



ASSOCIATION OF

FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

AFCCCE BOARD OF DIRECTORS MEETING MINUTES
FOR THE MEETING HELD
FRIDAY, FEBRUARY 21, 2014
AT THE OFFICES OF FLETCHER, HEALD, AND HILDRETH, PLC
ARLINGTON, VIRGINIA

Board Members Present

David Snavelly, President
B. Benjamin Evans, Vice President
Ronald Chase, Treasurer
Eric Wandel, Secretary

Mark Neumann
Sid Khanna
Anne Crump

Board Members Absent

Gary Cavell
Rich Biby

Officer and committee reports were separately provided and contain additional detail discussed during the meeting. Refer to report for full detail.

Call to Order

The meeting was called to order by Mr. Snavelly at 9:15 AM.

Mr. Snavelly expresses gratitude to Fletcher, Heald, and Hildreth (FHH) for providing our meeting space each month, and especially to Mrs. Anne Crump and Mr. Samuel Wright of FHH.

Approval of Agenda

A motion to approve the agenda was made by Mr. Chase and seconded by Mrs. Crump. Approved by acclamation.

Approval of the Minutes from January 24, 2014 Meeting

Mr. Wandel clarified a point with Mr. Chase regarding a one-page statement that Mr. Chase had requested Mr. Wandel sign at the January meeting. The statement was addressed to the US Postal Service acknowledging Mr. Chase as an official representative of AFCCE for purposes of accessing and making changes to the AFCCE PO box. No copy of the signed form was retained. Mr. Chase will try to find a copy of the unsigned version and forward to Mr. Wandel for the records. **[Action Chase]**

A motion to approve the minutes of the January 24, 2014 meeting was made by Mr. Khanna and seconded by Mr. Chase. Approved by acclamation.

President's Report

Full report available separately.



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Mr. Snavelly opened his remarks by thanking all involved in the successful luncheon meeting held in January.

Mr. Snavelly pointed out that the Scholarship applications were due today. As a side note, Mr. Snavelly requests that "scholarships@afcce.org" email be forwarded also to him so that he can be aware of the incoming traffic with applications. The change will be made to forward this email address to all members of the Scholarship Committee as well as to the President. **[Action Wandel]**

Please bring reply comments for FCC Docket 13-249 to Mr. Everist's attention. Deadline for reply comments is March 20th. Mr. Snavelly envisions that in the future, the AFCCE website will allow members to easily post their comments on such matters. Mr. Snavelly expressed appreciation to Mr. Everist for his efforts in preparing the AFCCE reply comments.

Mr. Snavelly notes that Mr. Evans has provided an excellent announcement to membership for the 66th AFCCE Annual Meeting with a brochure covering the event.

If a President's report can be made available a couple of weeks prior to the next monthly luncheon, then it can be attached to a reminder notice sent to all AFCCE members. Mr. Wandel suggests that this reminder with President's report attachment could be sent on or about March 7, 2014. **[Action Snavelly]**

Mr. Wandel moved to accept the President's report. Mrs. Crump seconded. Approved by acclamation.

Treasurer's Report

Full report available separately.

Mr. Chase states that the current report covers the period from January 15, 2014, to February 14, 2014.

	Beginning Period	End Period
Balance of the general checking account:	\$54,513	\$60,883
Balance of business savings certificate (Wells Fargo):	\$77,355	\$77,360

Income from all sources includes membership renewals from approximately one-third of last year's members. Mr. Wandel to send a reminder to all 2013 members who have not yet renewed their membership for 2014. **[Action Wandel]**

A motion to accept the Treasurer's Report was made by Mr. Wandel, seconded by Mrs. Crump. Approved by acclamation.

Vice President's / Permanent Arrangements Report

Mr. Evans commented that John Reiser reported a lunch registration of 28 people for this month's luncheon.



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Mr. Evans stated that the main item for consideration is currently to decide on a location for the FCC reception next November. Our regular venue for the past few years, Philips Restaurant, will be closing at the end of April and will not be available for the FCC Reception this November. A new location to hold the event is needed.

Mr. Evans has arrived at four candidate locations for consideration. He states that AFCCE has expended approximately \$6K to \$7K on the FCC reception in past couple of years, but had been closer to \$10K in previous years. Full details on these venues appear in a separately provided spreadsheet, but some highlights are below. Attendance of 120 people is assumed for cost comparisons.

