

ICEAA Board of Directors Meeting

1 March 2014

Arlington, VA

Voting Attendees:

OFFICERS

Brian Glauser, President (Web)
Patricia Zedaker, Secretary
Michael Thompson, Treasurer
Peter Braxton, Vice President of Professional Development
Paul Marston, Executive Vice President

REGIONAL DIRECTORS

Herve Joumier, Europe Regional Director (web)
Greg Kiviat, Non-Aligned Regional Director (web)
Eleanor Bassett, Region 1 (web)
Jeffrey Moore, Region 2
Kirk Schneider, Region 3
Michael Doherty, Region 5
Kurt Brunner, Region 7 (web)

ELECTED DIRECTORS

Katie Geier-Noreiga, BOD Member

Present (Non-Voting):

Peter Andrejev, Director of Certification
Jason Dechoretz, Inter-Organization Outreach
Andrew Drennon, Chaptering & Membership (Deputy)
Rich Harwin, 2014 Workshop Chair
Justin Woulfe, Pike's Peak (web)
John Deem, Lone Star Texas (web)
Kelly Kane, New England (web)
Leslie Flugum, Twin Cities (web)
Tucker Moore, Central Virginia (web)
Sharon Burger, Certification Program Administrator
Megan Jones, Executive Director
Brittany Walker, Manager, Events & Membership

Welcome and Introductions

Brian Glauser

Quorum noted, meeting called to order at 8:45am by Brian Glauser, ICEAA President

ICEAA Secretary's Report

Patricia Zedaker

Reviewed action item status from October 2013 meeting:

- o **Action:** *Joe and Mike to develop proposed 5 year fiscal plan:* 5-year plan included in treasurer's report

ICEAA Board of Directors Meeting

1 March 2014

Arlington, VA

- **Action:** *Distribute “Rick Collins” report to Board:* Not completed. Joe Wagner to distribute to board upon his return to the office.
- **Action:** *Executive Committee to caucus on “Rick Collins” plan:* Not completed.
Action: Megan Jones will coordinate a conference call with the Executive Committee to discuss report after distribution.
- **Action:** *Joe to model conference budget upon completion of IPM conference:* 2014 conference budget provided
- **Action:** *Schedule virtual board meeting for early December to review conference costs:* December meeting did not take place. Conference costs and budget to be reviewed later in the meeting
- **Action:** *Brian to e-mail Dr Burke to regarding DoD CAPE activity:* Brian had not been able to contact Dr. Burke, but will try again. Reason for contacting was to determine whether or not DoDCAS 2014 would take place; it did not. Peter Braxton proposes meeting with other associations to re-create DoDCAS in February 2015.
Action: Brian will begin discussions.
- **Action:** *IBO to write letter to members explaining new practices in place:* IBO will draft an email explaining the results of our financial review.
Action: Megan will draft the email and send after board review.
- **Action:** *Chaptering Committee to consider adding language to Chaptering Handbook regarding roles and responsibilities of officers.* Mike Thompson unsure whether or not this was done.
Action: Mike Thompson will check if the language was added and if not, will add to the handbook.
- **Action:** *Brian to discuss with Erin: 1. Return to position at new salary 2. Assistance with job search:* Completed.

October 2013 meeting minutes accepted by vote of the Board.

ICEAA Treasurer’s Report

Mike Thompson

- Thompson presents treasurer reports.
- 2013 Workshop attendance was lower than anticipated. Planned for 523, ended up with 308. IPM conference also down about 200 attendees, resulting in about \$30K less income from IPM conference.

ICEAA Board of Directors Meeting

1 March 2014

Arlington, VA

- ICEAA incurred \$57K in legal fees during 2013.
- Withdrew \$71K in CDs to provide cash on hand for Denver workshop.
- Current total liquidity \$371K.
- The 5 year budget plan is contingent on conference attendance returning to 2012 levels by 2015.
- Projecting a loss of \$66K for 2014. Most years predict a loss but usually the loss is made up by end of year. Without legal fees and with increased registration, budget should be neutral.
- Group discusses the gap between income and expenses. Income has been at lower levels for more than a year, but expenses have not been adjusted to reflect.
- Jeff Moore suggests reaching out to leadership of companies usually sending multiple attendees for an estimate of their 2014 attendance.
- Peter Braxton suggests moving the Treasurer Report discussion to the end of future meetings until after all of the components of the budget have been presented.

