

## Georgia Business Aviation Association Board Meeting Minutes- March 21, 2006

### BellSouth Hangar – Atlanta, GA

#### Board Members in Attendance:

Vickie Adams (via phone)  
Jeff Agur  
Scott Beale (via phone)  
Bruce Egart  
Johnny Foster  
Harry Nuttall  
Bill Shaw  
Mark Watkins

#### *Guests:*

None

(All Action Items in Red.)

(All Resolved Items in Green)

### **1. Welcome**

Meeting was called to order at 9:45 am at BellSouth. Due to last minute schedule conflicts (again), the meeting was relocated to BellSouth. Thank you to all for their flexibility. Due to the absence of Chair, Dave Small, the meeting was chaired by Jeff Agur.

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

Meeting minutes from last meeting of February 21 at Cox were motioned for approval by Bruce Egart and seconded by Bill Shaw. The minutes will be placed into record.

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

Treasurer, Vickie Adams provided a report on the current financial state of the organization. Current checking balance is \$30,445.37. The scholarship account has \$10,052.25 as a balance. No pending payables at this time. However, there were payables expected with the upcoming ATC Luncheon and Golf Events. According to membership renewals, \$8100 should have been received this year for membership fees.

Vickie contacted Wachovia about using credit card processing equipment. She summarized the various costs:

- \$100 application/setup fee
- \$145/month rental
- \$10/month statement fee
- 2.1% + \$.10 per transaction for Visa and MasterCard charges

- 3.5% + \$.75 per transaction for American Express charges
- 1.8% + \$.25 per transaction for Discover charges

To get this in place for golf, Vickie would need to meet with Wachovia before the end of March. Jeff Agur motioned to vote on accepting the proposal and pursuing credit card processing capabilities for the May golf tournament. The motion was seconded by Harry Nuttall. The vote was a unanimous "yea". Vickie will meet with Wachovia during the week of March 27 to begin setting up the account.

Vickie asked that the golf registration form include a comment about membership requirement. Jeff will update and post the new registration form.

#### **4. 2006 Budget**

Jeff provided a copy of the proposed budget. The current figures from the membership and events have been loaded. Dave Small is still researching the tax issue. In addition, the administrative support has not yet been resolved. Thus, the budget was not ready for Board vote and approval.

#### **5. Event Committee Update**

The Event Committee presented an update of its activities.

The March 29 ATC Luncheon is still shaping up. Currently, there are 25 RSVPs including speakers. The goal is to have 45-50 attendees. Currently, the FAA is planning to provide four speakers to speak about a number of topics to include Airflow Management Program, local issues and regional issues. Bob Lamond and Harry Houckes from NBAA are also planning to attend. Catering is being setup by Dave and provided by Tastefully Yours.

Bruce Egart discussed the planned Safety Day. Bruce has been in contact with a number of speakers and has received some strong interest. The tentative date is the week of August 21. Due to other circumstances, Jeff and Bruce have not visited the Georgia International Convention Center near Hartsfield. They will visit before 3/29. Before the next meeting a draft agenda, venue recommendation and cost summary will be presented before the Board for approval.

#### **6. Membership Committee Update**

Scott Beale provided an update on the Membership Committee. To date, the membership stands at 50 members. The Committee will have a table at the ATC Luncheon to promote membership. Membership forms will be available. Scott will review the current membership list and ATC RSVPs for potential people to discuss membership. Jeff to provide both lists to Scott.

#### **7. Golf Committee Update**

For the golf tournament, Dave has recently met with Flat Creek to discuss more of the particulars of the event. The tournament format across 27 holes has not yet been determined. A swatch of the GBAA logo for the golf shirt was presented. **Dave will follow-up with Flat Creek about providing space for vendor trailers and mock-ups.**

Mark Watkins reported that the trophies are going to be more expensive than originally budgeted. He estimates \$1400 total. Mark will speak with the trophy sponsor about getting them to up their sponsorship. **Jeff will provide Mark with GBAA logo in an electronic format.**

**For marketing, Jeff will send the electronic postcard to the membership next week. In addition, Jeff will ask Harry Houckes about promoting the event on NBAA Update.**

The event will need at least 6 volunteer helpers to assist with registration, goodie bags and general organization. FlightWorks has offered to provide help just like last year. Any others willing to donate their time are appreciated.

### **8. Scholarship Committee Update**

Bill Shaw provided an update to the Board on behalf of the Scholarship Committee. Bill stated that the applications have begun to roll in. To date, he estimated receipt of 35 to 40 applications. Embry Riddle – 3 applicants; Auburn – a couple, Middle Tennessee – none; Georgia Aviation and Technical College – quite a few. **Bill is expecting to receive a few more and will follow-up with each university. Next week, Bill will copy and distribute the applications to the committee for review.**

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

Terry Britt was not in attendance but sent an update on the Nominating Committee's activities. There are three Board positions due to expire in May: David Davidson, Don Clevenger, and Scott Beale. Terry is contacting each of them to discuss their intentions for continuing with the Board. In the meantime, Terry is asking all Board members to solicit anyone who may be interested in pursuing election to the Board. In general, this person should provide a resume or bio as part of their application.

### **10. NBAA Update**

Harry Houckes was not in attendance but Jeff forwarded a few messages on his behalf. Harry asked the GBAA to forward information to the membership about Contact Congress. There are a few issues such as user fees and taxes which NBAA is lobbying against. The Contact Congress initiative is an important one. The NBAA has provided online resources to make it very easy to communicate with your Congressman to share your feelings on the subject. All are encouraged to participate. Jeff forwarded a Call to Action e-mail on March 6.

### **11. New Business**

Administrative Support – The ad hoc committee is reviewing information and researching options to provide administrative support. A job description has been created and distributed within the committee for review. Another topic for research and consideration is compensation. Also, Harry Houckes forwarded a third-party resource for outsourcing which will be researched.

Basecamp – Jeff is setting up individual accounts and loading the particular information. An e-mail notification will be sent to all when the setup is complete.

The meeting adjourned at 11:00.