



The quarterly meeting of the 2017 Board of Directors was called to order by President Gene Hudgins at 6:35 p.m. MT on Tuesday, 24 January 2017. The Meeting was held at the Wyndham Hotel in El Paso, TX. The following individuals participated in the meeting:

Board Officers	
Hudgins, Gene – President and Rules and Bylaws Committee Chair	Felder, Wilson – Secretary
Keegan, Bill – Vice President and Strategic Planning Committee Chair	Crump, Pete – Treasurer (via phone)
Gaidry, James – Executive Director (ex officio)	
Board Directors	
Bjorkman, Eileen (via phone)	Sabile, Erwin – Communications Committee Chair (via phone)
Brown, Mark – Ways and Means Committee Chair	Schab, John (via phone)
Garcia, Charlie	Wilson, Terry (via phone)
Greer, Ed	Zamot, Noel – Professional Development Committee Chair (via phone)
Moore, Brian	
Board Committee Chairs	
Corporate Development Committee – Swagerty, Kathi , Chair	Events Committee – Messer, Doug , Chair
Elections Committee – Reynolds, Matt , Chair (via phone)	Publications Committee – Gordon, Steve , Chair
Region Vice Presidents	
West Region VP – McKearney, Terry (via Phone)	Southwest Region VP – Webb, Dave
Board Government Advisors	
Reuter, Abbe' (via phone)	
Guests	
Channel Islands Chapter President – Mathias, Joyce (via phone)	

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

Board Directors	
Einfalt, Bruce	Nikoloff, Peter - International Region VP
Board Advisors	
Greco, Michael	Quade, Carroll
Leiby, Larry	Wells, Jamie
Olinger, Jeff	Wellons, Dave
Region Vice Presidents	
Northeast Region VP – VACANT	Southeast Region VP – Thompson, Miles
Mid-Atlantic Region VP – McDonnell Zubowsky, Jeanine	
Board Committee Chairs	
Award Committee – Clewer, Stephanie , Chair	Senior Advisory Board – McKee, Chas , Chair
Chapter & Individual Membership Committee – VACANT	Technology Committee – Merhoff, Henry , Chair
Historian – Welshans, James	

24 January 2017 Board Meeting Minutes

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

Secretary Wilson Felder asked the Board members to review the minutes from the 3 October 2016 Board meeting, and asked if there were any corrections. A motion was made by Director Charlie Garcia and seconded by Director Mark Brown to approve the minutes with the two noted corrections. With no further discussion, the motion passed unanimously.

Secretary Wilson Felder asked the Board members to review the minutes from the 5 October 2016 Board meeting, and asked if there were any corrections. A motion was made by Director Mark Brown and seconded by Director Charlie Garcia to approve the minutes with the single correction. 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 100516-01: President Hudgins to ask the Government Advisors to report out at Board meetings on the regulations within their branch/organization with respect to attending ITEA Events.

STATUS: President Hudgins reported that he had contacted the Government Advisors and asked them to report out at Board meeting when possible.

SUSPENSE: CLOSED

Without objection, the following action items were continued.

ACTION 100316-01: President Hudgins to conduct one-on-ones with the Region Vice Presidents to: 1) Define the status of the Region; 2) Develop potential modifications to the ITEA Bylaws and Operations Manual to better define the roles, responsibilities, and duties of the ITEA Region Vice President.

STATUS: Continued

SUSPENSE: Update to be provided at the May 2017 meeting

ACTION 100316-02: Director Nikoloff to develop a proposed template for Region Vice President reports.

STATUS: Continued

SUSPENSE: Update to be provided at the May 2017 meeting

24 January 2017 Board Meeting Minutes

ACTION 110515-06: President Hudgins to identify candidates for Chapter and Individual Membership Committee Chair. In the interim, President Hudgins will call a meeting of the Chapter and Individual Membership Committee to solicit nominations for Chair.
STATUS: Continued
SUSPENSE: Update to be provided at the May 2017 meeting

It was 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 Pete Crump presented the Association's financials as of December 31, 2016. A motion was made by Director Charlie Garcia and seconded by Director Mark Brown to accept the Treasurer Report. With no further discussion the motion passed unanimously.

