

The meeting of the 2012 Board was called to order by President Mark Brown at 6:30 p.m. PT on Sunday, 16 September 2012.

The following individuals participated in the meeting:

<b>Board Officers</b>	
<b>Brown, Mark</b> – President (via Phone)	<b>McKee, Chas</b> – Vice President (via phone)
<b>Hudgins, Gene</b> – Secretary	
<b>Board Directors</b>	
<b>Bjorkman, Eileen</b> (via phone)	<b>Nikoloff, Peter</b> (via phone)
<b>Cannon, Pat</b>	<b>Ryan, George</b>
<b>Christensen, Pete</b> – Ways and Means Committee Chair	<b>Surch, Randy</b>
<b>Clewer, Stephanie</b> – Senior Advisory Board Chair (via Phone)	
<b>Hutchison, Steve</b>	
<b>Moraca, Steve</b> (via phone)	
<b>Advisors to the Board</b>	
<b>Greco, Michael</b> (via phone)	<b>Chalfant, Tim</b>
<b>Board Committee Chairs</b>	
<b>Gordon, Steve</b> – Events Committee Vice-Chair	<b>Wetzl, Mike</b> – Chapter and Individual Membership Committee Chair (via phone)
<b>Sciarretta, Al</b> – Awards Committee Chair	
<b>ITEA Staff</b>	
<b>Gaidry, James</b> – ITEA Executive Director	

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

<b>Barton, Michael</b> – Publications Committee Chair	<b>Olinger, Jeff</b> – Advisor
<b>Garcia, Charlie</b> – Director	<b>Simmons, Brian</b> –Advisor
<b>Foulkes, John</b> – Events Committee Chair	<b>Shelley, Rick</b> – Elections Committee Chair
<b>Herrin, Randy</b> – Education Committee Chair	<b>Smith, Mark</b> – Director
<b>Kniskern, Rich</b> – Corporate Development Committee Chair	<b>Sutton, Keith</b> – Chapter & Individual Membership Committee Chair
<b>Lambert, Greg</b> – Southwest Region Vice President	<b>Vargo, Robert</b> – East Region Vice President
<b>Markowich, Amy</b> – Advisor	<b>Welshans, James</b> – Historian
<b>McFalls, Mike</b> – Treasurer and SE RVP	

**1.0 OPENING REMARKS**

- 1.1 President Brown established that a quorum was present and thanked all of the Board members for participating in the meeting. He noted that he would be participating via phone and asked Vice President Chas McKee to assist in presiding over the meeting.
- 1.2 Review of the Agenda – President Brown noted two additional items have been added to the agenda as part of the opening remarks:
  - ED Gaidry would be providing a brief overview of the strategic planning process currently underway.

- There is a candidate for a position as an Appointed Director on the Board that needs action.

President Brown then asked the Board if there were any additional comments regarding the agenda.

- 1.3 ED Gaidry reviewed the Association’s current purpose, vision, mission, and strategic goals, and noted that the strategic plan “retreat” will be held on Thursday afternoon to discuss and update these elements as necessary for the 2013-2016 Strategic Plan.
- 1.4 President Brown submitted for the Board’s consideration the nomination of Mr. Pat Cannon for an Appointed Director position on the Board. Director Stephanie Clewer moved and Secretary Gene Hudgins seconded that Mr. Cannon’s nomination be approved. After discussion the motion passed unanimously.

## **2.0 APPROVAL OF THE PREVIOUS BOARD MEETING MINUTES**

President Brown asked the Board members to review the minutes from the previous Board meeting, and asked if there were any corrections. With no corrections noted a motion was made by Director Steve Hutchison and seconded by Director George Ryan to approve the minutes as submitted. With no further discussion the motion passed unanimously.

## **3.0 REVIEW OF CURRENT ACTION ITEMS**

Secretary Gene Hudgins noted that all the current action items, with the exception of Action Items 0725102-11 and 072512-15 would be presented within the various Officer and Committee reports. Without objection discussion on the other action items was tabled until the appropriate report.

**ACTION 072512-11:** Board Members to provide the Publications Committee with recommendations on T&E relevant books that should be considered for review as part of a new column in The ITEA Journal.

**RESOLUTION:** President Brown recommended that this action be continued. The recommendation was accepted without objection.

