



The quarterly meeting of the 2013-2014 Board of Directors was called to order by President Chas McKee at 6:35 p.m. ET on Monday, 6 October 2014. The Meeting was held at the Crystal Gateway Marriott in Arlington, VA.

The following individuals participated in the meeting:

Board Officers	
McKee, Chas – President	Hudgins, Gene – Vice President
Surch, Randy – Secretary	
Board Directors	
Bjorkman, Eileen	Moraca, Steve
Brown, Mark - Senior Advisory Board Chair	Nikoloff, Peter - International Region VP
Cannon, Pat	Riemer, Jeffrey
Garcia, Charlie	Schab, John
McFalls, Mike - Southeast Region VP	Wilson, Terry
ITEA Staff	
Gaidry, James – ITEA Executive Director	
Board Committee Chairs	
Gordon, Steve – Publications Committee Chair (via Phone)	
Region Vice Presidents	
McKearney, Terry - West Region VP	

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

Board Officers	
Christensen, Pete – Director, Treasurer	
Board Directors	
Felder, Wilson – Director	
Board Committee Chairs	
Clewer, Stephanie – Award Committee Chair	Swagerty, Kathi – Corporate Development Committee Chair
Foulkes, John – Events Committee Chair	Welshans, James – Historian
Scully, Tim – Professional Development Committee Chair	Wetzel, Mike – Chapter & Individual Membership Committee Chair
Shelley, Rick – Elections Committee Chair	
Region Vice Presidents	
Frederick, John – Northeast Region VP	McDonnell Zubowsky, Jeanine – Mid-Atlantic Region VP
Lamberth, Greg – Southwest Region VP	
Board Advisors	
Chalfant, Tim – Advisor	Markowich, Amy – Advisor
Greco, Michael – Advisor	Olinger, Jeff – Advisor

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.

2.0 APPROVAL OF THE PREVIOUS BOARD MEETING MINUTES

President McKee asked the Board members to review the minutes from the 25 June 2014 Board meeting, and asked if there were any corrections. It was noted that the date and time shown in the minutes were incorrect. With these two modifications a motion was made by Director Mike McFalls and seconded by Vice President Gene Hudgins to approve the minutes as modified. 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 100614-01: Vice President Hudgins to work with Committee Chairs to develop actions and metrics for the 2016 Strategic Plan.

STATUS: New Action Item.

STATUS: Update to be provided at the January 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: Director Cannon requested that the Action item be continued. After discussion the request was approved.

SUSPENSE: Update to be provided at the January 2015 meeting.

ACTION 062514-02: Executive and Ways and Means Committees to meet on a monthly basis to review the 2014 performance to budget.

STATUS: Meetings have been conducted.

ACTION: CLOSED BY EXCOM ACTION 30 SEPTEMBER 2014.

ACTION 062514-03: President Chas McKee to follow-up with Dr. C. David Brown regarding the DoD's FY15 travel policy.

STATUS: President McKee requested that the Action item be continued. After discussion the request was approved.

SUSPENSE: Update to be provided at the January 2015 meeting.

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 - NHTSB, FAA
- Chas McKee - FDA
- 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
- Government contractors; OEMs with internal testing organizations.
- ITEA Executive Office -Medical Instrumentation; Other Associations – IAAA, FTE, etc.

STATUS: President McKee noted that these are ongoing actions. After updates from the individuals that were in attendance, this Action item was continued.

SUSPENSE: Update to be provided at the January 2015 meeting.

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 Pete Christensen, who was unable to attend the meeting. ED Gaidry reported that there has been no significant change in the cash reserves since the June meeting. Revenues from membership and the Annual Symposium are on track, but expected revenues from the Test Technology, System-of-Systems, and Cyber Security Workshops are very soft. Expenses continue to be tightly controlled.

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

5.0 WAYS AND MEANS COMMITTEE REPORT

5.1 Mike McFalls, Ways and Means Committee Chair, expressed concern with the slow revenues coming in from the upcoming Workshops. He noted that with the exception of membership and Symposium revenues, revenues from all of the other programs and workshops were underperforming. Unless there is a significant inflow of revenue by the end of the year, ITEA will fall short of the 2014 budget by about \$150K.