5.0 WAYS AND MEANS COMMITTEE REPORT

Committee Chair Mark Brown presented the Committee's Report, which included the 2017 Chapter Supplemental Scholarship Funding options. A motion to approved supplemental funds at the rate of \$0.25/\$1 was made by Director Brian Moore and seconded by Director Bill Keegan. With no further discussion, the motion passed unanimously.

Committee Chair Mark Brown presented the Association's current cash reserves and reserve funds levels. A motion to move \$28,000 from the ITEA checking account into the Chapter Scholarship Fund was made by Director Terry Wilson and seconded by Director Charlie Garcia. With no further discussion, the motion passed unanimously.

6.0 CORPORATE DEVELOPMENT COMMITTEE REPORT

Chair Kathy Swagerty presented the Committee's report.

ACTION 110515-01: Kathi Swagerty to work with the Executive Director and the Publications Committee to develop a Corporate Member survey.
STATUS: Survey was conducted.
SUSPENSE: CLOSED

A motion to approve offering an eighth page black and white ad for *The ITEA Journal* for \$200 for a 4-insertion contract was made by Director Mark Brown and seconded by Director Charlie Garcia. With no further discussion, the motion passed unanimously.

After discussion, the following action item was assigned to the Committee:

ACTION 012417-01: *Corporate Development Committee to work with the Ways and Means Committee to develop a Bundled Pricing Program for Corporate Members.*
SUSPENSE: *Update to be provided at the May 2017 meeting.*

24 January 2017 Board Meeting Minutes

7.0 EVENTS COMMITTEE REPORT

Doug Messer, Committee Chair, presented the Committee's Report.

A motion to approve Erwin Sabile as the 2017 Symposium Chair and Tom Treacle as the 2017 Symposium Technical Program Chair was made by Director Mark Brown and seconded by Director Charlie Garcia. With no further discussion, the motion passed unanimously.

A motion to approve "T&E in a Time of Risk and Change" as the 2017 Symposium theme was made by Director Mark Brown and seconded by Director Brian Moore. With no further discussion, the motion passed unanimously.

A motion to approve Southern California to host the 2018 Symposium, Hawaii to host the 2019 Symposium, and Orlando to host the 2020 Symposium was made by Director Mark Brown and seconded by Director Charlie Garcia. With no further discussion, the motion passed unanimously. The following action item was assigned.

ACTION 012417-02: Events Committee to propose Symposium venues for 2018, 2019, and 2020.
SUSPENSE: Update to be provided at the May 2017 meeting.

8.0 PROFESSIONAL DEVELOPMENT COMMITTEE

Noel Zamot, Committee Chair provided the Committee's report. 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.
SUSPENSE: Update to be provided at the July 2016 meeting.

ACTION 042115-03: Professional Development Committee to reach out to ranges and identify/offer training at installations.
STATUS: Continued.
SUSPENSE: Update to be provided at the July 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.
SUSPENSE: Update to be provided at the July 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.
SUSPENSE: Update to be provided at the July 2016 meeting.

24 January 2017 Board Meeting Minutes

9.0 EXECUTIVE DIRECTOR REPORT

Executive Director James Gaidry presented the report. After discussion, the following action item was assigned.

ACTION 012417-03: Committee comprised of Kathi Swagerty, Ed Greer, Erwin Sabile, and Brian Moore to propose a new Web site design and Content Management System.
SUSPENSE: Update to be provided at the May 2017 meeting.

10.0 NEW BUSINESS

- 10.1 A motion was made by Director Mark Brown and seconded by Director Brian Moore to provide food and beverage for future ITEA Board meetings on a fair share contribution basis. After discussion, the motion passed unanimously.
- 10.2 The quarterly meeting of the 2017 Board will be held on Tuesday, May 9th, in conjunction with the Test Instrumentation Workshop at the Tuscany Hotel in Las Vegas, NV.
- 10.3 There being no more business to be brought before the Board, a motion was made by Director Mark Brown and seconded by Director Charlie Garcia to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned by President Hudgins at 8:15 p.m. MT.

Date Approved

Mr. Wilson Felder
ITEA Board Secretary