

MINUTES OF THE
EXECUTIVE COMMITTEE
(September 13, 2016)

Subject to the approval of the Executive Committee, the following minutes are submitted. The Executive Committee Meeting was called to order on September 13, 2016 at the Oregon Convention Center, Portland, Oregon at 12:00 p.m. Those present were:

VOTING EXECUTIVE COMMITTEE MEMBERS:

<u>Name</u>	<u>Office Held</u>
Dorota Grejner-Brzezinska	President
John Raquet	Executive VP
Frank van Graas	Treasurer
Mike Veth	Eastern VP
Greg Turetzky	Western VP
John Betz	Satellite Division Chair
Elliott Kaplan	Military Division Chair

NON-VOTING PARTICIPANTS:

<u>Name</u>	<u>Position Held</u>
John Clark	Finance Chair
Frank van Diggelen	Incoming Satellite Division Chair
Jan Anszperger	Outgoing Military Division Chair
Doug Taggart	Meetings Chair
Lisa Beaty	Executive Director

AGENDA:

1. Treasurer's Report: F. van Graas/J. Clark
 - Audit Report FY 2016
 - Audited FY 2016 Financial Statements
 - FY 2016 Governance Communication
 - FY 2016 Internal Communication & Management
 - Review Reserve Funds/Recommendations
2. Proposed Change Personnel Manual Holiday Closing: L. Beaty
3. Discussion ION Logo Redesign/Modernization: L. Beaty
4. New Business

Treasurer's Report: F. van Graas

See Attached Files:

Audit Report 3-31-16 to Exec Comm
 ION Financial Statements 3.31.16
 ION Governance Comm Letter 3.31.16
 ION Internal Control Letter 3.31.16

Frank van Graas presented the Audit 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 and that this process had been approved by the Executive Committee in September 2014.

Motion: The ION Executive Committee approves the FY 2015-'16 Audited Financial Statements, Governance Communication and Management Letters. Motion made by Frank van Graas, seconded by Patricia Doherty and passed by the Executive Committee.

Motion: The ION Executive Committee approve the following transfers from the cash Operating Funds to the Fidelity Reserve Funds:

- a) \$100,000 transferred into ION's Short Term investment fund
- b) \$100,000 transferred into ION's Long Term investment fund

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

Proposed Change ION Personnel Manual Holiday Closing: L. Beaty

Lisa Beaty, ION Executive Director, asked the Executive Committee to approve the following addition/change to "Section V. BENEFITS-Holidays" in the ION Personnel Manual:

Based on the calendar year, and at the Executive Director's discretion, the office may close for select days between the Christmas holiday and New Year's holiday. When the office is closed during this period, employees are permitted to use compensatory time from the September conference prior to this period, or January conference following this period, for these days; or elect to use personal leave. The Executive Director shall notify the staff of any intended closure in October for staff planning purposes.

Motion: The Executive Committee approves the following addition to the ION Personnel Manual; Section V. BENEFITS - Holidays:

Based on the calendar year, and at the Executive Director's discretion, the office may close for select days between the Christmas holiday and New Year's holiday. When the office is closed during this period, employees are permitted to use

compensatory time from the September conference prior to this period, or January conference following this period, for these days; or elect to use personal leave. The Executive Director shall notify the staff of any intended closure in October for staff planning purposes.

Motion made by John Betz, seconded by Patricia Doherty and passed by the Executive Committee.

Discussion ION Logo Redesign/Modernization: L. Beaty

See Attached File: [Logo Modernization Proposal 9-13-16](#)

It was the consensus of the Executive Committee that the ION begin to move to using the acronym "ION" as the ION logo whenever possible; but the Committee was fine with using both versions of the logo ("ION" and "Institute of Navigation" spelled out) when used in brochures circulated outside of the general membership.

Beaty was asked about incorporating the icon/compass rose graphic into the "O" in "ION". Beaty accepted the action to provide a rendering of this and circulate it to the Executive Committee for review.

[Action: Beaty to provide a rendering of the newly proposed logo with the compass rose graphic incorporated into the "O" in "ION" and circulate it to the Executive Committee for review. See Attached File: ION Logo Updated 9-30-16](#)

[Action: Proposal with proposed logo modification is presented at the January 2017 Council meeting.](#)

Beaty suggested that after an updated logo was approved by Council then the idea of modifying/updating Division logos could be addressed/considered.

The Executive Committee adjourned at 2:00 p.m.