

15 May 2018 Board Meeting Minutes

The quarterly meeting of the 2018 Board of Directors was called to order by President Bill Keegan at 6:05 p.m. PT on Tuesday, 15 May 2018. The Meeting was held at the Tuscany Conference Center in Las Vegas, NV.

The following individuals participated in the meeting:

Board Officers	
Keegan, Bill – President and Rules and Bylaws Committee Chair (via phone)	Bjorkman, Eileen – Treasurer (via phone)
Crump, Pete – Vice President	Gaidry, James – Executive Director (ex officio)
Board Directors	
Brown, Mark	Nikoloff, Peter - International Region VP (via phone)
Einfalt, Bruce (via phone)	Schab, John – Ways and Means Committee Chair (via phone)
Moore, Brian	
Board Committee Chairs	
Chapter & Individual Membership Committee – Myers, Jim (via phone)	Publications Committee – Gordon, Steve “Flash”
Corporate Development Committee – Swagerty, Kathi	Senior Advisory Board – Hudgins, Gene
Elections Committee – Reynolds, Matt (via phone)	
Region Vice Presidents	
West Region VP – McKearney, Terry (via phone)	
Board Government Advisors	
Merced, Omar (via phone)	
Guests	
Bergren, Nancy – Antelope Valley Chapter	Johnson, Darryl – Southern Nevada Chapter President
Chalfant, Tim – Antelope Valley Chapter	Klug, Chris – Antelope Valley Chapter President
Clark, Terry – 2018 Symposium Chair	Smith, Stephanie – Antelope Valley Chapter Vice President
Conway, Sean – Antelope Valley Chapter	Wigent, Mark – Mid-Pacific Chapter Vice President
Hundley, Lewis – Rocket City Chapter President	Wigent, Shannon – Mid-Pacific Chapter President

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

Board Directors	
Felder, Wilson – Secretary	Sabile, Erwin – Communications Committee Chair
Greer, Ed	
Board Committee Chairs	
Awards Committee – Clewer, Stephanie	Professional Development – Christensen, Pete
Events Committee – Messer, Doug	Technology Committee – Merhoff, Henry
Historian – Welshans, James	
Region Vice Presidents	
Mid-Atlantic Region VP – McDonnell Zubowsky, Jeanine	Southeast Region VP – Thompson, Miles
Northeast Region VP – VACANT	Southwest Region VP – Dave Webb
Board Advisors	
Greco, Mike	Reuter, Abbe’
Leiby, Larry	Wellons, Dave
Olinger, Jeff	Wells, Jamie
Quade, Carroll	

1.0 OPENING REMARKS

- 1.1 President Keegan established that a quorum was present and thanked everyone for taking time to participate in the meeting.
- 1.2 Review of the Agenda – President Keegan then asked the Board if there were any comments regarding the agenda. A recommendation was made to move the Events Committee report to be the next item on the agenda. Without objection this adjustment was agreed. The rest of the agenda was accepted without further exceptions.

2.0 EVENTS COMMITTEE REPORT

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

After discussion the following Action Item was assigned.

ACTION 051518-01: The Committee to work with the ITEA Events Committee, the ITEA Chapter Development and Individual Membership Committee, the ITEA Professional Development Committee, and the ITEA Corporate Development Committee to develop any proposed changes to the “ITEA Events Policy,” the “ITEA Scholarship Program Policy,” and the “ITEA Dues and Registration Fees Policy” regarding registration fees, exhibit fees, speaker and presenter fees, and host Chapter(s) share of the net proceeds from a hosted ITEA event for presentation to the Ways and Means Committee for their consideration for inclusion in the proposed 2019 ITEA Budget and the ITEA Board’s consideration for approval to the ITEA policies referenced above.

SUSPENSE: Update to be provided at the September 2018 meeting.

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The Committee recommended holding the 2019 Symposium to November 12-15, 2019. A motion was made by Director Mark Brown and seconded by Vice President Pete Crump to accept the Committee's recommendation. After discussion the motion passed unanimously.

After discussion the following Action Item was assigned.

ACTION 051518-02: The Events Committee to review the "ITEA Events Policy" and develop any proposed changes to the Exhibit Hall registration fees for Exhibitor personnel who are not supporting the Exhibitor's booth.

SUSPENSE: Update to be provided at the September 2018 meeting.

3.0 APPROVAL OF THE PREVIOUS BOARD MEETING MINUTES

Secretary Wilson Felder asked the Board members to review the minutes from the 16 January 2018 Board meeting and asked if there were any corrections. A motion was made by Director Mark Brown and seconded by Vice President Pete Crump to approve the minutes as read. With no further discussion, the motion passed unanimously.

4.0 REVIEW OF CURRENT ACTION ITEMS

Secretary Wilson Felder reviewed the Actions Items that had been assigned to Board Directors. 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 Eileen Bjorkman presented the Association's financials as of April 30, 2018. A motion was made by Director Mark Brown and seconded by Vice President Pete Crump to accept the Treasurer Report. With no further discussion the motion passed unanimously.

5.0 WAYS AND MEANS COMMITTEE REPORT

ED Gaidry presented the Committee's Report. A motion was made by Director Mark Brown and seconded by Vice President Pete Crump to accept the Committee Report. With no further discussion the motion passed unanimously.

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6.0 CHAPTER DEVELOPMENT AND INDIVIDUAL MEMBERSHIP COMMITTEE

Jim Myers, Committee Chair, presented the Committee's Report.

ACTION 100217-03: Board members to mentor ITEA Chapters.

STATUS: The Committee will continue to encourage Board Members to reach out and mentor Red and Yellow Flag Chapters.

SUSPENSE: Update to be provided at the September 2018 meeting.

After discussion the following Action Items were assigned.

ACTION 051518-03: The Committee to develop a proposed "ITEA Elevator Speech."

SUSPENSE: Update to be provided at the September 2018 meeting.

ACTION 051518-04: The Committee to investigate how to include ITEA networking opportunities as part of the government transition offices' retirement out briefs.

SUSPENSE: Update to be provided at the September 2018 meeting.

The Committee proposed 2019 Chapter of Excellence Award Program. A motion was made by Director Mark Brown and seconded by Vice President Pete Crump to accept the Committee's recommendation. After discussion the motion passed unanimously.

7.0 CORPORATE DEVELOPMENT COMMITTEE

Kathi Swagerty, Committee Chair, presented the Committee's Report.

ACTION 100217-03: Board members to contact lapsed Corporate Members.

STATUS: The Committee will continue to encourage Board Members to reach out to lapsed Corporate Members and encourage their renewal.

SUSPENSE: Update to be provided at the September 2018 meeting.

8.0 ELECTONS COMMITTEE

Matt Reynolds, Committee Chair, presented the Committee's Report.

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9.0 PROFESSIONAL DEVELOPMENT COMMITTEE

Pete Christensen, Committee Chair, presented the Committee's Report.

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 September 2018 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 September 2018 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 September 2018 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 September 2018 meeting.

10.0 NEW BUSINESS

- 10.1 The 3rd quarter meeting of the 2018 Board will be held in conjunction with the Test Technology Review in Huntsville, AL.
- 10.2 The 4th quarter meeting of the 2018 Board will be held on Tuesday, December 11th, in conjunction with the Symposium in Oxnard, CA.
- 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 Peter Nikoloff to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned by Vice President Crump at 7:35 p.m. MT.

27 September 2018

Date Approved

Wilson Felder, PhD
ITEA Board Secretary