Subject to the approval of the Executive Committee, the minutes of the Executive Committee’s April-July 2020 virtual meetings are documented.

VOTING EXECUTIVE COMMITTEE MEMBERS:

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Y. Jade Morton</td>
<td>President</td>
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<tr>
<td>Frank van Diggelen</td>
<td>Executive VP</td>
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<td>Frank van Graas</td>
<td>Treasurer</td>
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<tr>
<td>Elliott Kaplan</td>
<td>Eastern VP</td>
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<tr>
<td>Steve Rounds</td>
<td>Western VP</td>
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<tr>
<td>Chris Hegarty</td>
<td>Satellite Division Chair</td>
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<td>John Langer</td>
<td>Military Division Chair</td>
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<td>John Raquet</td>
<td>Immediate Past President</td>
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APRIL 2020 CALL FOR VOTE: EMAIL VOTE
Authorization to Reschedule JNC 2020 from June to September

See Attached File: CALL VOTE Reschedule JNC 2020 to September Exec Comm 4-3-20

As the health and economic impacts of COVID-19 have continued to impact ION’s programs, Beaty informed the Executive Committee that she had worked several weeks ago on the feasibility of rescheduling the Military Division’s Joint Navigation Conference from June 1-4 to September 8-11:

- The meeting pattern would shift one day. The FOUO US-only sessions would run Tuesday through Thursday (Sept. 8-10) at the Northern KY Convention Center in Covington, KY, and the classified session would be hosted Friday (Sept. 11) at AFIT, WPAFB in Dayton, OH.
- The Monday before the start of JNC (Sept. 7) is Labor Day. To be onsite for a Tuesday morning, 8:30 a.m. tutorial, attendance would necessitate people travel on a federal holiday.
- Because of negotiated clauses in our current contracts, the lack of existing legal precedents for these specific COVID events, and the fact that it has not yet been determined if the facilities will even be reopened by June 1, she would try to make all the date changes by addendum only to the original lease agreements/hotel contracts. This means there would be no additional financial implications for the date change, and none of the other terms of the existing agreements would change.
- Hosting JNC in September still keeps JNC 2020 in the current government fiscal year, ensuring two JNC’s do not occur in the same governmental fiscal year.
• The Executive Committee was advised that John Langer, Military Division Chair, and Jade Morton, President, had been kept apprised of these activities. On March 30th, Langer held a consulting session with the Military Division’s Government Liaisons/JNC 2020 Program Committee to receive input, recommendations, and the limited options Beaty could make available to them in what is currently an extremely uncertain, competitive, and aggressive hospitality industry.

Beaty asked the Executive Committee for authorization to take all necessary actions to formally reschedule JNC 2020 from June to September 8-11, 2020.

**MOTION:** The Executive Committee authorizes Beaty to take all necessary actions to formally reschedule JNC 2020 from June to September 8-11, 2020. (The Executive Committee approved this motion by email vote.)

**APRIL 2020 CALL FOR VOTE: EMAIL VOTE**

**Approve ION 2020-21 AAAS Government Fellow**

It was reported that the ION Government Fellows Committee (chaired by Clark Cohen with committee members including Doug Taggart and Kyle Wesson) unanimously recommended that ION award Dr. Ben Ashman ION’s 2020-21 ION sponsored AAAS (American Association for the Advancement of Science) Congressional Fellowship (September 2020-2021).

Dr. Ashman was the only applicant. The Committee reported that they had reached out to the candidate’s references and conducted a one-hour virtual (video) interview with the candidate. To inform their recommendation, the Committee applied guidance from the assessment criteria posted on the AAAS umbrella program website: [https://fellowshipapp.aaas.org/app/main/page/how-you-are-evaluated](https://fellowshipapp.aaas.org/app/main/page/how-you-are-evaluated)

The recommendations came with the stipulation that given the uncertainty surrounding the COVID-19 pandemic, the candidate and the Committee agreed that the Fellowship should only proceed on an in-person basis, in other words, not in a teleworking capacity. Accordingly, Ashman says he is flexible as to the start time, up to including re-applying for the following year if necessary. The Committee noted that Dr. Ashman’s ability to be flexible in when he can start the Fellowship is also enhanced by the fact that he currently resides in the National Capital Region.

**MOTION:** The Executive Committee

1. Approve the Government Fellow Committee’s recommendation, and award Dr. Ben Ashman the ION’s AAAS 2020-21 Congressional Fellowship (term of service will be September 2020-September 2021), with the stipulation that the Fellowship proceed on an in-person basis only.
2. Authorize an expenditure of up to $144,000 from the ION’s reserves to fund the 2020-21 AAAS Government Fellowship program.
• Note that the ION Government Fellow’s salary and benefits program will be administered through the AAAS Government Fellows Corporation, using AAAS pre-determined sponsorship “STIPEND LEVEL 2” salary and benefit amounts. Motion was passed by email vote by all members of the Executive Committee.

