

**Iowa-Illinois Chapter National Defense Industrial Association (NDIA) Board of Directors Meeting
Minutes 11 September 2018**

1. The Iowa-Illinois Chapter of NDIA Board of Directors held its bi-monthly meeting at “The Drake...on the Riverfront”, Burlington, IA on 11 September 2018, Mr. George Rivard, President, called the meeting to order at 5:10 p.m. Board Members and Chapter Officers present were Ms. Natalie Linville-Mass, Ms. Janet Masamoto, Mr. Bob Radkiewicz, Ms. Kim White, and Ms. Tammy Dean. The board meeting followed an afternoon tour of Iowa AAP hosted by American Ordnance, the operating contractor. Ms Dean, a board member and AO employee, was our on-site facilitator. The tour as well as attendance at the board meeting was open to all Chapter members. It represents an effort by the Chapter leadership to better network with its corporate members and the membership in general.

2. **Prior Meeting Minutes.** Mr. Rivard stated that the minutes from the 10 July 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 (Mr. Rivard reported)

a. Ms. Fleming’s Treasurer’s Report for the period ending 31 August 2018 was distributed by Mr. Rivard. The report shows a computed bank balance of \$84,747.21 in the Chapter’s checking and savings accounts. The main source of income was \$6600.00 of late symposium sponsorships. The main sources of expenses were \$6,000.00 for Scholarships, and \$1000.00 to the QC Convention & Visitors Bureau for symposium administrative support. A motion was made by Ms. Masamoto to approve the Treasurer’s Report. Ms. Linville-Mass seconded the motion. All were in favor and the Treasurer’s Report was approved.

b. The 3rd Qtr Financial Report was provided National before the 31 Jul 2018 due date. The 4th Qtr report will be due 31 October.

c. Budget commitments remaining were shown at \$10,789. Most of that amount is donations budgeted but not requested or discretionary amounts for “walk-ins”. Mr. Radkiewicz suggested that we identify some worthy causes to draw down that amount, and mentioned the Veterans Hospital in Iowa City and perhaps the USO would know of a soldier in need. Mr. Rivard opined that those dollars, given almost the end of the FY, could be rolled into the 2019 Budget, with more robust amounts to traditionally donated to organizations and toward the scholarship program. Ms Masamoto pointed out that there is no mandate to expend these funds this FY, and that the monies are discretionary spending. Mr. Rivard pointed out that our donation process stipulates an organization or entity must formally request donation support, and that one requisite is that the Chapter is somehow recognized if it does donate; the request must also align with NDIA’s mission focus. Mr. Radkiewicz indicated he would check with USO, and others, to see if there are needs that would meet our donation criteria. (See draft budget discussions below as well)

d. It was noted that Quad Cities Chamber membership invoice for \$330.00 is yet to be paid.

e. **FY2019 Budget:** An initial strawman budget was passed out to the group. The 2019 draft budget pretty much follows the donation/scholarship allocations from last year. The draft shows a proposed increase in many areas: scholarships to \$2500 each, increase in cash reserves, increase in Chapter promotions/marketing to include monies for Facebook boosts, etc. In the STEM area, intent is to look more at the IL side for balance. MIL Events/activities is another area Mr. Radkiewicz suggested might be increased; mention was made of school visits to Arsenal Island that we might want to assist promoting, as

well as a horse therapy program for veterans that is coming to the Quad Cities. Mr. Rivard will take the discussion inputs and update the draft to share with the entire board for inputs/comments.

4. Scholarships. Mr. John Masengarb

- 2019 Application is on-line. John has some further changes to make – dropping the siblings and mother/father names. When complete, still need to share with Ms. Linville-Mass for Facebook posting.

5. AWARDS. Mr. Jim Morgan

Lifetime Achievement Award nominations are accepted at any time.

6. Donations. Mr. George Rivard

a. USO's Frank n' Fridays. The last event of this calendar year is Oct. 5 (1100-1300 at USO office on RIA). Ms Masamoto volunteered to assist Mr Rivard. Ms. Linville-Mass had participated in the prior Aug 10th event.

b. Healing on the Fly (HOF) – A press conference was held 31 Aug showing NDIA donating \$1000 to HOF and they in turn donating to “Deafinitely Dogs”; the presentation was shown on Channel 8. This was a portion of the money raised during the symposium.

