



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

1. The Iowa-Illinois Chapter of NDIA Board of Directors held its bi-monthly meeting via Zoom on 9 March 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, Ms. Tammy Dean, Mr. Bob Haag, Mr. Ryan Bunge, Mr. Greg Wild, Mr. Steve Szalo, Mr. Tim Bower, and Ms. Joy Fleming.

2. **Prior Meeting Minutes:** Mr. Rivard stated that the minutes from the 12 January 2021 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 28 February 2021. The February report showed a computed beginning bank balance of \$79,823.98 in the Chapter's checking and savings accounts. Income of \$4,386.6, with the largest contributions being \$3,883.70 after PayPal fees for \$4,000.00 annual scholarship donations from Collins Aerospace and \$500 from National for Model Chapter award, were added. Expenses of \$2,849.69, with the largest expense of \$2,500 for QCESC STEM scholarship donation, were subtracted. Bringing the ending bank balance to \$81,360.90. There was also an outstanding check no. 2296 in the amount of \$134.04 made out to Janet Masamoto for plant/flowers. A motion was made by Ms. Celia Hadden to approve the Treasurer's Report. Mr. John Masengarb seconded. All were in favor and the Treasurer's Report was approved.

b. Mr. Rivard brought up that there are expenses for Constant Contact; one being for the annual fee and one for the monthly due to the fee not being paid as the credit card had to be updated in the system.

c. 1st Qtr. Financial Report was submitted 19 January 2021, and the next Qtr. Report will be due the end of April.

d. The internal audit is being worked on by Mr. Kevin Stevens, and will be submitted within the next week

e. There were approvals made via electronic mail for \$1,000 for Media Link, Inc support to administratively handle the execution of the Chapter's small events for FY21, and donations in an amount not to exceed \$70 per person for get-well and congratulatory gifts. I make motion for Chapter to approve donations NTE \$70 for each person as get-well and congratulatory gifts.



f. The Webinar on National's planned assumption of finances/treasurer duties was attended. Mr. Rivard provided additional post meeting comments to National and will further engage via NMLC as well.

g. The Debit Card for Constant Contact was updated paying the \$138.12 for two months in arrears and the annual fee of \$508.08 going forward. NOTE: Need to set up a reminder to re-up for Constant Contact annual fee for next February to avoid monthly charges.

h. Established PayPal account and have now canceled all other card processing accounts.

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

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

a. Applications are due NLT 12 April 2021 and usually come in that week. Ryan Bunge added as scholarship evaluator.

b. Natalie will do the e-blasts for scholarships separately, and announcements when given the information.

c. John gave a run-down on scholarships for new Board Members and also information is posted on our Website, and George gave a run-down of the STEM scholarship which was just awarded in February for \$2,500.

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

a. Has been dormant, and has been on our to do list for past couple years. Awards are named after past commanders that served on the Arsenal Island.

b. Need volunteer to refocus and reinvigorate above awards.

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

USO's Frank n' Fridays: Paused due to Covid. May go to some inside dining (20%) in April, but still have box lunch style which we previously chose not to attend. Margo Davis will get back to us on when we might have one schedule if they partially open. We may only have one left of our FY20 Funding, and we have not committed to FY21 yet. It has been an enjoyable event in the past with several members serving lasting about three hours handing hot dogs with sides out to the military.

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

a. Kim shared her January Membership Package showing all membership. We pretty much stay at a membership of 612. She will continue this showing growth and in what areas. We are



heavily corporate and can grow in areas such as individual 1-year memberships. George suggested visiting the rebate program for income to our Chapter.

b. Steve Szalo asked what does the Chapter offer to become a member and what do we do to keep them. We haven't had a drive in a while. There is information when the Join button is used on the Website. Kim White stated that Government members receive a 3-yr free membership. Mr. Rivard stated that when the Join button is clicked there is a list of benefits, and also gave a run-down of what membership entails. Mr. Bower asked about a listing of members in the Chapter. Mr. Rivard said he would share listing from National. Mr. Szalo wanted to know what direction our Chapter is going as far as membership and keeping members since we haven't been able to do anything within the last year. Ms. Linville-Mass went through what the Chapter has done in the past, and what the Chapter plans on doing as far as Webinars and break-out rooms for networking. She also stated that the Chamber no longer has the HUB and CIRAS discontinued PTAC on Illinois side creating an opportunity for the Chapter to be a much bigger player than we have been. There are a lot of contractors in our region that we need to get to know better and see how we can work together. The Chapter has talked about keeping our meetings in ZOOM to bring in Board members across the region and to better collaborate on what is going on in different regions that our Chapter resides. Mr. Bower stated that ZOOM has increase participation by five times if not more, and has made it easier to get guest speakers.

c. Regarding BOD: Thanks to the Nominating Committee in securing 4 new Board Members:

- Steve Szalo
- Greg Wild
- Bob Haag
- Tim Bower

A big welcome was voiced to all. The Chapter Website has been updated to show new Board members. It was noted that John Masengarb's membership is expiring end of April.

8. Programs: Ms. Natalie Linville-Mass, Ms. Kim White, Mr. John Masengarb

a. **Symposium-2022.**

Our next large non-virtual symposium targeted for 2022. It is considered too much risk to host a live event as it normally held in May. Planning starts in October of previous year, so we are way behind. Even National isn't opening up until maybe May which is why the Chapter is considering pivoting towards smaller, one-hour events every other month.

b. **Smaller Virtual Events**

Since last meeting, Mr. Rivard received a call from Great Lakes Chapter and they would like to partner with us and Great Rivers Chapters in a series of free but sponsored events for our combined regions. Execution of virtual event and registration will be handled by Wisconsin PTAC at no cost. Each Chapter provides a speaker and own sponsors for their event and keeps the proceeds. All events will be collectively marketed in rotational series with our Chapter being the first in May.



