

ITEA BOARD OF DIRECTORS MEETING

27 September 2018

The quarterly meeting of the 2018 Board of Directors was called to order by President Bill Keegan at 6:05 p.m. PT on Thursday, 27 September 2018. The Meeting was held at the ITEA office in Fairfax, VA.

The following individuals participated in the meeting:

Board Officers	
Keegan, Bill – President and Rules and Bylaws Committee Chair (via phone)	Bjorkman, Eileen – Treasurer
Crump, Pete – Vice President	Gaidry, James – Executive Director (ex officio)
Board Directors	
Brown, Mark (via phone)	Moore, Brian (via phone)
Einfalt, Bruce (via phone)	Nikoloff, Peter - International Region VP (via phone)
Greer, Ed (via phone)	Schab, John – Ways and Means Committee Chair (via phone)
Board Committee Chairs	
Chapter & Individual Membership Committee – Myers, Jim (via phone)	Publications Committee – Gordon, Steve “Flash” (via phone)
Corporate Development Committee – Swagerty, Kathi (via phone)	Senior Advisory Board – Hudgins, Gene (via phone)
Elections Committee – Reynolds, Matt (via phone)	
Region Vice Presidents	
West Region VP – McKearney, Terry (via phone)	
Board Government Advisors	
Guests	
Aragon, Steve – Roadrunner Chapter (via phone)	Johnson, Darryl – Southern Nevada Chapter President (via phone)
Conway, Sean – Antelope Valley Chapter (via phone)	Klug, Chris – Antelope Valley Chapter President (via phone)
Dowling, Mindy (via phone)	Morey, Tim – Channel Islands Chapter (via phone)

27 September 2018 Board Meeting Minutes

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

Board Directors	
Felder, Wilson – Secretary	Sabile, Erwin – Communications Committee Chair
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. The agenda was accepted without any exceptions.
- 1.3 President Keegan noted that Omar Merced has nominated Mindy Dowling to succeed him as the Board Advisor representing the FAA. Without objection the nomination was approved.
- 1.4 President Keegan announced that Darryl Johnson from the Southern Nevada Chapter would be this year's recipient of the ITEA President's Award.
- 1.5 President Keegan noted Stu Burley's passing. A motion was made by Director Eileen Bjorkman and seconded by Director Mark Brown to nominate Stu to receive this year's ITEA Board of Director's Award posthumously. With no further discussion, the motion passed unanimously.

3.0 APPROVAL OF THE PREVIOUS BOARD MEETING MINUTES

Secretary Wilson Felder was not able to make the meeting, so Executive Director Gaidry asked the Board members to review the minutes from the 15 May 2018 Board meeting and asked if there were any corrections. A motion was made by Vice President Pete Crump and seconded by Director Eileen Bjorkman to approve the minutes as read. With no further discussion, the motion passed unanimously.

27 September 2018 Board Meeting Minutes

4.0 REVIEW OF CURRENT ACTION ITEMS

Secretary Wilson Felder was not able to make the meeting, so Executive Director Gaidry 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 August 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

John Schab, Committee Chair, presented the Committee's Report.

The initial draft of the 2019 Budget was presented for review. The Committee will present the proposed budget for Board approval at the December meeting.

The following item was assigned to the Committee:

ACTION 092718-01: *The Committee to evaluate 2019 Test Instrumentation Workshop proposal by element: 1) Journeyman Registration fee; 2) Presenter registration fee waiver; and, 3) Scholarship Program increase in share to hosting Chapters.*
SUSPENSE: *Update to be provided at the December 2018 meeting.*

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.

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. The Committee will maintain the Chapter mentor list and update as needed.
SUSPENSE: Closed.

After discussion the following Action Items were continued.

ACTION 051518-03: The Committee to develop a proposed "ITEA Elevator Speech."
STATUS: Continued.
SUSPENSE: Update to be provided at the December 2018 meeting.

27 September 2018 Board Meeting Minutes

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

STATUS: Continued.

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

7.0 CORPORATE DEVELOPMENT COMMITTEE

Kathi Swagerty, Committee Chair, presented the Committee's Report. A motion was made by Director Mark Brown and seconded by Vice President Pete Crump to accept the Treasurer Report. After discussion the following Action Items was assigned.

ACTION 092718-02: *The Committee to develop a recognition program for Corporate Members.*

SUSPENSE: *Update to be provided at the December 2018 meeting.*

8.0 ELECTONS COMMITTEE

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

2.0 EVENTS COMMITTEE REPORT

Doug Messer, Committee Chair, presented the Committee's Report. A motion was made by Director Mark Brown and seconded by Vice President Pete Crump to accept the Committee's recommended changes to the Events Policy. After discussion the following changes effective immediately to Paragraph B – EXHIBITS was approved unanimously.

- (11) Employees of Exhibiting organizations who will be staffing the Exhibitor's booth are eligible for a \$200 Exhibit Hall Only registration.
- (12) Attendees who will NOT be staffing an Exhibitor's booth, and want an Exhibit Hall Only pass, are eligible for a complimentary Exhibit Hall Only registration.

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.

27 September 2018 Board Meeting Minutes

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 EXECUTIVE DIRECTOR REPORT

Executive Director Gaidry presented proposed changes to the ITEA Obituary Policy. Without objection the revisions were approved.

Executive Director Gaidry noted that AFCEA has sold their building and ITEA will need to find another office space by July 1, 2019. The cost of moving and increased rent would have to be factored into the 2019 budget.

11.0 NEW BUSINESS

11.1 The 4th quarter meeting of the 2018 Board will be held on Tuesday, December 10th, in conjunction with the Symposium in Oxnard, CA.

11.2 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 President Keegan at 8:45 p.m. ET.

10 December 2018
Date Approved

Wilson Felder, PhD
ITEA Board Secretary