

ICEAA Board of Director's Meeting
0900 – 1700, Monday, June 9, 2014

Denver City Center Marriott, Matchless Room
1701 California Street
Arlington, VA 22202

AGENDA
as of May 28, 2014

Time	Agenda Item	Leader
0800 - 0900	Gather for Continental Breakfast	
0900 - 0915	Welcome, Quorum Count, and Introductions	Paul Marston
0915 - 0945	Secretary Report Action: Approve March 2014 Minutes	Patricia Zedaker
0950 - 1015	Treasurer Report Action: Approve Treasurers Report	Mike Thompson
1020 - 1040	ICEAA Business Office Report	Megan Jones
1040 - 1050	BREAK	
1050 - 1120	Certification	Peter Andrejev
1125 - 1145	2014 ICEAA Conference Report	Rich Harwin
1145	Lunch	
1215 - 1245	Special Interest Group (SIG) Update, Agreement Review	Brian Glauser
1250 - 1305	International Conferences	Brian Glauser, Jason Dechoretz
1310 - 1330	Floor open for questions on Region/Chapter reports from pre-read	
1335 - 1400	Review March 2014 Board Action Summary	Megan Jones
1405 - 1430	New Business	Brian Glauser
1500-1515	Plan Next Meeting & Adjourn	Brian Glauser

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

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- **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

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- 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.

ICEAA Board of Directors Meeting

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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.

TREASURER REPORT

Board of Directors Meeting
June, 2014

Mike Thompson

2014 Financial Drivers

- Income Drivers
 - Certification
 - Attract more certification testing
 - Conference attendance
 - Any amount exceed 350 will help decrease the overage at the end of the year
 - In April slow attendance registration caused 2014 conference income to lag
- Cost Drivers
 - Publications
 - Late publication billing from 2013 doubled 2014 payment
 - IPM Conference repayment from NDIA
 - IPM Conference income down \$30K, from previous years
 - Office Operations
 - Staff & Support Contracting will off set some of the office expense
 - Much of the office expense is due to the web site and database problems experienced in the first quarter

2014 Financial Summary

Profit & Loss Statement

2014 CUMULATIVE													
ACCOUNT SUMMARY	BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2014 INCOME													
ICEAA CONFERENCE	\$295,000	\$7,160	\$13,215	\$42,945	\$74,172	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IPM CONFERENCE	\$47,000	\$0	\$15,000	\$15,000	\$19,306	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MEMBERSHIPS	\$110,000	\$7,658	\$12,513	\$15,728	\$18,373	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CERTIFICATION	\$40,000	\$600	\$1,825	\$3,810	\$5,535	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROFESSIONAL ED. SALES	\$24,000	\$285	\$2,725	\$4,205	\$6,295	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PUBLICATIONS & ADVERTISING	\$21,000	\$6,000	\$7,909	\$13,790	\$13,790	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTEREST & OTHER INCOME	\$5,000	\$372	\$749	\$1,264	\$1,614	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2014 INCOME	\$542,000	\$22,076	\$53,936	\$96,742	\$139,085	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2014 EXPENSES													
PUBLICATIONS	\$48,000	\$4,172	\$4,202	\$4,271	\$51,313	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROFESSIONAL EDUCATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ICEAA CONFERENCE	\$198,000	\$2,675	\$2,675	\$3,742	\$7,473	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IPM CONFERENCE	\$0	\$106	-\$2,835	-\$2,835	-\$2,835	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CERTIFICATION	\$3,000	\$86	\$86	\$86	\$86	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CHAPTER	\$10,000	\$241	\$1,236	\$4,491	\$4,836	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER DIRECT EXPENSES	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STAFF & CONTRACTORS	\$256,000	\$16,002	\$34,145	\$55,044	\$72,952	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OFFICE OPERATIONS	\$79,000	\$5,895	\$10,510	\$22,342	\$30,856	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MEMBER ACTIVITIES	\$9,000	\$79	\$183	\$805	\$805	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER OPERATING EXPENSES	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2014 EXPENSES	\$608,500	\$29,256	\$50,202	\$87,945	\$165,485	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NET POSITION	-\$66,500	-\$7,181	\$3,734	\$8,798	-\$26,401	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 four month operating results reflect the following major contributors :

- IPM 2013 conference income down \$30K from prior years.
- ICEAA conference income through April lags due to late registration rate.
- 2013 Journal late billing by publisher doubled 2014 Publications payment.

2014 Financial Summary

Current Assets as of 1 May 2014

CUMULATIVE BALANCE SHEET				
INVESTMENTS/CASH POSITION - 2014				
	BALANCE	RATE	INT.	MATURE
PFCU - 4346114-56-6	\$41,581	1.50%	\$203	Jan-15
PFCU - 4507023-56-4	\$19,983	1.25%	\$81	May-15
PFCU - 4339703-56-5	\$30,148	1.75%	\$171	Dec-15
PFCU - 4566018-56-2	\$78,048	1.60%	\$405	Feb-15
PFCU - 4717075-56-0	\$34,450	1.50%	\$168	Feb-15
PFCU - 4717076-56-8	\$34,272	1.25%	\$151	Feb-14
PFCU - 4717077-56-6	\$34,474	1.16%	\$207	Feb-16
PFCU MONEY MARKET & CASH	\$513			
SUBTOTAL INVESTMENTS	\$273,469			
BoA CHECKING ACCOUNT	\$140,348			
TD BANK JOURNAL ACCOUNT	\$3,002			
ANNUAL INTEREST EARNED			\$1,387	
TOTAL LIQUIDITY	\$416,819			

