



**Iowa-Illinois Chapter National Defense Industrial Association (NDIA) Board of Directors
Meeting Minutes
11 January 2022**

1. The Iowa-Illinois Chapter of NDIA Board of Directors held its bi-monthly meeting via Zoom on 11 January 2022. Mr. Ryan Bunge, President, called the meeting to order at 5:05 p.m. Board Members and Chapter Officers present were as follows: Mr. Ryan Bunge, Ms. Natalie Linnville-Mass, Ms. Janet Masamoto, Mr. Greg Wild, Mr. John Masengarb, Ms. Brittany Benson, Mr. Todd Prouty, Mr. George Rivard, Ms Kim White, Ms Celia Hadden, Ms Tammy Dean and Mr. Ernie Cychosz.

2. Mr. Bunge stated that the minutes from the 9 November 2021 Zoom 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. Mr Bunge kicked off a group discussion of refining the Chapter Goals first with his thoughts and then input from each of the board members. The following is the output of that discussion.

Important items / Goals

- Grow the chapter in size, strength and impact
 - Help drive engagement outside of the Quad Cities
 - Collaborate with other initiatives
- Building a stronger defense industrial base in our region
 - Helping businesses do business with the defense industry
 - Specifically, help the small business community
 - Need to articulate the value proposition
 - Build our industrial strength through networking
- Building strong community- Vendors, partners, etc.
 - Bringing different Industries together
 - Involvement including sponsorship an donating to local organizations
 - Educating the community and our industrial partners
- Expanding beyond symposiums to other events
- Help assist National and serve as a conduit to National
 - Solicit and collect regional information about key issues
- Education Charter
- Promoting STEM and industry career paths
 - Sponsoring scholarships
 - STEM initiatives
- Awards Program – recognizing and rewarding excellence in our community and chapter
 - Re-focus the awards program

Challenges

- Identifying Activities / Issues that will attract new members
- Get out of our box and let other people know we exist



The team discussed the need to create an elevator speech/ value proposition. Todd Prouty volunteered to draft a document and review with Ryan and George before sending to the group.

4. Treasurer's Report: Ms. Joy Fleming

- a. The Treasurer's Report for the period ending 31 Sep 2021 was discussed.
 - We received \$500 for the modal chapter award again
 - Income of \$1,769.50 adding to the total balance of \$75,866.95
 - There was a bank error with Mr. Masengarb's account that was deposited and then removed
 - The last \$2,500 scholarship check came through
 - Decreasing by expenses of \$3,766.53 to a total balance of \$73,869,92
- b. There are no outstanding financial items.
- c. 1st Qtr Financial Report was signed by Mr. Rivard and will be sent to National in the next day or two.
- d. The Audit of the Chapter is in progress and will be wrapped up soon. Kevin Stevens informed Ms Fleming that he is almost done
- e. Mr. G. Rivard made a motion to approve the Treasures report. Ms. Linnville-Mass seconded the motion and the report was approved unanimously.
- f. Mr. Rivard asked if the new roles have been given access to the account. Ms. Fleming took action to check the status.

4. Scholarship Committee: Mr. John Masengarb (Incoming Mr. Todd Prouty)

- a. Most of our Scholarship applicants came from the Arsenal. Most of the employees at the Arsenal are not working onsite. He expressed concern with getting the word out at the arsenal. He also said this is a good opportunity to get other candidates into the system. Any member with a High School Senior can apply. April 11th is the deadline for applicants.
- b. Ms. Linnville-Mass took and action to send an email blast to the members.

