

APPROVED MINUTES as of March 12, 2016

Welcome, quorum count, introductions:

Paul Marston

Quorum established at 9:16.

Paul introduces the newly elected board members to the group.

Paul's goal as president is to enact more of the plans and ideas that have been proposed throughout the years. He intends to call upon the executive committee to make some minor operational decisions but if an important decision needs to be made that requires the attention of the entire board, he will schedule a virtual/phone meeting for the entire board rather than waiting until the next meeting to act.

Who is on the executive committee? According to the bylaws (italics added):

ARTICLE IV – COMMITTEES

Section E: From time to time it may be necessary for an Executive Committee consisting of the *President, Executive Vice President, Vice President of Professional Development, Secretary, Treasurer, and the Past President* to confer as a group related to pressing Association issues, or with the addition of the Executive Director to provide direction and conduct business related to ongoing or special situations for the **ASSOCIATION**. The President may identify other participants in these Executive Committee meetings as needed on a case by case basis. Decisions implemented as a result of these meeting shall be binding, and the Board of Directors shall be notified as soon as practical, but not later than the next Board meeting.

Key themes:

- Financial stability is high priority
- Discussed internal business practices. Developing Policy & Procedures Manual piece by piece through the various new committees. Portions may require a board vote as they are developed
- Need outreach to large constituent organizations (Government and Industry) – leadership should contact membership
- Specialty certifications – how does ICEAA align with other organizations (benchmarking)

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Secretary's Report:

Greg Kiviat

Peter Braxton pointed out two minor errors in the June 9, 2015 minutes and emailed the corrections to Megan. Motion to approve the minutes with the suggested corrections seconded. All favor, no opposed. Secretary's report approved.

Treasurer Report:

Bob Hunt

Assets and investments are strong. Income is strong with higher than expected income from both IPM and CEBoK sales.

Ellie Bassett suggests as a non-profit association, we should refrain from using the word "profit" in our language and documents.

Business office believes this year's unusually high IPM income is due to a clerical error on the part of one of the partnering associations.

Action: Paul Marston, Mike Thompson and Megan Jones to meet with the IPM partnering organizations the College of Performance Management (CPM) and the National Defense Industry Association (NDIA) 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.

The expenses owed to Taylor & Francis for the *Journal of Cost Analysis & Parametrics* has been discussed previously, and while we're losing less money on it than we had, it's still a significant expense. Brian Glauser has had conversations with the JCAP editor, Ricardo Valerdi, who believes Taylor & Francis would be amenable to a renegotiation.

Action: Megan to read through the Taylor & Francis contract, contact Ricardo to get more insight on the possibility of renegotiation. If this seems reasonable, a board member will be present and will participate in the renegotiation.

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The two budget scenarios presented were based on two different projections for 2015 IPM income. The event is only a few weeks away, should the board wait to approve the budget until after IPM when we have a better understanding of how the meeting goes?

Motion: approve scenario 2 of the projected 2016 budget and revisit in December based on actual revenue scenario for 2015 IPM Workshop. Seconded and all approved.

International Business Reports:

Australia: Tracey Clavell

Thanks the board for adjusting the timing of the international portion of the meeting to ease time zone differences. The Australia chapter is reassessing their situation based on a new political climate. Is focusing more on fewer key events to help members network rather than spread themselves too thin. Had three events in Canberra this year and two in Adelaide (20-25 persons per event) – no charge to attend.

CCEA certification remains well recognized and appreciated in Australia. There is good word of mouth buzz about it and the chapter is interested in creating some Australia-specific portions of CEBoK and the exam.

Home office can help with membership data. The Australia chapter is divided mostly 80% government/20% industry, and they're working hard to increase the industry presence.

UK: No report sent, director not present.

Paul Marston and Brian Glauser went to a SCAF workshop in September 2015. Had some good interactions and met some ICEAA members there.

Japan: No report sent, director not present.

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International Conferences:

Jason presents International Conference slides. When Paul was in the UK for the SCAF meeting the previous month, he toured the hotel we're looking to use for the 2016 International Workshop with Dale Shermon. Looks like it will be a good fit.

