**TOPS Meeting Agenda**

**Monday, February 29, 2016**

**Louisville, Kentucky**

1300 Call to Order

Reading of Antitrust Statement

Thank you to our sponsors: **Vector Aerospace, Airbus Helicopters,** and **JSSI**

Attendee Introductions

Establish a quorum

Approve Minutes from Oct. 23, 2015, meeting in San Diego, California

Reports of Officers

Chairman Craig Jennison

Treasurer Craig Jennison

Executive Director Jen Boyer

**NOTE – Champagne toast to celebrate TOPS’s 20th anniversary at 2:15 p.m. The meeting will pause at that time.**

Regional Reports

 Hawaii

 Alaska/Washington

 Southwest

Northeast

Reports of Committees

Standardization Eric Lincoln

* Report on outstanding action items

Directors of Safety Joel Kain

* Report on action toward outstanding safety items

Directors of Maintenance Troy Atkinson

* Report on action toward outstanding safety items

Marketing Geoff Edlund

* Next steps in TOPS outreach
* Walk through of new website and it’s tools for members

Audit John Becker

* Preparation for upcoming audit season, introduction of documents and discussion of areas of special interest

New Business

Doors off operations

Seeking skilled auditors for TOPS

Instituting a TOPS program to help members with developing and executing self-evaluations

Fall meeting location

Reminder to join us at booth #10631 at 2 p.m. tomorrow (March 1) for a champagne toast of TOPS’s 20th

Anything for the Good of the Whole

Adjourn General Membership Meeting

TOPS Board Meeting