

Thank you for your commitment to CABA and the aviation community in Colorado. As a member of the CABA Board of Trustees, you are in a unique and powerful position to greatly influence our industries impact on, and image in, the state of Colorado. In a continuous effort to maximize our effectiveness, we have defined a Board of Trustees meeting schedule along with minimum obligations required to maintain your distinguished position on our Board of Trustees. Participation is a requirement of the position, and you have been nominated and voted into this position as a result of your existing interest and exhibited dedication to our industry. It is our goal to ensure that your commitment remains throughout your term as a Trustee; therefore, we have defined minimum obligations for all Board Members.

Meeting Outline

The CABA Board of Trustees meets monthly. In each calendar quarter, 2 meetings are held via conference call, and one meeting is a required attendance and extended length, “Onsite” meeting at a location to be determined in advance. A schedule of meeting dates and times will be distributed to all Trustees on an annual basis. Although the dates and times may change, the Executive Committee will make its best effort to hold to schedule.

The meetings will be:

- The Conference call meetings will be held on a normal business day.
 - o A conference call number and online meeting room will be provided by CABA.
 - o Conference Call meetings will be kept to a maximum of 3 hours, with target duration of 2 hours.
- The Onsite Meeting may be held on any day of the week (Inclusive of weekends), and at any location within the state of Colorado.
 - o A meeting room will be arranged by CABA with any necessary equipment provided.
 - o Meals will be provided by CABA in accordance with time and duration of the meeting.
 - o Onsite meetings will be a maximum duration of 8 hours, with a target of 4-6 hours in length.
- A detailed agenda will be provided for all meetings.
 - o Agenda topics and topic material must be submitted at least 5 days prior to the meetings in order to be added to the agenda and discussed at the next meeting.
 - o Time will be allotted for each topic, and adhered to by all in attendance.
 - o Off topic discussions or “Sidebars” will be parked until the next board meeting, or until the next specified committee meeting unless they are critical to an agenda topic on the current agenda.

Attendance Obligations

- Of the 4 Quarterly onsite meetings held by the CABA Board of Trustees, you must attend a minimum of 3, yourself. These meetings are scheduled well enough in advance for everyone to make whatever accommodations are necessary to ensure attendance at this minimum level.
 - o If you are unable to attend, you must have a representative attend on your behalf as a proxy, with the understanding that they will place votes and present materials to the Board in your stead.
- Of the 8 Conference Call meetings held each year, you must attend a minimum of 6, yourself.
 - o A proxy must be defined and attend in your stead if unable to join the call.

Board of Trustees
Meeting Outline and Obligations



- Your proxy may be another Board Member, provided they are a regular participant within your committee or group and they are able to speak to, and vote on, all topics on your behalf.
- Should you fail to meet these minimum obligations, your position on the Board is subject to review by the other Board members, and you may be required to relinquish your seat on the Board at the discretion of a majority vote from the remaining Board Members.

Committee Obligations

- You will be required to serve on at least one CABA committee.
- All committees will meet, at a minimum, once a month to move CABA business forward. These committee meetings will be either onsite or via teleconference as decided by the committee.
- Should you fail to meet these minimum committee meeting obligations, your position on the Board is subject to review by the other Board members, and you may be required to relinquish your seat on the Board at the discretion of a majority vote from the remaining Board Members.

While these requirements may seem demanding, we feel that with adequate notice and preparation, it should be a very attainable level of participation for us all. We appreciate your desire and dedication to CABA and our initiatives and goals, and thank you for your understanding and participation.

I understand and agree to the obligations set forth herein:

Signed

Date