

Iowa-Illinois Chapter
National Defense Industrial Association (NDIA)
Board of Directors Meeting Minutes
9 January 2018

1. The Iowa-Illinois Chapter of NDIA Board of Directors held its bi-monthly meeting at Bennigan's Bar & Grill, Rock Island, IL on 9 January 2018. Mr. George Rivard, President, called the meeting to order at 5:10 p.m. Board Members and Chapter Officers were Ms. Natalie Linville-Mass, Ms. Kim White, Ms. Celia Hadden, Ms. Janet Masamoto, Mr. John Masengarb, Ms. Joy Fleming, and Mr. Billy Murphy. Mr. Rivard handed out Model Chapter pins to everyone present.

2. **Prior Meeting Minutes** – Mr. Rivard stated that the minutes from the 14 November 2017 Board Meeting were electronically distributed for review and approved by those in attendance. Recommended changes received during the staffing process were incorporated and the minutes were posted on the Chapter's website.

3. Treasurer's Report: Ms. Joy Fleming

a. Ms. Fleming provided attendees with the Treasurer's Report for the period ending 31 Dec 2017. The report shows a computed bank balance of \$65,341.05 in the Chapter's checking and savings accounts. The main sources of income were \$500.00 for the Model Chapter award and \$200.00 deposited in error and should have been posted to Mr. Masengarb's account. The main source of expenses were an outstanding check that posted for \$260.00 for a refund to Nova Tech for Mr. Pultz and \$200.00 to reverse the error in posting the deposit mentioned above. A motion to approve the Treasurer's Report was made by Ms. Janet Masamoto and seconded by Ms. Natalie Linville-Mass; motion was approved.

b. There was a discussion regarding possibly canceling Constant Contact by Mr. Masengarb. It had been put on hold. May want to revisit keeping due to Ms. White's committee which is expanding the Chapter programs being offered. The dollar amount could be reduced by eliminating some people from the contacts. A template can be used for a list of potential contacts; membership et al. It was decided to keep Constant Contact.

c. 1st Qtr Financial report due to National by 31 January.

d. The Annual Audit was performed by Ms. White and Mr. Radkiewicz and issued a report 12 December 2017.

(1) A 100 percent audit of all income and outgo from the checking and savings accounts were performed and no discrepancies were found.

(2) There was a bad check for \$550 received for the Symposium last year. It was recommend this check be written off the books as it is expected collection efforts would cost more than the check.

(3) For future year audits make the receipts for purchases available so that they can be spot checked.

(4) Ms. Fleming is to be commended for the accurate and easily reviewable records.

e. Ms. Fleming drafted an Internal Financial Audit Committee job description to better formalize this important duty and chapter responsibility. Mr. Rivard made a few additions and the draft was forwarded to the Audit Committee for input.

4. Scholarships: Mr. John Masengarb

a. Applications are due no later than April 14, 2018. It has been posted by the Iowa and Illinois National Guard, the Reserve Center on Brady Street, Davenport, IA, Island Insight, and Iowa Army Ammunition Plant. Mr. Masengarb had an inquiry from Marion Homeschool and what to include and how to fill the application out. Ms. Molly Flanagan is to send to all members and it will be in the Newsletter.

b. Mr. Masengarb stated that the scholarship committee is in need of portfolios and certificates. The one's supplied by National are over \$4.00 apiece. Ms. Linville-Mass suggested getting a bid from a printer and Mr. Rivard is to look into getting some free ones from National.

5. AWARDS: Mr. Jimmy Morgan, absent

Lifetime Achievement Award nominations are accepted at any time. Mr. Rivard stated that there was nothing to report.

6. Donations: Mr. George Rivard

a. Received request from WQPT for our annual support to “**Embracing Our Military**”; \$500 was approved in the budget and Ms. Fleming will issue the check. Note that our Chapter logo is shown at bottom area of sponsors to their monthly Newsletter.

b. USO's Franks on Fridays: Approved budget amount of \$1000 being issued to cover four events: March 9, June 8, Aug. 10, and Oct. 5 from 11-1 p.m. Mr. Rivard usually goes and needs one more volunteer. Mr. Masengarb and Ms. Masamoto both volunteered. Mr. Rivard stated that there usually is only enough room for two people. He will work this out.

7. Membership: Ms. Kim White

a. As of 7 December, membership stood at 690, up 3!! As a heads-up to Board of Directors, Mr. Billy Murphy is up and reapplied. All others, Mr. John Masengarb, Ms. Celia Hadden and Mr. Mert Sachs are good until April.

b. Mr. Rivard stated that National is working to improve the membership database to include capturing more information and make it a more usable database.

8. Programs: Mr. Jimmy Morgan (absent), Mr. John Masengarb, Ms. Kim White and Ms. Natalie Linville-Mass

a. Mr. Masengarb: Next planning meeting is tomorrow, 10 January. The goal for early registration for the symposium is 14 January. It will be the 23rd and 24th of May at the TaxSlayer. The name will be the Midwest Government Contracting Symposium. APBI will be in the morning and Small Business in the afternoon of the first day and morning of the second. Then, will close with APBI in order to get people to stay. Awaiting government agenda.

b. David Freriks, President Lincoln Advanced Technologies, LLC gave a free 90 minute presentation about biodefense and business continuity during an epidemic in the Midwest. It was held November 17 at the Scott County Emergency Operations Center. Bob successfully lead the program. Had perhaps 20 or so folks there. There was a tour of the facility. It was impressive.

c. Ms. White: First meeting was in December. Four recommendations came out of the meeting:

(1) Update contact list.

