

The quarterly meeting of the 2013-2014 Board of Directors was called to order by President Chas McKee at 6:32 p.m. MT on Monday, 10 March 2014.

The following individuals participated in the meeting:

<b>Board Officers</b>	
<b>McKee, Chas</b> – President	
<b>Surch, Randy</b> – Secretary (via Phone)	<b>Christensen, Pete</b> – Treasurer (via Phone)
<b>Board Directors</b>	
<b>Bjorkman, Eileen</b> (via Phone)	<b>Garcia, Charlie</b> (via Phone)
<b>Brown, Mark</b> (via Phone) – Senior Advisory Board Chair	<b>McFalls, Mike</b> – Region Vice President (via Phone)
<b>Cannon, Pat</b> – Director	<b>Schab, John</b> (via Phone)
<b>Felder, Wilson</b> – Director	<b>Wilson, Terry</b> (via Phone)
<b>Board Committee Chairs</b>	
<b>Gordon, Steve</b> – Publications Committee Chair (via Phone)	<b>Wetzl, Mike</b> – Chapter & Individual Membership Committee Chair
<b>Scully, Tim</b> – Corporate Development Committee Chair (via Phone)	
<b>Region Vice Presidents</b>	
<b>McKearney, Terry</b> – Region Vice President (via Phone)	
<b>Board Advisors</b>	
<b>Greco, Michael</b> – Advisor (via Phone)	
<b>ITEA Staff</b>	
<b>Gaidry, James</b> – ITEA Executive Director	

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

<b>Chalfant, Tim</b> – Advisor	<b>Moraca, Steve</b> – Director
<b>Clewer, Stephanie</b> – Award Committee Chair	<b>Nikoloff, Peter</b> – Director, Region Vice President
<b>Foulkes, John</b> – Events Committee Chair	<b>Olinger, Jeff</b>
<b>Frederick, John</b> – Region Vice President	<b>Riemer, Jeffrey</b> – Director
<b>Hudgins, Gene</b> – Vice President	<b>Shelley, Rick</b> – Elections Committee Chair
<b>Lamberth, Greg</b> – Region Vice President	<b>Swagerty, Kathi</b> – Corporate Development Committee Chair
<b>Markowich, Amy</b> – Advisor	<b>Welshans, James</b> – Historian
<b>McDonnell Zubowsky, Jeanine</b> – Region Vice President	

## 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 11 December 2013 Board meeting, and asked if there were any corrections. It was noted that the ITEA Board Secretary Signature block should be updated to reflect Randy Surch, rather than Gene Hudgins. With no other corrections noted a motion was made by Director Mark Brown and seconded by Director Pat Cannon to approve the minutes as revised. With no further discussion the motion passed unanimously.

President McKee asked the Board members to review the minutes from the 14 November 2013 Board meeting, and asked if there were any corrections. With no corrections noted a motion was made by Director Charlie Garcia and seconded by Treasurer Pete Christensen to approve the minutes as submitted. With no further discussion the motion passed unanimously.

**3.0 REVIEW OF CURRENT ACTION ITEMS**

Secretary Randy Surch 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 closed:

**ACTION 091813-02:** Board members to provide recommendations for 2014 Annual Symposium Technical Chair, 2014 Technology Review Program, and 2014 Cyber Program and Technical Workshop Chairs.  
**STATUS:** Recommendations were provided to the Events Committee for their consideration.  
**SUSPENSE: CLOSED.**

**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.  
**STATUS:** Meeting conducted March 11, 2014, in El Paso, Texas.  
**SUSPENSE: CLOSED.**

**ACTION 112812-05:** Vice President McKee to work with Committee Chairs to develop actions and metrics for the 2016 Strategic Plan.  
**STATUS:** Ongoing effort.  
**SUSPENSE:** Update to be provided at the June 2014 BOD meeting.

**4.0 TREASURER'S REPORT**

Treasurer Pete Christensen reported that there has been no significant change in the cash reserves since December.