Board agrees to formulate a Budget Committee to review 2015 and beyond. Treasurer report accepted as presented, on the condition that a board conference call be scheduled in 30-45 days to discuss the suggestions of the to-be-formed Budget Committee.

Action: Brian to appoint a Budget Committee with recommendations from Mike Thompson.

ICEAA Business Office Report

Megan Jones

- Membership among the larger companies is down. Group suggests reasons being those companies are downsizing in general, and with the DoD's involvement in ICEAA decreasing, the corporate individuals are less interested in membership.
- Jason Dechoretz volunteers to meet with senior government leadership and discuss refocusing on ICEAA and showing ICEAA's value.
- Absorbing other associations as SIGs should result in increased membership.

Action: Megan to provide annual membership statistics for a larger span of years. Will distribute to the Board and Regional Directors for anecdotal information about what has changed and why.

ICEAA Board of Directors Meeting

1 March 2014

Arlington, VA

Certification Report

Peter Andrejev

- Certification: the overall goal continues to go up.
- Andrejev asks for volunteers from the board to help write/provide new questions for CCEAP, especially the work problems. Contacting the Naval Center for Cost Analysis for questions from their masters program is suggested.
- Only about 10 people actively seeking the CCEAP certification. Andrejev asks for volunteers for a beta test; reaching out to ICEAA's university contacts and the UK MOD for potential reviewers is suggested.

2014 Workshop Report

Rich Harwin

- Suggestions made for changing Workshop schedule in 2015, but discussion postponed to a later meeting.
- Two out of three keynote speakers have been confirmed.
- Paper submission deadlines are discussed, suggested the deadline dates be moved out.

Action: Rich and Andrew Drennon will reach out to Mel Etheridge and Eric Drucker to determine later paper deadlines.

2016 International Conference

Kurt Brunner

- Given the extra time it takes to plan an international conference, we should start discussions in June 2014.
- Herve Joumier suggests holding the International Conference in the UK, as British government employees tend to have difficulty traveling internationally for conferences.

Action: Brian to set up a committee in June to look at merging ICEAA's international conference activities with ACostE and other international groups to ease planning, reduce costs.

Special Interest Groups (SIGs)

Brian Glauser

- Recommended edits to the SIG charter draft provided, implications discussed.
- Hank Apgar volunteers to serve as the ICEAA Space SIG liaison. Hearing no objections, Brian makes the appointment.

Action: Megan will incorporate edits and distribute a new draft of the SIG charter to the Board
Action: Megan will prepare suggestions and analyses of financial models for ICEAA/SIG dues and a restructuring of the corporate sponsorship program.

ICEAA Board of Directors Meeting

1 March 2014

Arlington, VA

Chapter and Regional Training Coordinator Report Kevin Cincotta (Peter Braxton)

- Collaborated with ICEAA National Office to arrange to provide CEBoK training to Canadian Forces with a goal of helping them establish a more robust and elaborate cost training program, with broader support from ICEAA and member companies.
- Peter Braxton provided an update on the Technomics Training Institute (TTI), a partnership between Technomics and ICEAA intended to help Technomics cost analysts do their jobs better and to aid in preparation for the PCEA and CCEA examinations. After the first “season,” TTI was expanded so as to be open to the entire cost community, starting with the Washington Area Chapter.

Action: Kevin Cincotta will report on the status of the Canadian CEBoK training program at the June board meeting.

“Introduction to Estimating”:

Greg Kiviat

- There is a class of estimators that combine cost estimating and project management for whom our current training and certifications are not sufficient. They have developed a curriculum based on CEBoK that ICEAA could use to develop new training.

Action: Peter Braxton to gather a group to review the curriculum.

New Business (moved forward)

Brian Glauser

ACostE:

- ACostE has invited ICEAA to participate in an international event this October. All ICEAA would have to provide would be a track chairman and speakers for one track
- Suggest working with SCAF (UK ICEAA equivalent) and DACE (Danish cost estimators) to find speakers and volunteers.
- Need to find out the topics other participating groups are presenting to reduce overlap.

