

ITEA Board of Directors
Meeting Minutes – 25 July 2012
Holiday Inn University of Memphis – Memphis, Tennessee

The meeting of the 2012 Board was called to order by President Mark Brown at 7:31 p.m. CT on Wednesday, 25 July 2012.

The following individuals participated in the meeting:

Board Officers	
Brown, Mark – President	McKee, Chas – Vice President (via Phone)
Hudgins, Gene – Secretary	McFalls, Mike – Treasurer and Southeast Region Vice President
Board Directors	
Christensen, Pete – Ways and Means Committee Chair	Nikoloff, Peter (via Phone)
Clewer, Stephanie – Senior Advisory Board Chair (via Phone)	Ryan, George (via Phone)
Garcia, Charlie	Smith, Mark (via Phone)
Hutchison, Steve	Surch, Randy
Advisors to the Board	
Greco, Michael (via Phone)	Olinger, Jeff (via Phone)
Board Committee Chairs	
Kniskern, Rich – Corporate Development Committee Chair (via Phone)	Shelley, Rick – Elections Committee Chair (via Phone)
Sciarretta, Al – Awards Committee Chair (via Phone)	Sutton, Keith – Chapter & Individual Membership Committee Chair (via Phone)
Staff	
Gaidry, James – ITEA Executive Director	
Guests	
Gordon, Steve – Representing Foulkes, John – Events Committee Chair	

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

Chalfant, Tim – Advisor	Markowich, Amy – Advisor
Barton, Michael – Publications Committee Chair	Simmons, Brian – Advisor
Foulkes, John – Events Committee Chair	Vargo, Robert – East Region Vice President
Herrin, Randy – Professional Development Committee Chair	Welshans, James – Historian
Lambert, Greg – Southwest 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 asked the Board for any comments regarding the agenda. There were none.

2.0 Approval of the Previous Board Meeting Minutes

Secretary Hudgins 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 Treasure McFalls and seconded by Director Steve Hutchinson to approve the minutes as submitted. With no further discussion the motion passed unanimously.

3.0 Review of Current Action Items

Secretary Gene Hudgins reported that all the current action items have been closed, with the resolutions noted below.

ACTION 061611-05: President Brown to facilitate a meeting with representatives of the three Chapters to discuss their concerns regarding the TIW event.

RESOLUTION: Meeting was held on Tuesday, May 15, 5:15 PM PT, during the Test Instrumentation Workshop. After discussion the representatives from the Chapters were in agreement that their concerns had been addressed by the Board, Events Committee, and the Executive Office.

Closed: Modified and Continued: _____ Continued: _____

ACTION 120711-06: The Board to provide suggestions to the Chapter and Individual Membership Committee for assisting “Chapters in Need.”

RESOLUTION: Status and recommendations are to be presented as part of the Chapter and Individual Membership Committee Report during the 25 July 2012 Board meeting

Closed: Modified and Continued: _____ Continued: _____

ACTION 030712-01: The Elections Committee to provide a recommendation to the Board for amending Article VI, Section 6, Paragraph E. - “Appointment of Directors” to allow for an unsuccessful candidate for election to be appointed to fill a Board seat vacated by the resignation or removal of an elected Director.

RESOLUTION: Consultations with association legal experts was not able to find any legal precedent or any other associations with such a restriction upon appointed members of their Board of Directors. The Committee recommends that the following sentence 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.”*

Closed: Modified and Continued: _____ Continued: _____

ACTION 030712-02: Vice President Chas McKee to work with the Professional Development Committee and the Executive Office to incorporate the proposed Strategic Plan Goal 7 – “Elevate the Test and Evaluation Profession through the Establishment of a Certification Credential.”

RESOLUTION: The Professional Development Committee recommends that the proposed Goal 7 be added to both the current and future ITEA Strategic Plan.

Closed: Modified and Continued: _____ Continued: _____

ACTION 030712-03: The Executive Director to distribute the Professional Development Committee’s “Business Plan for Developing a Professional Certification Credential for Test and Evaluation Professionals” draft to the Board, Corporate Development Committee, and the Ways and Means Committee for review and comment.

RESOLUTION: Documents were distributed by the Executive Office on April 12.

Closed: X Modified and Continued: _____ Continued: _____

ACTION 030712-04: The Chapter and Individual Membership Committee to add to the Chapter Excellence Award criteria a metric related to Chapter hosting an ITEA professional development course.

RESOLUTION: This will be included in the award criteria beginning in 2013.

Closed: X Modified and Continued: _____ Continued: _____

ACTION 030712-05: The Executive Office to provide a list to the Board of those Chapters that have not yet signed up to host an ITEA professional development course in 2012. Board members are to contact those Chapters and encourage them to host a course. President Mark Brown to send a personalized letter encouraging hosting of a course to each of those Chapter Presidents—copying the other Board members, the appropriate RVP, and the Chairs to the Chapter and Individual Membership and Professional Development Committees.

RESOLUTION: Documents were distributed to the Board and the letters from Mark were sent out by the Executive Office on April 12.

Closed: X Modified and Continued: _____ Continued: _____

ACTION 030712-06: The Events Committee to evaluate possible venues for the 2013 Annual Symposium in the Southwest Region.

RESOLUTION: The Events Committee recommends approval of the Denver Marriott Tech Center as the site for the 2013 Annual Symposium. The Events Committee recommendation was approved by the Executive Committee during their 28 June 2012 meeting.

Closed: X Modified and Continued: _____ Continued: _____

ACTION 030712-07: The Events Committee to evaluate possible candidates for the 2013 Annual Symposium program chair.

RESOLUTION: Pat Cannon has agreed to serve as a technical co-chair and Mr. Charles “Chas” McKee has accepted the Events Committee offer to serve as the Symposium. The Events Committee recommendation was approved by the Executive Committee during their 28 June 2012 meeting.

