



The quarterly meeting of the 2016 Board of Directors was called to order by President Gene Hudgins at 4:50 p.m. CT on Thursday, 5 November 2015. The Meeting was held at the Dynetics, Inc. Solutions Complex Conference Facilities in Huntsville, AL.

The following individuals participated in the meeting:

Board Officers	
Hudgins, Gene – President	Surch, Randy – Vice President (via phone)
Felder, Wilson – Secretary (via phone)	Keegan, Bill – Treasurer (via phone)
Gaidry, James – Executive Director (ex officio)	
Board Directors	
Einfalt, Bruce (via phone)	Sabile, Erwin (via phone)
McFalls, Mike – Ways & Means Committee Chair (NOTE: Left meeting at 5:50 pm and resumed at 6:00 pm via phone)	Wilson, Terry
Nikoloff, Peter - International Region VP (via phone)	
Board Committee Chairs	
Redd Gavigan, Eileen – Events Committee Chair	Swagerty, Kathi – Corporate Development Committee Chair (via phone)
Reynolds, Matt – Elections Committee Chair (via phone)	
Region Vice Presidents	
McKearney, Terry - West Region VP (via Phone)	
Government Advisors	
Leiby, Larry – Advisor (via phone)	Quade, Carroll – Advisor
Chapter Presidents	
Galetti, Ralph – Roadrunner Chapter (via phone)	

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

Board Directors	
Bjorkman, Eileen	Reimer, Jeff
Garcia, Charlie	Schab, John
McKee, Chas – Senior Advisory Board Chair	Zamot, Noel – Professional Development Committee Chair
Board Committee Chairs	
VACANT – Chapter & Individual Membership Committee Chair	VACANT – Communications Committee Chair

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Clewer, Stephanie – Award Committee Chair	Merhoff, Henry – Technology Committee Chair
Gordon, Steve – Publications Committee Chair (via phone)	Welshans, James – Historian
Merhoff, Henry – Technology Committee Chair	
Region Vice Presidents	
VACANT – Northeast Region VP	McDonnell Zubowsky, Jeanine – Mid-Atlantic Region VP
Lamberth, Greg – Southwest Region VP	Thompson, Miles – Southeast Region VP
Board Advisors	
Chalfant, Tim – Advisor	Greco, Michael – Advisor

1.0 OPENING REMARKS

- 1.1 President Hudgins established that a quorum was present and thanked everyone for taking time to participate in the meeting.
- 1.2 Review of the Agenda – President Hudgins 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 Hudgins asked the Board members to review the minutes from the 18 August 2015 Board meeting, and asked if there were any corrections. A motion was made by Director Terry Wilson and seconded by Director Mike McFalls to approve the minutes as written. With no further discussion the motion passed unanimously.

President Hudgins asked the Board members to review the minutes from the 20 August 2015 Board meeting, and asked if there were any corrections. A motion was made by Director Terry Wilson and seconded by Director Mike McFalls to approve the minutes with the one correction being the spelling of Larry Leiby’s last name. With no further discussion the motion passed unanimously.

3.0 REVIEW OF CURRENT ACTION ITEMS

Secretary Wilson Felder reviewed the Actions Items that had been assigned to Board Directors.

ACTION 042115-02: President Hudgins solicit candidates for Professional Development Committee Chair.
STATUS: Noel Zamot accepted the position at the November 20, 2015 Board meeting.
SUSPENSE: Closed

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 on a case-by-case basis.
ACTION: After discussion, it was agreed that the current Board policy allowing ITEA Event Chairs discretion in offering reasonable reduced or waiver of the published registration fee for speakers and presenters on a case-by-case basis was sufficient. The Board also noted that current Board Policy allows ITEA Event Chairs discretion in offering reasonable reduced registration fees for groups of 25 or more from the same organization.
SUSPENSE: Closed.

ACTION 081815-01: President Hudgins to identify candidates for the NE Region VP.
STATUS: Continued.
SUSPENSE: Update to be provided at the March 2016 meeting.

ACTION 081815-02: President McKee to identify candidates for the SW Region VP.
STATUS: Combined with ACTION 081815-03.
SUSPENSE: Closed.

ACTION 081815-03: President McKee to connect with Greg Lambert to determine the lack of engagement with the Southwest Region Chapters.
STATUS: Combined with ACTION 081815-02 and Modified to "Director Terry Wilson to connect with Greg Lambert to determine the lack of engagement with the Southwest Region Chapters" and Continued.
SUSPENSE: Update to be provided at the March 2016 meeting.

ACTION 081815-04: President Hudgins appoint Chair for the Communications Committee.
STATUS: Continued.
SUSPENSE: Update to be provided at the March 2016 meeting.

ACTION 081815-05: President McKee to solicit candidates as Chair for the Events Committee.
STATUS: Eileen Redd accepted the position at the November 20, 2015 Board meeting.
SUSPENSE: Closed

Secretary Wilson Felder noted that 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

Treasurer Bill Keegan presented the report as of October 31, 2015.

- Cash reserves stand at 4.1 months, which represent the highest level of cash reserves since October 2011.
- Year-to-date the Association has generated over \$100K in positive cash flow.

A motion was made by Peter Nikoloff and seconded by Terry Wilson 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.

