

The quarterly meeting of the 2015 Board of Directors was called to order by President Chas McKee at 4:45 p.m. ET on Tuesday, 18 August 2015. The Meeting was held at the Crystal Gateway Marriott in Arlington, VA.

The following individuals participated in the meeting:

<b>Board Officers</b>	
<b>McKee, Chas</b> – President	<b>Hudgins, Gene</b> – Vice President
<b>Surch, Randy</b> – Secretary	
<b>Board Directors</b>	
<b>Bjorkman, Eileen (via Phone)</b>	<b>McFalls, Mike</b> – Ways & Means Committee Chair, and Southeast Region VP
<b>Brown, Mark</b> - Senior Advisory Board Chair	<b>Nikoloff, Peter</b> - International Region VP
<b>Felder, Wilson</b>	<b>Schab, John</b>
<b>Garcia, Charlie</b>	<b>Wilson, Terry</b>
<b>Keegan, Bill</b>	
<b>ITEA Staff</b>	
<b>Gaidry, James</b> – Executive Director	
<b>Board Committee Chairs</b>	
<b>Gordon, Steve</b> – Publications Committee Chair	<b>Swagerty, Kathi</b> – Corporate Development Committee Chair
<b>Region Vice Presidents</b>	
<b>McKearney, Terry</b> - West Region VP (via Phone)	
<b>Government Advisors</b>	
<b>Chalfant, Tim</b> – Advisor	<b>Olinger, Jeff</b> – Advisor
<b>Greco, Michael</b> – Advisor (via Phone)	

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

<b>Board Officers</b>	
<b>Reimer, Jeff</b> – Treasurer	
<b>Board Directors</b>	
<b>Cannon, Pat</b>	<b>Moraca, Steve</b>
<b>Board Committee Chairs</b>	
<b>Clewer, Stephanie</b> – Award Committee Chair	<b>Reynolds, Matt</b> – Elections Committee Chair
<b>Foulkes, John</b> – Events Committee Chair	<b>Welshans, James</b> – Historian
<b>Merhoff, Henry</b> – Technology Committee Chair	<b>Wetzel, Mike</b> – Chapter & Individual Membership Committee Chair
<b>Region Vice Presidents</b>	
<b>Frederick, John</b> – Northeast Region VP	<b>McDonnell Zubowsky, Jeanine</b> – Mid-Atlantic Region VP
<b>Lamberth, Greg</b> – Southwest Region VP	
<b>Board Advisors</b>	
<b>Markowich, Amy</b> – Advisor	

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### 1.0 OPENING REMARKS

- 1.1 President McKee 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 McKee then asked the Board if there were any comments regarding the agenda. The agenda was accepted without exception.
- 1.3 President McKee announced that the NE Regional VP position is still open, as well as Mike McFalls would like to step down as SE Regional VP. President McKee asked the Board Members to bring forward any nominations.
- 1.4 President McKee noted that the Board need to appoint Government Advisors for the 2016 term. Larry Leiby has agreed to represent the Army. It was suggested to approach Tom Dowd and Mike Said as potential candidates.

***ACTION 081815-01: President McKee to identify candidates for the NE Region VP.  
SUSPENSE: Update to be provided at the November 2015 meeting.***

***ACTION 081815-02: President McKee to identify candidates for the SW Region VP.  
SUSPENSE: Update to be provided at the November 2015 meeting.***

### 2.0 APPROVAL OF THE PREVIOUS BOARD MEETING MINUTES

President McKee asked the Board members to review the minutes from the 21 April 2015 Board meeting, and asked if there were any corrections. A motion was made by Vice President Hudgins and seconded by Director Terry Wilson to approve the minutes as written. With no further discussion the motion passed unanimously.

### 3.0 REVIEW OF CURRENT ACTION ITEMS

Secretary Randy Surch reviewed the Actions Items that had been assigned to Board Members.

**ACTION 042115-01:** President McKee to offer Larry Liebe position as Board Advisor.  
**STATUS:** Larry Leibe accepted the appointment.  
**ACTION:** Closed.

**ACTION 042115-02:** President McKee to offer Tom Cash position as Professional Development Committee Chair.  
**STATUS:** Tom Cash declined the appointment. Reassigned to Vice President Hudgins, and modified to “solicit candidates for Professional Development Committee Chair”.  
**ACTION:** Modified and continued.  
**SUSPENSE:** Update to be provided at the November 2015 meeting.

**ACTION 062514-01:** Director Pat Cannon to develop proposal for providing complementary registrations for ITEA events. Current policy allows the event’s Program Chair full discretion in approving complementary registrations.  
**STATUS:** In progress.  
**ACTION:** Continued.  
**SUSPENSE:** Update to be provided at the August 2015 meeting.