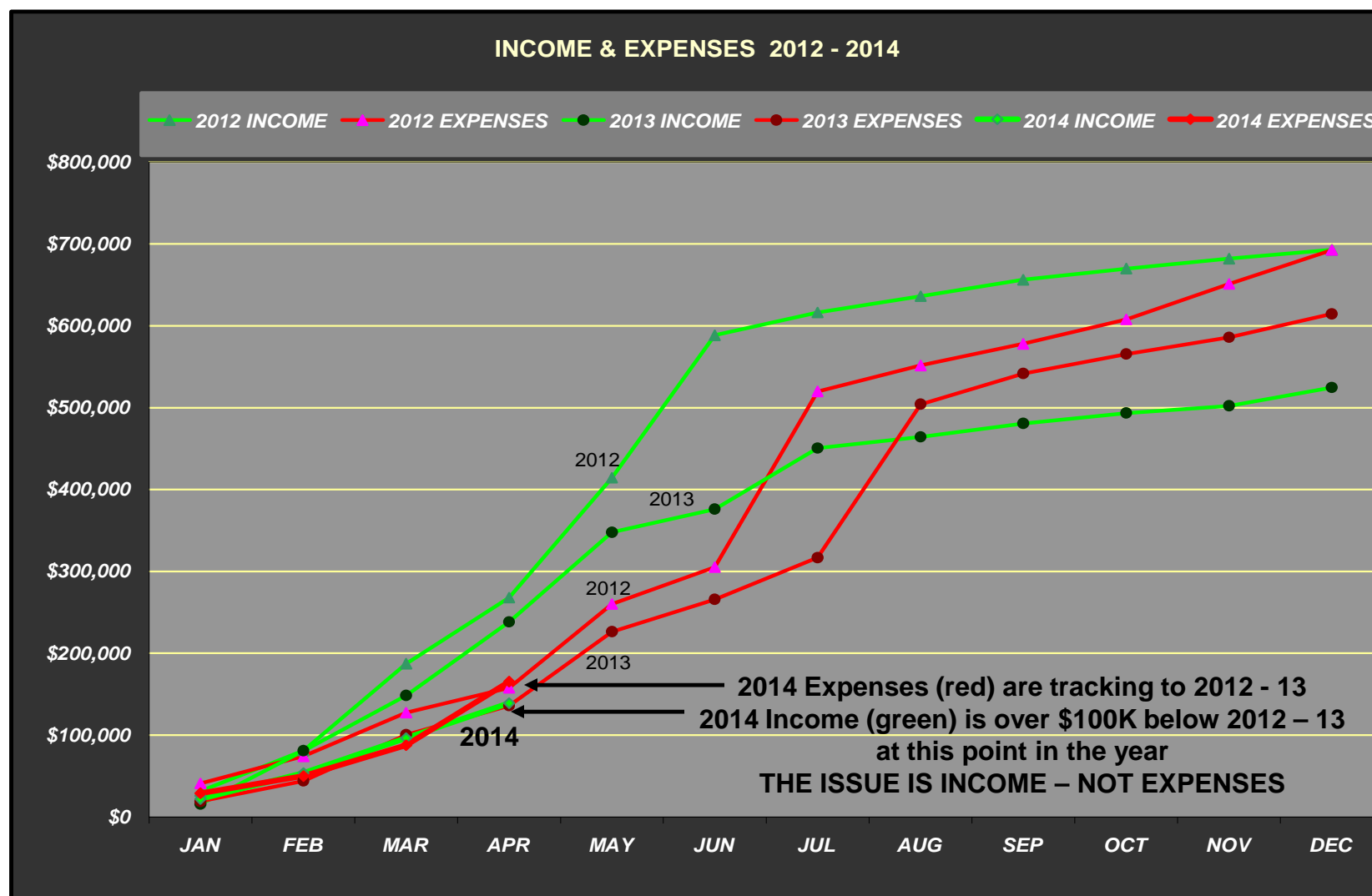
2014 Financial Summary

Estimate at Completion

2014 ESTIMATE AT COMPLETION					
REPORTING CATAGORIES	2014	Apr-14	2014	2014	
<i>INCOME</i>	BUDGET	ACTUALS	TO GO	EAC	COMMENTS
ICEAA CONFERENCE	\$295,000	\$74,172	\$220,828	\$295,000	Budget plan for 350 attendees
IPM CONFERENCE	\$47,000	\$19,306	\$35,000	\$54,306	Actuals from 2013 + \$35K for 2014 1st payment
MEMBERSHIPS	\$110,000	\$18,373	\$86,127	\$104,500	Membership less 5% for 2 year purchase
CERTIFICATION	\$40,000	\$5,535	\$34,465	\$40,000	Budget
PROFESSIONAL EDUCATION SALES	\$24,000	\$6,295	\$13,849	\$20,144	Projection of 4 month actual+10%
PUBLICATIONS & ADVERTISING	\$21,000	\$13,790	\$11,210	\$25,000	T&F completed + Ads for World -\$13.K for 2013 repeated
INTEREST & OTHER INCOME	\$5,000	\$1,614	\$3,551	\$5,165	Monthly average
TOTAL INCOME	\$542,000	\$139,085	\$405,030	\$544,115	
<i>EXPENSES</i>					
PUBLICATIONS	\$48,000	\$51,313	\$17,687	\$69,000	2013 issues (2) @ \$23.k each +\$22K for 2 2014 issues +3 IW @ \$16K less \$15K dep. for JCAP
PROFESSIONAL EDUCATION PRODUCTS	\$0	\$0	\$0	\$0	No CEBoK investment this year
ICEAA CONFERENCE	\$198,000	\$7,473	\$189,527	\$197,000	Budget plan for 350 attendees
IPM CONFERENCE	\$0	-\$2,835	\$0	-\$2,835	Net from repay of bills by NDIA
CERTIFICATION	\$3,000	\$86	\$2,414	\$2,500	Reduction for Fedex reductions and less testing
CHAPTER	\$10,000	\$4,836	\$2,000	\$6,836	Most complete in first qtr.
OTHER DIRECT EXPENSES	\$2,500	\$0	\$0	\$2,500	Stay w/ budget
STAFF & SUPPORT CONTRACTING	\$256,000	\$72,952	\$158,199	\$231,151	Staff actuals + conference labor+5%
OFFICE OPERATIONS	\$79,000	\$30,856	\$58,626	\$89,482	Actuals projected less 5%
MEMBER ACTIVITIES	\$9,000	\$805	\$8,195	\$9,000	Stay w/ budget
OTHER OPERATING EXPENSES	\$3,000	\$0	\$0	\$0	
TOTAL EXPENSES	\$608,500	\$165,486	\$436,649	\$604,635	
NET P - L	-\$66,500	-\$26,401	-\$31,619	-\$60,520	

Overall actuals tracking to budget. Improvement to negative end of year total will depend on ICEAA/IPM conference income growth over estimates.

2014 Financial Summary



ICEAA Membership 2006-2014

	Oct06	Feb07	Jun07	Oct07	Feb08	Feb09	Oct09	Feb10	Jun10	Jun11	Oct11	Jun12	Oct12	Feb13	Jun13	Oct13	Feb14	Jun14
TOTAL MEMBERSHIP	1300	1324	1407	1450	1599	1650	1750	1926	2044	2121	2057	2158	2385	2340	2326	2203	2084	2020
Atlanta	9	9	7	6	6			29	31		12	11	12	15	17	16	16	14
Central Florida	61	56	52	47	43			38	37		43	50	49	47	44	40	38	31
Greater Alabama	88	90	84	86	93			95	101		79	95	110	101	104	97	86	83
New England	117	104	107	101	99			114	118		131	124	110	102	98	91	96	89
Northwest	46	49	49	56	69			89	109		140	191	205	211	209	194	170	167
Pike's Peak	34	34	39	37	32			33	30		34	33	39	38	39	37	35	32
Rocky Mountain / Denver	0	0	31	34	38			39	43		40	44	50	42	40	41	36	30
So Cal	87	86	87	87	92			96	101		100	105	182	180	186	181	171	166
San Diego	21	20	21	22	20			40	46		53	61	61	61	64	67	62	59
Southern Maryland	52	50	41	40	33													
St. Louis Gateway	65	64	66	80	84			105	99		78	51	54	50	50	48	46	43
Twin Cities	7	6							18		13	10	11	12	12	12	11	11
Detroit															19	20	16	12
DC Metro	378	382	376	374	384			469	522		542	557	573	559	531	494	196	460
Hampton Roads VA								54	48		40	38	51	39	35	31	28	27
Central VA															24	25	21	23
Mid-Atlantic									46		34	23	33	17	14	15	11	11
Dayton OH	98	91	81	79	93			99	91		95	108	112	103	96	94	79	73
Northwest Florida	17	17	21	22	26			28	24		24	26	24	24	21	15	16	15
Houston			21	24	26			38	39		31	31	27	27	26	22	20	17
Lone Star TX									37		32	37	48	41	40	3	31	29
San Antonio TX								16	13		8	7	7	8	6	6	4	4
Baltimore								31	44		47	49	55	43	44	44	38	30
At Large	220	261	324	355	461			489	470						538			

ICEAA Membership 2006-2014

	Oct06	Feb07	Jun07	Oct07	Feb08	Feb09	Oct09	Feb10	Jun10	Jun11	Oct11	Jun12	Oct12	Feb13	Jun13	Oct13	Feb14	Jun14
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Japan										14				86	85			15
Australia										40	51	74	79	74	73	78	62	61
UK														105	92		85	83
UK MOD					44	34	36	55		29			53	64	57	68	58	58
Canada														17	14	9	9	9

Air Force					110	121	130	105	114	114	119	149	136	115	154	138	123	105
Army							38	24		52						41	36	17
Navy					35	34	36	33		38			46	49	49	57	44	37
DOD					26											42	40	
NASA					19			21		23						28	29	19



Board of Directors Meeting

Certification Program Report

June 9, 2014

Peter Andrejev, Director of Certification



Certification Program since last time...

Operational Status

- 24 applicants tested in 2014 through mid-May
- 45 scheduled to test mid-May through July
- Overall 60% of applicants taking the exam earned certification

Strategic Objectives

- Finalize CCEA®-P program
- Enhance inventory of CCEA® exam questions
- Investigate specialty certification in Pricing

