

ICEAA Board of Directors Meeting

June 8, 2015 | San Diego, CA

OFFICIAL MINUTES as of October 17, 2015

Welcome, quorum count, introductions:

Brian Glauser

Quorum established at 9:11.

Secretary's Report:

Pat Zedaker

No objections, comments or questions on February 7, 2015 minutes. Motion to approve minutes: Marston. Second Moore. All favor, no opposed. Secretary's report approved.

Treasurer Report:

Mike Thompson

Moore: is IPM going to be coming in the next year from now on? Probably yes.

Andrejev: what's the overall financial health of the association?

Marston: better, on the right path. Glauser: economy improved, attendance improving. Surge in membership, which has good and bad impact. Got a cash surge when nearly 350 members renewing during the last month the old dues were available, but those memberships were sold at the old price, and those memberships will not provide the additional revenue projected from the increased dues.

Andrejev wants rolling 3-5 year plan that shows overall

Action: show the status of the budget within a 3-5 year span at all the board meetings. EC, and IBO.

How does the specialty certification come into play? It will become an income generator, but unpredictable at this point.

Prince recommends combining the financial forecast with the strategic plan. All agree. Strategic plan can help identify best uses for the money we have.

Typo on slides: bottom line should say Income not Expenses.

Motion to accept treasurer's report; Marston, Second Braxton. All in favor, no opposed.

ICEAA Board of Directors Meeting

June 8, 2015 | San Diego, CA

OFFICIAL MINUTES as of October 17, 2015

Business Office Report:

Megan Jones

Discussed membership data. Identified need to reach out to former members. Identified need for chapters to work with regional directors.

Action: Region Directors and Chapter Presidents, please send the latest roster for your boards to the ICEAA office

Government employee addresses recently went through a universal change from their various domains to @mail.mil. Many of the records in the ICEAA database are now invalid, and we can't email their old emails to get their new emails.

Action: (all board members) If you notice an ICEAA member or associate with a new @mail.mil email, please encourage him or her log in to the members-only portal or email us to update their address

Review of awards accepted for distribution at Workshop Awards Breakfast. Reminder that this is a review not an approval of the awards, they are ready for presentation. The discussion resulted in a need to define the process and have it reviewed and approved by the board.

Action: Paul Marston to appoint a new Awards Committee to review available awards, clarify criteria, formalize nomination/selection process.

Motion to accept IBO report; Thompson, second: Zedaker. All in favor, no opposed.

Certification:

Peter Andrejev

Peter presents certification status slides.

Numbers are good. Numbers in parentheses show last year's numbers, almost all numbers up from last year

How did the last one get going? We paid 10K to Kate Hiebert, her company gave about 80K. This will take a lot of time, effort and money to do

OFFICIAL MINUTES as of October 17, 2015

Nichols: knows of two potential companies that could be interested in this, but they would be unlikely to pay, or even if they did, it couldn't happen for several years. Even still, could be a good value and the companies would like it.

Workshop Overview: Mike Thompson

Mike presents Workshop Overview slides, review of schedule, no actions identified.

Software Estimation Training and Certification and Nesma MOU: Brian Glauser

Nesma MOU is meant to offer training in software sizing on all fronts, so that size can be converted into with other cost drivers into reliable estimates. There are many reasons for ICEAA to get involved in this: it is a step towards ICEAA being the good housekeeping seal for training, and software estimation is a good place to start. Brian has received several requests for software estimating training. Training needs to be method and product agnostic, not promoting any particular type, product or method.

Some BoD reps will meet with Nesma and IFPUG at Workshop to discuss next steps, how it could look, etc. to begin the plan, outline, training, certification process for software estimation.

Marston: choices for ICEAA developing software training are to do it ourselves (and probably never get to it until we're asked to join up with someone again in a few years), work with others, or don't do it. Supports doing joint effort, but as we develop training materials, we don't want to give away a whole module that cuts into our revenue stream.

Potter: how do we do this as a volunteer organization? Brian: not too different than CCEA. We have lots of capable people who can help out/do this. Need to find people who will devote the time and energy, shouldn't be too hard.

Andrejev: what are our strategic objectives? Where do we want to be 3-5-10 years from now? PMI didn't start off big, they started off like this. Is this a new avenue we're going to pursue? If we don't, who will? What are the impacts of not taking action? Will we become irrelevant if we don't? We need to start with this kind of business approach. Who would our immediate constituency be? Are we certifying the IT world? We don't have the scale for that. We need to develop a thoughtful path forward.

ICEAA Board of Directors Meeting

June 8, 2015 | San Diego, CA

OFFICIAL MINUTES as of October 17, 2015

Dean: bottom line – as the world depends less on manual processes and more on computer processes, software estimating will become a more integral part of estimating overall. This is a look into the future that we need to take.

