



Iowa-Illinois Chapter National Defense Industrial Association (NDIA) Board of Directors' Meeting Minutes 8 September 2020

1. The Iowa-Illinois Chapter of NDIA Board of Directors held its bi-monthly meeting via Zoom, virtually, 8 September. Mr. George Rivard, President, called the meeting to order at 5:06 p.m. Board Members and Chapter Officers present were Mr. John Masengarb, Ms. Natalie Linnville-Mass, Ms. Tammy Dean, Ms Celia Hadden, Mr. Al Kruse, Mr. Ryan Bunge, as well as Ms Trish Huber, Symposium Planning Committee Chair.
2. **Prior Meeting Minutes:** The meeting scheduled for 14 July had been canceled due to the COVID virus. The prior 8 March meeting minutes were prepared by Joy Fleming and distributed to attendees electronically 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:** Joy Fleming (absent)
 - a. Ms. Fleming prepared, and Mr. Rivard distributed the Treasurer's Report prior to meeting for the period ending 31 August 2020. The August report showed a computed beginning bank balance of \$96,816.53 in the Chapter's checking and savings accounts. The only source of income was \$3.00 interest. The main sources of expenses were six \$2,500.00 scholarships, and \$729 for QC Chamber Membership renewal. There was one outstanding check: \$750.00 each for RICMS making the ending bank balance \$80,187.15. A motion was made to approve the treasurer's report and was seconded, and all were in favor.
 - b. 3rd Qtr. Financial Report was submitted to National before the required due date. The 4th Qtr. Report will be due by end of October.
 - c. Carry over action from previous (March) meeting. "We still have below credit card processing related charges: Ms. Fleming to get a better understanding of how these work and report back to Board."
 - Gateway Billing - \$25 monthly
 - Card Connect Merchant Fee – varies monthly
 - American Express - \$7.49 monthly
 - d. **FY 2021 Draft Budget:** Draft budget with description of allocation changes had earlier been provided all board members. Mr. Rivard explained that some additional tweaks are necessary due to the outstanding check and remaining credit card processing fees to be accounted for as well as a need for the actual end of FY bank balance. He will update after 1 October when all final information should be available and send out for formal board approval. The board offered no objections nor recommended changes to the draft and it is expected that, with final needed tweaking, the FY2021 budget will be approved.
4. **Scholarships:** John Masengarb
 - a. A total of 7 scholarships were awarded this year, including the STEM/QCESC scholarship. The website has been updated to reflect a 2021-22 application form with submittals required by 12 April 2021.



5. **AWARDS:** Mike Carton (not present-no report)

- a. Lifetime Achievement Award nominations are accepted at any time.
- b. Skibbie/Eicher/Greenberg. Likely need to re-characterize. No update.
- c. The board asked that Mr. Rivard pursue with National a NDIA Silver Medal award for Mr. Robert Radkiewicz, in honor of his years of membership and service as the Exec Vice President of the Chapter. Bob retired from the board this past summer. A Constant Contact e-blast to the membership is planned to announce his departure and thank him for his service. Ms Linnville-Mass asked attendees and others to submit anecdotes and/or tribute statements she can include.

6. **Donations:** Al Kruse, Mary Adams and George Rivard

- a. **USO's Frank n' Fridays:** Did one January 14. Those scheduled for 20 Mar, 8 May, 14 Aug, 9 Oct remain on hold due to the COVID 19 situation. Joy had issued \$1000 donation for FY20.
- b. **RI Center for Math and Science:** Check issued. Due to the COVID, the class trip targeted to be in Apr or May has been postponed likely into next CY. The issued Check was still outstanding, and Mr. Rivard asked Ms Linnville-Mass to ask them to cash the check and hold the monies for use in FY21. Budget will be adjusted accordingly to reflect the \$750 donation carry over with no additional budgeted funds for this recipient in FY21.
- c. **Veterans Experience Action Center (VEAC):** Check issued. Due to COVID, event cancelled till next year. They requested and Mr Rivard authorized them to hold the \$750 funds issued and carry over to FY21 event with no additional budgeted funds for this recipient in FY21.