**SUSPENSE:** Update to be provided at the November 2012 BOD meeting.

**Closed:** \_\_\_\_\_ **Modified and Continued:** \_\_\_\_\_ **Continued:** \_\_\_ **X** \_\_\_\_\_

**ACTION 072512-15:** The Executive Office to provide by written or printed notice to all Directors, Committee Chairs, Regional Vice Presidents, Chapter Presidents, and the membership at large for member review the following proposed amendment to the ITEA Bylaws: The following sentence to be deleted from the Article VI, Section 6, Paragraph E – “Appointment of Directors” of the ITEA Bylaws, “*An unsuccessful candidate for election to the Board by the membership shall not be considered eligible for appointment to the Board until a period of one (1) year has elapsed.*”

**RESOLUTION:** Action was completed 7/31/2012.

**Closed:** \_\_\_ **X** \_\_\_\_\_ **Modified and Continued:** \_\_\_\_\_ **Continued:** \_\_\_\_\_

A motion was made by Director Peter Nikoloff and seconded by Director Randy Surch to approve the amendment to the Bylaws as stated above. With no further discussion the motion passed unanimously.

#### 4.0 TREASURER'S REPORT

Treasurer Mike McFalls presented the Treasurer's Report, noting that the Association remained on track to finish \$72K short of budgeted net due to revenue shortfalls from conferences, workshops, and courses. All reasonable expense controls are being exercised and no additional action is required at this time. A motion was made by Director Pete Christensen and seconded by Director George Ryan to accept the Treasurer's Report. Without further discussion the motion carried unanimously.

#### 5.0 WAYS AND MEANS COMMITTEE

##### 5.1 CURRENT ACTION ITEMS

**ACTION 072512-02:** The Ways & Means Committee to investigate reducing the \$400 Lifetime Membership fee for ages 71-80.

**RESOLUTION:** The Committee requests that this action be continued. The recommendation was accepted without objection.

**SUSPENSE:** Update to be provided at the November 2012 BOD meeting.

Closed: \_\_\_\_\_ Modified and Continued: \_\_\_\_\_ **Continued:**     X    

##### 5.2 DRAFT 2013 BUDGET

Committee Chair Pete Christensen presented the draft 2013 Budget.

- Revenue Budget - Essentially FLAT from 2012—\$1,190K for 2013 versus \$1,193K in 2012—and in line with prior years. *NOTE: Italicized items were discussed by the Committee as potential stretches.*
  - Workshop - \$451K versus \$432K. 5 scheduled workshops, not including Technology Review or the Directed Energy Conference.
  - Symposium - \$310K versus \$329K (2012).
  - Courses - \$120K versus \$120K.
  - Corporate Membership - \$68K versus \$65K.
  - Individual Membership - \$78K versus \$72K. Projected increase from individuals seeking certification.
  - Tutorials - \$65K versus \$63K.
  - Journal Advertising - \$60K versus \$63K.
  - Certification Revenue (NEW) - \$39K. Based on 100 projected applicants.
- Expense Budget 4% REDUCTION from 2012—\$1,190K for 2013 versus \$1,244K in 2012.
  - Payroll and Benefits - \$474K versus \$432K. 3% net reduction resulting from offsetting staff raises and projected increases in healthcare coverage with reduction in staff. NOTE: 19% reduction from 2011 (\$583K).
  - Workshop - \$228K versus \$198K. 5 scheduled workshops including a new one.
  - Symposium - \$150K versus \$180K. Reduction based on cost of Denver versus Los Angeles venues.
  - Journal - \$73K versus \$79K. Reduction in print and mailing quantities.
  - Courses - \$60K versus \$91K. Reduction in instructor costs, room rental fees, and material production.
  - Scholarships - \$60K versus \$63K.

President Brown thanked the Committee for preparing the draft budget and submitting it to the Board for consideration in such a timely fashion. Director Peter Nikoloff moved and Director Eileen Bjorkman seconded that the draft 2013 Budget be approved as submitted. After discussion the motion passed unanimously.

**6.0 ELECTIONS COMMITTEE REPORT**

Committee Chair Rick Shelley presented the Committee’s report.

**6.1 2012 Board Election Results**

Below are the election results for the four elected positions as certified by the Elections Committee, and Board approval of the four candidates for the four elected positions is requested.