(2) Have a sense of community with a quarterly newsletter beginning 1 Feb. Value of membership and a spring event. May is the symposium; symposium details and event details and scholarships.

(3) Have two local events

(4) ID interest of audience with information in March.

Tammy and Kim to e-mail list of value of membership to non-members before the symposium.

Mr. Radkiewicz – 1st Quarter draft of newsletter by 15 Jan. Need someone to go through and submit to constant contact. Maybe John could do this. It depends on the format it comes in. Natalie said her staff could help. George, John and Natalie to go through draft and distribute through Constant Contact.

Ms. Linville-Mass spoke about the local luncheon event. Needs several dates. She approached the Arsenal Club. They have a buffet for \$12.00 per plate. There is no discount on number of people. Do have a room set up for podium and presentations in the ballroom or the Veranda with fewer tables. She will e-mail dates to Ms. White.

Mr. Rivard asked about target audience. It will be everyone who went to the symposium. Price for luncheon would be \$18 for members and \$25 for everyone else. Important to have a decreased price for members to add value for membership.

Ms. White The subject is the Iowa Army Ammunition Plant. Ms. Dean is working on the public video and want to see if someone can speak. Will be an education type luncheon.

Mr. Rivard access to the Island? The Arsenal Club does this all the time and all they have to do is designate this as an event. They can handle that.

Next meeting will be 13 Feb at noon. Sandwiches and salad bar, mix grill. Will firm up for Newsletter. Have constant contact send a reminder.

Ms. Flanagan sent an e-mail with benefits, but National doesn't have a video for individual membership. Will discuss with communications to put one together.

Eblast will be the initial reminder to sign up. Constant contact has ability to sign people up for the event. Quad Cities Convention and Visitors Bureau (QCCVB) is marketing the Symposium this year.

Ms. White made a motion to have the Spring event finalized by the Program Committee. Ms. Masamoto Seconded.

Mr. Masengarb asked for discussion. Is there no cost to the Chapter or what are the source of funds? Ms. White amended her motion that the event is not to exceed \$100 per event. The motion was approved. She also indicated a \$15 and \$20 range of event charges; speaker will not be charged. Point of the event is to make a little income but at least break-even.

9. Website. Mr. Rivard

a. Posted notice of our Chapter winning Model Chapter for 2017. 16th Year, and sent award info to Board.

Have Model Chapter pins. Deposited \$500 award check.

b. Will be posting symposium information shortly. Actually there will be a link that goes to the QCCVB managed site with registration, etc.

c. WID Link on our website. The link now goes to a statement about considering joining our local NDIA chapter and indicated the local WID chapter was deactivated.

10. STEM Related. Ms. Hadden

a. Ms. Hadden plans to attend Friday, 12 Jan QCESC Hockey Night, the 17 Jan QCESC meeting and the 31 Jan scholarship selection meeting.

b. Our NDIA STEM scholarship will be presented at the Putnam 22 Feb at the QCESC banquet. Ms. Hadden, Mr. Rivard and Ms. Fleming to attend? Need NDIA Scholarship Award certificate/folder. Will be distributing the STEM donation checks that night.

c. 20 Feb St. Ambrose introduction to engineering has two sessions in the afternoon for 3-13 girls.

11. NEW/OTHER BUSINESS/INFO:

a. **New Chapter Manual issued.** Provided comments and recommended changes on 27 Jul, along with our Chapter Operating Principles as amended. Supposed to be effective 1 Oct. **No word yet.**

b. **New Model Chapter criteria for 2018 – Model Chapter (15 Criteria) and Chapter of Excellence (20 Criteria)** (Page 48-50 of DRAFT New Chapter Manual). Some noted changes: **AND action items we need to assign to cover these changes!**

- (1) Maintain membership recruitment and retention plan
- (2) Path to participate in Chapter leadership is clear and available/**Succession plan**
- (3) Host at least one Membership networking event
- (4) Submit internal control questionnaire
- (5) Increase in net funds 5%/increase in membership 3% (Chapter of Excellence)
- (6) Designate board member to support at least one division (Chapter of Excellence)

Michigan Chapter bring people on Board. Have a training period to be on the Board.

c. **Program Development Advisory Council:** Consists of ~12 Division/Chapter leaders, to guide/assist the Program Development director. Phonecon's are still monthly (had one 8 January). I did provide them Ms. Stoffa's recommended corrections to the Chapter/Division Guide Matrix. **Linking Leaders Newsletter** is in the works.....to Chapter/Division leaders on latest. Mr. Masengarb was wondering about the Newsletter policy; share information. No one has seen. Mr. Rivard will send a copy out when received.

d. **On the Record with Quad Cities Area Non-Profits** QC Chamber invited us to participate in this new TV Channel 4 (3 minute live news spot @4PM) – started tonight. Mr. Radkiewicz indicated he'd go under the lights if late April/early May...have so requested. Mr. Masengarb suggested Mr. Wilson or Mr. Kruse as backup. We will be able to write questions and give the answers. Supposed to respond back and get a date.

e. **Location for next meeting.** Here at Bennigan's **13 March 2018**
o **Note:** We have confirmed booking through November 13th meeting.
Ms. Hadden made a motion to adjourn, Mr. Murphy seconded. Motion was passed.

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.