

**Iowa-Illinois Chapter National Defense Industrial Association (NDIA) Board of Directors Meeting
Minutes 10 July 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 10 July 2018. Mr. George Rivard, President, called the meeting to order at 5:06 p.m. Board Members and Chapter Officers present were Ms. Chioma Ezeugwu, Ms. Natalie Linville-Mass, Ms. Janet Masamoto, Mr. Bob Radkiewicz, Mr. John Masengarb, Ms. Kim White, and Ms. Joy Fleming.

2. **Prior Meeting Minutes.** Mr. Rivard stated that the minutes from the 8 May 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. Ms. Fleming distributed the Treasurer's Report for the period ending 30 Jun 2018. The report shows a computed bank balance of \$87,998.21 in the Chapter's checking and savings accounts. The main source of income were \$37,871.00 symposium registrations. The main sources of expenses were \$30,406.31 for Levy Restaurants Food, \$8,000.00 for Scholarships, \$2,840.22 to Imprintable Memories for symposium tags and badge holders, and \$1,242.72 to The Printers Mark for symposium signs and programs. A motion was made by Ms. Masamoto to approve the Treasurer's Report. Mr. Masengarb seconded the motion. All were in favor and the Treasurer's Report was approved.

b. The 3rd Qtr Financial Report will be due 31 Jul 2018 to National.

c. Ms. Fleming passed out a break-out of the Symposium financials results showing an income of \$80,434.94, expenses of \$39,990.27, leaving a net of \$40,444.67. Two invoiced items had yet to be received. That being \$1,800.00 for FLUOR and a registration fee for Jeff Johnson of DynCorp.

d. Received the Quad Cities Chamber membership invoice for \$330.00

4. Scholarships. Mr. John Masengarb

a. There were four NDIA and four Sgt Fisher scholarships awarded. Thanks go out to the scholarship committee: Ms. Ezeugwu, Ms. Dean, Ms. Masamoto, Mr. Alan Prowse, Mr. Radkiewicz, and Mr. Masengarb.

b. There was no presentation ceremony as recipients were far away or unavailable.

c. Mr. Masengarb proposed a change in format to ask for siblings, mother and father's names. Ms. Linville-Mass asked that the scholarship information be sent to her to update Facebook.

5. AWARDS. Mr. Jim Morgan

Lifetime Achievement Award nominations are accepted at any time.

6. Donations. Mr. George Rivard

a. USO's Franks on Fridays: Upcoming events are Aug. 10, and Oct. 5. Let John or I know if you'd like to participate (1100-1300 at USO office on RIA). Ms. Linville-Mass volunteered for the Aug 10th. Mr. Mike Carton came to the last one.

b. Provided \$500 donation to **Healing on the Fly** along with \$675 from the "Wine Pull" at the Symposium Reception.

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

a. Last list requested was **14 May**, membership stood at 654. Holding steady/up 5 or 6. Regarding BOD: all were good except Tammy (Corp- 31 May). Upcoming: Al Kruse (Aug 31), Mary/Mike/Jan (30 Sep).

b. Still exploring expanding employee membership within existing Corporate Members (which will apply to Arconic, American Ordnance, Sedona and others) with National. Corporate members were not checked at the symposium.

c. George shared recent correspondence with National on approaches for expanding membership within existing corporate members with Kim/Tammy.

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. Discussed and decided to not have booth, as the corporate member needs to take the initiative and has responsibility to maintain a roster of those employees they wish to have membership. Our role is to encourage them to use their corporate membership benefit to increase members at no cost to them.

d. Military can join free, like government. Did and will bring applications to "Franks on Fridays".

e. Mr. Radkiewicz has been having trouble getting into the site to renew his membership, gave up, but will try again. George will contact national to see if there are any known problems with the website.

d. Ms. Dean was asked if American Ordnance has trouble signing up and stated no. They just identify as corporate member and sign up. Day & Zimmerman pays the corporate membership. Ms. White is to find out more information. Ms. Dean to find out more about American Ordnance. Mr. Rivard wanted to know who gets notice that membership is going to expire. Believed to be corporate in Philadelphia. Tammy's corporate membership expired as of 31 May. Tammy is to find out and will send an e-mail. Ms. Linville-Mass said Medialink can't see members. Ms. White doesn't believe there is enough recognition or incentive to join. Mr. Radkiewicz wanted to know if we could put members on our website. Mr. Masengarb said there is a concern about privacy being able to opt out of having name. Let corporate e-blast for members. Mr. Rivard has brought up about membership website at PDAC several times. Ms. White is going to reach out to Arconic.

