



The quarterly meeting of the 2020 Board of Directors was called to order by President Pete Crump at 5:05 p.m. ET on Tuesday, 15 September 2020 during the ITEA Virtual Annual Symposium. To prevent any potential spread of the Coronavirus, the meeting was conducted via conference call.

### Roll Call

<b>Board Officers</b>	
Pete Crump, President	P
Bruce Einfalt, Vice President	P
Tim Morey, Secretary	P
Mark Phillips, Treasurer	P
<b>Elected Directors</b>	
Eileen Bjorkman, Ways and Means Committee Chair	P
Mark Brown	P
Darryl Johnson	U
Bill Keegan, Senior Advisory Board	P
Brian Moore, Corp Development Committee Chair	P
Peter Nikoloff	P
Erwin Sabile, Communications Committee Chair	P
<b>Appointed Directors</b>	
Joe Bullington	P
Catherine O'Carroll	P
Steve Woffinden	P

P – Phone in

A – Attend in person

U – Unable to attend

#### Board Advisors

James Wells, DHS

#### Board Committee Chairs

Matt Reynolds, Elections Committee

Pete Christensen, Professional Development Committee

Laura Freeman, Publication Committee

#### Regional Vice Presidents

Terry McKearney, VP West Region

#### Chapter Presidents

None

#### Guests

Chas McKee, Former ITEA President & Special Committee on Management Selection

#### ELK Management Group

Eileen Redd, Lena Moran, Kathi Swagerty



## **1.0 OPENING REMARKS**

- 1.1 President Pete Crump established that a quorum was present and thanked everyone for taking time to participate in the meeting.
- 1.2 President Pete Crump noted the success of the first day of the Annual Symposium.
- 1.3 President Pete Crump expressed thanks to Pete Christensen (Professional Development), Brian Moore (Corporate Development) and Steve Woffinden (Events) for stepping up to chair respective committees.
- 1.4 Review of the Agenda – President Pete Crump then asked the Board if there were any comments regarding the agenda. Without objection the agenda was accepted.

## **2.0 APPROVAL OF THE PREVIOUS BOARD MEETING MINUTES**

- 2.1 Secretary Tim Morey asked the Board members to review the minutes from the June 2020 Board meeting and asked if there were any corrections. After discussion, two minor edits were noted.
  - 2.1.1 A motion was made by Director Brian Moore to approve and accept the minutes once the two minor edits were corrected. The motion was seconded by Director Peter Nikoloff to approve the minutes as modified. With no further discussion, the motion passed unanimously.

## **3.0 REVIEW OF CURRENT ACTION ITEMS**

- 3.1 Secretary Tim Morey reviewed the Current Action Items – See Attachment 2. Discussion on the other action items was tabled until the appropriate report.

## **4.0 TREASURERS REPORT**

- 4.1 Treasurer Mark Phillips presented the Treasurer's Financial Report.

## **5.0 WAYS AND MEANS REPORT**

Ways and Means Committee Chair Eileen Bjorkman presented the Committee's Report.

- 5.1 Recommendation was made for the Board's consideration of this year's Chapter Supplemental Scholarship Fund distribution to be deferred until the December Board meeting. Without exception this was agreed.
- 5.2 After a discussion on the Merrill Lynch (ML) Investment Accounts, it was recommended that Eileen Bjorkman contact our ML Manager to inform them that we plan to continue using only our investment account to allocate our investments; since it is in accordance with our policy. It was requested that ML provide their recommendation if ITEA did decide to reappportion their current allocations in their investments. Without exception this was agreed.
- 5.3 Recommendation was made to approve the proposed Budget Guidance for 2021.
  - 5.3.1 The motion was made by Director Pete Crump to accept the 2021 Budget Guidance and seconded by Director Brian Moore. With no further discussion, the motion passed unanimously.
- 5.4 Recommendation was made to approve moving to an accrual accounting system as soon as possible or feasible.



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- 5.4.1 The motion was made by Director Tim Morey to accept moving the accounting system from cash to accrual accounting, when feasible, and as soon as possible. The motion was seconded by Director Brian Moore. With no further discussion, the motion passed unanimously.
  - 5.5 Recommendation was made for the Board members review the IRS 990 and provide any comments and/or approval not later than Monday, 21 September. Without exception this was agreed.
  - 5.6 Recommendation was made to have ELK Management begin reviewing the Financial Procedures and Policy when they are able to in order to update the current documents.
  - 5.7 Recommendation was made to update the Bylaws to include language regarding requiring an audit under certain conditions.

