

The meeting of the 2013 Board was called to order by President Mark Brown at 6:37 p.m. ET on Wednesday, 28 November 2012.

The following individuals participated in the meeting:

Board Officers	
Brown, Mark – President	McKee, Chas – Vice President (via Phone)
Hudgins, Gene – Secretary	Christensen, Pete – Treasurer
Board Directors	
Bjorkman, Eileen (via Phone)	Moraca, Steve (via Phone)
Cannon, Pat	Nikoloff, Peter (via Phone)
Clewer, Stephanie – Senior Advisory Board Chair	Ryan, George
Garcia, Charlie – Director	Surch, Randy (via Phone)
McFalls, Mike – Director and SE RVP	
Advisors to the Board	
Greco, Michael (via Phone)	Olinger, Jeff – Advisor
Board Committee Chairs	
Gordon, Steve – Events Committee Vice-Chair (via Phone)	Wetzl, Mike – Chapter & Individual Membership Committee Chair (via Phone)
Kniskern, Rich – Corporate Development Committee Chair	
ITEA Staff	
Gaidry, James – ITEA Executive Director	

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

Hutchison, Steve , Director	Barton, Michael – Publications Committee Chair
Chalfant, Tim – Advisor	Foulkes, John – Events Committee Chair
Markowich, Amy – Advisor	Shelley, Rick – Elections Committee Chair
Simmons, Brian – Advisor	Welshans, James – Historian
Lambert, Greg – Southwest Region Vice President	Vargo, Robert – East Region Vice President

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.
- 1.2 Review of the Agenda – President Brown noted that two additional items have been added to the agenda as part of the opening remarks:
 - There are candidates for the three open Committee Chair positions that the Board should consider for appointment.
 - The Government Advisor positions are up for re-appointment by the Board.
 President Brown then asked the Board if there were any additional comments regarding the agenda.

1.3 President's Action Items

ACTION 091612-02: President Brown to approach Mr. Mike Wetzl regarding Chair of the Chapter and Individual Membership Committee.

STATUS: Mike Wetzl has accepted the Committee Chair position.

Closed: **Modified and Continued:** _____ **Continued:** _____

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.

Closed: **Modified and Continued:** _____ **Continued:** _____

1.4 Open Committee Chair Positions

- President Brown submitted for the Board's consideration the nomination of Dr. Steve Gordon for the Chair of the Publications Committee. Director Stephanie Clewer moved and Secretary Gene Hudgins seconded that Dr. Gordon's nomination be approved. After discussion the motion passed unanimously.
- President Brown submitted for the Board's consideration the nomination of Ms. Stephanie Clewer for the Chair of the Awards Committee. Treasurer Director Pete Christensen moved and Director Mike McFalls seconded Clewer's nomination be approved. After discussion the motion passed unanimously.
- President Brown submitted for the Board's consideration the nomination of Dr. Tim Scully for the Chair of the Professional Development Committee. Director Stephanie Clewer moved and Secretary Gene Hudgins seconded that Dr. Scully's nomination be approved. After discussion the motion passed unanimously.

1.5 Government Advisors

- President Brown submitted for the Board's consideration the nomination of Ms. Amy Markowitz, Mr. Jeff Olinger, Mr. Mike Greco, and Mr. Tim Chalfant as advisors to the Board. Director George Ryan moved and Secretary Gene Hudgins seconded that these nominations be approved. After discussion the motion passed unanimously.
- President Brown noted that Mr. Brian Simmons would not be available for re-appointment as a Government Advisor, and that a candidate to replace Mr. Simmons was still to be identified.

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 three exceptions, would be presented within the various Officer and Committee reports. Without objection discussion on the other action items was tabled until the appropriate report.

Due to Mr. Mike Wetzl transitioning into the role of Chapter and Individual Membership Committee Chair, with no objection the Board agreed to continue Action 072512-07:

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** _____

Mr. Hudgins noted that Action 072512-11 has been completed and with no objection it was closed.

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*.

STATUS: The Committee has seven book reviews in the pipeline. The first to arrive will inaugurate that new feature for the Journal.

Closed: _____ **X** _____ Modified and Continued: _____ Continued: _____

Mr. Hudgins noted that the Elections Committee would not be reporting on Action 091612-01 and with no objection it was continued.