The SCAF board is interested in helping out with the 2016 International Workshop. They have moved their fall meeting to coincide with it and are looking to participate both in planning and execution.

Other organization participants / cobrand besides SCAF may be SSCAG, ACOSTE, NESMA, DACE, APM. Suggested having ESA participate but not sponsor.

Need minimum 100 delegates – expecting 60 travelling and 40 local – fixed cost would be covered. International CEBoK/Certification Efforts:

A steering committee for the “Software CEBoK” training and certification effort has been formed, with Glauser, Andrejev, Braxton and representatives from Nesma and IFPUG. The group will be generating a spreadsheet for cost and revenue projections, forming a sub-group of SMEs to start defining testable topics, course outline, and curricula. Project not moving as quickly as hoped, but moving.

The 3 organizations have agreed to follow the lessons learned from when ICEAA created CEBoK: separate training and certification, so we don't go down the path that PMP and PMI have done and make the exam simply a test of the material created. Instead of one being dependent on the other, they're two separate products that are individually good.

ICEAA will need to determine the amount we're willing to invest in a new curriculum and how much we'll invest in a new certification. If we don't spend money on it, it won't happen, but like similar past ventures, it should pay off.

International Constituencies:

Jason presents slides and proposes surveying non-US members to what current offerings they find most valuable and what new services they would like. This effort should help ICEAA better serve our international constituencies.

Action: Jason will schedule a meeting with International Directors and Megan (Dan N., Bill B. volunteer) to start draft of survey, and will have a presentable version by next BOD.

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Certification Report:

Peter Andrejev

Peter presents slides.

Action: There is some outdated pricing listed on the website. Megan and IBO will update.

Discussion and planning in place to create a Canadian-centric CCEA exam and some Canadian-specific CEBoK modules. Canada is trying to get representatives from their Treasury Board Secretariat (equiv. GAO) and Department of National Defence to get involved.

Jason says the UKMOD has some ideas and questions for UK versions of CCEA and CEBoK.

Action: Jason will send UKMOD question/training ideas to Andrejev and Braxton.

Paul suggests forming a committee or group to referee these products and other questions. Stacy Dean says she has never seen a call for volunteers for supporting that effort and suggests we send a call for volunteers to both provide questions and review the new content.

Action: IBO will draft a call for volunteers to both provide questions and review the new content with an explanation that they can get recertification points for volunteering. Will send to Andrejev for review.

Parametric Specialty Training/Certification: Paul would like to see a Parametric Specialty Training/Certification committee established with members identified and an outline of the plan for the effort by the next BOD meeting. The first Parametric Specialty Exam is scheduled for June 2016.

Workshop Report:

Michael Thompson

Mike presents slides.

Action: Megan will send the 2014 and 2015 workshop rosters to Greg Kiviat, Bill Barfield and Ellie to determine metrics and classifications of attendees from industry, contractors, etc.

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Business Office Report:

Megan Jones

Megan presents slides.

The group discusses the dip in participation from the large contractors. In the cases discussed, there had been a chief advocate for ICEAA in each big company who has since retired or moved on, and a new advocate hasn't been established.

Some of the commercial companies are concerned that ICEAA is too government-focused to serve their needs. Other companies believe ICEAA is too consultant-focused to be the connection to the government that they want.

Senior Government Advisory Panel: First meeting was October 10, went well. Paul would like to have a meeting with the group prior to each board meeting get their thoughts on the agenda and our plans.

Action: All BOD Members and Chapter Presidents please pay attention to the marketing materials you receive for various industry related and other meetings and forward the best/most interesting to Megan.

Cost Community Round Table Event: Paul wants to bring high level government, industry and academia representatives together as a closed group to discuss issues relevant to the entire cost community. The government folks seem positive about it the SGAP, so if this goes well, we could create an advisory panel for industry.

Suggested that Paul M come to companies to talk about ICEAA benefits.

Recent CEBoK bulk orders: have gotten a surge of large orders for CEBoK software. Not sure where the interest is coming from, who is pushing for it and why. If we don't figure out why it's happening, we won't be able to repeat it. Group agrees the government has added certification as a requirement for proposals, but why us and why now?

