



The quarterly meeting of the 2020 Board of Directors was called to order by President Pete Crump at 4:35 p.m. ET on Saturday, 28 March 2020. To prevent any potential spread of the Coronavirus, the meeting was conducted via conference call.

The following individuals were able to participate in the meeting:

Board Officers	
Crump, Pete – President and Rules and Bylaws Committee Chair	Einfalt, Bruce – Vice President and Strategic Planning Committee Chair
Morey, Tim – Secretary	Phillips, Mark – Treasurer
Gaidry, James – Executive Director (ex officio)	
Board Directors	
Bjorkman, Eileen – Ways and Means Committee Chair	Nikoloff, Peter
Brown, Mark	O’Carroll, Catherine
Bullington, Joe	Woffinden, Steve
Moore, Brian	
Board Committee Chairs	
Chapter Development & Individual Membership Committee – Myers, Jim	Publications Committee – Freeman, Laura
Elections Committee – Reynolds, Matt	
Board Government Advisors	
Dowling, Mindy	
Guests	
Bailer, Rick	

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

Board Directors	
Johnson, Darryl	Sabile, Erwin – Communications Committee Chair
Keegan, Bill - Senior Advisory Board	
Board Committee Chairs	
Awards Committee – Clewer, Stephanie	Historian – Welshans, James
Corporate Development Committee – Swagerty, Kathi	Professional Development – VACANT
Events Committee – Messer, Doug	Technology Committee – Merhoff, Henry
Region Vice Presidents	
Mid-Atlantic Region VP – McDonnell Zubowsky, Jeanine	Southeast Region VP – Thompson, Miles
West Region VP – McKearney, Terry (via phone)	Southwest Region VP – Dave Webb
Northeast Region VP – VACANT	
Board Advisors	
Leiby, Larry	Reuter, Abbe'
Olinger, Jeff	Wellons, Dave
Quade, Carroll	Wells, Jamie

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 that this meeting was being held via conference call due to the Coronavirus epidemic.
- 1.3 President Pete Crump noted that there were two Board Committee Chair vacancies – Events Committee and Professional Development Committee.
 - Doug Messer has agreed to continue Chairing the Events Committee until a successor can be identified.
 - Pete Christensen has indicated an interest in Chairing the Professional Development Committee.
- 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

Secretary Tim Morey asked the Board members to review the minutes from the 11 November 2019 Board meeting and asked if there were any corrections. After discussion a motion was made by Director Mark Brown and seconded by Director Brian Moore to approve the minutes as read. With no further discussion, the motion passed unanimously.

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Secretary Tim Morey asked the Board members to review the minutes from the 14 November 2019 Board meeting and asked if there were any corrections. After discussion a motion was made by Director Mark Brown and seconded by Director Brian Moore to approve the minutes as read. With no further discussion, the motion passed unanimously.

Secretary Tim Morey asked the Executive Committee members to review the minutes from the 16 December 2019 Executive Committee meeting and asked if there were any corrections. After discussion a motion was made by President Pete Crump and seconded by Treasurer Mark Phillips to approve the minutes as read. With no further discussion, the motion passed unanimously.

Secretary Tim Morey asked the Executive Committee members to review the minutes from the 16 December 2019 Executive Committee meeting and asked if there were any corrections. After discussion a motion was made by President Pete Crump and seconded by Treasurer Mark Phillips to approve the minutes as read. With no further discussion, the motion passed unanimously.

3.0 REVIEW OF CURRENT ACTION ITEMS

Secretary Tim Morey reviewed the Action Items that would not be addressed within the various Officer and Committee reports. Without objection discussion on the other action items was tabled until the appropriate report.

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: Update to be provided at the June 2020 meeting.

SUSPENSE: Continued.

ACTION 121018-05: Senior Advisory Board Committee, (Bill Keegan, Chair) to review ITEA Bylaws for potential inclusion of a requirement for ITEA Chapters to host and ITEA event. Investigate expanding the definition of an "ITEA Event."

STATUS: Update to be provided at the June 2020 meeting.

SUSPENSE: Continued.

ACTION 121018-06: ITEA President Pete Crump to meet with ATEC Commander to discuss supporting ITEA, and invite him to attend / speak at the 2020 Symposium.

STATUS: Update to be provided at the June 2020 meeting.

SUSPENSE: Continued.

ACTION 091719-02: Executive Committee to develop charter for the "way forward" in implementing the recommendations provided by the Renner Report.

STATUS: Completed.

SUSPENSE: Closed.