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**ACTION 062514-04:** The following individuals are to reach out to these targeted industries/niches/audiences to solicit their involvement in ITEA as Corporate Members, exhibitors, sponsors, partners, and/or speakers.

- Randy Surch - Commercial Air
- Terry Wilson - NASA, Veterans Administration
- Mike Wetzl – DHS; Academia – e.g. Graduate students/programs, professors
- Wilson Felder - NTSB, FAA
- Chas McKee – FDA. V&V Program
- Peter Nikoloff - International – e.g. QinetiQ
- Charlie Garcia - OSD Minority STEM Programs
- Terry Wilson - Software testing organizations
- Corporate Development Committee Commercial “gorillas” – e.g. IRobot, Microsoft, Google, SpaceX
- Government contractors; OEMs with internal testing organizations.
- ITEA Executive Office -Medical Instrumentation; Other Associations – AFCEA, NCSLI, MORS, IAAA, FTE, etc.

**STATUS:** In progress.

**ACTION:** Continued.

**SUSPENSE:** Update to be provided at the August 2015 meeting.

**ACTION 062514-05:** Kathi Swagerty will coordinate a meeting for Secretary Randy Surch with top level executives (e.g. Chris Marzelli) at General Dynamics.

**STATUS:** Chris Marzelli is scheduled to attend the Networking Reception during the Symposium. Randy to meet with Chris then.

**ACTION:** Closed.

The Board discussed the need to tailor symposium tracks and sessions to engage more Program Managers to discuss the progress/lessons learned on their programs. It was also discussed that it was important to get Technical Track topics out earlier and pursue papers. If we're trying to attract more corporate membership, we should target tracks and get papers of interest to them. Board Members to have more personal contact with industry to tailor tracks and filling them. Typically using track chairs to work it this.

Randy Surch noted that Kevin Knudson was working on garnering an “endorsement” of the CTEP from The Boeing Company.

Secretary Randy Surch 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

Executive Director James Gaidry presented the report on behalf of Treasurer Jeff Reimer, who was unable to attend the meeting.

- Highest level of cash reserves in over 4 years.
- Workshops are the highest revenue generators.

A motion was made by Mike McFalls and seconded by Mark Brown 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.

- Annual Symposium
  - 323 paid attendees
  - About \$3K from making budget
  - Have to work more on controlling expenses
- Positive cash flow of \$60K above current budget.
- CTEP and Courses Revenues are tanking – need to rethink budget forecasts.
- Tutorials are doing well.

#### 6.0 CHAPTER AND INDIVIDUAL MEMBERSHIP COMMITTEE REPORT

Valley of the Sun Chapter President Steve Woffinden presented the Committee Report, as Chair Mike Wetzl was unable to attend the meeting.

- A request has been made by the Antelope Valley and Southern Nevada Chapters to revise the current Scholarship Program to allocate more revenue to Chapters that host ITEA events.
- There has not been any contact from the Southwest Region Vice President, Greg Lambert.
- The Professional Development Committee should look at courses tailored to the specific needs of a Chapter's local members.
- The Corporate Development Committee should look at how to better engage corporations. Perhaps better communicating the value of ITEA and participating in ITEA Chapter events.
- There should be an "action plan" on mentoring struggling Chapters.

***ACTION 081815-03: President McKee to connect with Greg Lambert to determine the lack of engagement with the Southwest Region Chapters.***  
***SUSPENSE: Update to be provided at the November 2015 meeting.***

It was also discussed that ITEA should look at forming a Board Committee that can help drive social media—twitter, Instagram, Facebook, etc. President McKee agreed to approach candidates for Chairing the "Communications Committee." Suggested candidates included Jerry Monroe, Erwin Sabile, and Stephanie Ford.

**ACTION 081815-04:** *President McKee to appoint Chair for the Communications Committee.*  
**SUSPENSE:** *Update to be provided at the November 2015 meeting.*

## 7.0 CORPORATE DEVELOPMENT COMMITTEE REPORT

Chair Kathy Swagerty presented the Committee Report.

- Special invites sent to local executives to attend the Symposium's Networking Reception. ITEA should look at how to do this at other events
- Promote Vendor Briefings at no cost to Corporate Members.
- Press release website idea – how do we get this started to get more value out of the website?
- Need to exploit social media; engage early career professionals.

## 8.0 ELECTIONS COMMITTEE REPORT

ED Gaidry presented the Committee report, as Chair Matt Reynolds was unable to attend the meeting. He noted that a special meeting of the 2016 ITEA Board of Directors will be held at 5:30p.m. Thursday, August 20<sup>th</sup>, to elect Board Officers for the 2016 term.

