



The quarterly meeting of the 2019 Board of Directors was called to order by President Bill Keegan at 5:40 p. PT on Tuesday, 14 May 2019. The Meeting was held at the Tuscany Hotel in Las Vegas, NV.

The following individuals were able to participate in the meeting:

<b>Board Officers</b>	
<b>Keegan, Bill</b> – President and Rules and Bylaws Committee Chair (via Phone)	<b>Crump, Pete</b> – Vice President and Strategic Planning Committee Chair (via Phone) – Left Meeting at 6:25 PM ET
<b>Einfalt, Bruce</b> – Secretary	<b>Bjorkman, Eileen</b> – Treasurer (via Phone)
<b>Gaidry, James</b> – Executive Director (ex officio)	
<b>Board Directors</b>	
<b>Brown, Mark</b> (via Phone)	<b>Nikoloff, Peter</b> - International Region VP (via Phone)
<b>Johnson, Darryl</b> – Southern Nevada Chapter President	<b>Phillips, Mark</b>
<b>Moore, Brian</b>	<b>Sabile, Erwin</b> – Communications Committee Chair (via phone)
<b>Morey, Tim</b> – Channel Islands Chapter (via phone)	<b>Woffinden, Steve</b> – Valley of the Sun Chapter President
<b>Board Committee Chairs</b>	
Corporate Development Committee – <b>Swagerty, Kathi</b>	Publications Committee – <b>Gordon, Steve</b>
Elections Committee – <b>Reynolds, Matt</b> (via Phone)	Senior Advisory Board – <b>Hudgins, Gene</b>
Events Committee – <b>Messer, Doug</b>	
<b>Region Vice Presidents</b>	
West Region VP – <b>McKearney, Terry</b> (via phone)	
<b>Board Government Advisors</b>	
<b>Dowling, Mindy</b> (via phone)	<b>Reuter, Abbe'</b>
<b>Guests</b>	
<b>Chalfant, Tim</b> – Antelope Valley Chapter	<b>Green, Peter</b> (via Phone) – 2019 Symposium Technical Program Chair
<b>Conway, Sean</b> – Antelope Valley Chapter	<b>Klug, Chris</b> – Antelope Valley Chapter President

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

<b>Board Directors</b>	
<b>Galetti, Ralph</b> – Roadrunner Chapter President	<b>Greer, Ed</b>
<b>Board Committee Chairs</b>	
Awards Committee – <b>Clewer, Stephanie</b>	Professional Development – <b>VACANT</b>
Chapter & Individual Membership Committee – <b>Myers, Jim</b>	Corporate Development Committee – <b>Swagerty, Kathi</b>
Historian – <b>Welshans, James</b>	Technology Committee – <b>Merhoff, Henry</b>
<b>Region Vice Presidents</b>	
Mid-Atlantic Region VP – <b>McDonnell Zubowsky, Jeanine</b>	Southeast Region VP – <b>Thompson, Miles</b>
Northeast Region VP – <b>VACANT</b>	Southwest Region VP – <b>Dave Webb</b>
<b>Board Advisors</b>	
<b>Leiby, Larry</b>	<b>Wellons, Dave</b>
<b>Olinger, Jeff</b>	<b>Wells, Jamie</b>
<b>Quade, Carroll</b>	

### 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. Without objection the agenda was accepted.
- 1.3 President Keegan announced that John Schab has submitted his resignation form the Board due to personal reasons. That leaves not only a vacant elected Director position with 2 1/2 years remaining on the term open, but also opens up the Chair of the Ways and Means Committee. After discussion the following Action Items were assigned.

***ACTION 051419-01: The Elections Committee to provide recommendations for filling the vacant elected Director position.***

***SUSPENSE: Update to be provided at the September 2019 meeting.***

***ACTION 051419-02: Each Board Member to review the Ways and Means Committee Chair roles and responsibilities and submit candidates to fill this position.***

***SUSPENSE: Update to be provided at the September 2019 meeting.***

- 1.4 President Keegan noted that Professional Development Committee Chair is still vacant. After discussion the following Action Item was assigned.

