



## **Iowa-Illinois Chapter**

### **National Defense Industrial Association**

#### **Model Chapter Submission**

**28 September 2011**

**George B Rivard**

**President**

#### **Message:**

It gives me great pleasure to submit the Iowa-Illinois Chapter documentation for the Model Chapter Program 2011. The chapter submission consists of this cover sheet and supporting documentation addressing chapter activities in all sixteen of the 2011 model chapter criteria. In Fiscal Year 2011, the chapter again sponsored a small business government contracting conference and is planning a 5th annual small business conference in FY 2012. This FY also marked a dramatic upgrade and new look to our Chapter website, providing improved information sharing and much greater utility. Eight years ago, the chapter established awards honoring former local commanders and NDIA officers, LTG (Ret) Skibbie, MG (Ret) Eicher, and MG (Ret) Greenberg. Recipients of these awards as well as winners of our NDIA and SGT Paul Fisher scholastic scholarships were recognized in an awards ceremony during the Small Business Conference Reception. The chapter has made numerous donations to activities within its geographical area in support of NDIA's Top Policy Issues as well as activities in support of Chapter goals and objectives. Membership in the Iowa-Illinois NDIA Chapter has shown a continued increase this FY and now is approximately 890 individual and corporate members.

# **1. Designate a board member to focus on and promote the Science, Technology, Engineering and Mathematics Workforce Program (STEM), Efforts by the chapter to conduct at least one annual activity will provide a forum for effective interaction between local government, industry, and academia for the strengthening of national security.\***

The Iowa-Illinois Chapter key board officers/directors have led an effort to get a DOD STARBASE located on Rock Island Arsenal since FY09. DoD STARBASE is a premier educational program, sponsored by the Office of the Assistant Secretary of Defense for Reserve Affairs, and endorsed by NDIA national. The Chapter initially briefed and obtained support from all major Army tenants on Rock Island Arsenal. The Garrison Manager, with the support of NDIA, successfully executed his responsibility of coordinating a STARBASE application with the local schools and community and submitting the application to DOD. The NDIA Chapter continues its efforts through In-Process Reviews with the Garrison and other key stakeholders. The Chapter President has personally discussed the status of our DOD STARBASE pursuit efforts with both local Congressmen and their staffs.

The Iowa-Illinois Chapter has a designated a board member as the STEM Coordinator. This individual has been appointed to the Quad Cities Engineering and Science Council (QCESC) where he also serves as their STEM Coordinator. This year's STEM related activities included:

- Working with the Rock Island Arsenal Garrison to submit a proposal for location of a DOD STARBASE on Rock Island Arsenal.
- Sponsoring a STEM Scholarship for a deserving high school senior interested in a STEM career.
- Co-Sponsoring an Engineering Kids Camp with Iowa State University, the Putnam Museum and the QCESC. There were over 270 students that attended the Engineering Kids Camp. Chapter funding was used to pay entry fees for several underprivileged students.
- Helped plan and conduct a "Mothers Night Out for STEM". This event was co-sponsored by the Iowa Math Science Education Partnership, the Putnam Museum and the QCESC. The purpose of the event was to educate mothers about STEM careers and provide ideas for them to develop STEM enthusiasm in their children.
- Planning and serving as a judge in a Quad Cities High School Cardboard Boat Regatta.
- Planning an award ceremony for high school tech challenge winners.
- Helping plan FIRST Tech Challenge and FIRST LEGO League scrimmages and regional qualifying competitions.
- Conducting 2 Engineering education sessions in conjunction with Eastern Iowa Community College. These sessions provided an education and fun activities for underprivileged students.
- Serving as a member of the Davenport Public School System's Project Lead the Way (PLTW) advisory council.

## **2. Designate a board member to focus on and promote Small Business issues in Chapter activities.\***

A board member has been appointed to focus on the issues of small business in routine Chapter activities. Our Chapter has continually encouraged participation by Small Business and has sponsored a Midwest Symposium on Government Contracting for Small Businesses. The Symposium has focused on providing information to Small Business on a wide range of issues including: requirements for government contracting; how to be a successful government contractor as told by small businesses; what to expect from a government audit; government environmental requirements; how to become a subcontractor to a government prime contractor; and many other pertinent topics. We also ensured Small Businesses heard from local Congressional Representatives so they could be aware of potential new legislation and so that Small Businesses could provide input on any changes they considered important for future legislation.