## 9.0 TECHNOLOGY COMMITTEE

Chair Henry Merhoff presented the Committee report. He noted that the Committee was just getting started, and he has received commitments from 8 Chapters to appoint a representative to the Committee. Once he receives at least 12 representatives, he will call a meeting and adopt a charter for the Committee.

## 10.0 EVENTS COMMITTEE REPORT

Executive Director James Gaidry presented the report on behalf of Chair Dr. John Foulkes, who was unable to attend the meeting.

**ACTION 100614-04:** Events Committee to review the Annual Symposium Policy and make any recommended modifications.  
**STATUS:** The Committee feels that the current policy, not only on the Symposium but all other ITEA events, provides sufficient latitude to the Symposium/Program Chairs regarding offering special registration fees on a case-by-case basis. Therefore, there are not any compelling reasons to make any policy changes at this time.  
**ACTION:** Closed.

The Committee conducted a survey of the previous Symposium/Program Chairs to determine best practices, lessons learned, and suggestions for improvements. The Committee will look to incorporate the survey results in future ITEA events. Some of the recurring recommendation were:

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- Identify the next year’s Symposium/Program Chair at least 12 months in advance of the event, in order to provide sufficient lead time to shadow the current Symposium/Program Chair.
- Issue the Call for Papers at least 8 months in advance.
- Identify Plenary Speakers—Keynotes, Guest Speakers, etc.—at least 6 months in advance.
- Engage every service branch to gain approval for attending the event. Look to solicit Mr. Frank Kendall’s assistance in this effort.

The Board discussed potential locations for the 2016 Symposium. Director Mark Brown moved, and Vice President Gene Hudgins seconded, holding the 2016 Symposium in the DC Metro area. The motion passed unanimously. It was noted that nominations for Symposium Chair and Technical Chair are needed.

It was noted that Chair John Foulkes is stepping down as Events Committee Chair.

***ACTION 081815-05: President McKee to solicit candidates as Chair for the Events Committee.***  
***SUSPENSE: Update to be provided at the November 2015 meeting.***

### 11.0 PUBLICATIONS COMMITTEE REPORT

Chair Steve Gordon presented the Committee Report. He noted that the Committee was starting a peer review panel for papers, and was looking for volunteers.

### 12.0 SENIOR ADVISORY BOARD REPORT

Chair Mark Brown presented the Board Report. He noted that ED Gaidry has been discussing potential partnering opportunities with NDIA. However, the Senior Advisory Board has agreed that ITEA looking into becoming an NDIA “Affiliate” should be tabled for now.

### 13.0 PROFESSIONAL DEVELOPMENT COMMITTEE

ED Gaidry noted that the Chair position was still vacant.

***ACTION 081815-06: President McKee to solicit candidates as Chair for the Professional Development Committee.***  
***SUSPENSE: Update to be provided at the November 2015 meeting.***

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 pending appointment of Professional Development Chair.  
**SUSPENSE:** Update to be provided at the November 2015 meeting.

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

**STATUS:** Continued pending appointment of Professional Development Chair.

**SUSPENSE:** Update to be provided at the November 2015 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 pending appointment of Professional Development Chair.

**SUSPENSE:** Update to be provided at the November 2015 meeting.

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

**STATUS:** Continued pending appointment of Professional Development Chair.

**SUSPENSE:** Update to be provided at the November 2015 meeting.

### 14.0 EXECUTIVE OFFICE REPORT

Executive Director James Gaidry presented the report updating the membership and CTEP programs. Regarding discussions with NDIA on potential partnering opportunities:

- We should continue to look at holding the NDIA/ICOTE and ITEA Annual Symposium together – feedback from Dave Brown and Dave Duma.
- NDIA's T&E Division Conference is not doing well. And, they cancelled the ICOTE meeting that was scheduled for this morning.
- NDIA is conducting a strategic assessment facilitated by an outside firm. They expect to have the report in November. They have put a hold on additional activities—including Affiliate agreements—until after that report.
- There may be cross promotion opportunities for our events, or hosting events together.

The Annual T&E Professional Development survey has been conducted, and the results were shared with the Board. The results span across all of ITEA's Committees, and should be reviewed when developing 2016 activities.

### 15.0 NEW BUSINESS

15.1 The first meeting of the 2016 Board will be held on Thursday, August 20<sup>th</sup>, to elect Officers.

15.2 The quarterly meeting of the 2016 Board will be held in conjunction with the Test Technology Review the Dynetics Solution Center in Huntsville, Alabama.

15.3 There being no more business to be brought before the Board, a motion was made by Charlie Garcia and seconded by Mike McFalls to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned by President McKee at 6:30 p.m. ET.

\_5 November 2015\_  
Date Approved

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Mr. Randy Surch  
ITEA Board Secretary