Closed: X Modified and Continued: _____ Continued: _____

ACTION 030712-08: The Events and Corporate Development Committees to develop a recommendation to the Board for an optional event fee, to be implemented in 2013, that would provide access to meals and receptions for those attendees who are not otherwise authorized—either through a paid or complimentary registration—to attend those functions.

RESOLUTION: The Committees conferred and submitted separate recommendations for consideration by the Board: \$25 per meal and/or \$50 all inclusive meal pass per conference.

Closed: X Modified and Continued: _____ Continued: _____

ACTION 030712-09: The Professional Development Committee to review INCOSE’s “Toward a New Mindset” white paper and determine if this is an initiative that ITEA should support.

RESOLUTION: The proposal’s bottom line is that PMI and INCOSE, two integrated disciplines, have initiated plans to work more closely together toward the “Future View: the Team View,” whereby through strong collaboration the two organizations will be able to help their practitioner communities to achieve their shared objectives. At the March BOD Meeting the Board passed along the following question: “Is ITEA interested in getting involved in their initiative?” to the PDC to explore ITEA’s options. The PDC realized that such interaction in the end would not be a threesome, but would result in two separate partnerships (i.e., the proposed INCOSE-PMI and a separate ITEA-INCOSE). The PDC also realized that time would be a

limiting factor since greater efforts were being spent in ITEA concerning its expanded course activities and professional certification initiative; therefore, any such collaboration between ITEA and INCOSE would for the time being remain a low priority. Therefore the Committee's recommendation to the Board is to defer participation in this initiative with INCOSE at this time.

Closed: X Modified and Continued: _____ Continued: _____

ACTION 030712-10: The Events Committee to explore partnering with INCOSE for a SETE conference in the U.S.

RESOLUTION: The members of the Events Committee shared their experiences, in particular with the INCOSE membership participating in the System of Systems workshop. The committee also discussed who would be the relevant point of contact in INCOSE. After these discussions, the Events Committee does not recommend partnering with INCOSE at this time.

Closed: X Modified and Continued: _____ Continued: _____

ACTION 030712-11: Those Board Members and Committee Chairs who are responsible for elements of the 2009-2012 Strategic Plan to provide an update on the actions and metrics to the Executive Director.

RESOLUTION: Documents were distributed by the Executive Office on April 12.

Closed: X Modified and Continued: _____ Continued: _____

ACTION 030712-12: The Executive Office to distribute the 2009-2012 Strategic Plan to all Board Members, Committee Chairs, RVPs, and Chapter Presidents for their review and comment.

RESOLUTION: Documents were distributed by the Executive Office on April 12.

Closed: X Modified and Continued: _____ Continued: _____

ACTION 030712-13: Vice President Chas McKee to facilitate a Strategic Plan "retreat", which will be held in conjunction with the 2012 Annual Symposium, for all Board Members, Committee Chairs, RVPs, and Chapter Presidents.

RESOLUTION: The Strategic Plan "Retreat" is scheduled for Noon – 5 pm on Thursday, September 20, at the Hyatt Huntington Beach.

Closed: X Modified and Continued: _____ Continued: _____

4.0 Treasurer's Report

Treasurer Mike McFalls presented the Treasurer's Report.

- Balance Sheet
 - The Association currently has over 6 months of reserves, and noted that best practice among individual membership associations is to hold between 6 to 9 months of cash reserves.
 - The Association's Capital Reserve of \$145K is above the required minimum of \$75K that is called for in the Reserve Policy, while the Education (\$249K actual / \$328K required) and Operating Reserves (\$99K actual / \$200K required) are below its required minimums.
 - There is over \$100K held in Chapter bank accounts, which represents about \$90K about the Association's financial guidelines. The \$90k could be transferred into the Education Reserve and held for use by the Chapters.
- YTD Actual Performance versus Budget
 - YTD Cash Flow is \$802 positive.

- YTD Income is under Budget by \$227K - \$563K Actual versus \$790K Budgeted.
 - Course revenue under budget by \$170K.
 - Scholarship Fund Transfers from Chapters are under budget by \$46K.
 - Workshop revenue under budget by \$25K.
- YTD Expenses are under budget by \$200K - \$562K Actual versus \$762K Budgeted.
 - Course expenses under budget by \$115K.
 - Workshop expenses under budget by \$49K.
- YTD Net Income is under budget by \$27K - \$1K Actual versus \$28K Budgeted, due to revenue shortfalls detailed above, with some positive offset due to the related variable expenses not being incurred for the courses.
- End of Year Projection
 - Current projection is that the Association will finish 2012 \$53K under budget. This reflects the elimination or reduction of all remaining discretionary expenses and a very conservative revenue forecast. There is incremental upside from the transfer of excess funds from Chapters into the Education Fund reserves, which was budgeted for \$50K versus an actual year-to-date of \$4K.

BOARD DISCUSSION AND ACTION: A motion was made by Director Ryan and seconded by Director Smith to accept the Treasurer's Report. Without further discussion the motion carried unanimously.

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

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

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

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

Closed: _____ Modified and Continued: _____ Continued: _____

ACTION 072512-03: *The Executive Office to investigate incentives and opportunities to recognize and promote Lifetime Membership.*

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

Closed: _____ Modified and Continued: _____ Continued: _____

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

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

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).*

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

Closed: _____ Modified and Continued: _____ Continued: _____

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

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

Closed: _____ **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."*

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

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

ACTION 072512-08: *The Board President to notify Col. Eileen Bjorkman of her appointment as a Director to the Board of Directors.*

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

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

ACTION 072512-09: *The Events Committee to look at alternative cost-effective models for conducting co-located/combined/alternating events beginning in 2014.*

SUSPENSE: *Update to be provided at the September 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.*

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

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

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.*

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

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.*

SUSPENSE: *Update to be provided at the September 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.*

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

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.*

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

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

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.”

