

AGENDA
Northeast Chapter/AAAE
Business Meeting
Buffalo, NY
April 27, 2008
4:00 PM – 5:30 PM

- I. Welcome & Opening Comments
 - Webpage and Online Registrations
 - Audit
 - FAA Reauthorization

- II. Executive Committee Reports
 - Past President's Report Vice President's Report
 - Treasurer's Report Secretary's Report
 - Executive Secretary's Report

- III. National Board Update

- IV. National Nominating Committee

- V. Board of Examiners

- VI. Committee Reports
 - Academic Affairs Annual Conference
 - ARFF Conference Balchen/Post Awards
 - Corporate Relations IASS
 - Membership Services Large Hub Winter Workshop
 - Scholarships & Grants Site Selection

- VII. New Business

- VIII. Adjournment

Northeast Chapter AAAE
Statement of Assets
Through Dates as Stated Below

Certificate of Deposit - -08239 (March 21, 2008)	\$ 8,480.19
Business Checking (February 29, 2008)	148,036.65
Business Interest Maximizer (February 29, 2008)	5,076.86
Business Investment Account (February 29, 2008)	<u>6,934.57</u>
Total Current Assets	\$ 168,528.27

NEC Corporate Relations Committee Report
April 22, 2008

Efforts have been ongoing to recruit members for Corporate Relations Committee.

Corporate Relations will begin sponsorship drive for the 2008 NEC conference on May 1, 2008.

Corporate Relations Committee has requested that all committee members start asking vendors, airport related businesses, etc., for conference raffle donations.

Corporate Relations is working with the Jet Blue Challenge to secure additional prizes to the Jet Blue Challenge package.

Corporate Relations is suggesting to the leadership team that a document be created to include all past conference information. Information such as attendee numbers, actual hotel rooms booked, actual event costs, raffle prizes, donations and sponsorships, would all help with forecasting future conferences. Additionally, this information could be used by host airports as benchmarks (inflation should be considered regarding costs) when planning for their events and would be a valuable reference tool for the conference committee and sub-committees.

Corporate Relations Committee has scheduled a conference call for July 1, 2008 to discuss any current or outstanding issues and recommendations.

NEC / AAAE
CHAPTER BUSINESS MEETING
BUFFALO – NEW YORK
APRIL 27, 2008

President Bill Hopper called the meeting to order at 4:00 P.M. Bill welcomed the members who were present and thanked them for their attendance. Bill stated that the Snow Symposium is the best value for the dollar of any conference in the industry.

Executive Secretary Dick Williams reported on the web page and online registration. Creative Force is working with AAAE National to transfer membership information to the new web site. The Snow Symposium website is up and running. The Annual Conference site is up and running as well.

Dick reported that the Chapter spent \$6,000 at the end of last year to have the Chapter books audited. We have the final report and will provide copies to all Chapter members. The auditor recommended that the Chapter have a whistle blower policy and a conflict of interest statement; we have developed both and propose adding them to the by-laws, they will be discussed in New Orleans in June and voted on in Philadelphia in August. We were advised of procedural deficiencies in how we handle checks over \$5,000 and now require checks over \$5,000 to have two signatures.

Other changes as a result of the audit include the formation of an audit committee, changing our fiscal year to October 1 – September 30, developing a budget, monthly reconciliation of bank statements, and purchase of a laptop to keep track of all chapter accounts.

Honorary and Emeritus recognition will be clarified. The requirements as they exist today are not very clear.

Past President Brad Penrod reported on the past presidents meeting scheduled for June 20, in Cape Cod.

Treasurer Steve Korta distributed financial statements. Reported on current account balances and acknowledged receipt of a check from Pittsburgh from last year's conference. Steve reported that income and expenses have been flat. AAAE National gives us 50 % of the revenue up front from conferences we share with them, and the balance at the end.

A motion was made to approve the treasurer's report, and it was approved.

Vice President Marshall Stevens reported on the Chapter Officers meeting which was held in Alexandria VA in March. Working with AAAE National on support from them for various chapter conferences.

Secretary Al Pollard distributed minutes from the last chapter business meetings in Pittsburgh PA on August 5, and August 7, 2007.

A motion to approve the minutes as presented was made, and minutes were approved.

Executive Secretary Dick Williams made a motion to recognize Al Grazier as an Emeritus member. Buddy Comeau second the motion and the membership approved it.

Alex Kashani reported on **Legislative Issues**. No new news on PFC's, it appears that there will be no GA user fees. ARFF requirements will have a major impact on airports of all sizes. 100% screening program is in place at several airports including Boston Logan, Jacksonville, DIA, Kansas City, Eugene, etc...

