

ICEAA Board of Directors Meeting

February 7, 2015 | Arlington, VA

OFFICIAL MINUTES as of June 8, 2015

Welcome, quorum count, introductions: Brian Glauser

Six voting members in attendance, four on conference call. Quorum of 10 met at 9:02

Secretary's Report: Pat Zedaker

A few typos were identified in the draft version of the minutes from the September 17, 2014 meeting and will be corrected for final version.

Motion to accept the September 17 meeting minutes raised, seconded and approved.

Treasurer Report: Mike Thompson

Income for 2014 IPM did not hit our books until early 2015. Whether or not this is an outlier or the new pattern is yet to be determined. Depends on timing of the IPM event and outside factors.

Mike presents two 2015 budget possibilities: one with a negative of 19K, another with a positive of 56K. The second budget assumes a dues increase from \$55 to \$95.

Mike pauses treasurer's report to allow Paul to present Dues Structure report

Proposed New Dues Structure: Paul Marston

Paul presents dues structure proposal slides. Questions from the Board:

Will existing lifetime members be grandfathered? Yes. Will continue to honor exiting lifers, but will not offer new ones.

ICEAA Board of Directors Meeting

February 7, 2015 | Arlington, VA

OFFICIAL MINUTES as of June 8, 2015

Will a dues increase discourage membership? The Board discusses value provided vs. cost, the ability to offer new services in the future, etc. Some concerned, but consensus is it is not enough of an increase to deter members and is justifiable.

Will the amount given back to the chapters annually change? This aspect has not yet been discussed and will be a part of ongoing discussions.

Certification rates: increases proposed less significant, fewer concerns for objection

Paul makes a motion:

I make a motion that ICEAA adopt and implement the following Fee Structure on 1 April 2015. Further, that we introduce it to our members on 1 March 2015 with a publicity campaign that includes a special email from the President, an article in the next ICEAA World, and information on the website, giving them one month's notice to renew. The certification fees will be changed as shown, with the recertification fees not changing.

ICEAA Fee Structure

	<u>Current</u>	<u>Proposed</u>	<u>Increase</u>
Member Dues			
Annual	\$55.00	\$95.00	\$40.00
Two year	\$100.00	\$170.00	\$70.00
Five year		\$425.00	
Student	\$30.00	\$45.00	\$15.00
Lifetime		Drop	
Certification			
PCEA Member	\$125.00	\$150.00	\$25.00
PCEA Non-member	\$250.00	\$275.00	\$25.00
CCEA Member	\$225.00	\$300.00	\$75.00
CCEA Non-member	\$400.00	\$475.00	\$75.00
Specialty Member		\$300.00	\$300.00
Specialty Non-member		\$410.00	\$410.00

Second: Mike Thompson. One opposed, ten yea. Motion carries.

ICEAA Board of Directors Meeting

February 7, 2015 | Arlington, VA

OFFICIAL MINUTES as of June 8, 2015

Return to Treasurers report. Ellie Bassett makes a motion to accept the “2015 proposed budget”

ACTIVITY	2014 ACTUALS			2015 PROPOSED BUDGET			
	INCOME	EXPENSES	NET	INCOME	EXPENSES	NET	COMMENT
ICEAA WORKSHOP	\$336,332	\$209,516	\$126,816	\$425,000	\$281,500	\$143,500	
IPM CONFERENCE	\$20,201	\$222	\$19,979	\$76,000	\$0	\$76,000	
MEMBERS	\$83,540	\$2,653	\$80,887	\$138,000	\$2,200	\$135,800	\$95 annual membership
CERTIFICATION	\$28,954	\$787	\$28,167	\$45,900	\$800	\$45,100	\$225 exam/\$180 recert.
CEBoK SALES	\$22,731	\$0	\$22,731	\$15,000	\$0	\$15,000	
PUBLICATIONS & ADVERTISING	\$20,171	\$99,317	-\$79,146	\$19,500	\$53,500	-\$34,000	
CHAPTERS	\$0	\$7,833	-\$7,833	\$0	\$8,000	-\$8,000	
STAFF & SUPPORT CONTRACTS	\$0	\$233,627	-\$233,627	\$0	\$240,000	-\$240,000	
OFFICE OPERATIONS	\$0	\$93,043	-\$93,043	\$0	\$82,000	-\$82,000	
OTHER ITEMS	\$5,005	\$91	\$4,914	\$5,000	\$0	\$5,000	
TOTALS	\$516,934	\$647,089	-\$130,155	\$724,400	\$668,000	\$56,400	

Second: Greg Kiviat. All in favor, no opposed.

Certification:

Peter Andrejev

Peter presents certification status slides.

