

Iowa Illinois Chapter  
National Defense Industrial Association (NDIA)  
Board of Directors Meeting Minutes  
12 September 2017

1. The Iowa Illinois Chapter of NDIA Board of Directors held its bi-monthly meeting at Bennigan's Bar & Grill, Rock Island, IL on 12 September 2017. Mr. George Rivard, President, called the meeting to order at 5:07 p.m. Board Members and Chapter Officers present were Mr. John Masengarb, Mr. Alan Wilson, Ms. Janet Masamoto, Ms. Celia Hadden, Ms. Kim White, Mr. Bob Radkiewicz, and Ms. Joy Fleming.

2. **Prior Meeting Minutes** – Mr. Rivard stated that the minutes from the 11 July 2017 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 website.

3. **Treasurer's Report:** Ms. Joy Fleming

a. Ms. Fleming provided attendees with the Treasurer's Report for the period ending 31 Aug 2017. The report shows a computed bank balance of \$65,980.93 in the Chapter's checking and savings accounts. The main source of income was \$80.00 from a refund from Interstate Storage. Expenses for July and August were \$3,688.20. The main expenses were \$2,000.00 given to Abigaile Tonko (Scholarship), several refunds for the symposium totaling \$750.00, membership renewal with the Quad City Chamber in the amount of \$330.00 and a donation to the RIA AUSA Golf Outing in the amount of \$250.00. A motion to approve the Treasurer's Report was made by Mr. John Masengarb and seconded by Ms. Janet Masamoto; motion was approved.

b. Ms. Fleming provided 3<sup>rd</sup> Qtr Financial report to National on 27 July 2017. Next subsequent report is due in October.

c. Ms. Fleming provided the draft 2018 Budget to the Board. Several additions/changes were proposed and a STEM budget from Ms. Hadden will be forthcoming to include in the finalized budget.

4. **Scholarships:** Mr. John Masengarb

The application form for 2018 was updated and posted; applications are due no later than April 14, 2018. Will be working to get the scholarships broadcast more.

5. **AWARDS:** Mr. George Rivard, Mr. Morgan was absent

Lifetime Achievement Award nominations are accepted at any time.

- National Eisenhower Award – intend to nominate Gen Perna; am coordinating with AMC/Col Michelle M.T. Letcher, Gen Perna's XO. As of the meeting, no one had gotten back with Mr. Rivard. He will follow-up.

6. **Donations:** Mr. George Rivard

- a. Provided \$250 to AUSA for Golf Hole sponsorship per budget.
- b. Providing \$300 for Honor level support to 2018 Quad Cities Navy Birthday Ball per our budget.
- c. Per vote, provided \$200 to sponsor “The Wall that Heals” display - July 27-30; shared Thank-you email we received.

7. **Membership:** Ms. Kim White

a. The Chapter had 703 members in August. The membership continues to decline. Corporate went from 557 to 512. Ms. White is working on recruiting more members such as Dianne Wheeler.

b. Need an updated list of Board Members. Regarding BOD Membership renewal dates: Al, Chioma, Steve, Vicky [31 Aug] Mary [30 Sep] Jan [31 Oct]

BTW, Steve, who moved to near Chicago a year or so ago, has asked to be removed from the board, since his ties to the Chapter area are diminishing and feels he should therefore no longer be on the board.

8. **Programs.** Mr. John Masengarb

a. Had first planning meeting for next year on 9 Aug. Need more representation in days of the event from NDIA Chapter.

b. Gov’t APBI team and Small Business team.....meeting of principals while teams work more autonomously. Mr. Morgan will lead initially but still need a replacement to shadow and take over lead.

c. Developed SOW for and got Facility quotes; River Center, i-Wireless, and Waterfront. Selected i-Wireless based on best accommodations and date availability.

d. Met with Quad Cities Convention & Visitors Bureau to entertain their offer to handle essentially all the administrative actions (registration, website, agenda prep, invites, minutes, etc). Cost is \$1000. The NDIA Program Committee recommends we hire them. A motion was made by Mr. Bob Radkiewicz to sign a Memorandum of Understanding. Mr. Al Wilson seconded; the motion was approved.

e. What should we do about Constant Contact. Mr. Radkiewicz suggest we keep them for four months and then decide.

d. Next planning meeting is 28 September.