5.2 Mike McFalls presented the Proposed 2015 Budget. After discussion the following Action Item was assigned:

ACTION 100614-02: *President McKee to call a meeting of the Executive and Ways and Means Committees by the end of October followed by a special meeting of the Board by the end of December to approve the 2015 Budget.*

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

6.0 ELECTIONS COMMITTEE REPORT

Executive Director James Gaidry presented the report on behalf of Chair Rick Shelley, who was unable to attend the meeting.

- 6.1 The results of the 2014 Board Election was announced:
- Pete Christensen
 - Charles Garcia
 - Gene Hudgins
- 6.2 The following individuals are respectfully submitted for consideration by the Board to serve a one-year term as Appointed Directors:
- Eileen Bjorkman
 - Wilson Felder
 - Bill Keegan
 - Mike McFalls

After discussion a motion was made by Director Mark Brown and seconded by Secretary Randy Surch to accept the Committee's recommendation on these appointments. Without further discussion the motion passed unanimously.

- 6.3 Director Pete Christensen has submitted his resignation from the Board due to a change in his employment. The Elections Committee recommends that the Board fill this vacated position with one of the Appointed Directors.

After discussion Eileen Bjorkman and Mike McFalls were excused from the meeting at 7:40 p.m.

After further discussion a motion was made by Director Mark Brown and seconded by Director Charlie Garcia that Eileen Bjorkman be asked to complete the remainder of Pete Christensen's term as an Elected Director. Without further discussion the motion passed unanimously.

Eileen Bjorkman and Mike McFalls rejoined the meeting at 7:45 p.m. Eileen Bjorkman accepted the position as Elected Director.

- 6.4 After discussion the Board assigned the following Action Item:

<p><i>ACTION 100614-03: Elections Committee to present their recommendations for individuals to fill the vacant Appointed Director position at the next Board meeting.</i> <i>STATUS: Update to be provided at the January 2015 meeting</i></p>

- 6.5 The following slate is respectfully submitted for consideration for Board Offices for the 2015 term. Note that the election of Offices will take place at the Special meeting of the 2015 Board on Wednesday, 8 October.
- President – Chas McKee
 - Vice-President – Gene Hudgins
 - Secretary – Randy Surch
 - Treasurer – Jeff Riemer

7.0 EVENTS COMMITTEE REPORT

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

After discussion Director Mark Brown moved, and Treasurer Pete Christensen seconded, that the ITEA Annual Symposium be held in the DC Metro area in 2015 during the October timeframe. Without objections the motion passed.

After discussion regarding the current Annual Symposium Policy regarding rotating the location geographically, the following Action Item was assigned:

ACTION 100614-04: Events Committee to review the Annual Symposium Policy and make any recommended modifications.

STATUS: Update to be provided at the January 2015 meeting

8.0 EXEXECUTIVE DIRECTOR REPORT

Executive Director James Gaidry presented the report updating the membership and CTEP programs. It was noted that the CTEP Application Fee was being waived in most cases to encourage individuals to apply for the credential. However, only some of these “free” applications ended up sitting for the exam.

After discussion it was agreed that effective January 1st, the application fee would no longer be waived, but it would be reduced to \$50 for ITEA Members and \$150 for non-Members.

9.0 NEW BUSINESS

- 8.1 President McKee reminded the Board that the initial meeting to elect officers for the 2015 Board will be held Wednesday, 8 October, at 5:30 ET.
- 8.2 President McKee also reminded the Board that the first full meeting of the 2015 Board will be held in conjunction with the System-of-Systems Workshop in El Paso, Texas, on Tuesday, 27 January, at 6:30 p.m. MT (8:30 p.m.ET).
- 8.3 There being no more business to be brought before the Board, a motion was made by Director Mark Brown and seconded by Director Eileen Bjorkman to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned by President McKee at 8:30 p.m. ET.

____January 27, 2015____
Date Approved

Mr. Randy Surch
ITEA Board Secretary