

Attendees

Board Position	Name	Present
President	Mr. Ryan Bunge	X
Executive Vice President	Ms. Natalie Linville-Mass	X
Treasurer	Ms. Janet S. Masamoto	X
Director	Mr. Flint Znamenacek	X
Director, Symposium	Ms. Tammy Dean	X
Director, Donations	Mr. Alan Kruse	
Director	Mr. Mark A. Westrom	
Director	Mr. Alan George Wilson	
Director, Nominating	Mr. George B. Rivard	X
Director	Ms. Joy D Fleming	X
Director, Programs	Ms. Kim E. White	
Director, STEM Programs	Ms. Celia M. Hadden	X
Director, Membership	Mr. Todd Prouty	X
Director, Scholarships	Mr. John W. Masengarb	
Director, Awards	Ms. Brittany Benson	X
Director	Mr. Tim Bower	
Director	Mr. Ernie Cychosz	
Director	Mr. Dhiraj Raghvani	X

Meeting Called to order at 5:03 Central time

1. Mr. Bunge called the meeting to order at approximately 5:06 pm CST.

Mr. Raghvani and Mr. Znamenacek briefly introduced themselves.

Election of new Secretary. If anyone has interest, please let Mr Bunge know and will try and get a vote done via email

Action: Mr Bunge to send out roles and responsibilities again to the group.

2. Round table – Reflection on 2022

What went well?

- Symposium went very well and got us back on track. Everyone agreed - very successful
- Our involvement in STEM with various organizations and the scholarships
- Zoom vehicle for meetings went well and enabled more people to participate where they otherwise may not have been able
- How much we were able to accomplish with a relatively small group of people
- Although we didn't get the chapter of excellence, we did get the model chapter award and received good feedback on what we can do to get the Chapter of excellence

What could be improved in 2023?

- Do even more with recruiting new members and leveraging the symposium
- For next year we need to enable selection to get chapter information via emails versus national
- Ms Linville-Mass has a full report from National she will share
- Re-energizing our military and arsenal engagement. What can we do to strengthen relationships with the area Military leadership specifically the Arsenal and finding ways to bring more value to the members
- More active engagement and planning of the symposium – Perhaps have a planning session on the base
- Try and recruit some recent retirees from the Arsenal and present a better value proposition for the government side.

Actions

- Ryan – Work with Flint to begin relationships with leadership at the Arsenal
- Get a set of questions to send out to Government sector to get input on what items Industry can do to better support
- The next planning meeting is Feb 8th so will try and pace inputs to support that

3. Meeting minutes

Meeting minutes from November meeting and corrected minutes from September and July were sent. One mistake on not changing Brigadier General to Major General for MG Fontaine. Mr. Wild sent out a correction during the meeting. Ms. Linville-Mass made a motion to approve. Ms Dean seconded. All voted in favor of approval.

4. Finance, Treasurer, Ms. Janet Masamoto Update

Ms. Janet Masamoto reviewed finances.

Prior Balance	\$92,002.66
Income	\$5,001.51
Total	\$97,004.17
Expenses	0.00
Current Bank Balance	\$97,004.17
Outstanding Checks	0.00
Total Commitments	0.00
Uncommitted Funds	\$97,004.17
Cash Reserve Goal	\$50,000.00
Overage to Goal*	\$47,004.17

- Does not include commitments yet as the budget has not been Finalized / Approved
- There was discussion about the \$3K payment made in January and the \$1K from the Quad Cities. Mr. Bunge noted that although the report is for December end, both were known in

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December and so they should be reflected in this report as a commitment and AR. Ms. Masamoto took action to correct and send out.

- Mr Bunge said that we will try and get the budget finalized so we can send out both the corrected Treasurer report and the new budget for approval

2023 Budget

- Briefly reviewed the 2022 budget and discussed many of the line items, entering strawman values for some of the items
 - Symposium Revenue – Assume \$30K
 - Cash Reserve use the \$50K amount again
 - Awards/ Flowers etc – Carry forward \$300
 - Web Site Maintenance – Ms Linville-Mass suggested a placeholder of \$2K
 - Finance Processing (e.g. PayPal) This is already accounted for in the net proceeds of the symposium but put in a \$1K placeholder for now
 - For website maintenance – changed to reflect \$5K either as a cost or a sponsorship by Media Link
 - The seed money for the symposium increased from \$4K to \$5K as a placeholder, although many of these costs become reflected in the proceeds of the symposium
 - QC Chamber membership carry over
 - Other Marketing, use the same amount as 2022
 - Scholarship – Use same numbers as 2022 with potentially a \$1500 increase
 - Military Events – used the same \$2,400 as 2022
 - STEM – Use the same \$2,200 as 2022
 - Civillian activities – Use the same \$500 as 2022
 - Donations - Use the same \$500 as 2022
- Other items – Potentially consider getting a little more aggressive on spending for Government engagement and work harder on participation for Scholarships and symposium
- Mr Bunge asked about BAE contributing to the scholarship fund. Mr. Raghvani took action to check with BAE about a donation.

5. Program committee. Ms. Kim White/ Ms. Tammy Dean

Ms. Tammy Dean discussed the planning for the Symposium

- We have people that helped in 2022 that will not be able to be involved in 2023.
- We are looking at the Rock Island Museum as an event so we would need bussing to and from the symposium for that
- We have confirmed dates of May 16th and 17th
- We sent out a look ahead to the committee members for the sponsorship for feedback
- We sent out the registration to National for help so we can send that out instead of a save the date, people can register now
- Looking at themes and who we can have as guest speakers

Action: Please reach out to Tammy if you have ideas or would like to help.