***ACTION 032519-01: Each Board Member to review Professional Development Committee Chair roles and responsibilities and submit at least one candidate to fill this position.***

***STATUS: Modified and continued. Pete Nikoloff will approach Keith Joiner.***

***SUSPENSE: Update to be provided at the September 2019 meeting.***

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1.5 Events Committee Chair Doug Messer reported out on the status of the following Action Item. After discussion the Action Item was continued.

**ACTION 121018-03:** Task Force (chaired by Doug Messer) to target non-DoD organizations. Define the need: What is our product for non-DoD? Community of interest prioritization of target industries. Task Force Members to include Mark Brown, Darryl Johnson, Kathi Swagerty, Jim Myers, Chapter Presidents, Steve Hutchison, Terry Murphy, and Mindy Dowling.

**STATUS:** Modified and continued.

**SUSPENSE:** Update to be provided at the September 2019 meeting.

1.6 President Keegan reported out on the status of the following Action Items. After discussion the Action Items were continued.

**ACTION 121018-05:** Rules and Bylaws Committee, (Bill Keegan, Chair) to review ITEA Bylaws for potential inclusion of a requirement for ITEA Chapters to host and ITEA event.

**STATUS:** Modified and continued. Investigate expanding the definition of an “ITEA Event.”

**SUSPENSE:** Update to be provided at the September 2019 meeting.

**ACTION 121018-06:** ITEA Vice President Pete Crump to meet with ATEC Commander to discuss supporting ITEA, and invite him to attend /speak at the 2019 Symposium.

**STATUS:** Modified and continued.

**SUSPENSE:** Update to be provided at the September 2019 meeting.

1.7 President Keegan stressed the importance of holding a successful 2019 Symposium. Peter Nikoloff, 2019 Symposium Chair, provided an update on the event.

**ACTION 121018-02:** The Committee to ensure that the Symposium highlights the Pacific Missile Range Facility as the “venue” and education as the purpose for the Symposium. Schedule range tours, plenary and/or track sessions in range facilities, etc. Work with the Range Commanders Council to co-locate their quarterly meeting with the Symposium. Include in the agenda CTA Commanders Panel, tutorials/track session topics for executives.

**STATUS:** Closed

1.8 President Keegan asked for nomination for the 2019 Board Award. A motion was made by Brian Moore and seconded by Pete Crump nominating Doug Armstrong to receive the award posthumously. After discussion, the motion was amended and the following Action Item was assigned.

**ACTION 051419-03:** *Each Board Member to review qualification for the Board Award and bring forward any nominations.*

**SUSPENSE:** *Update to be provided at the September 2019 meeting.*

## 2.0 APPROVAL OF THE PREVIOUS BOARD MEETING MINUTES

Secretary Bruce Einfalt asked the Board members to review the minutes from the 27 March 2019 Board meeting and asked if there were any corrections. After discussion a motion was made by Tim Morey and seconded by Pete Crump to approve the minutes as read. With no further discussion, the motion passed unanimously.

## 3.0 REVIEW OF CURRENT ACTION ITEMS

Secretary Bruce Einfalt noted that all the 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 Treasurer Report, which included addressing the following Action Item.

**ACTION 032719-03:** Treasurer to investigate pros and cons of conducting a financial audit during 2019 and present recommendation at next board meeting, along with proposed audit plan if one is recommended.  
**STATUS:** Closed.

After discussion the following Action Items were assigned.

**ACTION 051419-04:** *Treasurer Bjorkman to propose Bylaws change relating to the annual audit requirement in Article XI, Section 4.*  
**SUSPENSE:** *Update to be provided at the September 2019 meeting.*

**ACTION 051419-05:** *Treasurer Bjorkman to solicit proposals for conducting an audit of the 2018 financials.*  
**SUSPENSE:** *Update to be provided at the September 2019 meeting.*

## 5.0 WAYS AND MEANS COMMITTEE REPORT

Director Schab, Ways and Means Committee Chair, was unable to participate in the meeting. Executive Director James Gaidry presented the Committee's Report.