7. **Membership:** Kim White (not present/no report during meeting; below added after meeting)

- a. Last list dated **30 August 2020**; membership stood at **638-up 40**. Mr. Bunge did indicate that there will be some membership fluctuations affecting the Chapter. The Raytheon purchase resulted in divesture of segments of Collins Aerospace to BAE, who will now have operations and additional facilities added in the Cedar Rapids area.
- b. **Regarding BOD membership status:** Ms Adams membership is no longer certain as WID members no longer show on our roster. Expiring memberships are Ms Adams, Mr. Carton, and Ms Masamoto, all 30 Sep. Next are Ms. Linnville-Mass and Ms Ezeugwu, 30 Nov 2020, and Ms White, 31 Dec 2020. Mr. Rivard agreed to follow-up personally with routinely absent board members to discuss their intent to continue in a board position.
 - **Nominating Committee:** Given the recent retirement of Mr Radkiewicz, Exec VP, a greater urgency was realized regarding forming a nominating committee, to not only fill his position, but also solicit nominees for other officer and director positions. Ms Linnville-Mass had volunteered at the last meeting, prior to Mr Radkiewicz' s announcement, to form and lead the committee; she had solicited volunteers to assist with limited success. During this board meeting, Ms Dean and Mr. Kruse volunteered to be on this committee. Mr. Bunge had volunteered weeks earlier prior to the meeting. Ms Linnville-Mass intends to have a committee meeting within the next week and is targeting the identification of nominees by the end of the September.



c. *Carry over note*: Kim will take action to clean up the website with the 7 Corporate memberships (Collins, AO, CAT, Arconic, Lewis Machine, Chrystal Group and Sedona) and secure logos by the May meeting date. John Riches at Arconic would be open to a follow-up meeting if anyone has bandwidth to visit in person.

8. **Programs.** Trish Huber, Natalie Linville-Mass

a. **Symposium**

- Due to the COVID virus, the Chapter cancelled the 2020 symposium o/a 18 March 2020. Big ticket expenses were avoided, although planning expenditures did occur with agenda/registration process being developed and experience gained. And a lot of planning time was accrued. Early registration fees and sponsorship amounts were successfully returned and the Taxslayer deposit was refunded in full.
- Discussion on a go-forward for 2021 symposium was led by Ms. Huber.
 - Conduct of a normal, physical venue is considered extremely high risk because of the uncertainty of the COVID by spring, as well as the equally uncertainty of participation and sponsorship, by both government and contractors.
 - Conduct of virtual event, which everyone seems to be pivoting toward, is also considered high risk for both the attendance/participation issues as well as the ability of our Chapter to have the volunteer skill sets to pull off a successful event. Finding a provider as well as the cost issues and execution concerns present a significant challenge.
 - Consensus was to rule out physical venue but continue to study the feasibility of a virtual event. Natalie agreed to lead the research on cost and execution requisites for virtual platforms, and Trish would touch base with government participants and past sponsors to gain insight into the level of participation we might expect should we hold a virtual event. It was noted that the Chamber of Commerce has already indicated inability to sponsor as per usual.
 - The fallback and/or alternative position for FY21 would be to pursue smaller type events virtually, to better learn capabilities as well as assess participation. All agreed we needed to maintain a visible presence in the community regarding this type of event to remain relevant and not jeopardize future year events.
 - Mr. Rivard indicated that NDIA, at his suggestion, has offered attendance at an upcoming WID Leadership virtual event 10 Sep with price at their cost - \$40 per registrant. As part of becoming more knowledgeable of Virtual platforms, he asked for a motion that the board approve funding attendance for himself and Ms. Huber of \$80. Mr. Masengarb made the motion, seconded by Mr. Kruse. and the board approved the expenditure.

b. **Chapter Program Committee meeting**: Need to look at alternatives as mentioned above, to generate income or at least financially break-even to remain visible/relevant in the community. Ms Linnville-Mass has lead.

9. **Website/Facebook/Constant Contact** (not discussed but status below)

a. Normal website maintenance and posting of happenings. Scholarship application updated for 2021-22 school year.

b. 59 followers on Facebook. Up 6.



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

- a. **NDIA Connect: Active and should be used.** Member-Only Benefit for connection and collaboration
- b. **Model Chapter Submission:** Mr. Rivard submitted the on-line application on 21 August and received confirmation of receipt by National. Special thanks to Ms Linnville-Mass and Ms Fleming for their specific contributions to inputs for social media activity stats and financials.
- c. Mr. Kruse moved to adjourn the meeting. Mr. Masengarb seconded and all approved. Meeting was adjourned at 6:10 p.m.
- d. **Location for next meeting.** Virtual Meeting - 10 November 2020, 5PM. Ms. Linville-Mass will handle Zoom invite. **Note:** Mr. Rivard will notify Holiday Inn of virtual meeting as we were booked thru November 2020 in conjunction with Rock Island Ale House.

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.