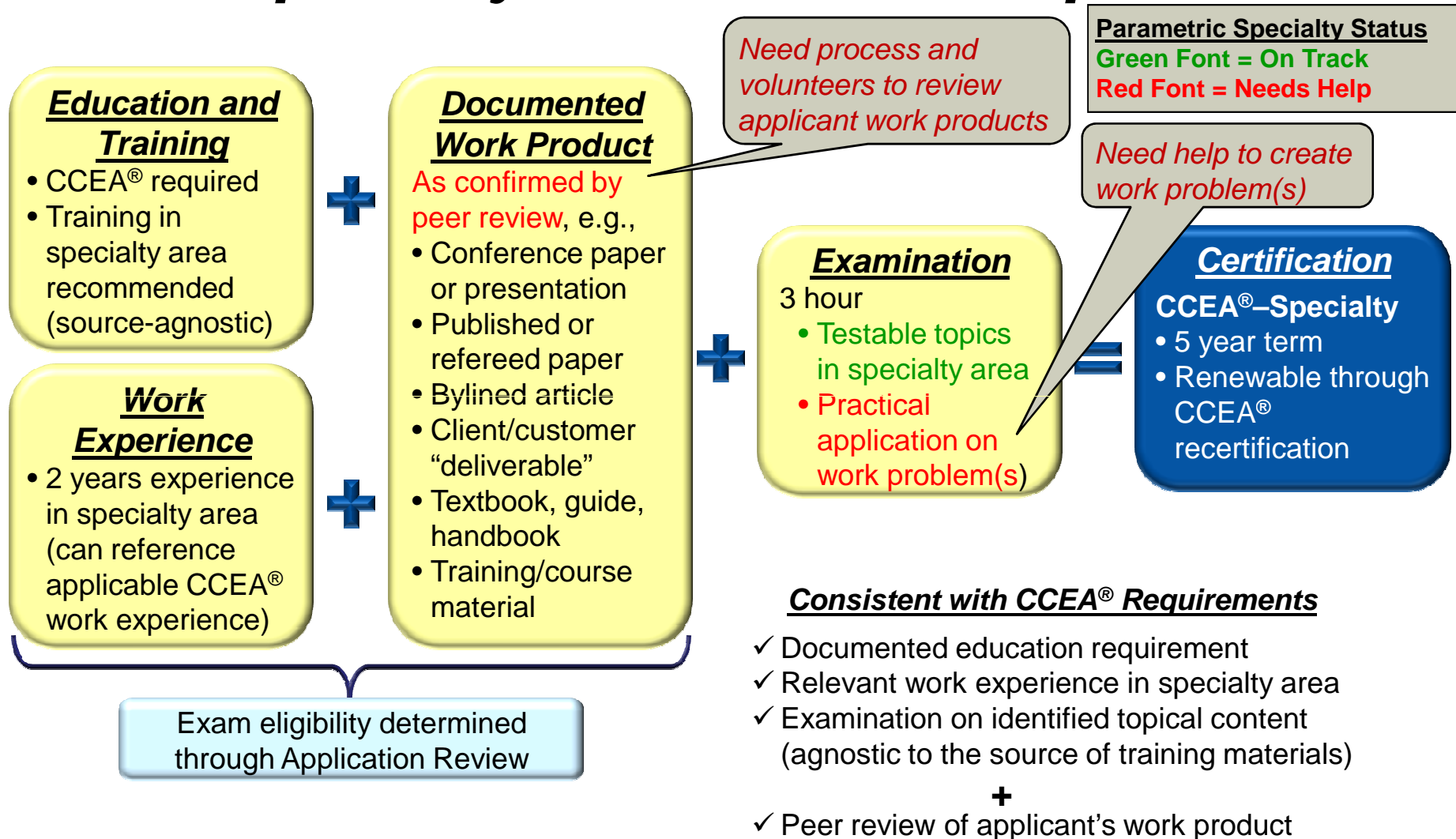
Tactical Actions

- Finalizing CCEA®-P exam questions
 - June 10 working session
 - Conduct “private” exam beta test

Parametric Specialty Program Status

- Finalizing 75 multiple-choice questions
 - 55 questions cannibalized from the CPP exam with 15 needing rework to ensure consistent question structure, point value, and “degree of difficulty”
 - 20 questions identified from existing CCEA® exam for possible “import” to CCEA®-P exam
- Need to create case study for “work problem(s)”
 - Cannibalize unused segment(s) of CCEA® problem set
 - Case study from another source
- Need volunteers to review applicants’ work products
- Need to create Parametric Specialty Certification application guide

Specialty Certification Requirements



Overall Summary Statistics

Overall certifications as of May 2014:

- CCEA® 667 (including 16 CCEA®-P)
- PCEA® 122
- CPP 58

Recertifications:

- 31 Recertifications in 2014

Other Countries with Certified Individuals:

- Australia, Canada, Egypt, Japan, Saudi Arabia, UK

2014 ICEAA Professional Development and Training Workshop

Status Report to ICEAA Board of Directors
9 June 2014

Topics

- **General Info/Program**
- **Denver**
- **Personnel / Organizational**
- **Budget**
- **Schedule**
- **Keynote Speakers**
- **Program / Training**
- **Facilities**
- **Miscellaneous**

General Conference Information

- Conference Dates **Tuesday 10 - Friday 13 June 2014**
- Training **Tuesday through Friday**
- Workshop Wednesday through Friday
- Certification Exam on Saturday AM
- Marriott City Center Denver CO
- Hotel is open at conference rates **Friday 6 June through Sunday 15 June**
- Recommended Conference Rate = **\$895/\$975**
(same as 2013)

Denver, Colorado

Geography

Denver City was founded in November 1858 as a mining town during the Pike's Peak Gold Rush in what was then western Kansas Territory

With a 2011 estimated population of 619,968, Denver ranks as the 23rd most populous U.S. city. The Denver-Aurora-Broomfield, CO Metropolitan Area had an estimated 2011 population of 2,599,504 and ranked as the 21st most populous U.S. metropolitan area.

Large Denver-area employers include Lockheed Martin Corp., United Airlines, Kroger Co. and Xcel Energy, Inc. and MapQuest.

Ave June Temps = 81/52

Humidity = 49%

Alt = 5,280ft (steps of the Capitol)



Denver, Colorado

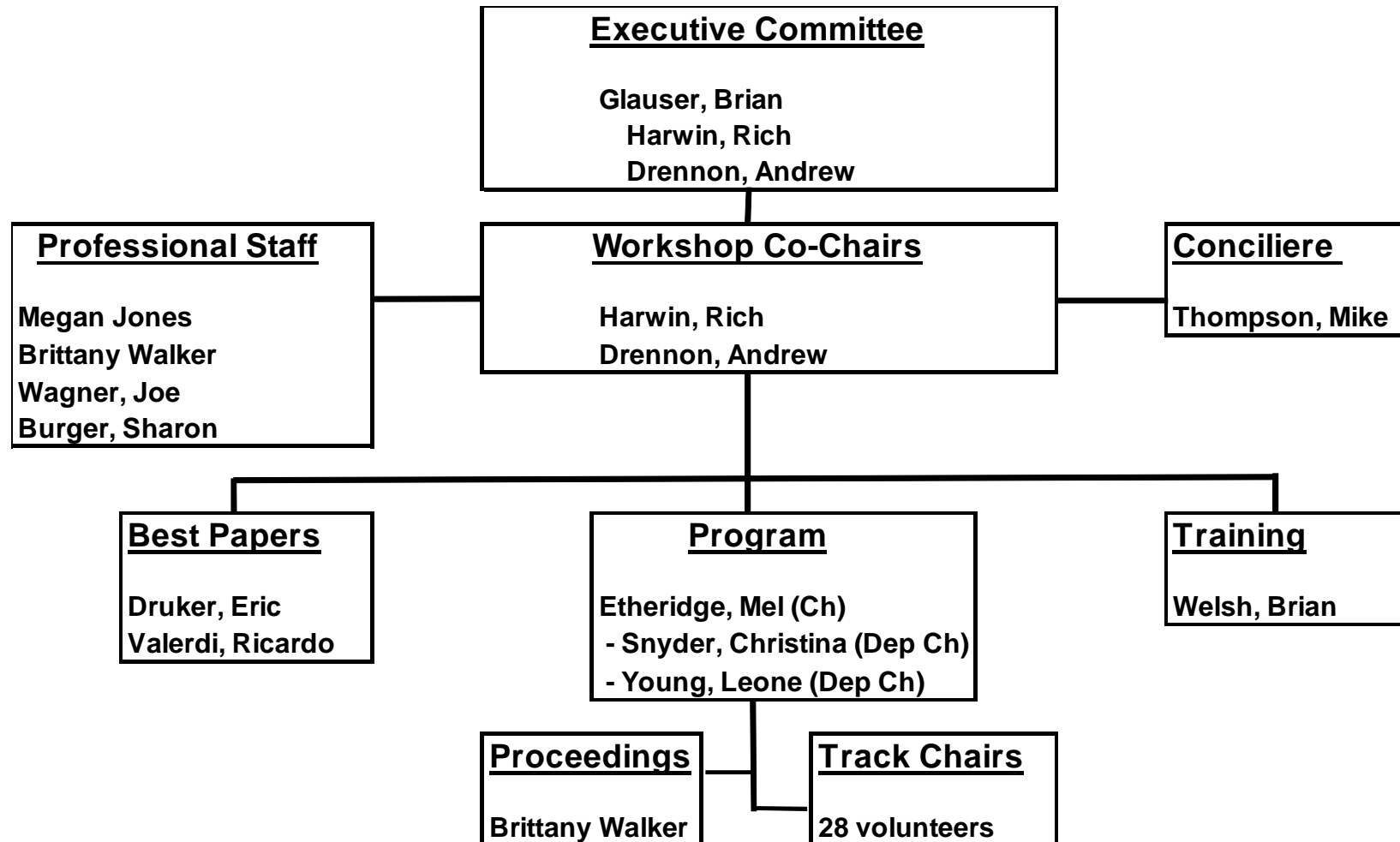
Area Attractions

Distance from the hotel

- Denver Botanic Gardens (2 Miles)
- Denver Museum of Nature & Science (3.5 Miles)
- Denver Art Museum (12 Blocks)
- Denver Center for the Performing Arts (7 Blocks)
- Downtown Aquarium (2.5 Miles)
- Molly Brown House Museum (13 Blocks)
- Colorado Symphony (7 Blocks)
- The Denver Zoo (3 Miles)
- Six Flags Elitch Gardens (2 Miles)
- The Pavilions Shopping Center (4 Blocks)
- Colorado State Capital (10 Blocks)
- U.S. Mint (8 Blocks)
- Trendy Lower Downtown "LoDo" (5 Blocks)
- Union Station (11 Blocks)
- **Coors Field (12 Blocks) – scheduled for Weds**
- Pepsi Center (2 Miles)
- Comedy Works (6 Blocks)
- 16th Street Mall (1 Block)
- Denver B-Cycle (bike rentals, outside hotel)
- Cherry Creek Trail (40 mile trail) (6 blocks)
- Golf (2 Miles)
- Rock Climbing (1.5 miles)



