

**Iowa-Illinois Chapter National Defense Industrial Association (NDIA) Board of Directors Meeting
Minutes 8 May 2018**

1. The Iowa-Illinois Chapter of NDIA Board of Directors held its bi-monthly meeting at Bennigan's Bar & Grill, Rock Island, IL on 8 May 2018. Mr. George Rivard, President, called the meeting to order at 5:10 p.m. Board Members and Chapter Officers present were Mr. John Masengarb, Mr. Michael Carton, Mr. Mert Sachs, Ms. Janet Masamoto, Mr. Al Wilson, Mr. Bob Radkiewicz, Ms. Celia Hadden, Ms. Kim White, Ms. Natalie Linville-Mass, and Joy Fleming,

2. Prior Meeting Minutes. Mr. Rivard stated that the minutes from the 13 March 2018 Board Meeting were electronically distributed for review and approved by those in attendance. Recommended changes received during the staffing process were incorporated, and the minutes were posted on the Chapter's website.

3. Treasurer's Report. Ms. Joy Fleming

a. The Internal Financial Audit Committee job description was reviewed and approval recommended at the last meeting. Voting was tabled for this meeting as too few board members were present at last meeting. Two minor changes had been made to what Board Members already had voted by e-mail to approve. A motion was made to approve the latest version of the Internal Financial Audit Committee job description by Ms. Masamoto and Mr. Radkiewicz seconded. All were in favor. The motion was passed.

b. Ms. Fleming distributed the Treasurer's Report for the period ending 30 April 2018. The report shows a computed bank balance of \$67,317.96 in the Chapter's checking and savings accounts. The main sources of income were \$11,800.00, Symposium Sponsors and \$19,837.73, symposium registrations. The main sources of expenses were \$3,000.00 TaxSlayer deposit and \$1,000.00 STEM donations. A motion was made by Mr. Masengarb to approve the Treasurer's Report. Ms. Masamoto seconded the motion. All were in favor and the Treasurer's Report was approved.

c. 2nd Qtr Financial report was provided National 20 April 18. 3rd Qtr report is due 31 July.

d. There was a special expenditure of \$439.73 for Logo Shirts. The \$500 model chapter award monies were used to cover this expenditure.

e. Illinois Tax-Exempt Status. National informed us that IL had denied their submittal for our Chapter. National was reviewing. TaxSlayer is using the Government's tax exempt status for the Government Contracting/APBI symposium so billings will not include state tax.

4. Scholarships. Mr. John Masengarb

a. Applications were due no later than Friday, April 14, 2018. Scholarship committee: Ms. Chioma Ezeugwu, Ms. Tammy Dean, Ms. Jan Masamoto, Mr. Alan Prows, Mr. Bob Radkiewicz and Mr. John Masengarb. Of the six committee members, five have so far given recommendations. John will finalize the list and announce the final selections. We had more Sgt Fisher than NDIA applicants. Agreed to eight total and there is no limiting factor on awarding either type to worthy applicants.

b. Article in March National Defense Magazine about our call for scholarship applicants!!! Mr. Masengarb asked Molly Flanagan to send out.

5. AWARDS. Mr. Jim Morgan

A. Lifetime Achievement Award nominations are accepted at any time. It is still open.

b. National will be asking for their awards. Winners have not been announced yet.

6. Donations. Mr. George Rivard

a. Ms. Hadden provided \$500 donation to Flourish & Bots Robotics Team, Pleasant Valley. Posted on website.

b. USO Franks on Fridays: Upcoming events are June 8, Aug 10, and Oct 5. Let John or George know if you would like to participate (1100-1300 at USO office on Rock Island Arsenal).

c. Rock Island Arsenal Welcome Club Golf Outing. Canceled and we should receive \$500 donation back.

d. Mr. Wilson brought up the Honor Flight Golf Outing on 18 May 18.

7. Membership. Ms. Kim White

a. Ms. Molly Flanagan's position was eliminated in the reorganization of NDIA. Mr. Rivard will get the name of the person Ms. White can correspond with on membership.

b. Last list requested was 29 March, membership stood at 646. Down another 50. Regarding BOD: all were good till April 30th (Celia, Mert). Tammy and Bob (May, June)

c. Still exploring expanding employee membership within existing Corporate Members (which will apply to Arconic, American Ordnance, Sedona and others) with National.

d. A visit to all IA/IL Corporate members is still a good idea. (i.e., Sedona only has 1 member)

e. Arconic has a Family picnic in the August timeframe and NDIA could likely have a booth

f. Noted that military can join free, like government. Need to bring applications to "Franks on Fridays".

8. Programs. Mr. Jim Morgan/Mr. John Masengarb/Ms. Kim White/Ms. Natalie Linville-Mass

a. Luncheon: 12 April. Good start, great speakers and topic, and great food. Several attendees were from outside of the Chapter. Cost was \$252.00 and 21 meals were served. Ms. Fleming handed out a breakout of the income; \$295.86 and expenses; \$303.37, showing a loss of \$7.51.

b. Fall event: Manufacturing Division, Joel Leonard, Workforce Summit. Mr. Radkiewicz and Mr. Rivard met with Liz Tallman of QC Chamber to see what they have on-going and to align. Seems much activity already focused at identifying workforce issues and solutions; various sectors at different degrees of progress. Difficult to get arms around. Still investigating. Perhaps a session about status. Mr. Rivard was given a follow-up person, but hasn't made the call. He's been working the symposium. Ms. White said if there is no commitment by 12 June, will do something else for Fall. Meeting for Fall Event is 12 Jun at 11:30 a.m.

c. Symposium: 23-24 May. Next symposium meeting is 10 May.

