



The quarterly meeting of the 2021 Board of Directors was called to order by President Pete Crump at 5:05 p.m. ET on Thursday, 24 June 2021 as an all-virtual meeting due to the restrictions of the Coronavirus.

Roll Call

Board Officers	
Pete Crump, President	P
Bruce Einfalt, Vice President	P
Tim Morey, Secretary	P
Mark Phillips, Treasurer	U
Elected Directors	
Mark Brown, Ways and Means Committee Chair	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
Steve Woffinden, Events Committee Chair	P
Appointed Directors	
Joe Bullington	P
Catherine O'Carroll	P
John Rafferty	P

P – Phone in

A – Attend in person

U – Unable to attend

Board Advisors

James Wells, DHS

Jerry Tyree, ARMY

Board Committee Chairs

Gene Hudgins, Elections Committee

Jim Myers, Chapter & Individual Membership Committee

Regional Vice Presidents

Dave Webb, VP Southwest Region

Terry McKearney, VP West Region

Chapter Presidents

Wendy Peterson, Antelope Valley Chapter

Rob Reyling, New England Chapter

Ade Britton, W. Europe Chapter

Kate Snow, Emerald Cost Chapter

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 Provided update to the Government Advisors:
 - 1.2.1 Joe Stasiowski from the FAA had to step down and will recommend a replacement; in April we welcomed Jerry Tyree from White Sands Missile Range; and reminded Board of Jamie Wells' continued support of DHS.
 - 1.2.2 Pete Crump asked the Board to forward any recommendations for other potential Advisors within the T&E community.
- 1.3 Provided update to the Board and Committee:
 - 1.3.1 Gene Hudgins, former Board Member, has agreed to serve as Elections Chair.
 - 1.3.2 M. John Rafferty is a newly appointed Director.
- 1.4 Pete Crump thanked the Board Members who provided edits and or/comments on the 2012 Bylaws and asked Secretary, Tim Morey to report out on status.
 - 1.4.1 From a previous action, Tim Morey was asked to lead a 2-3 person team to review and offer proposed language for the Bylaws to be presented at the June Board Meeting.
 - 1.4.2 Tim Morey presented the recommendations brought forward by his team (Director, Cathy O'Carroll and ELK Management) for further consideration. Three major topics need to be reviewed and considered.
 - 1.4.2.1 Administrative changes
 - 1.4.2.2 Membership Meeting changes
 - 1.4.2.3 The timing of Elections
 - 1.4.3 A new action from this discussion is for all Board members to review the newly revised Bylaws once again and provide comments to Tim Morey and ELK Management. The Bylaws will be presented and voted on at the September Board meeting to allow time for members to be made aware of the changes prior to being adopted at the December Board Meeting.
- 1.5 Review of the Agenda –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 A motion was made by Director Mark Brown to approve and accept the minutes. The motion was seconded by Director Brian Moore. With no further discussion, the motion passed unanimously.

3.0 REVIEW OF CURRENT ACTION ITEMS

- 3.1 The Current Action Items were reviewed, and modifications were reflected in the Action Item list.

4.0 TREASURERS REPORT

- 4.1 The Treasurer's Financial Report was provided along with a snapshot of the year to date.
 - 4.2 The 2020 IRS Tax from 990 and 990T prepared by Quist & Associates were provided in advance for review and discussion.
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- 4.3 A motion was made by Director Erwin Sabile to approve the 2020 IRS Tax forms. The motion was seconded by Director Bruce Einfalt. With no further discussion, the motion passed unanimously.

5.0 WAYS AND MEANS REPORT

- 5.1 From a previous action, Director and Chair, Mark Brown presented a simplified Scholarship policy.
- 5.1.1 A motion was made by Director Brian Moore to approve the scholarship policy. Discussion on a process to properly evaluate the expenses to avoid over-runs on the events and the timing of the distribution of funds were raised. The policy states the funds must be distributed within a 12-month period from when the Event concludes. Understanding that an 18-month timeline is more reasonable, ELK Management has been tasked to see if that will comply with our accounting practices. To move forward, the motion was modified to include, once determined that the 18-month timeline will be acceptable, a change will be made at the September quarterly Board meeting. The motion was seconded by Director Peter Nikoloff. With no further discussion, the motion passed unanimously.
- 5.1.2 Mark Brown stated the Board needed to consider what to do with existing funds in the Merrill Lynch account for Chapter disbursement. A new action for a subcommittee to be formed to bring recommendations forward at the September Board meeting. Chapter President's Bruce Einfalt (Penn State), Kate Snow (Emerald Coast), and Steve Woffinden (Valley of the Sun) indicated they would like to participate.

