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## Iowa-Illinois Chapter National Defense Industrial Association (NDIA) Board of Directors Meeting Minutes 14 January 2020

1. The Iowa-Illinois Chapter of NDIA Board of Directors held its bi-monthly meeting at Holiday Inn, Rock Island, IL on 14 January 2020. Mr. George Rivard, President, called the meeting to order at 5:09 p.m. Board Members and Chapter Officers present were Mr. John Masengarb, Ms. Natalie Linnville-Mass, Ms. Celia Hadden, and Ms. Joy Fleming.

2. **Prior Meeting Minutes:** Mr. Rivard stated that the minutes from the 12 November 2019 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:** Joy Fleming

a. Ms. Fleming distributed the Treasurer's Report for the period ending 31 December 2019. The December report showed a computed beginning bank balance of \$105,581.39 in the Chapter's checking and savings accounts. The main sources of income was \$2.97 from savings interest. The main sources of expenses were from credit card merchant fees in the amount of \$337.28. There is an outstanding check for \$750.00 for a donation to the Rock Island Center for Math and Science. Making the ending bank balance \$104,832.39. A motion was made by Ms. Linnville-Mass to approve the Treasurer's Report. Mr. Masengarb seconded. All were in favor and the Treasurer's Report was approved.

b. 1<sup>st</sup> Qtr Financial Report will be due by 31 January 2020. The new Box was introduced by National to Chapter President and Treasurer. Financial documents will be uploaded to Box.

c. We still have below credit card processing related charges:

- Gateway Billing - \$25 monthly
- Card Connect Merchant Fee – \$42.70 monthly
- American Express - \$7.49 monthly

NOTE: Card connect fee in January was \$211.70. Not sure why. Will do further research to find out. John will look into old documents for possible account and contact numbers for all related accounts.

d. MediaLink evaluated registration/card processing alternative and is recommending we accept CIRAS offer to use their Eventbrite system which includes card processing. [\$1.59 flat fee per ticket plus 2% of the ticket price and a 3% credit card processing fee. Free registrations are exempt from above/no fee charges. Natalie is to proceed and make this happen.



e. The monthly fee of \$100.94 for Constant Contact was discussed. Ms. Linville-Mass made a motion to decrease the services provided by Constant Contact reducing the monthly cost to \$65.00 a month. Mr. Masengarb seconded and all were in favor. Natalie contacted her office, and they were able to decrease the services.

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

Approved budget shows up to 10 FY2020 scholarships (SGT Fisher/NDIA-9. STEM-1) (note: deferred \$2500 payment from last year was executed this period; the 9 SGT Fisher/NDIA applications are due NLT 11 April 2020. The application will be included in the Island Insight shortly. Natalie will e-blast the reminder separately from the Symposium. George will be sending a personal note to Rockwell to remind them. The STEM scholarship is to be awarded 20 Feb 2020.

5. **AWARDS:** Lifetime Achievement Award nominations are accepted at any time.

Mike is POC: Skibbie/Eicher/Greenberg. We are waiting on him to revamp.

6. **Donations:** Mr. Al Kruse, Ms. Mary Adams and Mr. George Rivard

a. **USO's Frank n' Fridays:** Completed FY19 on 10 January. FY 20 schedule is: February 14, May 8, August 14, October 9. Joy is issuing \$1,000 donation for FY20.

b. **RI Center for Math and Science:** Check was issued to Natalie by Joy for \$750 donation.

c. \$750 donation was made to WQPT, "Embracing Our Military".

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

- Last list dated **31 December 2019**; membership stood at **602**. Appears process at NDIA national has stabilized and some consistency in numbers is occurring.

8. **Programs:** Ms. Trish Huber, Mr. John Masengarb, Ms, Kim White, Ms Natalie Linville-Mass, Mr. Bob Radkiewicz

a. **Symposium -2020. Issues**

- Re-looking venues. TaxSlayer booked graduation evening before impacting set-up/early registration. If changed, likely dates impacted. If not, likely shortened schedule.
- Government has decided NOT to conduct their APBIs during our symposium; they still indicated they would support briefings/panels and have booths.
- Natalie/MediaLink is spinning up on Admin support requirements given Quad Cities Visitors Bureau opted out. Agreed to pay for services in amount of \$1000 max the same as we had done for the Visitors Bureau.
- Natalie/MediaLink also evaluated alternative registration/credit card processing
- Natalie/MediaLink intends to operate the Matchmaking portion of planned symposium. Outside estimates to operate were in the \$5000/\$7000 area. San Diego opted to do theirs



- themselves as cost too steep. No one on the planning committee wished to take on the task. Natalie has indicated her team could do it for a fraction of the estimates received.
- Chapters will NOT be able to use National registration/credit card processing system this year. We are opting to go with CIRAS and accept their gracious offer to assist.

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

Presentation will be at the Putnam, 20 February 2020. Celia will be attending the selection of students for STEM scholarship. George to send budget to Celia to help in finding out which students will be attending. George made motion for NDIA to pay for up to six students and up to three Board Members to attend the presentation. Natalie seconded. All were in favor. Motion passed.

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

- a. **NDIA Connect:** Supposed to be BETA tester by end of month; launch in Mar. No update since our last board meeting. Member-Only Benefit for connection and collaboration
- b. **NDIA Box:** New and secure cloud storage and collaboration solution to conduct accounting and finance operations. Will be able to seamlessly access, share, and collaborate Chapter's financial files with NDIA's National Headquarters from anywhere and on any device.
- c. **Model Chapter Submission:** Checking on latest. Believe we won again for 2019
- d. **Quarterly Newsletter:** Abandon and will use constant contact as replacement.
- e. **Legislative or Regulatory priorities** The Senior VP for Policy and Strategy at NDIA wants to specifically focus on member issues during the next 12 months. We sent an eBlast to membership in Dec requesting inputs. Form is on website.
- f. **NDIA 100-year anniversary:** Officially over.
- g. **National Defense Industrial Association Member Leadership Council (NMLC)** –formerly Program Development Advisory Council. Phonecon held 14 January.

George volunteered and was accepted to continue on new NMLC. New chairman is Terry McKearney (formally Chapter Chair) from San Diego Chapter. New Chapter Chair is Megan McKinney from Great Lakes. Still forming.

- h. Still would like to have all corporate members to have POC specifically to collect and channel policy issues they have that NDIA may be able to assist in seeking resolution.



- i. Five Chapters have gone through audits. National to still issue Quick Books. 1099 was discussed would not be for individuals. It is for contractors.
- j. Ms. Fleming mentioned that Kevin Stevens agreed to do the audit for FY 2019. All documents are in his possession. Ms. Fleming to follow-up.
- k. Natalie wanted suggestion for venue for next Lunch and Learn such as a preferred location and whom the Arsenal does business with. K&K Hardware is a local supplier and Hy-Vee as a possible lunch location were mentioned.
- l. Mr. John Masengarb moved to adjourn the meeting. Mr. Celia Hadden seconded. Meeting was adjourned at 6:15 p.m.
- m. **Location for next meeting.** Holiday Inn, Rock Island – 10 March 2020
  - a. **Note:** We are booked another year thru November 2020. Will be in conjunction with Rock Island Ale House.

*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.*