Raises the idea of pursuing the next line of certification products, specifically international certification programs. Where are other people we can certify? Peter wants to look rigorously at where we can get more: UK, Canada, Japan.

What options do we have to certify a company, and what would that look like?

Action: Peter A. will present a more developed plan for certifying companies at the next board meeting.

ICEAA Board of Directors Meeting

February 7, 2015 | Arlington, VA

OFFICIAL MINUTES as of June 8, 2015

Workshop Overview: Mike Thompson

Mike presents Workshop Overview slides.

Awards Chair has not been appointed.

Action: Megan to work with Brian on appointing awards chair, begin awards process

Action: Megan to work with Mike on advertising campaign for Volunteer Leadership Orientation

Annual meeting listed on draft workshop schedule as “ICEAA Info Session”. Paul recalls discussion from a previous meeting in which holding the annual meeting virtually was presented, recommends giving the meeting more structure, creating an agenda, etc.

Action: solidify the plan for the annual meeting.

Workshop Training Report: Peter Braxton

Peter B presents update on training sessions. Settling track chairs for the four tracks, working with other Technomics staff to coordinate. Introduces Rennie Arnold, co-chair.

Action: Peter B. and Mike to confirm Linda Williams for CCEA Study session, or if she’s not available, Nathan H. could do it.

Business Office Report: Megan Jones

Megan presents Business Office Update slides, with membership statistics and confirmation of Portland, Oregon as the chosen 2017 Workshop location.

Proposed constitution amendment on chapter presidents serving as proxies for region directors: after some discussion, the group agrees the idea is better served in a policies and procedures manual, and will be addressed when a committee is formed to develop one.

OFFICIAL MINUTES as of June 8, 2015

Establishing Canada Chapter:

Mike Thompson

Canadian Chapter: Mike was approached by the Canada Parliamentary group wanted to form a chapter and is working on developing it with Dan Nussbaum. Mike and Dan have also worked with some members in Canada to create an ICEAA training day in Ottawa in April.

The Canada group has prepared their bylaws and constitution, Mike asks for the board's approval. Brian asks to see the paperwork for review prior to a vote, Mike says previous chapter establishment votes did not require paperwork, so he did not prepare it.

Jason brings up potential tax issues of ICEAA as a non-profit sending money to Canada and suggests any motion to set up the chapter be conditional on a tax attorney reviewing the potential implications of tax code. Would making Canada a region instead of a chapter allow us to avoid tax problems?

The group agrees we should recognize Canada as an official faction of ICEAA and support their upcoming workshop, but also research tax code and other potential implications.

Brian asks to see the paperwork. If it's a Board vote, we need to review it. Mike says previous chapter votes did not require pre-distributed paperwork.

Canada as region vs. chapter? If Canada were a region that didn't get chapter contributions, and had an MOU like we have with Japan, this could solve the issue.

Group agrees we should both help Canada get started before their workshop, but also need to look into the tax code and other potential implications.

Action: Mike and Ellie to work together to determine process and implications for Canada.

DID WE VOTE TO MAKE CANADA A REGION? IS CANADA A REGION NOW? I don't think we resolved the chapter versus region. Mike and Ellie took the action to resolve. I think they need to write an MOU with Canada as a region to allow us to provide support.

Special Interest Group (SIG) Update:

Brian Glauser

Not much advancement on SIGs but Brian believes the Space SIG will be the first one that gets going. The Space Systems Cost Analysis Group (SSCAG) is an existing membership association that is looking to be absorbed into ICEAA as a SIG but retain certain amounts of autonomy.

ICEAA Board of Directors Meeting

February 7, 2015 | Arlington, VA

OFFICIAL MINUTES as of June 8, 2015

Legal and financial issues of absorbing SSCAG into ICEAA are discussed; group determines a committee should be formed to work with SSCAG on becoming a SIG.

Action: Brian to appoint a committee review and discuss with SSCAG and report back to the board.

Specialty CEBoK Training Modules:

Brian Glauser

Brian suggests as part of increasing membership that expanding our training offerings would contribute to a better financial position. Software cost estimating has a big potential audience. Brian has been approached by software and IT companies looking for software estimating training, including a large healthcare group that has said if we created a curriculum that suited their needs, their 300 cost estimators would take the training and join ICEAA.

[NESMA](#) a software estimating group in the Netherlands contacted Brian to see about making a software estimating curriculum. [NESMA](#) offered to contribute significantly to the development and then offer a joint certification of [NESMA/ICEAA](#) software estimating.

Open for discussion: the demand is there. How do we want to meet it? Go alone? Join with [NESMA](#)?