<b>Candidate</b>	<b>Total Votes</b>
Mark Brown	323
Peter Nikoloff	304
Randall Surch	298
Steve Moraca	292
Ballots Cast	364

As noted, 364 ballots have been cast—a little more than an 18% return. The Elections Committee would like to thank the Executive Director and the ITEA staff for their support in this effort.

**6.2 New Action Item**

**Proposed Amendment to the ITEA Bylaws.** The Committee recommends that the following modification be made to Article VI, Section 2, Paragraph A, of the *ITEA Bylaws*:

CURRENT BYLAW – “To ensure diversification, no more than one (1) individual from the same organization will be allowed to serve on the Board simultaneously, and the Board of Directors may appoint up to four additional Board members for terms of one year, renewable no more than twice—a total of three (3) consecutive years.”

PROPOSED AMENDMENT - “To ensure diversification, ~~no more than one (1) individual from the same organization will be allowed to serve on the Board simultaneously,~~ and the Board of Directors may appoint up to four additional Board members for terms of one year, renewable no more than twice—a total of three (3) consecutive years.”

RE

REVISED BYLAW - “To ensure diversification the Board of Directors may appoint up to four additional Board members for terms of one year, renewable no more than twice—a total of three (3) consecutive years.”

And, that the following be added to Section D, Paragraph 3 of the *ITEA Nomination and Elections Process Policy*, “The ITEA Board of Directors will consider the diversity of the Board upon the nomination of new Board Members. More than one (1) individual nomination

from the same organization will be discouraged; however, the Board will consider each case to balance the benefits of the nominations against the desired diversification.”

The Board noted that this restriction was added to the Bylaws less than a year ago. Director George Ryan moved and Vice President Chas McKee seconded that the Committee’s proposed amendment to the ITEA Bylaws NOT be considered. After discussion the motion passed unanimously.

The following action item was assigned:

***ACTION 091612-01:*** *The Elections Committee to work with the Executive Director to propose an ITEA Bylaws amendment that adds a definition of “organization” as used in Article VI, Section 2, Paragraph A – “To ensure diversification, no more than one (1) individual from the same **organization** will be allowed to serve on the Board simultaneously...”*  
***SUSPENSE:*** *Update to be provided at the November 2012 BOD meeting.*

## **7.0 EVENTS COMMITTEE REPORT**

Mr. Steve “Flash” Gordon, Events Committee member, announced that Dr. John Foulkes, Events Committee Chair, would be unable to make the meeting, and that he would be presenting the Committee’s Report.

### **7.1 Current Action Items**

***ACTION 072512-09:*** *The Events Committee to look at alternative cost-effective models for conducting co-located/combined/alternating events beginning in 2014.*  
***RESOLUTION:*** *The Committee requests that this action be continued. The recommendation was accepted without objection.*  
***SUSPENSE:*** *Update to be provided at the November 2012 BOD meeting.*  
Closed: \_\_\_\_\_ Modified and Continued: \_\_\_\_\_ ***Continued:*** \_\_\_\_\_ ***X*** \_\_\_\_\_

***ACTION 072512-10:*** *The Events Committee to work with the Ways & Means Committee to investigate net revenue impact of co-locating/combining events currently scheduled for 2013.*  
***RESOLUTION:*** *The Committee requests that this action be continued. The recommendation was accepted without objection.*  
***SUSPENSE:*** *Update to be provided at the November 2012 BOD meeting.*  
Closed: \_\_\_\_\_ Modified and Continued: \_\_\_\_\_ ***Continued:*** \_\_\_\_\_ ***X*** \_\_\_\_\_

### **7.2 New Action Items**

- **Directed Energy T&E Conference.** The Directed Energy Professional Society (DEPS), with whom ITEA has partnered for the past 11 years to produce this conference, has requested that we consider assuming full management of the conference on an alternating year basis, beginning in 2013. Under this arrangement it would make sense to co-locate the DET&E conference with another ITEA conference, potentially the Test Instrumentation Workshop. Director Pete Christensen moved and Secretary Gene Hudgins seconded that ITEA accept DEPS’ proposal. After discussion the motion passed unanimously.