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 March 2012 BOD meeting.

Closed: _____ Modified and Continued: _____ **Continued:** _____ **X** _____

4.0 TREASURER’S REPORT

Treasurer Pete Christensen 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 Mike McFalls and seconded by Director George Ryan to accept the Treasurer’s Report. Without further discussion the motion carried unanimously.

There was some discussion regarding the viability of offering online courses, outreach to training offices, and potential opportunities at the Department of Homeland Security. The Board assigned the following action items:

ACTION 112812-01: Professional Development Committee to work with Ways and Means Committee to develop a plan for offering online courses in 2014 and estimating the potential revenue and expenses. SUSPENSE: Update to be provided at the March 2013 BOD meeting.

ACTION 112812-02: Professional Development Committee to work with Executive Office to canvass Chapter for training point of contacts at local organizations. SUSPENSE: Update to be provided at the March 2013 BOD meeting.

ACTION 112812-03: Executive Director to contact Debbie Cox at DHS to determine that organization's training requirements that could be fulfilled by ITEA courses. SUSPENSE: Update to be provided at the March 2013 BOD meeting.

5.0 STRATEGIC PLAN

Vice President Chas McKee reported on the strategic planning session that was held on 20 September 2012. Prior to the meeting input, comments, and recommendations were solicited from Chapter leadership, Regional Vice Presidents, Committee Chairs, and the Board.

The following individuals participated in the strategic planning session:

Christensen, Pete	Hudgins, Gene	Nikoloff, Peter
Gaidry, James	Kniskern, Rich	Ryan, George
Greco, Michael	McKee, Chas	Sciarretta, Al

The following recommendations are provided to the Board for their consideration and adoption:

Current Vision Statement

To be recognized as the premier professional association for the international Test and Evaluation community.

Proposed Updated Vision Statement

To be the premier global association for test and evaluation professionals, organizations, and related communities.

Current Mission Statement

To advance the field of Test and Evaluation worldwide in government, industry and academia.

Proposed Updated Mission Statement

Advance test and evaluation globally by providing professional development resources, best practices, networking, and learning opportunities for the test and evaluation community.

2008-2012 Strategic Goals

1. Broaden participation within ITEA by the T&E community.
2. Strengthen ITEA Chapters.
3. Improve the quality and relevance of educational courses.
4. Increase opportunities for information exchange and networking through association events, publications, blogs and other avenues.
5. Increase opportunities to recognize accomplishments of T&E professionals.
6. Ensure ITEA's governance is effective and efficient.

Proposed 2013-2016 Strategic Goals

1. Provide professional development opportunities that help T&E professionals acquire and demonstrate that they have the knowledge, skills, and abilities necessary to excel.
2. Broaden and diversify participation.
3. Clarify ITEA's image and better communicate benefits of participation.
4. Strengthen ITEA Chapters and Volunteer leadership.
5. Improve the quality and relevance of educational courses.
6. Increase opportunities for information exchange and networking through association events, publications, social media, and other avenues.
7. Increase opportunities to recognize accomplishments of T&E professionals.
8. Improve the financial performance of the Association.

A motion was made by Director Pete Christensen and seconded by Director George Ryan to accept the proposed Mission Statement, Vision Statement, and Strategic Goals. Without further discussion the motion carried unanimously.

After some follow-on discussion, the Board assigned the following action items:

***ACTION 112812-04: Executive Director to present results of 2012 Strategic Plan actions and metrics.
SUSPENSE: Update to be provided at the March 2013 BOD meeting.***

***ACTION 112812-05: Vice President McKee to work with Committee Chairs to develop actions and metrics for the 2016 Strategic Plan.
SUSPENSE: Update to be provided at the March 2013 BOD meeting.***

5.0 CORPORATE DEVELOPMENT COMMITTEE REPORT

Mr. Rich Kniskern, Corporate Development Committee Chair, presented the Committee's report.

