

ICEAA Board of Directors Meeting

10 June 2014

Denver, CO

OFFICIAL MINUTES as of September 16, 2014

Welcome, quorum count, introductions:

Paul Marston

Moved the treasurer's report and business office report to later in the morning due to Brian Glauser's flight being delayed.

Secretary's Report:

Pat Zedeker

March 1, 2014 meeting minutes approved.

March 1 Meeting Action Summary review:

- Brian will initiate conversations with Dr. Burke and other associations to establish a new version of the DoD CAS event for February 2015.
 - The DoD CAS event was rescheduled for 15 July. Brian initiated conversations with Burke: managed to avoid a conflict with DoDCAS being scheduled for the same time as the ICEAA Workshop, conversations are ongoing. Bess Dopkeen will be speaking on Wednesday.
- Jason Dechoretz volunteers to meet with senior government leadership and discuss refocusing on ICEAA and showing ICEAA's value.
 - Jason prepared new bylaws language for review in the afternoon.
- Megan will draft an email to the membership explaining the results of the financial overview for the Board to review prior to distribution.
 - Financial review not finished as of 10 June meeting. Will have the results available for 18 September meeting
- Megan to update Board on IT issues by 7 March
 - Sent an IT update to the Board on March 7 along with the draft minutes. Update completed; new and ongoing issues continue, but all are moving towards positive positions or resolutions. March 7 with the draft minutes
- Joe to distribute "Rick Collins" report to the Board
 - Action completed: report distributed March 26.
- Megan will coordinate a conference call with the Executive Committee to discuss the "Rick Collins" report after distribution.
 - Call scheduled and took place on April 11. Both the Executive Committee and Board members present agree the plan is good but not concrete; very high-level.

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- **New Action:** Task force formed to translate the strategic plan into measurable goals: John Deem, Jason Dechoretz., Andy Prince, Paul Marston, Brian Glauser
- 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.
 - New draft of the Chaptering Handbook is in process; next step is to review with the regional directors.
- Brian will appoint a Budget Committee with recommendations from Mike Thompson.
 - Budget committee formed (Mike Thompson, Paul Marston, Ellie Bassett, Katie Geier Noriega, Megan Jones). The committee held two calls: March 18, April 11. Group agrees to nominate Greg Kiviat to the budget committee for SIG knowledge.
- 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.
 - Data presented and reviewed at the Board meeting
- Rich Harwin and Andrew Drennon will reach out to Mel Etheridge and Eric Drucker to determine later paper deadlines.
 - Papers up for Best Paper consideration were all received by April 17
- 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.
 - ACostE 2014 event was cancelled. Further discussion on international conferences scheduled for later in the meeting.
- Megan will incorporate edits and distribute a new draft of the SIG charter to the Board
 - Action complete. New language draft presented later in the meeting, approved.
- Megan will prepare suggestions and analyses of financial models for ICEAA/SIG dues and a restructuring of the corporate sponsorship program.
 - Action separated into two items: financial models for ICEAA and ICEAA SIG dues; corporate sponsorship program review.
- Peter Braxton to gather a group to review the cost estimating/project management curriculum.
 - Determined to be more relevant to Greg Kiviat's presentation scheduled for later in the meeting.

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- 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.
 - ACostE 2014 event was cancelled. Further discussion on international conferences scheduled for later in the meeting.
- Kevin Cincotta will report on the status of the Canadian CEBoK training program at the June board meeting.
 - CEBoK training reviewed. Needs customization to support training program
- Megan to prepare a set of policies/procedures for spending authorization, present to the Executive Committee for review then to the Board for approval.
 - Item to remain open. Megan will work with Pat Zedeker on policies for spending authorization and standard business procedure guidelines.

Group agrees to move action summary to end of meeting as many of the topics were scheduled for later in the day.

Motion to approve Secretary's seconded, report approved.

Certification Update

Peter Andrejev

Peter presents certification PowerPoint

Treasurer's Report

Mike Thompson

Mike presents treasurer's report.

- **Action:** Executive Committee to begin discussion on the holistic approach to increasing revenue and decreasing expenses, to include restructuring corporate sponsorship program, dues structure.
- **Action:** 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.

