

**Iowa-Illinois Chapter  
National Defense Industrial Association (NDIA)  
Board of Directors Meeting Minutes  
13 March 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 13 March 2018. Mr. George Rivard, President, called the meeting to order at 5:09 p.m. Board Members and Chapter Officers present were Mr. John Masengarb, Mr. Michael Carton, and Joy Fleming,

2. **Prior Meeting Minutes** – Mr. Rivard stated that the minutes from the 9 January 2018 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 electronically distributed the Treasurer's Report for the period ending 28 Feb 2018 for review and approved by those in attendance. All questions were addressed and recommended changes received during the staffing process were incorporated. The report shows a computed bank balance of \$65,711.71 in the Chapter's checking and savings accounts. The main sources of income were \$4,000.00, Rockwell Collin's scholarship contribution; \$1,900.21, symposium registrations, and \$1,000.00 Vista symposium sponsorship. The main sources of expenses were \$2,000.00 QCESC scholarship, \$1,100.00 STEM donations, and \$1,000.00 USO donation for Franks n Fridays.

b. 1st Qtr. Financial report was provided National in mid-January. 2<sup>nd</sup> Qtr. report is due 30 April.

c. Special expenditure of \$106.25 for 25 Maroon Presentation Folders (plus additional 25 Award Certificates) purchased from National.

d. Final draft of Joy's Internal Financial Audit Committee job description was emailed out for board approval. Intent was to better formalize this important duty and chapter responsibility with some basic guidelines. Unanimous approval of draft received. Minor changes were made. Final approval tabled until next meeting.

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

a. Applications are due no later than April 14, 2018. Molly sent announcement reminder to membership 24 Jan, and it is included in the WQPT Embracing Our Military Newsletter.

b. Scholarship committee: Ms. Chioma Ezeugwu, Ms. Tammy Dean, Ms. Jan Masamoto, Mr. Alan Prowse, Mr. Bob Radkiewicz and Mr. John Masengarb.

c. There are two Sgt Fisher applications. Typically, most applications come in right before the due date.

d. It was recommended that the scholarship presentation be done before the symposium. If the school has a presentation, it is better than the symposium.

**5. AWARDS:** Mr. Jim Morgan (not present)

Lifetime Achievement Award nominations are accepted at any time. Mr. Rivard stated that the award is still available, but there have been no nominations for the last couple of years.

**6. Donations:** Mr. George Rivard

a. Received STEM donations requests from Davenport West Robotics and World Changers Robotics.

b. Received Thank-you from WQPT for our \$500 donation to Embracing Our Military. They info in their have been super in publicizing our symposium and scholarship and will include our luncheon next newsletter. Had shared letter with the Board of Directors.

c. **USO's Franks on Fridays:** Mr. Masengarb and Mr. Rivard went to the 9 Mar event. There was a large turnout. Upcoming events are June 8, Aug 10, and Oct 5. Let Mr. Masengarb or Mr. Rivard know if you would like to participate (1100-1300 at USO office on RIA). There are three dining tables; Mr. Rivard puts 'About Us' charts on each. Mr. Masengarb suggested we take membership applications. Pictures from the event are on the website.

d. **Quad City Engineering and Science Council Banquet:** \$2100 to Putnam & Robotics Teams plus \$2000 STEM scholarship. Write-ups/pictures have been posted on website. Mr. Rivard asked that donations be broadened to include some Illinois teams and more than West High in Iowa. We paid for the dinners of four students who attended. Ms. Hadden is setting up a time to present checks to those teams who were absent.

e. **Rock Island Arsenal Welcome Club Golf Outing:** Received request and issuing \$500 whole sponsorship per approved budget. Mr. Rivard assisted them in getting their flyer into our symposium page.

**7. Membership:** Ms. Kim White (not present)

a. Last list requested was 7 December, membership stood at 690. Regarding BOD: all good until April 30th (John Masengarb, Celia Hadden, and Mert Sachs). Mr. Masengarb said he had renewed.

b. Accepted the board resignation of Ryan Moylan. The amount of time demanded by his new position does not allow him to be able to uphold his commitment to the board.

c. Ms. White and Mr. Rivard met with Mr. John Riches at Arconic and with Mr. Mark Lousberg, president of Sandstrom Products, Port Byron, IL. Only two Arconic folks show up on our membership list and wanted to encourage greater local participation. Gave pitch for NDIA membership at Sandstrom.

