

ICEAA Board of Directors Meeting
September 16, 2014 | Huntington Beach, CA

OFFICIAL MINUTES as of February 8, 2015

Welcome, quorum count, introductions: Brian Glauser

In-person and virtual attendance insufficient for a quorum. The group in attendance decides to discuss all of the items on the agenda and place any necessary votes on an electronic ballot to be distributed after the meeting.

Secretary's Report: Pat Zedeker

Kurt Brunner points out an error in the June 9 minutes: the September meeting is incorrectly listed as taking place on September 18. Date of meeting on page 1 changed to September 16.

With no further questions or comments, the group agrees to move the approval of the secretary's report to electronic vote.

International Business Office Update Megan Jones

Report shows lower membership numbers discuss discrepancy and lower count. ICEAA Staff tried a new approach to membership renewal notices after discovering the low retention rate. The new approach has been successful: over 200 members renewed in the first week of using the new renewal notice format.

Show off new members-only portion of the website, will send email inviting board and select members to be part of testing group

Discuss options and criteria for choosing 2017 location.

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With a panel of ICEAA authors being formed to present at the 2015 Workshop. Megan proposes creating a page on the website featuring links to where members can purchase books written by ICEAA authors.

- The group debates whether or not a link to a member book qualifies as an endorsement of the book.
- Is it better to risk having controversial ideas in books on the website that may expand our body of knowledge? Should we establish panel of reviewers to ensure books are good to be on the website?

Action: Brian to find a person to set up the communications/publications committee/chair to establish a panel when the book link issue comes in to review the books

Journal of Cost Analysis & Parametrics has been functioning mostly independently of the ICEAA office; the office is usually unaware of publication deadlines, printing times, etc.

Action: Megan to work with *JCAP* editors et al to create a process for Journal reporting, updates

Treasurer's Report

Mike Thompson

Group requests a slide in future treasurer reports to show a historical trend of investment numbers

Mike Thompson points out the biggest standing expense with no compensating income are the fees for *JCAP*

Action: determine possibility of renegotiating Taylor & Francis (*JCAP* publisher) contract

Action: Mike T. to establish a committee to look closely at each line item of the budget to better forecast for 2015

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Discussion during treasurer's report on the extensive misunderstanding of the dues grace period. It has become clear that many in the membership have misinterpreted the grace period as an additional 4 months of membership, and the practice of the business office had been to grant members a new expiration date based on the date renewed within the grace period instead of based on original expiration date.

For example: a member expires on February 1, 2014 and renews on May 29, 2014 within the grace period. The existing practice has been to assign the member a new expiration date of May 29, 2015, thus giving the member 4 extra months of membership. The purpose of a grace period is not to give extra months of membership but to allow the member time to arrange payment while they still enjoy member benefits. The new practice will be to assign February 1, 2015 as the member's new expiration date.

Action: Brian to send letter to the Chapter Presidents informing them of the proper execution of the grace period.

The question of raising the ICEAA dues has come up in several meetings but with no resolution. The group agrees that the dues need to be raised, but not by how much or when.

Action: Paul Marston will create and lead a committee to have proposed new fee structure by November 1.

Group agrees to put approval of the Treasurer's report on the upcoming vote slate

Certification Update

Peter Andrejev

Peter discusses the pass/fail rate of the exam, and how to get where we want to go. Jason D. suggests UK MOD had ideas for new questions, targeting the exam to specific audiences.

Peter discussed with Greg K. about the additional certifications, determining the audience, and what specialty group is the audience.

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Paul M. suggests ICEAA does a material share with Sikorsky rather than fully endorse or create a joint effort on additional training. By setting up training “blocks” with individual companies who write their own, then ICEAA marks it as approved, we have a set of training others can use, allowing us to offer training curriculums to a broader constituency and offer recognition to those who complete it.

Need to determine what to call the people who are interested in these kinds of training, since they may not all be “cost estimators.”

2014 ICEAA Workshop Report

Rich Harwin

Rich presents 2014 Workshop PowerPoint, highlights of the meeting.

The item that scored the lowest on the feedback survey was the Topics on the Table Luncheon idea. Group tosses out ideas of how to inform the members how to use them, whether to change them from serious work-related questions to fun questions to enjoy over a break, or both. Though our lowest score, the lunches still got a 3.2, which isn't terrible, but gives us a place to improve.

What would Rich change about 2014? Better organize the morning presentations and awards.

2015 ICEAA Workshop Report

Mike Thompson

Mike presents 2015 Workshop PowerPoint, discusses new fee structure, booked keynote speakers, ideas being discussed for changing the schedule format. Call for papers has been released, this year an actual paper is required to qualify for best paper. Group asks how many Best Paper winners historically submitted actual papers?

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Reviewing the fee structure, group asks if we should add additional registration fee categories, such as a discount for those who have booked a room at the host hotel. Whether or not 10+ should be the new threshold for the group discount.

Special Interest Group (SIG) Update, Agreement Review

Brian Glauser

SIG development is in a holding a holding pattern. More details and information to come.

Group suggests adding the proposed SIG themes as areas of interest on the new member profiles to help potential SIGs identify new members.

2016 International Conference Update

Jason Dechoretz

Jason presents 2016 Conference Update PowerPoint. A planning group met in Denver to start discussions. SKAF is willing to co-market. AcostE may be willing to move their November meeting to October to run in conjunction with our current target time of early October.

Jason asks group if there are any concerns with doing a conference in Bristol in 2016? Only concern is if ACostE does not want to move their conference.