- Mr. Rivard sent out volunteer requests and provided assignments based on responses.

- Great publicity support from WQPT “Embracing Our Military”, newsletters, SCORE, Constant Contact mailings, WHBF and QC Chamber.

- 21 May – Bag stuffing at 10:00 a.m., 22 May is early registration from Noon-6 p.m.. QC Convention and Visitors Bureau is taking care of everything and will be there to help. There are 291 registered; Mr. Masengarb has more to add. We have bags and name badges, Agenda is locked in and will be at the printer after the meeting Thursday. There are 40 booths and have 2-3 left. Microphones, computers will be taken care of.

- Wine Pull will be during the reception. Anyone can donate a bottle of wine and bring it in. Has to be over \$15.00. Hoping for 50 bottles. Money will go to “Healing on the Fly” for Veterans. Hoping for \$500.00. A motion was made by Bob Radkiewicz for the chapter to also donate \$500 to Healing on the Fly; Mr. Wilson seconded. All were in favor and the Motion passed.

- Mr. Masengarb stated that Ms. Linville-Mass has done a lot of work for the luncheon and on our Facebook page. He suggested instead of her company paying, our Chapter provide a membership to at least one co-worker or both and luncheons allow attendance at no charge. Mr. Radkiewicz seconded the motion. The details of the final compensation will be further discussed at the next board meeting.

- Ms. Linville-Mass is to better define the service provided and what it entails. She will be posting to Facebook twice a month until told to stop. Don’t forget to “Like”.

- Ms. Linville-Mass stated she redesigned the Chapter Facebook page to make it more friendly, Constant Contact-areas to help Mr. Masengarb with tracking and Facebook link to Constant Contact. Media Link usually charges \$90/hour, but fine with making it a donation. Mr. Rivard noted the manual covers how to capture this.

- To be discussed more next time.

- Mr. Rivard stated there will be programs, magazines, applications from National, fact sheet on the Chapter et al to put on the Chapter table.

9. Website. Mr. George Rivard

a. Posted STEM Flourish & Bots write-up

b. Symposium link to QCCVB managed site with registration, etc. remains active.

c. Posted April Luncheon write-up.

d. Posted links to our two WHBF TV interviews and shared with National as well.

10. STEM Related: Ms. Celia Hadden

a. Ms. Hadden did provide \$500 donation to Flourish and Bots girls robotics team (Riverdale Heights Robotics) at an event at Alcoa Learning center on March 25th.

b. Last month's QCESC meeting was canceled.

c. Next month Ms. Chioma Ezeugwu will represent the Chapter at the National Society of Black Engineers, Engineering Camp.

11. NEW/OTHER BUSINESS/INFO:

a. **Quarterly News Letter.** Sent out by National on 9 April. Thanks to author Mr. Bob Radkiewicz. Next one due in June. Ideas for next letter-Symposium, Scholarship. National did put out a link. Would like to see how many people hit the link. This would be possible to do in Google, analytics. There is a cost to install.

b. **New Chapter Manual Issued.** Provided comments and recommended changes on 27 Jul 2017, along with our Chapter Operating Principles as amended. Informed that all Chapter's Operating Principles were signed but still have not received paperwork. Was supposed to receive signed OP in February. Sent note to Molly and Dave.

c. **Logo Shirts.** Received and distributed to almost all. Have Al, Tammy and Chioma left. Ms. Hadden to take Ms. Ezeugwu's shirt.

d. **"On the Record" with Quad Cities Area Non-Profits** Had two appearances, one (9 April) triggered by the luncheon news release and the other (1 May) previously scheduled. Congrats to Bob, Natalie, and George for their participation. Shared both videos with Chapter Board and with national.

e. **New Model Chapter criteria for 2018 – Model Chapter (15 Criteria) and Chapter of Excellence (20 Criteria)** (Page 48-50 of DRAFT New Chapter Manual). Some noted changes: and still need volunteers to prepare the required **plans**.

- *Maintain membership recruitment and retention plan*
- *Path to participate in Chapter leadership is clear and available/***Succession plan** Art Heyderman used to do the succession plan. In Operating Principles. Ms. White will tweak the template for membership. Bob will be on the Board. End of year retire. Trish Huber will be more active.
- *Host at least one Membership networking event*
- *Submit internal control questionnaire*
- *Increase in net funds 5%/increase in membership 3% (Chapter of Excellence)*
- *Designate board member to support at least one division (Chapter of Excellence)*

f. **Program Development Advisory Council:** Consists of ~12 Division/Chapter leaders, to guide/assist the NDIA Program Development director. Sent notes of last phone conference call.

- Provided IA-IL Chapter Fact Sheet and chart bullets to Armaments Division for inclusion in their Armaments Forum. Event on-going. Mark Westrom representing chapter. Offered to share similar info at our NDIA booth.....have Michigan input now.
- NDIA indicates our issue raised about costs of collaboration initiative will be topic "ripe" for discussion for their budget build shortly.

g. Molly Flanagan – NDIA: Have been in email contact with Molly and Erica.....both doing fine and say Hi! Janet and Kim e-mailed.

- **Location for next meeting.** Here at Bennigan's **10 July 2018**
 - **Note:** We have confirmed booking through November 13th meeting.

Mr. Masengarb moved to adjourn. Mr. Wilson seconded. Meeting was adjourned at 6:11 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.