9. **Website.** Mr. George Rivard

Updated Scholarship form and our “About Us”; included link to info regarding “The Wall that Heals” display - July 27-30. Posted our donation of the carpet pad with narrative and pictures. Submitted to QC Capture but they don’t do that per se, Dispatch/Argus said and asked that I just submit to them, which I did. Don’t believe anything posted.

10. **STEM Related.** Ms. Celia Hadden

a. There will be a meeting next week.

b. Mr. Masengarb mentioned that marquee on Brady Street had the Combustible Lemons as National FTC winners.

#### 11. NEW/OTHER BUSINESS/INFO:

a. **Board Member Participation:** Pretty obvious to all that attendance at our BOD meetings is limited to the same few members – a core few, a few frequent, some infrequent, and some almost never. Recognize the out-of-town/distance issues for a couple but for the in the Quad Cities general area, really expect greater participation. Need some ideas on some requisites we should establish regarding attendance and/or active participation in BOD meetings.

Invited potential board members: Deborah D. Crumity, MBA, CFCM, USN (Ret), Procurement Analyst/Procurement Center Representative (PCR), Small Business Administration Liaison Office (SBALO); Michael Carton. Director of Education and Outreach WQPT - Quad Cities PBS; Natalie Linville-Mass, President of Media Link, Inc. Phone: 309.786.5142 E-mail: info@medialinkinc.com.

b. Have reached out to several people who might become new members. Ms. Trish Huber became an NDIA member. Mr. Radkiewicz brought up setting up a table to recruit members.

c. **Carpet Pad:** Habitat for Humanity picked up all of the carpet pads on 20 Jul. Got our \$80 deposit back on 27 Jul.

d. **New Chapter Manual issued.** Provided comments and recommended changes on 27 Jul, along with our Chapter Operating Principles as amended. Supposed to be effective 1 Oct but have not heard anything as far as their acceptance; only acknowledgement of receiving.

e. **Program Development Advisory Council:** Consists of ~12 Division/Chapter leaders, to guide/assist the Program Development director. Had 4<sup>th</sup> and 5<sup>th</sup> phonecons 14 Aug and 11 Sep. Charter is nearly finalized. Chair and two Vice Chairs established. 30/31 October is Leadership Meeting in DC.

d. **Chapter Matrix Survey:** Submitted 5 August to national. Basic info on board member's names, scholarships and awards offered, and initiatives. Being collected on all Chapters and Divisions. Will be analyzed to capture common and unique initiatives, and for better understanding of Chapters and Divisions to improve synergy and communications. The Board will compile and send out results in the next few weeks.

e. **Location for next meeting.** Bennigan's, **14 Nov 2017**

f. Mr. Masengarb asked when the Model Chapter package was due. Mr. Rivard is completing the package with criteria from 2017. Next year, this will change.

Ms. Celia Hadden made a motion to adjourn the meeting, Mr. John Masengarb seconded; the meeting was adjourned at 6:07 p.m.

*The NDIA has a policy of strict compliance with federal and state antitrust laws. The antitrust laws prohibit competitors from engaging in actions that could result in an unreasonable restraint of trade. Consequently, NDIA members must avoid discussing certain topics when they are together – both at formal association membership, board, committee, and other meetings and in informal contacts with other industry members: prices, fees, rates, profit margins, or other terms or conditions of sale (including allowances, credit terms, and warranties); allocation of markets or customers or division of territories; or refusals to deal with or boycotts of suppliers, customers or other third parties, or topics that may lead participants not to deal with a particular supplier, customer or third party.*