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

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

6.0 Chapter and Individual Membership Committee Report

6.1 President Brown announced that Mr. Keith Sutton, Chapter and Individual Membership Committee Chair, had tendered his resignation. He had committed to remaining as Committee Chair until a new Chair could be appointed. President Brown called for nominations for the Committee Chair. After discussion it was agreed to approach Mr. Mike Wetzl to determine his interest in the position.

6.2 NEW ACTION ITEMS

6.3 CURRENT ACTION ITEMS: Mr. Sutton reviewed the Committee's Action Items.

Chapter “Health” Dashboard

NOTE: Chapters in Need are identified in RED.

Northeast Region	Chapter President	City	State
Miami Valley - Wright-Patterson AFB	Tourangeau Stephen	Dayton	OH
New England - Boston	Keller Michael E.	Boston	MA
Penn State	Einfalt Bruce	State College	PA
South Jersey	Frederick John	Atlantic City	NJ
Mid-Atlantic Region	Chapter President	City	State
Francis Scott Key - Aberdeen MD	Schab John	Aberdeen	MD
George Washington - DC Metro	Wetzl Michael	Alexandria	VA
Southern Maryland	Darden Bill	Patuxent River	MD
Hampton Roads	McDonnell Jeanine M.	Norfolk	VA
Southeast Region	Chapter President	City	State
Central Florida - Orlando	Grow David Paul	Winter Springs	FL
Emerald Coast - Florida Panhandle	Guidry Robert M.	Niceville	FL
Rocket City - Huntsville AL	Christian Leigh A.	Huntsville	AL
Atlanta	Weeks Christopher	Smyrna	GA
Charleston SC	Charles Philip	Isle of Palms	SC
Southwest Region	Chapter President	City	State
Huachuca - Southeast AZ	Woodruff Jonathan	Ft. Huachuca	AZ
Roadrunner - Albuquerque NM	Thompson Erik	Edgewood	NM

ITEA Board of Directors

Valley of the Sun - Phoenix AZ	Woffinden D. Steve	Tempe	AZ
White Sands - WSMR NM	Messer Douglas D.	Amarillo	TX
Rocky Mountain - Colorado	Mayette Christopher G.	Colorado Springs	CO
Great Salt Lake - Utah	Peterson Jeffery D.	Dugway	UT
<u>West Region</u>	<u>Chapter President</u>	<u>City</u>	<u>State</u>
Antelope Valley - Edwards AFB CA	Janzen Doyle	Edwards AFB	CA
Channel Islands - Point Mugu CA	Weal Christopher J.	Camarillo	CA
China Lake - CA	Moody Bettye R.	Ridgecrest	CA
Greater San Diego CA	Phelan Daniel	San Diego	CA
Mid Pacific - Hawaii	Burley Stewart V.	Lawai	HI
Southern Nevada - Las Vegas	Terry Courtney	Las Vegas	NV
Pacific Northwest - Seattle WA	VACANT	Seattle	WA
<u>International Region</u>	<u>Chapter President</u>	<u>City</u>	<u>State</u>
Western Europe - United Kingdom	Lyons Steve	Cardigan	UK
Israel	Leshem Aaron	Haifa	ISRAEL
Southern Cross - Australia	Nikoloff Peter G.	Edinburgh	SA

7.0 Education Committee Report

7.1 DISCUSSION ITEMS: Mr. Randy Herrin, Education Committee Chair, introduced the following discussion items:

- **Discussion Item #1: IDA's Request for Information on Educational Events**—Mr. Ron Cestaro, an Adjunct Research Staff Member at IDA (Institute for Defense Analyses), has been tasked by the Deputy Assistant Secretary of Defense for Developmental Test and Evaluation (DASD[DT&E]) to identify educational and training resources and opportunities for the DT&E acquisition workforce. As such, he has asked ITEA to respond to four questions, and the Committee has drafted a response to these questions. Mr. Herrin asked that the Board members review both the questions and the Committee's responses and provide any additional comments or suggestions.

BOARD DISCUSSION AND ACTION: After discussion and without objection the Board agreed with the Committee's response.

- **Discussion Item #2: T&E Expert Certification Program: Body of Knowledge**—the Committee discussed the results/outcomes of the brainstorming session held in El Paso, Texas. It was agreed that the Director of Professional Development would create a preliminary “Body of Knowledge” list of areas using the following existing certification program documents: DAU’s Three T&E Levels, NAVAIR’s, FAA’s, INCOSE’s, and PMI’s, along with the following competency assessments: DOD-Wide’s Competency Assessment, AFIT’s T&E Competencies, and NPS’s T&E Course Curriculum of Competencies. It was further agreed that the ITEA Staff would continue to develop the business plan model (with a return-on-investment [ROI] emphasis). Mr. Herrin noted that significant progress is being made towards the development of an ITEA certification program, and asked that the Board provide any additional comments or suggestions to the materials that have been presented.

BOARD DISCUSSION AND ACTION: After discussion and without objection the Board agreed with the Committee's direction.

7.2 PROPOSED ACTION ITEMS: Mr. Randy Herrin, Education Committee Chair, introduced the following new Action Items for consideration by the Board:

- **Proposed Action Item #1: Introduce a new strategic plan goal (Goal #7: Create a “Competency-Based T&E Expert Certification Program”) to the Lead: Professional Development Committee’s area**—as a result of the Committee members’ discussions, it was felt that the credentialing program needed to stand alone by creating its own strategic plan goal.

Although the “Competency-Based T&E Expert Certification Program” is currently mentioned in the strategic plan (Goal #3, Strategy #3.3, and Tactic #3.3.8), it is imbedded with eight other tactics under Strategy 3.3. It was felt by the Committee members that, because of the importance of this strategy, to place the kind of needed emphasis, it should be elevated to its own stand-alone goal with its concomitant 5 strategies and 22 tactics.

