

ICEAA Board of Directors Meeting  
December 18, 2015 | Conference Call

DRAFT MINUTES as of December 21, 2015

Welcome, quorum count, introductions: Paul Marston

Quorum established at 12:20 pm

Paul reviews the agenda and the intended outcomes from the call.

IPM Report: Megan Jones

The 2015 IPM Workshop saw around 375 attendees, which was more than we feared based on the position in October, but less than the more optimistic hopes.

Paul and Megan's attempts to conduct an in-person meeting with the leaders of the other two organizations that co-host the workshop were refused. The other groups preferred to meet in early 2016 when the 2015 position was finalized.

**Action:** **Paul Marston and Megan Jones** will schedule a meeting with the IPM partnering organizations the College of Performance Management (CPM) and the National Defense Industry Association (NDIA) in early 2016 to discuss the 2014 IPM Workshop income and to establish a more concrete charter for the meeting with clear roles and projections for future meetings.

Treasurer Report: Bob Hunt

Bob presents the 2016 budget projection with the actual revenue share of approximately \$30,000 from the IPM Workshop included.

2015 has seen an unexpected and thus far unexplained increase in CEBoK and certification revenue, as well as the predicted bump in membership income from pre-dues increase sales, so 2016 projections in those areas were based on an increase vs. the 2014 actuals. The budget for 2016 shows a possible deficit of \$12,000. This is a realistic prediction that could very well be exceeded if the revenue trends continue, but without a clear understanding of why we have been experiencing the increase, the International Business Office does not want to depend on the higher numbers.

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<b>2016 Budget Projection</b>				
With actual revenue from 2015 IPM Conference				
	Income	Expense	Delta	
ICEAA Workshop	\$353,149	(\$219,992)	\$133,157	+ 5% vs. 2014 EAC: Atlanta similar venue to Denver
IPM Conference	\$30,000	\$0	\$30,000	Actual revenue share for 2015. Check will come in early 2016.
Certification Program	\$30,402	(\$826)	\$29,575	+ 5% vs. 2014 EAC: 2015 boosts from Canada unlikely to repeat
CEBoK Sales & Upgrades	\$23,868	\$0	\$23,868	+ 5% vs. 2014 EAC: Sales surge likely anomaly
Publications	\$13,004	(\$49,350)	(\$36,346)	+ 5% vs. 2015 EAC
Memb. Dues & Support	\$87,717	(\$2,786)	\$84,931	+ 5% vs. 2014 EAC: Surge from pre-increase dues sales
Advertising	\$5,000	\$0	\$5,000	+ 5% vs. 2015 EAC
Interest & Misc. Expenses	\$3,465	\$0	\$3,465	+ 5% vs. 2015 EAC
Chapter Support	\$0	\$10,000	\$10,000	Increasing budget to allow for more support activity
Staffing & Support	\$0	(\$201,457)	(\$201,457)	+ 5% vs. 2015 EAC
Office Operations	\$0	(\$94,590)	(\$94,590)	+ 5% vs. 2015 EAC
<b>TOTAL</b>	<b>\$546,605</b>	<b>(\$559,001)</b>	<b>(\$12,397)</b>	

**Possible reduction areas:**

Eliminate extra chapter support funds added for 2016 to allow for more robust chapter assistance	-\$4,000	2014 actual chapter support spending (dues rebates) approx. \$6,000
Suspend chapter dues rebates for 2016	-\$6,000	2014 actual chapter support spending (dues rebates) approx. \$6,000
Print one less ICEAA World issue (1 hard copy, 2 electronic per year)	-\$7,000	

Paul recommends improving the budget as presented with a caveat that the association will make concrete efforts to ensure the continuation of the increased revenue trends as well as finding new revenue sources.

Jason Dechoretz agrees to approve the presented 2016 budget and recommends we set up a committee of leaders to identify revenue sources. Contact Paul or Megan if any board member would like to join in on this committee.

**Motion, Paul Marston:** Approve the 2016 budget as presented with a caveat that the association will make concrete efforts to ensure the continuation of the increased revenue trends as well as finding new revenue sources.

**Second:** Ellie Basset, Jason Dechoretz. All voted in favor, no nay votes. **Motion approved.**

Governance Review Committee Report:

Tim Anderson

Tim presents slides indicating the focus of today's discussion will be to:

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1. Eliminate redundancy and conflict between documents
2. Eliminate clauses pertaining to “Interim Board”
3. Correct errors and inconsistencies

Paul recommends everyone review the proposed changes indicated in the attached documents and send any comments or requests for further discussion via email to Megan, Paul and Tim.

Bylaws Article III, Section J: Some confusion exists on the intent of this section, and to which board members it applies. Megan suggests re-naming the appointed positions so that only the voting positions on the board contain the title “director.”

Paul requests the Governance Review Committee provide more detail on the role of the Region Directors as well as a means to ease the quorum requirements in their next report.

Jason Dechoretz suggests adding a clause on proxy voting.

**Action: All:** Send comments, suggestions, or requests for discussion on the proposed bylaws and constitution changes via email to Megan, Paul and Tim by mid-January 2016.

**Action: Governance Review Committee:** prepare a next round of suggestions by early February 2016 incorporating the comments from the board.

Paul hopes to have a board vote to approve the governance changes either via email or conference call prior to our next scheduled in-person board meeting in March.

Chapter Development Committee Report: Bill Barfield

Bill was unable to participate in the call due to scheduled work on his internet connection. Megan updates the board: Bill has been reaching out to chapter presidents individually to make connections and has a townhall meeting of chapter presidents scheduled for late January 2016. Additional information will be provided at the March board meeting.

2018 Workshop Location: Megan Jones

After considering five different host cities and 25 hotels, the best choice for 2018 appears to be the Renaissance Phoenix Downtown hotel. The vibrant downtown location will be attractive to attendees, offers ample opportunities for evening entertainment, convenient

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access to the Phoenix airport, excellent room night rates and a space conducive for the workshop schedule.

Mike Thompson adds that while in Phoenix, he and Megan visited four hotels total: the Renaissance and three resort locations. While the resorts had nice facilities, the isolated locations were not as appealing, and he believes holding the event in a downtown hotel versus a suburban resort will lend an air of professionalism to the workshop.

2016 International Conference in Bristol

Jason Dechoretz

The Bristol City Centre Marriott has been chosen and contracted as the host of ICEAA's 2016 International Conference, October 17-20, 2016. Preliminary marketing has been done to ICEAA members and the members of the partnering associations: Society for Cost Analysis and Forecasting (SCAF), the Space Systems Cost Analysis Group (SSCAG), the Association of Cost Engineers (ACostE), the Association for Project Management (APM), the Dutch Association for Cost Engineering (DACE), and Nesma.

A call for papers for Bristol will be going out in the coming months and will go through a selection process. Papers that are being presented in Atlanta may be submitted for consideration at the Bristol conference, but having been accepted for Atlanta does not guarantee acceptance for Bristol, nor does having presented a paper in Atlanta prevent an author from presenting the same paper in Bristol.

**Action: All:** Jason requests volunteers to serve on the conference committee for Bristol: track chairs, paper judges, etc. Any interested people should email Jason.

New Business

Paul Marston

Paul opens the floor to new business. Hearing none, the call is adjourned. The next in person meeting of the board remains scheduled for March 12, 2016; however, another conference call may take place between now and then to vote on the governance changes.