

## Georgia Business Aviation Association Board Meeting Minutes- March 22, 2005

### Cox Enterprises Hangar – Fulton County Airport

#### Board Members in Attendance:

Vickie Adams  
Jeff Agur  
David Davidson  
Mark Hewlett (via phone)  
Bill Shaw  
Dave Small  
Mark Watkins

#### *Guests:*

Carolyn Coarsey – Higher Resources  
Harry Houckes – NBAA (via phone)  
Mark Molloy – Coca-Cola  
Jeff Morgan – Aviem International

(All Action Items in Red.)

#### **1. Welcome and Introduction of Guests**

The meeting held at the Cox Hangar and was called to order promptly at 9:30AM. Mark Hewlett welcomed all members and guests.

The first order of business was with two of our guests. Bill Shaw introduced Jeff Morgan with Aviem International and Carolyn Coarsey with Higher Resources. Bill explained that the Southeast Safety Roundtable has retained Jeff and Carolyn to perform an Emergency Preparedness and Family Assistance Workshop. Highlights of the discussions with Jeff and Carolyn:

- The 2-day workshop will address the four major areas of an accident: family assistance, control of the process, media communications, and the investigation.
- The workshop is interactive with many how-to's and take homes.
- Jeff and Carolyn stated they can handle as few as 25 attendees and as many as 100.
- The cost structure can be set as a per person or flat fee. Jeff estimated a \$600-800 cost per person and \$15k-\$20k flat fee. He wanted to confirm this. We would also need to confirm responsibilities for items such as catering and facilities.
- The date of the workshop is tentatively August 11-12. (Note: these are the updated dates provided by Bill Shaw after the meeting.)
- Location is tentatively the BellSouth facility at Fulton County Airport.
- The GBAA is being asked to consider some sort of sponsorship which can go toward the overhead costs or reducing the attendance fee.

- **Mark Molloy indicated the possibility of Coca-Cola helping to sponsor some of the snacks and/or meals. He will investigate and advise.**

The Board agreed this is a good opportunity for the GBAA and its members. At this point, Bill Shaw will remain the point of contact between the GBAA and the Southeast Safety Roundtable. The Roundtable will be meeting in Orlando on April 29 to further discuss the program and GBAA's potential involvement.

## **2. Review and Acceptance of Prior Meeting Minutes**

Jeff Agur, Secretary, submitted the minutes from the February 22 meeting and motioned to approve. The motion was accepted by David Davidson and seconded by Vickie Adams.

## **3. Treasurer's Report**

Vickie Adams, Treasurer, provided the current balance of all accounts as our third item of business. Balance of the checking account is \$32,406.20 with \$4600 in deposits pending. The scholarship account balance is \$13,726.

## **4. Tax/Money Liability Update**

Vickie provided an update on the tax liability issue. She stated that she has tried to contact the IRS a number of times with no success. Nothing has been received in the mail stating that monies are due. Dave Small quoted the original letter from the IRS stating that we "are required to file Form 990 only if your gross receipts each year are normally more than \$25,000." He continued, "it must be filed by the 15<sup>th</sup> day of the fifth month after the end of your annual accounting period." Vickie stated that our filing deadline would be May 15. There was some discussion whether "gross receipts more than \$25,000" meant account balance or something else. **Vickie will obtain a copy of Form 990 and review.**

## **5. Event Committee Update**

Dave Small presented the activities of the Event Committee.

Dave reported that NBAA President, Ed Bolen has been confirmed for a luncheon on Monday, August 1. Lisa Piccone, NBAA Government Affairs and Ed Radigan, State of Georgia Aviation Affairs are also being pursued as speakers for the event. The event will be held at the Marriott Perimeter Center and will be the same format as the Reachbac event two years ago. Tentative event times are 11AM to 1:30PM. **Dave is continuing to work with Harry Houckes to arrange all the details.** Costs are expected to be in the \$3000 range; similar to the Reachbac event.

