



The quarterly meeting of the 2020 Board of Directors was called to order by President Pete Crump at 6:00 p.m. ET on Tuesday, 16 June 2020. To prevent any potential spread of the Coronavirus, the meeting was conducted via conference call.

Roll Call

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

P – Phone in

A – Attend in person

U – Unable to attend

Board Advisors

FAA – Tim Sienrukos

Board Committee Chairs

Jim Myers, Chapter Dev & Ind Membership Committee

Kathi Swagerty, Corp Dev Committee

Matt Reynolds, Elections Committee

Henry Merhoff, Technology Committee

Stephanie Clewer, T&E Professional Awards

Regional Vice Presidents

Terry McKearney, VP West Region

Chapter Presidents

Rick Bailer, George Washington

Alan Colthorp, Antelope Valley

Guests

Gene, Hudgins, Former ITEA President

ELK Management Group, Eileen Redd, Lena

Moran, Kathi Swagerty

A host of others not captured. Total of 40 participants



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 thanked James Gaidry for his years of service to ITEA and explained that he will transition out of ITEA in June and be available for consulting, if needed until his last official day, 31 July.
- 1.4 President Pete Crump introduced ELK Management Group as the interim solution to manage ITEA until December 31, 2020.
- 1.5 President Pete Crump reminded everyone of the two Board Committee Chair vacancies – Events Committee and Professional Development Committee.
 - 1.5.1 Pete Christensen has indicated an interest in Chairing the Professional Development Committee. Pete Crump will follow up with a phone call.
- 1.6 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 March 2020 Board meeting and asked if there were any corrections. After discussion a motion was made by Director Mark Brown and seconded by Director Peter Nikoloff to approve the minutes as read. With no further discussion, the motion passed unanimously.

3.0 REVIEW OF CURRENT ACTION ITEMS

- 3.1 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 September 2020 meeting – **NOTED:** Mindy Dowling has been replaced by Tim Sienrukos.

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 September 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: Discussions between both parties took place. Will follow up with Symposium Chair.

SUSPENSE: Closed

4.0 TREASURERS REPORT

4.1 Treasurer Mark Phillips presented the Treasurer Report. 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 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: Discussed and closed due to the current economic environment.

SUSPENSE: Closed

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 considered 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: Closed

5.1 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 September Board meeting. Without exception this was agreed.



- 5.2 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 provided at the June 2020 meeting.

SUSPENSE: Closed

6.0 CHAPTER DEVELOPMENT AND INDIVIDUAL MEMBERSHIP

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 September 2020 meeting.

SUSPENSE: Continued.

7.0 CORPORATE DEVELOPMENT COMMITTEE

Kathi Swagerty, Committee Chair, presented Committee's Report

- 7.1 Reference ACTION 121018-04, worked with Ways & Means committee to close action.

8.0 EVENTS COMMITTEE REPORT

Vacant, Committee Chair

- 8.1 Steve Gordon, Annual Symposium Chair provided the board with a recommendation to change the format from live in Orlando to a virtual platform to be held during the same timeframe of Sept 14 – 17. Pricing will be discussed and approved by the Ways and Means Committee. After discussion a motion was made by Director Mark Brown and



seconded by Director Brian Moore to approve the format change to the Annual ITEA Symposium. With no further discussion, the motion passed unanimously.

8.2 Without a Chair for the Events Committee, the following Action Item will be 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 September 2020 meeting.

SUSPENSE: Continued.

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 September 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 September 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 September 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 September 2020 meeting.

SUSPENSE: Continued.

10.0 EXECUTIVE DIRECTOR REPORT

10.1 James Gaidry, Executive Director, provided the Board with options for a professional management company as a potential solution to manage ITEA.

10.2 President Pete Crump called for a special committee to review all the options and present their findings and recommendations in 90 days at a special session of the



September Board Meeting. After discussion a motion was made by Director Mark Brown and seconded by Director Tim Morey to approve the formulation of a committee to provide findings and recommendations to the Board in September. With no further discussion, the motion passed unanimously.

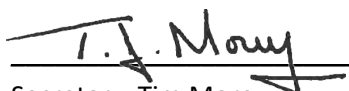
- 10.3 Executive Director updated the Board on the Elections process with an uncontested ballot being sent to membership in June through July 10. Appointed Board Member Joe Bullington expressed his interest in continuing his role on the board for another 1-year term. Noted.

11.0 NEW BUSINESS

None

12.0 ADJOURNMENT

- 12.1 Due to the continuation of COVID19, the 3rd quarter meeting of the 2020 Board of Directors will be held virtually on Tuesday, 15 September to include the Election of Officers.
- 12.2 There being no more business to be brought before the Board, a motion was made by Director Tim Morey and seconded by Director Mark Brown to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned by President Pete Crump at 8:00 p.m. ET.


Secretary, Tim Morey

9/24/2020

Approved