Jason suggests separating the training aspect from the certification aspect. Peter B. agrees, get the training sorted out and then determine what is “testable”. Details and preferences of methods would need to be sorted out. Katie says the DHS would strongly support this, as there are not many high quality software estimators available. Paul suggests ICEAA form a committee and [NESMA](#) do the same, to meet and discuss details.

Action: Brian to appoint a committee to meet with [NESMA](#) to work out the details of jointly developing a training & Certification program.

Action: Jason to sign an MOU with [NESMA](#) by April 15 to confirm that both groups are interested in moving forward.

International Conferences:

Jason Dechoretz

Jason has been working with SCAF, who will be having a 1-day conference in London on September 16. Jason will present and give more info on ICEAA, and plug the 2016 conference in Bristol. Will be meeting with UKMOD, and wants to talk more about creating

ICEAA Board of Directors Meeting

February 7, 2015 | Arlington, VA

OFFICIAL MINUTES as of June 8, 2015

a UK-version of CEBoK. SCAF wants us to co-brand their day workshop in September 15, as does a group in the Netherlands conducting a cost estimation competition. ICEAA's participation would be to include our logo on promotional materials, market the event to our members, make available at the event ICEAA information pieces. The group agrees to co-brand both events.

Action: Jason to work with Megan on coordinating with hotel contracting folks for Bristol 2016.

Strategic Plan Update:

Brian Glauser, John Deem

Brian reviews the pre-read for the Strategic Plan and asks task force participants to see if there are any points they want to elaborate on. Jason points out there are metrics on each of the points. John discusses the adaptability of the document.

How do these things help us increase and sustain membership? Brian points to how the direction provided gives us an outline for goals towards which the association can move that will increase membership. Group discusses the depth of the goals and metrics provided in the expanded plan, debates whether detailed or specific enough.

Paul makes a motion to vote to adopt the updated strategic plan as a guiding document for the association. Potter seconds, all approved.

Questions from Chapter Reports:

Rex asks for more guidance as to what region directors should be providing for Board updates and ICEAA World, not wanting to duplicate the chapter presidents' reports. Brian suggests summarizing/highlighting the chapter reports and providing extra kudos for jobs well done.

Region 6: two of the three chapters in region 6 have expressed interest in dissolution. Rex would like to establish a process that chapters go to their region directors to discuss issues before going to the entire board. The group agrees, and recommends working with the two chapters to discuss options and areas for reinvigoration before giving up.

Establishing a Chapter Standards Committee:

Ellie Bassett

Ellie gives background on how the idea for a chapter standards committee stemmed from a discussion on an underperforming chapter and moved to a discussion on the general problem

OFFICIAL MINUTES as of June 8, 2015

of the overall declining membership. While ICEAA's constitution and bylaws are robust, neither give metrics for chapter success or roles and responsibilities for any volunteer leader position. Proposes the development of a committee to look at current practices and establish guidelines and best practices with the intention of invigorating chapters and providing guidance for leaders. After discussion, the group agrees a committee should be established to provide support and structure for the association.

Action: Brian will appoint an organizational development committee to look at regions, chapters and overall organization to help come up with best practices and guidelines for helping invigorate the association.

Joint ICEAA/AACE Event in San Diego: Omar Mahmoud

Not enough information provided in advance to discuss the issue and Omar was no longer on the call. Topic tabled until the next meeting.

Review of September 2014 Action Items:

- Brian to find a person to chair/set up the communications/publications committee to establish a panel when the book link issue comes in to review the books
 - Not addressed. Move to February 2015 Action items to prepare for June.
- Determine possibility of renegotiating Taylor & Francis (JCAP publisher) contract
 - Not addressed. Move to February 2015 Action items to prepare for June.
- Mike T. to establish a committee to look closely at each line item of the budget to better forecast for 2015
 - Accomplished
- Brian to send letter to the Chapter Presidents informing them of the proper execution of the grace period.
 - Incorporate into the announcement of the dues increase.

ICEAA Board of Directors Meeting

February 7, 2015 | Arlington, VA

OFFICIAL MINUTES as of June 8, 2015

- **New Action:** Megan to include language on properly executing the grace period in the information campaign for the dues increase.
- Paul Marston will create and lead a committee to have proposed new fee structure by November 1.
 - Accomplished
- Joe Wagner to determine the proper form the Sikorsky license would take, or if it should be an MOU. Will have Joe look at existing corporate licenses and draft a proposed agreement/license.
 - Ongoing. Need to get the Sikorsky contract together.
 - Paul proposes the board agree to allow Brian to execute a contract with Sikorsky and then bring to the board for approval.
 - **New Action:** Brian will negotiate a draft contract with Sikorsky and present to the Board for review.
- Greg K to report to Sikorsky that ICEAA is interested in working with them on some new modules, and that they should begin testing and preparation
 - Accomplished
- Jason D. to initiate discussions with Kevin C to come up with a new pricing structure, clarifying the language and determining a new procedure for enforcing CEBoK instructor licenses
 - In process. Will move to new action items.
- Brian to discuss with the executive committee how to speed up the board officer nomination process, solicit members for the committee.
 - Accomplished
- Jason D. to compile that last few board meeting agendas to give a structure of what is usually discussed, what would be relevant to the government advisory panel, what they could accomplish. Work with executive committee to prepare an agenda for initial advisory panel meeting, will report progress to BOD at next meeting.
 - Accomplished

