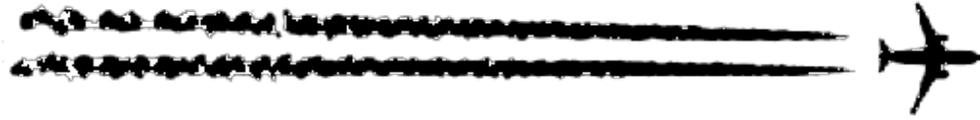




THE INTERNATIONAL SOCIETY OF WOMEN AIRLINE PILOTS



## Minutes

### May 2019 Board of Directors Meeting

Date: Tuesday, May 7th, 2019  
Time: 1000 AEST Time  
Location: Four Seasons, LOFT 1  
199 George Street  
Sydney, NSW 2000 Australia

Officers Present: Gar Robison, Tara Cook, Christine Albertson, Kyoko Kimura, Kathy McCullough, Linda Wright, Karen Noll, Karol Welling, Kara Hatzai

Additional members present: Erin Jackson, Uli Fay, Davida Forshaw, Liz Jennings Clark

Chairwoman— Glenys Robison

Call to Order: 10:18am

New Business for Agenda?

- Upcoming BOD Meeting Locations
- Kathy discusses PowerPoint logistics for tomorrow's meeting

Investment Fund Performance

- 2015: Started with \$340k
  - No inflows, two withdrawals for scholarships
  - Still have \$372k in investment account
  - May -May: Up 3.8%. 3-year performance: Up 23%
- Discusses investment strategy change: Mutual funds to ETFs now

Directors and Officers Insurance Policy

- New policy now bonded and insured

Secretary— Christine Albertson

Silent Auction Preparation

Accept 2017/2018 Minutes for tomorrow

- Sent via email, no objections

## Vice Chairwoman— Tara Cook

### IFALPA Update

- Presentation on ISA+21
- Strategy on making the profession more attractive to future female pilots and to work with member associations to make them better representatives of current female constituents
- Meeting again in Vienna in October with this group
- Tomorrow: explain IFALPA importance and why we are involved

### New Legal Representation

- No retainer, \$200/hour
- We are happy to say we now carry BOD insurance. (Lawyer would not represent us without it!)
- Review conference, hotel contracts, and scholarship contracts
- Wants to finalize contracts when the “New BOD” is in place

## Treasurer - Kyoko Kimura

### Access to accounts

- BoA account info and credit card charges
- Made contact with LPL, Bookkeeper, Accountant, tax preparer, WSSP, etc.
- Follow up with Signature card- one more: Tara, and changeover should be completed
- Trying to sort through accounts. Appears that previous Treasurer was current through January.
- Applied for new credit cards without foreign transaction fees
- Reminds BOD of new “expense form” to fill out for reimbursements

### Handling of cash received here at Conference

- Pay down what we owe to Qantas for overage
- Envelope to give members when they donate. Fill out name, address, amount, etc.

### 2018 Financial Overview

- Statement of Accounts to present for tomorrow

### Request for volunteers for an Audit due to change of Treasurer

### 2019 Budget

- Get your numbers to Kyoko of what you need for this year

## WAI Coordinator - Kara Hatzai

### 2019- Long Beach Recap

- 30 new members
- A lot more sign up online before conference
- Booth is hopping, all the time. Social, interacting, etc.
- Social huge success- thank volunteers!

### 2020- Orlando, Florida, March 5-7<sup>th</sup>, 2020

- Known entity, thinks it will be successful again

### Membership Chair - Linda Wright

#### Member Retention

- No sectors, but encourage members to set up local social meetups for more than just the annual conference
- CFA great way to get people together
- Leave Banner here in Australia for publicity?

#### Membership Report

- 604 members, 24 countries, 68 members from Australia

#### Update Profile

- Show how to update name, address, airline, etc.

