff to review the new member letter and member certificate with the Membership Committee at least once a year.
2. President Chen stated he is reaching out to confirm the 2023-24 Membership Committee Chair.

iv. Non-Renewed Member List

1. Executive Director Herring referenced the list of non-renewed members included in the packet and encouraged Board members to reach out to encourage those on the list to renew. It was stated membership benefits expired September 1.

b. Time and Place

- i. Executive Director Herring referenced the report included in the packet and a discussion took place, specifically regarding the timing of the January Board meeting and the Past President's Golf Tournament taking place on the same day. Those participating in the meeting agreed to schedule the January Board meeting after the golf tournament from 2:00-5:00pm PT in Monterey, CA.
- ii. First Vice President Johnson announced John Wayne as the host of the 2025 Summer Conference in Southern, CA. Johnson added she is working on a Board meeting schedule for 2024-25 at SLO and SBA.

**V. Finance Committee**

a. 2023-24 Draft First Quarter Financial Reports

- i. First Vice President Johnson referenced the report included in the packet and confirmed Q1 financials will be reviewed and distributed in October, after Q1 closes. A discussion took place on increased registration rates for the 2024 Airport Management Short Course and the complimentary registration offer available to first-time airport member attendees.

**VI. Informational Items**

a. 2024 Winter Conference

- i. President Chen announced he was working on a Conference Chair replacement as the former Chair had to step down. Vice Chair Daus noted the program subcommittee was strong and working diligently on conference sessions and speakers. Corporate Director Hill discussed conference sponsor and exhibitor opportunities, including new opportunities added to celebrate the Chapter's last year at the Monterey Plaza in conjunction with the post-banquet reception. It was recommended an Ad Hoc committee be formed to plan the special event.
- ii. A discussion took place on offering a tour of the 2025 and 2026 new

- conference venue, the Monterey Marriott. **ACTION ITEM:** Executive Director to coordinate with Vice Chair Daus.
- iii. The Board discussed soliciting for future conference session topics and speakers. **ACTION ITEM:** SWAAAE Headquarters to add a standing form on the website.
  - b. 2024 Summer Conference
    - i. President Chen stated he was working on a 2024 Sacramento Summer Conference Chair replacement as the former Chair had to step down.
  - c. AAAE Accreditation Update/Final Interview Workshop
    - i. AAAE Director Witsoe reported at the National level, the committee is focused on mentor engagement and training. The next Final Interview workshop will take place on Saturday, January 20 in Monterey, CA.
  - d. AAAE Leadership Development Committee
    - i. Committee Chair Bimrose referenced the report included in the packet and mentioned the committee is working on setting initiatives for the year. Bimrose confirmed Director Godown was Vice Chair of the committee.
    - ii. A discussion took place on overlapping committee tasks and efforts that impact other standing committees. **ACTION ITEM:** President Chen to discuss tangible objectives to focus on with them committee.
    - iii. Bimrose added the National Committee met at the AAAE National Airports Conference and initiated a pilot training cohort consisting of 12 modules.
  - e. AAAE Update
    - i. AAAE Director Witsoe reported operationally, AAAE is back to 100% (post pandemic) and they are working to get staffing back to the same level. AAAE Director Ross added at the last Board meeting, most of the conversation was focused around airport screening, TSA vs. Airport responsibilities, and legislation. The Board discussed.
  - f. Academic Relations Committee
    - i. President Chen reported he met with Committee Chair Sperling to discuss 2023-24 goals, including a focus on student Chapters. AAAE Director Ross added many schools are in need of aviation professors.
  - g. Awards, Resolutions and Recognition
    - i. Corporate Director Hill requested additional promotion for the Corporate Award of Excellence as a few years have passed since nominations have been received.
  - h. Corporate Member Update
    - i. Corporate Directors stated there was nothing to report.
  - i. Credentials
    - i. Committee Chair Brown stated the committee will be reviewing the list of qualified members and encouraging applications before the next conference; the committee's goal is to get 10% of eligible members to apply for the C.A.E. designation. **ACTION ITEM:** SWAAAE staff to promote the C.A.E. designation in the new member welcome letter.
  - j. Diversity, Equity, and Inclusion (DEI)
    - i. Committee Chair Watada referenced the report included in the packet and noted a content calendar had been created for the 2023-24 year. Watada recognized Harry Barrett as a committee member and connection to AAAE as the National DEI Committee Chair.
    - ii. A DEI-sponsored event will be held at the 2024 Airport Management Short Course.
    - iii. Barrett reported AAAE approved a \$5,000 DEI scholarship. Goals set at the National level included data tracking across all Chapters to collect demographic information and promoting industry events, including the upcoming Inclusion in Aviation AAAE/Northeast Chapter event.
  - k. Engagement/Education
    - i. Committee Chair Smith referenced the report included in the packet and confirmed the next education session was scheduled for September 26, "Businesses Ending Slavery and Trafficking".
  - l. Executive
    - i. First Vice President Johnson reported she will be working with Second Vice President Brown to review the Chapter's current committee structure and make possible proposed changes for the Board's consideration.

- m. Ethics
  - i. It was confirmed there was nothing to report.
- n. Governance
  - i. Committee Chair Brown stated there was nothing to report in addition to the previous Board discussion regarding new Board member onboarding and recognized First Vice President Johnson for the committee work completed last year.
- o. Legislative and Industry Engagement
  - i. Committee Chair Moen referenced the report included in the packet. A discussion took place on PFAS and FAA reauthorization.
- p. Membership
  - i. President Chen confirmed a Committee Chair will soon be determined.
- q. Nominating
  - i. Committee Chair Nystrom will be working with Executive Director Herring to focus on the upcoming AAAE Board elections for the Chapter. AAAE Director Ross confirmed she will not be running for a third term to allow new candidates to get involved. It was confirmed the A.A.E. designation is required to run for an AAAE Director position.
  - ii. Corporate Director Hill stated he will not run for a third term unless there are not any candidates.
- r. Scholarship
  - i. Committee Chair Ritz encouraged more involvement at the committee level and that volunteers were needed. Ritz will work closely with the Strategic Planning Ad Hoc committee on details regarding scholarships through the SWAAAE Foundation.
- s. Social Media (Ad Hoc)
  - i. A report was included in the packet. A brief discussion took place on KCA supporting the Chapter's social media.
- t. Strategic Planning (Ad Hoc)
  - i. Ad Hoc Committee Chair Witsoe volunteered to draft a policies and procedures document for the SWAAAE Foundation. **ACTION ITEM:** The Executive Committee requested a meeting with the Ad Hoc committee to discuss the Foundation's Board structure and creation of an org chart.
- u. Young Professionals
  - i. Committee Chair Ritz confirmed Co-Vice Chairs are Katherine Bales and Alex Smith. President Chen encouraged offering a dedicated platform for YoPros to be heard, especially at the Board level. **ACTION ITEM:** Committee is to plan an event at the upcoming Airport Management Short Course to connect YoPros and new attendees/members with Past Presidents and Chapter mentors.
- v. ZØØ Visual and Audio Production Committee
  - i. The committee confirmed a projector will be purchased prior to the 2024 Airport Management Short Course in Monterey.

#### **VIII. Director Comments**

- a. None.

#### **IX. Member Comments**

- a. None.

#### **X. Adjourn**

- a. **ACTION ITEM:** First Vice President Johnson made a motion to adjourn at 11:14 a.m. Corporate Director Hill seconded the motion, which passed unanimously.