We also work closely with the local Procurement Technical Assistance Centers and the local SCORE Chapter. Members of both organizations are Chapter board members.

## **3. A published chapter mission statement and current approved by-laws.\***

The Iowa-Illinois Chapter, NDIA reviewed its published chapter mission statement and by-laws in FY2011, making minor updates, and securing National approval. Both our mission statement and by-laws are readily accessible on our new website. The chapter is organized exclusively for charities, educational and scientific purposes in support of the National Headquarters, including, for such purposes:

- a. Promoting awareness by all elements in the Quad-Cities area of the need for a strong defense posture to include elements stationed at Arsenal Island Federal campus and affiliated contractor and government agencies.
- b. Identifying and studying problems affecting the common defense and national security of the United States, developing solutions to such problems, and providing such solutions, as well as technical information and advice derived from industrial experience and practice to those government agencies charged with responsibility for the common defense and national security.
- c. Encouraging programs of research and development among educational research, scientific and industrial organizations, in cooperation with the agencies of the federal government concerned with the global war on terrorism, implementation of transformation programs, national security of the United States and the common defense.
- d. Encouraging a mutual understanding and a close working relationship between American commerce and industry, and those segments of the United States government responsible for the common defense and national security.

- e. Encouraging improved management techniques and procedures throughout the defense establishment and the supporting industrial base.
- f. Encouraging the maintenance of a viable, capable, and responsive industrial base for the development, production, and logistical support of defense weapons systems and material, especially as it pertains to the ammunition and weapons base.
- g. Commemorating and recognizing services rendered by individuals, companies, and governmental agencies in meritorious acts related to the activities enumerated above.
- h. Encouraging and training Small Businesses in Government procurement practices to create more competition for DoD contractual requirements.
- i. Supporting local Defense organizations, particularly the Army Sustainment Command and the Joint Munitions Command, by supporting appropriate meetings at no cost, including APBIs and training conferences.

#### **4. An annual action plan with goals and objectives (to include annual NDIA Top Issues).\***

For calendar year 2011 and into 2012, the Iowa-Illinois Chapter, NDIA plans to or has held, co-sponsored or participated in following activities and events:

- a. Board of Directors' meetings.
  - (1) Goal. To schedule bi-monthly meetings to address ongoing and planned events, contributions, and meetings.
  - (2) Objective. To maintain a viable and active chapter program supporting our mission statement and NDIA's 2012 Top Issues.
- b. Maintain close ties with and support the activities of the Iowa-Illinois Women In Defense (WID) Chapter by donating to and participating in its activities and maintaining a WID liaison on the chapter's Board of Directors
- c. Maintain a strong scholarship program.
  - (1) Solicit applications from the chapter's geographical area and award at least three \$1,500 academic scholarships annually.
  - (2) Solicit contributions from industry to increase the number of scholarships awarded.
- d. Maintain effective communication with chapter members and the local defense community.
  - (1) Publish a quarterly newsletter and post to website/have emailed to membership by National.
  - (2) Maintain a current local chapter web site.

(3) Active participation and visible presence in Change of Commands, Hail & Farewells, Retirement / Promotion Ceremonies, Meet the Leadership gatherings, Rock Island Arsenal Task Force and other defense and community events and activities.

e. Support local defense community needs.

- (1) Continue to maintain a strong donation program supporting community events.
- (2) Assist local installations by conducting symposia and educational training that support their goals and objectives.
- (3) Provided support for the Army Sustainment Command APBI through a no cost to the government contract. *NDIA Top Issue: The Defense Industrial Base – Now and in the Future*

f. Support local recognition of contributions made by active and retired military.