Stem: bite off more than we can chew? Metrics is covered by another group. Do we stick with cost estimating part of cost estimating only?

Sizing is critically important for software cost estimating. Not looking to certify for function point or cosmic or line of code estimating. Lots of unique metrics that are very specific to each organization. Not looking to certify in one method or another. Going to show best practices, etc.

Dechoretz: we need a champion to bring this to the fold. Marston: make a joint steering committee to manage the process. Not necessarily the experts, but how it actually gets done. Andrejev: at some point we need to come up with funds

Action: Determine lead for developing software estimation certification process

Action: Attendees of Tuesday's meeting with Nesma and IFPUG to report back to board.

Special Interest Group (SIG) Update:

Brian Glauser

Not much new to report on SIGs other than that there's been some chatter over the past week from SSCAG (Space Systems Cost Analysis Group). ICEAA has offered to absorb SSCAG as our first SIG, and they are interested. Several SSCAG members will be at the Workshop; Brian plans to meet with them and Paul to discuss further.

Andy Prince (SSCAG member) says SSCAG received a draft SIG agreement last fall, made modifications, distributed among leadership. SSCAG leadership mostly in agreement and ready to move forward with creating the SIG.

SSCAG has no staff but a bank account of approximately \$18K. ICEAA and SSCAG have to determine what to do with that money within the constraints of our non-profit status.

Barfield: what other SIGs are on the horizon? Brian: had discussed parametrics, software estimating and risk. We have a skeleton SIG agreement ready to go for any groups looking to start a SIG.

Action: Glauser and Marston to report on SSCAG meeting to board.

ICEAA Board of Directors Meeting

June 8, 2015 | San Diego, CA

OFFICIAL MINUTES as of October 17, 2015

International Conferences:

Jason Dechoretz

Jason has engaged with Phil Griffiths with the company Room Trust, who worked with us in Brussels in 2012 to work with us in Bristol. The Marriott in Bristol looks good for our size.

The 2016 Bristol conference will be a joint conference with ICEAA, SCAF, DACE, and ACostE. Could Nesma join also? The intention is to have a 3-day conference, with ICEAA papers every day, concurrently with papers from one of the partners one day each (ICEAA/SCAF day, ICEAA/DACE day, etc.)

Target conference attendance 200-250. Since the UK MOD is located in Bristol, we could get lots of them.

What will the revenue share be among the groups? Would SCAF be willing to share 1/3 of the cost? While we need to continue the international part of our focus, we need to make money on it given our financial situation, or at least remain revenue neutral.

Action: Megan and Jason determine contract with Room Trust/Phil Griffiths. Phil has offered a turnkey solution: he will set up website, registration, etc.

Action: Sign agreement with SCAF, DACE and ACost E to acknowledge their financial commitment.

Chapter/Region Reports

Region 3 held a cost workshop in January that was well attended and received. Certified around 3-4 CCEAs this season, have some that took on Saturday, high pass rate. Lots of training scheduled as well as a social event.

The DC Chapter held their annual business meeting with about 40 in attendance. The chapter held their board meeting, presented board reports, and the findings of a recent survey of chapter on demographics, such as where people live, where they work. The scheduled keynote speaker cancelled at the last minute; Megan Jones gave an address in her absence. Chapter presented their annual awards. Most of the nominations received are for their Junior Analyst of the Year, which is a great way to market ICEAA to the next generation. The Team Award is also very popular. Dave suggests both of these ideas for the coming awards committee to consider for International awards.

ICEAA Board of Directors Meeting

June 8, 2015 | San Diego, CA

OFFICIAL MINUTES as of October 17, 2015

Chapter reimbursement: will the amount change as a result of the increased member dues? A to-be-formed committee will review the process, rethink how funding is earned and provided, and codify rules and regulations for receiving funds.

Central Florida: getting some new membership, particularly with Harris. Events alternate between central FL and the space coast, in effort to get people involved. The chapter had trouble getting a speaker for their last meeting, so they had a speaker from the Kennedy Space Center discuss the state of the space program, which was well-received.

Greater Alabama: the MDA contract is up for recompetete, so their certifications have surged as a result.

Region 4: no report

Region 5: installed new officers in NW chapter. Rocky Mountain and Pike's Peak are having trouble getting their election going. The chapters have reached out to current and past members in region 5 to reclaim those who have dropped off and link at-large members to the various chapters.

NW Chapter: getting their newly-elected board up and running. Revamping certification process, to a more supportive and hands on study instead of a simple review of CEBoK. Rolling out new training stuff this fall. Chapter has created a fun method of connecting with members: a monthly brainteaser, where the chapter sends a problem to the membership to solve for prizes. Chapter looking for advice on fundraising for a scholarship: how much do they need, how do they get it?