Postscript: May 2020, Dr. Ashman notified Lisa Beaty that he was electing to defer his Congressional Fellowship start date to the Fall of 2021.

MAY 26, 2020 VIRTUAL EXECUTIVE COMMITTEE MEETING: CALL FOR VOTE

See Attached File: Lisa Virtual Meeting Charts 5-26-20 Exec Comm Charts

Agenda included:
1) Proposal ION Provide Virtual Meeting Services
2) What Social Distancing Will Mean for September Events
3) Update NAVIGATION’s Marketing Plan
4) Update ION’s Application PPP Loan

The ION Executive Committee approved the following motion:

MOTION: ION GNSS+ offer a hybrid registration model with choice of either “immersion” or “virtual” registration at the same registration rates. Virtual registration only offered this year for attendees. Speakers will generally be required to attend in person. Up to $34K for equipment, licenses and labor for ION GNSS+ 2020. Up to $6K for labor to accommodate an ITM/PTTI 2021 virtual component. Motion made by Frank van Graas, seconded by Frank van Diggelen and passed by the Executive Committee.

JUNE 5, 2020 VIRTUAL EXECUTIVE COMMITTEE MEETING: CALL FOR VOTE

See Attached File: Lisa Virtual Meeting Charts 6-5-20 Exec Comm Charts

Agenda included:
1) Satellite Division Executive Committee Supports Hybrid Registration at ION GNSS+ 2020
2) Review Satellite Division’s Preferences
3) Establish ION GNSS+ 2020 Virtual Registration Fees

The goals of the ION GNSS+ registration models were discussed with the aims of meeting the following objectives:

• Provide virtual attendance for ION’s best customers who would normally attend ION GNSS+ in person, but who won’t attend in 2020 due to restrictions.
• Make virtual attendance more accessible to those experiencing negative economic impact of COVID-19 (good will gesture).
• Expose ION GNSS+ to a new/larger global audience.

Beaty stated these three objectives needed to be treated differently with the following:

1. Advertise Virtual Registrations at the Early Member Rate ($980). Past participants (loyal customers) with current budgets likely to register and pay as per usual.
   • Maintains the value of the ION GNSS+ content and does not set a precedent for future years.

2. Advertise/offer a COVID-19 Economic Impact Discount box for virtual registrations only (not available for live registrations) that anyone can check (discount TBD). Discount extended on the honor system with a short explanation as to why the ION is providing it. The attendee makes the decision. It will give ION a future data point to see what the market will bear.
   • Extends a COVID-19 good will gesture for those who need it to justify participation.
   • Provides a reduced-rate virtual registration for those who find full-rate registration unjustified.

   This discount is being made possible through funds provided by the Institute of Navigation’s (ION) reserve fund, established to provide financial stability for ION’s programs in unusual circumstances. If you, or your organization, requires assistance to enable your participation in ION GNSS+ 2020, we encourage you to use this discount. If not, please select “Full-Conference Virtual Registration.” This will allow the reserve funds to be made available to others who require them to participate. Please share the availability of the ION GNSS+ 2020 COVID-19 Economic Impact Discount with your colleagues.

3. Advertise/offer a FREE First-Time Participant Virtual Registration for any first-time participant. As part of this registration the participant agrees to provide their FULL contact information to both ION and all ION GNSS+ exhibitors for marketing purposes. The ION Executive Committee would approve an unlimited New Initiatives budget covering overhead expenses of the first-time participant registrations.
   • Achieves the goal of global reach.
   • Reinforces ION’s commitment to ION GNSS+ commercial/exhibit partners.
   • Invests in future conference attendees and potential ION membership growth.
     ▪ Follow-up membership and meeting marketing could include potential incentives for abstract submission and paid virtual/live attendance for ION GNSS 2021.

It was proposed that the discounted COVID-19 Virtual Registration be set at $499.