7. Membership. Ms. Kim White

a. Per 7 Sep membership list, we stand at 656 members, up a couple since last reported. Regarding the BOD, all are in good standing now. Upcoming expiring memberships: Mary Adams/Mike Carton - (30 Sep). Jan Masamoto and Bob Radkiewicz renewed; Al Kruse re-upped for 3 years.

b. Ms White has contacted a few corporate members to discuss expanding employee membership within their existing membership (Arconic, American Ordnance, Cobham, and Sedona).

c. Mr Rivard reported that we will continue to have our membership information at the Frank n' Fridays”.

d. An NDIA member on Arsenal Island has responded to the call for greater membership involvement and approached Mr. Rivard about assisting and/or becoming part of the BOD. Ms White is setting up a face-to-face meeting to further discuss.

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

- a. **Symposium:** Mr Rivard reported the highlights of the 2019 planning meeting held 10 Sep. After much analysis/pros/cons, intend to retain a two day event; however will roll in the BOA/Eagle prior day portion and condense to ½ day at most. Learned that this meeting is actually now open so that all symposium attendees can now participate and learn. Agreed that APBI requirements would be made available by all prior to the symposium and that the APBI portion would tend to be more Q&A than briefing specific requirements. Discussed high cost of food for symposium and had asked the Taxslayer Center to offer some alternatives – lunch not included/use food court type set-up with Levy food vendors on mezzanine/keep same buffet lunch/etc. It is to be noted that the Board members at this board meeting were almost unanimously opposed to dropping a

lunch offering as part of the event and registration. Mr Rivard indicated that we do need to hear what alternatives the Taxslayer can come up with. Given the meal pricing, the estimating required as to how many meals is critical as well as complicated by free government registration/meals paid separately. Ms Dean volunteered to assist in evaluating menu alternatives as well as assisting in the number of meals estimation process. The point was raised that there was no validation process during registration to confirm NDIA membership with the lesser registration fee. There were also meal issues with the uniform rules on use and collection of meal tickets.

- b. Next **Program Committee** meeting 2 Oct due to unavailability at usual date. Ms White will send out revised invite with final date and likely new location.
- c. As follow-on to the tour/board meeting held this board meeting day at Iowa AAP, we are planning a similar event at Rockwell Collins – Mr. Alan Prowse, board member, is receptive to such an event in the spring. February (versus March which would be our normal board meeting date) was preferred as it would offer less conflict with the symposium planning for May. Mr. Radkiewicz is doing the initial coordination with Mr Prowse.
- d. There was a discussion of how we can attract more folks to our events. Mr Radkiewicz suggested door prizes of gift cards, perhaps in the \$25 to \$50 range. It was agreed that we need to further evaluate incentives to increase attendance.

9. Website.

- a. Posted info about the Iowa Tour/meeting; posted another Frank n' Friday's write-up.

10. **STEM Related.** Ms. Celia Hadden. Not present; no report

11. NEW/OTHER BUSINESS/INFO:

- a. Quarterly News Letter: Released in August via constant contact. Great job by all and big thanks to Natalie and Adrian - ditto for the Facebook and constant contact mailing for our Iowa AAP event.
- b. Logo Shirts: Only have Al Kruse's left.
- c. Email SCAM: One hit is one too many. Mr. Rivard suggested we take all or most of our email addresses off of our website or perhaps just show the admin one. No decision made.
- d. Model Chapter – Mr Rivard will begin assembling the package and asking for specific criteria write-ups from those having lead responsibility. Certainly the new criteria will cause some creative addressment to demonstrate compliance.
- e. **Program Development Advisory Council:** Mr. Rivard will be attending the NDIA Leadership Meeting in DC scheduled for 31 October which will include a PDAC side bar meeting.
- f. **Location for next meeting:** Bennigan's 13 November 2018

Ms. Masamoto moved to adjourn the meeting. Mr. Radkiewicz seconded. All were in favor. Meeting adjourned at 6:45 p.m.

- o **Note:** We have confirmed booking now through November 12th, 2019 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.