



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, 25 March 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	P
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	<u>P</u>
Appointed Directors	
Joe Bullington	P
Catherine O'Carroll	P

P – Phone in
A – Attend in person
U – Unable to attend

Board Advisors

James Wells, DHS

Board Committee Chairs

Pete Christensen, Professional Development Committee

Laura Freeman, Publication Committee

Regional Vice Presidents

Dave Webb, VP South West Region

Chapter Presidents

Wendy Peterson, Antelope Valley Chapter

Robert McKelvey, New England Chapter

Rick Bailer, George Washington 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 President Pete Crump thanked the Board Members who provided edits and or/comments on the 2012 Bylaws and made the decision to hold off on further discussion to allow for time to bring forth a concise, cleaner version for the Board to approve.
 - 1.2.1 **ACTION:** Tim Morey will lead a 2-3 person team to review and offer proposed language for the Bylaws. A meeting will be scheduled in April and a vote will take place at the June Board Meeting.
- 1.3 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 A motion was made by Director Brian Moore to approve and accept the minutes. The motion was seconded by Director Mark Brown. 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 will be available and distributed in April.

5.0 AWARDS COMMITTEE

- 5.1 Report Provided. A motion was made by Director Mark Brown to accept the change in the Dr. Wilson N. Felder II Junior Achiever Award to the Dr. Wilson N. Felder II Early Career Award. The motion was seconded by President, Pete Crump. With no further discussion, the motion passed unanimously.

6.0 CHAPTER & INDIVIDUAL MEMBERSHIP

- 6.1 Report provided by ELK Management on behalf of Jim Myers, Chair.

7.0 COMMUNICATIONS COMMITTEE

- 7.1 Report provided. Director and Chair, Erwin Sabile reminded leadership to follow ITEA and to always "Like" and "Share" a post. It was noted that the ITEA LinkedIn Account has two profiles (one with 242 members – this is the one we have access to, the other has 800 members – but the origin is from prior to 2010 by Executive Director, Lori Freeman. ELK Management to contact Ms. Freeman to see if she has any recollection of account passwords and will then follow up with LinkedIn to see if we can merge the two accounts.
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8.0 CORPORATE DEVELOPMENT COMMITTEE

- 8.1 Report provided. A motion was made by President, Pete Crump to accept the New Benefits for Corporate Members. The motion was seconded by Director, Joe Bullington. With no further discussion, the motion passed unanimously.
- The New Benefits are:
 - Event sponsorship rates remain the same for our Corporate Members (Platinum, Gold, Silver & Bronze), however if a non-CM would like to sponsor an event, the price will increase by a suggested 15%.
 - Provide the platform to have our Corporate Members produce a Product Showcase on the ITEA website – one per year.
 - CM's will be highlighted on Social Media/LinkedIn on a rotational basis. We will ask our members if they have something they would like to highlight specifically. It can be an article, a newsworthy accomplishment, press release, etc. This will not be a product showcase or an advertisement.
 - Virtual and live event: Corporate Members will get “exclusive” access or time with the guest speaker or panel after the event. Selection of the Corp Member will be determined by lottery.
 - Provide our Corporate Members with a virtual platform to host technical discussions. Like our Lunch & Learn Series, only we are looking to increase visibility for our corporate members. The details are being flushed out.
- 8.2 ITEA has 58 Corporate Members and the Chair challenged the Board to bring in new members in the next 45 days to earn a personal gift. Elk Management to provide the list of expired memberships to the Board in order for them to reach out to those individuals or companies where they have a personal connection. In order to avoid duplication of efforts, the list will be maintained by ELK.

9.0 ELECTIONS COMMITTEE

- 6.1 Report provided. After years of service, Matt Reynolds, Committee Chair resigned in January 2021. President Pete Crump is in search of new Chair.

10.0 EVENTS COMMITTEE REPORT

- 10.1 Report provided. Steve Woffinden, Committee Chair presented a status on the events being conducted in 2021 and encouraged the Chapter leadership to consider hosting an event in 2022.

11.0 PROFESSIONAL DEVELOPMENT COMMITTEE

- 11.1 Report provided. Pete Christensen, Committee Chair updated board on the CTEP progress – a little slower than originally anticipated but believes the process is going well and plans to have the re-aligned program by September 2021 to showcase at the Annual Symposium. Giving a thorough power point presentation on the way ahead for the Certification program, he highlighted the 2020 NDAA language that directs OSD to ensure that the “certification requirement for any acquisition workforce career field



shall be based on standards developed by a third-party accredited program based on nationally or internationally recognized standards.”

11.1.1 **ACTION:** Pete Christensen will reach out to Ms. Stephanie Possehl, Acting Deputy Director Engineering, (OUSD) R&D to schedule a meeting to introduce her to ITEA.

11.2 Feedback was requested from the Board:

- Should ITEA seek to position CTEP to be recognized as an acceptable “certification requirement for the T&E workforce career field”? **Not at this time.**
- Should ITEA request an audience with OSD? Others? **Yes. For starters, Bill Keegan will reach out to Tom Christie (former, Director Operational T&E)**
- Should ITEA seek to participate in T&E Task Force? **Yes. It is important to showcase ITEA as an Educational Non-profit and that our input would be valuable as we build our educational program and certification for testers. We need to make sure they understand we represent the whole T&E community – as we have membership in government, industry and academia as well and are not allowed to lobby in any way. We do not have a conflict of interest as we are not industry.**
- Should ITEA seek to align CTEP Domains, Skills and Knowledge and tasks to with T&E Task Force proposed credentialing topics? **Yes. See above.**
- Should CTEP create two levels of certification? **Yes. The committee proposes having two levels of certification: One with Knowledge of – the other, with Mastery of.**

11.3 ITEA has two contracts signed with Naval Surface Warfare Center, Port Hueneme Division (NSWC PHD) to deliver a three-day course on the Fundamentals of Test and Evaluation (T&E) and “What T&E'ers Need to Know About Program Management and Systems Engineering and Why” as well as CTEP examination for up to 15 students. And encourages leaders to contact Eileen Redd, ELK, if they have any leads on Ranges or potential classes.

11.4 The committee is updating CTEP Candidate Handbook and other documentation.

11.5 New Lunch & Learn series is highly successful.

12.0 PUBLICATIONS COMMITTEE REPORT

12.1 Report provided. Laura Freeman, Committee Chair, updated the Board on the success of using Google Drive as a method for improving the internal processes for the Journal.

12.2 The committee is currently exploring the process for the Journal to be Peer Reviewed – and welcomes any feedback.

12.3 The results from the survey indicate we are moving ahead with online presence only with a small handful of printed copies.

13.0 WAYS AND MEANS REPORT



13.1 Report not provided. Director and Chair, Mark Brown explained that the Ways & Means Committee has been reviewing the Scholarship program as it is currently written and have found it to be cumbersome, nebulous, and outdated. Leadership was invited to provide ideas off-line.

13.1.1 **ACTION:** Ways & Means to offer a simplified scholarship program with recommended changes to be voted on by the Board in the calendar year.

14.0 ELK MANAGEMENT REPORT

14.1 Nothing to report.

15.0 NEW BUSINESS

15.1 Regional VP, Dave Webb asked for support in his region, especially the Ft Huachuca Chapter.

15.2 The date of Thursday, 24 June at 5:00 PM EST was agreed on as 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 Mark Brown and seconded by Director Mark Phillips to adjourn the meeting. The motion was approved unanimously. The Board Meeting was adjourned by President Pete Crump at 6:47 p.m. EST.


Secretary, Tim Morey

7/2/2021
Approved