Motion to approve Treasurer's seconded, report approved.

International Business Office Update

Megan Jones

Megan presents business office update PowerPoint

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- **Action:** Megan to prepare lists and rosters for established committees, indicate which are currently active, describe areas of focus.
- **Action:** Megan to prepare a pie chart showing makeup of international members

Motion to approve business office update seconded, report approved.

2014 ICEAA Workshop Report

Rich Harwin

Rich presents 2014 Workshop PowerPoint, highlights of the upcoming meeting.

Special Interest Group (SIG) Update, Agreement Review

Brian Glauser

Group reviews SIG agreement draft, accepts the new language with minor grammatical errors and blanks to be filled in when the rate is determined. Moved and carried.

Andy Prince is holding a meeting to discuss interest in a Space SIG later this week

International Conferences

Brian Glauser, Jason Dechoretz

International Conferences: ACostE was cancelled for 2014. Meeting planned for later in the week (Brian Glauser, Jason Dechoretz, Andy Nicholls, Dale Shermon, Megan Jones) to discuss plans for a 2016 conference in the UK.

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

Les Flugum - asks about moving members from region to region.

Jon Kilgore (Hampton Roads, VA) – wants to discuss increasing membership and employer-based diversity. Chapter is working to increase membership, working on a door-to-door recruitment strategy. Wants to get more information on how to do more recruitment.

- **Action:** Megan to research member recruitment best practices webinars/information for chapter presidents
- **Action:** Megan to send lists of at-large members to regional directors to conduct outreach to at-large members in their areas

Dave Stem (DC Capital Area) – Discussing the awards program presentation at the ICEAA Workshop brings up thoughts about standardizing the chapter/regional awards programs, in effort to align local awards to international ones and consistency for awards across local entities.

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- **Action:** Regional directors to work with their chapters to determine patterns and best practices of local chapter awards.

Kevin Cincotta presented information on training efforts in Canada.

Kirk Schneider (Region 3) – proposes that the region/chapter reports for the spring and fall meetings be read-ahead written presentations, but the presentations at the meeting in conjunction with the Workshop be presented orally, since it has the greatest attendance. Group agrees.

- **Action:** Megan to make a template for the regional directors for presenting their reports.

New Business

Brian Glauser

Jason Dechoretz: proposes new bylaws language to allow for outside directors/government input:

Article V: Advisory Panels

- A. The Board of Directors shall establish panels which will serve as liaisons to the Board for the purpose of advising and informing the Board of the needs of specific sections of the Association's membership.
- B. The panels shall be comprised of senior leaders in those membership sections. The panel shall serve for a term to run concurrently with the term of the President. Panel members carry no voting rights and are not required to be ICEAA members.

Motion to approve language, with some grammatical edits (included above) seconded and approved.

Greg Kiviat presented the Sikorsky training curriculum. Sikorsky has created a new industry-based curriculum for employees of industrial companies, proposes ICEAA provide this curriculum as part of educational and certification offerings.

- **Action:** Peter Andrejev, Peter Braxton and Kevin Cincotta to review the curriculum and advise the Board on whether or not to add to ICEAA training.

Next meeting planned for October 18 in Washington, DC. Later changed over email to September 16 in Huntington Beach, CA.

Meeting adjourned at 3:25pm

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- Executive Committee to begin discussion on the holistic approach to increasing revenue and decreasing expenses, to include restructuring corporate sponsorship program, 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.
- Megan to prepare lists and rosters for established committees, indicate which are currently active, describe areas of focus.
- Megan to prepare a pie chart showing makeup of international members
- Megan to research member recruitment best practices webinars/information for chapter presidents
- Megan to send lists of at-large members to regional directors to conduct outreach to at-large members in their areas
- Regional directors to work with their chapters to determine patterns and best practices of local chapter awards.
- Megan to make a template for the regional directors for presenting their reports.
- Peter Andrejev, Peter Braxton and Kevin Cincotta to review the curriculum and advise the Board on whether or not to add to ICEAA training.