Personnel / Organizational



Budget

ACCOUNT NAME		BUDGET ESTIMATE	Actual	2014 - Denver comments
EXPENSES				
A	Awards & Gifts	\$ 4,000	\$ -	3 year average
B	Audio Visual	\$ 35,000	\$ -	3 year average: \$26,000. Extra cost for production during general
C	Bank/CC Fees	\$ 6,998	\$ 339	\$21.6 per registrant - 3 year avg.
D	Conference Activities - Baseball Game	\$ -	\$ -	No upfront costs
E	Exhibits	\$ 3,000	\$ -	Last year rounded up - same
F	Host Hotel Food	\$ 105,000	\$ -	\$95,000 F&B minimum
G	Host Hotel Other	\$ 2,000	\$ -	3 year avg.
H	Mailing	\$ 3,000	\$ -	2013 rounded up
I	On-site Contract Staff	\$ 2,000	\$ -	Baseline assumption
J	On-site Office/IT Center/Misc. Charges	\$ 900	\$ -	2013 rounded up
K	Printing - Publicity & Signage	\$ 7,000	\$ 236	3 year average
L	Registration/Printed Training & Track Mt	\$ 10,000	\$ -	2013 actual
M	SCEA Staff Travel	\$ 7,500	\$ 3,353	2013 - \$7425
N	Security	\$ 4	\$ -	2013 - \$488
O	Other	\$ -		
Expenses total:		\$ 186,402	\$ 3,928	
INCOME (Does not include "In-Kind")				
P	Registrations	\$ 227,448	\$ 174,096	Assumes 324 registrants at \$702 (2013 average rate)
Q	Exhibitors - Including registrations	\$ 37,500	\$ 5,000	15 @ \$2.5K each
R	Sponsors - Including registrations	\$ 13,000	\$ 1,950	3 year average
S	Other - Post-conference "Go to Webinar" sessions	\$ -	\$ -	Unknown
Income total (Does not include "In-Kind")		\$ 277,948	\$ 181,046	
NET TOTAL		\$ 91,546		

REGISTRATIONS		324		\$ 308.00
				<i>New Orleans</i>
AVERAGE PER REGISTRANT		\$ 2,014		\$ 2,013
	Exhibit/Sponsor/Other Income	\$ 156		\$ 163
	Registration Only Income	\$ 702		\$ 702
	Total Income	\$ 858		\$ 865
	N/R Expenses	\$ (346)		\$ 274
	Recurring Expenses	\$ 346		\$ 387
	Total Expenses	\$ -		\$ 661
	Net Per Registrant	\$ 858		\$ 204

Net is based on Wagner model for 2014

As of 5/10/14 : 248 paid registrations
Model predicts about the same turnout as last year

Have made the minimum # of hotel room nights for the contract

Schedule

Tuesday, June 10		
Continental Breakfast Available	7:00 AM	8:00 AM
Welcome Remarks	8:00 AM	8:15 AM
Keynote Speaker 1	8:15 AM	9:15 AM
Training	9:15 AM	10:45 AM
Coffee Break	10:45 AM	11:00 AM
Training	11:00 AM	12:30 PM
<i>Exhibitor Setup</i>	<i>12:00 PM</i>	<i>4:00 PM</i>
Lunch	12:30 PM	2:00 PM
Training	2:00 PM	3:30 PM
Coffee Break	3:30 PM	3:45 PM
<i>Exhibit Area Open</i>	<i>5:00 PM</i>	
Training	3:45 PM	5:15 PM
Exam Overview	5:15 PM	5:45 PM
Opening Reception	5:30 PM	7:30 PM

Thursday, June 12		
Breakfast buffet available	7:00 AM	8:00 AM
Association Awards	8:00 AM	8:30 AM
Keynote Speaker 3	8:30 AM	9:30 AM
Exhibit Hall Break	9:30 AM	10:00 AM
Training/Papers	10:00 AM	10:45 AM
Training/Papers	10:45 AM	11:30 AM
Networking Lunch	11:30 AM	1:00 PM
Training/Papers	1:00 PM	1:45 PM
Training/Papers	1:45 PM	2:30 PM
Exhibit Hall Break	2:30 PM	3:00 PM
<i>Exhibitor Teardown</i>	<i>3:00 PM</i>	<i>5:00 PM</i>
Training/Papers	3:00 PM	3:45 PM
Training/Papers	3:45 PM	4:30 PM
Open Evening - Enjoy Denver		

Wednesday, June 11		
Breakfast buffet available	7:00 AM	8:00 AM
Best Paper Awards	8:00 AM	8:30 AM
Keynote Speaker 2	8:30 AM	9:30 AM
Exhibit Hall Break	9:30 AM	10:00 AM
Training/Papers	10:00 AM	10:45 AM
Training/Papers	10:45 AM	11:30 AM
Networking Lunch	11:30 AM	1:00 PM
Training/Papers	1:00 PM	1:45 PM
Training/Papers	1:45 PM	2:30 PM
Exhibit Hall Break	2:30 PM	3:00 PM
Training/Papers	3:00 PM	3:45 PM
Training/Papers	3:45 PM	4:30 PM
Pre-Game Reception	4:30 PM	6:15 PM
Baseball Game Starts	6:40 PM	

Friday, June 13		
Continental Breakfast Available	7:00 AM	8:00 AM
Training/Papers	8:00 AM	8:45 AM
Training/Papers	8:45 AM	9:30 AM
Coffee Break	9:30 AM	9:45 AM
Training/Papers	9:45 AM	10:30 AM
Training/Papers	10:30 AM	11:15 AM
Conference Ends		11:15 AM

Keynote Speakers



Craig Gravelle

Senior Director of Business Development
Sierra Nevada Corporation's Space Systems

Tuesday, June 10 – 8:30am



Michael Gass

President and CEO
United Launch Alliance

Wednesday, June 11 – 8:30am



Bill Seeman

Division Chief, Space Programs
Air Force Cost Analysis Agency

Thursday, June 12 – 8:30am

Program/Tracks & Training

Presentations Status

Abstracts Submitted*	=150
Slots =	86
Scheduled* =	86
Backup =	38
Withdrawn =	13
Rejected =	13

Includes 1 NCMA guest paper

Training

Status: Fully staffed

Tracks & Chairs

28 volunteers

**Use 2/3 per track with
the rest in backup**

Tracks:

[The Business and Art of Cost Estimating](#)

[Earned Value Management](#)

[Information Technology](#)

[Life Cycle Costing](#)

[Methods and Models](#)

[Cost Management](#)

[Parametrics](#)

[Risk](#)

[Space](#)

Judging

Status: Eric developing staff

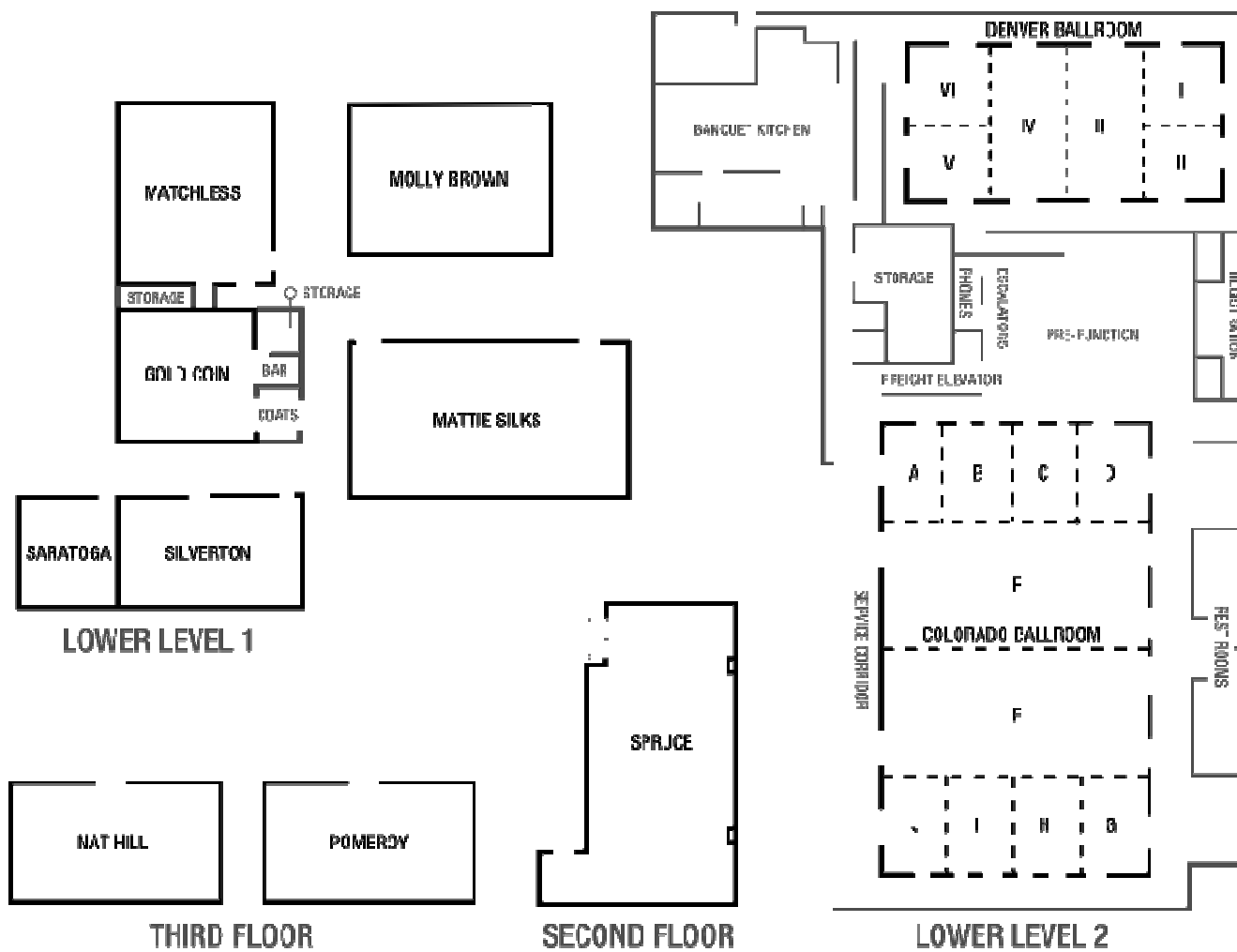
Facilities

Marriott City Center:

