

# Washington Airport Management Association

## Meeting of the Board of Directors

August 13, 2014, 9:00 am – conference call

### Meeting Minutes - Approved

1. Meeting called to order by President Harvey at 9:20 am. Secretary Field recording.
2. Roll Call:
  - a. Board Members Present: Kandace Harvey, Jennifer Skoglund, Dave Field, Jamelle Garcia, Ron Russ.
  - b. Other Attendees: Warren Hendrickson, Executive Director; Harman Kaur, Harvey Field intern.
3. Presentation and approval of meeting minutes: Minutes of the 5/6/14 meeting were approved by motion and vote.
4. Treasurer's Report – Treasurer Skoglund.
  - a. Jennifer reviewed the profit and loss, balance and cash flow statements for 2014 through 7/31/2014 (copies attached).
  - b. All conference expenses have been paid.
  - c. \$2000 payments for two scholarships will be paid out soon.
  - d. \$800 fee for IRS non-profit application.
  - e. WAMA financial status positive compared to last year and to 2014 budget.
  - f. Approved by motion and vote.
5. Committee Reports
  - a. Conference/Education Committee: Jennifer.
    - i. 2015 Conference status – contract signed with Davenport Hotel in Spokane for dates 5/20-22, 2015.
  - b. Airport Committee: Jamelle Garcia.
    - i. Discussed the Amazon-UAS position paper. The draft we had reviewed will be changed somewhat. Position is to express concern but not object specifically to the Amazon proposal which seems to be acceptable, understanding that UAS are coming. There was general agreement among members. Paper will be revised and approved by resolution in a future meeting.
  - c. Legislative: Warren in lieu of Deb. Report to be presented in E.D. report item.
  - d. Membership Committee: Dave Field
    - i. Process of implementing Wild Apricot member management is on track.
    - ii. 501 c 6 application to IRS was mailed July 30. We are standing by for a response.
    - iii. Dave and Kandace will meet to start the nomination process for 2015 positions.
  - e. Scholarship/Internship: Ron Russ
    - i. Committee approved recipients of two scholarships to two students at Central Washington University. Formal approval document will be provided to support the expenditure.
    - ii. Harman Kaur, intern this year at Harvey Field
      1. Harman and Kandace discussed the document that the airport and she used to guide her work. Scholarship committee will review this checklist and see if it can be developed into an

- outline/prospectus to be shared with other airports.
2. She had a great time and feels her internship has been a very positive and educational experience.
  - f. HR/ Finance Committee – Kandace is working on a revised adjustment to the budget related to the E.D. budget
6. Executive Director’s Report: Warren Hendrickson
- a. Action items worksheet. Warren has developed a new worksheet. He will be coordinating with Committees and other “Officer with Primary Responsibility” (OPR). The worksheet is intended to drive accomplishment of tasks the organization takes on. It will also serve as a summary of all the activities taken on by WAMA over time. It will be available for review on the web site when updating is complete.
    - i. Add item for “prepare 2015 budget”.
  - b. Warren will schedule meetings needed to bring action item worksheet current.
  - c. Legislative strategy and agenda. Warren reviewing material provided by Ryan (who has left the Board). Agenda (2014) and Strategy (2014-2016) are to be “married”. Need to get underway with the 2014 meetings between members and their local legislators. Warren will discuss with Deb.
  - d. Operations Manual development. Warren presented a draft outline of a WAMA Operations Manual. It engendered just a few comments. A more detailed review was assigned to the Finance and Membership Committees. A meeting will be held with Warren and another draft will be developed for presentation to the Board.
  - e. Other items
    - i. Completed performance review with Executive Committee.
    - ii. Presented award to Dave Waggoner.
    - iii. Talked with Rich Mueller and advised of his Honorary Membership status.
    - iv. Supporting WSDOT in selection of consultant for their system plan update.
    - v. Will attend the AOPA fly-in at Felts Field.
7. New Business - None
8. Unfinished Business – No items beyond those discussed above.
9. Action Items
- a. Committee reports approved by motion and vote
10. Next meeting of the Board will be at 9:00, September 26, 2014.
11. Meeting adjourned by motion and vote at 10:30.

By: \_\_\_\_\_  
David Field, Secretary

#### Attachments

1. Agenda
2. Financial Documents (3)