

Board of Directors Meeting

Tuscany Conference Center ♦ Las Vegas, NV
10 May 2016 ♦ 8:30 pm ET / 7:30 pm CT / 5:30 pm PT



The quarterly meeting of the 2016 Board of Directors was called to order by President Gene Hudgins at 6:40 p.m. ET on Tuesday, 15 March 2016. The Meeting was held at the Residence Inn by Marriott in Arlington, VA.

The following individuals participated in the meeting:

Board Officers	
Hudgins, Gene – President	Surch, Randy – Vice President (via phone)
Felder, Wilson – Secretary	Keegan, Bill – Treasurer
Gaidry, James – Executive Director (ex officio)	
Board Directors	
Bjorkman, Eileen	McFalls, Mike – Ways & Means Committee Chair
Einfalt, Bruce (via phone)	Nikoloff, Peter - International Region VP (via phone) – Arrived 7:20 pm
Garcia, Charlie	Sabile, Erwin (via phone)
McKee, Chas – Senior Advisory Board Chair	Zamot, Noel – Professional Development Committee Chair (via phone)
Board Committee Chairs	
Gordon, Steve – Publications Committee Chair	Swagerty, Kathi – Corporate Development Committee Chair (via phone)
Reynolds, Matt – Elections Committee Chair (via phone)	
Board Advisors	
Greco, Michael – Advisor (via phone)	Leiby, Larry – Advisor (via phone)
Region Vice Presidents	
McKearney, Terry - West Region VP (via Phone)	Thompson, Miles – Southeast Region VP (via Phone)
Invited Guests	
Schoeneberg, Lee – 2016 Symposium Chair	

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

Board Directors	
Reimer, Jeff	Wilson, Terry
Schab, John	
Board Committee Chairs	
VACANT – Chapter & Individual Membership Committee Chair	Redd Gavigan, Eileen – Events Committee Chair
Clewer, Stephanie – Award Committee Chair	Welshans, James – Historian
VACANT – Communications Committee Chair	Merhoff, Henry – Technology Committee Chair
Region Vice Presidents	
VACANT – Northeast Region VP	McDonnell Zubowsky, Jeanine – Mid-Atlantic Region VP
Lamberth, Greg – Southwest Region VP	
Board Advisors	
Chalfant, Tim	Quade, Carroll

15 March 2016 Board Meeting Minutes

1.0 OPENING REMARKS

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

2.0 APPROVAL OF THE PREVIOUS BOARD MEETING MINUTES

President Hudgins asked the Board members to review the minutes from the 5 November 2015 Board meeting, and asked if there were any corrections. A motion was made by Director Chas McKee and seconded by Director Mike McFalls to approve the minutes as written. With no further discussion the motion passed unanimously.

3.0 REVIEW OF CURRENT ACTION ITEMS

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

ACTION 081815-01: President Hudgins to identify candidates for the NE Region VP.
STATUS: Director Eileen Bjorkman noted that she has relocated to Wright-Patterson AFB and would assist in identifying potential candidates.
SUSPENSE: CLOSED.

ACTION 081815-03: Director Terry Wilson to connect with Greg Lambert to determine the lack of engagement with the Southwest Region Chapters.
STATUS: Director Wilson reported that Mr. Lambert would not be continuing as the Southwest Region VP. He moved to appoint Mr. Dave Webb to the position. Director Chas McKee seconded the motion. Without objection the motion was approved.
SUSPENSE: CLOSED.

ACTION 081815-04: Director Terry Wilson to connect with Stephanie Ford to determine her interest in Chairing the Communications Committee. (NOTE: Jerry Monroe also a potential, candidate.)
STATUS: After discussion Director Erwin Sabile volunteered to chair the committee. Without objection the appointment was approved.
SUSPENSE: CLOSED.

ACTION 110515-06: President Hudgins to identify candidates for Chapter and Individual Membership Committee Chair.
STATUS: Continued.
SUSPENSE: Update to be provided at the May 2016 meeting

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

4.0 TREASURER REPORT

Treasurer Bill Keegan presented the report as of February 29, 2016.

- Cash Reserves remain in excess of 6 months for the first time since August 2011. Best practice is to have 3 to 6 months of reserves.
- February had over \$40K of positive cash flow, and over \$60K YTD.

A motion was made by Peter Nikoloff and seconded by Terry Wilson to accept the Treasurer Report. With no further discussion the motion passed unanimously.

