

**ROGUE VALLEY INTERNATIONAL-MEDFORD AIRPORT
ACE BOARD MEETING MINUTES
MAY 17, 2010**

I. Call to Order

The meeting was called to order by the Vice Chair, Bill Hoke, at 12:30 p.m. in Conference Room B at the Rogue Valley International-Medford Airport.

II. Committee Member Roll Call

Members Present: Scott Anderson, Jody Jensen, Jim Kelly, Brad Hicks, Bill Hoke, Tamara Olson, and Gordon Safley.

Members Excused: Alan Bender and Robert MacLellan.

Guests Present: Marcy Black, Brian Gebhard, Robert Russell, and Vickie Waltner, Airport; Art Lumley, Lois Weathers, and Al Willstatter, ACE Board; Mark Thompson, ARFF; Cary Stauffer, Erickson Air Crane.

III. Approval of April 19, 2010, Minutes

Bill Hoke called for a motion to approve the minutes. Brad Hicks moved to approve the minutes as written, and the motion was seconded by Scott Anderson. The motion passed by voice vote, none opposed.

IV. Old Business *Sign at ACE Donation Box for Art in the Terminal*

Scott Anderson said it would be a good use of ACE money to put a sign up at the donation box to encourage donations. Tamara Olson suggested having a sign company donate a sign with their logo.

Al Willstatter said he collected donations of \$46 last month and \$20 this month.

A suggestion was made to have a second donation box on the opposite end. Marcy Black said the location of the donation box is at the south end on the way to the terminal whereas having a second donation box on the north end might be out of the way. Bill suggested just placing a sign on the current donation box. He asked what it would cost to get a sign made. Robert Russell said Cantel would make a sign for about \$35-\$70, depending on the amount of lettering. Brad suggested asking for a donation from Cantel or making them an ACE sponsor for the cost of a sign. Scott said the sign could be put up free for the first year then Cantel could be asked for an on-going donation.

After further discussion, Scott volunteered to put together wording for the sign and to look for a better location for the donation box, and agreed to bring the information to the next meeting.

V. New Business

Marcy asked Lois Weathers to address signatory authority. Lois said checks must have two signers, and wondered if the check amount was under \$100 whether one signer would be sufficient. With three signers, if one is out-of-town, it puts pressure on the remaining two, especially if one is unavailable. Bill said the Board is not ready to make that decision today and would table the discussion for the next meeting. Marcy reported that the invoice for printing the last newsletter is currently due, and suggested ACE pay the invoice, then divide the cost and bill the printing sponsors. Two signers were not available to pay the invoice of approximately \$900. Bill questioned whether there was a provision in the By Laws regarding check signatures in the event no one is available to sign checks. He said the item needs to be discussed next month.

Bill said he thought that amount for printing the newsletter was high and that bids for printing it should be obtained. Scott suggested putting another blurb in the newsletter, "To save on printing and mailing costs, please submit your email address." Brad suggested taking a more aggressive approach to let people know ACE intends to go electronic and will spend "x" number of months collecting email addresses from every ACE member for the purpose of converting to an electronic newsletter. Marcy said last fall ACE paid several hundreds of dollars for postage due on 'return service requested' address corrections so electronic format may be the better way to go. Several members agreed that only an electronic newsletter should be sent quarterly.

Scott asked for income and expenses information for ACE after the elections. Jim Kelly asked to see an annual financial statement.

VI. Adjournment - The meeting was adjourned at 12:55 p.m.

Respectfully Submitted,

Vickie Waltner

Vickie Waltner
Recording Secretary

(Attachments as indicated)