**ACTION 091612-05:** *The Ways & Means Committee to investigate any budget impact of co-locating the Directed Energy T&E Conference with the Test Instrumentation Workshop in 2013. **SUSPENSE:** Update to be provided at the November 2012 BOD meeting.*

- **2013 Annual Symposium Theme** - The 2013 Annual Symposium Chair is Chas McKee, supported by three technical program co-chairs: Pat Cannon, Bruce Einfelt, and Greg Babich. Along with the help of the Events Committee Chair, the following themes have been just recently proposed:

*Military Operations in the New Cyber Domain: "Improving Training and Readiness for the Warfighter through Test and Evaluation"*

*Test and Evaluation in the Era of Constrained Budgets: "Ensuring Safe and Effective Systems for the Warfighter"*

*The Relevance of Test and Evaluation: "Reaffirming the Place of T&E in the Systems Engineering Process"*

- After discussion Director Pete Christensen moved and Director George Ryan seconded that the Board approve "Improving Acquisition Outcomes in a Resourced Constrained Global Environment" as the theme for the 2013 Annual Symposium, noting that some additional worksmithing might be required by the Symposium Committee to "tighten" up the verbiage. After additional discussion the motion passed unanimously.

## 8.0 CHAPTER AND INDIVIDUAL MEMBERSHIP COMMITTEE REPORT

ED Gaidry presented the Committee's report on behalf of Mr. Keith Sutton, Committee Chair, who was unable to participate in the meeting. It was announced that Mr. Sutton would be stepping down as Chair as soon as a new Chair has been appointed by the Board.

### 8.1 Current Action Items

**ACTION 072512-06:** The Chapter and Individual Membership Committee to investigate options for live streaming and recorded on-demand videos of Chapter meetings.

**RESOLUTION:** The Committee discussed that the EO, through the GoToMeeting/GoToWebinar application, does have this "for free" capability available to Chapters as needed.

**Closed:** \_\_\_X\_\_\_ Modified and Continued: \_\_\_\_\_ Continued: \_\_\_\_\_

**ACTION 072512-07:** The New Chair of the Chapter and Individual Membership Committee to work with the Board to develop a recovery plan for "Chapters in Need."

**RESOLUTION:** The Committee requests that this action be continued. The recommendation was accepted without objection.

**SUSPENSE:** Update to be provided at the November 2012 BOD meeting.

**Closed:** \_\_\_\_\_ Modified and Continued: \_\_\_\_\_ **Continued:** \_\_\_X\_\_\_

### 8.2 New Action Items

**ACTION 091612-02:** *President Brown to approach Mr. Mike Wetzl regarding Chair of the Chapter and Individual Membership Committee.*  
**SUSPENSE:** *Update to be provided at the November 2012 BOD meeting.*

## 9.0 PROFESSIONAL DEVELOPMENT COMMITTEE REPORT

ED Gaidry presented the Committee's report on behalf of Mr. Randy Herrin, Committee Chair, who was unable to participate in the meeting. It was announced that Mr. Herrin would be stepping down as Chair as soon as a new Chair has been appointed by the Board.

### 9.1 Current Action Items

**ACTION 072512-01:** The Professional Development Committee to investigate alternate delivery methods for short courses (e.g. internet-based).

**RESOLUTION:** After discussion the Committee asked the Executive Director to work with the current instructors and select one course to develop an online delivery format. Mr. John Jorgensen, instructor for the Cyber Security course, has agreed to look at developing an online course for 2013.

**Closed:**  Modified and Continued: \_\_\_\_\_ Continued: \_\_\_\_\_

**ACTION 072512-05:** The Professional Development Committee to investigate programs that drive attendance at ITEA short courses (e.g. Fellows designation related to course attendance).

**RESOLUTION:** After discussion the Committee agreed that using a designation such as an "ITEA Fellow" would not necessarily incentivize individuals to attend ITEA short courses, and should be reserved for individuals who have made significant contributions to the test and evaluation profession. The Committee further discussed that the continuing education element of the T&E Certification Credential currently being developed, would provide incentive for individuals to complete ITEA short courses.

**Closed:**  Modified and Continued: \_\_\_\_\_ Continued: \_\_\_\_\_

**ACTION 072512-12:** The Professional Development Committee to investigate modifying the following phrase in the ITEA Scholarship Program—"Scholarship awards should be made in increments of \$500..."—to allow for awards in lower amounts than is suggested in the policy.

