The International Test and Evaluation Association

Board of Directors Meeting
November 4, 2024

MINUTES

The fourth quarter meeting of the 2024 Board of Directors was conducted in-person on Monday, November 4, 2024 and called to order by Chairman Mark Phillips 3:00 p.m. ET with a quorum.

Roll Call

Board Officers	
Mark Phillips, Chair	√
Michael Barton, Vice Chair	√
Cathy O'Carroll, Secretary	√
John Rafferty, Treasurer	√
Elected and Appointed Directors	
Joe Bullington	√
Keith Joiner	√
~~Laurie Cummins~~	
Malcom Tutty	√
Mark Gillenson	√
Robin Poston	
Steve Seiden	√
Steve Woffinden	
Terry Clark	√
Tim Grabert	√
Van Sullivan	√

Chapter Representation
Andy Cunningham, Western European Chapter

K&E Management
Eileen Redd, Kathi Swagerty

Government Board Advisor
Terry Murphy, DHS

1.0 OPENING REMARKS (Chairman, Mark Phillips)

1.1 Established a quorum.

1.2 Thanked Government Board Advisor, Terry Murphy for his dedication to the board and asked if he would serve another term. Mr. Murphy accepted his invitation. Explained that current Board Advisor, Dr. Sandra Hobson was no longer with DOT&E and asked the board to consider additional advisors to be invited.

2.0 **SECRETARY REPORT (Secretary, Cathy O'Carroll)**

2.1 **Approval of Previous Board Meeting Minutes**

2.1.1 A Motion was made by Director Tutty, to accept and approve the minutes for the 4th Quarter meeting, as submitted. The motion was seconded by Director Barton. With no further discussion, the motion passed unanimously.

2.2 **Review of Current Action Items**

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

3.0 STRATEGIC PLAN – FINANCIAL GROWTH (Treasurer, John Rafferty)

3.1 **The Treasurer's Financial Report**

3.1.1 Report was presented.

3.2 **Ways and Means Committee (Director, Joe Bullington)**

3.2.1 The committee will send the draft 2025 Budget for review via e-mail.

3.2.2 Worked with Events committee to set aside funds for the ITEA Chair to attend non-US events.

3.3 **Events Committee (Director, Terry Clark)**

3.3.1 Reported the location of the 2025 Symposium as well as all the other workshops that will be held in the year. New this year is a non-US workshop being held in the UK with support of the Western European Chapter.

3.3.2 The committee included money in the budget for international travel for Chairman to attend the SETE conference and/or UK workshop.

4.0 STRATEGIC PLAN – MEMBERSHIP GROWTH (Secretary, Cathy O'Carroll)

4.1 **Chapter, Individual and Corporate Member Committees (Vacant)**

4.1.1 Director Barton will provide more insight into the membership classification.

4.1.2 The committee created a sub-committee on Early Career membership to understand the needs of this community. The results will continue to be implemented to increase early career participation.

4.1.3 International members should be referred to as non-US members since the organization is International.

4.2 **Awards Committee (Director, Robin Poston)**

4.2.1 Provided a report (unable to attend).

4.3 **Communications Committee (former Director, Erwin Sabile)**

4.4 **Elections Committee (Past Chairman, Gene Hudgins)**

4.4.1 Provided the results of the 2025 elections:
Appointed New (1 year): Scott Bisciotti
Re-appointed (1 year): Mark Gillenson
Elected: Erwin Sabile [noted, served two terms, off the board for 1 year, elected for a 3-year term]
Appointed to Elected: Michael Barton, Tim Grabert
Re-Elected second term: Joe Bullington, Cathy O'Carroll

4.4.2 Appointed board member Cummings had to step down due to family health concerns and will re-engage in the future.

5.0 STRATEGIC PLAN – WORKFORCE DEVELOPMENT (Director, Van Sullivan)

5.1 Director Michael Barton and Director Sullivan will continue to work on developing a STEAM strategy for a turn-key operation for any chapter / workshop to engage local participation.

5.2 Discussion on developing a plan for additional scholarships, education, and outreach to expand early career, students and government participation. The Ways and Means will also be involved to determine the financial impact.

5.3 **Publications Committee (Director, Dr. Keith Joiner)**

5.4 **Professional Development Committee (Director, Tim Grabert)**

7.0 NEW BUSINESS

8.0 ADJOURNMENT

There being no more business to be brought before the Board, a motion was made by Director Bullington and seconded by Director Rafferty to adjourn the meeting. The motion was approved unanimously. The Board Meeting concluded at 4:05 PM.

9.0 Re-ADJOURN

The Board was called to order by current Chair, Phillips and introduced Elections Chair, Gene Hudgins for the Election of Officers. The following slate was presented and approved unanimously. Chairman Barton thanked the outgoing members of the board for their service: Directors Phillips and Woffinden.

Chair: Dr. J. Michael Barton
Vice Chair: Erwin Sabile
Secretary: Catherine "Cathy" O'Carroll
Treasurer: M. John Rafferty

E. O'Carroll
Secretary, Catherine O'Carroll

3 Feb 2025
Date