- Airport is 24 miles/ 40 minutes away
- Contract has 1300 room-nights, with min 1040. **Currently at 1123.**
- Room rates are \$189/night with 30% Gov
- Includes 2 Restaurants and Starbucks on site and 1 block walk to the 16th Street Mall, all renovations are complete
- In-room Wireless included



Facilities



Miscellaneous



- Received local Support – Rocky Mt & Pike's Peak Chapters
- Turnout predictions – on track to be the same as New Orleans
- Guest program – hotel / concierge / ball game sign up
- Banquet alternatives – Buffet breakfast and morning presentations
- Survey trip conducted on Jan
- Budget/Attendance – prediction of 324 based on Model

ICEAA SIG Agreement Draft May 12, 2014

The edits below were requested upon review of the SIG Agreement Draft at the March 1, 2014 ICEAA Board Meeting. The sections containing those edits are highlighted in yellow in the following draft agreement.

1. Create a description of a Special Interest Group (introduction)
2. Clarify that in order to be a member of a SIG, an individual must also be a current ICEAA member (sec. 2C)
3. Clarify the dues distribution between ICEAA and the SIG (sec. 3A2)
4. Leave the description of ICEAA Business Offices services open (sec. 3A3)
5. Add language that any final work product created by the SIG will be available to all of ICEAA and the property of ICEAA (sec. 4C)
6. Describe how the SIG will report on activities (sec. 4D)

This agreement is effective on the date of execution by and between International Cost Estimating & Analysis Association (ICEAA) and the Special Interest Group (SIG) segment of the ICEAA membership to be known as ICEAA XXXXX Group.

ICEAA is dedicated to improving cost estimating and analysis in government and industry and enhancing the professional competence and achievements of its members by providing a body of knowledge, training, certification, and a forum for shared experience among its members through national conferences and local chapters.

ICEAA recognizes the importance of XXXXX as a functional interest area among the membership and wishes to promote the professional competence of members involved in the practice and to adopt business standards and processes which will result in maximum effectiveness of its cost estimating resources.

Therefore, ICEAA wishes to establish the ICEAA XXXXX SIG to provide additional opportunities members to focus their attention and activities on XXXXX. The SIG will serve as a forum for those members to discuss the topic, share ideas and best practices, and develop new initiatives that benefit the members of the SIG and ICEAA as a whole.

Effective DATE DATE, DATE, ICEAA and the XXXXX SIG agree to the following arrangement:

Section 1: SIG Establishment

- A. This SIG is a part of the International Cost Estimating and Analysis Association and shall operate and conduct all of its activities in accordance with the Constitution, bylaws, rules, regulations and direction of the International Cost Estimating and Analysis Association. ICEAA reserves the sole and exclusive rights on behalf of and representing the International Cost Estimating and Analysis Association; certifying cost professionals; accrediting and/or recognize training programs and providers; and conducting other ICEAA-identified and ICEAA-prepared organization-wide activities, as determined by the ICEAA Board and the Executive Director.
- B. The SIG operates as a branch under ICEAA's established Tax ID, and as such, is required to abide by the following ICEAA's governing rules and requirements. SIGs are not separate organizations.
- C. The SIG shall not develop, engage in, endorse or sponsor programs, services, products or other activities that may be confused with, detract from or damage the common and standardized products, programs, services and other activities that ICEAA may develop.

ICEAA SIG Agreement Draft May 12, 2014

- D. The SIG may form authorized relationships with other organizations, corporations, associations, and similar entities, to establish a basis for mutual activities and exchanges of information related to the field and practice of cost estimating and analysis. Such relationships shall be consistent with guidelines established by ICEAA. Agreements shall not result in a controlling interest by the non-ICEAA organization, corporation, association or similar entities.
- E. The SIG shall not enter into any contractual obligation or other agreement which directly or indirectly purports or seeks to bind ICEAA, financially or otherwise, unless specifically authorized by the ICEAA Executive Director in writing prior to the execution of the contract or entry into the agreement. SIGs are prohibited from engaging in any activity or taking any action which causes ICEAA to be legally or financially bound to any agreement or other relationship. The SIG shall not act on behalf of ICEAA beyond the limits of this Charter Agreement.
- F. Prior to its acceptance and execution of a cooperative agreement or other formal relationship with a non-ICEAA entity, the SIG is encouraged but not required to employ a fair process for full and open exchange and communication with ICEAA related to agreements they are negotiating with non-ICEAA entities. During such a process, the SIG should inform ICEAA of the terms and conditions of such agreement or relationship and should provide ICEAA with a complete copy of all documents which state the terms and conditions of the relationship.
- G. Any SIG which has established cooperative agreements with non-ICEAA entities shall produce a listing of those entities and shall provide a copy of the listing to ICEAA Headquarters each year.
- H. ICEAA shall not obligate or bind the SIG, beyond the terms and conditions of this Charter Agreement, unless specifically authorized by a duly authorized SIG officer in writing prior to the execution of the contract or entry into the agreement.
- I. The SIG shall indemnify and hold harmless ICEAA, its officers, directors, employees, agents and representatives from and against any and all claims, suits, damages, losses, and liabilities, including reasonable attorney's fees and costs, arising out of, or directly related to, the actions or activities of the SIG. However, as to any claim, suit, damage, loss or liability which may be alleged or brought against the SIG by a ICEAA member, officer, director, or employee, the SIG does not, by this indemnity agreement, waive or otherwise forfeit any defense which the SIG may have with respect to such claim, suit, damage, loss or liability.
- J. Notwithstanding the preceding provisions, in all cases, ICEAA reserves all legal rights, options and processes available under applicable jurisdictional law and regulation.

Section 2: SIG Membership

- A. The membership of this SIG shall consist of those members of the International Cost Estimating and Analysis Association who have indicated interest in the SIG area of expertise and have paid an additional dues amount to ICEAA designated for activities related to the SIG.
- B. Membership qualifications and categories shall be solely as authorized in ICEAA's Bylaws. The SIG shall not accept any individuals as members who have not first been accepted by ICEAA as members, and shall not create its own unique SIG membership categories.
- C. A person shall not be a member of this SIG unless he or she is a member in good standing of the International Cost Estimating and Analysis Association. Membership in the SIG shall terminate when:
 - 1. An ICEAA member resigns membership in ICEAA or the SIG

ICEAA SIG Agreement Draft May 12, 2014

2. The member fails to pay ICEAA or SIG dues
3. The member is removed from membership by the ICEAA or SIG Board of Directors for just cause
4. Or whenever membership is otherwise ended.

Section 3: ICEAA's Responsibilities to the SIG

- A. ICEAA, as the parent organization of all ICEAA Chartered SIG Organizations, agrees to perform the following functions:
 1. Process memberships of ICEAA members who also join SIGs
 2. Collect dues on behalf of SIGs and disburse XX% (70%? 75%?) of those dues to SIGs
 3. Conduct business office services as necessary
 4. Inform SIGs of all new and revised ICEAA governing policies, procedures, rules and directives which affect SIGs
- B. Any information pertaining to membership, including, but not limited to, databases, lists, mailing labels and reports, which is provided by ICEAA to the SIG may be used only in connection with the authorized, lawful business of the SIG. Such information is considered confidential and shall not be shared with individuals or business entities outside of ICEAA without the express, written permission of the ICEAA Executive Director. The SIG shall abide by all other policies and guidelines established by ICEAA related to the use and protection of ICEAA membership data.
- C. The SIG shall maintain the confidentiality of any and all of ICEAA's confidential information. Information or data deemed confidential shall include membership lists, financial information and any other material specifically marked as confidential. Such confidential information shall at all times remain the property of ICEAA and shall be deemed to be furnished to the SIG in confidence and solely in connection with the SIG's obligation under this Charter Agreement.
- D. In like manner, ICEAA shall maintain the confidentiality of any and all of the SIG's confidential, sensitive or proprietary information or data which is specifically marked as confidential, and agrees that such confidential information shall at all times remain the property of the SIG. Each party may use the confidential, sensitive or proprietary information or data furnished by the other for legitimate, nonprofit SIG and ICEAA purposes.

