



**Iowa-Illinois Chapter National Defense Industrial Association (NDIA) Board of Directors
Meeting Minutes
12 January 2021**

1. The Iowa-Illinois Chapter of NDIA Board of Directors held its bi-monthly meeting via Zoom on 12 January 2021. Mr. George Rivard, President, called the meeting to order at 5:03 p.m. Board Members and Chapter Officers present were Mr. John Masengarb, Ms. Natalie Linnville-Mass, Ms. Celia Hadden, Ms. Kim White, and Ms. Joy Fleming. Janet Masamoto tried to make a connection several times, but was unsuccessful.

2. **Prior Meeting Minutes:** Mr. Rivard stated that the minutes from the 10 November 2020 Board Meeting were electronically distributed for review and approved by those in attendance. Recommended changes received during the staffing process were accommodated, 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 31 December 2020. The December report showed a computed beginning bank balance of \$79,956.42 in the Chapter's checking and savings accounts. Income of \$2.96 for savings account interest was added, and expenses of \$135.40 were subtracted. Bringing the ending bank balance to \$79,823.98. A motion was made by Ms. Natalie Linnville-Mass to approve the Treasurer's Report. Mr. John Masengarb seconded. All were in favor and the Treasurer's Report was approved.

b. What is not in the Treasurer's Report is to recognize no income and Cash Reserves was reduced to \$50,000.00. We need to watch discretionary and budget expenses throughout the year, and look to possibly making adjustments. Natalie asked about dues. Chapters do not receive any money for dues. George stated we should get \$500.00 from National for Model Chapter and \$4,000.00 from Collins Aerospace which is allocated for scholarships.

c. John Masengarb brought up about and Authnet Gateway expenses. Thought accounts were to be closed. Discussion ensued, Natalie to send out recommendation to George, John and Joy.

d. 1st Qtr Financial Report is due by 31 January 2021.

e. 1099-MISC form. Not required as only payment for services was to incorporated businesses.

f. George had Zoom meeting with National today. They will be rolling out a website which is not mandatory for Chapters. We would pay something, but not clear what that will be. In the future, they plan to include registration and card processing. We would be able to make changes. More information to come. Tues, 26 January will be the Leadership Conference. Natalie would be interested in website and registration. Recommended Ryan to go. Will be virtual. Can have 2-4 attendees from the Chapter in opening and closing, and less in middle portion. Need bio of five sentences. Will be something on Treasurer duties moving to National at 1:45.



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

a. John needs two volunteers to make a committee of five. He is going to ask Ryan for someone from Collins Aerospace and look at the list for someone else. George volunteered if John runs out of options.

b. Applications are due NLT 12 April 2021.

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

a. Need volunteer to revamp those awards whether we reduce to one or not. Tammy, Jan or Al was suggested. To reach out to Board Members to get them more active.

b. Mr. Radkiewicz Silver Medal Award write-up added to website.

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

a. **USO's Frank n' Fridays:** Likely reinitiating box lunch style which we previously chose not to attend. Believe we have two more of our FY20 donated events. Jackie Inman has retired; new POC is Margo Davis. Waiting to hear latest on go forward. We used two of four timeframes. George will let us know when the last two have been rescheduled.

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

a. Last list dated 30 November 2020; membership stood at 616- up 3. Kim fell off Danielle's distribution list, and will get back on. They haven't been in the office much as Kim was wondering if the day list is sent could be changed.

b. Regarding BOD:

- Chapter Website updated to show current board members.
- Notes:
 - Celia needs to update to civilian email contact addy and suggest "yes" to receive NDIA mailings. [CONGRATULATIONS ON YOUR RETIREMENT!]
 - Mark needs to add a valid email addy and suggest "yes" to receive NDIA mailings.
 - Al Kruse and Tammy-suggest "yes" to receive NDIA mailings.
 - Ryan's corporate membership shows expiring 31 Jan 2021.
 - Kim to follow-up.
- 50% of members not getting National mailings. Natalie said could put in e-blast. Facebook advertises events.

c. Kim is attending J4 Joint Meeting on 15th.



- d. George gets NDIA Connect every day. Has good information for corporations. Would be good for all board members and members in general to be part of NDIA Connect.

8. Nominating Committee Report: Ms. Natalie Linville-Mass

- a. Exec VP filled by Ryan Bunge at last meeting.
- b. Three members were asked to fill President position and declined. Natalie needs list of duties from George. This will help in possibly moving some duties to other positions, and help potential candidates for President to know what those duties are. Possibility of Ryan Bunge filling President position had been discussed.
- c. Natalie, Tammy Dean and Ryan Bunge make up committee.
- d. They have three to four other suggestions for board members. Natalie was not sure of protocol for attending meetings. George clarified that any member can attend. Committee will invite three other possible members to March meeting. Natalie needs list of what George does prior to next meeting. Job descriptions are needed for all positions.
- e. Kim to invite Brittney Benson to March meeting and also forward recording of this meeting.
- f. Annual meeting fulfilled for Chapter according to NDIA manual with meetings being second Tuesday of every other month. Otherwise, past annual meeting was attended by about the same members as ordinary board meetings.

9. Programs: Ms. Trish Huber, Mr. John Masengarb, Ms. Kim White, Ms. Natalie Linville-Mass

Symposium/Events-2021.