Therefore, the Professional Development Committee is seeking the Board's decision on adding this separate goal (Goal #7) to ITEA's strategic plan (Attachment 07.4). The Draft Business Plan listed as Tactic 7.1.1 of this new Strategic Goal is shown in Attachment 07.5.

BOARD DISCUSSION AND ACTION: After discussion and without objection the Board agreed with the Committee's direction and assigned the following action items.

ACTION 030712-02: *Vice President Chas McKee to work with the Professional Development Committee and the Executive Office to incorporate the proposed Strategic Plan Goal 7 – “Elevate the Test and Evaluation Profession through the Establishment of a Certification Credential.”*

SUSPENSE: *Update to be provided to the Executive Committee by July 2012.*

ACTION 030712-03: *The Executive Director to distribute the Professional Development Committee’s “Business Plan for Developing a Professional Certification Credential for Test and Evaluation Professionals” draft to the Board, Corporate Development Committee, and the Ways and Means Committee for review and comment.*

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

- **Proposed Action Item #2: Challenge Local Chapters to Offer at Least One Short Course in 2012**—as a result of the Committee members' short course discussions, the Chairman concluded that he would ask the Board of Directors to contact the following local chapter presidents and challenge them to (1) fulfill their commitment to host a course and (2) offer *at least* one short course within their local areas: (1) **Chapter Commitments**: George Washington, Rocket City, Tidewater, South Jersey, Southern Nevada, White Sands, and Penn State; and (2) **Highly Capable Hosts**: Emerald Coast, Antelope Valley, Ft Huachuca, Greater San Diego, Central Florida, and Channel Island.

In order to fulfill its primary mission: to offer educational opportunities to its members, the Committee increased its offerings to nearly 40 short courses. One of our best opportunities to hold these short courses rests within our local chapters, and yet they have been slow to respond. Out of the 32 chapters, 10 have committed to conduct courses, but only 3 have identified a course topic, dates, and location. Therefore, the Professional Development Committee elected to seek the Board's support by deciding to once again ask all of ITEA's local chapters to offer at least one short course in 2012, especially those that have already committed to hosting a course and those that are highly capable of hosting one.

BOARD DISCUSSION AND ACTION: After discussion and without objection the Board agreed with the Committee's direction and assigned the following action items.

ACTION 030712-04: *The Chapter and Individual Membership Committee to add to the Chapter Excellence Award criteria a metric related to Chapter hosting an ITEA professional development course.*

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

ACTION 030712-05: *The Executive Office to provide a list to the Board of those Chapters that have not yet signed up to host an ITEA professional development course in 2012. Board members are to contact those Chapters and encourage them to host a course. President Mark Brown to send a personalized letter encouraging hosting of a course to each of those Chapter Presidents—copying the other Board members, the appropriate RVP, and the Chairs to the Chapter and Individual Membership and Professional Development Committees.*

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

8.0 Elections Committee Report

8.1 CURRENT ACTION ITEMS

ACTION 061611-06: The Elections Committee will work with the Executive Office to ensure a Board elections policy, process, and procedures document is developed that provides clear and specific qualification criteria for the nominees and evaluation criteria for the Committee. Items that should be addressed in this document are the requirement to include any qualifying criteria in the call for nominations and the establishment of any limitations on the number of Board members that may represent the same organization, Chapter, or ITEA Region at any one time.

DISCUSSION: The Committee presented a draft “Nomination and Elections Process” to be considered for adoption as a Board policy. After discussion it was agreed that:

- Board members should review the proposed policy and provide comments to ED Gaidry by 30 September.
- ED Gaidry would consolidate the Board’s comments with the proposed policy and forward it to the Senior Advisory Board (SAB) for their review and comment to be provided to ED Gaidry by 31 October.
- ED Gaidry would consolidate the SAB’s comments with the proposed policy and forward it to the Elections Committee for their consideration.
- The Elections Committee would provide their recommendation to the Board at the December meeting.

During the Elections Committee meeting on 30 January 2012, Executive Director reported to the Committee that there have not been any additional comments from the SAB since the last Board meeting. After discussion the Committee agreed to request the Executive Committee consider the attached Draft Board Elections Process for immediate implementation. The Committee determined that it could not wait until the Board meeting in March or the Executive Committee meeting in late February to have this policy in place to support this year’s election timeline. The Committee felt strongly that it would be inappropriate impose these new procedures on the 2012 elections process after the call for nominations has started. The committee unanimously concluded that the Elections Committee chair recommend to the Executive Committee via ITEA President Mark Brown that the Executive Committee determine if the process is acceptable for implementation in 2012 by 10 February 2012. Otherwise, action on approving the new process should be deferred until later this year and initiate it in the 2013 elections process.

RESOLUTION: After full consideration by the Elections Committee and receiving no additional comments, the Committee requested that the Executive Committee act on behalf of the Board so that the Policy could be in place prior to the start of the current election cycle. The “Nominations and Election Process Policy” was approved by the Executive Committee during a special meeting on 6 February 2012.

BOARD DISCUSSION AND ACTION: Without objection this Action was closed.

Closed: Modified and Continued: _____ Continued: _____

ACTION 120711-01: The Elections Committee to recommend to the Board candidates to filled the remainder of Mr. Chalfant’s term.

COMMITTEE DISCUSSION: The Committee discussed several options, including having the vacant seat included in the 2012 election cycle and either completing the final two years of the three year term or having the elected candidate serve a full three year term. In reviewing the staggered cycle of elected Directors the committee determined this having the seat filled for a full three-year term would still provide a balanced 4-4-3 elected Director cycle.

RECOMMENDATION: The Committee unanimously recommends that the vacated position remains vacant until the elected Director is seated, since there will likely be only one Board meeting that an appointed individual would be able to participate in prior to the Annual Symposium.

