



## WAMA Action Items Worksheet - Open Items

Listed by start date.

Number	Primary Officer or Committee	Supporting Officer(s) or Committee(s)	Director OPR	Topic Title/Description/Updates <b>Next Step(s)</b>	Start Date	<b>Next Update Due</b>	Project End Date
2018 A2	Airport  Chair Phelps	Airport	Vice Chairs Hodgman and Peterson	<p><b><u>Update as of 1/14/18:</u></b> Result of rates and charges survey. Report will be sent out.</p> <p><b><u>REAL ID:</u></b> Send survey from Dept. of Licensing to Commercial Airports.</p>	1/18/18	<b>2/15/18</b>	



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2018 L 1	Legislative  Chair Peterson	President	Vice Chair Young	<p>Monitor proposals for 2018 &amp; bills still in Legislature</p> <p><u><i>Update as of 9/21/17</i></u> Sara will draft a questionnaire to poll members on issues that are affecting them.</p> <p><u><i>Update as of 12/13/17</i></u> Coordinate legislative support with WSAA</p> <p><u><i>Update as of 1/18/18</i></u> HB 2754 Fuel sales tax will have hearing on Jan. 25. Rob P &amp; Sara will develop testimony for the hearing.</p>	1/18/18	<b>2/15/18</b>	7/18/18



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2018 L X3	Legislative Chair Peterson	Airport	Vice Chair Phelps	<p><b>Aviation Legislative Action Conference.</b></p> <ul style="list-style-type: none"> <li>• This event is held in Olympia. It will generally be led by the Washington State Aviation Alliance (WSAA) and serves as a state legislature outreach effort by state aviation organizations.</li> <li>• For WAMA, this event is a joint responsibility of the Legislative and Airport Committees.</li> <li>• A maximum number of stakeholders as participants/supporters is highly desirable.</li> <li>• The process begins in the 4th quarter of the calendar year by reserving a presentation room.</li> <li>• Schedule one-on-one legislator meetings as soon as calendars are available to do so.</li> <li>• Two months in advance: Finalize the desired message(s) to be communicated and prepare supporting documents and displays in progress.</li> <li>• One month in advance: Order catering and schedule personnel to staff the presentation room.</li> </ul>	OCT	2/17/18	1/25/18



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2018 S X1	Scholarship Chair Jennifer Skoglund	Conference	Vice Chair John Haakenson	<p><b>Scholarship/Grant Awards.</b></p> <ul style="list-style-type: none"> <li>• All awards are made annually and are to be exercised within the time period June 1 to May 31.</li> <li>• The process commences in the 4th quarter of each calendar year with a review of award criteria and all related documents.</li> <li>• Award recipients are announced at the annual WAMA Conference.</li> <li>• Based on the date of the WAMA Conference, a timeline will be set annually that includes the following elements:                             <ul style="list-style-type: none"> <li>- Generate maximum awareness of the WAMA Scholarship and Professional Grant Programs.</li> <li>- Distribute letters and applications to WAMA membership and institutions of higher learning.</li> <li>- Specify a deadline return date for applications.</li> <li>- Select a candidate review board.</li> <li>- Review applications, select eligible candidates, and conduct interviews.</li> <li>- Determine award recipients.</li> <li>- Prepare certificates and awards for presentation.</li> </ul> </li> </ul>	OCT	2/15/18	TBD



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2018 S X1	Scholarship Chair Jennifer Skoglund	Conference	Vice Chair John Haakenson	<p>...Continued from last page</p> <p>Marjy &amp; Jennifer will update the forms. Applications will be passed out at Northwest Aviation conference.</p> <p>Deadline for grants &amp; scholarships is Mar. 31. Voted to extend deadline for grants to Sept. if no applicants.</p>	OCT	2/15/18	TBD



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2018 M X1	Membership Lorene Robinson	Exec Director  Conference	Vice Chair Adam Phelps	<p><b>NW Aviation Conference and Trade Show.</b></p> <ul style="list-style-type: none"> <li>• The process begins late in the 3rd quarter of the calendar year.</li> <li>• Reserve a booth location with Washington Aviation Association.</li> <li>• Four months in advance: Choose an appropriate theme and commence preparation of display materials.</li> <li>• Two months in advance: Schedule specific personnel to staff the booth throughout the event duration.</li> </ul> <p><u>Update as of 1/18/18:</u> Seeking volunteers to help in WAMA booth at NWATC. Committee will hold meeting on Jan. 26</p>	SEP	<b>2/15/18</b>	2/25/18



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	Human Resources Laura Holthus	Membership  Financial	Vice Chair Jennifer Skoglund	<p><u>As of 1/18/18:</u>                      Begin search for replacement webmaster                       Begin search for replacement financial manager</p>	1/18/18	<b>2/15/18</b>	12/21/18



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2018 C	Conference  Chair John Haakenson	President  Exec Director	Vice Chair Laura Holthus	<p>Committee will seek potential hotels for 2018 conference</p> <p>Confirm OAMA's attendance</p> <p><u>Tasks as of 6/15/17</u></p> <ul style="list-style-type: none"> <li>•Secure convention hotel</li> <li>☑ Continue to work with OAMA</li> <li>•Create a MOA agreement</li> <li>•Request OAMA roster from past OAMA conference</li> </ul> <p><u>8/17/17</u></p> <p>Motion approved to move forward with hotel arrangements for Skamania for 2018.</p> <p>Marjy &amp; John will coordinate with OAMA</p> <p>Consensus to begin making arrangements for Walla Walla in 2019</p> <p><i>Continued next page...</i></p>		2/15/18	5/4/18





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2018 C	Conference  Chair John Haakenson	President  Exec Director	Vice Chair Laura Holthus	<p style="color: blue;"><i>...Continued from previous page</i></p> <p><b><u>9/21/17</u></b> Committee is working on coordinating contract with hotel and OAMA</p> <p><b><u>11/14/17</u></b> Contract with Skamania Lodge has been signed. Coordination with OAMA is ongoing. Site visit planned for Dec. 3-4</p> <p><b><u>12/13/18</u></b> Committee will meet to select presenters &amp; speakers</p> <p><b><u>1/18/18</u></b> Registration is complete and ready to be posted online.</p>		<b>2/15/18</b>	5/4/18



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2018 F 1	Finance  Chair Sara Young	Executive Committee  Kandace Harvey	Vice Chair Rob Hodgman	<p>Keep financial records and send to board members for each monthly board meeting.</p> <p>Update bank signatories</p> <p><b><u>March</u></b></p> <ul style="list-style-type: none"> <li>-Income tax will be filed</li> <li>-A review of financials will follow the tax return</li> <li>-The committee will meet to discuss new revenue resources</li> <li>-Signature cards will be updated</li> <li>- Research revenue generating ideas.</li> </ul> <p><b><u>Update as of 4/26/17:</u></b></p> <p>Financial Review tabled until 2018</p> <p><b><u>Update as of 1/18/18 :</u></b></p> <p>Sara will update signature cards. Will hold meeting in early Feb. Revenue generating committee will research funding ideas.</p>		<b>2/15/18</b>	



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