



Tampa Bay Defense Alliance

P.O. Box 172925 • Tampa, Florida 33672 • www.tampabaydefensealliance.org

Minutes from the Board of Directors Meeting

5/13/2014 from 6pm-7:30pm

Tampa Bay Times Forum

John Schueler presiding.

Attendees: John Schueler, Rich McClain, Jim Sampey, Barry Alpert, Darcy Foster, Doug Schwartz, Art Lichte, Walt McCracken, Steve Morey, Bill Boesch, Mike Meidel, Linda O'Rourke

The meeting was called to order by the Executive Director at 6:08 p.m.

The Executive Director passed out minutes from the 4.1 BOD meeting and they were adopted by a vote of the Directors present.

1) OLD BUSINESS

The Executive Director highlighted the fact that the TBDA business plan had been completed and been adopted by a unanimous vote of the Directors at the 4/1 BOD meeting.

The Executive Director then reviewed some of the action items from the last BOD meeting and gave brief updates on progress against same. The action steps have been extracted from the minutes of the last meeting. The updates are in "bold font" below as follows:

a) Action Step: Governance

It was decided that one of the first objectives to accomplish from the plan was to develop, formalize, and finalize organizational governance requirements. Tim Jones will lead a governance committee. Working with O'Rourke & Associates (retained for another 60 days to assist with Plan execution) bylaws will be submitted to the Officers for review by 4/11/2014. Any changes to the draft submitted will be made in time to adopt the bylaws at or before the next BOD meeting on 5/13/2014. **UPDATE- THE BYLAWS WERE FINISHED PRIOR TO THE MEETING AND VETTED BY FLETCHER AND FISCHER, A LOCAL WOMAN OWNED LAW FIRM. THE BYLAWS WERE SENT TO THE DIRECTORS PRIOR TO THE MEETING AND IN AN EXECUTIVE SESSION CONSISTING OF JUST THE DIRECTORS AFTER THE 5/13 MEETING, WERE ADOPTED BY THE ALLIANCE. MANY OF THE DIRECTORS WHO WERE NOT IN ATTENDANCE HAD GIVEN THE EXECUTIVE DIRECTOR THEIR PROXIES TO VOTE ON THE ADOPTION OF THE BYLAWS.**

b) Action Step: Grants

O'Rourke & Associates will lead a process that develops a management framework and execution standards for current grant requirements. **UPDATE-THE PROCESS IS UNDERWAY AND A FINAL SOP FOR GRANTS IS EXPECTED TO BE COMPLETED BY THE 6/24 BOD MEETING.**

c) Action Step: Website

O'Rourke & Associates will convey and coordinate improvements with current web administrator. Rich will work with O&A to verify the domains owned by the TBDA and to get their expiration dates on a renewal calendar to be maintained in the

TBDA database. UPDATE- AN RFP WAS CREATED BY O&A AND SUBMITTED TO THE OFFICERS FOR THEIR APPROVAL PRIOR TO THE 5/13 BOD MEETING. DIRECTION WAS GIVEN TO O&A TO DISTRIBUTE THE RFP FOR WEBSITE REDESIGN, DEVELOPMENT, HOSTING, ONGOING SUPPORT AND TRAINING AS NEEDED FOR TBDA STAFF, TO LOCAL COMPANIES WHO HAVE INDICATED IN INTEREST IN BEING RESPONDENTS TO THE RFP. THE CALENDER FOR THE PROCESS WILL SEE A REDESIGNED TBDA WEBSITE MADE PUBLIC BEFORE THE END OF THE TBDA FISCAL YEAR.

d) Action Step: Administration

O'Rourke & Associates will provide administrative support to execute portions of the business plan as deemed appropriate by the Executive Director. UPDATE- ADDITIONAL GOVERNANCE DOCUMENTS WERE REQUESTED TO SUPPORT THE BYLAWS. DRAFTS OF 6 OF THE 9 REQUESTED DOCUMENTS HAD BEEN SENT TO THE EXECUTIVE DIRECTOR PRIOR TO THE 5/13 BOD MEETING. THE FINAL THREE DOCUMENTS WILL BE COMPLETED PRIOR TO THE 6/24 BOD MEETING. THREE OF THE DOCUMENTS WILL BE VETTED AND APPROVED BY FLETCHER & FISCHER.