### Scholarship - Karen Noll

#### Scholarship Report

- Update on previous financial and type rating winners

#### Announcement of new winners

- Put photos up on slideshow for tomorrow

#### David - Qantas Training Initiative

- How to expand scholarship opportunities here in Australia, engage Sophie to help
- ATP Equivalent: "Air Transport Subject" is the preparatory course that would be hugely beneficial to advanced pilots looking to transition to the airlines
- For one financial scholarship cost, cover 5 Aussie Air transport subject prep courses
- Offering "Up to \$20k" for advanced ratings to encourage women to apply

#### 2019/2020 Scholarship Commitment

- 4 Financials (CFI/II/MEI), 2 Type Ratings at a minimum
- Have more/less depending on applicants qualifications and our scholarship program balance

#### Expanding Scholarship Opportunities

### Communications—Kathy McCullough

#### Erin Jackson - Newsletter Update

- Trained by Kathy to take over the newsletter
- Soliciting news/local events, contact Erin
- Goal: how to keep members engaged in ISA
- Create a "committee" for communications vs. just one person having to handle everything

#### Website Review:

- Make more of an “International” organization with regional sections on the website. Create “box” for each.
- Documents Section
- How to navigate to Newsletter
- Get ahold of Kari to address google search results/photos. Why isn’t our name coming up first when you search for us?

#### Worldwide Number of Pilots

- Updated from Members / FAST , etc.
- Can’t continue to update numbers without help
- More and more media are starting to quote ISA+21 and use our numbers in their stories!

#### Maria Haddad - Social Media; Facebook, WhatsApp, Instagram

##### “Women Who Fly” Book

- Proceeds go towards scholarship and operational costs to run this organization

#### ISA Mission and where money goes:

- Inspiring future women
- Education and outreach, scholarship opportunities
- Support for women who are already airline pilots through camaraderie
- *“Money donated goes to scholarship program or to support ISA’s mission as an organization.”*

#### Come From Away Update

- Melbourne, STL

#### TWU Update - (Proxy for Sandy Anderson)

- They have our archives
- They want your story! Oral Interviews conducted by Sandy
- Would love to have Australian stories

#### Speaking Opportunities

- Regional directory for volunteer opportunity

#### Events Coordinator - Karol Welling

##### Sydney Conference Update

- Will be submitting an expense report. Tara will send reimbursement check upon receiving approval from Kyoko
- Recognize team effort of putting this conference together
- Davida: emphasize where everyone needs to be when

##### Kara Hatzai: 2020- Louisville Conference - Proposal

- UPS verbally agreed to up to \$25k worth of sponsorship. Need to wrap up here to come up with a very detailed proposal for them. They do not have a facility we can use, but can help out financially
- Worldport Tour (best tour 2am)
- Brown Hotel
- Come From Away- Wednesday night event, coordinate with Beverley

- Proximity to Cincinnati/Dallas so people can commute in
- Churchill Downs tour Thursday, see track, jockeys, horses (conference is week after Kentucky Derby)
- Lexington/Bourbon Trail - possible weekend trip
- *Linda proposes we have the 2020 Conference in Louisville, Kentucky. Tara Seconded. Vote: All in Favor*

#### 2021 Conference

- Liz Jennings Clark - Dublin Proposal
- Lunch with Louisa Johnston six weeks ago,
- Dates: week of April 20<sup>th</sup>, 2021
- Starting to look at hotels
- Side trips: West Coast: Katamara Area, Belfast, North Island: Giants Courseway
- Present something more at the September Board meeting

#### New Business

- Agenda protocol for tomorrow
- Tiana offers to host the BOD at her home in Houston.
  - January might work?
- Recognitions for tomorrow - Extra Special Volunteer Award
  - Mary Bardon
- Outgoing BOD members- consumable gifts vs. items to take home
- Erin: Julie Mayes. Communication Specialist. Communication/strategy/PNR for ALPA. Offered to volunteer 3-4 hours per quarter to help put together newsletter.
- Davida: "Associate Membership?" So that we are more inclusive of nonmembers who would want to support our cause. Linda: In the past, the organization wants to be an "exclusive social club for those who have made it to the airlines." Rebuttal: We are no longer just a social club, our mission has evolved, and there are many out there that want to support our cause and by having a more formal way of being associated with our organization, would be a way for those to be connected and engaged with us. The idea was brought up about having a "Friends of ISA" delineation to be associated with us and not necessarily have internal access to our workings. Possibly quarterly newsletters/thanks to so that we stay on their radar as an organization they support in the hopes they continue supporting in the future
- Davida: Rewording our language to how we define "women" to be more of an inclusive nature.
  - Tara suggests to speak to attorney to figure out what the verbiage needs to say
- 21 VIPs Tonight / 9 VIPs tomorrow
  - Red Bar under names on nametag

