

February 4, 2009

Memo for Record

Subject: Minutes of the ITEA Chapter President Telecon, January 23, 2009

1. A telecon was conducted on January 23rd. 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 (RVP), along with John Smith, ITEA President, Lori Freeman, ITEA Executive Director, and Mark Smith (Board of Directors, Chair of the Chapter and Individual Membership Development Committee). Mark facilitated the telecon.

2. John Smith spoke first to stress his strong support of the chapters and the volunteers who make ITEA a success. He also discussed the ongoing work the Board of Directors and ITEA staff is undertaking to revitalize the strategic planning for ITEA. All aspects of ITEA's mission are being examined. The following questions/responses were recorded:

a. Is it OK to submit late nominations for chapter recognition? Mark interjected with a "no", advising the chapters to adhere to chapter award timelines and processes.

b. What kind of Chapter support is needed to assist the BOD and ITEA staff in their strategic planning efforts? John advised that Lori will be developing an action plan. He appreciates the willingness of Chapters to help in this process.

3. Lori Freeman then shared several points.

a. Chapter financial reports from Chapters were due on Monday, January 26th. These reports are part of the criteria for Chapter Excellence recognition.

b. ITEA is close to being ready to send out Chapter rebate checks.

c. Chapter rosters will be sent out soon.

d. Some highlights from the last BOD meeting concerning two new events:

(1) Defense Spending Seminar, February 18th in Northern Virginia.

(2) San Diego Chapter and ITEA will co-host an End-to-End Testing Workshop in November 2009.

e. Work is well underway for the 2009 Annual Symposium in Baltimore. ITEA is partnering with Aero Test/Aero Defense.

f. The March issue of the *Journal* will reflect a dramatically revised appearance.

g. Please note the deadlines for Chapters to submit inputs to the *Journal*. We hope to see plenty of news from many Chapters.

h. A European Chapter is ramping up.

i. These questions were asked:

(1) One Chapter sent an input for the Journal about a month ago, but never received a response. Lori will check.

(2) Another individual asked if minutes of this telecon would be made available. Mark promised to provide piercingly accurate and insightful minutes. Lori offered to help make the minutes useful.

4. Mark covered these points:

a. The ITEA Senior Advisory Committee (SAB) has offered to assist Chapters that may be struggling. Mark, in partnership with the Regional Vice Presidents, has submitted a prioritized list to the SAB Chairman for the SAB's consideration.

b. Mark had earlier sent to the Chapters a draft of the revised Chapter Excellence Awards procedures and criteria. Mark asked for feedback from the Chapter representatives, and feedback was positive. Mark asked about how the timeframe for the recognition should be structured – calendar year or “rolling twelve months”. Feedback was evenly split between the two options. Mark will discuss this detail with the ITEA staff to determine which option would be easier to administer.

5. Mark opened the floor to questions, comments, best practices and crosstell from Chapter Presidents.

a. Mike (Rocky Mountain Chapter webmaster) shared their practice of using their website for on-line registration for events, general sharing of information for their community, and password-protected feature for Chapter officers to share more detailed information. Their next step will be to add a feature allowing on-line payment for events along with the on-line registration.

Respectfully Submitted,

- signed -

Mark Smith, Chair

ITEA Chapter and Individual Membership Development Committee