

**MINUTES OF THE
EXECUTIVE COMMITTEE
(May 7, 2008)**

Subject to the approval of the Executive Committee the following minutes are submitted. The Executive Committee Meeting was called to order on May 7, 2008 at the Hyatt Monterey in Monterey, California at 5:30 p.m. Those present were:

VOTING EXECUTIVE COMMITTEE MEMBERS:

<u>Name</u>	<u>Office Held</u>
Chris Hegarty	President
Mikel Miller	Executive VP
John Betz	Treasurer
Dorota Brzezinska	Eastern VP
Todd Walter	Western VP
AJ Van Dierendonck	Satellite Division Chair
John Lavrakas	Immediate Past President

NON-VOTING PARTICIPANTS:

<u>Name</u>	<u>Position Held</u>
Jim Doherty	ION Membership Chair
Lisa Beaty	Director of Operations/Business Development
Carl Andren	Technical Director
Rick Buongiovanni	IT Manager

AGENDA:

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| 1. Approve minutes from January '08 | C. Hegarty |
| 2. Status of Membership Initiative/Membership Survey | L. Beaty |
| 3. Proposal On-line Membership Directory, Member Contact Resource | L. Beaty |
| 4. Virtual Navigation Museum, Proposal of Curator with Honorarium | L. Beaty |
| 5. Paid Advertising in <i>ION Newsletter</i> | L. Beaty |
| 6. On-Line Tutorials | C. Hegarty |

Approval January 2008 Executive Committee Minutes: C. Hegarty

Motion: **The Executive Committee approves the January 2008 Executive Committee Meeting Minutes as submitted.** Motion made by Mikel Miller, seconded by John Lavrakas and passed by the Executive Committee.

Status of Membership Initiative/Membership Survey: L. Beaty

Lisa reported that during the January 2008 Executive Committee meeting the Executive Committee had approved the ION's Business Plan and authorized ION National Office up to \$50,000 to retain a professional membership consultant to execute membership surveys as deemed appropriate with the intent to appropriate additional funds as necessary pending Executive Committee review of

progress made. Lisa reported that a membership survey had been commissioned, would be going live within the next week, and provided an overall update of progress made. See Attached File: [Membership Initiative Report May 2008.ppt](#)

Proposal On-line Membership Directory, Member Contact Resource: R. Buongiovanni

Rick Buongiovanni proposed an online ION membership directory which would enable ION members to contact other members via the ION website. See Attached File: [Membership Directory Memo.doc](#)

Motion: The Executive Committee approves the implementation of an on-line ION membership directory with the privacy safeguards as outlined. Motion made by John Lavrakas, seconded by Mikel Miller and passed by the Executive Committee.

Virtual Navigation Museum, Proposal of Curator with Honorarium: L. Beaty

Lisa Beaty reported that no progress had been made in the ION's virtual navigation museum for the past two years and still had only 25 entries. Beaty suggested that the museum either needed to progress or be discontinued. She suggested that it was unrealistic for the required progress to be made wholly through volunteer effort. It was also suggested that the level of editorial review for entries was currently a detriment to individuals submitting entries.

Lisa reported that she had discussed the status with Chris Hegarty, ION president, and recommended the ION establish a single virtual navigation museum curator. The curator would operate independently of the Outreach Committee, and would be compensated with a \$4000 per year (\$1000 per quarter) paid honorarium with the expectation of receiving 12-15 quality completed additions to the museum each year. The curator would still have the assistance of the museum's editorial review board but the ultimate responsibility for the museum and accuracy of entries would lie with the virtual navigation museum's curator.

Several suggested individuals were discussed who could serve as the virtual navigation museum curator.

Motion: The Executive Committee approves up to \$4,000 per year for a paid virtual navigation museum curator honorarium with the expectation of ION receiving 12-15 quality completed additions to the museum each year. The National Office shall work with the president to name such curator. The curator shall function with overall supervision from the National Office and the Executive Committee. Motion made by Mikel Miller, seconded by Dorota Brzezinska and passed by the Executive Committee.