Region 5: San Antonio started with 10 people, then down to 3. Not interested in getting together as a chapter since they all work together already, so the chapter is essentially inactive. What do we do about it?

Mike Thompson: what are the possibilities of it being revived? David Bach (San Antonio president) not really sure. Mike suggests giving it another shot before closing the chapter. Brian says he's aware of companies in San Antonio and Austin that may be interested.

Action: Brian to send recommendations of companies with potential members in San Antonio and Austin to David Bach.

Region 7: Kurt Brunner speaks to submitted report.

Ohio Chapter: We had five individuals including myself who took the CCEA exam and passed. Continue to try and bridge a relationship with the automotive sector. David Holm has invited

ICEAA Board of Directors Meeting

June 8, 2015 | San Diego, CA

OFFICIAL MINUTES as of October 17, 2015

Chrysler/Fiat to talk and I in turn gave a presentation at the HQ earlier this year. Trying to increase the membership but it has been a slow grow. Hopefully get better luck in getting approval to attend next year's national conference with some of the chapter members.

Atlanta Chapter has nothing significant to report

UK: working with some UK universities, working with grad folks on PhDs. UK membership is declining, but not sure why. Mostly because the people who go through training get a free year but then don't renew, as there is some red tape from their employers keeping them from doing so. Believes the Bristol conference will be an excellent opportunity for recruitment.

BAE Systems in the UK has a very well thought out parametric training curriculum and could be a good candidate for input on ICEAA training and UK-focused training for certification. BAE's training is focused on bringing newly hired recent graduates and apprentices up through the ranks.

Europe: most of the action in Europe is happening in the UK. Incoming Europe director Georges Teologlou is ready to take the position and has the mobility to visit other countries in the EU to recruit new members. Herve believes the situation in Europe is improving and believes there will be more members and participation moving forward.

New Business:

Brian Glauser

Greg K. is looking to set up a chapter in Connecticut.

Action: Megan, Brian and Mike T. will work with Greg on the method and approach.

Andy N. volunteers to help connect us with Jaguar/Land Rover to talk about their recent changes and possibility of increasing membership.

Action: Andy N. to report to board on outcomes of conversation with Jaguar/Land Rover on recruitment and involvement.

ICEAA Board of Directors Meeting

June 8, 2015 | San Diego, CA

OFFICIAL MINUTES as of October 17, 2015

Peter Braxton: DODCAS has been scheduled for September 9th – 11th at Carderock. Wants ICEAA to get involved.

Action: Paul, Jason and Rick Collins will reach out to Dr. Burke to find out what we can do to work together on it and have ICEAA take a role:

SRI Symposium Sept 28-Oct 1 in McLean. All classified, only TSSCI can attend.

Action: Brian to call Jim Fiume to see if we can get ICEAA to present at the SRI Symposium, Sept 28-Oct 1 in McLean.

Stacy Dean asks for advice and input on how grow as a chapter, and reach out to other chapter presidents. Board recommends the region directors serve as the liaisons between the chapter presidents and the international business office.

Rick Collins asks about the status of the strategic plan; group reviews previous meetings' work on expanding the strategic plan and shows where it can be downloaded from the website. Andy P. suggests the strategic plan become the guidebook for all board decisions, and that the strategic plan and the 5-year budget should work together.

CPM wishes to engage with ICEAA in a conversation about EVM certification. [*notes on this incomplete – who brought this up?*]

Brian: this is the last meeting he's chairing, and thanks everyone for the experience. While he wishes he could have accomplished more as president, he believes we've made real progress and continue to move in the right direction.

Review of February 2015 Action Items:

- **Done:** Megan to include language on properly executing the grace period in the information campaign for the dues increase.
- **Done:** Peter A. will present a more developed plan for certifying companies at the next Board meeting. (Presented earlier)
- **Done:** Megan to work with Brian on appointing awards chair, begin awards process

ICEAA Board of Directors Meeting

June 8, 2015 | San Diego, CA

OFFICIAL MINUTES as of October 17, 2015

- **Done:** Megan to work with Mike on advertising campaign for Volunteer Leadership Orientation (Done, but plan to improve upon both marketing and the actual meeting for Atlanta.)

- Solidify the plan for the annual meeting. Will it take place at the workshop or a combination of workshop and post-webinar?
 - While there were recent discussions on how to best do it, discussion and planning didn't happen well enough in advance for the meeting to take place at the San Diego workshop.
 - Current plan is to hold a virtual meeting in the late fall (late September/early October) via WebEx. Intend to give members advance notice for potential attendees to submit questions, issues, items for discussion, etc. to ease managing an interactive session.
 - The plan forward will be to structure an annual meeting in conjunction with the annual conference. Intend to hold a live meeting in 2016 as an information session and not a townhall meeting.
 - Peter Braxton recommends chapters hold satellite viewing locations for members to watch together. Structure in 2016 to be live and to have a more formal agenda. Information meeting not a townhall. P
 - Jason recommends asking the membership for ideas on how the association can be more meaningful to them.