- Hashtag for tonight: #womenwhofly / Snapchat filter
- Captain's Club Policy
  - The only way to be accepted into the Captain's Club, is to contact Katherine Wallace when member is ready to receive a plaque AT a conference
- Mark Baker's Wife apologized for inadvertently leaving (what she thought) was an inappropriate decorative sign out when BOD stayed at their Key West home in September

Motion to adjourn. Seconded

-----

Board of Directors Meeting with Incoming Officers effective tomorrow  
 Tuesday, May 7th, 2019            1330 AEST            Four Seasons, LOFT 1

Vice Chairwoman— Tara Cook

- Calls meeting to Order
- *Tara: "I motion to suspend Robert's Rules of Order to determine board positions for upcoming term." Kathy seconded. Vote: All in Favor*
- Kathy distributes By Laws and Ops Manual to all members present
- BOD members have discussion on who will best occupy the open seats coming up
- *Kara: "I motion to reinstitute Robert's Rules of Order." Karen seconded. Vote: All in Favor*
- Tara: Let us open the discussion on the positions of ISA+21
  - *Kathy: "I move that we appoint Tara Cook as Chairwoman by acclamation. Christine seconds. Vote: All in Favor*
  - *Karen: "I move that we appoint Kathy McCullough as Vice Chairwoman by acclamation. Tara seconds. Vote: All in Favor*
  - *Erin: "I move that we appoint Christine Albertson as Secretary by acclamation. Tara seconds. Vote: All in Favor*
  - *Tara: "I move that we appoint Kara Hatzai as Events Chair by acclamation. Christine seconds. Vote: All in Favor*
  - *Kathy: "I move that we appoint Uli Fay as Membership Chair by acclamation. Kara seconds. Vote: All in Favor*
  - *Tara: "I move that we appoint Davida Forshaw as Education and Outreach by acclamation. Erin seconds. Vote: All in Favor*
  - *Kathy: "I move that we appoint Erin Jackson as Communication Chair by acclamation. Christine seconds. Vote: All in Favor*

- The dates of the September BOD meeting: September 10/11<sup>th</sup>, 2019
  - Meeting location – airport conference room for Tuesday morning, hotel suite Wednesday.
  - Elk Grove, Willis Tower (may be difficult). ORD Tower Tour
- Email Protocol for new Board members
  - Reply All so everyone knows what is going on
  - Start new subjects on new threads so it's easy to sort by subject
  - We conduct votes occasionally, which we will need a majority for. Please check email regularly
  - Get involved with email so it's a board discussion
  - New members: Email Tara your preferred email for ISWAP official communications to be forwarded to your personal email address
- Smithsonian National Aviation & Space Museum looking for members of our organization to get trained to be docents
  - Aviation/history buffs. Reach out to Membership to see if there is any interest.
- Complete and email risk assessment to Tara
- Discussion to look into changing from Club Express to a new platform of website. Issues: Migration of data. Needs to be more user friendly to attract millennials. Looking to get 1,000 members as a goal in the near future. Need something user-friendly. Kathy doesn't like how Club Express has degraded the quality of our photos. Look into doing research on what platform NGPA uses.

*Kathy: Motion to Recess. Tara Seconded*

Wednesday, May 8, 2019 - 1245 AEST- Qantas Center of Service Excellence

Chairwoman— Tara Cook

Call to Order from recess

- *Tara: I motion that we accept Dublin as the location of the 2021 Conference. Kathy seconded. Vote: All in Favor*

Motion to Adjourn. Seconded