MINUTES

The fourth quarter meeting of the 2025 Board of Directors was conducted by TEAMS call, December 16, 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	√
Dr. Malcom Tutty, Treasurer	√
Elected and Appointed Directors	
Joe Bullington	√
Dr. Keith Joiner	√
John Rafferty	√
Dr. Mark Gillenson	√
Dr. Robin Poston	√
Scott Bisciotti	√
Steve Seiden	√
Tim Grabert	√
Van Sullivan	√

Others:

Incoming Board Member (2026)
Ken Senechal

Senior Advisory Council
John Frederkick

Government Board Advisor
Andrew Caldwell, UK MOD

K&E Management
Eileen Redd, Kathi Swagerty

Opening Remarks

- Chairman, Dr. Michael Barton, established a quorum.
- Dr. Barton thanked Dr. Robin Poston for her leadership and support of ITEA as she steps down from the board after her first term ends. Robin will continue to lead the Awards Committee.
- Dr. Barton announced that Director Clark has handed in his resignation during his first term due to his decision to retire. He thanked Terry for his leadership and informed the board that the Elections Committee will begin their search for a new Director to fill his role.

- Dr. Barton welcomed two newly elected board members (Mr. Ken Senechal and Mr. Jeff Tolleson (not in attendance)) and explained they were invited to vote on policies and budget items related to 2026 when their term begins.
- Dr. Barton thanked Mr. Ken Senechal for leading the Events Committee.
- At the August board meeting, the Directors accepted the changes to Revision 15 of the Bylaws and in September the membership was invited to review and make comments on the proposed changes.
    - **Motion:** Director Bullington moved to adopt Revision 15 of the ITEA Bylaws; seconded by Director Tutty. Motion passed unanimously.

Secretary's Report

- **Motion:** Director Rafferty moved to accept the Minutes from the August 2025 Board meeting as written; seconded by Director Seiden. 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 in review of the committee and with no major changes, will be submitted to the Board under separate cover for review and approval by electronic means in January.
3. **Events Committee**
    - The 2026 calendar has been updated, and a new committee is being formed under the leadership of Director Senechal.

Strategic Plan – Membership

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

1. **Awards**
    - Director Poston shared her thanks to her committee members and expressed her pleasure in continuing this role after her term as Director ends.

2. **Chapter and Individual Membership**
    - **Motion**: Director O'Carroll moved to accept the 2025 ITEA Fellows as presented by the Board of Fellows to include: Keith Joiner, Ph.D., Terry Murphy, Peter Nikoloff, Robin Poston, Ph.D., and Erwin Sabile; seconded by Director Bullington. Motion passed unanimously.
3. **Elections Committee**
    - The committee will convene to discuss Director Clarks replacement.

Strategic Plan – Workforce Development

(Professional Development, Publications)

- Director Grabert shared that he and his team have finished updating CTEP and will continue to work on the Handbook and course offerings.
- Director Joiner provided a report for review with details on the Journal status.

Senior Advisory Council (SAC)

- SAC President, Frederick presented the Senior Advisory Council Charter for review and approval.
    - **Motion:** Director Bullington moved to accept the SAC Charter; seconded by Director O'Carroll. Motion passed unanimously.
- Mr. Frederick presented a new ITEA Mission and Vision for consideration. The Directors have a few questions and will work together to make a few recommendations for discussion and approval at the next board meeting.
- The SAC is establishing an ITEA-INCOSE Working Group and provided details on this agreement.
    - **Motion:** Director Sabile moved to approve the SAC to move forward with establishing an ITEA-INCOSE Working Group; seconded by Director Tutty. Motion passed unanimously.

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

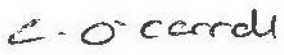
Next Meeting:

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: March 10 , 2026