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

- **Done:** 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
 - In process. Ongoing, moved to June 2015 action summary.

ICEAA Board of Directors Meeting

June 8, 2015 | San Diego, CA

OFFICIAL MINUTES as of October 17, 2015

- Brian to appoint a committee to meet with NESMA to work out the details of jointly developing a Training & Certification program.
 - In process. Ongoing, moved to June 2015 action summary.

- **Done:** 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.
 - Deferred to next Board. Moved to June 2015 action summary

- 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.
 - Will develop survey over summer, reschedule launch for fall 15. Move to June 2015 action summary

- **Done:** Brian to provide a compilation of responses on those emails to determine the next steps for Sikorsky

- **Done:** 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)
 - Deferred to next Board. Moved to June 2015 action summary

- 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)
 - Ongoing. Moved to June 2015 action summary

- 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

ICEAA Board of Directors Meeting

June 8, 2015 | San Diego, CA

OFFICIAL MINUTES as of October 17, 2015

- Deferred to new board. Will properly document new committees from the beginning
- Jeff Moore to work with Dave Stem and Regional Directors to establish system for down/up up/down award processes. (re-assigned from September)
 - Defer to the new Board, to be established awards committee

Next Meeting: _____

Tentatively scheduled for October 17, details TBD. MCR offers offices in DC.

Action: Megan will email the board to vote on locations; maybe hold two in person sessions.

Motion to adjourn: 3:28. Brunner, Second Zedaker. All in favor. No opposed.

ICEAA Board of Directors Meeting

June 8, 2015 | San Diego, CA

OFFICIAL MINUTES as of October 17, 2015

June 8, 2015 Action Summary:

(Megan/Treasurer) show the status of the budget within a 3-5 year span at all the board meetings. EC, and IBO.

Region Directors and Chapter Presidents: send the latest roster for your boards to the ICEAA office

(All board members): If you notice an ICEAA member or associate with a new @mail.mil email, please encourage him or her log in to the members-only portal or email us to update their address

Paul, Brian, et al: Attendees of Tuesday's meeting with Nesma and IFPUG to report back to board.

Paul, Brian: report on SSCAG meeting to board.

Megan, Jason: determine contract with Room Trust/Phil Griffiths. Phil has offered a turnkey solution: he will set up website, registration, etc.

Megan, Paul, Jason: draft and sign an agreement with SCAF, DACE and ACostE to acknowledge their financial commitment.

Brian: send recommendations of companies with potential members in San Antonio and Austin to David Bach.

Megan, Paul, Mike T., Greg K.: work on a method and approach for establishing a new chapter in Connecticut

Andy N.: report to board on outcomes of conversation with Jaguar/Land Rover on recruitment and involvement.

Paul, Jason, Rick Collins: reach out to Dr. Burke to find out what we can do to work together on it and have ICEAA take a role

Brian: call Jim Fume to see if we can get ICEAA to present at the SRI Symposium, Sept 28-Oct 1 in McLean.

Paul: Appoint committees/leaders:

- Developing software estimation certification process
- Association Awards Committee - Review available awards, clarify criteria, formalize nomination/selection process.
- Discuss process and desired outcome of absorbing SSCAG members as a Space SIG

ICEAA Board of Directors Meeting

June 8, 2015 | San Diego, CA

OFFICIAL MINUTES as of October 17, 2015

- Meet with to meet with Nesma to work out the details of jointly developing a Training & Certification program.
- 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.
- Communications/publications committee to establish a panel when the book link issue comes in to review the books (re-assigned from September, February)

Megan: draft a survey, present to Jason, send to Board and CPs over the summer, launch survey to members in fall 15.

Megan: email the board to vote on locations; maybe hold two in person sessions.

Megan, Paul, Mike T.: Solidify the plan for the annual meeting. Will it take place at the workshop or a combination of workshop and post-webinar?

- While there were recent discussions on how to best do it, discussion and planning didn't happen well enough in advance for the meeting to take place at the San Diego workshop.
- Current plan is to hold a virtual meeting in the late fall (late September/early October) via WebEx. Intend to give members advance notice for potential attendees to submit questions, issues, items for discussion, etc. to ease managing an interactive session.
- The plan forward will be to structure an annual meeting in conjunction with the annual conference. Intend to hold a live meeting in 2016 as an information session and not a townhall meeting.
- Peter Braxton recommends chapters hold satellite viewing locations for members to watch together. Structure in 2016 to be live and to have a more formal agenda.
- Jason recommends asking the membership for ideas on how the association can be more meaningful to them.