



Iowa-Illinois Chapter

National Defense Industrial Association

Model Chapter Submission

11 October 2016

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President

Message:

It gives me great pleasure to submit the Iowa-Illinois Chapter documentation for the Model Chapter Program 2016. The chapter submission consists of this cover sheet and supporting documentation addressing chapter activities in all fifteen of the 2016 model chapter criteria. In Fiscal Year 2016, the chapter again sponsored its annual small business government contracting conference and is planning its 10th conference in FY 2017. Our Chapter continued to leverage our upgraded website, which allows us to improve information sharing and offers us much greater utility. Thirteen years ago, the chapter established awards honoring former local commanders and NDIA officers, LTG (Ret) Lawrence Skibbie, MG (Ret) William Eicher, and MG (Ret) Paul Greenberg. Although there were no awards this year, the winners of our NDIA and SGT Paul Fisher scholastic scholarships were recognized in award ceremonies. The chapter has made numerous donations to activities within its geographical area in support of NDIA's Top Policy Issues as well as activities in support of Chapter goals and objectives. Membership in the Iowa-Illinois NDIA Chapter has again declined slightly this FY from FY2015 and now is approximately 819 individual and corporate members; we broke into the over 800 member category in FY2010 and have maintained that level since then.

1. Designate a board member to participate in and/or support at least one the NDIA 37 divisions. For example, STEM, Small Business, etc. Attempt to conduct at least one function related to that Division.

- Our Chapter's board director STEM Coordinator was designated to become a liaison to the STEM Workforce Program. This individual has also been appointed to the Quad Cities Engineering and Science Council (QCESC), as our liaison. The full extent of our Chapter's STEM involvement and support is highlighted in our Criteria #10 response.
- Our Chapter has a board director appointed as our Small Business liaison. She maintains periodic contact with the Small Business Division POC's. She is also on the Illinois Small Business Development Center (SBDC) Advisory Board. Our Chapter has sponsored a Midwest Symposium on Government Contracting for Small Businesses for the last 9 years. The Symposium has focused on providing information to Small Business on a wide range of issues including: requirements for government contracting; how to be a successful government contractor as told by small businesses; what to expect from a government audit; how to become a subcontractor to a government prime contractor (including one-on-one matchmaking of subcontractors with primes); and many other pertinent topics. We also work closely with the local Chamber of Commerce, the Iowa Procurement Technical Assistance Center and the local SCORE Chapter. Members of these organizations are Chapter board members and/or are on our Small Business Symposium Planning Committee.

2. Ensure ALL board members of the chapter are NDIA members in good-standing. *

The board director that is designated to handle the membership area is also is responsible for periodically reviewing the currency of chapter board members in regard to NDIA/WID membership. This FY we continued the more rigorous practices established in FY2015 to police the membership currency of our board members, thereby assuring all remained members in good standing. The board director for membership maintains a Board of Directors Membership list with expiration dates highlighted. National automatically sends reminders at renewal time. The director also requests a current membership list from National for IA/IL Chapter as necessary to verify our maintained list to ensure that memberships are renewed in a timely manner. At each board meeting (every two months), the members whose membership is approaching expiration are alerted, with follow-ups via email. Our process is geared to sustain this state of compliance. We note that occasionally a Corporate Membership will lapse due to varying circumstances. National will recognize all board members who fall under the lapsed corporate umbrella until the corporate membership is renewed if National is working with the corporation. We have verified that all current board officers and directors are members in good standing with either WID or NDIA as of the date of this submission.

3. Designate a NDIA chapter board member liaison with the local Women In Defense (WID) Chapter board to promote mutual support and joint ventures (should be reciprocal). Not applicable if there is not a local WID Chapter.

The Iowa-Illinois NDIA Chapter spawned the creation of the Women in Defense's (WID's) first Chapter - the Iowa-Illinois WID Chapter - established in 2001. Unfortunately, the local Chapter was deactivated during FY2016 and moved to an inactive status. Former IA-ILWID Chapter members remain active members of our NDIA Chapter board with some securing NDIA membership in lieu of WID. The IA-IL NDIA Chapter contributed to the WID Chapter viability assessment and analysis as well as offered support to any go-forward plans that might be formulated to re-establish a local WID chapter.