- Quick Reserves remain at about 3 months, essentially unchanged since April.
- 2013 Revenue fell short of revised budget by \$54K.
  - Course revenue exceeded revised budget by \$40K.
  - Revenue shortfalls:
    - Workshops short by \$40K.
      - 2013 SoS/Propulsion/DET&E - \$20K.
      - 2014 SoS/Propulsion - \$20K. (potential recovery in 2014)
      - 2014 TIW - \$3K. (potential recovery in 2014)
    - Annual Symposium short by \$38K.
      - 2013 Symposium - \$15K.
      - 2014 Symposium - \$23K. (potential recovery in 2014)
    - Certification short by \$16K.
    - Tutorials short by \$7K.
    - Journal Advertising short by \$1K.
    - Membership short by \$1K.
- 2013 Expenses exceeded revised budget by \$10K.
- Net Income fell short of revised budget by \$65K.

**4.1 ITEA Cash Reserves**

<b>ITEA Reserves as of December 31, 2013</b>		<b>Reserve Policy Guidelines</b>	
<b>"Quick" Reserves</b>	<b>Balance</b>	<b>Target</b>	<b>Maximum</b>
Checking	\$46,577	n/a	\$125,000
Operating Reserves - 04078	\$26,870	\$200,000	\$171,000
Capital Reserves - 04177	\$43,046	\$75,000	n/a
Education Fund Excess	\$27,165		
<b>"Quick" Reserves</b>	<b>\$143,658</b>		
<b>Months of "Quick" Reserves</b>	<b>3</b>		
<b>Emergency Reserves</b>	<b>Balance</b>	<b>Target</b>	<b>Maximum</b>
Education Reserve - 04076	\$108,571	\$81,406	\$101,757
<b>"Q" &amp; "E" Reserves</b>	<b>\$225,064</b>		
<b>Months of "Q" &amp; "E" Reserves</b>	<b>5</b>		
<b>Chapter Accounts</b>	<b>Balance</b>	<b>Minimum</b>	<b>Max/Target</b>
Cash at Chapters	\$113,554	n/a	\$30,246
<b>Total Reserves</b>	<b>\$338,619</b>		
<b>Months of Total Reserves</b>	<b>7</b>		

- The general guideline is to have about 6 months of reserves for the Association’s fixed recurring expenses (e.g. rent, salaries, etc.). Events have variable revenues and expenses where the revenues are collected in advance of the expenses being incurred. Since we just completed the Symposium, which is our most expensive event each year, and the revenues were for the most part collected many months ago, the current reserves are at their lowest point of the year—as they are every year after the Symposium. The reserves will build back up as we collect revenues for the 2014 events—SOS, TIW, Symposium—and continue to collect revenues for our recurring sources—membership and Journal advertising.

#### 4.2 Current Action Items

**ACTION 121113-01:** Executive Director to evaluate lower cost marketing methods in lieu of direct mail.

**STATUS:** After discussion it was decided that rather than the 3 mailings that have been conducted to promote each event, only two direct mailings would be used for each event—a “Save the Date” postcard and the preliminary brochure mailing.

**SUSPENSE: CLOSED.**

**ACTION 121113-02:** Event Program Chairs to provide the ITEA Treasurer with monthly updates on their event revenue and expenses in accordance with the ITEA Fiscal Policy, as well as status of program elements (speakers, exhibitors, sponsors, etc.).

**STATUS:** Reports are being submitted as requested.

**SUSPENSE: CLOSED.**

### 5.0 WAYS AND MEANS COMMITTEE REPORT

#### 5.1 Current Action Items

**ACTION 121113-04:** Executive Committee and Ways and Means Committee Chair to review the 2013 Financial Report by the end of January.

**STATUS:** Meeting conducted on January 16, 2014.

**SUSPENSE: CLOSED.**

- 5.2 Mike McFalls, Ways and Means Committee Chair, summarized the discussion that occurred during the meeting referenced in the Action Item above.

- The net loss in 2013 was primarily due to:
  - The cancellation of the Test Instrumentation, Cyber, and Acoustics Workshops;
  - The underperformance of the Systems-of-Systems/Propulsion workshop, and Symposium revenues.
  - NOTE: ITEA’s financial cash flow model is based on holding four (4) to six (6) events each year, at least one (1) per quarter. In 2013, ITEA held only two (2) events.
- The \$17K increase December deficit was due to projected 2015 event revenues for SoS, TIW, and Symposium not coming in by December 31<sup>st</sup>.
- As of January 15, 2015, ITEA has received \$13K in event revenue that was expected to be received in December.
- If ITEA holds no 2014 events (workshops or Symposium), and remove those projected revenues and expenses from the 2014 budget, we would need to increase individual Membership Dues to about \$186 and Corporate Membership Dues to \$3,300 in order to have a break even budget. NOTE: ITEA’s “Cost to Serve” is about \$317/member.