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

a. Symposium: 616 registered attendees; down 80. Path Forward meeting held earlier today; Trish Huber & George Rivard with Mike Hutchison, Melissa Pearson (ASC), and Gerry Haan (ACC).

- (1) Feasibility of shortening event to one day
- (2) Come up with several agenda options to review in Aug

- (3) Solicit symposium topic via FEDBIZOPS
- (4) APBI – Hand-out/post requirements and symposium be more Q&A
- (5) Noted various and extreme divergent sectors represented by Arsenal Island

- (a) ASC - Eagle/BOA Centric
- (b) ACC – multitude of sectors/products solicited
- (c) JMC – Ammo Summit discusses AMMO requirements/recent APBI focused more on organic base infrastructure requirements.

They didn't like the Tax Slayer. Mr. Masengarb question was did we really make money from the booths and do we need them. Ms. Huber has timeline of August. Need to nail down how to package and do it. Ms. Masamoto wanted to know how many tags were Government. Mr. Masengarb will send out.

e. Next **Board Mtg** (@ IAAP). Ms. Linville-Mass wanted to know about publicity. We can only have 30 people attend the event. Will go early to tour IAAP. Can put it in the news event. If have more than 30, they will have to be turned away as they cannot be accommodated. Do not send to press and publish with membership. Mr. Radkiewicz needs some more answers before going to membership. Ms. Dean has schedule of tours from 2:30-3:30 or 3:00-4:00. John, Tammy and Natalie will work on the details and get them to Bob. He needs to work on the newsletter, because he will be gone. Will be on Constant Contact, Facebook, and newsletter. Need location to eat. Have to Fax Form. Can use Government CAC. Mr. Masengarb wanted to know if there is a PCO issue because of any costs? Ms. Dean is to find out.

d. **AUSA Collaboration:** Kim coordinated with Julie Johnson. Upcoming AUSA event didn't seem to be good match/primarily promoting golf outing and LeClaire location. Perhaps some STEM shared endeavors.

e. **Fall event:** Will not be. Met with EICC and they have some great workforce sector initiatives. Still possibility of something in Spring.....part issue is basically no cost event to attendees so would have to rely on sponsors donations. Believe turn-off for Manufacturing Division if no income. Did email in mid-June for follow-up meeting with EICC but no response.

9. **Website.**

- a. Posted Scholarship Awardees; Symposium Recap with photos.
- b. Posted another Franks on Friday write-up; Posted a Photo account of 2017/2018 activities.
- c. Identified Kim and Natalie in director roster as membership/programs and publicity/programs respectively
- d. Added Facebook link. Facebook linked to website and newsletter and e-blast. Natalie needs list of membership to send to Like Facebook. Mr. Rivard said we have May data.

9. STEM Related. Ms. Celia Hadden. Not present; no report

10. **NEW/OTHER BUSINESS/INFO:**

a. Revisit Media Link Support: Last meeting several motions and believe the bottom line was that we needed to better define support intended and then re-discuss appropriate compensation. All agreed we need to have a Facebook presence and perhaps other social media, and would likely need expert

assistance to keep Facebook active and growing. Ms. Fleming to look in the Operating Manual to see how to handle. Ms. White made a motion for Ms. Linville-Mass to submit an invoice at the end of the year for tax purposes showing donated services. Ms. Masamoto seconded. All were in favor. The motion passed.

b. **Quarterly News Letter:** In-process by Bob – will be July release. George shared National’s “Linking Leaders” email format with Bob and Natalie in hopes that we might be able to transition to something similar and use within Constant Contact. Mr. Masengarb to get a new list.

c. **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 2018. Sent note to Molly and then to Dave. Bylaws not signed, but approved a year ago.

d. **Logo Shirts:** Received and distributed to almost all. Have Al Kruse left. Chioma provided hers at this meeting.

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 action items we need to assign to cover these changes!**

- *Maintain membership recruitment and retention **plan***
- *Path to participate in Chapter leadership is clear and available/Succession plan*

d. **Program Development Advisory Council:** Consists of ~12 Division/Chapter leaders, to guide/assist the NDIA Program Development director. **Leadership Meeting in DC scheduled for 31 October and will include a PDAC side bar meeting.**

e. **Location for next meeting.** Potentially at Iowa AAP. More to follow. Need forms, carpooling, RSVP date, NOW. Will have to remember to notify Bennigan’s if not here. Date: **11 Sep 2018**

f. Mr. Masengarb sent out program meeting notice for 14 Aug at Bennigan’s.

Ms. Masamoto moved to adjourn the meeting. Mr. Masengarb seconded. All were in favor. Meeting adjourned at 6:35 p.m.

- **Note:** We have confirmed booking through November 13th meeting.

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.