4. Must have chapter by-laws approved with signatures of current chapter and National presidents. *

The Iowa-Illinois Chapter by-laws are reviewed annually by the board officers to determine if any updates might be required. The review this year of its published 2010 chapter mission statement and by-laws indicated a need for minor updates and format changes to align with the 2014 NDIA Chapter Manual guidance as well as the 2016 Model Chapter criteria requiring 'current' presidents' of the Chapter and NDIA national to be signators. The updated Chapter By-laws have been submitted and approved by the Chapter Board Directors; due to minor nature of the changes, National advised that approval by the membership was unnecessary; the updated by-laws were signed by the NDIA National president on 15 September and our posted on our website. Both our mission statement and by-laws are readily accessible on our Chapter website. The chapter is organized exclusively for charities, educational and scientific purposes in support of the National Headquarters, including, for such purposes:

- Promoting awareness by all elements in the Quad-Cities area of the need for a strong defense posture as represented by elements stationed on Rock Island Arsenal, and affiliated contractor and government agencies, to include supporting efforts to rebrand Arsenal Island as the "Home of Army Logistics".
- Encouraging a mutual understanding and a close working relationship between American commerce and industry, and those segments of the United States government responsible for the common defense and national security.
- Encouraging improved management techniques and procedures throughout the defense establishment and the supporting industrial base.
- Encouraging the maintenance of a viable, capable, and responsive industrial base for the development, production, and logistical support of defense weapons systems and material, especially as it pertains to the ammunition and logistics base, to include the Joint Manufacturing and Technology Center (JMTC) located on Rock Island Arsenal.

- Commemorating and recognizing services rendered by individuals, companies, and governmental agencies in meritorious acts related to the activities enumerated above.
- Encouraging and training Small Businesses in Government procurement practices to create more competition for DoD contractual requirements.
- Supporting local Defense organizations, particularly the First Army, Army Sustainment Command, and the Joint Munitions Command, by supporting appropriate meetings, including APBIs and training conferences.

5. Ensure chapter is financially self-sustaining with annual income exceeding expenses. *

The Iowa-Illinois Chapter schedules activities, primarily symposia, to raise funds to enable financing of our scholarship commitments, charitable contributions to Armed Services programs, and other planned activities. We currently maintain a positive balance greater than \$16,000 in reserve at all times. The Chapter's annual income is dependent upon the number of events sponsored throughout the year. In FY 2016, the Chapter once again sponsored a Small Business Symposium. For this fiscal year our income has been \$84,371 with expenses of \$101,427. Over the past 21 years we have had an average annual income of \$68,532, average expenses of \$62,994 and average program revenue of \$41,966. A report on the financial status is presented at each Board of Director's meeting with a vote of acceptance/approval recorded.

The Chapter generates revenue by periodically offering topical symposia. The Chapter remains financially sound; *however, our FY2016 income will necessitate some FY2017 budget tightening with lower levels of support to our annual scholarship and donation programs.*

Income/expense profile for the past twenty-one years is shown below.

	<u>INCOME</u>	<u>EXPENSES</u>	<u>PROGRAM SPONSORSHIPS</u>	<u>YEAR-END BANK BAL.</u>
FY 1996	\$ 10,096	\$ 5,968	\$ 3,191	
FY 1997	36,509	28,436	2,919	\$ 6,207
FY 1998	125,175	91,557	12,288	27,534
FY 1999	25,209	21,314	8,603	22,826
FY 2000	1,304	3,216	10,165	10,754
FY 2001	83,665	58,453	12,879	23,029
FY 2002	30,815	31,306	16,363	6,179
FY 2003	33,730	12,080	5,669	22,157
FY 2004	11,360	19,470	9,006	14,046
FY 2005	7,774	9,988	6,677	11,832
FY 2006	26,694	28,645	12,205	9,881
FY 2007	28,135	25,013	11,109	13,003
FY 2008	33,990	32,178	13,331	15,175
FY 2009	143,915	134,920	134,325	23,870
FY 2010	146,010	122,976	122,223	46,904
FY 2011	83,055	89,925	87,066	40,034

FY 2012	155,913	118,822	87,152	77,125
FY 2013	142,235	172,659	135,491	46,706
FY 2014	130,263	113,794	85,693	61,809
FY 2015	98,952	100,734	98,920	51,537
FY 2016	84,371	101,427	80,902	29,879

6. Submit fiscal year financial report no later than the required date. *

The Chapter has consistently submitted its annual financial report to NDIA National office by the requested date, without issue, to include the now required more extensive quarterly reporting.