- (1) Continue to maintain a strong donation program to those events that recognize achievements of the Nation's civilian and military members.
- (2) Solicit nominations for the awards honoring Generals Skibbie, Eicher, and Greenberg. The Greenberg award was presented to Mr. Paul Woodhouse and the Skibbie award was presented to Mr. John Shipley during this FY.

g. Plan, as a continuation of our 4<sup>th</sup> annual co-sponsorship in May 2011, to co-sponsor a fifth annual Small Business Government Contracting Conference in the spring of 2012. The conference will provide small businesses the opportunity to learn how to do business with Federal agencies and large prime contractors. *NDIA Top Issue: Increase Government Contract Usage of all Small Businesses.*

h. Continue aggressive involvement and support to all STEM initiatives. The Chapter's initiative to encourage Rock Island Arsenal to seek establishment of a DOD STARBASE and our direct support to the Application preparation resulted in an application being submitted to DOD for approval/funding. The Chapter has budgeted seed money support as well as steering committee support should the application be approved. *NDIA Top Issue: Sustaining Military Readiness While Providing for the Future*

i. Formally prepare, approve, and execute a FY2012 Budget as a continuation of the groundwork with the Chapter's formal budgeting process initially established in FY2010.

## **5. Financially self-sustaining with income exceeding expenses for the year.**

The Iowa-Illinois Chapter schedules activities, primarily symposia, to raise funds to enable financing our scholarship commitments, charitable contributions to Armed Services programs and other planned activities. We have typically maintained a positive balance greater than \$7,000 in reserve at all times. The chapter's annual income is dependent upon the number of events sponsored throughout the year. In FY 2011, the chapter sponsored a Small Business

Symposium. During the first 11 months of this fiscal year our income has been \$102,356 with expenses of \$90,117. Over the past 16 years we have had an average annual income of \$52,920, average fundraising expenses of \$44,715 and average program outlays of \$29,253. A report on the financial status is presented at each Board of Director's meeting with a vote of acceptance/approval recorded.

The chapter generates revenue by periodically offering topical symposia. The chapter remains financially sound with adequate fundraising events to support its annual program in addition to supporting one-time special expenditures.

Income/expense profile for the past fifteen years is shown below.

	<u>INCOME</u>	<u>EXPENSES</u>	<u>PROGRAM SPONSORSHIPS</u>	<u>YEAR-END BANK BAL.</u>
FY 1996	\$ 10,096	\$ 5,968	\$ 3,191	
FY 1997	36,509	28,436	2,919	\$ 6,207
FY 1998	125,175	91,557	12,288	27,534
FY 1999	25,209	21,314	8,603	22,826
FY 2000	1,304	3,216	10,165	10,754
FY 2001	83,665	58,453	12,879	23,029
FY 2002	30,815	31,306	16,363	6,179
FY 2003	33,730	12,080	5,669	22,157
FY 2004	11,360	19,470	9,006	14,046
FY 2005	7,774	9,988	6,677	11,832
FY 2006	26,694	28,645	12,205	9,881
FY 2007	28,135	25,013	11,109	13,003
FY 2008	33,990	32,178	13,331	15,175
FY 2009	143,915	134,720	134,325	24,254
FY 2010	146,010	122,976	122,223	46,904
FY 2011*	102,336	90,117	87,098	35,555

\*Based on first 11 months data

## **6. Chapter representatives meet annually with local politicians, business, and Service representatives to emphasize national security and the defense industrial base.\***

One or more Iowa-Illinois Chapter representatives meet annually with US Congressional Representative Dave Loebsack (IA) and US Congressional Representative Bobby Schilling (IL) and their staff to discuss matters concerning the Joint Manufacturing and Technology Center at Rock Island Arsenal, Army Sustainment Command, Joint Munitions Command and related industrial base matters, to include local STEM initiatives (DOD STARBASE). Congressmen Loebsack and Schilling were both guest speakers at the May 2011 Small Business Symposium, hosted by the chapter and held in Moline, Illinois. Additional contacts are also made with other

members of the Iowa and Illinois bi-state Congressional delegation to include both US Representatives and all four US Senators. We also have more frequent contacts with their Congressional Staffers, and in the past, some of their staff members have participated in our chapter activities. Chapter representatives participate in the Rock Island Arsenal Development Group and Rock Island Arsenal Task Force which include service members, congressional staffers from both Iowa and Illinois, and local mayoral and community officials; meetings/events are typically quarterly.

