



The quarterly meeting of the 2020 Board of Directors was called to order by President Pete Crump at 5:05 p.m. ET on Thursday, 10 December 2020 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	
Eileen Bjorkman, Ways and Means Committee Chair	P
Mark Brown	P
Darryl Johnson	U
Bill Keegan, Senior Advisory Board	U
Brian Moore, Corp Development Committee Chair	P
Peter Nikoloff	P
Erwin Sabile, Communications Committee Chair	P
Steve Woffinden	P
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

Joseph Stasiowski

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

Wendy Peterson, Antelope Valley Chapter

Gil Torres, Channel Islands 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 welcomed new Chapter Presidents to leadership roles within ITEA; the Advisors who were in attendance and the new elected members of the Board.
- 1.3 President Pete Crump expressed the Boards appreciation to out-going Director, Eileen Bjorkman for serving 6-years on the Board
- 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 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.

4.0 TREASURERS REPORT

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

5.0 AWARDS COMMITTEE

- 5.1 No report provided.

6.0 CHAPTER & INDIVIDUAL MEMBERSHIP

- 6.1 Report provided by ELK Management. Discussion about the role of Regional VPs and how to get more involvement. Showcased three newly elected Chapter Presidents.

7.0 COMMUNICATIONS COMMITTEE

- 7.1 No report provided. Committee Chair Erwin Sabile requested input from Chapter and Board leaders to send sharable information for social media. He asked that those on LinkedIn should not only acknowledge the content with a "like" on the post; but in order to gain much more visibility, he requested that we "share" the post to allow for more LinkedIn members to be able to see the information.

8.0 CORPORATE DEVELOPMENT COMMITTEE

- 8.1 Report provided. Brian Moore, Committee Chair expressed appreciation to his committee members and asked the Board to consider potential volunteers within their respective organizations.
- 8.2 While recapping a recent committee meeting, he expressed their desire to look at new and innovative ways to increase benefits – providing better value – for our Corporate Members without increasing their dues. The committee has a strategy for re-invigorating the program and will provide an update at the March meeting.



9.0 ELECTIONS COMMITTEE

- 6.1 Matt Reynolds, Committee Chair presented the draft 2021 Slate of Officers and explained the process, in accordance with the ITEA Bylaws. A week earlier, the voting Board Members were contacted by email and asked for their input into the draft slate of officers. Matt noted that the results of this request was, the majority of Directors indicated that the Officers should remain the same for 2021. From that information, the ballot was drafted and provided in advance of the Board Meeting. Nominations from the floor and discussion was offered at this meeting and votes would be held in secrecy by asking all voting members to send their ballot electronically to ELK Management for tabulation at eileen@itea.org. ELK Management would supply the results to the Chair via text and email and announce the newly elected Officers.
- 6.1.1 Director Mark Brown made the motion to close the process once all Directors had the opportunity to provide input. The motion was seconded by Director Steve Woffinden and with no further discussion the motion passed unanimously.
- 6.2 Chair, Matt Reynolds announced of the 13 voting members, 2 were not in attendance and as of 6:00 PM 10 Directors voted in the following manner:
- President, Pete Crump
 - Vice President, Bruce Einfalt
 - Secretary, Tim Morey
 - Treasurer, Mark Phillips

10.0 EVENTS COMMITTEE REPORT

- 10.1 Report provided. Steve Woffinden, Committee Chair explained that a call went out to Chapter Presidents to gage interest in hosting an event in 2021 as well as serving on the Events Committee.
- 10.2 Based on 2020 and the W&M guidance to plan for Virtual events in 2021, they committee submitted a conservative budget to W&M for the overall ITEA 2021 Budget.
- 10.3 Provided spreadsheet of Events for 2021

11.0 PROFESSIONAL DEVELOPMENT COMMITTEE

- 11.1 Report provided. Pete Christensen, Committee Chair updated board on proposal requested by the Naval Surface Warfare Center, Port Hueneme Division (NSWC PHD) to ITEA to deliver a three-day course on the Fundamentals of Test and Evaluation (T&E) Training and Certification. In addition, the committee has developed a short course "Fundamentals of Cybersecurity Test and Evaluation (T&E)" for NSWC PHD and can be modified for other potential customers.
- 11.2 The committee has begun reviewing the Certified Test and Evaluation Professional® (CTEP®) Candidate Handbook that describes the process and procedures for credentialing. Discussion took place among stakeholders and other interested members. A meeting will be held Wednesday December 16th for next steps.



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- 11.3 New Lunch & Learn series has been launched. Attendance has been more than expected. The committee is working on one offering per month. If you are interested in presenting please contact Kathi Swagerty.

12.0 PUBLICATIONS COMMITTEE REPORT

- 12.1 No report provided. Laura Freeman, Committee Chair, updated the Board on the new methods her committee came up with for improving the internal processes for the Journal; for example, using Google Drive, using a tracker, and developing an editing team.
- 12.2 Also noted are several new initiatives for the Journal including more peer review and a new feature where Michael Barton, PhD., a member of the committee, will be conducting Interviews with T&E leaders. The Chair asked that all those on the call take the opportunity to read the most recent interview and asked for any suggestion for future potential candidates to be interviewed.
- 12.3 The committee is also looking at ways to solve some internal processes in the virtual world, such as copyright challenges as well as creating new ways to increase the visibility of the Journal on social media platforms and on our website.
- 12.4 The initial results from two thirds of our membership on the member survey on the digital Journal shows the online version is preferable. Final results and a plan forward will be presented at the March Board Meeting.

13.0 WAYS AND MEANS REPORT

- 13.1 Report provided. Chair Eileen Bjorkman asked for the Board to accept the changes to the Bylaws regarding new verbiage on audits. Current language: "The Association's accounts shall be audited in accordance with generally accepted accounting principles at the end of every fiscal year, and at such other times as the Board may direct. The audited annual statement shall be made available to the members." Proposed language: "The Association's accounts shall be audited in accordance with generally accepted accounting principles when required by state and/or federal law, and at such other times as the Board may direct. An annual financial statement shall be made available to the members."
- 13.1.1 President Pete Crump made the motion to accept the new language for the Bylaws as stated. The motion was seconded by Director, Steve Woffendin and with no further discussion the motion passed unanimously.
- 13.2 ELK Management is still in the process of locating files on the Chapter Supplemental Scholarship Fund – Once they are located further discussion will take place.
- 13.3 The draft 2021 budget was presented to the Board for consideration. With a few minor revisions, the Board agreed to accept the Budget for 2021.
- 13.3.1 Director Mark Brown made the motion to accept the proposed Budget for 2021 with the guidelines from the Bylaws that if the final budget has a change of more than 10% a special session will be called by the EXCOM to review the changes. The motion was seconded by Treasurer, Mark Phillips and with no further discussion the motion was passed unanimously.



13.4 President Pete Crump thanked Director Eileen Bjorkman for her service as Chair of the Ways & Means Committee. Eileen indicated that she would sit on the committee and help as necessary.

14.0 ELK MANAGEMENT REPORT

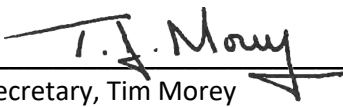
14.1 Nothing to report.

15.0 NEW BUSINESS

15.1 The date of 25 March 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 President Pete Crump and seconded by Director Tim Morey to adjourn the meeting. The motion was approved unanimously. The Board Meeting was adjourned by President Pete Crump at 7:00 p.m. EST.


Secretary, Tim Morey

4/6/2021
Approved

APPROVED