Paid Advertising in ION Newsletter: L. Beaty

Lisa Beaty proposed that the *ION Newsletter* had established a consistent publication schedule for the past number of years and the caliber of the newsletter had continued to improve. Under these

circumstances Lisa requested that the ION National Office be permitted to sell advertising in the newsletter.

Lisa suggested that she would not accept advertising that was time sensitive. She also reported that she did not anticipate a large demand, but that the newsletter was an excellent advertising source for companies that sold books or marketed tutorials, etc.

Motion: **The Executive Committee approves the sale of advertising in the ION newsletter at rates and specifications established by the National Office.**
 Motion made by John Betz, seconded by Mikel Miller and passed by the Executive Committee.

On-Line Tutorials: C. Hegarty

Lisa Beaty reported that since the ION had posted the June 2007 bio-nav tutorial on its web site (given by Mikel Miller and Maarten Uijt de Haag at the June 2007 meeting) the tutorial had averaged 200 downloads per month. While most of those who viewed the tutorial did not make it through the complete presentation, it did demonstrate the demand for on-line educational materials. Lisa stated that on-line tutorials would provide a service and a new revenue source for ION.

Lisa requested a budget of \$25,000 from the new initiatives fund to develop two on-line tutorials over the summer: 1) The Basics of GPS; and 2) The Basics of Inertial Navigation.

There was considerable discussion over whether or not the tutorials should be provided free to members as a service, or whether they should be downloaded on a fee basis. The consensus was that the tutorials should be designed in such a way as to create an initial four 30 minute segments for each topic. The first 30 minute segment should serve as a general over-view/introduction that would be available free to members. The final three 30 minute segments would only be able to be downloaded/viewed for a fee with a member/non-member differentiation in pricing.

There was also discussion over how instructors should be selected/invited to teach on-line tutorials and how they would be compensated. Lisa suggested that she work directly with Chris Hegarty to determine a list of potential on-line instructors and that instructors be compensated with either a percentage of the access fee (typically 10-15%) or a one time tax deductible receipt for value of service rendered to the Institute.

Motion: **The Executive Committee approves up to \$25,000 in new initiative funds for the development/design of two on-line tutorials, The Basics of GPS and The Basics of Inertial Navigation. Lisa Beaty shall work with Chris Hegarty to determine a list of potential instructors. The National Office shall work with individual instructors to determine preferred means of compensation and shall make a final recommendation to the Executive Committee to determine the pricing structure/policies.** Motion made by John Lavrakas, seconded by Dorota Brzezinska and passed by the Executive Committee.

Lisa also reported that in response to the demand for on-line recorded tutorials she was currently planning on video taping all the panel discussions at ION GNSS; some of which would be made available free to the public to help advertise the meeting and others would be made available to download for a fee.

NEW BUSINESS:

ION Facilitated Workshops: M. Miller

Mikel Miller reported that his Air Force command (Eglin AFB) was interested in hosting a government workshop (FOUO) on micro-navigation techniques for sensor applications in the Eglin AFB area in November 2008 and suggested the ION facilitate this workshop for the government. ION involvement would include preparation of electronic programs and the administration of registration and meeting facility arrangements etc.

Lisa Beaty stated that AIAA and IEEE regularly facilitate government meetings and that she welcomed the opportunity to provide this service as it would provide a new revenue source for the institute.

The Executive Committee did not express any concerns over the proposal and suggested Lisa Beaty work directly with Mikel Miller and report back on the status of such a partnership at the next Executive Committee meeting after Miller had final approval for the workshop from the Eglin commanding officer.

Action: Lisa Beaty work directly with Mikel Miller on a proposal that the ION facilitate a government workshop for Eglin AFB in November 2008 and report back on the status of such a partnership at the next Executive Committee meeting.

The meeting was adjourned at 8:00 p.m.