Individual chapter members are also active politically in their personal life and maintain close contacts with local, state, and national elected officials. The chapter maintains a viable program of information on local issues related to the Rock Island Arsenal and the Iowa Army Ammunition Plant. It also places a strong focus on the health of the Army Government-Owned industrial base (including the ammunition base) and is a vocal spokesman for the base. The Chapter maintains close contact with the local Quad Cities Chamber of Commerce to ensure the local business community understands the importance of Rock Island Arsenal to both the local economy and the National Defense.

## **7. Chapter teams with NDIA National on national events. NDIA National events are those addressing other than local issues, and attracting attendance from outside the chapter area.\***

The Iowa-Illinois Chapter has been instrumental in assisting NDIA National Headquarters in starting a Manufacturing Division. In November 2005, the chapter locally hosted a Defense Manufacturing Symposium for the purpose of helping organize the new Division. Formation of the Manufacturing Division was announced at the event and an organizational meeting followed shortly with the outgoing Chapter President representing the chapter and serving on the management committee of the new Division.

The Division has organized around committees in four key issue areas: DoD Supply Chain Management, Partnering in Manufacturing, Technology for Manufacturing, and Manufacturing Workforce Issues. Cross-cutting these critical issues are a committee to deal with Manufacturing Legislative Issues which would play a key role in implementation of the initiatives identified by the other four committees.

The Iowa-Illinois Chapter continues to support on-going activities of the Division. As the only NDIA Chapter representing the majority of the Army's organic Industrial Base, the Iowa-Illinois Chapter will remain active in support of the Manufacturing Division.

In 2003 the chapter teamed with National in support for its annual chapter and awards meeting with awards being established honoring the accomplishments of three past NDIA National leaders, MG (Ret) Eicher, MG (Ret) Greenberg, and LTG (Ret) Skibbie. Generals Eicher and Greenberg attended the meeting. The chapter recognized the latest award recipients for 2011 at

the reception held during the IA-IL Chapter hosted Government contracting with Small Business Conference in May 2011.

In FY2011, the Chapter has maintained an aggressive engagement in STEM programs to include the Chapter's initiative to establish a DOD STARBASE on Rock Island Arsenal. Our Chapter has maintained close coordination with NDIA National's STEM Workforce Division. The Division has provided excellent support with information and insights regarding program/congressional funding status and lessons learned. The Chapter will continue to enlist their support.

## **8. Chapter coordinates all events with NDIA National prior to scheduling date(s) to assist in schedule deconfliction. \***

The Iowa-Illinois Chapter keeps NDIA National apprised of all planned events and, as a by-product, national provides e-mail notification of these events to chapter members as well as including the activity on the Event Calendar in the "National Defense" magazine. For the Small Business Symposium held in May 2011 at Moline, IL, the chapter consciously scheduled the event so as to assure no conflict with NDIA's National Small Business Conference. Attendees are mostly from the Chapter region, further lessening any conflict or concern. Plans for the 2012 Small Business Symposium will again be coordinated with National HQ to ensure there will be no conflict with the National Conference.

## **9. Chapter communicates with its member base via Newsletters, E-mail announcements, homepage, etc. Chapter board members represent cross section of local membership (industry, government, academia, etc.)**

Primary means of communication with chapter members is through the chapter's web page. Minutes of the Board of Directors' meetings are published to keep the membership informed of issues discussed, actions taken, contributions made to various charities, events supported, scholarships awarded, and planned chapter activities. Our new web site also has information concerning chapter officers, planned events, and other pertinent information of interest to our chapter membership or any others interested in our activities. The chapter president and various board members typically correspond by telephone and/or e-mail on issues requiring immediate attention. The chapter also has an agreement with the local installation Morale, Welfare and Recreation Fund to advertise NDIA events and information in return for chapter sponsorship of various non-appropriated fund activities.

Iowa-Illinois Chapter officers and board members represent diversity in industry, company, government, and customer alignment that reflects the Chapter membership. These include Army, Navy, Marine Corps, and Air Force interests as well as prime systems integrators,

suppliers, small businesses, service providers and information technology related to ammunition, weapons, construction equipment, and communication equipment.