New Training Modules

Greg Kiviat

Greg presents a summary of the work Sikorsky has done to customize CEBoK to their needs. Asks the Board, how does Sikorsky move forward with this? How much will it cost for them to use the modified material?

Action: 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.

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Action: 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.

Floor open for questions on Region/Chapter reports from pre-read

No questions or comments on Region/Chapter reports

New Business

Brian Glauser

Peter Braxton discusses the CEBoK bibliography, which includes thousands of papers from ISPA, SCEA, DoDCAS, etc. Peter wants to create a repository for the papers referenced in the bibliography and expand, he asks if this is a part of the new member database/login page plan or if not, can it be.

Megan confirms a collection of papers has been a part of the new database/login page plan, and is planned to be part of the third phase of development, after member profiles and the certification module. Group discusses to which extent the papers should be reviewed or documented before putting in the database.

Kevin Cincotta: the UK Ministry of Defense has been soliciting for CEBoK training services, reached out to ICEAA and were misinformed about the license/instructor license. Group discusses the CEBoK instructor license terms, availability of the information on the website and clarity of language.

Action: 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

Brian Glauser: Brian is overdue on appointing a nominating committee for the 2015 Board elections. Per the bylaws, Brian is the chair of the nominating committee but needs four more members. Group discusses the nomination process outlined in the bylaws, and that

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we're already past due on some of the items.

Action: Brian to discuss with the executive committee how to speed up the nomination process, solicit members for the committee.

Mike Thompson: Mike asks whether the group needs a parliamentarian. Group agrees we need someone to keep us on topic, plan to discuss how to nominate that person or how to handle the issue of straying off topic during meetings.

Jason Dechoretz: Advisory Panel update. The BOD voted to approve a bylaws update to allow for ICEAA advisory panels, with the purpose of providing ethics guidance from the DOD. He has since met with Wendy Koonce, Steve Barths, Kathy Wathern, and all have agreed to represent themselves or send a proxy on the advisory panel.

Action: Jason D. will work with Brian to create letter of introduction to define role, invite to next BOD meeting.

In an effort to have a mix of DOD and non-DOD members, Jason met with FAA person, looking for someone high up in their agency as a representative. Two positions remain: any requests for specific groups or departments?

The group discusses how to expand membership among groups that should be part of ICEAA but aren't – having more gov reps on the advisory panel will help us achieve

Group agrees not to wait until we have 6 to start engaging the advisory panel but to start with the 4 we have, see how it goes, find the next two as we go.

Action: Jason D. to compile that last few agendas to give a structure of what is usually discussed, what would be relevant to the 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.

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June 9 Meeting Action Summary Review

Megan Jones

- Task force formed to translate the strategic plan into measurable goals: John Deem, Jason Dechoretz, Andy Prince, Paul Marston, Brian Glauser
 - John Deem read through the strategic plan, recommends strategic plan be a standing agenda item for the BOD. Tend to cover ad-hoc strategic items throughout the meeting, but the process of the strategic plan requires continual development. Metrics are hard. Some good metrics were proposed that were easy to accomplish, but the recommended goals, relevance, excellence and collaboration are great goals that if we did more of we would improve, but are intangible. Recommends translating the goals that are entwined in the narrative to pull out into bullets. Quantify urgency/difficulty, etc.
 - **New Action:** John Deem, Jeff Moore to work on making the narrative points into bullets, discuss in a meeting, report to the BOD
- Executive Committee to begin discussion on the holistic approach to increasing revenue and decreasing expenses, to include restructuring corporate sponsorship program, dues structure.
 - There was no formal executive committee discussion but some ideas have been discussed. Executive committee agrees to hold a conference call in 3-4 weeks to begin discussion.
 - **New Action:** Megan to initiate time coordination for executive committee conference call on increasing revenue, decreasing expenses, restructuring the corporate sponsorship program and the dues structure
- Budget committee create a 3-year budget plan with the final 2014 ICEAA Workshop financials and present to Executive Committee prior to next Board meeting.
 - By end of October will have more information as a result of the executive committee discussion, will have more details on the budget, how to get there, etc. will extend out over three years, after reviewed and discussed by budget comm., to go to strategic plan committee, etc.
- Megan to prepare lists and rosters for established committees, indicate which are currently active, describe areas of focus.

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- **Action:** 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 to prepare a pie chart showing makeup of international members
 - DONE: in IBO Report
- Megan to research member recruitment best practices webinars/information for chapter presidents
 - Ongoing.
- Megan to send lists of at-large members to regional directors to conduct outreach to at-large members in their areas
 - Will deliver by October 1
- Regional directors to work with their chapters to determine patterns and best practices of local chapter awards.
 - Not complete. Requires a lead –
 - **Action:** Jeff Moore to work with Dave Stem, and Regional Directors to establish system for down/up up/down award processes.
- Megan to make a template for the regional directors for presenting their reports.
 - DONE: emailed August 26?
- Peter Andrejev, Peter Braxton and Kevin Cincotta to review the curriculum and advise the Board on whether or not to add to ICEAA training.

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- Peter A., Peter B. and Kevin C have a meeting planned to discuss further. Looking internally at CEBoK, but the action was created to determine the intersection of Sikorsky and CEBoK. Needs more content to discuss, etc.
- **New Action** Greg to provide Peter A with Sikorsky material, describe what it is, guidelines for what Peters A, B and Kevin need to discuss.
- **New Action:** Peter A to report on recommendations for expanding ICEAA training at next meeting.

Megan will distribute Survey Monkey ballot with option to keep item open for discussion.

Next meeting tentatively scheduled for Feb 7, 2015 at Cobec.

With no new business, Motion to adjourn carried. Adjourned 3:31