Emeritus Members: Megan was approached by a retired member who was a former active leader in SCEA for information on Emeritus Memberships. The group agrees to the idea of distributing a limited number of emeritus memberships to honor former "superstars."

Action: Megan and Pat Z. to determine criteria for emeritus memberships, present at next BOD meeting.

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Motion: extend honorific of emeritus membership to Frank Flett and solicit his input on the criteria and process for future emeritus members. Seconded and approved.

Professional Development

Peter Braxton

Peter explains that the parametric specialty exam and curriculum is intended to be in addition to current CEBoK/CCEA, but that the software certification and curriculum are intended to be an entirely different product.

When moving forward on CEBoK, there are lots of different dichotomies to consider: format vs. content; wholesale update vs. incremental updates; core vs. specialty; volunteer vs. paid. Peter supports having CEBoK up as a wiki-style knowledge repository with on-demand videos.

Action: Peter Braxton to present information on cost and effort of creating CEBoK wiki.

Group discusses whether too much online availability would impact workshop attendance and other sales, others bring up that they have heard many requests for actual textbooks.

The board is looking forward to suggestions on how to revive/restructure CEBoK. Peter B. indicates both the DAU and CAPE have knowledge bases and courses that we could incorporate into our training and certification.

Committees:

Marketing/Communication Committee: Christina Snyder. Kammy Mann and Ann Hawpe have volunteered to serve on the committee. Christina says she will bring in an international member for their perspective also.

The mission of the committee is to improve messaging and communication within the cost community. Plans to set up an active LinkedIn account to congratulate certificants,

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show award winners, solicit practice problems for the exams. Jason noted possible need for moderator.

Awards Committee: Stacy Dean: not much to report – committee members have been identified, first meeting scheduled and some preliminary work has been done to review current awards and criteria and determine what updates need to be done.

Paul wants both the awards and governance committees' tasks completed in 3 months. Awards need to be done by the end of December or the new structure won't be in place for 2016.

Action: Awards Committee to send out a PowerPoint or outline to the board before the mid-December board conference call.

Chapter Development Committee: Bill Barfield: Forming the committee, has some ideas and volunteers. The committee will focus on how we can better help chapter presidents, get policies and procedures documented, finalize chapter finance process, and generally improve services and value to members. Kurt Brunner volunteers to serve on the committee.

Governance Committee: Tim Anderson not present but sent report. Paul explains the purpose of the committee is to clean up discrepancies, redundancies and items in both bylaws and constitution that are no longer relevant. Jason points out if we change our constitution we will need to re-file with the state of Virginia and suggests we have a lawyer review the new products.

New Business:

DoDCAS: ICEAA wanted to have a role in the 2015 DoDCAS event but it happened without us. Brian had some conversations with Rick Burke to get us back involved and it was touched on at the Senior Government Advisory Panel meeting. Rick Collins and Peter Braxton are meeting with Burke next week and will invite him to serve on the SGAP and ask about status of DoDCAS and our possible involvement.

Action: Rick Collins, Peter Braxton to report back to the Board on their conversation with Rick Burke re: DoDCAS.

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Chapter/Region Reports

Region 2: Rick Collins has been having some conversations with chapters in his region and most are asking about ways to get more CEU credits for CCEA recertification.

Action: Peter Andrejev and Peter Braxton will work together to come up with an email to send to chapter presidents regarding the CEU credits available for various activities.

Review of June 2015 Action Items:

- (Megan/Treasurer) show the status of the budget within a 3-5 year span at all the board meetings. EC, and IBO. **Done**
- Region Directors and Chapter Presidents: send the latest roster for your boards to the ICEAA office. **Incomplete:** not all rosters received.

New action: Megan to request Region Directors' involvement in getting the chapter board rosters.

- (**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. **Ongoing:** please continue to do this.
- Paul, Brian, et al: Attendees of Tuesday's meeting with Nesma and IFPUG to report back to board. **Done.** Brian reported to Paul. Was discussed in the software certification committee report.
- Paul, Brian: report on SSCAG meeting to board. **Status unclear:** Not sure what's going to happen, they're interested in being a SIG, conversation ongoing. ICEAA needs to do more work defining SIGS, what the office will do for the sig, what the expectations are.