BOARD DISCUSSION AND ACTION: A motion was made by Vice President McKee and seconded by Director Christensen to accept the Committee’s recommendation. After discussion the motion carried unanimously. Without objection this Action was closed.

Closed: Modified and Continued: _____ Continued: _____

9.0 Events Committee Report

9.1 CURRENT ACTION ITEMS: 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.

ACTION 120711-09: The Events Committee to finalize the details and host location for the 2012 Cyber Conference.

RESOLUTION: This conference is being hosted by the Francis Scott Key Chapter in Baltimore, MD during November 26–30. The theme for the workshop is “Test and Evaluation to Meet the Advanced Persistent Threat.” Program chair is Mr. Tom Frey, Wyle; he is working with Shawn Anderson, Wyle, Doug Messer, DM3, and John Schab, FSK Chapter President. Call for Papers has been distributed.

BOARD DISCUSSION AND ACTION: After discussion the Board accepted without objection the Committee’s recommendation and this Action was closed.

Closed: Modified and Continued: _____ Continued: _____

ACTION 120711-04: The Events Committee to look at possible venues for conducting the 2013 Annual Symposium in the Northeast or East Regions during the June 2013.

RESOLUTION: The results of the independent consultant's process for suitable venues for the 2013 Annual Symposium in the Northeast/East Region in June 2013 was provided to the Events Committee chair. The two properties that best met the majority of the requirements are in Columbus, Ohio and Buffalo, New York.

It is the opinion of the chair that these locations do not meet our standards for ITEA's premiere annual event nor provide a sufficient draw for our attendees and exhibitors. The consideration of moving the date of the symposium to June eliminated the hotel in Boston (a desirable venue) that had been procured. The following reasons for not moving the Symposium to June are as follows: The planning committee (not yet identified) will only have nine months to plan for the symposium at the conclusion of the 2012 program; the call for papers will need to be drafted, approved by the Board, and released prior to June; one of our biggest events (Test Instrumentation Workshop) will be held one month prior to the June annual symposium dates; while not on the calendar yet, we typically plan the Technology Review in July, one month after a June date for the symposium; and finally, the nomination process for the ITEA Professional Awards would need to be reviewed and modified, as the deadlines must be changed.

RECOMMENDATION: Due to the limited options in June in the North/Northeast, and the limited time to plan our symposium, the chair recommends that the Committee no longer consider June a viable option in 2013.

BOARD DISCUSSION AND ACTION: A motion was made by Vice President McKee and seconded by Director Ryan to accept the Committee's recommendation. After discussion the motion carried unanimously. Without objection this Action was closed.

Closed: X Modified and Continued: _____ Continued: _____

9.2 PROPOSED ACTION ITEMS: Mr. Gordon presented the following action items for consideration by the Board

- **Proposed Action Item #1:** As outlined in the Observation of ACTION 120711-04, the Committee believes there is not sufficient enough time and no viable venues in the North/North East region to conduct the annual symposium in June 2013. The Events Committee would like to consider the September/October/November time frame for the 2013 annual symposium. Further, the Committee would like to explore the next region in rotation (Southwest), or others if, due to the time criticality of this issue, the Southwest region cannot offer a viable venue.

In December 2011, Mr. Tom Macdonald announced he would need to step down as program chair for the 2013 Annual Symposium. The Events Committee is currently seeking a new candidate to fill that position.

Therefore the Committee requests that the Board:

- Approve setting the date of the Symposium to be in the September / October / November time frame and approve the request to explore the next region in rotation (Southwest) as the region for the 2013 venue, or others if, due to the time criticality of this issue, the Southwest region cannot offer a viable venue.
- Approve to provide the results and recommendations to the Executive Committee electronically and have Boards approval in advance of the next Board meeting.
- The candidate name for the program chair of the 2013 annual symposium be provided to the Executive Committee electronically and have approval in advance of the next Board meeting.

BOARD DISCUSSION AND ACTION: It was noted that the Executive Committee is permitted, per the ITEA Bylaws, to take action on these types of items between meetings of the Board, so no additional action by the Board was needed in that regard. The Board also discussed the regional rotation schedule and noted that by skipping the Northeast/Mid-Atlantic Regions for 2013 and keeping the existing rotation would result in the 2014 Annual Symposium returning to the Southeast Region just three years after it was held in Orlando in 2011. It was discussed that rather than skipping the Northeast/Mid-Atlantic Regions completely during this 4-year cycle, it would be preferable to move the Northeast/Mid-Atlantic Regions to 2014, and adjust the rotation as necessary to keep the East/West alternation for the Annual Symposium. After discussion and without objection the Board agreed with the Committee's direction and assigned the following action items.

ACTION 030712-06: *The Events Committee to evaluate possible venues for the 2013 Annual Symposium in the Southwest Region.*

SUSPENSE: *Options and Recommendation to be provided to the Executive Committee as soon as possible.*

ACTION 030712-07: *The Events Committee to evaluate possible candidates for the 2013 Annual Symposium program chair.*

SUSPENSE: *Candidates and Recommendation to be provided to the Executive Committee as soon as possible.*

- **Proposed Action Item #2:** Mr. Gordon reported that the Committee had evaluated the addition of a \$50 fee at ITEA events for “Exhibit Booth Only” personnel, that are not otherwise eligible through either a purchased or complimentary registration, to partake of the meals and receptions. This fee would provide them with access to the meals and receptions for the entire conference. We currently have a \$25 per meal ticket that can be purchased by personnel. This fee has also been discussed by the Corporate Development Committee, and they had no objections to the fee.