2015 Budget Performance

- Revenue
 - Tutorials, Individual Membership, Corporate Membership, and Workshops are all over performing.
 - Certification, Courses, and Journal Advertising are under performing.
 - Symposium met budget.
- Expenses
 - Chapter expenses over budget due to Web site support of Chapter Web pages and Boeing St Louis membership campaign.
 - Journal expenses over budget due to increase in number of articles resulting in more pages per issue.
 - Workshop expenses over budget due to more attendance than budgeted. More than offset by increased revenues.
 - Symposium expenses met budget.

Proposed 2016 Budget

- Proposed 2016 budget net of \$138K, versus \$101K 2015 forecasted actual.
- Revenue - Proposed budgeted revenue in line with forecasted 2016 actuals, and flat from 2015 budget.
- Expenses - Proposed budgeted expenses in line with forecasted 2016 actuals, and flat from 2015 budget.
 - 2016 proposed budget reflects \$43K of expense savings from 3 full-time staff to 1 full-time staff.
 - 2016 Chapter scholarship expenses increased from \$35K in 2015 to \$50K.

After discussion it was agreed to reinstate the Chapter Rebates, resulting in additional expense of \$19K.

Peter Nikoloff moved, and Bill Keegan seconded, that the proposed budget, with modifications, be approved. Without further discussion the motion carried unanimously.

Approved 2016 Budget

- \$641,900 Revenue
- \$525,625 Expenses
- \$116,275 Net

Mike McFalls moved, and Terry Wilson seconded, that effective January 1, 2016, tutorial revenue and expenses should be included in the related event's revenues and expenses for the purpose of calculating the hosting Chapter(s) share of the event's proceeds. After discussion the motion carried unanimously.

6.0 CORPORATE DEVELOPMENT COMMITTEE REPORT

Chair Kathy Swagerty presented the Committee Report.

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 March 2016 meeting.

The Committee recommends that the Board consider "bundling packages" for Corporate membership, exhibits, Sponsorships, and Journal advertising.

ACTION 110515-01: Kathi Swagerty to work with the Executive Director, and the Events, Publications, and Ways and Means Committees to develop a proposal for “bundling packages” for Corporate Members.
SUSPENSE: Update to be provided at the March 2016 meeting.

The Committee recommends that the Board develop a “Corporate Member News” Web page on the ITEA Web site.

ACTION 110515-02: Kathi Swagerty to work with the Executive Director to develop the Web page.
SUSPENSE: Update to be provided at the March 2016 meeting.

7.0 EVENTS COMMITTEE REPORT

Eileen Redd, Committee Chair, presented the Committee’s report.

The Committee recommends that a personal thank you letter from the Board President to the Program and Technical Chair(s) and cc’ing the President of that particular Chapter that hosted an event. One at the onset of signing on to volunteer and a second one at the conclusion of the event congratulating them on a successful program – with data (attendance, something you saw specifically, and how much that Chapter will gain in their educational fund because of their hard work).

ACTION 110515-03: Eileen Redd to work with the Board President and Program and Technical Chairs to develop the letter.
SUSPENSE: Update to be provided at the March 2016 meeting.

The Committee recommends that a “Member Spot Light” be added to the ITEA Journal, which would have a photo and short article of two individuals focusing on their dedication to the community and their leadership skills – Separate from the overall Symposium article. A way to thank them and their company for the countless non-billable hours they gave to the association.

ACTION 110515-04: Eileen Redd to work with the Executive Director to develop the article as part of the regular “Association News” Section of the Journal.
SUSPENSE: Update to be provided at the March 2016 meeting.

The Committee noted that along with identifying a host hotel (location) for the Annual Symposium, it is equally important to identify the Program and Technical Chairs for the out years. Once the Technical Chair is identified for the 2016 program, the Events Committee is requesting the Board to consider filling the 2017 Program and Technical Chair roles so they might shadow the current volunteers to have a better understanding of their responsibilities.

ACTION 110515-05: Eileen Redd to work with the Board and Executive Director to develop candidates for the 2017 Symposium.
SUSPENSE: Update to be provided at the March 2016 meeting.

8.0 PROFESSIONAL DEVELOPMENT COMMITTEE

Noel Zamot, Committee Chair was unable to participate in the 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 March 2016 meeting.

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 March 2016 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 March 2016 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 March 2016 meeting.

9.0 EXECUTIVE OFFICE REPORT

James Gaidry, ITEA Executive Director, provided the Executive Office report.

ACTION 082015-01: James Gaidry to solicit options for 2016 (DC Metro) and 2017 (DC Metro or West Coast) Symposium.
STATUS: On September 16, 2015, the Executive Committee approved the Hyatt Regency in Reston, VA, to host the 2016 and 2017 Symposiums on October 3-6, 2016, and October 2-5, 2017, respectively.
SUSPENSE: Closed.

10.0 NEW BUSINESS

- 10.1 The quarterly meeting of the 2016 Board will be held in conjunction with the Cyber Security Workshop on March 15, 2016, in Arlington, VA.
- 10.2 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 Hudgins at 6:20 p.m. CT.

Date Approved

Mr. Wilson Felder
ITEA Board Secretary

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