e) Action Step: Replace Board Member

Chase Stockton has resigned as Board Member. He needs to be replaced. The process should follow the new Bylaws to be submitted and approved. UPDATE- NO DISCUSSION TOOK PLACE ABOUT THIS ACTION STEP AND IT REMAINS OPEN.

f) Action Step- Press/Public Relations

The group is to follow up on creation of OP./ED. piece and the creation of a series of articles. Many in the room have good contacts with press on both sides of the bridge, and can execute this step. The meeting closed without this being assigned to anyone specifically. UPDATE- NO DISCUSSION TOOK PLACE ABOUT THIS ACTION STEP AND IT REMAINS OPEN. SINCE THIS ACTION STEP CONCERNED THE RECENTLY PASSED GI BILL, IT IS BECOMING TIME SENSITIVE FROM AN "AGING" PERSPECTIVE.

g) Action Step: Vision/Mission Statement adjustment

The Business Plan committee will reach out to Scott and agree on amended wording for the Vision or the Mission Statement to submit to the Board for consideration. UPDATE- NO DISCUSSION TOOK PLACE ABOUT THIS ACTION STEP AND IT REMAINS OPEN. THE FOLLOWING AMENDED MISSION STATEMENT WAS INCLUDED IN THE RECENT WEBSITE RFP:

The purpose of the Tampa Bay Defense Alliance is to create, sustain and support a vibrant and engaged environment throughout the Tampa Bay Region for the MacDill Air Force Base community where all team members speak with one voice, understand and cooperate with each other, to execute their roles in facilitating the accomplishment of the TBDA's mission: To Champion Our Defense Community.

2) New Business- 2014 Goals Update

a) MacDill 2025- A Statement of Requirements for this initiative was created and approved by the Officers in late April. It was given to Deloitte within the last 10 days by the Executive Director. Chip Diehl will lead this initiative and will meet with Deloitte in the next two weeks to begin the process of creating the plan. For details of the MacDill 2025 plan refer to minutes of the January BOD meeting.

b). Workforce Initiatives- An update was given by Jim Sampey. A handout concerning the Career Source Military Transitioning Program or MTEP program was distributed and copies are available from Jim for those not able to attend the meeting. Extensive discussion took place about this topic. Further discussion about the TAP program and its effectiveness took place. Art Lichte suggested that a Tampa specific meeting be set up for those exiting personnel who planned to stay in the area to augment the general meetings that already take place not only as part of the TAP program but for other assistance programs where a Tampa focus would help.

c) Community Partnerships- the Executive Director identified the fact that this initiative needs a Director to move it forward. Additional follow up to identify a leader will take place before the next BOD meeting on 6/24.

d) Steve Morey from the Hillsborough Economic Development Corporation spoke briefly about the success of GEOINT and the fact that attendees felt that Tampa had been one of their best locations. The fact that many organizations came together and cooperated to put "Tampa's best foot forward" was acknowledged. At least 5 companies followed up about locating new operations in the Tampa area. There was additional feedback on the event, all positive, from the BOD meeting attendees. Darcy Foster suggested that in the future, having a Tampa booth on the trade show floor should be a requirement for all trade shows coming to Tampa. Per prior discussions, Rick Homans, President, THEDC, is working with the Convention Center on the feasibility of placing a Tampa Bay Booth on the Trade Show floor for all upcoming conventions.

e) Darcy Foster gave a quick legislative update. Darcy offered to put together a "legislative" calendar that would highlight dates and deadlines that the TBDA needs to be aware of. She will forward the calendar to O&A for inclusion in the 36 month calendar they are completing for the Alliance. On the subject of trade shows, Art Lichte told the group about the Airlift/Tanker Association Convention taking place at the Opryland Hotel in Nashville, from 10/30-11/2. He suggested and the group agreed that we attend and exhibit at the event. The link to the show follows:

<https://www.atalink.us/Convention/Information.aspx>

f) Doug Schwartz notified us of his impending transfer. He will do what he can to insure that his replacement is told about the TBDA and the importance of linking up to and participating with the Alliance. Please note that this was the last meeting for Colonel Doug Schwartz who is leaving MacDill for Grissom AFB in Indiana. The TBDA thanks Colonel Schwartz for his contributions, insight and assistance and wishes him well in his new assignment. He will be missed.

g) Note SOFIC is May 20-22. Many of the Directors, Advisors and Community Partners will be attending some of all of the show.

The next BOD meeting will be on 6/24/2014. Location is to be confirmed under separate cover.