Steve Adams reported on the **National Nominating Committee**. The chapter has put Tom Rafter's name forward for the Board. Kevin Dillion is being supported for the at large position on the diversity committee for another two years, he did not serve his full two terms the first time around. Anyone can put their name or someone else's name forward for the national committees. Brad Penrod made a motion to support Tom Rafter and Kevin Dillion. Twelve votes were counted in support, three no votes were counted and one abstained.

Board of Examiners, Marshall Stevens reported for Tim Edwards. There are five candidates who expect to be ready to sit for their final interview by the Philadelphia conference. There is a BOE retreat in May.

Academic Affairs, Al Pollard reported for Rebecca Hupp. Thanked Rebecca and the committee for their work, and asked for member assistance with mentoring schools in the northeast.

Steve Adams asked for those individuals who are listed as mentors on the AAAE academic relations website to be available to meet with students in New Orleans on Monday at 1:45, during the national conference.

Jeanne Olivier stated that it is expensive for students to attend the national conferences and that vendors receive a number of free registrations with their booth and commented that they may be willing to give one to a student. Additionally Jeanne suggested that mentors use webcams to reach out to students.

Theresia Schatz was highly recognized for her hard work with the schools in and around New York.

Scholarships and Grants, Al Pollard reported for Theresia Schatz. Al read the list of winners thus far this year, Paul Sliwinski, Steve Lanieri, and Lauren Vitigliano. It was noted that the deadline for several grants and scholarships were still open, additionally there were some that no one applied for.

The committee made a change to one of its grants to open it up to those who wanted to attend either the AAAE GA Issues Conference or the AAAE GA Security Conference.

Another suggestion was to add a grant for the Large Hub/Winter Operations sponsored by the NEC July 27-29 in New York.

Keith Brune reported on the **annual conference**. The cutoff date for rooms at the Hyatt Penn's Landing is July 19th. The events for the conference have been finalized, the Sunday night event will be at the Constitution Center, Tuesday's banquet will be at the Hyatt. The golf event has been booked at a local golf course inside the city limit. There will be a lunch cruise on Tuesday. They are working on a commemorative video, and the website should be up very shortly. They anticipate approximately 30 booths in the exhibit area. Parking at the Hyatt will cost \$21 per day, and valet parking is \$27 per day.

ARFF conference Brad Penrod reported that the ARFF schools have been doing well and have added another class.

IASS the registration fee for the IASS was \$155 in 1986, and is \$250 in 2008, the committee proposes to raise the fee for 2009 to \$300. In 2009 a Harley Davidson motorcycle will be raffled off. The chapter will contribute up to \$2,500, to make up the difference between what the exhibitors contribute and the cost of the motorcycle. Buddy Comeau made a motion for the chapter to contribute up to \$2500, and Jeanne Olivier second, there were no opposition.

MEMBERSHIP SERVICES Bill Smith reported that the chapter currently has 447 active members, of which there were 161 with outstanding dues. It was suggested to Bill that he seek membership help to call those members with outstanding dues. In the past members from various States on the membership committee volunteered to call other members in their State to update the membership roster.

LARGE HUB WINTER WORKSHOP Brad Penrod reported that the workshop will be held on July 27-29.

SITE SELECTION Bryan Corbitt reported that the 2008 conference will be held in Philadelphia in August, at the Hyatt Regency at Penn's Landing. The 2009 conference will be held in Baltimore at the Renaissance hotel at the Inner Harbor.

NEW BUSINESS

Bill Hopper reported that the IAAE will be in Toronto Canada, and Jeanne Olivier will be representing the Chapter.

A discussion was held about starting a scholarship for children of vendors in recognition of the support they provide to the chapter at our many events. It was pointed out that current scholarships are only for children of accredited chapter members and that children of non accredited members should be considered should be considered as well.

A discussion was held regarding sponsorships and noted that the chapter contributes \$5,000 to the ALA, \$1,000 to AAAE Annual, \$500 NAC. A further discussion was held about scholarships and endowment; we need to get further clarification from Tyra. It was agreed to table the endowment discussion until the next business meeting. Buddy Comeau motioned that the chapter support the NAC with a \$1,000, no one opposed.

Jeanne Olivier recommended that the chapter send a letter inviting the Kurds of Northern Iraq to the snow symposium. A request was made that the chapter help pay for their travel or cover their registration. The chapter made a commitment five years ago to support international interest in the snow symposium.

Alex Kashani reported that the South East and South Central chapters have formed a group of with contact information and a list of available resources that can be shared with each other in times of emergency.

With there be no other business Buddy Comeau made a motion to adjourn the meeting at 5:50 P.M.