Subject to the approval of the Executive Committee, the following minutes are submitted. The Executive Committee Meeting was called to order on September 9, 2014 at the Tampa Convention Center, Tampa, Florida at 12:15 p.m. Those present were:

VOTING EXECUTIVE COMMITTEE MEMBERS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Held</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Doherty</td>
<td>President</td>
</tr>
<tr>
<td>Dorota Brzezinska</td>
<td>Executive VP</td>
</tr>
<tr>
<td>Frank van Graas</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Jade Morton</td>
<td>Satellite Division Chair</td>
</tr>
<tr>
<td>Jan Anszperger</td>
<td>Eastern VP/Military Division Chair</td>
</tr>
<tr>
<td>Sherman Lo</td>
<td>Western VP</td>
</tr>
<tr>
<td>Todd Walter</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>John Betz</td>
<td>Incoming Satellite Division Chair</td>
</tr>
<tr>
<td>Lisa Beaty</td>
<td>Executive Director</td>
</tr>
</tbody>
</table>

AGENDA:

Treasurer’s Report: F. van Graas
Process/Policy to Dissolve Local Sections: L. Beaty
ION Meeting Status: L. Beaty
National Office Structure: L. Beaty
New Business/Follow-up Assignments from Council

Treasurer’s Report: F. van Graas

See Attached Files:
- Audit Report 3-31-14 to Exec Comm
- Institute of Navigation Financial Statements FY13-14
- Institute of Navigation Governance Communication Letter FY 13-14
- Institute of Navigation Internal Communication and Management Letter FY 13-14

Frank van Graas, presented the Treasurer’s Report, and reviewed the audited financial statement, auditor communications and investment status with members of the Executive Committee.
Additionally, 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.

MOTION: The ION Executive Committee approves the FY 2013-14 Audited Financial Statements, Governance Communication and Management Letters. Motion made by Pat Doherty, seconded by Jade Morton and passed by the Executive Committee.

MOTION: The Executive Committee assessed the review process of ION’s financial information and determined sufficient controls were in place; and approved the Treasurer’s quarterly verses monthly formal review of the ION’s internal financial statements and salary payments. Motion made by Pat Doherty, seconded by John Clark and passed by the Executive Committee.

ACTION: The Finance Chair and Treasurer work with Executive Director and make a recommendation to the Executive Committee on an updated Reserve Fund Formula based on current operations and cash flow needs and report back to the Executive Committee at the next scheduled Executive Committee meeting.

Process/Policy to Dissolve Local Sections: L. Beaty

Lisa Beaty expressed concern over the process and practice (or lack thereof) to dissolve local sections that become inactive. She asked for guidance from the Executive Committee as to whether or not they wanted to pursue the formal dissolution of local sections and closing of section bank accounts as authorized in the bylaws.

ACTION: Lisa Beaty to write a letter to all ION section chairs stating the policy to determine whether or not a section is active and inform section chairs that their sections may be dissolved and assets transferred to the National Office in cases where the local section has ceased to be active.

ION Meeting Status: L. Beaty

Lisa Beaty reported that the IEEE/ION PLANS 2016 Executive Committee had agreed on holding PLANS 2016 in a Southeastern location with access to resorts but in a location with access to local services. The PLANS Executive Committee had considered locations in Miami, Florida and Savannah, Georgia and based on budget had settled on Savannah, Georgia. It was reported that a hotel contract with the Hyatt Regency Savannah for April 11-14, 2016 was currently pending IEEE Headquarters review. Program co-chairs will be Dr. Jacob Campbell and Dr. Demoz Gebre.

MOTION: The Executive Committee approves IEEE/ION PLANS 2016 for April 11-14, 2016 at the Hyatt Regency in Savannah, Georgia. Motion made by Dorota Brzezinska, seconded by Pat Doherty and passed by the Executive Committee.
Lisa Beaty reported that the Executive Committee had informally approved Monterey, California by e-mail vote over the summer and asked the Executive Committee to formally approve the Hyatt Regency Monterey in Monterey, California for co-located ITM/PTTI 2016 and 2017.

**MOTION:** The ION Executive Committee approves the Hyatt Regency Monterey in Monterey, California for co-located ITM/PTTI 2016 and 2017. Motion made by Frank van Graas, seconded by Sherman Lo and passed by the Executive Committee.

Frank van Graas and Jade Morton reported that Pacific PNT 2015 is on schedule and the call for abstracts brochure has been mailed and is available online.

**National Office Structure: L. Beaty**

Lisa Beaty reviewed current staff, changing workflow based on new programs and changes to existing programs and made recommendations to accommodate the required changes in workflow. The Executive Committee endorsed Beaty’s plans and recommendations.

**MOTION:** The Executive Committee approves a $2,000 increase in the National Office’s personnel budget for the FY 2014-15. Motion made by Sherman Lo, seconded by Pat Doherty and approved by the Executive Committee.

**New Business/Follow-up Assignments from Council**

**Co-Sponsorship of RIN’s International Navigation Conference (INC) 2015:**

RIN is requesting ION act as a technical co-sponsor of their INC 2015 conference, February 24-26, 2015 in Manchester. INC 2015 meets the terms of the ION’s existing co-sponsorship policy in that:

- The RIN is a non-profit organization/an internationally affiliated Institute of Navigation.
- There are two members of ION Council involved in the organization of the technical program and in the administrative organization of the meeting: Terry Moore and Dorota Brzezinska.
- There is no contractual, management or financial responsibility or liability for the meeting.

ION does plan to host a membership booth during INC 2015 and has made these arrangements with the conference organizer.

**MOTION:** ION agrees to be a technical co-sponsor of INC 2015, February 24-26, 2015 in Manchester with Council. ION assumes no contractual, management or financial responsibility or liability for the meeting. ION Council representatives to the technical program shall be Terry Moore and Dorota Brzezinska. RIN shall be given permission to use the ION logo in publicizing the meeting when logo is used to represent the cooperative relationship in the organization of the meeting’s technical
program. The ION logo shall not be used to endorse (implied or otherwise) the 
sponsoring organization, or any of the sponsoring organization’s events or programs, 
other than the specific technical meeting for which it was authorized. ION co-
sponsorship shall not imply the use of any ION services, use of ION mailing lists, 
advertising in publications, administrative services, etc. ION makes no commitment to 
provide these services. Motion made by Pat Doherty, seconded by Todd Walter and 
passed by the Executive Committee.

**Government Attendance ION Meetings Requesting Reduced Registration Fees:**

Beaty reported on some of the issues that had arisen based on new government meeting attendance 
policies and resulting actions taken by the National Office and asked the Executive Committee for 
guidance on registration payment and policy regarding DOD attendance at ION meetings. It was 
the consensus of the Executive Committee that meeting registration fees should not be used to 
subsidize DOD participation at ION meetings unless officially sanctioned by officers and approved 
budgets. Beaty was given latitude to deal with special circumstances for VIP’s/meeting organizers 
as she has done in the past.

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