



**Arizona Airports Association
Board of Directors Meeting Minutes
July 21, 2022 12pm-4pm**

MEETING MINUTES - DRAFT

BOARD OF DIRECTORS

Matthew Smith, ACE, C.M.
President

Jeff Webbe, C.M.
1st Vice President

Sarah Demory, A.A.E., ACE
2nd Vice President

Scott Brownlee, C.M.
Immediate Past President

Chris Andres
Executive Director

Alice Bimrose, A.A.E., ACE
Executive Director

Dave Reffner
Executive Director

Ed Rose
Executive Director

Jeffrey Flemming, AIA
Corporate Director

Joel Ericson, P.E.
Associate Director

Brandon Robinson, P.E.
Associate Director

Desirae Barquin
Administrative Director

Board Members Present

Matt Smith – President

Sarah Demory – Second Vice President

Scott Brownlee – Immediate Past President

Chris Andres – Executive Director

Alice Bimrose – Executive Director

Dave Reffner – Executive Director

Ed Rose – Executive Director

Joel Ericson – Associate Director

Brandon Robinson – Associate Director

Desirae Barquin – Administrative Director

Taylor Swajanen – Association Administrator

Call to Order and Opening Remarks – The meeting was called to order at 12:20 PM after a count noted that a quorum was present.

Required Actions

• **Approve April 30th meeting minutes**

- **ACTION:** Second Vice President Demory made a motion to approve the minutes as presented. Past President Brownlee seconded the motion which passed unanimously.

• **Approve Q4 financials**

- Administrative Director Barquin referred to the quarter four financials included in the board packet. Referring to the balance sheet, it was noted that the total in Checking/Savings was down compared to the previous year due to increased quarter four expenses associated with the Spring Conference. The amount in pre-paid expenses was for future conference deposits that were deferred to 2022-2023. It was noted that the amount in 'Accounts Payable' was for a KCA invoice that had since been paid. The amount in 'Deferred Member Events' was for registration and sponsorship for the Summer Networking Event that was collected in June. 'Deferred Member Dues' were down compared to the same time in the previous year meaning fewer people had renewed in May/June compared to the previous year. It was noted that there were enough funds in 'Retained Earnings' to cover operating expenses for one year, per the policy decisions.
- Referring to the Profit and Loss statement, it was noted that dues were up for the year but fell short of budget. It was noted that Spring Conference income exceeded budget by approximately \$20,000, however the association did budget conservatively.
- Spring Conference expense exceeded budget by approximately \$14,000 due to an increase in conference expenses. Overall,

Spring Conference made a profit of approximately \$25,000; \$6,000 more than budgeted.

- It was reported that operating expenses were under budget due to fewer board expenses.
- Net loss for the year was \$7,765. A loss of \$21,350 was budgeted for the year.
- **ACTION:** Executive Director Bimrose made a motion to approve the financials as presented. Executive Director Rose seconded the motion which passed unanimously.
- **Approve new members**
 - **ACTION:** Associate Director Ericson made a motion to approve the members as presented. Executive Director Reffner seconded the motion which passed unanimously.
 - **Approve Matthew Munden as an *Ex Officio* member**
 - **ACTION:** Executive Director Rose made a motion to approve Matthew Munden as an Ex Officio member in accordance with the bylaws. Executive Director Bimrose seconded the motion which passed unanimously.

Discussion & Possible Action Item

- **President's Update**
 - President Smith reported that Executive Director Bimrose would be retiring effective August 26, 2022 and would be stepping down from the board at that time. A discussion took place regarding possible candidates to appoint to the vacancy.
- **1st VP (Mr. Webbe)**
 - Policy Decisions, By-Laws, Ops Procedures, Ethics, & SBP
 - Administrative Director Barquin reported on behalf of First Vice President Webbe noting that any proposed changes to governing documents would be presented at future meetings.
- **2nd VP (Ms. Demory)**
 - Fall Conference
 - A discussion took place regarding possible session topics for the conference.
 - A discussion took place regarding Fall Conference rates.
 - **ACTION:** Associate Director Ericson made a motion to increase all Full Conference fees (exhibitor and student not included) by \$25. Executive Director Rose seconded the motion which passed unanimously.
 - Spring 2023 Conference (Flagstaff)
 - It was noted that planning would begin in the Fall.
 - Budget/Financial Review
 - It was noted both items would be addressed in the coming months.
- **Past President (Mr. Brownlee)**
 - Nominating, Legislative Affairs, Aviation Day
 - It was noted that nominating activities would begin in late Fall/early Winter.
 - Past President Brownlee provided updates on legislative affairs.
 - A discussion took place regarding Aviation Day including possible dates and changes.
- **Executive Director – (Mr. Andres)**
 - Promotions & Store

- A discussion took place regarding the future of the AzAA store. It was noted that the board felt an emphasis should be on getting more AzAA promotional merchandise out vs. selling it.
- **Executive Director (Ms. Bimrose)**
 - Awards & Recognition
 - It was noted that majority of committee work would take place in Fall/Winter.
- **Associate Director (Mr. Ericson & Mr. Robinson)**
 - Communications/Public Relations/Newsletter
 - Associate Directors Ericson and Robinson provided an update on PR Committee activities. It was noted that the newsletter was being refreshed.
 - Summer Social Event (Tonight!)
 - It was noted that the Summer Networking mixer would take place July 21 at Falcon Field Airport.
- **Executive Director (Mr. Reffner)**
 - Membership
 - Executive Director Reffner noted that the committee would begin outreach to non-members and non-renewing members.
- **Executive Director (Mr. Rose)**
 - Professional Development & Scholarship
 - Executive Director Rose noted that a committee including Jeff Tripp, Sean Kienle and Cameron Atkins had been formed to review scholarship applications.
- **Corporate Director (Mr. Flemming)**
 - Sponsorship
 - It was noted that Summer Networking Mixer expenses were covered by sponsor support.
- **KCA Report (Ms. Barquin)**
 - Time Tracking
 - Administrative Director Barquin provided an update on KCA time tracking.
 - Website Report
 - Administrative Director Barquin provided an update on AzAA website and social media statistics.

Other Business

Adjournment- Past President Brownlee made a motion to adjourn the meeting at 2:50 PM. Associate Director Robinson seconded the motion which passed unanimously.