

The quarterly meeting of the 2013 Board was called to order by President Mark Brown at 6:30 p.m. ET on Wednesday, 18 September 2013.

The following individuals participated in the meeting:

Board Officers	
Brown, Mark – President	McKee, Chas – Vice President
Hudgins, Gene – Secretary (via Phone)	Christensen, Pete – Treasurer
Board Directors	
Bjorkman, Eileen (via Phone)	Moraca, Steve (via Phone)
Cannon, Pat (via Phone)	Nikoloff, Peter (via Phone)
Clewer, Stephanie – Senior Advisory Board Chair	Ryan, George
Garcia, Charlie (via Phone)	Surch, Randy (via Phone)
McFalls, Mike	
Board Committee Chairs	
Gordon, Steve – Publications Committee Chair (via Phone)	Wetzl, Mike – Chapter & Individual Membership Committee Chair
Shelley, Rick – Elections Committee Chair	
ITEA Staff	
Gaidry, James – ITEA Executive Director	

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

Chalfant, Tim – Advisor	Markowich, Amy – Advisor
Foulkes, John – Events Committee Chair (via Phone)	Olinger, Jeff – Advisor
Greco, Michael – Advisor	Scully, Tim – Corporate Development Committee Chair
Kniskern, Rich – Corporate Development Committee Chair	Welshans, James – Historian

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 President Brown noted that the recipients for President’s and Board Awards need to be selected. Director Mike McFalls was excused from the meeting during the discussion. After discussion it was unanimously agreed to present the Board of Directors Award to Mike McFalls and the President’s Award to Dr. J. Michael Barton in recognition of their long time service and support of the Association and the Board of Directors. Director Mike McFalls rejoined the meeting.
- 1.3 Review of the Agenda – President Brown then asked the Board if there were any comments regarding the agenda. Dr. John Foulkes, Events Committee Chair, requested that his Committee’s report be moved up in the agenda. Without objection the request was honored.

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 Stephanie Clewer and seconded by Director Mike McFalls 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.

After discussion the following Action items were continued without objections:

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

ACTION 032013-05: Board of Directors to engage DoD leadership to help identify a “problem” that the Events Committee can structure an event around to solve.
SUSPENSE: Update to be provided at the December 2013 BOD meeting.

ACTION 032013-07: Board to conduct a brainstorming session to discuss growth ideas, including identify non-DoD organizations that can be approached for participation in ITEA.
SUSPENSE: Update to be provided at the December 2013 BOD meeting.

4.0 TREASURER’S REPORT

Treasurer Pete Christensen reported that for the month of August we had a positive Net Income of \$3K due primarily to course registrations. Otherwise, there was no significant change in the cash reserves.

ITEA Board of Directors Meeting Minutes

ITEA Reserves as of August 30, 2013		Reserve Policy Guidelines	
"Quick" Reserves	Balance	Minimum	Max/Target
Checking	\$37,121	n/a	\$125,000
Operating Reserves - 04078	\$3,997	\$200,000	\$214,757
Capital Reserves - 04177	\$60,310	\$75,000	\$143,172
Excess Education Reserves	\$73,074		
"Quick" Reserves	\$174,503		
Months of "Quick" Reserves	3		
Emergency Reserves	Balance	Minimum	Max/Target
Education Reserve - 04076	\$178,759	\$84,547	\$105,684
"Q" & "E" Reserves	\$280,187		
Months of "Q" & "E" Reserves	6		
Chapter Accounts	Balance	Minimum	Max/Target
Cash at Chapters	\$113,554	n/a	\$30,246
Total Reserves	\$393,741		
Months of Total Reserves	7		

Below is a detail of the Education Account balance for those Chapters that have funds. Note that the Antelope Valley Chapter's negative balance is due to the postponement of this year's Test Instrumentation Workshop and their continued award amounts not taking into account the 3-way split of the workshop's proceeds.

