Subject to the approval of the Executive Committee, the following minutes are submitted. The Executive Committee Meeting was called to order on Wednesday, September 21, 2022, at 12:30 p.m. MDT, Limestone Room (4th floor), Hyatt Regency Denver at the Colorado Convention Center, Denver, Colorado with virtual participation made available. Those present were:

**VOTING EXECUTIVE COMMITTEE MEMBERS:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Held</th>
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<tbody>
<tr>
<td>Frank van Diggelen</td>
<td>President</td>
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<tr>
<td>Sherman Lo</td>
<td>Executive VP</td>
</tr>
<tr>
<td>Frank van Graas</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Jason Rife</td>
<td>Eastern VP (participating virtually)</td>
</tr>
<tr>
<td>Sandy Kennedy</td>
<td>Satellite Division Vice Chair (acting Chair)</td>
</tr>
<tr>
<td>Tom Powell</td>
<td>Military Division Chair</td>
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<tr>
<td>Jade Morton</td>
<td>Immediate Past President</td>
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**NON-VOTING PARTICIPANTS:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Held</th>
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<tbody>
<tr>
<td>Lisa Beaty</td>
<td>Executive Director</td>
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</tbody>
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**AGENDA**

1. Treasurer’s Report: F. van Graas
   - Audit Report FY 2022
   - Audited FY 2022 Financial Statements
   - FY 2022 Management Letter
   - Review Reserve Funds/Recommendations

2. Approval Updated ION Personnel Manual: L. Beaty

3. New Business
   - Executive Committee Opinion Future ITM/PTTI Winter Location

4. Recording of Motions Passed by Email Since Last Meeting

**Treasurer’s Report:** F. van Graas

See Attached Files:  
- Treasurer FY22 Audit Report 9-21-22  
- 2022-03-31 Fin Stmts  
- 2022-03-31 Management Letter  

Frank van Graas, Treasurer, reviewed the reports.
Motion: The Executive Committee approve the ION’s Treasurer’s Report, FY 21-22 Audited Financial Statements and Management Letter from audit firm Han Group. Motion made by Frank van Graas, seconded by Jade Morton and passed by the Executive Committee.

Motion: The Executive Committee authorize the modification of the Reserve Fund Formula’s, Operating Fund, calculation as follows:

**Operating Fund:** cash fund made available to manage day-to-day operations
- Liquid Operating Accounts (interest bearing when practical)
  - General operating fund of $300K for salaries and overhead
  - 60% of the largest meeting's budgeted expenses (facilitates cash management of all meetings throughout the fiscal year)
  - Any budgeted deficit amount for current fiscal year including approved New Initiative expenses
  - One year of Government Fellow expenses (if/after approved)

Motion made by Frank van Graas, seconded by Frank van Diggelen and passed by the Executive Committee.

See Attached File: Reserve Fund Formula Approved 9-22-2022

Motion: The ION Executive Committee authorizes the transfer of $500K from the Operating Fund to the Long-Term Fund over five months in $100K increments. Executive Committee to look at this again in January 2023. Motion made by Frank van Graas, seconded by Frank van Diggelen and passed by the Executive Committee.

Approval of Updated ION Personnel Manual: L. Beaty

See Attached File: Personnel Handbook September 2022 Proposed

Beaty reviewed the changes proposed to the ION Personnel Handbook:
1. Redefines traditional “sick days” as “personal leave time” and allows for the same tracking and accrual of personal leave time as vacation.
2. Adds language that prohibits the use of the following at work: non-prescribed narcotics, including marijuana and cannabis; or any other substance that impairs performance.
3. Updating hiring policies to include documentation of citizenship and criminal record status in alignment with DOD requirements for JNC.
4. Non-substantive updates that provided clarification to current practices; and correction of miscellaneous typos.

Motion: The Executive Committee approves the Personnel Handbook with proposed changes as submitted. Motion made by Sherman Lo, seconded by Sandy Kennedy, and passed by the Executive Committee.

Executive Committee Option Future ITM/PTTI Winter Locations: L. Beaty
The future of ITM/PTTI was discussed. It was the general consensus that ION should rebook for 2024 and 2025 and then re-evaluate.

Beaty asked the ION Executive Committee for their opinion on the practice of rotating the ITM/PTTI meeting from West to East Coast in January and if they believed winter location, like Salt Lake City/Colorado Springs, would be amenable in January. The group was favorable to a winter location for ITM/PTTI.

**Recording of Motions Passed by Email Since Last Meeting**

- **Motion:** Executive Committee approved the 2023 Nominating Committee as follows: Dr. Jade Morton (Chair); with Frank van Graas, John Raquet, and Karen Van Dyke from the Eastern Region; Sandy Kennedy, Mohammed Khider, and Todd Walter from the Western Region. Motion passed ION Executive Committee by email vote August 2022.

- **Motion:** ION cease listing country of origin affiliation in association with speaker names and affiliations in ION conference programs/ION public materials. ION recognizes authors may continue to list their country of origin on their individual presentations. Motion passed by ION Executive Committee in email vote April 2022.

- **Motion:** The ION Executive Committee declines to purchase conference cancellation insurance for JNC 2022, ION GNSS+ 2022, and ITM/PTTI 2023. Motion passed by ION Executive Committee in email vote April 2022.

The Executive Committee adjourned at 1:45 p.m.