

MINUTES OF THE
STRATEGIC PLANNING COMMITTEE MEETING
(January 22, 2001)

Subject to the approval of the Strategic Planning Committee the following minutes are submitted. The Strategic Planning Committee was called to order on January 22, 2001 at the Westin Hotel in Long Beach, California at noon. Those present were:

Voting Committee Members:

Ron Hatch, Chair
Karen Van Dyke
Dr. Frank van Graas
Stan Lewantowicz
Richard Greenspan
John Lavrakas, proxy for Penny Axelrad (Satellite Division Chair)

Non-Voting Participants:

Mike Braasch, Finance Chair
Larry Hothem, Treasurer
Carl Andren
Lisa Beaty

AGENDA

- 1) Update on Status/Activities of Conference Committee
- 2) Financial Strategic Planning, Membership Dues Rates, Policy on Percentage Membership Benefits Subsidized ION Meetings
- 3) National Office Location, Space Requirements, Lease Negotiations

Conference Committee Update

Ron Hatch, Conference Committee Chair, reported that he had sent an e-mail to all ION technical representatives, and program and general chairs for the next number of meetings advising them that the role of the committee is to seek diversity in the types of sessions and the representation among the session chairs. Ron reported he had received responses from both Tim Murphy, GPS Track Chair, who informed him he had not gotten his e-mail until after his sessions and chairs had already been selected; and Robert French, Land Representative, who suggested a session based on broadband wireless. See attached file: [landreport.pdf](#)

Karen Van Dyke noted that Jay Spalding, NTM 2002 Program Chair, had requested the assistance of the Conference Committee. Karen Van Dyke suggested that it would be helpful for the ION to develop guidelines for the roles of the Area representatives, Regional VPs, and Regional Members-at-Large. Stan Lewantowicz thought that this had already been done in the past and perhaps just needed to be updated and re-circulated to current members of the ION Council.

Potential co-sponsors for future ION meetings were discussed. It was suggested the ION look to interact with the timing community, communications community (ie: SnapTrak people from San Diego for NTM '02) and the MIT media lab.

Financial Strategic Planning

Mike Braasch, Finance Chair, reported that while he did not verbalize it during the Council meeting, he feels the ION is being done a great disservice by the current investment group managing the ION reserve fund, Weber Asset Management. Mike suggested that upon the review of the funds in which Weber has invested, he did not feel that the ION was invested in a low risk portfolio.

There was some discussion as to the last investment strategy that had been approved by the Council and as to whether or not Weber was following the Council's direction in the management of ION reserve funds.

Action: Lisa Beaty to research the Council's last approved investment guidelines and circulate these to the Executive Committee with an assessment as to whether or not Weber was following the ION's instructions.
For a copy of Lisa's memo see: [investmentguidelines.pdf](#)

National Office Location, Space Requirements, Lease Negotiations

Lisa Beaty reported that the National Office's 2200 sqft. lease would expire in June '02 and the staff was currently in need of more space.

Lisa reported that she had contacted the building to determine the availability of additional space within the existing building and the rate for lease renewal. It was determined that there would not be any additional space in which to expand within the current building and the ION's current lease rate of \$21 per sqft. would be increased to \$27 per sqft. the first year, with a 3% increase per year after that. This would result in a 26.7% rental increase over five years; from \$46,820 that would be paid per year in '02, to \$59,300 for '03, and \$66,730 by '07. Lisa also expressed concern over the large increases in monthly operating costs over the last three years that also affected the total rental rate (operating costs are paid in addition to the contracted lease rates).

Lisa reported that she would like authorization to pursue alternative locations for the National Office with priorities to include either VRE/train and metro transportation or convenient parking in a location more central to current employees' residences. Lisa suggested that she would look for a larger location that included some warehouse/storage space, potentially with a dock door at the rear of the facility to facilitate loading and unloading of freight. It was reported that relocation expenses would be approximately \$15K plus the cost of a new phone system.

The Strategic Planning Committee approved Lisa's course of action for relocation of the National Office, optimally prior to the end of the current lease.

The committee adjourned at 2:10pm.