**ACTION 032719-04:** Ways and Means Committee to vet impact of DEPS MOU change of net income split for the DET&E/SoS Workshop from 35% DEPS / 65% ITEA (35% ITEA Chapters 65% ITEA) to 50% DEPS / 50% ITEA (35% ITEA Chapters 65% ITEA).

**STATUS:** Continued.

**SUSPENSE:** Update to be provided at the September 2019 meeting.

**ACTION 121018-04:** Ways and Means Committee to work with Corporate Member Representatives (to include Kathi Swagerty, Brian Moore, Time Morey, Steve Woffinden, Mark Phillips, Mark Brown, Gene Hudgins, and Lewis Hundley) to revise and rationalize any proposed dues and fee increases, especially those affecting Corporate Members.

**STATUS:** Continued.

**SUSPENSE:** Update to be provided at the September 2019 meeting.

## 6.0 CHAPTER DEVELOPMENT AND INDIVIDUAL MEMBERSHIP COMMITTEE

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

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

**STATUS:** Continued

**SUSPENSE:** The Committee will continue to refine the "ITEA Elevator Speech" and provide an update at the September 2019 meeting.

**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 September 2019 meeting.

## 7.0 CORPORATE DEVELOPMENT COMMITTEE

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

**ACTION 092718-02:** The Committee to proposed enhanced recognition program for Corporate Members.

**STATUS:** Closed.

## 8.0 EVENTS COMMITTEE REPORT

Doug Messer, Committee Chair, presented the Committee's Report. After discussion the following Action Items were continued.

**ACTION 121018-01:** The Events Committee to develop a list of "Top 4" topics for potential workshops. Align with DoD strategic Plan.  
**STATUS:** Modified and Continued.  
**SUSPENSE:** Update to be provided at the September 2019 meeting.

## 9.0 PROFESSIONAL DEVELOPMENT COMMITTEE

Committee Chair is vacant, so 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 September 2019 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 2019 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 2019 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 2019 meeting.

## 10.0 PUBLICATIONS COMMITTEE

Steve Gordon, Committee Chair, presented the Committee's Report. He also noted that Laura Freeman would be taking over as Editor of the ITEA Journal of Test and Evaluation effective with the September 2019 issue.

## 11.0 EXECUTIVE DIRECTOR REPORT

James Gaidry, ITEA Executive Director, presented the report. He noted that effective 15 June 2019, the ITEA Executive Office would be relocating to a Regus shared office space at 11350 Random Hills RD, Suite 800, Fairfax, VA 22030-6044. The phone and fax numbers will not change, but the monthly rent will increase to \$1,709 from the current \$232 per month at AFCEA.

After discussion the following Action Item was assigned.

***ACTION 051419-06: Executive Director Gaidry to cancel the office space lease agreement and replace with a less expensive virtual office and climate-controlled storage space for the Association's records and assets.***  
***SUSPENSE: Update to be provided at the Sep 2019 meeting.***

Executive Director Gaidry presented the proposed policy for the following Action Item.

**ACTION 032719-02: Executive Director to propose Board e-Voting policy.**  
**STATUS: Closed.**

After discussion a motion was made by Tim Morey and seconded by Pete Crump to approve the policy as presented. With no further discussion, the motion passed unanimously.

Executive Director Gaidry noted that the Association has been approached through Gene Hudgins by ITC/USA. After discussion the following Action Item was assigned.

***ACTION 051419-07: Gene Hudgins to develop a MOU with ITC/USA regarding reciprocal positions on each other's Board of Directors.***  
***SUSPENSE: Update to be provided at the Sep 2019 meeting.***

## 12.0 ADJOURNMENT

- 12.1 The 3<sup>rd</sup> quarter meeting of the 2019 Board will be held in conjunction with the September LVC-Agile Workshop in Orlando, FL.
- 12.2 The final meeting of the 2019 Board will be held in conjunction with the November Symposium in Lihue, HI.
- 12.3 There being no more business to be brought before the Board, a motion was made by Brian Moore and seconded by Peter Nikoloff to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned by President Keegan at 8:20 p.m. PT.

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Date Approved

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Bruce Einfalt, ITEA Board Secretary