- The Mandarin Hotel is within walking distance (across the street from the FCC) and is estimated to cost around \$13K. This seems to be the only option within walking distance of the FCC and is a very nice venue. It is only available on Tuesday, Nov 18th.
- National Press Club would cost just under \$10K. The Hulman Lounge and First Amendment Room would be available with a bar in between would accommodate 200+ people; the staff seemed eager to work with us. This would be a nice place to have the reception, but no on-site parking and not within walking distance. To hire a bus would be \$650 all inclusive, for 5 hours going back and forth as needed. Our insurance agent said that liability would typically be covered by the bus for hire. Available on Thursday, Nov 20th (Nov 19th might be available but uncertain at this time).
- Place in Georgetown in Washington Harbor, Tony and Joe's Seafood, a very nice place, cost would be around \$10K. Parking is available for \$10 to park under the restaurant.
- Holiday Inn Rosslyn where we hold our monthly luncheons. We could get a good price in general, probably the least expensive. The trouble is how to get there from the FCC. Getting across the bridge would be a problem during rush hour.

Mr. Wandel wondered whether a party barge might be able to be docked near the FCC within easy walking distance such that the reception could be held on the docked boat. Mr. Wandel to do a quick look at possible party boat services and forward to Mr. Evans for more detailed consideration. **[Action Wandel]**

A general discussion by the board eliminated Tony and Joe's Seafood as well as the Holiday Inn Rosslyn from further consideration due to the distance from the FCC offices. The Mandarin hotel and the National Press Club will remain under consideration.

Mr. Snavelly posed the question to the board, "Is the FCC reception still relevant to the objectives of AFCCE?" The discussion led to a general conclusion that there continues to be value in holding the reception.



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Mr. Wandel suggests that AFCCE should make it a practice to invite past recipients of the E. Noel Luddy award to attend the FCC reception each year, which may also tend to increase the likelihood of attendance by senior FCC staff members.

Mr. Snavely expressed appreciation to Mr. Evans for the amount of work he has put into researching the change in location.

A motion to accept Permanent Arrangements/VP Report was made by Mrs. Crump, seconded by Mr. Chase. Approved by acclamation.

Report from Ethics Committee

Mr. Evans reported no activity this period.

Nominations Committee Report

Mr. Evans stated that three board seats will be open at the end of June 2014 for the 2013-2014 year - two Full members (Mr. Neumann and Mr. Khanna) and one Associate member (Mrs. Crump).

Mr. Evans sent a message to all members regarding the upcoming openings and solicited input from membership for nominations for the ballot. The ballot would be issued on about May 1, 2014, to be sent by the Secretary electronically and the results tallied at the Annual Meeting. Currently, there are two members expressing interest in the Full member positions and one interested in the Associate member position.

A motion was made by Mr. Chase to approve the report of the Nominations Committee, seconded by Mr. Khanna. Approved by acclamation.

Admissions Committee Report

The Board has the matter of the application for Associate membership of Ms. Barbara Pavón to consider. Notice of her application was provided to the membership according to the requirements of the bylaws.

Mr. Wandel moved to accept Ms. Barbara Pavón's application for Associate membership, seconded by Mrs. Crump. Approved by acclamation. Ms. Barbara Pavón is an AFCCE Associate member as of this date, February 21, 2014. Secretary Mr. Wandel will send a welcome letter in addition to the diploma that will be presented to Ms. Pavón at today's luncheon meeting if she is present. **[Action Wandel]**

Old Business

Proposed Change to Constitution Relating to Board Officer Terms

Mr. Khanna provided a draft proposed change to the Constitution for consideration. The intention is to extend the term of the President from one to two years in order to allow more time for an elected



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President to accomplish an agenda. The changes are suggested in part to help get around limits of board members, such as if a board member is elected to President during their final year as a director.

An extended board discussion ensued. The general consensus of the Board is that it would be advantageous for an elected President to serve for two years.