5.0 WAYS AND MEANS COMMITTEE REPORT

Mike McFalls, Ways and Means Committee Chair, presented the Committee's Report.

- February exceeded budgeted net by \$30K, and ITEA is over \$50K ahead of budget for the year.

6.0 CORPORATE DEVELOPMENT COMMITTEE REPORT

Chair Kathy Swagerty presented the Committee Report. The Committee suggested the following items for discussion:

1. Need help identifying folks to join the committee. Jeff Morgan, John Bolino etc.
2. Suggest updating membership flyer to include roles in company to better understand our current audience.
3. Suggest survey to gain similar information of existing members. This information would be useful for CM to advertise, exhibit, and contribute content at events and in the journal.

Additionally, the Committee has worked with the Publications Committee and the Executive Director in response to Action Item 110516-01, which will be addressed during the Publications Committee's report.

7.0 EVENTS COMMITTEE REPORT

Executive Director James Gaidry noted that Eileen Redd, Committee Chair, was unable to participate in the meeting.

ACTION 110515-03: Eileen Redd to work with the Board President and Program and Technical Chairs to develop the letter.
STATUS: Completed.
SUSPENSE: CLOSED.

ACTION 110515-04: Eileen Redd to work with the Executive Director to develop the article as part of the regular "Association News" Section of the Journal.
STATUS: Continued.
SUSPENSE: Update to be provided at the May 2016 meeting.

ACTION 110515-05: Eileen Redd to work with the Board and Executive Director to develop candidates for the 2017 Symposium Chair and Technical Program Chair.

STATUS: Continued.

SUSPENSE: Update to be provided at the May 2016 meeting.

8.0 2016 SYMPOSIUM COMMITTEE

Lee Schoeneberg, 2016 Symposium Chair provided the Committee's report. After discussion Director Eileen Bjorkman moved, and Secretary Wilson Felder seconded, the following theme for the 2016 Symposium - "Enhancing Our Competitive Edge: T&E to Meet the Pace of Need." Without further discussion the motion passed unanimously.

9.0 PROFESSIONAL DEVELOPMENT COMMITTEE

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

ACTION 031014-04: Professional Development Committee to work with the Board of Examiners to cross-walk CTEP program to determine equivalency to DAU Level III.

STATUS: Continued.

SUSPENSE: Update to be provided at the May 2016 meeting.

ACTION 042115-03: Professional Development Committee to reach out to ranges and identify/offer training at installations.

STATUS: Continued.

SUSPENSE: Update to be provided at the May 2016 meeting.

ACTION 042115-04: Professional Development Committee to reach out to other professional organizations (e.g. NDIA, AIAA, AOC, AFCEA) to conduct training for their membership in conjunction with their meetings (use the Test Week model).

STATUS: Continued.

SUSPENSE: Update to be provided at the May 2016 meeting.

ACTION 042115-05: Professional Development Committee to work with DAU to be able to offer DAU classes at non-DAU locations.

STATUS: Continued.

SUSPENSE: Update to be provided at the May 2016 meeting.

10.0 PUBLICATIONS COMMITTEE REPORT

Steve Gordon, Publications Committee Chair provided the Committee’s report. After discussion it was agreed to modify and continue the following action item:

ACTION 110515-01: The Publications Committee, Corporate Development Committee, and the Executive Director develop a Corporate Member survey with the objectives of:

1. Expanding the scope of demographic data collected.
2. Evaluating the potential financial effect of Journal advertising rate changes.
3. Evaluating the potential financial effect of offering Corporate Membership “bundles” that would include membership, Journal advertising, and exhibiting and sponsorships at ITEA events.
4. Evaluation the potential financial effect of offering discounted rates for small businesses and academia.

STATUS: Modified and Continued

SUSPENSE: Update to be provided at the May 2016 meeting.

11.0 NEW BUSINESS

11.1 The next quarterly meeting of the 2016 Board will be held in conjunction with the Test Instrumentation Workshop on Tuesday, May 10, 2016, at the Tuscany Hotel in Las Vegas, NV.

11.2 There being no more business to be brought before the Board, a motion was made by Treasurer Bill Keegan and seconded by Director Charlie Garcia to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned by President Hudgins at 8:5-p.m. ET.

Date Approved

Mr. Wilson Felder
ITEA Board Secretary