The ION Executive Committee approved the following motion:

MOTION: Executive Committee approved the plan as outlined above, including $499 COVID-19 Economic Impact Discounted Registration Rate. Motion made by Steve Rounds, seconded by Frank van Graas and passed by the Executive Committee.
JULY 2020: EMAIL CIRCULATION
ION’s Draft 990 Tax Filings for FY 2019-’20 (IRS Required Distribution)

The following draft documents were distributed to the ION Executive Committee and Finance Chair on July 6:

See Attached Files:  
990 ION FY20 DRAFT  
2020-03-31 Financial Statement  
2020-03-31 Internal Control and Management Letter  
2020-03-31 Signed Governance Communication  
Treasurer FY20 Audit Report

Additionally, draft copies of the ION’s IRS Forms 990 and 990T’s, as well as the State of Virginia returns, prepared by ION’s auditors directly from the audited financial statements were distributed to all members of ION Council on July 6 with notice that this was required by the IRS prior to being filed. It was also noted that:

• June 26: Distributed all materials noted above to the Executive Committee and Finance Chair with copies of the Audited Financial Statements (AFS), Auditor Communication Letters, and Beaty’s summary report/charts including investment returns.
• July 6: Distribute an advance copy of the 990 filings to Council, with an explanation of the IRS requirement, with notice of intent to file the 990 on/after July 15.
• July 15: Instructions will be provided to CLA (ION’s audit firm) to electronically file all returns (must be filed and taxes paid no later than August 15). Beaty will then electronically pay outstanding liabilities due.
• August/September: ION Executive Committee and Finance Chair to meet virtually to review and approve the AFS and related reports and Reserve Funds.
• January 2021: The Council will review 2019-’20 AFS with the 2021-’22 budget at the January 2021 Council meeting as is customary.

JULY 2, 2020 VIRTUAL EXECUTIVE COMMITTEE MEETINGS/CALL FOR VOTE:  
Taking ION GNSS+ 2020 Completely Virtual


In light of current restrictions in place in the USA, the meeting’s large international participation, and the likelihood the USA’s borders will not be open to international travelers prior to ION GNSS+ in September, the ION Executive Committee recommended that ION GNSS+ transition to a fully virtual event at this time.
The plenary session and all panel sessions will be live streamed. Panel participants will interact in a webinar-type environment for the virtual audience to view. Questions can be posed and responded to virtually in real time.

Presentations for all other sessions (non-panel sessions) will require authors to submit pre-recorded presentations to the ION’s Abstract Management Portal. Instructions will be provided to authors (video of the speaker along with charts will be encouraged).

- Presentations must be uploaded by September 10. Failure to upload the recorded presentation by September 10 will result in the presentation being cancelled and the presentation slot being allocated to an alternate presenter. Cancelled presentations will not be included in the meeting’s conference proceedings.
- Recorded presentations may not exceed 20 minutes in length.
- Authors will be required to log in to answer questions from attendees. Authors will receive a notification email when a question has been asked. The questions and answers will be viewable by all attendees for 30 days.
- Authors are required to register and pay the conference registration fee.

Beaty will contact ION GNSS+ tutorial instructors (Tuesday tutorials) to see if they are willing to provide/teach tutorials virtually (for the regular tutorial fee).

Monday’s short course program (masters courses) will be deferred to 2021.

Kepler and Parkinson Awards will be selected. Method/time for awarding to be determined.

ION GNSS+ 2020 exhibitors to be offered a free virtual exhibit if they agree to roll over their booth reservation and payment to 2021. Exhibitors requesting refunds will receive a full refund, but receive no virtual exhibit services for 2020 or advance reservation for 2021.

CGSIC will be hosted Monday and Tuesday on ION’s virtual platform if they so desire.

ION GNSS+ 2020 registration page will be modified to a virtual-only registration option of $499 per attendee. Beaty to adjust language for registration grants for first-time attendees.

The PLANsX sessions that were to be hosted live in St. Louis at ION GNSS+ will not be hosted on the virtual platform. Plans for live presentation of these papers are terminated at this time.

**MOTION:** The Satellite Division concurs with the ION Executive Committee’s recommendation that ION GNSS+, September 21-25, 2020, transition to a fully virtual event at this time – ION GNSS+ 2020 VIRTUAL – with details as outlined above. Motion circulated by email vote and approved by both members of the ION Executive Committee, Satellite Division Executive Committee and ION Meetings Chair.

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**JULY 16 CALL FOR VOTE 3 ACTIONS – CANCEL JNC, LIQUIDATE RESERVES, AUTHORIZE TEMPORARY DOWN-SIZE ION OFFICE HOURS: EMAIL VOTE**

Recommendation to Cancel JNC 2020
With the full cooperation of the ION’s Military Division leadership, it was recommended that ION cancel JNC 2020. This recommendation was not made lightly. The meeting was rescheduled from June to September, and arrangements were recently made to get public space cleared for the classified session. But in light of the current rate of COVID-19 contagion, it was highly unlikely DOD/government speakers would get travel authorization as travel was restricted to “mission critical only”. More importantly, it was a time DOD and public policy leaders should be setting an example, and it was noted ION would find it difficult to responsibly proceed with JNC the first week of September. Because of the FOUO/classified nature of the JNC, doing JNC virtually was not an option. ION will be working cooperatively with the Military Division and the JNWC on the possibility of providing past JNC attendees with access to updated FOUO PNT architecture information in service to the community and to ensure continued engagement.