ITEA Chapter Education Accounts	Chapter	Aug 2013
Northeast Region	Penn State	\$1,296
East Region	Francis Scott Key	\$6,708
	George Washington	\$6,055
	Southern Maryland	\$1,000
	Hampton Roads	\$3,794
Southeast Region	Central Florida	\$6,000
	Emerald Coast	\$3,750
	Rocket City	\$2,500
Southwest Region	Huachuca	\$11,618
	Roadrunner	\$1,000
	Valley of the Sun	\$8,524
	White Sands	\$25,133
West Region	Antelope Valley	(\$19,820)
	China Lake	\$4,074
	Pacific Northwest	\$1,000
	Southern Nevada	\$21,916
Balance - ITEA Education Reserve Required Minimum		\$84,547
ITEA Education Reserve Target (125% of Required Minimum)		\$105,684

ACTION 091813-01: Executive Director to work with ITEA Treasurer, Chapter and Individual Membership Committee Chair, and West Region RVP to draft a plan to get Chapters that are not in compliance with the Scholarship Program “5-year Rule” back in compliance.

STATUS: Recovery plan is still in development.

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

5.0 WAYS AND MEANS COMMITTEE REPORT

Director Mike McFalls, Ways and Means Committee Chair, reported that the 2013 revenues and expenses are in line with the revised budget. Also, the Committee has worked with the Events Committee to ensure that there are contingency plans in place for all events.

The Committee has conducted a review of the ITEA reserve accounts, and the minimum balances required by Board Policy, and recommends that the Board approve the transfer of \$70,000 from the Education Account to the Operating Account. After discussion this was approved without objection

Mr. McFalls presented the proposed 2014 Budget, which the Committee feels is realistic based on the current economic conditions and challenges with the government restrictions.

	2008	2009	2010	2011	2012	2013			2014
						REV. Budget May	As of 8/30	EOY Projection	Proposed 091813
Income	\$1,308,541	\$1,172,021	\$1,312,258	\$1,091,443	\$1,138,701	\$593,065	\$342,321	\$624,035	\$859,000
Expense	\$1,247,528	\$1,224,757	\$1,167,700	\$1,383,320	\$1,243,215	\$715,858	\$440,838	\$743,112	\$830,894
Net	\$61,013	(\$52,736)	\$144,558	(\$291,876)	(\$104,514)	(\$122,793)	(\$98,517)	(\$119,077)	\$28,106

The budget includes projected:

- Revenue growth from the CTEP certification program.
- Conducting the SoS/Propulsion Workshop (El Paso), as well as incremental revenue from 3 workshops that were not conducted in 2013 - Test Instrumentation (Las Vegas), Technology Review (Memphis), and Cyber (Baltimore).
- Expenses in line with current operations.

After discussion Treasurer Pete Christensen moved, and Stephanie Clewer seconded, that the 2014 budget be approved as presented. The Motion passed unanimously.

6.0 2013 ANNUAL SYMPOSIUM COMMITTEE REPORT

Vice President Chas McKee, 2013 Symposium Chair, reported that the symposium was in great shape with all of the major plenary speakers and panels confirmed, the 9 tracks would feature 54 presentations, and there would be 12 pre-Symposium tutorials. ITEA will be partnering with Virginia FIRST to conduct a robotics competition during Academia Day.

7.0 CHAPTER AND INDIVIDUAL MEMBERSHIP COMMITTEE REPORT

Committee Chair Mike Wetzl reported that the Committee met on September 21st, and discussed all open actions items. Without objection those action items were closed.

8.0 CORPORATE DEVELOPMENT COMMITTEE REPORT

Mr. Rich Kniskern, Corporate Development Committee Chair, recommended that Ms. Kathi Swagerty, of Air Academy Associates, has agreed to volunteer as the Chair of the Corporate Development Committee. Without objection the recommendation was accepted. In light of the newly appointed Chair, the Board agreed to continue the Committee's open action items without objection.

