

**Iowa Illinois Chapter
National Defense Industrial Association (NDIA)
Board of Directors Meeting Minutes
9 November 2016**

1. The Iowa Illinois Chapter of NDIA Board of Directors held its bimonthly meeting at Jake O's, Rock Island, IL on 9 November 2016. Mr. George Rivard, Chapter President, called the meeting to order at 5:00 PM. Board members and Chapter officers present were Ms. Tammy Dean, Ms. Jan Masamoto, Mr. John Masengarb, Mr. Bob Radkiewicz, and Mr. Rivard. A special guest, Mr. Ryan Moylan, also attended.

2. Prior Meeting Minutes. Mr. Rivard stated that the minutes from the 13 September 2016 board meeting were electronically distributed for review and approval with those members in attendance. Recommended changes received during the staffing process were incorporated and the minutes are posted on the Chapter's web site.

3. Treasurer's Report.

a. Mr. Masengarb provided attendees with the treasurer's report for the period ending 31 October 2016. The report shows a computed bank balance of \$29,359.48 in the Chapter's checking and savings accounts. Income received during the period, \$4,302.77, was from a \$4,000 donation from Rockwell Collins for the FY 2017 scholarship program, \$300 from processing credit card payments, and \$2.77 in interest on the Chapter's savings account. Expenses for September and October were \$1,489.09. Major expenses were \$688.65 in credit card processing fees, \$300 donation to the Navy Birthday Ball, \$150 donation to ADONAI for sponsorship of a golf hole, and \$200 symposium registration refund. A motion to approve the treasurer's report was made by Ms. Masamoto. Motion was seconded by Mr. Radkiewicz; motion was approved.

b. Mr. Masengarb presented a proposed Operating Budget for FY 2017 to the board for approval. Ms. Masamoto made a motion to approve the budget as presented. Motion was seconded by Mr. Radkiewicz; motion passed. A copy of the approved budget is attached to these minutes.

c. The Chapter's 4th quarter financial report was submitted to NDIA National in October. The Chapter completed its process to allow the NDIA National CFO access to the Chapter's checking and savings accounts.

d. An audit of the Chapter's financial records will be performed prior to the end of December. Mr. Radkiewicz, Ms. Joy Fleming, and Mr. Rivard will perform the audit.

4. Scholarships. Three \$2,000 scholarships will be awarded in Academic Year 2017-18. The Chapter will provide \$2,000 to the Quad Cities Engineering and Science Council for a STEM scholarship and \$2,000 each for a NDIA and SGT Paul Fisher scholarships.

5. Donations. A thank you note was received for our donation to support the Navy's Birthday Ball. Mr. Rivard received a request for a donation to support the Embracing Our Military. Mr. Rivard also contacted the Rock Island Arsenal USO of Illinois to establish dates for the Chapter's sponsorship of Franks 'n Friday for 2017. March 10th and May 12th were reserved for our sponsorship. \$500 donations each for Embracing Our Military and Franks 'n Friday were approved in the 2017 Operating Budget.

6. Membership. Current membership data was not available for this meeting. Chapter membership is around 820 members.

7. Programs. The 2017 Small Business Government Contracting Symposium is scheduled to be held 24-25 May 2017 at the iWireless Center in Moline. The Advance Planning Briefing for Industry will be held on May 24th with the Small Business Session on May 25th. The Symposium Planning Committee continues to focus on developing agendas for both programs.

8. Website. Routine updates to the website were posted.

9. STEM. A written report on STEM activities was provided by Ms. Celia Hadden to Mr. Rivard. Some Joint Munitions Command people are attending the Exploring Engineering event being held this evening at ST. Ambrose University.

10. New/Other Business.

a. Mr. Rivard submitted the Chapter's Model Chapter to NDIA National on 11 October. He thanked board members for their input.

b. NDIA is planning another Division and Chapter Presidents meeting 14-15 November. Mr. Rivard will attend the meeting.

c. Mr. Radkiewicz surveyed board members whose terms are expiring for their desire to continue as board members. The following board members are willing to continue: Ms. Mary Adams, Ms. Tammy Dean, Mr. Billy Murphy, Mr. Alan Prowse, Mr. Mert Sachs, and Mr. Mark Westrom. Ms. Dawn Ainger and Mr. Art Heyderman are no longer serving as board members.

d. Mr. Masengarb has tendered his resignation as Chapter Secretary/Treasurer effective with this meeting. Mr. Rivard made a motion nominating Ms. Joy Fleming to assume that position and for Mr. Ryan Moylan to become a board member. Board members present approved the motion. Mr. Rivard will email other board members for their approval. (NOTE: Subsequent to the meeting, the motion was approved by board members not present at the 9 November meeting.)

11. Meeting adjourned at 6:16 pm. Next Board meeting is January 10, 2017 at 5:00 pm at Jake O's in Rock Island.

John Masengarb
Secretary / Treasurer

**IA/IL Chapter NDIA
Operating Budget FY2017
1 Oct 2016 – 30 Sep 2017**

Income:

Cash on-hand	\$29,879
Interest Earned	21
Scholarship Sponsor	4,000 ¹
Projected Symposium Income	6,000
Total:	\$39,900

Expenses:	Fixed	Discretionary	
Cash Reserve	\$16,000		
A Ordinary Operating Expenses		\$2,100	(\$2125 FY 16)
<i>Web Site Maintenance</i>	\$330		(\$330 FY 16)
B Symposium Seed Money	\$5,000		(\$5000 FY16)
C Chapter Promo/Marketing			
<i>QC Chamber Membership</i>		\$330	(\$330 FY 16)
Total:	\$21,330	\$2,430	
	[Above total: \$23,760]		

Scholarship Program (Fenced)

Sponsor Funded	\$4,000	(Rockwell Collins)
Chapter Funded	2,000	
Total	\$6,000	3@\$2000 (NDIA-1, SGT Fisher – 1, STEM – 1)

Donations (Discretionary funds – NOT must spend)

	<u>Proposed Allocation</u>	<u>(FY16 Actual)</u>
<u>Total Budgeted Donations</u>	\$6,140	(\$8,880)

D Mil Events/Activities	\$2970	(\$3650)
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Budgeted Amounts:

<i>Navy Ball</i>	300	(\$300)
<i>AUSA Golf</i>	250	(\$250)
<i>Embracing Our Military Program</i>	500	(\$500)
<i>Jason's Box</i>	300	(\$500)

	<i>Project Healing Waters</i>	0	(\$500)
	<i>Vietnam 50th Celebration Parade</i>	0	(\$1000)
	<i>USO Hot Dog Fridays</i>	500	(\$600)
	Discretionary	820	
E	STEM	\$1500	(\$2190)
F	Civilian Events/Activities	\$1000	(\$500)
	<i>Budgeted Amounts:</i>		
	<i>RIAWC Golf</i>	500	(\$500)
	Discretionary	500	
G	Other Discretionary Donations	\$670	(\$0)
	<i>Meets Donation Criteria /Vote</i>		

Note: With budget approval by the board, the italicized amounts within the donation budget area represent the authorized upper amounts to donate, without further presentation to the board for vote. Such actions will be reported at the board meeting following, as part of the financial reporting. Such actions will be taken conditional on the event/request otherwise continuing to meet Chapter donation criteria, as well as the financial posture of the Chapter.

¹ Applied to FY 18 Scholarship Program