Mr. Khanna made the motion to submit the following changes to the AFCCE Constitution to the full membership of AFCCE (additional text, shown as underlined):

Article V, Board of Directors

Section 2. Each year, a general election will be held in May to replace Directors whose term will expire on June 30, except for the sitting President who shall continue as a Director for another year when serving the second year of his two-year term. The vacant positions on the Board of Directors shall be filled by election at a general meeting to take place during the month of May each year. A ballot shall be mailed or delivered electronically to each member and associate member according to their recorded preference at least twenty-one days before the May meeting election. An Associate member may only vote for Associate members positions on the Board. The ballot shall have at least one nominee more than the number required to fill vacancies. The person or persons with the greatest number of votes, counting both mail ballots and ballots received from members in attendance returned by mail, electronically, and hand delivery shall become members of the Board of Directors commencing on July 1 following the election. A tie vote will be decided by lot. The Board of Directors for the new term shall meet prior to the first day of July following election, to elect officers, as specified in Article VI, for the term beginning July 1. Results of the election of officers shall be promptly given to the membership.

Article VI, Officers

The President and Vice-President of the Association shall be full members and Directors and shall be elected by the Directors who are full members. The President will be elected to serve a two-year term. The Secretary and Treasurer of the Association shall be Directors and shall be elected by the Directors.

<i>President</i>	<i>Secretary</i>
<i>Vice-President</i>	<i>Treasurer</i>

The terms of office of the President, Vice-President, Secretary and Treasurer shall commence on July 1 and extend to June 30 of the following year. Vacancies in the offices of President, Vice-President, Secretary and Treasurer occurring during the regular terms shall be filled by appointment by the Board of Directors.



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Mrs. Crump states that these proposed changes to the Constitution require additional changes related to the term of Directors, therefore additional consideration should be given to make sure the AFCCE governance documents remain consistent when the changes are made. Mr. Evans further states that additional consideration to governance documents is necessary.

Mr. Snavelly called for a vote. Motion failed on a vote of three in favor, four opposed.

Mr. Snavelly appointed board member Mr. Neumann to create a new draft of proposed changes to the governance documents for presentation to the board at the March meeting. Mrs. Crump and Mr. Wandel will serve as a review team. **[Action Neumann]**

Strategic Annual Budgeting Process

Mr. Snavelly noted that Mr. Chase prepared a nice package of information for discussion on this topic but would like to table this topic until our next meeting.

Discussion of Location and Timing of Fall Social

Mr. Evans states that there is little new information to discuss at this time and suggests revisiting the topic at the March board meeting.

Potential Reduction in Student Member Dues

Mr. Snavelly has notified the past year's scholarship recipients that their dues will be waived if they choose to join AFCCE as Student Members. Mr. Khanna believes the Student member dues rates should be substantially less than Government member dues. No actions were taken or assigned.

New Business

Request to Reference AFCCE Name and Logo on a Trade Show Banner

Mr. Evans states that Dielectric has requested approval to use the AFCCE name and logo on a banner they plan to display at their booth in April at the National Association of Broadcasters (NAB) convention in Las Vegas. A potential concern is that the use of the AFCCE name and logo could be misconstrued as a product endorsement. Dielectric has proposed to refer to AFCCE as a "Trusted Organization" and will provide a draft of the banner for consideration by the AFCCE board. Mr. Evans will distribute the draft banner to the board for comments when he receives it. **[Action Evans]**

Adjournment



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A motion to adjourn by Mrs. Crump, seconded by Mr. Chase. The meeting was adjourned at 11:37 AM.

Review of Action Items

- Mr. Chase to provide a copy of the unsigned letter to the US Post Office, if available.
- Mr. Wandel to request that the "scholarships@afcce.org" email alias be forwarded to all members of the Scholarship Committee and the President.
- Mr. Snavely to provide the President's report for distribution to AFCCE membership prior to the next monthly meeting.
- Mr. Wandel to send a reminder to all 2013 members who have not yet renewed their membership for 2014.
- Mr. Wandel to send a new member welcome letter to Barbara Pavón.
- Mr. Neumann to provide a new draft of proposed changes to the governance documents related to the topic of an extended term for elected Presidents.
- Mr. Wandel to provide current final (unmarked) versions of the governance documents to Mr. Rhodes for updating the AFCCE website.
- Mr. Evans to distribute a draft of the proposed banner that Dielectric wishes to display in their booth at NAB.

Respectfully submitted,

Eric Wandel

AFCCCE Secretary

March 15, 2014