BOARD DISCUSSION AND ACTION: It was mentioned that this fee would only apply to about 10 or so attendees at each conference, as most exhibitor personnel were covered under either a paid or complimentary registration. It was discussed as to whether \$50 was a “fair” amount to charge, especially when it would include some of the receptions that offer “top shelf” food. After discussion and without objection the Board agreed with the Committee's direction and assigned the following action item.

ACTION 030712-08: *The Events and Corporate Development Committees to develop a recommendation to the Board for an optional event fee, to be implemented in 2013, that would provide access to meals and receptions for those attendees who are not otherwise authorized—either through a paid or complimentary registration—to attend those functions.*
SUSPENSE: *Update to be provided at the July 2012 BOD meeting.*

10.0 Ways and Means Committee Report

11.1 CURRENT ACTION ITEMS: Mr. Pete Christensen, Ways and Means Committee Chair, presented the following Ways and Means Committee Report, action items.

ACTION 120711-10: The Ways and Means Committee is to incorporate the approved increases in the Individual Membership Annual Dues and Exhibit Fees into a revised 2012 operating budget for presentation to the Executive Committee.

COMMITTEE DISCUSSION: The W&M Committee discussed options with the Executive Director. After reviewing the CY 2012 budget we noted that by increasing registration fees by \$50.00 we could generate approximately \$32.7K in additional revenue. This change creates an estimated \$5.4K surplus for the proposed 2012 budget. This increase is not palatable but we believe it is necessary. The increase in fees was not discussed at the board meeting and will need to be approved by the Executive Committee. Regardless, the budget is still high risk.

RECOMMENDATIONS: Increasing registration fees by \$50.00. Task the Treasurer to closely monitor the revenue planned and generated for all courses workshops and recommend adjustments as appropriate to maximize return on investment. Recommendations were presented to the EXCOM for consideration.

RESOLUTION: The Executive Committee accepted the Committee's recommendation during a special meeting held on 22 December 2011.

BOARD DISCUSSION AND ACTION: Without objection this Action was closed.

Closed: X Modified and Continued: _____ Continued: _____

ACTION 120711-02: The Ways and Means review the Association's reserves and provide the Board some recommendations on returning the reserve account to their required minimums.

COMMITTEE DISCUSSION: As directed by the ITEA BOD, the W&M Committee discussed transferring funds between Reserve Budgets to increase the amount in the Operating Reserves and to align with current ITEA Policy. We discussed transferring \$68K from the Capital Reserve to the Operating Reserve; however, this transfer still leaves the Operating Reserve \$40K below the required minimum. The deficit in the Operating Reserve is, in large part, due to initiatives funded by the Board in 2011. The W&M Committee considers transferring funds unnecessary at this time except to try to align the accounts with policy. Transferring funds at this time would give less visibility to that investment and make it harder to track and assess results.

RECOMMENDATIONS: The W&M Committee recommends against making any changes at this time. The W&M Committee further recommends that the ITEA Executive Director develop a plan to recharge the Operating Reserves over the next year.

BOARD DISCUSSION AND ACTION: The Board noted that the plan to recharge the Association's reserves would be part of the 2013 budget process, so no additional action was required. After discussion and without objection the Committee's recommendation was accepted and this Action was closed.

Closed: X Modified and Continued: _____ Continued: _____

ACTION 120711-05: The Ways and Means Committee to review the \$1,000 threshold for Executive Office review and approval of Chapter events, and recommend any change in that threshold to the Board.

COMMITTEE DISCUSSION: Providing a rationale for either changing or not changing the dollar value threshold—currently \$1,000 (see excerpt from the *ITEA Operations Manual* below—for requiring that a Chapter a) submit a budget for review by the Ways and Means Committee, and b) submit any contract or agreement to the Executive Director for review and approval. The appropriate level should be based on the amount of non-budgeted financial liability that the Association is willing to assume. Besides the \$1,000 financial liability threshold, consideration needs to be given to ensuring that the Association protects itself against any potential legal liability, lawsuits, or anti-trust claims which could result from a significant Chapter-sponsored event. The \$1,000 threshold appears to provide a reasonable gauge of the size of an event that is larger (50 or more attendees at \$20 per person fee), and therefore has inherently more associated risks, than a Chapter meeting, luncheon, or golf tourney.

CHAPTER SPONSORED EVENTS

Because each Chapter is established by the ITEA Board of Directors, each Chapter is technically an “agent” of the International Test and Evaluation Association, and any debts incurred by the Chapter are ultimately the responsibility of the Board of Directors. Therefore, it is incumbent upon ITEA EO to establish policies and provide guidelines for such events. With the exception of regular, recurring Chapter meetings, all Chapter workshops, symposia, and educational conferences should be reviewed by the corresponding RVP and by the ITEA Events Committee. Short courses, tutorials, and other programs of formal instruction fall under the purview of the chair of the Education Committee.

ITEA is committed to meeting the educational needs of its members. Participants at ITEA events have come to expect a high degree of professionalism and quality in the educational programs offered by the Association. Chapters are encouraged to continue the established practice of sponsoring workshops, seminars, and other educational events to meet local needs.

To maintain the high standard of ITEA events, it is essential that the Board of Directors, through the Events Committee or the Education Committee, be informed of Chapter events. Each Chapter planning an educational event must notify EO as soon as possible, but no later than 180 days prior to the event. Notification should include, in addition to the dates and location, an overview of the program, a rationale for holding the event, the names of planning committee members, intended audience, format, names of key resource individuals, and a budget, if the anticipated revenue or expense is expected to exceed \$1,000. In the case of short courses or tutorials, Chapters should include the course title, a description of the material to be covered, and the curriculum vitae of the instructor(s).

Any Chapter event (except regular, recurring Chapter meetings) where revenue or expenditures are anticipated to exceed \$1,000 requires the submission of a budget for review by the ITEA Ways and Means Committee. Any contract or agreement that involves an ITEA obligation of more than \$1,000 must be sent for review and approval by the ITEA ED. Any net revenues from an event are retained by the sponsoring Chapters; similarly, net losses incurred remain the responsibility of the sponsoring Chapters.