New action: Paul to have a talk with Andy Prince to work out details of the SSCAG sig.

- Megan, Jason: determine contract with Room Trust/Phil Griffiths. Phil has offered a turnkey solution: he will set up website, registration, etc. **Ongoing** but close to completion. Expect to finalize by mid-November.
- Megan, Paul, Jason: draft and sign an agreement with SCAF, DACE and ACostE to acknowledge their financial commitment. *Re conference in Bristol* **Ongoing** but close to completion. Part of earlier discussion on international conferences.

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- **Brian:** send recommendations of companies with potential members in San Antonio and Austin to David Bach. **Incomplete.** Adding to action items for October

New action: Brian Glauser 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. **Ongoing.**

New action: Megan, Paul, Mike Thompson, Greg Kiviati to determine a method and approach for establishing a chapter in Connecticut.

- Andy N.: report to board on outcomes of conversation with Jaguar/Land Rover on recruitment and involvement. **Incomplete.** Andy not on the call, no report received.

New action: Andy Nicholls to 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. **Incomplete,** already set as new action item.
- Brian: call Jim Fume to see if we can get ICEAA to present at the SRI Symposium, Sept 28-Oct 1 in McLean. **Missed** but will add to October action items to keep on docket for June.

Ongoing: Brian Glauser to 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. Done
- Megan: draft a survey, present to Jason, send to Board and CPs over the summer, launch survey to members in fall 15. Tabled. Some surveys have been suggested during this meeting, don't want to over-load members. Will add to October action items to keep on the docket.

Ongoing: Plan to conduct member satisfaction survey in 2016 or 2017.

- 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? **Done.** With great success!

Next Meeting: _____

ICEAA Board of Directors Meeting
October 17, 2015 | Washington, DC

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Phone meeting proposed for second week in December.

Next in-person meeting: March 12 in DC area.

Motion to adjourn seconded and approved at 4:02

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October 17, 2015 Action Items Summary

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- **Megan** to read through the Taylor & Francis contract, contact Ricardo to get more insight on the possibility of renegotiation. If this seems reasonable, a board member will be present and will participate in the renegotiation.
- **Jason** will schedule a meeting with International Directors and Megan (Dan N., Bill B. volunteer) to start draft of survey, and will have a presentable version by next BOD.
- There is some outdated pricing listed on the website. **Megan** and IBO will update.
- **Jason** will send UKMOD question/training ideas to Andrejev and Braxton.
- **IBO** will draft a call for volunteers to both provide questions and review the new content with an explanation that they can get recertification points for volunteering. Will send to Andrejev for review.
- **Megan** wills end the 2014 and 2015 workshop rosters to Greg Kiviat, Bill Barfield and Ellie to determine metrics and classifications of attendees from industry, contractors, etc.
- **All BOD Members and Chapter Presidents** please pay attention to the marketing materials you receive for various industry related and other meetings and forward the best/most interesting to Megan.
- **Megan and Pat Z.** to determine criteria for emeritus memberships, present at next BOD meeting.
- **Peter Braxton** to present information on cost and effort of creating CEBoK wiki.

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- **Awards Committee** to send out a PowerPoint or outline to the board before the mid-December board conference call.
- **Rick Collins, Peter Braxton** to report back to the Board on their conversation with Rick Burke re: DoDCAS.
- **Peter Andrejev and Peter Braxton** will work together to come up with an email to send to chapter presidents regarding the CEU credits available for various activities.
- **Megan** to request Region Directors' involvement in getting the chapter board rosters.
- **Paul** to have a talk with Andy Prince to work out details of the SSCAG sig.
- **Brian Glauser** send recommendations of companies with potential members in San Antonio and Austin to David Bach.
- **Megan, Paul, Mike Thompson, Greg Kiviat** to determine a method and approach for establishing a chapter in Connecticut.
- **Andy Nicholls** to report to board on outcomes of conversation with Jaguar/Land Rover on recruitment and involvement.
- **Ongoing: Brian Glauser** to call Jim Fume to see if we can get ICEAA to present at the 2016 SRI Symposium in McLean.
- **Ongoing:** Plan to conduct member satisfaction survey in 2016 or 2017.