



The quarterly meeting of the 2016 Board of Directors was called to order by President Gene Hudgins at 5:35 p.m. PT on Tuesday, 10 May 2016. The Meeting was held at the Tuscany Inn and Suites in Las Vegas, NV, VA.

The following individuals participated in the meeting:

Board Officers	
Hudgins, Gene – President	Keegan, Bill – Treasurer (via phone)
Gaidry, James – Executive Director (ex officio)	
Board Directors	
Bjorkman, Eileen (via phone)	McKee, Chas – Senior Advisory Board Chair (via phone)
Einfalt, Bruce (via phone)	Wilson, Terry (via phone)
Garcia, Charlie	Zamot, Noel – Professional Development Committee Chair (via phone)
Board Advisors	
Chalfant, Tim	Greco, Michael (via phone)
Region Vice Presidents	
McKearney, Terry - West Region VP (via Phone)	Webb, Dave (via phone)
Board Committee Chairs	
Redd Gavigan, Eileen – Events Committee Chair	Reynolds, Matt – Elections Committee Chair (via phone)
Invited Guests	
Pickett, Scott – Antelope Valley Chapter President	Woffinden, Scott – Valley of the Sun Chapter President

The following individuals were not able to participate in the meeting:

Board Officers	
Felder, Wilson – Secretary	Surch, Randy – Vice President
Board Directors	
McFalls, Mike – Ways & Means Committee Chair	Schab, John
Nikoloff, Peter - International Region VP	Reimer, Jeff
Sabile, Erwin	
Board Advisors	
Leiby, Larry	Quade, Carroll
Region Vice Presidents	
VACANT – Northeast Region VP	McDonnell Zubowsky, Jeanine – Mid-Atlantic Region VP
Lamberth, Greg – Southwest Region VP	Thompson, Miles – Southeast Region VP
Board Committee Chairs	
VACANT – Chapter & Individual Membership Committee Chair	Sabile, Erwin – Communications Committee Chair
Clewer, Stephanie – Award Committee Chair	Swagerty, Kathi – Corporate Development Committee Chair
Gordon, Steve – Publications Committee Chair	Welshans, James – Historian
Merhoff, Henry – Technology Committee Chair	

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1.0 OPENING REMARKS

- 1.1 President Hudgins established that a quorum was present and thanked everyone for taking time to participate in the meeting.
- 1.2 Review of the Agenda – President Hudgins then asked the Board if there were any comments regarding the agenda. The agenda was accepted without exception.

2.0 APPROVAL OF THE PREVIOUS BOARD MEETING MINUTES

President Hudgins asked the Board members to review the minutes from the 15 March 2016 Board meeting, and asked if there were any corrections. A motion was made by Director Charlie Garcia and seconded by Treasurer Bill Keegan to approve the minutes as written. With no further discussion the motion passed unanimously.

3.0 REVIEW OF CURRENT ACTION ITEMS

Secretary Wilson Felder reviewed the Actions Items that had been assigned to Board Directors.

ACTION 110515-06: President Hudgins to identify candidates for Chapter and Individual Membership Committee Chair.
STATUS: President Hudgins to host a meeting of the Committee and solicit volunteer for Chair.
SUSPENSE: CONTINUED.

It was noted that the other Action Items would be presented within the various Officer and Committee reports. Without objection discussion on the other action items was tabled until the appropriate report.

4.0 TREASURER REPORT

Treasurer Bill Keegan presented the report as of April 30, 2016.

- Cash Reserves remain in excess of 9 months for the first time since September 2010. Best practice is to have 3 to 6 months of reserves.
- Cash flow from operations is over \$100K YTD.

A motion was made by Director Bruce Einfalt and seconded by Director Chas McKee to accept the Treasurer Report. With no further discussion the motion passed unanimously.

5.0 WAYS AND MEANS COMMITTEE REPORT

Executive Director James Gaidry presented the Committee's Report, as Ways and Means Committee Chair Mike McFalls was unable to participate in the Board Meeting.

- ITEA has exceeded its Net Profit Budget for each month so far in 2016, and is over \$70K ahead of budget for the year.