RECOMMENDATION: The Committee recommends that the policy be changed from “*to exceed \$1,000*” to read “*to exceed \$1,500*” in consideration of larger local Chapter activities (e.g. luncheons and golf tourneys) that should not require oversight by ITEA.

BOARD DISCUSSION AND ACTION: The Board noted that this change had been included as part of the proposed amendments to the Bylaws and that it had been approved. Without objection this Action was closed.

Closed: X Modified and Continued: _____ Continued: _____

11.2 PROPOSED ACTION ITEMS: Mr. Christensen presented the following proposed action items for consideration by the Board

• **Proposed Action Item #1: Lifetime Membership**

ITEA offered a lifetime membership of \$500 several years ago and had 6 takers. This is usually not a big revenue generator for individual membership-based associations, but it doesn't hurt to offer it so long as the fee provides a reasonable return. In general, associations set the fee to equal from 10 to 15 years of annual dues. In the table below, there are 3 at about 11.5 years, 2 at 13.3 years, and one at 15 years. Based on these comparisons, ITEA should look to offer a lifetime membership in the \$700-900 range.

<u>Organization</u>	<u>Annual Membership Dues Individual</u>	<u>Lifetime Individual Membership Fee</u>
National Defense Industrial Association	\$30	\$400
Armed Forces Communications and Electronics Association	\$35	\$400
Woman in Defense	\$35	\$400
Association of Old Crows	\$45	\$500
Air Force Association	\$45	\$600
International Test and Evaluation Association	\$60	Variable see below
Military Operations Research Society	\$75	n/a
The Institute of Navigation	\$75	n/a
American Institute of Aeronautics and Astronautics	\$105	\$1,575
American Society of Naval Engineers	\$135	n/a
International Council on Systems Engineering	\$135	n/a
Institute of Electrical and Electronics Engineers	\$180	65+ Waived

RECOMMENDATION: The Committee recommends that the Board adopt a “tiered” Life Time Memberships based upon an individual’s age and the following schedule.

59 Years of age and Under:	\$750
60-70 Years of age:	\$600
71- 80 Years of age:	\$400
81 Years of age and Over:	Complementary Membership

BOARD DISCUSSION AND ACTION: A motion was made by Director Christensen and seconded by Director Ryan to accept the Committee’s recommendation. After discussion the motion carried unanimously. Without objection this Action was closed.

- **Proposed Action Item #2: Supplemental Scholarship Funds**

Per the *ITEA Scholarship Program Policy*, the Committee used the following formula to determine the amount of supplemental scholarship funds available:

$$\begin{aligned} & (\$189,328) - \text{Year-end Surplus Funds} \\ & - \$138,170 - \text{Organizational Initiative Funds} \\ & + \$10,748 - \text{Education Account Portfolio Increases (interest & market value)} \\ & = (\$327,498) - \text{Available Supplemental Scholarship Funds}. \end{aligned}$$

RECOMMENDATION: Based on this calculation, the Committee recommends that the Board approve Option A, as shown in the table below, and award the minimum amount of supplemental scholarship funds allowed per the Policy (\$0.25 per \$1.00) to the Chapters listed below.

BOARD DISCUSSION AND ACTION: A motion was made by Director Christensen and seconded by Treasurer McFalls to accept the Committee’s recommendation. After discussion the motion carried unanimously. Without objection this Action was closed.

<u>Chapter</u>	<u>Balance as of 12/31/2011</u>	<u>Scholarships Awarded in 2011</u>	<u>Supplement Funding Options</u>	
			<u>Option A. \$0.25/\$1</u>	<u>Option B. \$0.50/\$1</u>
Antelope Valley	\$25,325	\$10,000	\$2,500	\$5,000
China Lake	\$21,920	\$30,539	\$7,635	\$15,269
Emerald Coast	\$11,069	\$5,000	\$1,250	\$2,500
Francis Scott Key	\$18,499	\$4,000	\$1,000	\$2,000
George Washington	\$17,308	\$5,500	\$1,375	\$2,750
Southern Nevada	\$12,217	\$2,500	\$625	\$1,250
White Sands	\$35,038	\$11,000	\$2,750	\$5,500
TOTAL	\$141,376	\$68,539	\$17,135	\$34,269

Education Fund Balance as of 12/31/2011 = \$235,251
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12.0 Corporate Development Committee Report

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

- Sponsorships for 2012 ITEA International: Currently sponsorships are at \$12,000 with a requirement for \$96,000. It was decided that a letter from the Committee Chair should go to all Corporate Members to actively request that each consider sponsoring the Symposium. The draft letter was sent to Bill Dallas on the afternoon of the 16th. Once addressed and printed all will be signed by the Committee Chair and will be mailed by the ITEA staff the week of 20 Feb.
- The committee asked James and Bill to look into an additional incentive for exhibitors at the conference. I/ITSEC has a program that allows the Exhibitors to provide a separate corporate pitch at a specified time to anyone that would like to attend. It is publicized at the symposium and is viewed by the exhibitors as a perk tied to their commitment to exhibit. This would be a 15-20 minute time slot for each exhibitor during the exhibit floor time so it would not interfere with the speakers. This is very successful at I/ITSEC and would be viewed as an additional incentive to commit to exhibit.
- The ongoing discussion on a T&E certification program was discussed in detail. ED Gaidry was asked to provide an update on where the ITEA staff and the Education Committee were in developing a business strategy for the development and support for such a program. ED Gaidry provided a high level strategy overview that demonstrated that much thought has gone into this but from the committee's perspective is currently lacking specifics. He addressed several concerns of the committee that had previously been identified:
 - Focus of the certification would follow the PMP model and be directed on the benefit to the individual.
 - The education committee is proposing to the Board that the certification issue be removed from under them and be identified as a separate strategic goal (#7) focused on confirming the need for a certification program and developing a business plan which provides the specifics for all that are concerned/interested.
 - ED Gaidry addressed the concern over cost to Industry for an upfront investment as well as the cost associated with the individual certification. "Those that invest up front will receive complimentary certifications". The investment to number of certifications ratio is TBD.
 - The Corporate Development Committee all agreed that there has been progress on this idea but are not willing to commit to support and selling it to other companies until we have the specifics and the business plan is in place. The first major step in achieving this goal is approval by the board of the Strategic Initiative #7 decision being presented by the Education Committee this month.
- Mr. Bill Dallas, ITEA Staff Liaison to the Committee, presented an action to begin charging \$50/ person for lunch tickets at the symposiums for those exhibitor booth supporters above the 2 that come with a normal 10X10 booth. The committee clarified that table tops will still receive 1 ticket; a 10X10 will receive 2 etc. as the booth grows. The committee all agreed that this is a reasonable request and supported his idea. The Board noted that this item will be addressed by the previously assigned Action 030712-08.