4.0 TREASURER REPORT

Treasurer Mark Phillips presented the Treasurer Report, which included addressing the following Action Items. After discussion a motion was made by Director Tim Morey and seconded by Director Brian Moore to approve the Treasurer's report. With no further discussion, the motion passed unanimously.

5.0 WAYS AND MEANS COMMITTEE REPORT

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

ACTION 121018-04: Pete Crump, Eileen Bjorkman, and Kathi Swagerty to work with Corporate Member Representatives (to include Brian Moore, Tim 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: Update to be provided at the Jun 2020 meeting.

SUSPENSE: Modified and Continued.

ACTION 032519-04: 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: DEPS will be presenting a revised MOU, which will be conspired at that time.

SUSPENSE: Closed.

ACTION 051419-04: Ways and Means Committee to propose Bylaws change relating to the annual audit requirement in Article XI, Section 4.

STATUS: Update to be provided at the Jun 2020 meeting.

SUSPENSE: Continued.

ACTION 111119-01: Ways and Means Committee to propose a 2020 Budget for the Executive Committee's consideration.

STATUS: Completed.

SUSPENSE: Closed.

ACTION 111119-02: Ways and Means Committee to propose a formalized process for the run-up revenue, expense, and net income budgeting for ITEA events.

STATUS: Completed.

SUSPENSE: Closed.

Ways and Means Committee Chair Eileen Bjorkman recommended that the Board's consideration of this year's Chapter Supplemental Scholarship Fund distribution be deferred until the June Board meeting. Without exception this was agreed.

Ways and Means Committee Chair Eileen Bjorkman recommended that, due to the postponement of both the Cybersecurity and Test Instrumentation Workshops that any uncommitted remaining funds that were budgeted for 2020 Chapter Scholarships and Grants be withheld indefinitely. Without exception this was agreed.

Ways and Means Committee Chair Eileen Bjorkman recommended reviewing with our Merrill Lynch Program Manager of the Association's investment objectives, portfolio and performance information, and any other matters affecting management. After discussion the following Action Item was assigned.

ACTION 032820-01: Ways and Means Committee to conduct a review with our Merrill Lynch Program Manager of the Association's investment objectives, portfolio and performance information, and any other matters affecting management of ITEA's reserve accounts in accordance with the ITEA INVESTMENT POLICY ADDENDUM (MAY 2007) AND STATEMENT OF INVESTMENT POLICIES AND OBJECTIVES (JUNE 2006).

STATUS: Update to be provided at the Jun 2020 meeting.

SUSPENSE: Continued.

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: The Committee will continue to refine the "ITEA Elevator Speech".

SUSPENSE: Continued.

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

STATUS: Update to be provided at the June 2020 meeting.

SUSPENSE: Continued.

7.0 CHAPTER DEVELOPMENT AND INDIVIDUAL MEMBERSHIP COMMITTEE

Kathi Swagerty, Committee Chair, was not able to attend the meeting.

8.0 EVENTS COMMITTEE REPORT

Doug Messer, Committee Chair, was not able to attend the meeting.

President Pete Crump noted that the Test Instrumentation Workshop has been postponed to September 1-3, and that the Cybersecurity Workshop has been postponed to November 3-5.

After discussion the following Action Item was continued.

ACTION 121018-01: The Events Committee to develop a list of "Top 4" topics for potential workshops. Align with DoD strategic Plan.

STATUS: Update to be provided at the June 2020 meeting.

SUSPENSE: Continued.

2020 Symposium Chair Steve Gordon provided an update.

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: Update to be provided at the June 2020 meeting.
SUSPENSE: Continued.

ACTION 042115-03: Professional Development Committee to reach out to ranges and identify/offer training at installations.
STATUS: Update to be provided at the June 2020 meeting.
SUSPENSE: Continued.

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: Update to be provided at the June 2020 meeting.
SUSPENSE: Continued.

ACTION 042115-05: Professional Development Committee to work with DAU to be able to offer DAU classes at non-DAU locations.
STATUS: Update to be provided at the June 2020 meeting.
SUSPENSE: Continued.

11.0 EXECUTIVE DIRECTOR REPORT

James Gaidry, ITEA Executive Director, provided an update.

12.0 ADJOURNMENT

- 12.1 The 2nd quarter meeting of the 2020 Board of Directors will be held in mid-June on a date and time to be announced.
- 12.2 There being no more business to be brought before the Board, a motion was made by Director Mark Brown and seconded by Director Brian Moore to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned by President Pete Crump at 6:09 p.m. ET.

7/27/2020

Date Approved



Tim Morey, ITEA Board Secretary