6.0 AWARDS COMMITTEE

- 6.1 No report provided. ELK Management reported that nominations are beginning to come into the executive office.

7.0 CHAPTER & INDIVIDUAL MEMBERSHIP

- 7.1 Report provided.

8.0 COMMUNICATIONS COMMITTEE

- 8.1 Report provided. Director and Chair, Erwin Sabile reminded leadership to follow ITEA and to always "Like" and "Share" a post.

9.0 CORPORATE DEVELOPMENT COMMITTEE

- 9.1 Report provided. Director Brian Moore provided the following two options for consideration of the Elevator Speech to close out previous action.

Audience: GENERIC (30 seconds)

ITEA is an all-volunteer, non-profit education association for test and evaluation professionals. Our members are primarily made up of Industry, Government, and Academia partners interested in identifying and addressing challenges encountered to ensure every component of a system is operating in accordance with specified requirements. We provide the premier forum for testers and evaluators to learn new and effective methods; share lessons learned and ways to deliver cost-effective assurances to



their projects; and gain insight from colleagues and industry leaders. We are heavily invested in the United States and International Defense and Homeland Security sectors; however, testing is universal, and we can all learn from each other.

Audience: T&E DOD/Government (30 seconds)

I'm a member (Board member/EXCOM title/Chapter President/etc) of ITEA, the only non-profit education association for the domestic and International T&E community. We provide the forum for testers and evaluators to learn new and effective methods; share lessons learned and ways to deliver cost-effective assurances on their projects; and gain insight from colleagues and industry leaders on the biggest challenges facing the Warfighter. We host workshops and symposia on topics of interest to encourage crosstalk and discover solutions. We host tutorials and short courses for large groups of testers on the Ranges – from Systems Engineering courses to Cyber. We produce a premier Journal publishing papers on technical aspects ranging from basic research to applied research and development to operational testing. And we have a T&E professional annual awards program to honor those that advance the T&E community through their contributions. Are you a member? You should check us out.

10.0 ELECTIONS COMMITTEE

6.1 Report provided.

11.0 EVENTS COMMITTEE REPORT

11.1 Report provided. Director and Chair, Steve Woffinden asked Board Members to encourage their Chapter to host at least one one-day event.

12.0 PROFESSIONAL DEVELOPMENT COMMITTEE

12.1 Report provided. Update provided by ELK Management Group.
12.1.1 Two-tiered approach

13.0 PUBLICATIONS COMMITTEE REPORT

13.1 No report provided.

14.0 ELK MANAGEMENT REPORT

14.1 Nothing to report.

15.0 NEW BUSINESS

- 15.1 Director, Joe Bullington will take on the task of invigorating the Volunteer Chapter in Tennessee. Gene Hudgins will provide contact information he has from his presidency.
 - 15.2 Director, Erwin Sabile will work with Publications Chair to post more articles on a more consistent basis.
 - 15.3 President Pete Crump asked the Board to reach out to their network to see if there was any interest in running for a position on the Board – noting that while 4 current members of the Board are interested in the 4 open Elected positions; we still had up to 4 Appointed positions available.
 - 15.2 The date of Thursday, 23 September at 5:00 PM EST was agreed on as the next Board Meeting. Members were asked to mark their calendars.
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16.0 ADJOURNMENT

- 16.1 There being no more business to be brought before the Board, a motion was made by Director Tim Morey and seconded by Director Erwin Sabile to adjourn the meeting. The motion was approved unanimously. The Board Meeting was adjourned by President Pete Crump at 6:45 p.m. EDT.


Secretary, Tim Morey

9/28/2021
Approved
