

**ROGUE VALLEY INTERNATIONAL-MEDFORD AIRPORT
AIRPORT COMMUNITY ENTHUSIAST (ACE) BOARD MEETING MINUTES
November 21, 2011**

I. Call to Order

The meeting was called to order by the Chair, Ron Fox, at 12:50 p.m. in Conference Room B at the Rogue Valley International-Medford Airport.

II. Roll Call and Introduction of Guests

Members Present: Scott Anderson, Alan Bender, Ron Fox, Brad Hicks, Jody Jensen, Bert Morgan, and Tome Olson. **Members Excused:** Chris Reising and Mike Quilty. **Guests Present:** Bern Case, Robert Russell, Kim Stearns, and Susan Mathistad, Airport; John Rachor, County Commissioner; Art Lumley, ACE Newsletter Editor; Steve Patterson, ACE Treasurer, and Sherri Shusterwitz, hangar owner.

III. Approval of October 17, 2011, Minutes

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

IV. ACE Treasurer's Report

Steve Patterson distributed the ACE Treasurer's Report (attachment). He said there were no deposits or withdrawals this month.

Ron called for a motion to approve the ACE Treasurer's Report. Scott Anderson moved to approve the report as presented, and the motion was seconded by Jody Jensen. The motion passed by voice vote, none opposed.

Steve reported receipt of a check from Scott and Kelly Anderson to pay for the memorial brick ordered for Jim Kelly and a statement from the Oregon Secretary of State for \$50.00 to be paid for licensing. He requested approval to transfer funds from the main ACE account back to the KC 97 account in the amount of \$950.00 (\$1,000.00 that was discussed previously, less the \$50.00 due to the State of Oregon).

Scott made a motion for approval to transfer \$950.00 from the main account to the KC 97 account, and the motion was seconded by Brad Hicks. The motion passed by voice vote, none opposed.

Steve stated that he needed the minutes from the previous meeting which approved the signatories to take to the bank so that he can write checks on the accounts. Brad Hicks asked if the bank sends signature cards on an annual basis. Steve replied that after 9 11 many things in banking changed, and the requirement is now to show documentation of new officers.

V. Old Business

Ron brought up the proposed web page. Steve reported on two meetings which were held in the past month to discuss potential service providers to develop a web page. He handed out four cost options and said implementation of the web page could be in February or March of next year : 1) Project A, the company providing service for Jackson County, is overkill for the needs of ACE. Project A charges \$90 per hour for programming. Steve did say much of what he had suggested for the ACE web page was already on the Jackson County web page, so the need was less. 2) Paradox Group charges about \$800 to set up a web page and an additional \$600 to set up a web store. 3) Joomla is free program that a lot of businesses use. Their programmers charge about \$60 per hour, and it would cost \$600 to \$800 to set up. 4) Another suggestion is to check with a high school or community college for students in a class learning to develop a web site. Steve said he would contact SOU and RCC, since that would be the least expensive. He reported the cost to set up a web site would be \$800 to \$1500 for a simple set up. A question was asked about recurring fees. Steve said there are annual or monthly fees, depending on the service provider, and thought it would be \$25 to \$30 per month for a non-profit. Steve said the web page will need to be maintained and updated, and possibly by different people. Brad Hicks said his fear with using students is that it might not get finished or kept up, and having volunteers update and manage information can be a challenge. Brad also said that while ACE may not have the money for Project A's proposal, it is a reasonable bid for a dynamic web page. Steve said with Project A, there would still be a

need for an individual to keep it updated. Ron Fox said that SOREDI has used Project A, and it is designed so anyone can put stuff on the web site. The upfront cost is buying into that system. Kim Stearns asked for a definition of the term “web store.” Steve said that would allow the sale of art or caps or merchandise. Kim asked if it would be opened up for advertising, and how that would affect the status of 501(c)3. Steve stated that non-profits have a lot of stores like this. Brad said the difference is in the language, that it is not “advertising,” but “sponsorship,” and the proceeds go to the good of the organization. Steve said if ACE wanted to go with Project A, since it is for a non-profit, they might work out a deal to pay over time. Ron stated that for ease of use from the volunteer side of this, it might be worthwhile to see if we could negotiate with Jim Teece of Project A and raise a little money to get started. Brad stated that because of their size, Project A might have more economical access to licensing. Bern commented there are things that ACE can do that the County can’t do, like solicit donations, but that ACE can benefit from things on the County’s web page and suggested they be linked. Steve said that can be done easily. Jody Jensen asked how to fund it with the limited budget and how to fund the monthly fees. Bern asked if anyone had contacted Mr. English with Action Security. He said Mr. English is willing to continue a sponsorship, even if the newsletter is no longer mailed. Ron suggested sponsorship financing for the upfront cost, the yearly fees would be within the budget of the organization. He also suggested some refined approaches be discussed at the January meeting. Steve said he would approach Project A about phasing the project. Scott asked Steve to also speak to Action Security and secure their sponsorship funding since the newsletter is now electronic only. Bern said they are committed, and their name is still displayed on everything that goes out. Ron confirmed that Steve should contact Mr. English.

VI. **New Business** – There was none.

VII. **Adjournment** - The meeting adjourned at 1:16 p.m.

Respectfully Submitted,

Susan Mathistad
Recording Secretary
(Attachments as indicated)