



The quarterly meeting of the 2013-2014 Board of Directors was called to order by President Chas McKee at 6:32 p.m. ET on Monday, 25 June 2014. The Meeting was held at the MITRE offices in Arlington, VA.

The following individuals participated in the meeting:

Board Officers	
McKee, Chas – President	Hudgins, Gene – Vice President (via Phone)
Surch, Randy – Secretary (via Phone)	Christensen, Pete – Treasurer
Board Directors	
	Garcia, Charlie (via Phone)
Brown, Mark (via Phone) – Senior Advisory Board Chair	McFalls, Mike – Region Vice President (via Phone)
Cannon, Pat – Director (via Phone)	Schab, John (via Phone)
Felder, Wilson – Director (via Phone)	Moraca, Steve (via Phone)
Board Committee Chairs	
Scully, Tim – Professional Development Committee Chair (via Phone)	Swagerty, Kathi – Corporate Development Committee Chair (via Phone)
Region Vice Presidents	
None	
Board Advisors	
Chalfant, Tim (via Phone)	Olinger, Jeff (via Phone)
Greco, Michael (via Phone)	
ITEA Staff	
Gaidry, James – ITEA Executive Director	

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

Bjorkman, Eileen - Director	McKearney, Terry – Region Vice President
Clewer, Stephanie – Award Committee Chair	Nikoloff, Peter – Director, Region Vice President
Foulkes, John – Events Committee Chair	Riemer, Jeffrey – Director
Frederick, John – Region Vice President	Shelley, Rick – Elections Committee Chair
Gordon, Steve – Publications Committee Chair (via Phone)	Welshans, James – Historian
Lamberth, Greg – Region Vice President	Wetzel, Mike – Chapter & Individual Membership Committee Chair
Markowich, Amy – Advisor	Wilson, Terry – Director
McDonnell Zubowsky, Jeanine – 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.
- 1.3 President McKee noted that the Awards Committee needed the nominations for the Board and President's Awards.

- 1.4 President McKee presented the results of the 11 March Strategy Session, which was held in El Paso. Treasurer Pete Christensen moved, and Director Charlie Garcia seconded, that recommendations of the session be formalized as Action Items. The motion was approved unanimously. The following action items were assigned based on the recommendations of that session:

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*
- *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.*

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

- 1.5 President McKee also noted that managing the Association’s Strategic Plan is traditionally the responsibility of the Board’s Vice President. Without objection the following Action Item was modified and continued:

ACTION 112812-05: Vice President Hudgins 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 October 2014 BOD meeting.

ACTION: CONTINUED.

2.0 APPROVAL OF THE PREVIOUS BOARD MEETING MINUTES

President McKee asked the Board members to review the minutes from the 10 March 2014 Board meeting, and asked if there were any corrections. A motion to approve the minutes with the two corrections noted was made by Treasurer Pete Christensen and seconded by Director Mark Brown 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 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'S REPORT

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

- Quick Reserves have dropped to about 2 months due to the current events schedule—TIW-May (of which some revenue was received in 2013), Symposium-Oct, Test Technology-Nov, SoS-Jan, and Cyber-Feb. This schedule, rather than holding an event every other month, causes the Association's cash flow from these events to not be received until later in the year. Therefore, the Association has needed, and may continue to need, to utilize some of the Association's reserves until the cash flow from those events is received.

4.1 ITEA Cash Reserves

ITEA Reserves as of May 31, 2014		Reserve Policy Guidelines	
<u>"Quick" Reserves</u>	<u>Balance</u>	<u>Target</u>	<u>Maximum</u>
Checking	\$32,028	n/a	\$125,000
Operating Reserves - 04078	\$9,348	\$100,000	\$159,000
Capital Reserves - 04177	\$25,215	\$75,000	n/a
"Quick" Reserves	\$66,591		
Months of "Quick" Reserves	2		
<u>Emergency Reserves</u>	<u>Balance</u>	<u>Target</u>	<u>Maximum</u>
Education Reserve - 04076	\$79,312	\$81,406	\$101,757
"Q" & "E" Reserves	\$145,903		
Months of "Q" & "E" Reserves	3		
<u>Chapter Accounts</u>	<u>Balance</u>	<u>Minimum</u>	<u>Max/Target</u>
Cash at Chapters	\$103,851	n/a	\$30,246
Total Reserves	\$249,754		
Months of Total Reserves	6		

5.0 WAYS AND MEANS COMMITTEE REPORT

5.1 Mike McFalls, Ways and Means Committee Chair, expressed concern that the Association was having to access its reserves to maintain operations. After discussion the following Action Item was assigned:

ACTION 062514-02: *Executive and Ways and Means Committees to meet on a monthly basis to review the 2014 performance to budget.*
SUSPENSE: *Update to be provided at the October 2014 meeting.*

5.2 Mike McFalls, also expressed concern that there were too many complementary registrations for last year's Symposium. After discussion the following Action Item was assigned:

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

5.3 There was discussion about the continuing impact of the government's budget cuts and travel restrictions on attendance at events. It was agreed to seek additional guidance from the DoD.