**RESOLUTION:** After discussion the Committee agreed that the current wording in the *ITEA Scholarship Program Policy*, which states "... awards **should be made** in increments of \$500 ..." provides sufficient flexibility to the Chapters to award amounts lower than \$500.

**Closed:**  Modified and Continued: \_\_\_\_\_ Continued: \_\_\_\_\_

### 9.2 New Action Item

**ACTION 091612-03:** *President Brown to approach Professional Development Committee member Tim Scully regarding Chair of that Committee.*

**SUSPENSE:** *Update to be provided at the November 2012 BOD meeting.*



**10.0 CORPORATE DEVELOPMENT COMMITTEE REPORT**

Mr. Rich Kniskern, Corporate Development Committee Chair, noted that the Committee feels that there should be at least six members on the committee. The Committee request assistance from the Board to identify potential members for the Committee.

**ACTION 091612-04:** Board of Directors to provide Rich Kniskern possible candidates for membership on the Corporate Development Committee.  
**SUSPENSE:** Update to be provided at the November 2012 BOD meeting.

**11.0 EXECUTIVE OFFICE REPORT**

ED Gaidry presented the Executive Office’s Report.

**11.1 Current Action Items**

**ACTION 072512-03:** The Executive Office to investigate incentives and opportunities to recognize and promote Lifetime Membership.  
**RESOLUTION:** The EO is implementing the following forms of recognition for Life Members: Listing on the ITEA Web Site, special “Life Member” certificate, and a special “Life Member” ribbon for ITEA events.  
**Closed:**  Modified and Continued: \_\_\_\_\_ Continued: \_\_\_\_\_

**ACTION 072512-04:** The Executive Office to investigate offering trial memberships as an inducement for non-members to join.  
**RESOLUTION:** The EO proposed that the Board consider offering a limited number (3 per Chapter per year) of one-time complimentary 6 month memberships. The Board discussed what specific Member benefits would a complimentary membership provide. The EO was requested to provide additional detail on the proposal at the next Board meeting.  
**SUSPENSE:** Update to be provided at the November 2012 BOD meeting.  
**Closed:** \_\_\_\_\_ **Modified and Continued:** \_\_\_\_\_ **Continued:**

**ACTION 072512-13:** The Executive Office to investigate methods to utilize volunteers more effectively to supplement the paid staff’s workload.  
**RESOLUTION:** The EO Staff has worked with the Chairs of the volunteer committees to identify specific tasks currently being performed by paid ITEA Staff that could be performed by volunteers. There appears to be an opportunity for “out-tasking” some of the Staff’s workload with the Program Committees for the various events. The Staff is developing a Program Chair / Event Guidebook to identify and delineate the roles, responsibilities, and tasks of both paid Staff and volunteers.  
**Closed:**  Modified and Continued: \_\_\_\_\_ Continued: \_\_\_\_\_

**ACTION 072512-14:** The Executive Office to investigate technical issues that are preventing members from using the online renewal and event registration process.  
**RESOLUTION:** An issue was identified with how certain records had been initially created and that issue has been resolved.  
**Closed:**  Modified and Continued: \_\_\_\_\_ Continued: \_\_\_\_\_