Section 4: SIG Responsibilities to ICEAA

- A. ICEAA has obtained exemption to income tax as a 501(c)(6) non-profit business league. As the international organization has been approved by the Internal Revenue Service, SIGs function as branches, and also have non-profit status. The SIG must operate under the same guidelines that the international organization follows:
 1. The SIG must primarily be engaged in activities related to ICEAA's purpose (and the basis for its tax exemption).
 2. The SIG's activities must be supported by membership dues (rebates provided by the Business Office) and other income related to ICEAA's purpose.

ICEAA SIG Agreement Draft May 12, 2014

3. No substantial part of the activities of this SIG shall be spent on influencing legislation or developing, preparing, or disseminating propaganda, or participating in or intervening in (including the publication or distribution of statements or literature) any political campaign on behalf of any candidate for public office, except that the SIG may take a position on or make statements concerning professional standards, ethics, proficiency, research or other subjects directly related to its Purposes.
 4. No part of the SIG's earnings will go to the benefit of any individual except that the SIG is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes set forth in this document.
 5. Authorized SIG representatives shall disclose any interest or affiliation they may have with any entity or individual with which the SIG has entered, or may enter, into contracts, agreements or any other business transaction, and shall excuse themselves from any discussion, and refrain from voting on, or influencing the consideration of, such matters.
- B. Each SIG will nominate or elect a representative who will serve as the SIG's point of contact to the ICEAA International Board of Directors. These SIG representatives be will be included in Board information updates but are not voting members of the ICEAA Board. The SIG representatives will report activities to the ICEAA International Board Special Interest Group Chair who will then relay those reports to the ICEAA Board.
- C. Any publication, document, audio/video recording, or other publication created by the SIG will be available for use by all ICEAA members and will be considered the property of ICEAA for the purposes of reproduction and distribution.
- D. Notwithstanding any other provisions of this document, this SIG shall not conduct any activities not permitted:
1. To an organization exempt from Federal income tax under Section 501(c)(6) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law).
 2. To an organization to which contributions are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law).
- E. The SIG is required to issue a quarterly financial report to the ICEAA Business Office. SIGs should maintain records related to all events (and other income/expense related activities) throughout the year including:
1. Revenue: Typical SIG revenue sources include but are not limited to registration fees for events conducted (for example, breakfasts, luncheons, dinners, receptions, golf outings), sponsorships (money given by a company to help you pursue your mission and programs), donations, and interest and dividends.
 2. Expenses: Typical expenses include but are not limited to SIG business-related travel, meals, and lodging, communications (postage, printing, copying, faxing), office supplies, awards, gifts to recognize service or speakers, membership in local organizations (Chamber of Commerce, for example), website maintenance fees, bank fees.
- F. Upon receipt of the financial report, the Business Office will issue the SIG a check in the amount of XX% of the additional dues paid to ICEAA for SIG membership over the preceding six months. The Business Office will then report SIG income on its Federal Form 990 tax return.
- G. ICEAA requires that someone who does not have regular bank account access review the SIG revenue/expense records against bank account statements.
- H. Failure to provide a financial report may result in revocation of the SIG.

ICEAA SIG Agreement Draft May 12, 2014

Section 5: SIG Governing Documents

- A. This Charter Agreement may not be modified, changed or amended except by a written document signed by a duly authorized representative of each of the parties hereto.
- B. This Charter Agreement shall renew and remain in force and effect each year following receipt and acceptance by ICEAA Headquarters of required documentation, demonstrating that the SIG has satisfied the minimum standard SIG performance criteria established by ICEAA. Such standard performance criteria and documentation, which may be amended by ICEAA from time to time, will be published annually by ICEAA Headquarters and communicated to the SIG.
- C. Renewals of this Charter Agreement are subject to satisfactory review and subsequent acceptance by ICEAA Headquarters of SIG governing documents to ensure that those documents do not conflict with ICEAA's Bylaws, policies, practices, procedures, rules and directives.
- D. If any portion of this agreement is declared invalid or unenforceable for any reason by a court of law or by action of a government body, all remaining provisions of the Charter Agreement shall remain in full force and effect and shall not be affected thereby.

Section 6: Dissolution of the SIG

- A. ICEAA Headquarters shall have the authority to suspend or terminate this agreement upon the determination that the SIG is no longer a viable entity; that the SIG is unable or unwilling to comply with the charter renewal process; or that such an action is in the best interests of ICEAA and in accordance with applicable policies.
- B. The SIG shall have the authority to terminate this Charter Agreement by communicating its decision to do so in writing to the ICEAA Executive Director.
- C. Upon termination of this agreement for any reason, the SIG shall immediately deliver to ICEAA all written or electronically stored documentation, including copies, of or concerning confidential information, shall make no further use of such confidential information and shall make reasonable efforts to ensure that no further use is made by the SIG or its representatives of such confidential information. ICEAA shall act in like manner with regard to SIG confidential information. Each party's confidentiality obligations shall survive the expiration or termination of this agreement.
- D. If the SIG is dissolved, terminated, or otherwise required to end its existence for any reason, its assets shall, after payment of all just debts, be returned to ICEAA.
- E. Recognition of this SIG may be withdrawn by the ICEAA Board of Directors if, in its sole opinion and discretion, the SIG is not serving the best interests of the ICEAA.



International Cost Estimating
and Analysis Association

Agenda Item

2016 International Overseas Workshop

International Board of Directors Meeting
Denver, Colorado, 9 June 2014

*Kurt Brunner, Region 7 Director &
Southern California Chapter President*

Discussion Items

- We must start planning for a 2016 International Overseas workshop now
 - To be successful these events take a long time to coordinate
- Probable location: United Kingdom (Any other possibilities?)
- To be held in conjunction with ACostE, SCAF, DACE, etc.
 - Preliminary event this year to test the water
 - Send out feelers and establish contacts
 - Use Netherlands 2008 and Belgium 2012 as models
- Action Items:
 - BoD Committee needs volunteers
 - ✓ Should consist of US, UK, and other European nation members
 - Develop agenda/timeline
 - Site (including hotel) and date is TBD - these need to be established
 - ✓ Should be temporally isolated from 2016 domestic workshop
- Other topics: Challenges, issues, way forward, and general dialogue

St. Louis Gateway Chapter Report
1 Mar 2014 to 19 May 2014

Consensus on when to have the events has proved problematic due to schedule conflicts. A joint event with the American Society of Military Comptrollers was going well until concerns about Gov't conferences caused ASMC to limit attendance to only AMSC members.

The chapter instituted a policy to pay the next year dues of anyone who achieves certification. No takers yet.

A Chapter meeting/picnic was held on 18 May 2014 at Creve Coeur Lake Park.

Monthly Board of Director meetings take place by telecom. Info on other chapter training sessions is forwarded to our members for their participation. Elections for new officers and board members is planned for the June/July timeframe.

A few members are planning for the 2014 Denver session. Mr. Druker is chairing the track papers this year. Mr. Brozyna was a parametrics track judge.

Michael Brozyna

Region 2 Update

Region Director Jeff Moore is having quarterly calls with Chapter Presidents to discuss issues/events

Potentially will pursue a regionally ICEAA workshop

Baltimore chapter and Central Virginia chapters continue to hold joint webinars

Work with Baltimore, Central Virginia and Hampton Roads chapters to implement chapter awards

Washington Capital Area Chapter Awards Program

- **Awards**

- Leadership/Management
- Technical Achievement
- Best Luncheon Speaker
- Junior Analyst
- Team Achievement

Currently aligns
with national level
awards

Chapter Unique

Could be aligned
with national level
awards

Junior Analyst Award Background

- **Criteria**
 - Working toward proficiency in the field through job related activities and education
 - Demonstrating an upward trajectory on increasing levels of skill and impact to cost field
 - 3 years or less of experience
- **Purpose**
 - Encourages participation of younger/less experienced members
 - Rewards less experienced analysts who may not have the background to compete with more experienced analysts for an award
 - Aligns with organization objectives
- **Junior Analyst Award has:**
 - Consistently garnered 2-3 times the number of nominations as our other awards since its inception
 - Encourages younger/less experienced chapter members to attend our chapter annual meeting

Demographics

- **2011 Membership Survey**
- **WCA Chapter**
 - ~27% with 5 years or less of experience
 - ~22% 30 years old or younger
 - Based on 126 WCA Chapter respondents (~20% of members)
- **National/International**
 - ~19% with 5 years or less of experience
 - ~14% 30 years old or younger
 - Based on 544 responses (26% of membership)

Team Achievement Award Background

- **Criteria**
 - Team of 3 or more people
 - Demonstrating outstanding accomplishment within the field
 - Promoting high impact on organization represented or the organization supported
 - Show how the work was key toward influencing the management vision, goals, and objectives
 - Demonstrated improvement in decision support services provide
- **Purpose**
 - Encourages interaction among chapter members
 - Gives support teams a way to gain recognition for behind the scenes work
 - Aligns with organization objectives
- **Team Award has:**
 - Usually garnered good competition; 2-4 team nominations per year
 - Size of teams varies from 3 to 14 analysts per team
 - Encourages more members to attend events and be involved in the chapter