1. The committee discussed the idea of charging for vender sessions at the Instrumentation Conference. This past year was the first time that we tried to do this. It was instituted in response to Industry's request for some incentive to sponsor and exhibit. It was met to be a perk for those who supported the organization. Thus far two companies have had the chance to actually participate. The committee unanimously rejected to idea of charging for these sessions. To do so would defeat the original purpose for initiating the practice in the first place. It is difficult to determine if this is actually something that will catch on with only one iteration under our belt. The committee recommends that we continue to offer the Industry sessions as an incentive for participation at conferences and we attempt to broaden

participation. Once we have a better perspective of the value to Industry and of the number of participants and conferences that are interested in the approach we should revisit the pay option. Until then it is best to continue to offer it as an incentive to those companies that are doing a little extra to support the ITEA organization.

2. The committee discussed earlier involvement in the sponsorship process. Individual members will be called upon to contact prior corporate sponsors and exhibitors who have not yet committed for upcoming conferences. In the past we have only concentrated on the International Conference and have become involved late in the process. We will also introduce the letter from the Committee to potential sponsors and exhibitors earlier in the year and follow-up with a second letter as a reminder closer to the International Conference.
3. The Committee is still looking for one additional committee member willing to participate and represent Industry. Interested ITEA members or those with recommendations should contact the committee chair or one of the current members.
4. The committee had a lengthy discussion on the timing of the International Conference. Holding the conference at the end of the fiscal year is detrimental to attendance. Many government organizations are closing out the books and do not want to be distracted. In addition, budgets are thin and can have a direct impact on participation. The Corporate Development Committee would like to have the board consider looking at adjusting the timing of the conference and moving it to the 2nd or 3rd quarter. Obviously this would require effort to de-conflict the dates with other conferences unless we were to move it to an open slot such as that vacated by Test Week or unless we combine the International conference with one of the existing conferences. The committee recommends the board look at both options for the future. Moving into the Test Week slot would require minimal coordination since that period has already been vetted previously. Combining International with one of the other conferences such as the Technology Review Conference would provide for economy of effort and a cost savings to the attendees and Industry and be in step with ongoing DOD initiatives to reducing budget expenditures but would more than likely also cause a reduction in realized revenue for the ITEA organization.

6.0 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.

6.1 Current Action Items

Based on the previous discussion during the Corporate Development Committee, the Board modified and continued Action 072512-09 as shown in the ***bold italics*** below.

ACTION 072512-09: The Events Committee to look at alternative cost-effective models for conducting co-located/combined/alternating events beginning in 2014, ***including moving future Annual Symposiums to dates earlier in the calendar year.***

STATUS: Rather than trying to encompass the larger communities (e.g., NDIA, IEEE, AIAA), the committee is focusing on partnering with T&E specific entities such as universities and industry days, which could allow the accessibility of meeting space the ICOTE, OTA Commanders, Range Commanders Council, etc., to hold their meetings with ours, with no exchange of money. This effort is ***ONGOING.***

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

Closed: _____ **Modified and Continued:** _____ Continued: _____

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.

STATUS: A discussion between the Events Committee and Ways & Means Committee chairs focused on the financial impacts of co-location, with the bottom line being that ITEA's financial interests should be preserved. Planning for the 2013 co-located DE T&E conference and ITEA's Test Instrumentation workshop (the only one planned in 2013 for co-locating), is underway, with the MOU delineating the financial aspects. In addition, on the ITEA side, a revenue-sharing plan is currently being explored among the 3 supporting chapters. Recommend this action be **CLOSED**.

Closed: **Modified and Continued:** _____ **Continued:** _____

6.2 Discussion Items

Status of 2013 Program:

(JANUARY 22-25) '*System of Systems: An NIE Experience*'. The program is strong enough to pursue, despite the withdrawing of the government team: 30 abstracts have been received, and the due date has been extended to mid-November to attract additional abstracts; 4 tutorials are planned; 3 tracks are scheduled, and exhibitors are committed.

(APRIL 2-4) '*Use of R&D Propulsion Vehicles*.' It is still in the early planning stages; lessons learned from the SoS workshop will be incorporated.

(MAY 14-17) '*Test Instrumentation Workshop: T&E on a Sustainment Budget / Directed Energy T&E*'. Refer to the discussions in Parts I and III. Also, per a planning teleconference held in late October, agreement was reached on how to integrate and merge the two technical programs.