**ITEA Board of Directors**

**11.2 Inactive Chapters – CHAPTER REPORT CARDS**

<b>RED FLAG - INACTIVE CHAPTERS</b>							
<b>Three Strikes</b>							
<u>Chapter</u>	<u>No. of Members</u>	<u>Active Officers</u>	<u>Meeting w/i last 2 yrs</u>	<u>Avg Ann Rev</u>	<u>Avg Ann Exp</u>	<u>Avg Ann Net</u>	<u>Chapter Cash</u>
Charleston (4)	8	No (3)	No	\$1,687	\$1,363	\$323	\$970
Israel (4)	8	No (3)	No	\$0	\$0	\$0	\$0
Great Salt Lake (4)	4	No (3)	No	\$9	\$0	\$9	\$748
<b>Two Strikes</b>							
<u>Chapter</u>	<u>No. of Members</u>	<u>Active Officers</u>	<u>Meeting w/i last 2 yrs</u>	<u>Avg Ann Rev</u>	<u>Avg Ann Exp</u>	<u>Avg Ann Net</u>	<u>Chapter Cash</u>
Miami Valley (4)	15	No (3)	No	\$147	\$0	\$147	\$1,603
Western Europe (4)	19	No (3)	No	\$0	\$0	\$0	\$0
Channel Islands (4)	22	No (3)	No	\$213	\$10	\$203	\$3,875
Volunteer (4)	25	No (3)	No	\$134	\$153	(\$18)	\$657
New England (4)	31	No (3)	No	\$61	\$0	\$61	\$2,536
China Lake (4)	38	No (3)	No	\$74	\$0	\$74	\$5,858
<b>YELLOW FLAG - "AT RISK" CHAPTERS</b>							
<u>Chapter</u>	<u>No. of Members</u>	<u>Active Officers</u>	<u>Meeting w/i last 2 yrs</u>	<u>Avg Ann Rev</u>	<u>Avg Ann Exp</u>	<u>Avg Ann Net</u>	<u>Chapter Cash</u>
Mid-Pacific	11	Yes	No	\$506	\$941	(\$436)	\$2,816
Valley of the Sun	17	No (3)	Yes	\$1,888	\$1,220	\$668	\$2,624
Rocky Mountain	37	Yes	No	\$1,447	\$1,242	\$205	\$8,570
Central Florida	38	Yes (2)	Yes	\$811	\$40	\$771	\$4,844
Pacific Northwest	45	Yes (1)	No	\$2	\$419	(\$417)	\$0
Roadrunner	54	Yes (2)	Yes	\$352	\$329	\$23	\$3,227
White Sands	54	Yes (2)	Yes	\$5,219	\$4,651	\$568	\$5,367
Huachuca	69	Yes (2)	Yes	\$1,392	\$1,260	\$132	\$4,045
<b>GREEN FLAG – ACTIVE CHAPTERS</b>							
<u>Chapter</u>	<u>No. of Members</u>	<u>Active Officers</u>	<u>Meeting w/i last 2 yrs</u>	<u>Avg Ann Rev</u>	<u>Avg Ann Exp</u>	<u>Avg Ann Net</u>	<u>Chapter Cash</u>
Penn State	22	Yes	Yes	n/a	n/a	n/a	n/a
Southern Cross	23	Yes (2)	Yes	\$616	\$483	\$133	\$3,233
Atlanta	36	Yes	Yes	\$4,416	\$3,262	\$1,154	\$4,457
South Jersey	50	Yes	Yes	\$215	\$305	(\$90)	\$1,591
Southern Nevada	56	Yes (2)	Yes	\$503	\$396	\$107	\$582
Hampton Roads	73	No (3)	Yes	\$8,172	\$6,924	\$1,248	\$6,456
Greater San Diego	74	Yes (2)	Yes	\$9,805	\$10,038	(\$233)	\$8,740
Francis Scott Key	88	Yes	Yes	\$5,253	\$4,935	\$318	\$8,610
Rocket City	94	Yes	Yes	\$1,543	\$1,687	(\$144)	\$5,229
Southern Maryland	96	Yes (1)	Yes	\$279	\$0	\$279	\$6,229
Emerald Coast	130	Yes	Yes	\$4,286	\$4,846	(\$560)	\$13,440
Antelope Valley	165	Yes	Yes	\$9,338	\$8,413	\$926	\$3,441
George Washington	244	Yes (2)	Yes	\$16,875	\$12,621	\$4,253	\$11,506

**NOTES:**

1. New officers recruited to attempt Chapter revitalization.
2. At least one (1) Chapter Officer is NOT A CURRENT ITEA MEMBER.
3. Less than three (3) Chapter Officers that are current ITEA members.
4. Contacted regarding concern for the viability of the Chapter.

**12.0 NEW BUSINESS**

- 12.1 President Brown reminded the Board that their annual meeting will be held in conjunction with the Cyber Conference, and is scheduled for Wednesday, 28 November, at 6:30 ET, at the Renaissance Harborplace Hotel in Baltimore, Maryland.
- 12.2 President Brown noted that the Board needed to set the date for their 1<sup>st</sup> quarter meeting. After discussion it was agreed to hold the meeting in Crystal City on Wednesday, 20 March 2013.
- 12.3 There being no more business to be brought before the Board, a motion was made by Vice President McKee and seconded by Director Pete Christensen to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned by President Brown at 8:30 p.m.

11 November 2012  
Date Approved



Mr. Gene Hudgins  
ITEA Board Secretary