6.0 CORPORATE DEVELOPMENT COMMITTEE REPORT

Chair Kathy Swagerty was unable to participate in the meeting. Without objection the following actions items were continued.

ACTION 110515-01: Kathi Swagerty to work with the Executive Director and the Publications Committee to develop a Corporate Member survey.
STATUS: Modified and Continued
SUSPENSE: Update to be provided at the July 2016 meeting.

After discussion the following actions items were assigned to the Committee:

ACTION 051016-01: *Kathi Swagerty to work with the Executive Director and the Ways and Means Committee to determine if Joint Ventures that include an ITEA Corporate Member should be eligible for ITEA Corporate Members rates for advertising and exhibiting.*
SUSPENSE: *Update to be provided at the July 2016 meeting.*

ACTION 051016-02: *Kathi Swagerty to work with the Executive Director propose a Board Policy relating to advising Sponsors, exhibitors, and attendees of the relevant elements of the CANSPAM Act.*
SUSPENSE: *Update to be provided at the July 2016 meeting.*

ACTION 051016-03: *Kathi Swagerty to work with the Executive Director and the Ways and Means Committee to determine an appropriate exhibit rate for organizations that have not previously exhibited at an ITEA event.*
SUSPENSE: *Update to be provided at the July 2016 meeting.*

7.0 EVENTS COMMITTEE REPORT

Eileen Redd, Committee Chair, presented the Committee's Report.

ACTION 110515-04: Eileen Redd to work with the Executive Director to develop the article as part of the regular "Association News" Section of the Journal.
STATUS: Two articles have been submitted to the Events Committee for editing and consideration.
SUSPENSE: Update to be provided at the July 2016 meeting.

ACTION 110515-05: Eileen Redd to work with the Board and Executive Director to develop candidates for the 2017 Symposium Chair and Technical Program Chair.
STATUS: Continued.
SUSPENSE: Update to be provided at the July 2016 meeting.

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8.0 PROFESSIONAL DEVELOPMENT COMMITTEE

Noel Zamot, Committee Chair provided the Committee's report. After discussion the following Action Items were continued:

ACTION 031014-04: Professional Development Committee to work with the Board of Examiners to cross-walk CTEP program to determine equivalency to DAU Level III.
STATUS: Continued.
SUSPENSE: Update to be provided at the July 2016 meeting.

ACTION 042115-03: Professional Development Committee to reach out to ranges and identify/offer training at installations.
STATUS: Continued.
SUSPENSE: Update to be provided at the July 2016 meeting.

ACTION 042115-04: Professional Development Committee to reach out to other professional organizations (e.g. NDIA, AIAA, AOC, AFCEA) to conduct training for their membership in conjunction with their meetings (use the Test Week model).
STATUS: Continued.
SUSPENSE: Update to be provided at the July 2016 meeting.

ACTION 042115-05: Professional Development Committee to work with DAU to be able to offer DAU classes at non-DAU locations.
STATUS: Continued.
SUSPENSE: Update to be provided at the July 2016 meeting.

9.0 EXECUTIVE DIRECTOR REPORT

Executive Director James Gaidry presented the report. After discussion the following actions items were assigned:

ACTION 051016-04: Executive Director Gaidry to propose a Board policy regarding the criteria for special announcements (e.g. obituaries) in The ITEA Journal and email newsletter.
SUSPENSE: Update to be provided at the July 2016 meeting

ACTION 051016-05: Executive Director Gaidry to develop an RFP for updating the ITEA Web site and Association Management System.
SUSPENSE: Update to be provided at the July 2016 meeting

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10.0 NEW BUSINESS

- 10.1 The next quarterly meeting of the 2016 Board will be held on Tuesday, July 19, 2016, in the DC Metro area.
- 10.2 There being no more business to be brought before the Board, a motion was made by Director Terry Wilson and seconded by Treasurer Bill Keegan to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned by President Hudgins at 6:25 p.m. ET.

Date Approved

Mr. Wilson Felder
ITEA Board Secretary

DRAFT