We discussed doing an in person meeting in March. BAE was discussed. We also could do an in person right before the symposium. One concern with doing it just prior to the symposium is the amount of work with the symposium and everything going on. In general, the team thought March would be good at BAE. Mr. Raghwani said we will support. March 14th will be a challenge due to an AS 9100 Audit but Mr Raghwani will check.

At Collins we had approximately 30 people participate.

Action : Mr. Raghwani took action to firm the date and with Mr. Bunge decide on the dinner location. Either Cedar Ridge or the Kirkwood hotel were discussed. We could potentially advertise to the base and see if people want to come up.

6. Scholarship Committee John Masengarb Chair, Janet Masamoto, Tammy Dean, Ryan Bunge

Mr. Rivard reported that the only thing we need to do is send out some Constant Contacts letting people know that the application period is open

Mr. Bunge reported that he checked the forms and they look great and the Deadline is the 11th so we would like to get good participation

7. Website/Facebook/Constant Contact. (George/Natalie)

Ms Linville-Mass reviewed the output from the National Meeting

- National Defense Strategy NDS briefed on current threats and Goals
 - Defend the Homeland
 - Deter Strategic Threats
 - Deter Aggression and be prepared to be in a conflict
 - Build a resilient force (climate change)
- Campaigning for a focused and changing culture
- Ambassador to Ukraine spoke
- Discussion shifted to focus on local chapters
 - Need to speak about the issues facing each of us publically in our communities
 - Solicit input from members potentially using Survey Monkey
 - Potentially have a reverse industry day talking with the Government about what small to medium size businesses are doing to bring the warfighters home safely
- Discussed why NDIA matters – again talking about threats
 - Big change is Cyber and Space
 - Can Industry to what we need to do to innovate and deter
 - Symposiums are a good vehicle to to help the Government understand what industry is capable of doing

- Government struggles with buying Software
- Potentially have a field day with Student to help booster 4 year college degrees
- Strategy and Policy
 - Dealing with inflation
 - Serve as an honest broker to the Government
 - Focus on
 - digital modernization
 - small and medium businesses
 - Education and technical pathways to get students
 - Reviewed Vital Signs report and potentially send links to members
 - Consider adding a policy Liason to your Board of Directors
 - Looking at RFI reform with foreign entities
 - Each chapter needs a media spokesperson
 - Cyber Security – Secure your networks now. Rules will come out in the spring of 2023, multi factor authentication is a big part of what is coming
 - Define and educate on Controlled Unclassified Information (CUI)
 - Ideas:
 - Give a donation to STEM at symposium to promote STEM
 - Send NDIA Board to meet with different Dept. Of the military in our area
 - Look into collaborating with other chapters
 - WID – Wing focused on individual’s professional development
 - Financial
 - National has fiduciary responsibility for all chapter finances and bank accounts
 - Each Chapter needs to submit Financials and Bank Accounts quarterly and at year end
 - All of NDIA uses a single EIN
 - Discussed consolidating treasury of chapters and each chapter have a liason
 - Those not participating will not be able to apply for the Model Chapter and Chapters working individually will need to have their financial system approved
 - Also all contracts will need to be reviewed by National and there will be a National Coordinator
 - All these changes must be implemented by October 2023
 - Any individuals/ vendors being paid require a W-9 and a return letter to the recipient
 - Ms Linville-Mass recommended we start the transition in June so that we will be ready in October
 - Registration
 - Would like to move all registrations to National’s software
 - Can export CSV files into Constant Contact
 - Ms Linville-Mass recommended moving forward to work with National to get the new website designed. It would not be

implemented (go live) until approved. She would also like help with this

- National Symposium is November 14th, 2023
 - Actions:
 - Need to get the Treasury transitioned.
 - Need to move out on getting the web site started
 - The plan for the website with Facebook / Constant Contact has been created. The costs Media Link would charge a client exceeds \$5k. While Ms. Linville-Mass is donating much of her time, she is paying employees for this work so there is a hard cost to this. She will discuss this offline with Mr. Bunge and Ms Masamoto.
 - Mr. Rivard updated the website with our current roster and added a Save the Date for the Symposium
8. **AWARDS Program Committee:** (Ms. Brittany Benson Chair)
- If we want to plan to have awards in May, we need to get going on nominations
 - Maybe creating an online fillable form would improve responses
 - Ms Benson took an action to think more about what we might do to improve response rate
 - Ms Benson is willing to work the upcoming Chapter of Excellence Award.
9. **Donations Committee:** (Al/George- Co-chairs)
- Mr. Rivard – Nothing to report. He did hear that USO is no longer on the Island
10. **Membership:** (Mr. Todd Prouty - Chair, Mr. George Rivard).
- We should look at local suppliers to the major companies (e.g. BAE, Crystal, Collins)
 - The fees are pretty low for small businesses
11. **Nominating Committee:** (George – Chair, Tammy, Ryan, Al Kruse):
- Mr Bunge said that we need to nominate and elect a new Secretary. Also we are coming up to the halfway point for the two year term (for President) so we need to start thinking about that.
12. **STEM** (Celia – Chair, George)
- QCESC is having their annual Engineers week event on the 23rd February and the QCESC Scholarships will be presented at that time. Ms Hadden plans to participate in the selection
 - We need to decide who will attend the event. After discussion it was decided that Ms. Hadden, Ms Linille-Mass and Ms Masamoto will attend
 - Our Chapter was nominated as a finalist by QCESC for the QCESC Society of the Year award and we need to respond by 26 January.
13. **NEW/OTHER BUSINESS/INFO:**
- **Location for next meeting.**
BAE March 7th to be confirmed by Mr. Raghwani.

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Ms Dean made a motion to adjourn, Mr. Rivard seconded. All voted in favor to adjourn at 6:56 pm