Subject to the approval of the Executive Committee, the following minutes are submitted. The Executive Committee Meeting was called to order on September 26, 2017 at the Oregon Convention Center, Portland, Oregon at 12:00 p.m. Those present were:

VOTING EXECUTIVE COMMITTEE MEMBERS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Held</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Raquet</td>
<td>President</td>
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<tr>
<td>Jade Morton</td>
<td>Executive VP</td>
</tr>
<tr>
<td>Frank van Graas</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Anthea Coster</td>
<td>Eastern VP</td>
</tr>
<tr>
<td>Gary McGraw</td>
<td>Western VP</td>
</tr>
<tr>
<td>Frank van Diggelen</td>
<td>Satellite Division Chair</td>
</tr>
<tr>
<td>Elliott Kaplan</td>
<td>Military Division Chair</td>
</tr>
<tr>
<td>Dorota Grejner-Brzezinska</td>
<td>Immediate Past President</td>
</tr>
</tbody>
</table>

NON-VOTING PARTICIPANTS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Held</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Clark</td>
<td>Finance Chair</td>
</tr>
<tr>
<td>Lisa Beaty</td>
<td>Executive Director</td>
</tr>
</tbody>
</table>

AGENDA:

1. Approve September 13, 2016 Executive Committee Meeting Minutes: J. Raquet
2. Treasurer’s Report: F. van Graas/J. Clark
   - Audit Report FY 2017
   - Audited FY 2017 Financial Statements
   - FY 2017 Governance Communication
   - FY 2017 Internal Communication & Management
   - Review Reserve Funds/Recommendations
3. Discussion ION Division Logos: L. Beaty
4. New Business
   - Southern California Section, Lack of Volunteer Support for Programming

Approve September 13, 2016 Executive Committee Meeting Minutes: J. Raquet
Motion: The Executive Committee approves the September 13, 2016 Executive Committee minutes as circulated. Motion made by John Raquet, seconded by Dorota Brzezinska and passed by the Executive Committee.

Treasurer’s Report: F. van Graas

See Attached Files:
- Audit Report 3-31-17 to Exec Comm
- ION Financial Statements 3.31.17
- ION Governance Comm Letter 3.31.17
- ION Internal Control Letter 3.31.17

Frank van Graas presented the Audit Report, and reviewed the audited financial statement, auditor communications and investment status with members of the Executive Committee. Existing controls and processes were reviewed with the Executive Committee, both in terms of internal ION National Office Staff and officer review of bank financial statements and monthly bank/Fidelity statements by the Treasurer and Finance Chair. The Treasurer and Finance Chair reported that they both looked at the statements provided by Beaty on a monthly basis but provided a more thorough review on a quarterly basis when they could thoroughly compare month to month over several months. The current Executive Committee was informed that the Executive Committee had approved this process in September 2014. It was noted that the current Executive Committee was still comfortable with this process and procedure.

While it was noted that the Executive Committee had approved a quarterly review process of financial statements, bank and investment statements, the auditors did make a note that they continue to recommend a timely monthly review of statements to ensure timely reviews.

Motion: The ION Executive Committee approves the FY 2016-'17 Audited Financial Statements, Governance Communication and Management Letters. Motion made by Gary McGraw, seconded by Dorota Brzezinska and passed by the Executive Committee.

The $348,000 excess that was recommended for transfer to the investment account was reviewed and discussed in detail. Beaty acknowledged that the policy dictated that the $348,000 be invested in the Long Term Fund; she acknowledged that her recommendation that the $348,000 be invested in the Intermediate Fund was a more conservative approach based on current market conditions and a departure from the Reserve Fund Formula guidelines. There was significant philosophical discussion, review of current investment vehicles, the purpose of the reserve fund, the current guidelines, risk and the role and responsibilities of the Executive Committee for the same.

Motion: The ION Executive Committee approves $348K be transferred from the ION’s operating account to the ION’s Intermediate Fund in the Reserve Fund in six equal installments over the next six months. The Executive Committee will review the status of the Reserve Fund in January 2018. Motion made by Frank van Graas, seconded by Jade
Morton and passed by the Executive Committee.

Discussion ION Division Logos: L. Beaty

Beaty reviewed the ION’s new logo design adopted at the January 2017 Council meeting and the desire that all ION Divisions, sections, programs and products be branded with ION’s logo rather than creating brand confusion with a variety of different logos.

Beaty proposed sections and Divisions be branded as follows: See attached report, Division Logos

Motion: The Executive Committee approve the recommendation to adopt Division and Section logo branding under the ION’s national logo design as per the following recommendations:

Divisions:

Sections:

The Executive Committee approves the continued use of the PLANS and JNC conference logos, and the Women in PNT logo, used in conjunction with the use of the ION logo in print/electronic promotion. It is preferred that conference logos not stand alone; exceptions may be made for giveaways or promotional items such as committee polo shirts, etc. Motion made by Gary McGraw, seconded by Frank van Diggelen and passed by the Executive Committee.

New Business

Southern California Section, Lack of Volunteer Support for Programming

Gary McGraw reported that he had received an email from Steve Rounds, Southern CA Section Chair, regarding the lack of volunteer section support for section programming. Rounds had reported that, for more than a year, he had been having difficulty finding speakers for section meetings which had resulted in very little activity for the section.

McGraw suggested that conference papers given by people who live in the area covered by the section would be a ready source of potential section programs. However, sorting through the
proceedings is potentially time-consuming. McGraw asked if there was anything the National Office could do to facilitate coming up with potential speakers for ION sections. For example, would it be feasible to identify lead authors of conference presentations that reside in a section and provide that to the section leadership?

Action: Beaty to ask Buongiovanni about his current capability export current authors from AMP to send to section chairs as potential section speakers.

The Executive Committee adjourned at 1:30 p.m.