5. Awards Committee: Ms. Brittany Benson

- a. Need a committee/ plan. Ms Benson could draft a plan.
- b. COL Cartwright is retiring and could be a potential recipient.
- c. One idea was for small businesses to nominate for awards at the symposium.
- d. Mr. Bunge said if maybe we could get a few volunteers and then Mr. Rivard could provide background to the committee and come up with a plan.
- e. Board members were asked to email Ms. Benson with ideas.
- f. Mr Masengarb volunteered to help Ms Benson

6. Donations Committee: Mr. George Rivard



- a. The previous meeting the Board voted to increase the USO to \$900, a \$300 increase over last year. Mr Rivard has not yet reached out to them yet to let them know
- b. 24th of February, there will be an in-person 60th annual STEM Celebration for QC Engineering Science Council (ESC). Ms Hadden plans to contact the organizations we have identified in the budget for grants to determine if they will be there.
- c. Need to determine who will attend the QC ESC dinner. \$200 is in the budget for dinner and it is \$50 per person. Typically we have 3 people attend. Ms Masamoto and Ms. Linnville-Mass expressed interest in attending. Ms. Hadden made a motion to approve these three to attend the dinner. Mr. Rivard seconded the motion. A vote was held and unanimously approved.
- d. Ms. Hadden informed Mr Bunge that the QC Eng Science Council sent an email about their award for local organization, and they are considering NDIA. Ms. Hadden will put together a response to the email and coordinate with Mr Bungee.
- e. Ms Hadden stated that the STEM Scholarship for QC ESC for \$2,500 is due January 25th. Selection will be made February 2nd and she will inform the group of the selection at the next meeting.

7. Membership: Mr. Todd Prouty

- a. Mr Prouty didn't have anything to report. He did get the membership list and has some ideas that he will be discussing offline with Ms. White.

8. Nominating Committee: Mr. George Rivard

- a. Nothing to report for this meeting.

9. Program Committee. Ms. Kim White

- a. Nothing to report for this meeting. Mr Bunge discussed his desire to re-vitalize the Program and push to get the symposium going again and putting some smaller events in the plan.
- b. Once or twice a year, Mr Bunge would like to do an in person meeting. Maybe by the summer meeting we could do it. One thought was BAE in the new Building. Mr Wild said that BAE could certainly support after October symposium planning committee of this year.
- c. Ms Tammy Dean discussed activities to date on the symposium. Just preliminary discussion have taken place to date. They are still trying to get volunteers to participate in the committee. Ms. Dean took and action to send out an email requesting volunteers that the Board can forward on.

10. Website/Facebook/Constant Contact. Mr. George Rivard and Ms. Natalie Linnville-Mass

- a. Facebook activity continuing as normal. They were also able to send out an e-blast tribute to those that have left us and announcing the new board members.



- b. Ms. Linville-Mass, Mr Bunge and Mr Rivard had a successful meeting with Web Guild of Augustana and discussed current parameters of the website and our current fees
- c. Also discussed updating the website to be mobile friendly which would require re-design. Ms Linnville-Mass suggested using WordPress for ease of support. Initial estimates would be approximately \$1200. The other option would be to use the NDIA micro Site that we can participate in that. Once that information is obtained, that options can be evaluated. One of the considerations is the tie into search engines and managing our online presence which Ms. Linnville-Mass spends a lot of time on right now.
- d. Mr. Rivard contacted the NDIA POC on the website and they have not yet responded.

11. **STEM Committee:** Ms. Celia Hadden-Chair and Mr. George Rivard

- a. Covered above in the Donations Committee section

12. **Small Business Committee:** Ms. Natalie Linville-Mass/Ms. Janet Masamoto-Co-chairs

- a. Nothing new to report

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

- a. As stated earlier, we did receive the model chapter award and thanks to Mr. Rivard and everyone that contributed to the submission.
- b. Nothing noteworthy from Mr Rivard on the Leadership Conference he attended

e. **Location for next meeting.** Virtual Event – 8 Marc 2021, 5PM. (rescheduled for 22 March)
Ms. Linnville Mass will send out updated invites

Mr. Bunge wrapped the discussion. A motion was made to adjourn and Mr Rivard Seconded it. The Board voted unanimously to adjourn Meeting adjourned at 6.39 pm

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.