ICEAA Board of Directors Meeting

February 7, 2015 | Arlington, VA

OFFICIAL MINUTES as of June 8, 2015

- John Deem, Jeff Moore to work on making the narrative points of the strategic plan into bullets, discuss in a meeting, report to the BOD
 - Accomplished
- Megan to initiate time coordination for executive committee conference call on increasing revenue, decreasing expenses, restructuring the corporate sponsorship program and the dues structure
 - Accomplished
- Megan and Pat Z to look through old minutes for records of established committees. Megan to email the Board asking about which committees they “think” they’re on. When creating committee rosters for the new database/members-only website, differentiate between ad hoc and standing committees.
 - Megan tasked this to Joe, who completed the work, but Megan has not moved it forward. Will move to ongoing actions.
- Jeff Moore to work with Dave Stem and Regional Directors to establish system for down/up up/down award processes.
 - Ongoing. Will move to next actions
- Greg to provide Peter A with Sikorsky material, describe what it is, guidelines for what Peters A, B and Kevin need to discuss.
 - Brian distributed the Sikorsky training materials in a series of emails on January 7 to Peter A, Peter B, Kevin, and the executive committee.
 - **New Action:** Brian to provide a compilation of responses on those emails to determine the next steps for Sikorsky and NESMA
- Peter A to report on recommendations for expanding ICEAA training at next meeting.
 - Presented general ideas, created action to give more specifics in June.

New Business:

Brian Glauser

ICEAA Board of Directors Meeting

February 7, 2015 | Arlington, VA

OFFICIAL MINUTES as of June 8, 2015

Jason suggests conducting another member survey. Megan volunteered to start writing the survey. Group agrees.

Action: Megan will draft a survey, present to Jason, send to Board and Chapter Presidents. Goal is to have the survey ready for distribution at the San Diego workshop and launch over the summer.

Peter shows off a cost Wiki that could be a first step towards online CEBoK distribution.

Next meeting: Monday before the conference in San Diego.

Motion to adjourn: Thompson, second: Zedaker. Meeting adjourned 3:40pm

February 7, 2015 Action Items Summary:

- Megan to include language on properly executing the grace period in the information campaign for the dues increase.
- Peter A. will present a more developed plan for certifying companies at the next board meeting.
- Megan to work with Brian on appointing awards chair, begin awards process
- Megan to work with Mike on advertising campaign for Volunteer Leadership Orientation
- Solidify the plan for the annual meeting. Will it take place at the workshop or a combination of workshop and post-webinar?
- Peter B. and Mike to confirm Linda Williams for CCEA Study session, or if she's not available, Nathan H. could do it.
- Mike and Ellie to work together to determine process and implications for Canada chapter.
- Brian to appoint a committee to discuss process and desired outcome of absorbing SSCAG members as a Space SIG
- Brian to appoint a committee to meet with NESMA to work out the details of jointly developing a training & Certification program.

ICEAA Board of Directors Meeting

February 7, 2015 | Arlington, VA

OFFICIAL MINUTES as of June 8, 2015

- Jason to sign an MOU with NESMA by April 15 to confirm that both groups are interested in moving forward.
- Brian will appoint an organizational development committee to look at regions, chapters and overall organization to help come up with best practices and guidelines for helping invigorate the association.
- Megan will draft a survey, present to Jason, send to Board and CPs. Goal is to have it ready for distribution in San Diego, launch over summer.
- Brian to provide a compilation of responses on those emails to determine the next steps for Sikorsky and NESMA
- Brian will negotiate a draft contract with Sikorsky and present to the Board for review.
- Brian to find a person to chair/set up the communications/publications committee to establish a panel when the book link issue comes in to review the books (re-assigned from September)
- Jason to initiate discussions with Kevin C to come up with a new pricing structure, clarifying the language and determining a new procedure for enforcing CEBoK instructor licenses (re-assigned from September)
- Megan to review the list of committees and committee members Joe prepared, present to Board and prepare for inclusion on the website/in the database
- Jeff Moore to work with Dave Stem and Regional Directors to establish system for down/up up/down award processes. (re-assigned from September)