Dave also stated that the Committee is working on a fall event. Given the schedule of the NBAA Convention (Nov 14-17) and the Ed Bolen Luncheon (Aug 1), an October event was suggested. The event topic is still TBD. It was suggested to consider repeating the Emergency Preparedness event. It was also suggested to poll the members at the Annual Meeting. **The Event Committee will explore all suggestions.**

## **6. Golf Committee Update**

Dave Small presented the latest on the Golf Tournament. The Inn at Chateau Élan is sold out on Thursday night. Rooms have been secured at the Chateau's second property across the street at The Holiday Inn for Thursday night at a GBAA rate of \$79.00 a night. Friday night at The Inn is open. Since the check-in time is after our shotgun start, Dave is suggesting to have a bag drop area and then have a concierge deliver bags to the appropriate rooms. When score cards are turned in, the golfer will then receive their room key. It was agreed this was the best solution. **Dave will arrange the details with Chateau Elan.**

Dave and Tracy (Nichols) Hash will be visiting Chateau Elan on March 25 to discuss catering and collect names of suggested photographers.

All sponsorships are sold out except the table wine. **Dave asked for help in securing this last sponsor. In addition, Dave asked the Board to help solicit goodie bag items.** The bag stuffing is planned for early May.

Dave indicated that our Nike shirt order has been dropped. Apparently, Chateau Elan is out of favor with Nike (who our order is going through). **Dave is working to get the order processed through another channel.**

Dave shared his concern with Mark Hewlett about needing a backup speaker. With the current arrangement, GBAA is not in control of the speaker. We are completely relying on Bombardier to come through. **Mark will communicate with Bombardier about our concerns.** And to hold Bombardier accountable, all promotional materials will indicate that they are supplying the speaker.

**Jeff Agur will work with Scott Beale to arrange presentation logistics. Jeff will also begin to make arrangements to send an e-postcard to members (similar to last year). Vickie will provide him with an updated member list.**

## **7. Scholarship Committee Update**

Mark Hewlett presented an update on the Scholarship Committee efforts. At the last meeting, it was agreed to award 3 maintenance scholarships at \$1000 each and 3 flight scholarships at \$3000 each. The applications will be made available to 4 area colleges. All have received the information and have begun the process of informing their students. Each college will provide their top nine applications in ranked order by April 1. The committee will select the winners and notify the colleges by April 15. Each winner will be invited to attend the Annual Meeting and will be provided golf, dinner and hotel room. Other guests will be asked to pay their own way.

**Jeff Agur asked Mark to forward the application and other information for posting on the GBAA website.**

## **8. Membership Committee Update**

Vickie Adams then presented an overview on the Membership Committee. Earlier this month the golf invitation and renewal letters were mailed. She estimated a total of 120 letters were sent.

Vickie indicated that we have 2 new members (names were not available for the meeting). **She is getting them all appropriate information and materials.**

### **9. Nominating Committee Update**

The pending issue of multiple Board terms ending in May was discussed. Due to resignations and terms ending, there are 9 Board positions up for election at the Annual Meeting. These include all four officer positions (Mark Hewlett, Dave Small, Jeff Agur & Vickie Adams) and five Board members (Bill Shaw, Mark Watkins, Johnny Foster, Mark Scheller, and Terry Britt). Nominees must be identified by April 14. Each will need to provide a brief bio and letter of interest to create the ballot. The vote will occur at the Annual Meeting and proxy votes can be submitted via e-mail. **Mark will discuss the process with the committee and will also inquire about with Mark Scheller about his intentions.**

### **10. NBAA Update**

Harry Houckes confirmed the information provided by Dave Small regarding the luncheon on August 1. **Harry will follow up on the invitations to Lisa Piccone and Ed Radigan.** Harry also indicated that we can begin using the NBAA to begin promoting the event. We can provide submissions to the weekly NBAA electronic e-mail (Wednesday deadline). The NBAA can also submit a direct e-mail to Georgia NBAA members on our behalf.

**Harry also indicated that he submitted the letter to TRACON and will provide Mark Hewlett with a copy.**

### **11. New Business**

Jeff Agur reported that he has no new information on the FTY tower issue. **He will continue to try to contact Bill McBride for an update.**

Dave Small inquired to Mark Molloy his interest in pursuing a Board nomination. Mark is interested in pursuing but indicated he would like to discuss the issue with some of the Board members so that he may learn more about the role.

Mark Watkins presented a sample of this year's golf tournament trophy. His efforts have paid off as the sample was met with great enthusiasm. Thank you Mark! Nice work.

The meeting adjourned at 11:30. The next Board meeting is at Home Depot Hangar on April 19, 2005 at 9:30 am.