## **6.0 ELECTIONS COMMITTEE**

Matt Reynolds, Committee Chair presented the Committee's Report

- 6.1 The results of the Board of Directors Elections for 2021 was provided. Directors Brian Moore and Erwin Sabile were elected to a second term and Steve Woffinden was elected, from an Appointed position, to the seat on the Board vacated by Director Eileen Bjorkman. The validation and election of Board Officers was deferred to December. Without exception this was agreed.

## **7.0 PROFESSIONAL DEVELOPMENT COMMITTEE**

Pete Christensen, Committee Chair presented the Committee's Report

- 7.1 Request was made for assistance in gaining more volunteers for the Board of Examiners as well as asking for a contact within DAU for enhancing the body of knowledge. Director Erwin Sabile offered his assistance in this area.
- 7.2 The committee will be working on several initiatives over the next several months including CTEP testing/proctoring, CTEP re-certification, and the CTEP handbook.
- 7.3 The committee is looking at ways to increase revenue with responding to RFPs on training courses.

## **8.0 CHAPTER DEVELOPMENT AND INDIVIDUAL MEMBERSHIP**

Jim Myers, Committee Chair

## **9.0 CORPORATE DEVELOPMENT COMMITTEE**

Brian Moore, Committee Chair, presented Committee's Report

- 9.1 Corporate Development Committee plans to continue to reach out to Corporate Members and will work with ELK Management to implement programs.

## **10.0 EVENTS COMMITTEE REPORT**

Steve Woffinden, Committee Chair, presented Committee's Report

*Due to newly accepted position, a review of all actions will take place over the next few months and a report will be provided at the December meeting.*

- 10.1 The 2021 annual symposium will be hosted by the Valley of the Sun Chapter in Phoenix area and the Hampton Roads Chapter will host the 2022 symposium in Virginia Beach area.



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**11.0 PUBLICATIONS COMMITTEE REPORT**

Laura Freeman, Committee Chair, presented Committee's Report

11.1 Provided insight into the new initiatives for the prototype program for The Journal to be provided to its members digitally for the next two issues (September and December). Upon test data collected and evaluated, a decision will be made for the future of delivery of the Journal. The Journal will still be printed for subscriptions members. Researching the costs for on-demand print options for members.

11.1.1 A motion was made by Director Tim Morey to approve the on-line only/digital version of the September and December issues of the Journal of Test & Evaluation as a trial to the membership. The motion was seconded by Director, Eileen Bjorkman. With no further discussion, the motion passed unanimously.

**12.0 COMMUNICATIONS COMMITTEE REPORT**

Erwin Sabile, Committee Chair, provided verbal report

**13.0 T&E PROFESSIONAL AWARDS COMMITTEE REPORT**

Stephanie Clewer, Committee Chair, provided Committee's Report

**14.0 ELK MANAGEMENT REPORT**

14.1 Provided preliminary attendance for Annual Symposium at 196 and Tutorial attendance at 46. A full report will be provided in the coming month.

**15.0 NEW BUSINESS**

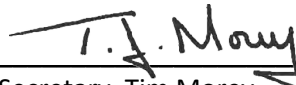
15.1 A tentative date of 8 December at 5:00 PM ET is being considered for the next Board Meeting. Members were asked to mark their calendars.

**16.0 ADJOURNMENT**

16.1 There being no more business to be brought before the Board, a motion was made by Director Bullington and seconded by Director Brown to adjourn the meeting. The motion was approved unanimously. Prior to adjournment, President Pete Crump asked for a Special Session of the Board Members and requested Committee Chairs, Advisors, ELK Management Group, and Guests to sign off from the meeting. The Board Meeting was adjourned by President Pete Crump at 7:00 p.m. ET.

**17.0 SPECIAL SESSION – Closed to Board Members Only**

Special Management Search Committee Chair, Chas McKee to present Committee's Report

  
Secretary, Tim Morey

12/15/2020  
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Approved