Mr. Rivard talked to Trish Huber about a speaker, but she is out right now as she is caring for her husband. She thought she could get someone from the Island such as the ASC Commander to give a 45-minute pitch on the organization and opportunities available. Ms. Dean wanted clarification as to it being an hour-long meeting with Q&A. Mr. Rivard stated it would be with first part being NDIA. He is waiting to have a conference call with Steve, President of Great Rivers Chapter and Meghan at Great Lakes in coming week, so they can get on the same sheet.

There was a discussion as to if non-members could join and would they be charged. It was felt by some Board members that non-members should be charged as an incentive to join. Mr. Rivard said he wasn't sure how this would work with Wisconsin PTAC since they are doing all registration.

Mr. Bunge stated that the Nominating Committee has talked about the smaller virtual events. It would be different for small business, local entity or corporate entity. In thinking about topics and speakers, need to be aware of how to provide value to folks or what members or existing members would care about.

Mr. Rivard state that Meghan is looking for greater collaboration among Chapters and Divisions of NDIA as she is the Chair of that NMLC. He agreed that the event also needs to focus in on what it offers members.

Mr. Szalo asked what was learned from previous symposiums. Were there any success stories or did it fall short somewhere. He said he didn't hear anything from the contracting side about NDIA. Mr. Rivard and Ms. White stated that the networking was a success. Everyone seemed to like the matchmaking, and we are going to try and introduce that when we can.

Mr. Szalo sees a need for small businesses to understand basic building blocks for getting Government contracts and something we could incorporate into our agenda. Mr. Masengarb and Mr. Rivard stated that the Chapter had sessions like that in the past, but had to move on to other subjects rather than having the same topic year to year. Mr. Rivard said the Chapter has had dual tracks and panels. Mr. Szalo suggested getting someone from corporation like Collins Aerospace who actually does the contracts and have them as a guest speaker. Explain how a business can become a subcontractor for corporations, so they can get their foot in the door, especially in this area. There are a lot of corporations in the area who couldn't be a prime contractor as they don't have the management or legal staff to deal with large, complex contracts. Might be an area we can exploit to help these small businesses to understand what is going on. Mr. Rivard said APBI had on agenda and was talked about.

Ms. Dean said we need to put this as a benefit out there to get small businesses to join.

Ms. Linville-Mass wanted to know if there is a framework for charging for sponsorship. Mr. Rivard said he sent a strawman. She also wanted to know if we will have access to other Chapters' membership. Mr. Rivard said each Chapter will send to their membership. Ms. Linville-Mass proposed that a meeting be set up soon with our program committee and other Chapters to make sure everyone is on the same page and everyone knows the ground rules. Mr. Rivard said once he has Zoom meeting with other two Chapters, they can do that.

Ms. Linville-Mass ran through the e-mail from November meeting of what had been planned for events as far as topics, speakers and cost. She also stated that Media Link has a ZOOM account and has offered to use this for free to the Chapter and use Eventbrite for registration. If the PTAC is doing this, she is fine with it.



9. Website/Facebook/Constant Contact.

Mr. Rivard reported normal website maintenance plus posting of QCESC Scholarship recipient. There are still only about 59 followers on Facebook. Eblasts were planned for new board members and departing ones as well as reminder about our scholarships.

Mr. Rivard attended webinar on Micro Websites. There were no solid costs but in the \$1000-\$1200 range was suggested. He noted that we pay \$350/year for domain/hosting/unlimited updates for current website w/ Augustana and certainly cost-wise did not appear to be any advantage. He added that NDIA may have Event Management module incorporated or included- don't know yet on cost if included or what. It would require PayPal as card processor, and we just switched to that. The micro site alternative does require 2-4 committed website volunteer administrators to maintain. It obviously provides brand recognition-looks like/is NDIA site sub tier section.

10. STEM Related: Ms. Celia Hadden

Mr. Rivard and Ms Hadden virtually attended February 25, 2021 QCESC STEM Scholarship event. Ms Hadden is to provide an update on status of other STEM budgeted donations shortly.

11. NEW/OTHER BUSINESS/INFO:

Mr. Rivard encouraged the BOD to use the **NDIA Connect** which is a **Member-Only Benefit** for connection and collaboration. He indicated Ms Fleming has been submitting our chapter financial reports via the NDIA Box, a web drop box for our use.

Mr. Rivard attended, virtually, the **NDIA Leadership Meeting: 26 January 2021**; he provided his notes 29 Jan to all board members and later resent to new board members. The Micro website and Treasurer Function transfer were the big topics.

Virtual meeting of the **National Defense Industrial Association Member Leadership Council (NMLC)** was held 5 March 2021 with Mr Rivard, current member, in attendance. He remains member of this National council. Mr Rivard reported that Megan McKinney (Great Lakes) is new Chair/was Chapter co-chair last year.

Mr. Rivard 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.

Our next meeting will be a Virtual Event - 11 May 2021, 5PM. ZOOM invites were sent for all meetings.

Mr. Rivard asked for a Motion to adjourn. Ms Dean made the motion. It was second and all were in favor. Meeting adjourned at 6:15 p.m.



Note: We remain booked another year thru November 2021. Will be in conjunction with Rock Island Ale House. Holiday Inn (Jamie) has confirmed the schedule (2nd Tuesday, every other month, starting in January 2021) and knows are default currently is virtual

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.