Due to the ongoing uncertainty with respect to government restrictions on travel and participation in conferences and courses, the Executive and Ways and Means Committees recommend that the Board consider the following increases in ITEA membership dues and fees. NOTE: The last increase in dues and fees was 2010.

- Individual membership increase from \$60 to \$75.
- Corporate Membership
  - Small org - \$500 to \$800.
  - Large org - \$1,000 to \$1,500.
  - New fees will include free video directory listing on the ITEA Web site.
- \$40K - Symposium/Workshop Late registration fees.
  - Member/Gov't/Military \$595 to \$695.
  - Non-Member \$695 to \$845. Includes one-year ITEA Individual Membership.
  - Early Bird rates \$495 for Member/Gov't/Military and \$645 for Non-Members.
  - Speaker registration fees remain at: \$200 plenary speaker, Panel Chair, or Track Chair; \$395 Plenary Panelist or Track Session presenter.
- Exhibit fees
  - 10'x10' booths - includes two full registrations, one electrical outlet (5-10 amps 110 power), a 6' table, two chairs, and wastebasket.
    - Corporate Member/Gov't/Military \$25/sf to \$28/sf
    - Non-Corporate Member \$30/sf to \$36/sf (Small org) and \$43 (Large org).  
Includes one-year ITEA Corporate Membership.
  - Tabletops - includes one full registration, one electrical outlet (5-10 amps 110 power), a 6' table, two chairs, and wastebasket.
    - Corporate Member/Gov't/Military \$1,350 to \$1,800.
    - Non-Corporate Member \$1,500 to \$2,600 (Small org) and \$3,300 (Large org).  
Includes one-year ITEA Corporate Membership.

A motion was made by Director Wilson Felder and seconded by Director Terry Wilson to implement the new dues and fees effective July 1, 2014. After discussion the motion was passed with 10 ayes and one (1) nay.

There was some additional discussion regarding increasing the number of Individual Membership associated with each Corporate Membership. It was noted that the purpose of the Corporate Membership was not primarily to provide "group discounts" for individuals of an organization, but rather to provide marketing opportunities to those organizations that were interested in gaining visibility and "selling" to ITEA members and attendees at ITEA events.

After discussion it was agreed to maintain the current number of Individual Memberships included with a Corporate Membership at three (3) for small organizations and five (5) for large organizations.

There was discussion on the best manner to communicate the new dues and fees. After discussion it was agreed that ITEA should make the announcement ASAP, and provide an opportunity to both Individual and Corporate Members to prepay an additional 12 months of membership at the current rates, so long as payment is received by June 30, 2014.

## **6.0 CHAPTER AND INDIVIDUAL MEMBERSHIP COMMITTEE REPORT**

Mr. Mike Wetzl, Chapter and Individual Membership Committee Chair, presented the Committee's Report. On topic that was presented for discussion by the Board was a question regarding the processes by which discrepancies between chapter financial figures and national figures are adjudicated? There needs to be a clear adjudication at the board level so the chapters feel like their concerns are being met and their voices heard.

After discussion the following Action Item was assigned.

***ACTION 031014-01:** Executive Director to recommend process for resolving a discrepancy in a Chapter's Education Fund account balance between the Chapter's and ITEA's accounting records.  
**SUSPENSE:** Update to be provided at the June 2014 BOD meeting.*

## **7.0 CORPORATE DEVELOPMENT COMMITTEE REPORT**

Ms. Kathi Swagerty, Corporate Development Committee Chair, was unable to participate in the Board meeting. The Board reviewed the Committee's Report and agreed to table the discussion items until the June meeting.

## **8.0 EVENTS COMMITTEE REPORT**

Dr. John Foulkes, Events Committee Chair, presented the Committee's report.

- Test Instrumentation Workshop (TIW) is scheduled for May 19 – 23, in Las Vegas, NV. POC: Jon Denning. Workshop is on schedule.
- Annual Symposium is scheduled for October 6 – 9 at the Marriott Crystal City in Arlington, VA. The theme is "T&E to Achieve Better Buying Power 2.0". Eileen Bjorkman is the Symposium Chair, and Doug Messer and Gina M. Parodi de Reid are the Technical Co-chairs. Abstracts are due May 25.
- STEP and ITEA Technology Workshop is scheduled for November 3 – 6 at the University of Memphis and FEDEX Institute of Technology, POC: Flash Gordon. The STEP Workshop will cover November 3-4, and November 5-6 will be used for the ITEA Technology Workshop. I have asked the GW Chapter to run the ITEA Technology Workshop portion; waiting on a response. Need to appoint Program and Technical Chairs.
  - After discussion Treasurer Pete Christensen volunteered to assist Flash with identifying the Program and Technical Chairs.