- a. At November meeting, Adrian, Natalie and her group put together a proposal for smaller virtual meeting and believes that was tabled. George believes it was agreed to do every other month with smaller meetings with Zoom. Natalie to look back and resend proposal to the Board. George to look back at last meeting minutes, but believes Natalie was to come up with some topics in order to get our feet wet, and doesn't believe that was done. Natalie will look at her notes.
- b. John suggested we look at holding a major fundraising event in 2022, in person with booths, etc. George had same target. It may have some virtual component with speaker's piped in; not totally virtual with booths like National. It is high risk for smaller chapters due to cost and manpower. San Diego still has sponsor's coming in with big bucks, but all sponsors looked the same on virtual. Need to figure that out. In the Fall, we can plan for 2022 as can't go another year without income. That's why have small events to keep name visible with \$0 net gain/loss. George talked to Great Lakes Chapter and they have been having some events. We could team



up with PTAC, AUSA, and Great Lakes, us and Steve Tupper of Great River could hold a Midwest event.

c. Natalie posts at least two times a month and includes other webinars. We could have something for \$15-\$20 per person. We need to make it available to National, so we can reach attendees country-wide. George said we could charge \$2,500 for sponsor. Natalie thought that was high and suggested \$500-\$750. George said we would have to determine what visibility they would get. National gives a 5-minute spiel and lets the CEO talk. They and WID have a guaranteed large audience. Anyway, we need to have some combination of that in order to have visibility.

10. Website/Facebook/Constant Contact.

- a. Normal website maintenance and posting of happenings.
- b. 53 followers on Facebook.
- c. Last e-blast was on Bob, and Ryan was put on Facebook. After approval, could have e-blast on Ryan Bunge for this quarter. Natalie will work on it, get it to George, and get it out.
- d. Jan 26th Wright Brothers will have new website that needs to be looked at. Don't know costs. Probably the same as we are paying now. It will have a modern look. Can have up to four people with access for the Chapter.

11. STEM Related: Ms. Celia Hadden

- a. Meeting next Wednesday for Quad City Engineering and Science Council in Google Meet. Celia sent link for meeting.
- b. February 25, 2021 is planned QCESC VIRTUAL event for presentation and recognition for scholarships.
- c. Has budget information for our donations for STEM, but not finalized. Celia will work and come back to the Board. She will try for March, as she will be out for surgery, with budget and can provide recommended donations and get pictures from organizations back that we donate to and push to Facebook.
- d. George asked about the virtual context for STEM scholarship such as for pictures. Celia will find out and confirm.
- e. Tom Hein is working the STEM scholarship selections. Nominations are due the 27th of January and will meet the 3rd of February. Due to surgery, Celia not sure if she will be able to attend. John Masengarb volunteered to do the blind selection for nominees on 3 Feb 21 Zoom meeting around 6:00 or 7:00 p.m. if Celia is not available. Celia will put both John and herself on invite.



f. George brought up about e-mail sent regarding request for donations as we usually pay for buffet. Celia said they are requesting a \$10 donations per attendee. We normally have three attendees and sponsor people. She suggests we donate \$50. Celia made motion for \$50 donation. John Masengarb second, and all were in favor. Celia is to get with Joy about pre-registration. She will get it done by tomorrow, and follow-up by e-mail to George and Joy. George will sit in for event.

g. The Google Meeting monthly meeting at 6:00 p.m. is open to everyone. The speaker will be the project manager for the I74 bridge.

12. NEW/OTHER BUSINESS/INFO:

a. **NDIA Connect:** Member-Only Benefit for connection and collaboration. George recommended everyone check it out and get yourself on distribution for it.

b. **NDIA Box:** Joy has been using to submit our chapter financial reports. 1st Qtr report due by the end of the month.

c. **NDIA Board Meeting:** November 16-17; Attended Virtually. Send out notes after which included announcement that our Chapter received Model Chapter Award again by Hawk Carlisle. We were second one mentioned by name. George asked where our check was and our official piece of paper, so we could post it. They are to get back to us.

d. **National Defense Industrial Association Member Leadership Council (NMLC)** – formerly Program Development Advisory Council. Attended this afternoon. George to stick with a little longer as a good way to interface unless they decide to get some new blood in. Megan McKinney, Great Lakes, Chapter co-chair and San Diego, Division co-chair are looking for new Chapter co-chair. George was mentioned, but declined.

Kim asked if Ryan is invited to them. George said no, as these are generally closed to the approved/appointed council members. They have 7 chapters and 7 divisions, but are looking to get more diversified as three chapters are in the Midwest. There was not much activity in the last year by this board. A lot was done the year before of which NDIA Connect is an outgrowth as well as emphasis on cleaning up of the membership files. George vocal in Model Chapter criteria. May invite Rachel McCaffrey, in WID and chapter chair, to our next meeting as she may have ideas on succession and division of labor. Virtual NMLC meeting scheduled for 26 January 2021.

e. 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. Kim to work on. George would like specific POCs to reach out to frequently and for them to channel any issues to us to bring up to National to better represent them in the NDIA community.



- f. **Location for next meeting.** Holiday Inn, Rock Island – rebooked for next year. Will still probably have virtual. Natalie made a point that if we want this more than Quad City-wide as members are in other locations, we need to stick to Zoom to make them feel more inclusive and able to participate. Probably will have some areas that we will need to have face-to-face meetings. George agreed that we would have physical location and Zoom would be a part of that. Celia and John agreed to Natalie’s idea of Zoom meetings. George would agree with Zoom meetings and exceptions such as signing of papers or award presentations in person. George said we don’t need to decide on it now. Natalie has sent out Zoom meetings through January 2022. This is to make sure it is on everyone’s calendar.
- g. George to provide feedback from the January 26th Leadership Conference.
- h. George asked if all were in favor of adjourning the meeting. All were in favor and meeting was adjourned at 6:16 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.