d. Currently, exploring expanding employee membership within existing Corporate Members (which will apply to Arconic, American Ordnance, Sedona and others) with National. With corporate membership, the corporation can have as many members as they want. We need to get the word out to corporate without going behind their back to increase membership. Reduced rates to events. National Division's hold symposiums and employees of corporate members are automatically added to roster all done through National

e. Working with National regarding database issues. When we get that clarified, Ms. White suggests we visit all Iowa/Illinois Corporate members (i.e., Sedona only has one member)

f. Arconic has a family picnic in the August timeframe and NDIA could likely have a booth.

g. Frank Michael, NDIA Senior Vice President for Program Development, e-mailed that National is establishing four more Chapters. Hawaii soon.

**7. Programs:** Mr. Jim Morgan/Mr. John Masengarb/Ms. Kim White/Ms. Natalie Linville-Mass

a. Symposium: Mr. Jim Morgan/Mr. John Masengarb. 23-24 May. Registration open. Behind on sponsors. About couple dozen registered so far. Molly Flanagan sending registration request to existing members. Not many registered under NDIA price. Mr. Rivard wants to be able to identify corporate who attend. National is looking at the membership database again.

Need lead help on uploading symposium briefings to our website; SCORE POC that did it last year can't be available. Natalie or George? Augustana Guild has someone familiar and has their end covered. There is a Google.docx with step by step instructions.

Ms. White and Mr. Rivard looking into how to increase membership numbers. Conference call with team regarding membership database. Trying to expand the database, but failed rate is high. Mr. Masengarb said Constant Contact can opt out or add to list. Make a list of symposium attendees. Lynn Hunt has and can't opt out. Mr. Rivard said it needs to be fixed to have opt out. Need who attendees are ahead of time to network.

Have support of chamber. Have 22 exhibits out of 44 spaces. 34-38 are registered to attend. Next meeting 22 Mar. Agenda is pretty much locked in. Stuart Hazlett, Deputy Assistant Secretary of the Army for Procurement is keynote speaker. Quad Cities Convention and Visitor's Bureau will handle everything. Printer's Mark will do printing of program. Names badge holders-only received 100 back of 700.

b. Luncheon: 12 April: Flyers out and registration open. (Ms. Kim White/Ms. Natalie Linville-Mass/Mr. John Masengarb) Arsenal, Chamber has sent out. WQPT will have out. Ms. Keli Krueger-Huhra, PTAC and Melissa Burant are the speakers.

Next Programs Committee Meeting is scheduled for Tuesday, April 10th at noon at Bennigan's.

c. Fall **event**: Manufacturing Division/Joel Leonard/Maker Space. Did check with TaxSlayer regarding available fall dates and will get rough cost for one day event. Not clear on funding and sharing costs/proceeds. Little real information yet on event description other than concept is tiger team/working groups to identify manufacturing needs and develop solutions. Funding is the fly in the ointment. NDIA collaboration between Chapters and Divisions comes with a price tag. For May Symposium, we are to pay for travel up to \$1,000 for two NDIA Cyber Division representatives. Will be considered funds from Ciras's sponsorship, but nonetheless an expense to our net proceeds. For the fall event, Vicky Miller has said DIA has no program funds to pay for it.

Mr. Mike Carton suggested Western Illinois University be looked at. They have rooms for non-profits. He can take care of reservations. John Deere has events all the time with box lunches. Hamilton Tech had a Maker Space. Pat Barnes would know where they are. Mr. Rivard to find out more about it to understand.

Have preliminary estimate and open dates from TaxSlayer for hosting such a one-day event. Facility room rental free with food. ~\$7,700 for 200/\$34.84 per person.

## 9. **Website.**

- a. Posted STEM QCESC banquet write-ups and photos
- b. Symposium link to QCCVB managed site with registration, etc. active.
- c. Posted link to April Luncheon in upcoming events.

## 10. **STEM Related:** Ms. Celia Hadden (Not Present)

a. Ms. Hadden and Mr. Rivard attended the QCESC banquet at the Putnam, 22 Feb, where donations were made to Davenport West Robotics, Putnam, and World Changers First Lego League Robotics as well as our NDIA sponsored STEM scholarship awarded to Jared Abbott of Orion (see website).

b. Only additional report is that Ms. Hadden has contacted the Riverdale Heights Robotics about the donation to the Flourish and Bots girls' robotics team. They were not at the banquet. They have an event at the Alcoa Learning center on March 25th (10 a.m.-noon). She plans to stop by then to provide their donation check.