Final Thoughts on National Level Awards

- **Name**
 - Junior Analyst of the Year, Intern/Trainee of the Year
 - Team Achievement, Outstanding Team, Excellence in Collaboration
- **Criteria/Experience Level; could easily adjust if needed**
 - Criteria/Experience Level; could easily adjust if needed
 - Junior: experience level, training program
 - Team: size, impact, innovation
- **Provides ready pool of candidates for national awards**
 - Streamlines nomination submissions – write ups already done
 - Promotes some common understanding of recognition across chapters, maybe even competition across chapters



International Cost Estimating
and Analysis Association

Region 7 Report

Southern California & San Diego Chapters

International Board of Directors Meeting
Denver, Colorado, 9 June 2014

*Kurt Brunner, Region 7 Director &
Southern California Chapter President*

Topics

- Southern California & San Diego Chapter Board Of Directors
- March 2014 SoCal Workshop
- Future SoCal Workshops 2014-2016
- SoCal Workshop Metrics
- Other SoCal Activities
 - Workshop Procedures Documents
 - Chapter/Workshop Mentoring Program
 - Chapter BoD Election
- San Diego Chapter Activities
- Challenges & Issues
- Way Forward
- Discussion
- Backup: SoCal BoD Assignments

So Cal Chapter Board

- President: Kurt Brunner
- Vice President: Quentin Redman
- Secretary: Evelyn Davalos
- Chris Hutchings: Treasurer
- Directors:
 - Tom Bosmans
 - David Graham
 - Doug Howarth
 - Suzanne Lucas
 - Carlos Zerpa
- Term is February 15, 2013 thru December 31, 2014

San Diego Chapter Board

- President: Omar Mahmoud
- Vice President: Walt Bednarski
- Treasurer: Scott Hardy
- Secretary: Sheona Whitwer
- Director of Membership: Sam Toas

March 2014 SoCal Workshop

- Host: Galorath
 - El Segundo, California
- Date: 19 March 2014
- Host organization POC: Brian Glauser
- 48 attendees (66 registered)
 - 41 in person
 - 7 virtual attendees
 - Conflict with AIAA Workshop on same day

March 2014 SoCal Workshop (Continued)

- Six well received presentations
 - Highest ratings ever
 - All speakers were big draw
- Workshop started and ended on time
- Group photo taken
- ICEAA Membership drawing was conducted by Melissa Winter and prizes awarded
 - New members signed up and old ones re-enlisted
- Conducted evaluations
 - Speaker/topics
 - Future speakers/topic recommendations
 - General comments

March 2014 SoCal Workshop Agenda



The International Cost Estimating and Analysis Association

**Southern California Chapter Workshop Agenda
Wednesday, 19 Mar 2014; Hosted by Galorath, Inc.**

**Pacific Corporate Towers; 100 N. Sepulveda Blvd.; Lobby Conference Room; El
Segundo, CA 90245**

0830-0915 Welcome Announcements:

Kurt Brunner; President, ICEAA Southern California Chapter

Brian Glauser, VP Business Development, Galorath Inc./ICEAA President;
"Welcome to Galorath and The State of ICEAA"

0915-1000 Keynote Speaker: Dan Galorath, President, Galorath Inc; *"Current Cost
Model Developments and Issues"*

1030-1115 Dr. Daniel A. Nussbaum, Chair of the Naval Postgraduate School
Energy Academic Group; *"The Nexus Between Acquisition and Energy Studies at the Naval
Postgraduate School"*

March 2014 SoCal Workshop Agenda (Continued)

1115-1200 **Dr. Randall Jensen**, Software Acquisition Consultant; *"The Effectiveness Formula: A Quantitative Measure of Organizational Capability"*

1330-1430 **Kurt Brunner**, Parametric Cost Estimator, Leidos; *"Manufacturing Cost Estimating"* (CEBoK Module 11 Training Session)

1445-1530 **Bob Hunt**, Vice President, Services, Galorath Inc.; *"The Cost of Software Testing and the ROI"*

1530-1615 **Anthony Shao & Elizabeth Koltz**, PhD Candidates at USC (University of Southern California) **James Wertz**, Technical Advisor; *"Performance-Based Cost Modeling - Quantifying the Cost Reduction Potential of Small Satellites"*

1615-1630 **Membership Raffle, Submit Workshop Evaluation, Final Announcements**

March 2014 SoCal Workshop Evaluation

- Overall rating = 4.5 (Out of 5 maximum)
- Received positive feedback
 - Recommendations for presentation subjects
- Offers to make presentations received
- Prospective host organizations are approaching us
- Attendees want to get involved
- Many out of area briefers & participants
- Training session was well received

March 2014 SoCal Workshop Attendees



Future SoCal Workshops 2014-2016

- September 17 2014
 - Boeing
 - POC: Rich Harwin
 - Huntington Beach, CA
 - JOINT WITH SD CHAPTER!
- December 17 2014
 - Lockheed Martin
 - POC: Ralph Smith/Tom Orem
 - El Segundo, CA
- March 2015
 - Aerojet Rocketdyne
 - POC: Stuart Swalgen
 - Canoga Park, CA
- September 2015
 - SpaceX
 - POC: TBD
 - Los Angeles, CA
- December 2015
 - Booz Allen Hamilton
 - POC: Tim Hohmann
 - TBD
- December 2016
 - SMC
 - TBD
 - San Pedro (Ft. MacArthur), CA

Future SoCal Workshops 2014-2016

- Well connected and established Keynote Speakers are a prime draw to ensure good workshop attendance
 - Getting great keynote speakers requires an early start!
- Potential future speakers:
 - National and Local Representatives/Public officials/ TV Personalities
 - Denver Conference Best Paper Winners
 - Richard Hartley, USAF Chief of Staff for Strategic Plans and Programs
 - CEBok Trainers
 - San Diego Chapter Award Winners and Authors

Future SoCal Workshops 2014-2016 (Continued)

- Potential future speakers (continued):
 - Dara Billah, JAIN Irrigation
 - Hoyt Sumerel, formerly BAE Systems
 - David Barry, formerly Aerojet Rocketdyne
 - Nani Tosoc, NASA Langley Research Center
 - Quentin Redman, PRICE Systems
 - Bob Hunt, Galorath
 - Mike Hickey, Leidos
 - Jamie Feiber, Lockheed Martin
 - Dr. Christian Smart, MDA
 - Shu-Ping Hu, Tecolote Research

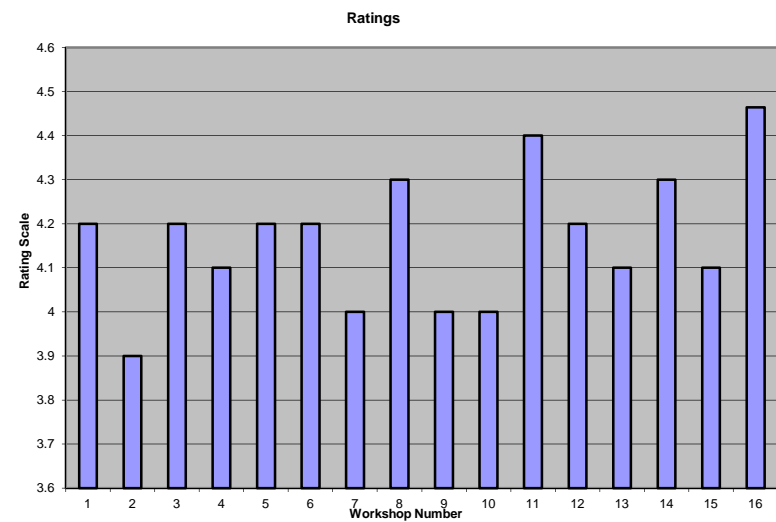
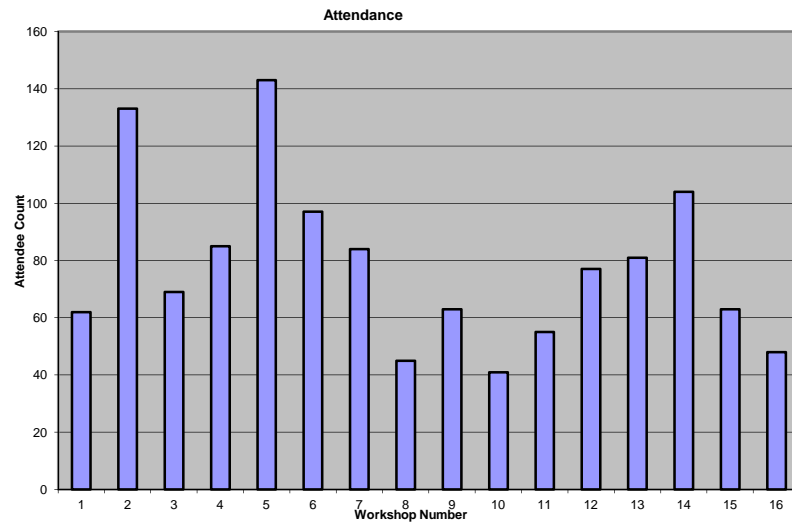
Workshop Metrics 2009-2014

