MINUTES

The first quarter meeting of the 2026 Board of Directors was conducted by TEAMS call, March 10, 2026 and called to order by Chairman, Michael Barton at 3:00 p.m. ET with a quorum.

Roll Call

Board Officers	
Dr. Michael Barton, Chair	√
Erwin Sabile, Vice Chair	N/A
Cathy O'Carroll, Secretary	N/A
Dr. Malcom Tutty, Treasurer	√
Elected and Appointed Directors	
Joe Bullington	√
Rick Bailer	√
Scott Bisciotti	√
Dr. Mark Gillenson	√
Tim Grabert	√
Dr. Keith Joiner	√
John Rafferty	√
Steve Seiden	√
Ken Senechal	√
Jeff Tolleson	√
Van Sullivan	√

Others:

Senior Advisory Council
John Frederkick

Government Board Advisor
Andrew Caldwell, UK MOD

Elections Committee Chair
Lewis Hundley

K&E Management
Eileen Redd, Kathi Swagerty

Opening Remarks

- Chairman, Dr. Michael Barton, established a quorum.
- Dr. Barton welcomed Rick Bailer as the west board member who filled the vacancy of Director Terry Clark.
- Dr. Barton reminded the Directors to either lead or support a committee.
- A cosmetic change needs to be made to the Bylaws regarding Membership Grades with the removal of the explanations and details of each Grade and to follow up with these noted in the process and policy.

- **Motion**: Director Bullington moved to accept the Bylaws; seconded by Director Senechal. Motion passed unanimously.

Secretary's Report

- **Motion:** Director Senechal moved to accept the Minutes from the December 2025 Board meeting as written; seconded by Director Bullington. Motion passed unanimously.
- Reviewed current action items, with updates and changes captured.

Strategic Plan – Financial Growth

(Treasurer, Ways & Means, Events, and Grants)

1. **Treasurer's Report**
    - The treasurer presented current financial statements; the association remains financially stable.
2. **Ways & Means Committee**
    - The 2026 Budget was provided for review in advance.
        - **Motion:** Director Bullington moved to accept the presented 2026 Budget; seconded by Director Sullivan. The motion passed unanimously.
3. **Events Committee**
    - Chair provided a Strategic view of 2027 and included a potential partnership opportunity with INCOSE and others; focusing on emerging and hot topics; and potentially standing up a special sub-committees based on initiatives.
4. **Grants**
    - Update provided – the committee will continue to research

Strategic Plan – Membership

(Awards, Chapter and Individual Membership, Communications, Corporate Development, Elections)

- All Committees that provided reports were for information only – no discussion.

Strategic Plan – Workforce Development

(Professional Development, Publications)

1. **Professional Development**

- Director Grabert shared the Charter to capture roles and responsibilities and gave compelling feedback from Board of Examiners and requests to dissolve and re-institute new team.
    - **Motion:** Director Grabert moved to accept the Chapter as written; seconded by Director Sullivan. Motion passes unanimously.
    - **Motion:** Director Grabert moved to accept the request to dissolve the current Board of Examiners and to appoint a new Board of Examiners; seconded by Keith Joiner. Motion passes unanimously.

2. Publications Committee
    - Discussed finding a ways to promote publishing technical presentations given at workshops.
    - Requested assistance on obtaining a new editor for 2027

Senior Advisory Council (SAC)

- SAC President, Frederick presented a new ITEA Mission and Vision during the December meeting. After several iterations and comments through email and this meeting, the Directors still had a few comments. To be continued.

K&E Management Update

- Provided eight updated policies for review and adoption by the Directors. The following policies were presented:
    - Obituaries and Memorial Policy
    - Membership and Dues Policy
    - Board Electronic Voting Policy
    - Retention Policy
    - Scholarship Policy
    - Events Policy
    - Whistleblower
    - Conflict of Interest Policy
    - **Motion:** Director Bullington moved to adopt all eight policies; seconded by Director Tutty. Motion passed unanimously.
- Provided Board Review of IRS Form 990 policy for review and adoption by the Directors.
    - **Motion:** Director Tutty moved to adopt the new policy as written; seconded by Director O'Carroll. Motion passed unanimously.

- Provided EXCOM Reimbursement Policy for review and adoption by the Directors. Further clarification is required and will be presented at the next board meeting.
- The Conflict-of-Interest Policy will be sent to each Director under separate cover for signatures.
- A link to the new Directors page will be provided under separate cover.

New Business

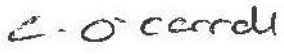
Next Meeting:

Dates Presented: March (10th), June (16th), September (22nd), December (15th)

Adjournment:

- Motion to adjourn by Director Bullington; seconded by Director Tutty. Motion carried. The meeting adjourned at 4:55PM.

Submitted by:



Catherine O'Carroll, Secretary

Date: June 23, 2026