- c. Thus far, received "Thank You's" from Jared, and the Robotics teams.

## 11. NEW/OTHER BUSINESS/INFO:

a. **Quarterly News Letter:** Mr. Radkiewicz prepared and staffed March newsletter and asked Ms. Flanagan to disseminate. Congrats. Mr. Masengarb stated that Ms. Flanagan usually references at the website. Mr. Rivard will post to our website.

b. New **Chapter Manual issued.** Provided comments and recommended changes on 27 Jul, along with our Chapter Operating Principles as amended. Informed that all Chapter's Operating Principle's (means our changes were adopted) and signed by General although have not received paperwork. Was supposed to receive signed OP in February. Sent note to Ms. Flanagan.

c. Received **Model Chapter Banner:** Red background and white lettering (ick) and smaller. Also received actual hard copy Model Chapter Certificate.

d. Logo **Shirts:** 15 of 20 board members are ordering shirts; intend to place order this week. Missing responses on color choice from Ms. White, Ms. Fleming, Ms. Ezeugwu, Mr. Carton and Mr. Morgan. Mr. Rivard will send a final list out tomorrow and get in two weeks.

e. "On the Record" with Quad Cities Area Non-Profits. QC Chamber invited us to participate in this new TV Channel 4 (three minute live news spot @4 p.m. Started tonight. Mr. Radkiewicz indicated he would go under the lights. We are scheduled for 1 May. We will give them 4-5 questions with answers. IDEAS? Send to me and Mr. Radkiewicz. Still looking for questions.

f. 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!**

- *Maintain membership recruitment and retention plan (Ms. White and Mr. Rivard will recruit and write a paragraph of plan)*
- *Path to participate in Chapter leadership is clear and available/Succession plan*
- *Host at least one Membership networking event (luncheon, Mr. Masengarb membership brochure)*
- *Submit internal control questionnaire*
- *Increase in net funds 5%/increase in membership 3% (Chapter of Excellence)*
- *Designate board member to support at least one division (Chapter of Excellence)*

Chapter had moved away from annual membership event as only some of the Board and couple members would attend. 70th Anniversary event at the Putnam with free food was low in attendance.

**g. Program Development Advisory Council:** Consists of ~12 Division/Chapter leaders, to guide/assist the Program Development director. Phonecon's still monthly (had one 12 Mar). Provided to BOD, NDIA president's letter discussing its formation and charter.

- Provided IA-IL Chapter Fact Sheet to Armaments Division for inclusion in their Armaments Forum event package. Event will be in Indianapolis 7-10 May. Michigan, Great Lakes and Indiana Chapters have submitted Fact Sheets as well.

- Noted that NDIA push for Chapter/Division/National collaboration great, but inviting Cyber Division reps to our symposium led to request for travel reimbursement (\$1000). Identified as ISSUE for PDAC.....same with going to Indianapolis – no go due to \$. Likely also will be issue for potential Manufacturing Division fall event.

- Raised issue that NDIA needs to budget for collaboration costs. Mr. Frank Michael didn't say they have in budget. NDIA has \$42M in the bank and some Chapters have \$1M. National needs to foot the bill for some of this.

**h. Quad Cities Chamber:** Answered request to identify any golf outing we may have so they can de-conflict their establishment of a date for theirs. Gave them the RIAWC date.

**i.** Mr. Masengarb brought up about the QCESC e-mail asking for volunteers that was sent out to the membership. Are we going to do that? There was no response from anyone. Mr. Rivard wanted someone (John) to write up similar volunteer request and we could have National send to Chapter members.

**j.** Mr. Masengarb wanted to know if we needed Mr. John Leonard for our event. Mr. Rivard said he is on U-Tube and puts these events on all over the Country. Pro is that it is in collaboration with manufacturing. He is well recognized, but not with us.

Maybe we can seek sponsorship with Arconic/others. Mr. Mike Carton said if it is a round table we have local to do it. QC Manufacturing Hub knows and can find out from Vicky Miller. Will start with Pat Barnes.

**k. Location for next meeting.** Here at Bennigan's **8 May 2018. Note:** We have confirmed booking through November 13th meeting.

Mr. Masengarb made a motion to adjourn and Mr. Carton second. Meeting was adjourned at 6:27 p.m.

*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.*