(JUNE 18-19) '*Undersea Technologies T&E Workshop*.' Greg Babich and Bruce Einfelt from the Penn State University Applied Physics Laboratory are working this program, along with individuals in the acoustics research arena. The Call for Papers is expected fairly soon.

(NO DATE) '*Technology Review*'.
STATUS: See discussion in Part I.

(SEPTEMBER 16-20) '*Annual Symposium*.'

STATUS: The committee is a bit behind on the production schedule. However, based on a teleconference held by Pat Cannon on November 5, the Call for Papers is completed and will be sent to Eileen shortly. Pat plans to initiate weekly teleconferences with the planning committee to refine the technical program. A draft technical program should be ready by the next teleconference.

(NOVEMBER) '*Cyber Workshop*'.

STATUS: The 2012 workshop is showing less-than-expected interest: the number of registered attendees is approaching 75, and approximately 55% of the allocated hotel rooms have been taken. For the 2013 event and any future ones, time will tell based on the response to this year's event.

The 2014 Annual Symposium

STATUS: The Chair recommended that the Northeast Region (Boston in particular) be the location for the 2014 Symposium, as it was planned to be the location in 2013 but was bypassed. Eileen Redd will put together a package for review.

6.3 New Action Items

After some follow-on discussion, the Board assigned the following action items:

ACTION 112812-06: *Events Committee to work with the Test Instrumentation Workshop and Directed Energy T&E Conference Program Chairs to develop discrete budgets for those co-located events.*
SUSPENSE: *Update to be provided at the March 2013 BOD meeting.*

ACTION 112812-07: *Events Committee to solicit bids from any Chapter (i.e. Francis Scott Key, Emerald Coast, Rocket City) that may be interested in hosting the 2013 Cyber Conference.*
SUSPENSE: *Update to be provided at the March 2013 BOD meeting.*

Director Mike McFalls mentioned that AHS International has initiated a congressional call to action campaign targeting the restrictions that have been placed on government employees attending conferences. After some discussion, the Board assigned the following action item:

ACTION 112812-08: *Executive Office to distribute a "Call to Action" by 1 December 2012 supporting a congressional e-mail campaign opposing proposed amendments to SA 2060 that would negatively affect government employees attending association conferences and meetings.*
SUSPENSE: *Update to be provided at the March 2013 BOD meeting.*

7.0 WAYS AND MEANS COMMITTEE REPORT

Mr. McFalls, Ways and Means Committee Chair, presented the Committee's report.

7.1 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 discussed that 1) Comparable life member dues for this age group at similar associations range from 3 to 10 times the annual dues rate (\$180 to \$600), and that 2) The projected revenue generated for this membership level is minimal and would not have any significant budget impact. Therefore the Committee proposes that the fee for Lifetime Membership for ages 71-80 be reduced to \$200.
Closed: Modified and Continued: _____ Continued: _____

A motion was made by Director Mike McFalls and seconded by Director George Ryan to accept the proposed reduction in the Life Member fee for ages 71-80 to \$200. Without further discussion the motion carried 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: The Committee discussed that there appears to be potential revenue upside to co-locating these two events and not any significant incremental expense. However, this potential incremental revenue does not seem to be significant enough to modify the approved 2013 budget.

Closed: **Modified and Continued:** _____ **Continued:** _____

7.2 New Action Item

It was mentioned that other associations, such as AUSA, IT/SEC, etc, were receiving waivers to allow government employees to attend their conferences. After some discussion, the Board assigned the following action item:

ACTION 112812-09: *Executive Director to contact EDs at other associations (i.e. AUSA, AFCEA, IT/SEC) to determine process for applying and receiving a waiver from the government for employees to attend association conferences.*

SUSPENSE: *Update to be provided at the March 2013 BOD meeting.*

Closed: _____ **Modified and Continued:** _____ **Continued:** _____

8.0 EXECUTIVE OFFICE REPORT

ED Gaidry presented the Executive Office's Report.

8.1 Current Action Items

ACTION 072512-04: The Executive Office to investigate offering trial memberships as an inducement for non-members to join.

