



## **Iowa-Illinois Chapter**

### **National Defense Industrial Association**

#### **Model Chapter Submission**

**9 October 2017**

**George B Rivard**

**President**

#### **Message:**

It gives me great pleasure to submit the Iowa-Illinois Chapter documentation for the Model Chapter Program 2017. The chapter submission consists of this cover sheet and supporting documentation addressing chapter activities in all fourteen of the 2017 model chapter criteria. In Fiscal Year 2017, the chapter again sponsored its annual small business government contracting conference and is planning its 11th conference in FY 2018. Our Chapter continued to leverage our upgraded website, which allows us to improve information sharing and offers us much greater utility. Fourteen 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 again 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 this FY from FY2016 and now is approximately 700 individual and corporate members; this is largely the result of the inactivation of the local WID chapter.

## **1. Designate a board member to participate in and/or support at least one of the NDIA 27 divisions.**

- 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 10 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 designated to handle the membership area is also 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 locally 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-up 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. As we are currently revamping and revitalizing our board with new talent, this practice will continue.

### **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 last 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 were 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 and still current by-laws were signed by the NDIA National president on 15 September 2016 and are posted on our website. The issuance of a 2017 Chapter Manual with operating principles in lieu of by-laws required the development of a new Chapter document. The IA-IL Chapter Operating Principles document, with necessary amendments to the stipulated template, was approved by the Chapter BOD, signed by the Chapter President, and submitted to national for signature on 27 July 2017. Both our mission statement and by-laws (to be replaced by Operation Principles once signed by NDIA national) 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 the rebranding of 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, Rock Island Corps of Engineers, 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 2017, the Chapter once again sponsored a Small Business Symposium. For this fiscal year our income has been \$88,442 with expenses of \$53,186. Over the past 22 years we have had an average annual income of \$69,437 and average expenses of \$62,547. 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; fortunately, our FY2017 net revenue generated from our symposium was substantially up from the prior year. This income will allow us to return to a more robust FY2018 budget and our more typical level of support to our annual scholarship and donation programs.

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

	<u>INCOME</u>	<u>EXPENSES</u>	<u>YEAR-END BANK BAL.</u>
FY 1996	\$ 10,096	\$ 5,968	
FY 1997	36,509	28,436	\$ 6,207
FY 1998	125,175	91,557	27,534
FY 1999	25,209	21,314	22,826
FY 2000	1,304	3,216	10,754
FY 2001	83,665	58,453	23,029
FY 2002	30,815	31,306	6,179
FY 2003	33,730	12,080	22,157
FY 2004	11,360	19,470	14,046
FY 2005	7,774	9,988	11,832

FY 2006	26,694	28,645	9,881
FY 2007	28,135	25,013	13,003
FY 2008	33,990	32,178	15,175
FY 2009	143,915	134,920	23,870
FY 2010	146,010	122,976	46,904
FY 2011	83,055	89,925	40,034
FY 2012	155,913	118,822	77,125
FY 2013	142,235	172,659	46,706
FY 2014	130,263	113,794	61,809
FY 2015	98,952	100,734	51,537
FY 2016	84,371	101,427	29,879
FY 2017	88,442	53,186	65,539

**6. Submit quarterly financial report no later than the required. \***

The Chapter has consistently submitted the required more extensive quarterly reports to NDIA National office by the requested date.

**7. Coordinate chapter event(s) 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 24-25 2017 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 2018 Small Business Symposium have already been initiated with the event scheduled for May 23-24 2018 at the TaxSlayer Center (formally 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. (Request current chapter member list from National office).**

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 updated Board of Directors contact information twice per year: 1 June & 1 December.**

Required contact information for the current Board of Directors was supplied per requisite due dates (1 December 2016 & 28 May 2017) and will be provided by 1 December 2017.

## **10. Participate in local military and educational initiatives in the areas of STEM programs, Senior ROTC Military award recognition, Wounded Warriors, USO, and Fisher House, etc. \***

The following specific activities exemplify fulfillment of this criteria:

- Sponsored several activities in the military and Veteran Community to include the Navy Ball, Military Salute Gala, and AUSA, Rock Island Arsenal Welcome Club, and Adonai Patriot Golf Tournaments.
- Once again, sponsored two "Franks on Fridays" events in coordination with the USO. The program offers free hot dog lunches to active and retired 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 four FIRST Lego League (FLL) and FIRST Robotics teams from throughout the Quad Cities, including the “Flourish and Bots” team, which is focused on bringing girls into Robotics.
- Sponsored 3 local STEM students attendance at the QCESC annual E-Week Banquet.

## **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 703, a decline from last year at this time. The falling numbers are largely attributable, per national, of the deactivation of the local WID chapter. While some WID members have renewed as NDIA members, others have just not renewed or renew at National level WID which, it is believed, would no longer be reflected in the IA-IL Chapter membership numbers. Due to the dissolution of the local WID chapter, the IA-IL NDIA chapter will plan to inform potential WID members who renew that the IA-IL WID Chapter doesn’t exist and provide information regarding the benefits of membership to the local IA-IL NDIA chapter. The reality of the local chapter of WID disbanding along with the DoD budget and economic uncertainty continuing to be issues, 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 10<sup>th</sup> annual Small Business Government Contracting seminar teaming with the Quad Cities Chamber raised awareness to an even higher level. This year we included a presentation by NDIA National personnel about the benefits of corporate and individual memberships. In addition to manning a membership booth, these HQ personnel both presented and participated in award ceremonies held during the event, adding to the visibility and Chapter recognition/credibility locally. 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 8 years we have awarded \$136,000 in

scholarships to outstanding students – both academically and in the community. This year, because of budget constraints, we only were able to award a \$2000 NDIA scholarship, a \$2000 SGT Paul Fisher scholarship, and a \$2000 STEM scholarship. Next year we plan to once again be able to award nine total scholarships.

- The chapter continued 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 this FY, our Chapter helped sponsor the “The Wall that Heals”, a traveling replica of the Viet Nam Veterans War Memorial. 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.
- Chapter representatives met with and supported efforts of the Defense Industry Economic Adjustment Program being led by a current board director who works for the Quad Cities Chamber of Commerce. With funding from the U.S. Department of Defense, Office of Economic Adjustment (OEA), the program is executed through a partnership between the University of Illinois System, the Quad Cities Chamber of Commerce, and the Voorhees Center at the University of Illinois at Chicago (UIC).
- Our now 8th 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 2018.
- 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.
- 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 and Directors 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 chapter 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 three major awards (Eisenhower, Forrestal, and Sridhar) in prescribed format and by required due date.**

A candidate was submitted for the Eisenhower award in October 2016. The nominating package was misplaced at National. The Chapter has re-nominated this individual for our October 2017 submittal.