**MOTION:** The Executive Committee authorizes Beaty to take the necessary actions to formally cancel JNC 2020, including public notification, facility cancellation negotiations, refunding of registration fees and arrangements to roll-over 2020 exhibit fees to 2021 or refund per exhibitors preference. Motion was approved by email vote by the Executive Committee.

**Liquidate $800K from ION’s Long-Term Reserve Fund, Transfer to Operating Fund**

It is recommended the Executive Committee authorize Beaty to liquidate $800K from ION’s Long-Term Reserve Fund and transfer this to ION’s Operating Fund. Rational:

a) ION’s base administrative operating costs are approximately $1.3 million per year, and it was noted ION will only have one ITM/PTTI meeting in FY 20-21, plus whatever income results from virtual ION GNSS+. Additionally, ION has been living off exhibit fees paid for 2020 shows that will roll over to 2021 (services still to be rendered). ION also has unrecoverable expenses from three cancelled meetings (PLANS, JNC and ION GNSS+ live meeting). It was noted ION has yet to see how much ION will net from GNSS+ virtual fees.

b) It was noted the market was “unusually high” and that timing was optimal to liquidate when it is more likely than not ION would need cash flow in the coming year.

c) Beaty recommended liquidating from the Long-Term fund due to market levels; and while policy dictates liquidating from the Short-Term Fund – because of the volume the policy would dictate we rebalance, essentially netting the same result anyway. It was noted that the Short-Term Fund is designed to cover unforeseen “emergencies” and the situations surrounding COVID-19 has met these standards.

**MOTION:** Beaty is authorized to instruct Weber to liquidate $800K from ION’s Long-Term investment portfolio and deposit this into ION’s operating account to cover anticipated operational costs. Motion was approved by email vote by the Executive Committee.

**ION Office Hours Temporarily Reduced to 32-Hour Work Week**
ION has carried staff full-time through COVID and used the federal Paycheck Protection Program funds ION received in the spring for salary and benefits. It was noted there has been a lot of work rescheduling and re-jigging events (more work for each event than actually holding the events). But with a cancelled JNC, and a mature and seasoned staff that have opted not to take any leave because there is “nowhere to go in COVID world”, ION can’t afford to continue to accrue leave time for full-time employees. While it was noted staff will be using this time to focus on some large long-term projects, Beaty noted she was not going to be able to keep all of the staff actively engaged through next spring. However, Beaty explained she did not want to lose people as it costs a lot in money and productivity to replace people.

Beaty’s proposed solution was to temporarily take the office down to a four-day work week most weeks (ION GNSS timeframe excluded) and close the office on Fridays. It was proposed that employees will use their accrued annual leave for full pay, thus ultimately reducing the payroll liability ION carries on the books. Beaty disclosed that there were two employees who did not have adequate annual leave to cover this (one of whom is new) and she would allow them to “go into the negative” until the spring and they could work it off when things bounce back. Of course, employees would still be permitted to take additional leave, but Fridays will be “off book/closed” and employees will not work from home or respond to emails etc. If ION was still in a COVID situation come January 31, Beaty would again need to reassess the staffing levels and situation overall.

Beaty explained that she had shared this with the staff and assured them that there was no fear of payroll not being met. But while ION has reserve funds, these funds are to protect the long-term vitality of the organization, not to protect the income of the organization’s employees. That said, the staff has also been assured that the staff’s contributions are integral to ION’s success and ION does not want staff to become paralyzed with fear and job insecurity. Staff understands these actions are to preserve productivity while they are at work and keep ION from having a labor crisis if everything bounces back next year and ION need staff to ramp back-up as everyone then tries to take accrued leave. It was noted that ION is committed to maintaining staff’s bi-monthly pay at current levels using this leave policy during the closure.

Additionally, staff was informed ION would not be authorizing year-end bonuses as authorized in the budget. While these have been an important part of annual earnings, this will implement a “pay-cut” without affecting monthly take-home pay. This will be a larger pay cut for higher earners with lesser impact for lower earners (for example, a 15% pay cut for Beaty, 7% cut for Buongiovanni and less than 4% for all others.)

**MOTION:** The Executive Committee authorizes Beaty to close the ION National Office on Fridays until further notice and manage the National Office’s work week and staff payroll liabilities as outlined above. Motion was approved by email vote by the Executive Committee.