13.0 Executive Office Report

ED Gaidry provided the following items for the Board to discuss.

- 13.1 INCOSE Opportunities** – ITEA has begun exploring opportunities to develop a relationship with INCOSE in several areas. ITEA's Southern Cross Chapter participates in the INCOSE SETE conference in Australia, and INCOSE sponsored ITEA's SOS Conference this past January, as well as chaired a track during the conference. During a meeting with John Thomas, INCOSE President, INCOSE's interests lie in three areas:

- ITEA's support with INCOSE's and PMI's joint initiative towards repositioning the systems engineering, program management, and test and evaluation as an integrated process rather than separate functions.
- Partnering with ITEA for a SETE conference in the U.S.
- Partnering with INCOSE to develop a Test Engineer Certification as part of INCOSE's portfolio.

BOARD DISCUSSION AND ACTION: The Board discussed ITEA supporting the INCOSE/PMI initiative and conducting a SETE conference in the U.S., and felt that both warranted additional dialogue. The following action items were subsequently assigned.

ACTION 030712-09: *The Professional Development Committee to review INCOSE's "Toward a New Mindset" white paper and determine if this is an initiative that ITEA should support.*

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

ACTION 030712-10: *The Events Committee to explore partnering with INCOSE for a SETE conference in the U.S.*

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

The Board then discussed the pros and cons of developing a stand-alone Test Professional Certification versus a Test and Evaluation specialty certification as part of INCOSE's Systems Engineering certification program. The Board concluded that the interests of the Association, its members, and the test and evaluation community would be better served by a stand-alone credential.

- 13.2 Lapsed Corporate Members** – ED Gaidry presented a list of corporate members that have lapsed. The staff is asking assistance from the Board to reach out to these organizations and encourage them to renew their membership. Members of the Board noted that the primary contacts listed for some of the organizations did not appear to be current. ED Gaidry asked that any corrections be forwarded to Mr. Dallas for updating in our database.
- 13.3 Chapter Officers with Lapsed Membership** - ED Gaidry presented a list of Chapter Officers who have lapsed memberships. The staff is asking assistance from the Board to reach out to these Chapters and individuals to encourage them to renew their membership.
- 13.4 ITEA Strategic Plan Update** – ED Gaidry referred the Board to the updated Strategic Plan actions and metrics that had been distributed as part of the read ahead materials.

BOARD DISCUSSION AND ACTION: After discussion the following action items were assigned.

ACTION 030712-11: *Those Board Members and Committee Chairs who are responsible for elements of the 2009-2012 Strategic Plan to provide an update on the actions and metrics to the Executive Director.*

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

ACTION 030712-12: *The Executive Office to distribute the 2009-2012 Strategic Plan to all Board Members, Committee Chairs, RVPs, and Chapter Presidents for their review and comment.*

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

ACTION 030712-13: *Vice President Chas McKee to facilitate a Strategic Plan “retreat”, which will be held in conjunction with the 2012 Annual Symposium, for all Board Members, Committee Chairs, RVPs, and Chapter Presidents.*

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

11.0 2012 Annual Symposium Committee Report

ACTION 120711-08: The Board to provide to the 2012 Annual Symposium Committee suggestions for potential speakers and assistance in identifying points of contact for potential speakers.

RESOLUTION: Mr. Randy Surch, 2012 Annual Symposium Chair, presented a list of people that have been identified as keynote or featured speakers, and highlighted the ones that have not been confirmed. The Committee was requesting assistance from the Board for those that have been confirmed.

BOARD DISCUSSION AND ACTION: Several Board members volunteered to assist the Committee with contacting those prospective speakers and gain their acceptance of our invitation. Without objection this Action was closed.

Closed: X Modified and Continued: _____ Continued: _____

14.0 New Business

- 14.1** President Brown reminded the Board that the next Board meeting is scheduled for Wednesday, 13 June, at 6:30 p.m. also in the Crystal City area. It was suggested that this meeting be rescheduled so that it could be held in conjunction with the Technology Review, 25-27 July in Memphis, Tennessee. Without objection the Board approved rescheduling the next Board meeting to Wednesday, 25 July, at 6:30 CT.
- 14.2** President Brown reminded the Board that their annual meeting should be held in conjunction with the Annual Symposium, which is scheduled for 17-20 September in Huntington Beach, California. Without objection the Board approved Sunday, 16 September, at 6:30 PT, for the annual meeting of the Board.

- 14.3** There being no more business to be brought before the Board, a motion was made by Treasurer McFalls and seconded by Vice President Chas McKee to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned by President Brown at 9:06 p.m.

25 July 2012
Date Approved

B Gene Hudgins

Mr. Gene Hudgins
ITEA Board Secretary