RESOLUTION: The EO proposes that the Board consider offering one-time complimentary 6 month memberships on a case-by-case basis, with a maximum of three (3) per Chapter per year. During the six (6) month complimentary memberships, the prospective member will receive:

- Two (2) hardcopy issues of *The ITEA Journal*.
- Access to "Members Only" area of the ITEA Web site.
- Member discount to ITEA events.

Closed: **Modified and Continued:** _____ **Continued:** _____

A motion was made by Director George Ryan and seconded by Director Pat Cannon to accept the Executive Office's recommendation. With no objection Action 072512-04 was closed.

8.2 New Actions

- **Certified Test and Evaluation Professional Fee structure** – After reviewing similar certification fees, such as Project Management Professional (PMI) - \$405/\$555 (Non-Member), Certified Systems Engineer (INCOSE) - \$400 app fee + \$80 exam fee = \$480, and the Certified Information Systems Security Professional (CISSP) - \$549, the Board of Examiners proposes that the Board approve the following fee structure for the CTEP Examination -- Application Fee of \$200 for ITEA Members / \$350 for Non-Members, Examination Fee of \$250 for ITEA Members / \$400 for Non-Members, for total fees of \$450 for ITEA Members and \$750 for non-members. A motion was made by Treasurer Pete Christensen and seconded by Director Pat Cannon to accept Board of Examiners’ recommendation. After some discussion and with no objection the recommended fee structure was approved unanimously.

- **Certified Test and Evaluation Professional Exam Eligibility Requirements** - The Board of Examiners has recommended the following minimum requirements be met for a candidate to sit for the CTEP exam: A baccalaureate degree from an accredited college or university, preferably with a major in engineering or a related technical field and a minimum of three (3) years of relevant work experience, OR a minimum of eight (8) years of relevant work experience. After some discussion and with no objection the recommended eligibility requirements were approved unanimously.

- **Inactive Chapters**

<u>Chapter</u>	<u>No. of Members</u>	<u>Chapter Meeting w/i the last 2 yrs</u>	<u>Number of Active Officers</u>	<u>Active Officers</u>
Great Salt Lake (4)	4	No	0	n/a
Charleston (4)	8	No	2	Brad Leon Jeff Miller
Israel (4)	8	No	0	n/a
Miami Valley (4)	15	No	0	n/a
Western Europe (4)	19	No	1	Stephen Lyons
Volunteer (4)	25	No	1	Tom Best
New England (4)	31	No	2	Michelle Kirstein Robert Reyling
Rocky Mountain (4)	37	No	2	Phillip Maes Tim Schulte
China Lake (4)	38	No	1	Scott Foisy

According to the ITEA Operations Manual, “A Chapter may be declared inactive and be subject to dissolution if it has less than ten (10) ITEA members in good standing, OR if it has less than three (3) active officers who are ITEA members in good standing, OR if the Chapter has not held any membership meetings during the previous two-year period. An inactive Chapter shall not be eligible for receiving Chapter rebates, accessing Chapter education funds, or hosting an ITEA event.”

It was noted that all of the Chapters listed above have been contacted regarding “Inactive” status and possible Dissolution of the Chapter. The Executive Office recommends that the Board formally declares the Chapters listed above as “Inactive” while the Chapter and Individual Membership Committee Chair works with the Chapters to assist them in regaining “Active” status.

ITEA Board of Directors

A motion was made by Treasurer Pete Christensen and seconded by Director George Ryan to formally declare the above listed Chapter as "Inactive." After additional discussion and with no objection the recommended fee structure was approved unanimously.


The Board assigned the following action item:

ACTION 112812-10: President Brown to distribute a letter to ITEA members at "Inactive" Chapters informing them of their "inactive" status and the steps required to become "Active."
SUSPENSE: Update to be provided at the March 2013 BOD meeting.

12.0 NEW BUSINESS

- 12.1 President Brown reminded the Board that their annual meeting will be in Crystal City at 6:30 pm on Wednesday, 20 March 2013.
- 12.2 President Brown noted that the Board needed to set the date for their 2nd quarter meeting. After discussion it was agreed to hold the meeting at 6:30 pm on 19 June 2013, in State College, Pennsylvania, in conjunction with the Underwater Acoustics Workshop.
- 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 8:37 p.m.

March 20, 2013
Date Approved


Mr. Gene Hudgins
ITEA Board Secretary