9.0 EVENTS COMMITTEE REPORT

Dr. John Foulkes, Events Committee Chair, requested the Board's assistance in identifying 2014 Symposium Program and Technical Chairs. After discussion the following action items was assigned.

***ACTION 091813-02:** Board members to provide recommendations for 2014 Annual Symposium and 2014 Technology Review Program and Technical Chairs to ITEA President and Events Committee Chair by October 15th and 2014 Cyber Workshop Chairs by December 11th.
SUSPENSE: Update to be provided at the December 2013 BOD meeting.*

Dr. John Foulkes also reported that at the request of ITEA President Mark Brown, John Foulkes contacted Charles Garcia and John Jensen in July regarding partnering opportunities between ITEA and ITC. Some possibilities were discussed, but nothing could be done until 2015. Ideas included partnering ITC with the TIW in the May time frame as ITC would be rotating to Las Vegas that year; and also partnering with the Annual Symposium.

10.0 PROFESSIONAL DEVELOPMENT COMMITTEE REPORT

Mr. Tim Scully, Committee Chair, reported that the Committee is evaluation proposed course topics for 2014. After discussion the following action item was assigned.

***ACTION 091813-03:** Professional Development Committee to develop professional development curriculum that supports the CTEP Examination Table of Specifications (aka "Exam Blueprint").
SUSPENSE: Update to be provided at the December 2013 BOD meeting.*

11.0 PUBLICATIONS COMMITTEE REPORT

Dr. Steve Gordon, Committee Chair, reported that the publishing contract with Allen Press for the ITEA Journal expires this December, and the Committee is evaluation proposed publishers for the Journal. The anticipated reduction in publishing costs for the Journal has been incorporated into the 2014 budget.

The Committee has also released the issue topics for both 2014 and 2015, and Board members are encouraged to both contribute articles and seek out potential contributors for publication in the Journal.

12.0 EXECUTIVE DIRECTOR REPORT

Executive Director James Gaidry presented the Executive Office report and noted that all open actions items have been completed. Without objection those action items were closed.

13.0 ELECTIONS COMMITTEE REPORT

Mr. Rick Shelley reported that the following individuals have been elected to serve 3-year terms on the 2014 Board of Directors:

- MG Jeffrey Riemer (USAF, Ret'd)
- Mr. John Schab
- Mr. Terry Wilson
- Director Mr. Charles McKee (Re-elected for a second 3-year term)

The Committee also offers the following proposed slate of officers for the 2014 Board:

- President – Chas McKee
- Vice President – Gene Hudgins
- Secretary – Randy Surch
- Treasurer – Pete Christensen

Without objection the slate was accepted.

The Committee recommends that the Board consider the following candidates for positions as Appointed Directors:

- Wilson Fielder, FAA (Ret'd) – 1st Term if appointed
- Eileen Bjorkman - 2nd Term if re-appointed
- Pat Cannon - 2nd Term if re-appointed

Without objection these candidates were approved for appointment.

Mr. Shelley noted that per the Bylaws the Board can appoint up to 4 Directors for one-year terms, and there is one additional appointed position still open. Mr. Mike McFalls was excused from the meeting during this discussion. After discussion and without objection it was agreed to offer the open appointed Director position to Mr. McFalls. After this discussion Mr. McFalls returned to the meeting and was offered the position, which he accepted.

14.0 NEW BUSINESS

- 14.1** President Brown reminded the Board that the next meeting of the 2014 Board will be held during the Symposium 5:30 pm on Thursday, 14 November 2013. The only agenda item will be the election of the 2014 officers.
- 14.2** President Brown also reminded that the 2014 Board will meet at the SRC offices at 6:30 pm on Wednesday, 11 December 2013.
- 14.3** There being no more business to be brought before the Board, a motion was made by Vice President McKee and seconded by Secretary Gene Hudgins to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned by President Brown at 8:16 p.m.

Date Approved

Mr. Gene Hudgins
ITEA Board Secretary