

May 27, 2008

Memo for Record

Subject: Minutes of the ITEA Chapter President Telecon, May 27, 2008

1. A telecon was conducted on May 27th. The purpose of this telecon was to enhance communication between members of ITEA leadership and the individual chapters. It was also designed to foster cross-tell and collaboration between the chapters. Participating were over 12 chapter presidents/representatives and Regional Vice Presidents, along with John Smith (ITEA President), Lori Freeman (Executive Director), and Mark Smith (BOD, Chair of the Chapter and Individual Membership Development Committee). Mark facilitated the telecon.

2. Lori was first on the agenda, and her topics were:

- She just sent out the new chapter leadership directory. Let her know of any needed updates.
- The scholarship policy has been revised, with the primary change clarifying how chapters that host one of the two “national” events (symposium and technology review) can benefit from a sharing of scholarship funds.

3. Mark was next and covered these points:

- Results of the Regional Vice President elections were discussed. Mark will present these results to the BOD at their June meeting for ratification.
  - Northeast RVP: Don Marple (appointed)
  - East RVP: Rob Vargo
  - Southeast RVP: Dan Pierre
  - West RVP: Keith Sutton
  - Southwest RVP: Greg Lamberth
  - Pacific RVP: Rich Minero\*

\* Mark will note to the BOD that Rich will be moving from Kauai in about 3 months and will need to step down. A replacement candidate is being worked – most likely Stu Burley.

- Mark mentioned that he and Eileen Redd are examining the annual chapter award nomination processes and criteria. Chapters were invited to make suggestions for improvement. Mark will send out a copy of the current version.

4. John was next and covered these points:

- He discussed his philosophy regarding Regional Vice Presidents – more interaction, engagement, substantive, and representing their regions which makes for more impact.
- John challenged the chapters to make at least two inputs per year to the *ITEA Journal*.
- He discussed the 2009 Symposium. Program chair – Bob Arnold, Technical chair – Flash Gordon. Expect a news release in the June version of the *ITEA Journal* regarding our planned partnership with Leading Edge Events for the 2009 Symposium.

5. Mark opened the floor to questions for John or Lori.

- Stu (Mid Pacific): Asked more details regarding the 2009 symposium. Plan is for broad international representation.
- Stu encouraged chapters to appoint/elect someone to be in charge of publications. This would facilitate providing the chapter news inputs John was stressing.

- Chris (Emerald Coast): Would like to see an increase in the amount of funds made available for scholarships.
- Jack (San Diego): He can't remember his chapter doing scholarships. He'd like to get a copy of the policy. Lori stated she would send the policy to the chapters, as well as a one-pager addressing scholarship best practices.
- Ray (Antelope Valley): Expressed his thanks to John and Lori for attending the 12<sup>th</sup> Annual Instrumentation Workshop. Their support made a big difference.
- Doug (White Sands): Call for papers for their workshop is out. This will be held in El Paso this time, versus Las Cruces. He has had good response so far in putting the technical program together. Doug also had a question regarding volunteering hosting an annual event, such as the tech review. John stated that site selection was primarily a function of targeted audience, not chapter location. Once a site is selected, an appropriate chapter may be contacted with an invitation to help host the event.

6. Mark then provided the chapter presidents/representatives the opportunity to conduct crosstell.

- Chris: He noted some big changes in number of members listed in two sequential membership rosters and asked why this might occur. Lori said she would investigate.
- This then spurred an excellent dialogue regarding retention of new members. Many ideas were exchanged. Bottom line – get new members plugged into chapter activities ASAP.

7. The next teleconference will be held in the August timeframe .

Respectfully Submitted,

- signed -

Mark Smith, Chair