7. Coordinate chapter events with NDIA to prevent schedule conflicts within a geographic area. *

The Iowa-Illinois Chapter keeps NDIA National apprised of all planned events and, as a by-product, national provides e-mail notification of these events to chapter members as well as including the activity on the Event Calendar in the “National Defense” magazine. For the Small Business Symposium held during May 24-26 2016 in Moline, IL, the Chapter again consciously scheduled the event so as to assure no conflict with NDIA’s National Small Business Conference. Attendees are mostly from the Chapter region, further lessening any conflict or concern. Plans for the 2017 Small Business Symposium have already been initiated with the event scheduled for May 23-25 2016 at the i-wireless Center in Moline, IL. As always, we have again coordinated with National HQ to ensure there will be no conflict with the National Conference, noting in particular the event calendar available on the national website.

8. Initiate frequent communication with members via e-mail, chapter website, and other sources of outreach. (A current chapter member list will be provided from NDIA upon request).

Primary means of communication with chapter members is through the chapter’s web page. Minutes of the Board of Directors’ meetings are published to keep the membership informed of issues discussed, actions taken, contributions made to various charities, events supported, scholarships awarded, and planned chapter activities. Our web site also has information concerning chapter officers, planned events, and other pertinent information of interest to our chapter membership or any others interested in our activities. The chapter president and various board members typically correspond by telephone and/or e-mail on issues requiring immediate attention. The chapter also has an agreement with the local installation’s Morale, Welfare and Recreation Fund office to advertise NDIA events and information in return for chapter sponsorship of various non-appropriated fund activities. Chapter emails to announce special events or other important information are also sent to all members using National’s Chapter

emailing support. The blast emails are often drawing attention to more detailed information the membership should view on our Chapter website

9. Provide current Board of Directors contact information twice per year: 1 June & 1 Dec 2016.

Required contact information for the current Board of Directors was supplied per requisite due date.

10. Participate in local military and educational initiatives in the areas of STEM program, local college's ROTC Military programs, Wounded Warriors, USO, Fisher House, etc. *

The following specific activities exemplify fulfillment of this criteria:

- Sponsored several activities in the military and Veteran Community to include the Vietnam War 50th Anniversary parade, Navy Ball, Military Salute Gala, and AUSA, Rock Island Arsenal Welcome Club, and Adonai Patriot Golf Tournaments.
- Once again, sponsored four “Franks on Fridays” events in coordination with the USO. The program offers free hot dog lunches to military service members and their families on Fridays. Board members assisted in serving the luncheons.
- The Iowa-Illinois Chapter has a board member designated as the STEM Coordinator. This individual has been appointed to the Quad Cities Engineering and Science Council (QCESC). This year’s STEM related activities included:
 - Sponsored an NDIA STEM Scholarship (through QCESC) for a deserving high school senior pursuing in a STEM degree and career; participated in Scholarship application review and awardee selection.
 - Provided an Engineering Kids Camp donation to the Putnam Museum STEM Center with NDIA Chapter sponsorship recognition on T-Shirts
 - Participated with and provided funding and guidance to the QCESC in sponsorship of multiple STEM activities in the Quad-City area.
 - Provided funds to support FIRST Lego League (FLL) and FIRST Robotics teams throughout the Quad Cities, including the “Flourish and Bots” team, which is focused on bringing girls into Robotics.

- Sponsored 5 local STEM students attendance at the QCESC annual E-Week Banquet.
- With the Rock Island Arsenal Welcome Club, planned and hosted the Rock Island Arsenal-wide Scholarship Recognition event in June, involving NDIA and other service organizations that provide scholarships in the Rock Island Arsenal community.

11. Conduct events that will strengthen NDIA corporate, individual, and free government growth. Each chapter should attempt to maintain or exceed the previous year's membership total.