Workshop Number	1	2	3	4	5	6	7	8	9*	10	11	12*	13	14	15	16**
Workshop Date	12-Mar-09	15-Sep-09	17-Dec-09	17-Mar-10	23-Sep-10	7-Dec-10	16-Mar-11	15-Sep-11	14-Dec-11	21-Mar-12	12-Sep-12	12-Dec-12	27-Feb-13	18-Sep-13	18-Dec-13	19-Mar-14
Workshop Location	Pasadena	San Pedro	Santa Monica	El Segundo	El Segundo	Huntington Beach	El Segundo	Los Angeles	San Pedro	El Segundo	El Segundo	El Segundo	El Segundo	El Segundo	Redondo Beach	El Segundo
Workshop Sponsor	JPL	SMC/ Tecolote	Rand	Lockheed Martin	MCR	Boeing	Galorath	USC	PRICE/ SMC	Raytheon	SAIC	Aerospace	Boeing	Lockheed Martin	Northrop Grumman	Galorath
In Person Attendees	N/A	N/A	62	77	112	87	80	45	63	41	50	67	68	77	63	41
Virtual Attendees	N/A	N/A	7	8	31	10	4	N/A	N/A	N/A	5	10	17	27	0	7
Total Attendees	62	133	69	85	143	97	84	45	63	41	55	77	81	104	63	48
Rating	4.2	3.9	4.2	4.1	4.2	4.2	4.0	4.3	4.0	4.0	4.4	4.2	4.1	4.3	4.1	4.5

*Attendance count of December 2011 & 2012 workshops artificially low

** Competing March 2014 workshop

Workshop Metrics 2009-2014



- Attendance Mean = 78 (+83%/-48%)
- Ratings Mean = 4.2 (+7%/-6%)
- Speakers (especially Keynote), location, and time of year seem to be primary factors

Other SoCal Activities:

Workshop Procedures Documents

- Checklist continues to evolve
 - Automatic date calculation
 - Includes action item list
- Templates
 - Agenda
 - Registration list
 - Reuse name badges
 - Surveys
- Regular telecons

Lockheed Martin 3/17/2010 Workshop Checklist							
Item #	Who	What (Activity)	When (Days Prior to Workshop)	Due Date	Done	Primary Actionee (s)	Action
1	Workshop Committee	Solicit Workshop Host organizations for a period of 2 years	Update Quarterly for presentation to the BoD	N/A	X		
2	Host Organization	Select Workshop date and location, usually a Wednesday, in the specified month (Mar, Sept, Dec)	120	11/10/09	X		
3	Host Organization	Ensure availability of meeting facilities for 50-60 attendees and financial support for refreshment and time to plan and execute the workshop	120	11/10/09	X		
4	Host Organization	For planning purposes the facility should include the following: - computer projection system with MS PowerPoint available - projection screen - microphone, if needed - laser pointer, if available - speaker podium or table for speaker notes/papers	120	11/10/09			
5	Host Organization	Organize a facility tour if possible (number one request from attendees), provide a brief description and photo	120	11/10/09	N/A		
6	Workshop Committee	Identify Workshop speakers from: - prior workshops - evaluation forms - Speakers Bureau - allow for 1 speaker from Host Org - maintain a list of reserve speakers, to back fill if necessary	120	11/10/2009			
7	Host Organization	Identify registration point of contact (recommend an admin person) responsibilities include: - coordinate with security on registration information required, including tour requirements - are there special restrictions for Foreign Nationals? - receive registration information from attendees	120	11/10/09	X	Ann Fisher	

Other SoCal Activities (continued): Chapter/Workshop Mentoring Program

- SoCal BOD members and volunteers
 - Groom BOD members
 - Decompose and delegate specific assignments
 - Communicate frequently (Weekly or biweekly telecons)
- Workshop Execution
 - Identify POCs and enlist keynote speakers early
 - Shadow and overlap prior workshop

Other SoCal Activities (continued): Chapter BoD Election

- Terms end at end of 2014
- Election Chair and Committee needed
- BoD candidates needed
- Initial solicitations for elections committee personnel and BoD positions sent to SoCal members in early May 2014

San Diego Chapter Activities

- Workshop on 30 April 2014 hosted by Northrop Grumman in Rancho Bernardo, CA
- Meeting details are below:
 - Introduction of the Board of Directors
 - Announcing the “2014 ICEAA San Diego Chapter Estimator/Analyst of the Year” awards for both Junior and Senior awardees.
 - Guest speaker from Level 4 Ventures will discuss a tool used to support cost estimating that includes:
 - ✓ Defining and managing the basis of estimate (requirements);
 - ✓ Performing the estimate;
 - ✓ Analyzing lifecycle support costs;
 - ✓ Using earned value to update the estimate; and
 - ✓ Managing and tracking risks.
 - Information on the Chapter sponsored PCEA/CCEA exam₁₉

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San Diego Chapter Activities (continued)

- Chapter Award Winners:
 - **Will Evans** from Booz Allen Hamilton named the “**Junior Estimator/Analyst of the Year**”
 - **William Roetzheim** from Level 4 Ventures named the “**Senior Estimator/Analyst of the Year**”

San Diego Chapter Activities (continued)



- Will Evans “Junior Estimator/Analyst of the Year”

San Diego Chapter Activities (continued)



- William Roetzheim “Senior Estimator/Analyst of the Year”

Challenges & Issues

- Some locations have unique considerations
 - Room Layout
 - Equipment (Phone lines, Podium, WebEx, etc.)
 - Refreshments & other expenses (Parking) can be prohibitive
 - Adequate lunch breaks
 - Photography constraints
 - Tours are popular but hard to arrange
- Must build on current success and not stagnate
 - Exceeding expectations is the goal
 - Can't please all - Must gear workshops to address a broad level of experience and topics
 - Finding dynamite keynote speakers is daunting
- Last minute registrants and drop-outs
 - Maintaining accurate registration counts; especially WebEx participants
 - Foreign Nationals

Challenges & Issues (Continued)

- Keeping BoD (and other) members healthy and active
 - One SoCal BoD member inactive
- SoCal Chapter BoD elections looming
- Arizona Chapter needs to be established
- Conflicts with other organizations

Way Forward

- Continue to offer exciting workshops
 - Occasional lunchtime seminars
- Must build on current success and not stagnate
 - Exceeding expectations is the goal
 - Can't please all - Must gear workshops to address a broad level of experience and topics
 - Finding dynamite keynote speakers is daunting
- Help grow and maintain membership and a volunteer base
 - Membership Drawings are popular!
 - Reach out to members for their ideas and concerns
 - Be inclusive

Way Forward (Continued)

- Educate, inspire, challenge, incentivize, and motivate young and new analysts (Training sessions are well received)
- Promote organization and estimating activities
- Establish joint chapter activities
- Use Region 7 Chapter paradigms to promote awareness & participation in other ICEAA chapters

Discussion

Any questions or comments?

Back-Up

SoCal BoD Assignments

Board Member Assignments/Responsibilities

- **President (Kurt Brunner):**
 - Call, Coordinate, & Orchestrate Meetings
 - Chair Proceedings
 - Make Southern California Board of Directors (BOD) assignments
 - Coordinate workshops
 - Draft and present Southern California Reports for ICEAA International BOD meetings
 - Draft Southern California *ICEAA World Magazine* articles
 - Send Thank You memos to workshop speakers

Board Member Assignments/Responsibilities (Continued)

- **Vice President (Quentin Redman):**
 - Solicit host organizations for future workshops
 - Coordinate future workshops (dates & facilities)
 - Assist in drafting Southern California Reports for ICEAA International BOD meetings
 - Assist in drafting Southern California *ICEAA World Magazine* articles
 - Send Thank You memos to workshop speakers

Board Member Assignments/Responsibilities (Continued)

- **Secretary (Evelyn Davalos):**

- Issue minutes and action Items from Southern California BOD meetings
- Collect and disseminate information and documents (Workshop Checklist updates, Workshop Registration Lists, Agendas, Presentations, Release Forms, etc.)
- Maintain files and archives of information and documents
- Coordinate Website Postings
- Coordinate Mailing of Workshop Invitations and Agendas
- Assist in drafting Southern California Reports for ICEAA International BOD meetings
- Assist in drafting Southern California *ICEAA World Magazine* articles
- Tally workshop survey results

Board Member Assignments/Responsibilities (Continued)

- **Treasurer (Chris Hutchings):**
 - Control the funds of the Chapter
 - Receive and disburse funds upon the authorization of the Board of Directors
 - Report fiscal status annually (or more often if requested)

Board Member Assignments/Responsibilities (Continued)

- **ICEAA Southern California Board of Directors –**
 - One Director (Dave Graham) is Director of Programs
 - Solicit speakers
 - Obtain Presentations & Release Forms
 - Prepare workshop agendas
 - Other Directors to assist Director of Programs
 - Conduct facility surveys
 - Coordinate Badge & Name Tent production
 - Assist with On-Line/Webinar activities
 - Update workshop checklist
 - Assist with Audio Visual activities
 - Coordinate Speaker Gifts
 - Various Ad Hoc responsibilities