## **10. Sponsors quarterly events showcasing NDIA, the industrial base and national security interest to local community.**

The Iowa-Illinois Chapter continues to sponsor local events showcasing the NDIA. The local Chapter, in its continued sponsorship/hosting of the annual Small Business Contracting Seminar and the Army Sustainment Command's Advance Planning Briefing for Industry, garners high visibility and recognition of NDIA and its mission. During the past year the chapter provided donations to the Quad Cities Honor Flight, 1st Robotics Team/3 other STEM events, VA hospital visits, and the QC Veterans On-line Auction. In addition we provided a donation to the local chapter of AUSA and WID to support their annual golfing tournament fund raising event. We also provide funding assistance to the local Army/Navy Balls honoring the birthday of these military organizations.

## **11. Sponsors at least one scholarship program to include STEM and ROTC Awards.**

The Iowa-Illinois Chapter is highly active throughout the state of Iowa and the western third of Illinois in service to the community. The chapter has had an active scholarship program since 1994. Ten \$1500 NDIA scholarships and two \$1500 SGT Paul Fisher scholarships were awarded this year. It is our intent to maintain those dollar amount levels in FY2012, and make necessary adjustments on how many scholarships are awarded as our budget allows. Our successful events this year indicate our FY2012 budget should be sufficient to accommodate the same or more scholarship offerings in 2012.

The chapter has awarded more than \$80,000 in scholarships to outstanding students in the last 11 years. Our NDIA Chapter STEM coordinator is our Chapter representative to and member of the Quad Cities Engineering and Science Council (QCESC). First initiated in FY2010, this year our Chapter again used our STEM affiliation with the QCESC to provide \$2000 directly for a STEM specific scholarship from NDIA. The Chapter continues to discuss how it can further enhance our successful scholarship program in consideration of our already aggressive support to and promotion of STEM.

## **12. Promotes membership programs (corporate and individual).**

The Chapter continuously strives to promote the NDIA membership programs for both Corporate and Individual categories. We market membership applications and information during our

sponsored events, as well as during our frequent involvement and participation in other local events (e.g., Rock Island Arsenal's Industry Day; Quad Cities Science and Engineering Council STEM activities). Certainly the offering of a "free trial membership" to government employees, for both NDIA and WID, should remain a permanent means to promote membership. The two biggest membership growth factors for NDIA nationally, we believe, remain the continued growth of Women in Defense chapters and the continued and expanded use of the government "free trial membership". Both WID and "free trial membership" for government employees arose out of Iowa-Illinois Chapter initiatives. We would suggest that the "free trial membership" be extended to retired government employees who are excellent sources of volunteers for all Chapters.

### **13. Increase local membership growth.**

By networking at Chapter sponsored events, the Iowa-Illinois Chapter continues to realize a steady growth in numbers of new and renewed members. The sponsorship/hosting of the Small Business seminar this FY and community recognition of our very robust scholarship and donation programs are contributing factors in our membership growth to approximately 1031 – a 22% growth over last year and a 49% growth considering the past two years! Along with the strong WID memberships, renewed corporate individuals grew 165 since Jul 10. Total growth has risen from roughly 690 in 2009 to its current 1031 members in 2011. Our local Chapter's aggressive lead in pursuing a DOD STARBASE for Rock Island Arsenal provided a great deal of NDIA community visibility and membership interest adding to our membership growth success.

### **14. Submits current board list for inclusion in the August issue of National Defense magazine. Notification of board inclusion requested in April-May period. Developed chapter websites must maintain current listing of board members.**

The Iowa-Illinois Chapter contribution for the August 2011 issue of "National Defense" magazine was submitted in May 2011 meeting the required due date. The Iowa-Illinois Chapter received thanks from the Director, Chapter Relations - NDIA National for its timely and complete submission. The chapter has and will continue to provide current board membership information for publication in the *National Defense Mega Directory*. The Chapter inputted to the Top 2012 NDIA issues in Jul 2011.

### **15. Each chapter has electronic version of its' official NDIA chapter logo.**

The new official chapter logo was received 10 Apr 2009 and it has been deployed in a go-forward for our website, letters, and other marketing venues (totes, etc) and remains fully implemented.

**16. Chapter is aware and maintains a copy of NDIA Chapter Manual through a current board member.**

The Secretary / Treasurer of the Iowa-Illinois Chapter is aware of and ensures the chapter's copy of the NDIA Chapter Manual is up-to-date.