This year, the IA-IL NDIA Chapter membership stands at 819, a slight decline from last year at this time. As DoD budget cuts and economic uncertainty continue to be an issue, retention of membership levels is a challenge, only met by continued promotion of the Chapter and its activities. The Chapter continuously promotes the NDIA membership programs for both Corporate and Individual categories. The local chapter has continued to promote NDIA as the source for networking, knowledge exchange, and business development opportunities with government and the defense industry. Through association events, networking remains a high priority. The chapter continues to strive to identify and leverage corporate members locally to become more directly involved and supportive of our Chapter activities. Equal effort was expended in getting individual members engaged. By networking at Chapter sponsored events, the Iowa-Illinois Chapter is able to realize a stable retention rate of renewed members and even slight growth in numbers of new members. We market membership applications and information during our sponsored events, and our frequent involvement and participation in other local events (e.g., Quad Cities Science and Engineering Council STEM activities). The sponsorship/hosting of the 9th annual Small Business Government Contracting seminar teaming with the Quad Cities Chamber raised awareness to an even higher level. This year we ran the NDIA Corporate Membership 7-minute promotional video during symposium breaks and continuously on two screens in the lobby. Other specific activities that provide Chapter visibility and spark membership interest include:

- Our very robust scholarship program continues to gain public attention. The chapter has been awarding scholarships since 1993. In the last 7 years we have awarded \$130,000 in scholarships to outstanding students – both academically and in the community. This year we awarded 4 \$2000 NDIA scholarships and one \$2000 SGT Paul Fisher scholarship.
- The chapter continued its pledged support to a community initiative, "Embracing Our Military", through participation and support of planned activities. Led by our regional PBS station, WQPT–Quad Cities PBS, the Embracing Our Military initiative raises awareness of important issues to the military community. It is an on-going community based dialog. There are special events and programming each month that promote this

project. In cooperation with numerous community partners, including our Chapter, the area will continue to be a welcoming place for our military members, veterans and their families. In particular, our Chapter hosted a booth at the “Embracing our Military Symposium” in November. A “Partners Muster” is held every couple of months where each participant is given the opportunity to update others on what their organization is doing and upcoming events. We use that opportunity to showcase our Chapter’s donation and scholarship programs that include military recipients, as well as encouraging membership, and marketing our NDIA Chapter events.

- Our now 7th year of direct sponsorship of a STEM scholarship through the Quad Cities Engineering and Science Council at their annual engineering banquet further advances our Chapter as a vital association in the community. We have already committed to sponsoring a QCESC/NDIA STEM scholarship for 2017.
- The community recognition of donation programs continues to be a factor in attracting new members. Newspaper photos/write-ups of our Chapter donations were published; “About Us” presentations and information provided during scholarship presentations and community events heighten are recognition as a force in the community.
- This year we also were a major financial contributor to the local Vietnam War 50th Anniversary parade. The parade event was held 21 May starting in Rock Island, IL and ending in the City of Davenport, Iowa at Veterans Memorial Park. It was to thank and honor veterans of the Vietnam War and their families.
- In the annual newsletter, the local Chapter President encourages everyone to become an active member of our Chapter and reinforces the fact that NDIA continues to offer F-R-E-E three (3) year memberships to Government Employees.
- Chapter Officers are invited and attend various military functions such as Change of Command ceremonies and senior civilian and military retirements, and events (e.g., Army Acquisition Command’s Industry Day). This maintains our local NDIA Chapter’s visibility and recognition.

12. Develop and monitor content of chapter developed website in areas of NDIA chapter logo, current board member list, events, and NDIA privacy statement link.

The Chapter’s homepage/website (<http://www.ndia-ia-il.org/index.html>) is current, and frequently reviewed/updated, as it is used to also announce upcoming events as well as Chapter news. The President and Secretary/Treasurer are the primary keepers of the currency of the website and its updates, including accuracy of board members and the entire content.

13. Maintain quality of NDIA branding in all chapter publications (Newsletters, Brochures, Letterhead).

The official chapter logo was received 10 Apr 2009 and it has been deployed in a go-forward for our website, letters, and other marketing venues (totes, symposium brochures, etc.) and remains fully implemented. Both the president and secretary-treasurer maintain a copy of the official logo in their computer files and are the only source for obtaining the chapter logo, thereby by maintaining control for quality assurance purposes.

14. Nominate annually a candidate for one of NDIA's major awards (Forrestal and Sridhar) in prescribed format and by required due date.

Candidates were solicited within the Chapter but none were received for nomination.

15. Submit at least one substantive issue for potential inclusion in NDIA's annual "Top Issues" document in the prescribed format and by the required due date. *

The Chapter once again submitted suggested topics and related opinions. The Chapter also suggested that some type of "report card" be included to address the status and/or success of previous top issues and associated actions taken. This approach, perhaps coincidentally, was followed in the 2016 Top Issues document.