Action: Brian and Jason D. will meet offline to determine a plan for participating and to choose a single point of accountability for arranging papers and trainers.

International Office Expenditures:

- No formal guidelines exist for the International Business Office making purchases. Unwritten rules have been that operating expenses within the established budget do not require Board approval, but capital expenditures do.

Action: Megan to prepare a set of policies/procedures for spending authorization, present to the Executive Committee for review then to the Board for approval.

ICEAA Board of Directors Meeting

1 March 2014

Arlington, VA

Region and Chapter Reports

Region 1 – Ellie Bassett: has not been able to get in touch with the Mid Atlantic Chapter. New England Chapter - Kelly Keane: New England is preparing for a new workshop, having secured a Boston Red Sox statistician to speak.

Region 2 – Jeff Moore: Central VA Chapter struggling to gain momentum, Hampton Roads Chapter not growing. Proposing a regional awards program for the smaller chapters in VA. Working on developing an east coast educational event. DC Metro Chapter held a meeting and awards ceremony; Baltimore Chapter held elections, a chapter social and conducted a survey.

Region 3 – No report.

Region 4 – No region report. David Holm submitted Detroit Chapter report by email: the chapter is postponing last year's certification testing event until late summer/early fall 2014.

Region 5 – Michael Doherty: Currently working with the Chapter presidents to ensure that each chapter has activities planned for 2014. Northwest Chapter: The Chapter held its 3rd annual year end event attended by over 40 members which raised over \$700. The chapter has training events, a membership drive and other activities planned. Pikes Peak: The chapter has completed elections, is holding regular meetings, is planning events for the year and is working with Rich to provide assistance as needed for the conference. Rocky Mountain: This chapter is working to complete their elections and planning events for 2014.

Region 6: No region report. John Deem, Lone Star Texas: 2013 was a successful year for chapter events and plans to continue that success are underway. The helicopter industry companies in the area provides opportunities to grow membership. Les Flugum, Twin Cities: the chapter is busy planning events and luncheons for the spring and the rest of the year.

Region 7: Kurt Brunner presented slide show on the planning, implementation and participation for recent SoCal Chapter events.

Next Meeting:

Virtual board meeting week of April 21 to discuss Budget Committee

June 9 in Denver at the 2014 ICEAA Professional Development & Training Workshop

Meeting adjourned at 3:47pm.

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Action Summary:

- Brian will initiate conversations with Dr. Burke and other associations to establish a new version of the DoDCAS event for February 2015.
- Jason Dechoretz volunteers to meet with senior government leadership and discuss refocusing on ICEAA and showing ICEAA's value.
- Megan will draft an email to the membership explaining the results of the financial overview for the Board to review prior to distribution.
- Megan to update Board on IT issues by 7 March
- Joe to distribute "Rick Collins" report to the Board
- Megan will coordinate a conference call with the Executive Committee to discuss the "Rick Collins" report after distribution.
- Mike Thompson will check if the language regarding roles and responsibilities of chapter officers was added to the Chaptering Handbook and if not, will add to the handbook.
- Brian will appoint a Budget Committee with recommendations from Mike Thompson.
- Megan to provide annual membership statistics for a larger span of years (and Japan data if possible). Will distribute to the Board and Regional Directors for anecdotal information about what has changed and why.
- Rich Harwin and Andrew Drennon will reach out to Mel Etheridge and Eric Drucker to determine later paper deadlines.
- Brian to set up a committee in June to look at merging ICEAA's international conference activities with ACostE and other international groups to ease planning, reduce costs.
- Megan will incorporate edits and distribute a new draft of the SIG charter to the Board
- Megan will prepare suggestions and analyses of financial models for ICEAA/SIG dues and a restructuring of the corporate sponsorship program.
- Peter Braxton to gather a group to review the cost estimating/project management curriculum.
- Brian and Jason D. will meet offline to determine a plan for participating at the ACostE event and to choose a single point of accountability for arranging papers and trainers.
- Kevin Cincotta will report on the status of the Canadian CEBoK training program at the June board meeting.
- Megan to prepare a set of policies/procedures for spending authorization, present to the Executive Committee for review then to the Board for approval.