- Cyber Workshop. The original plan had the FSK Chapter (Chris Susman, Drew Ellis) looking at the November/December time frame (this was when the STEP and ITEA Technology Workshop was scheduled for the third week of October). With the slip of that to the first week of November, new dates are being discussed. The week of December 8 has been proposed, but FSK says these dates conflict with a large conference that week at Aberdeen, and has proposed moving this workshop into January 2015.
  - After discussion it was agreed to look at moving the Cyber Conference to February, so as not to conflict with the System-of-Systems Workshop.

## **9.0 PROFESSIONAL DEVELOPMENT COMMITTEE REPORT**

Mr. Tim Scully, Professional Development Committee Chair, presented the Committee's report.

**ACTION 091813-03:** Professional Development Committee to develop professional development curriculum that supports the CTEP Examination Table of Specifications (aka "Exam Blueprint").  
**STATUS:** The Committee feels that the Exam Blueprint as it exists now does not support what is being asked for in this action item. Specifically, there is not enough specificity in the Exam Blueprint to develop or recommend a curriculum. In order to design or recommend a course of study for the CTEP exam, we must first develop educational objectives for the CTEP.  
**SUSPENSE:** Recommend we close actions 091813-03 and 121113-05 and open a new action asking the BoE to develop educational objectives for the CTEP.

**ACTION 121113-05:** Professional Development Committee to cross-walk CTEP program to determine equivalency to DAU Level III.  
**STATUS:** The Committee feels that the Exam Blueprint is not in a form that allows comparison of learning objectives required of a DAWIA T&E Level III test professional. He also points out that to compare DAWIA T&E Level III and CTEP, the comparison must be done at the learning objective level. Specifically, before any gap analysis can be accomplished or training recommendations can be made. Once these objectives are accepted, we can then begin to compare DAWIA T&E Lvl III with CTEP, apples-to-apples (Action 121113-05).  
**SUSPENSE:** Recommend we close actions 091813-03 and 121113-05 and open a new action asking the BoE to develop educational objectives for the CTEP.

After discussion the Board agreed to close the Action Items above and assign the following Action Items.

**ACTION 031014-02:** Professional Development Committee to work with the Board of Examiners to develop the course/learning objectives that would be needed for the development of a "CTEP Boot Camp" course.  
**SUSPENSE:** Update to be provided at the June 2014 BOD meeting.

**ACTION 031014-03:** Executive Director to investigate delivering the CTEP exam via global testing centers.  
**SUSPENSE:** Update to be provided at the June 2014 meeting.

**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.  
**SUSPENSE:** Update to be provided at the June 2014 meeting.

**10.0 EXECUTIVE DIRECTOR REPORT**

Executive Director James Gaidry presented the Executive Office report.

**ACTION 121113-03:** Executive Director to work with Antelope Valley Chapter to reconcile the Chapter's Education Fund.  
**STATUS:** The Executive Director reported that additional research revealed a similar situation with a posting error had occurred in 1998 that negatively affected the Education Fund balance of the Tidewater/Hampton Roads Chapter. At that time the ITEA Board agreed with the Executive Director (Alan Plishker) at that time to not penalize the Chapter for the error. Director Pat Cannon moved, and Director Mark Brown seconded, that the Board "forgive" the \$5,276 negative balance in the Antelope Valley Chapter's Education Account. After further discussion the motion was approved unanimously.  
**SUSPENSE: CLOSED.**

**11.0 NEW BUSINESS**

- 11.1** President McKee reminded the Board that the next meeting of the Board will be held at the MITRE office in Arlington, VA, on 25 June, at 6:30 ET.
  
- 11.2** There being no more business to be brought before the Board, a motion was made by Director Mark Brown and seconded by Treasurer Pete Christensen to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned by President McKee at 8:02 p.m. MT.

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June 25, 2014  
Date Approved

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Mr. Randy Surch  
ITEA Board Secretary