ACTION 062514-03: *President Chas McKee to follow-up with Dr. C. David Brown regarding the DoD's FY15 travel policy.*
SUSPENSE: *Update to be provided at the October 2014 meeting.*

6.0 CORPORATE DEVELOPMENT COMMITTEE REPORT

Ms. Kathi Swagerty, Corporate Development Committee Chair, presented the Committee's report. After discussion the following Action Items were assigned.

ACTION 062514-05: *Kathi Swagerty to coordinate a meeting for President Chas McKee with top level executives at General Dynamics.*
SUSPENSE: *Update to be provided at the October 2014 meeting.*

ACTION 062514-06: *Kathi Swagerty to work with the Executive Office to update the ITEA Web site.*
SUSPENSE: *Update to be provided at the October 2014 meeting.*

7.0 EVENTS COMMITTEE REPORT

Dr. John Foulkes, Committee Chair, presented the Committee's Report.

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, and that the Executive Director should explore co-locating the 2016 Symposium with ITC in San Diego. Without objections the motion passed.

8.0 PROFESSIONAL DEVELOPMENT COMMITTEE REPORT

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

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.

STATUS: Several course developers, including Matt Reynolds, have been contacted and expressed interest in developing a course. In the interim, a Study Guide has been published on the ITEA Web site.

ACTION: CLOSED.

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: The Committee held a meeting with representatives from DAU. It was decided that the next step is to present the CTEP credential to the T&E FPIT, in order to gain support for a cross-functional team.

ACTION: CONTINUED.

After discussion the Board agreed to assign the following Action Items.

***ACTION 062514-07:** Professional Development Committee to develop a survey for current CTEPs to solicit feedback and testimonials on the credential.*

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

9.0 EXECUTIVE DIRECTOR REPORT

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.

PROPOSED PROCESS:

1. Should a Chapter dispute the amount of funds shown by the Executive Office in that Chapter's Education Account, the Chapter should submit a request to both the ITEA Treasurer and the Executive Director for a review of the Chapter's Education Account. Along with the request, the Chapter should provide a detailed record of the transactions they show for their Education Account.
2. The ITEA Treasurer and Executive Director will compare the Chapter's record of transactions with those shown by the Executive Office, and provide back to the Chapter a listing of discrepancies.
3. If the Chapter and the ITEA Treasurer and Executive Director are unable to resolve the discrepancies, the Chapter May appeal to the ITEA Board of Directors. The issue will be addressed by the ITEA Board at their next scheduled meeting.

BOARD ACTION: A motion was made by Treasurer Pete Christensen and seconded by Director Mark Brown to accept the proposed process as shown. Without objection the motion passed.

ACTION: CLOSED.

ACTION 031014-03: Executive Director to investigate delivering the CTEP exam via global testing centers.

STATUS: The leading providers of computer based testing are CASTLE Worldwide, Comira, Pearson Vue, Prometric, and Kryterion. The fees related to this service include:

Initial set-up fee – Ranges from \$2,000 to \$15,000

Per exam fee – Ranges from \$55 to \$80

Test form publication - Ranges from \$0 to \$2,100 per form

Estimated costs based on 200 exams per year:

Start-up year - \$15,000 to \$20,000

Subsequent years - \$5,000 to 10,000

RECOMMENDATION: Executive Office to solicit formal proposals from service providers and present at next Board meeting a recommendation. Build into 2015 budget for implementation.

BOARD ACTION: A motion was made by Treasurer Pete Christensen and seconded by Director Mark Brown to table this proposal until such time as the CTEP credential begins generating significant revenue. Without objection the motion passed.

ACTION: CLOSED.

10.0 NEW BUSINESS

10.1 President McKee reminded the Board that the next meeting of the Board will be held in conjunction with the Symposium in Arlington, VA, on 6 October, at 6:30 ET.

10.2 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 7:54 p.m. MT.

Date Approved

Mr. Randy Surch
ITEA Board Secretary