MINUTES

The first quarter meeting of the 2025 Board of Directors was conducted by TEAMS call, January 28,2025 and called to order by Chairman, Michael Barton at 3:06 p.m. ET with a quorum.

Roll Call

Board Officers	
Dr. Michael Barton, Chair	√
Erwin Sabile, Vice Chair	√
Cathy O'Carroll, Secretary	N
John Rafferty, Treasurer	N
Elected and Appointed Directors	
Joe Bullington	√
Dr. Keith Joiner	√
Dr. Malcom Tutty	√
Dr. Mark Gillenson	√
Dr. Robin Poston	√
Scott Bisciotti	√
Steve Seiden	√
Terry Clark	N
Tim Grabert	√
Van Sullivan	N

Chapter Representation
Dustin Robinson, Southern Maryland
Nicholas Mouriski, Southern Maryland
Peter Nikoloff, Southern Cross

Visitors
Bill Keegan, Past Chairman
Mark Brown, Past Chairman
Tim Morey, Past Chairman

Government Board Advisor
Jean Petty, DHS

K&E Management
Eileen Redd, Kathi Swagerty

OPENING REMARKS

- Chairman, Dr. Michael Barton established a quorum.
- Dr. Barton welcomed Ms. Jean Petty from the Department of Homeland Security as the Government Advisor, as Terry Murphy stepped down due to his newly established role. Ms. Petty explained she will be in the role for a minimum of a year. Dr. Barton explained that Director, Cathy O'Carroll will be extending an invitation to Mr. Andrew 'Andy' Caldwell, Ministry of Defense UK to be a new Government Advisor.
- Dr. Barton expressed the importance of submitting a Committee Report read-ahead to the EXCOM by the noted deadline so it can be reviewed and discussed and brought forward to the full Board. Any noted discussions or actions from the report will be brought up at the board meeting. If a report is not provided to the EXCOM in advance, it will need to be held over until the following board meeting. Dr. Barton also asked the Directors to make sure they review the

read-ahead material to be prepared in advance of the meeting. This is to recognize the time set aside time of 1 hour and ½ to conduct the business.

- Dr. Barton will have the EXCOM begin to review the Bylaws from 2022 and provide recommended edits to be provided to the Board at the next meeting. The types of changes will include changing the definitions of committees, reviewing the election process, the viability of the role of regional vice presidents, criteria for board membership that includes active participation, and other topics.

SECRETARY'S REPORT

- A motion was made by Director Bullington and seconded by Director Poston to accept the Minutes from the November 2024 Board meeting as written. The motion was passed unanimously.
- Dr. Barton reviewed the Current Action Items and captured any changes.

STRATEGIC PLAN OVERVIEW

- Vice Chair, Erwin Sabile will be introducing a color-coded system to visually indicate the status of a project, goal, or initiative.

STRATEGIC PLAN – FINANCIAL GROWTH

[TREASURER, WAYS & MEANS COMMITTEE, EVENTS COMMITTEES and GRANTS]

- The Treasurer's Report was provided by K&E Management to show the 2024 Actuals as ITEA closes out the year. It was noted that the Association exceeded their net revenue budget. The Board asked that going forward, the report include the statements from the newly established investment account.
- A motion was made by Director Poston and seconded by Director Tutty to accept the 2025 Budget as presented. The motion was passed unanimously.
- Ways and Means Committee Chair, Director Bullington informed the board that a new Investment Policy was approved by the EXCOM and that the committee would be providing the policy along with the newly drafted Fiscal Policy and Financial Operations for their review at the next board meeting.
- A question was asked if the Events Committee 's planning committee for the Multi-Domain Operations workshop has decided if they would be in Huntsville with the Rocket City Chapter. A discussion on the MDO title being Army-centric and if any thought about an all-encompassing title, All Domain Operations workshop could be considered for wider audience participation. This will be passed along to Events Committee Chair, Director Terry Clark.

STRATEGIC PLAN – MEMBERSHIP

[AWARDS, CHAPTER AND INDIVIDUAL, COMMUNICATIONS, CORPORATE DEVELOPMENT, ELECTIONS COMMITTEES]

- Awards Committee Chair and Director, Dr. Robin Poston explained her committee would be gearing up for announcing nominations and is working with them to develop the criteria for a T&E 'Super-hero' – Hope to have for the Annual Symposium.
- Dr. Barton appointed Vice Chair, Erwin Sabile as the new Chapter Leadership Committee Chair – this committee will be reviewed in the Bylaws discussion noted above. They have called their first meeting of the Chapters for January 29th and have drafted a Chapter Handbook for the leadership.
- The Elections, Communications and Corporate Development Committees are being reviewed in the Bylaws discussion, among others.

STRATEGIC PLAN – WORKFORCE DEVELOPMENT

[PROFESSIONAL DEVELOPMENT AND PUBLICATIONS COMMITTEES]

- Professional Development Chair, Director Tim Grabert expressed his plans to re-establish and engage the committee. The topic of students using Ai and a proctoring service was briefly discussed, no action at this time.
- Publications Chair, Director Keith Joiner discussed the growing online interest in the Journal. He outlined that most members cannot get to more than one event per year and they rely on the Journal to cover what they cannot attend. He outlined that Dr O'Toole had published a summary in the December Edition of the Symposium and that all event organisers should create a "reporter" to do the same for events this year, most likely the technical chairs. To use the growing journal interest to increase membership, Director Joiner suggested adding benefits for members regardless of whether they attend events to have access to power point presentations from events. He suggested that reporters publishing in the journal about events have hyperlinks to PowerPoint presentations of interest and that a "landing page" notify non-members that access is only for members. Director Sabile suggested some videos of events could similarly be hyperlinked for the benefits of members who could not attend and be similarly hyperlinked in the event report. Director Sabile and Director Joiner agreed to work with the management team (Kathi & Bob) to trial such an approach for early events this year, to report any likely costs to the next Board Meeting, and to try to track any impact on membership.

NEW BUSINESS

- Dr. Barton, along with Director, Malcom Tutty discussed a new membership plan to be presented to the board for approval at the next meeting.
- Dr Barton shared his enthusiasm for bringing back at Technology Review Committee that will be addressed in the Bylaws discussion.
- Discussion about re-evaluating the Mission of ITEA.
- Director, Steve Seiden mentioned having an in-person retreat in 2025.
- The next Board meeting will be held on Tuesday, April 15 at 3:00 PM Eastern – for those who can join in person, it will be at the Tuscany Hotel in Las Vegas – Room to be announced.

K&E MANAGEMENT

- Reported out on the 45th anniversary of ITEA
- Asked Directors to sign and return a Code of Conduct document

A motion was made by Mr. Seiden and seconded by Dr. Tutty to adjourn the meeting. Without further discussion, the meeting adjourned at 4:45PM.

C. O'Carroll

Date 24/ 09 / 25

Secretary, Catherine O'Carroll