

ICEAA Board of Directors Meeting  
June 6, 2016 | ICEAA Workshop Atlanta GA

APPROVED MINUTES as of February 25, 2017

Welcome, quorum count, introductions: Mike Thompson

Quorum established at 9:01 AM

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

Secretary Report: Greg Kiviat

Minutes from March 12, 2016 BoD meeting approved, no nays

Treasurer Report: Bob Hunt

Bob presented report. Shortfall of \$8K remains as projected in the 2016 budget approved in December but rate of loss is lower and in better control

Motion to accept report made and seconded and approved by Board

International Business Report:

Australia Report Tracy Clavell

New Board elected – 2 persons stayed from prior board – Andy Nicholls back on board. Meetings scheduled for Sept and November. Membership drop off – lost 1/3 members – need reach out to recover. And expect to recapture many. Offer to work with Megan and others. Most Aussies are confused about the process for certification, would like a copy of an old test to show others

International Training Symposium Update (Bristol Oct 2016) Jason Dechoretz

Papers collected, recommended. Need to talk with Peter B to establish training process. Originally only wanted PCEA training, but want to expand to CCEA. Jason reminds all that hope is to break even, not make money. Certification is key for UK MoD. Other supporting organizations include ACOSTE and SCAF. Expect 80 – 110 people at conference – 60% from Europe and 40% US

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Chapter and Region Reports:

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Region 3 Atlanta: Nicole in Huntsville working with Atlanta chapter that has been responsive, going to return the \$18K to ICEAA since they don't work as a chapter anymore. Any chapters that are idle can and should give their funds back to ICEAA, and we will hold them until the chapter is ready to restart.

Megan noted that \$96K is held by chapters

**Action** – Jason & Nicole: work to figure out how to branch out to groups in Atlanta.

Northern Alabama Chapter - Eric Hawkes: presented Northern Alabama Slides, report – organizations participating including NASA, Army, MDA. Conducted lunch meetings and training sessions with chapter volunteers for exam prep. Also providing scholarships. Comment on need for links to other local organizations like American Helicopter Society system engineering group. Rick Collins asks how they get the attendance so high. Answer: it's free. Gov people will not become members because their boss won't pay for it, but they'll come to a free event during work hours that they get paid to go to.

Region 2: Rick Collins reports that DC has agreed to start webcasting their luncheons to include Baltimore, Hampton Roads and Central VA. No good central location for in person meetings for all members.

DC Chapter: Meghan Kennedy – gives update on DC Chapter. Jason suggests considering evening meetings. Meghan also considering a happy hour social event, maybe use those as a method of determining popularity of time frame

Region 5: Mike Doherty & Stacy Dean – Wants more access to update the website themselves. Colorado has been inactive. Membership in region down 50% since 2012. NW chapter focus on networking – had successful event on weekend at Museum of Flight. Has conducted prep course on certification. 90-95% of members are Boeing

**Action:** Stacy to inquire with Megan on how to allow for access to international office website

Central FL: Jim Roberts reports Central FL elected a board, having some meetings. Membership down 50 to 25 members, but having 3 meetings a year. Eric would like to be able to see past chapter presentations on specifics subject for his chapter – what would be process to do this?

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**Action:** Eric Hawkes to send international office ideas on creating a repository and online calendar for chapter information and presentations

**Action:** Paul, Megan – rearrange board agenda to reflect strategic plan as a scorecard/road map

**Action:** Rich Harwin to send the SoCal Chapter’s list of people who have requested information on their daylong workshops.

**Action:** Paul M and Megan to resend Strategic plan to Board members to focus on value to membership.

Rich Harwin: Region 7 So Cal Region Rich Harwin – Last workshop at Boeing in Huntington Beach. 72 attending with 12 online web.

**Action:** Rich Harwin to provide list of attendees to Megan for CEU credit record keeping

Steve – Gateway St Louis region. Focus on cost and Acquisition. Need EAC and other types of member – not “pricers” Fragile environment for work security need to support career aspirations.

Chapter President call – went well –suggesting need for more regular meeting (maybe quarterly)

Business International Business Report: Megan Jones

Megan presented IBO report.

300 of 1600 total members are international

**Action:** Megan to compile list old military addresses of Peter B, Jason, Nicole to skim/scan

Next board election will take place in spring 2017, new board sworn in July 1, 2017.

**Action:** Brian Glauser to establish a nomination committee by August 15 (as described in the bylaws), begin requesting nominations in preparation for ballot distribution December 15, 2016.

**Action:** All board members begin to prepare their comments on what the value of ICEAA means to them. Megan will request testimonials from each board member.

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**Action:** all board members from sponsor/exhibitor companies: send Megan ideas on marketing the value of participating in ICEAA Workshops. value proposition” for workshop/conference exhibitors. Peter Andreyev suggested 4 reasons 1) Sales, 2) Recruitment, 3) Networking and 4) Competitive Assessment

Suggested survey of each exhibitor for their reasons for participating

Suggested a free government booth to support government participation at conference

Suggested free both to companies if they send a defined number of persons to workshop

Suggested a revised brochure showing benefits of ICEAA membership. Including survey that would show number of persons that obtained their jobs due to ICEAA membership benefits (networking, training, etc.)

**Action:** Megan to send email to those board members who exhibit/sponsor about why they still sponsor exhibit.

**Actions:** Paul to request volunteers to serve on the conference committee as a sponsorship POC. Paul to request BOD members to be more in contact with the big companies. Megan to request BOD to send links of the other conferences they go to

Taylor and Francis – agreed to reduce commitment for hardcopies from 500 to 100 to save \$4000 annually. Contract is reassessed every year

2016 Workshop:

Mike Thompson

Reviewed chairs for 2016 workshop. Best paper award Tuesday followed by Government Cost leaders panel John Fitch, Naval Center for Cost Analysis, Katrina Hall, FAA, Grant McVicker, Air Force, Christian Smart, Missile Defense Agency. Keynote speakers: Col. Darby McNulty, US Army to discuss the Agile process; Dan Nussbaum, Greg Mislick - Masters in Cost Estimating and Analysis; Best paper presented at general session Thursday

335 Registered attendees. Big losses in attendance from Industry including Boeing, Northrop Grumman and Lockheed Martin.

Issue with government rate rooms – some government contractor participants took government rate rooms limiting availability for government employees.

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Jason D suggested possible “no sponsor” workshops to save footprint requirements for conference and lower costs

Projected Workshop surplus ~\$100,000, down from originally projected \$130,000

Certification Program Report:

Peter Andrejev

CCEA certifications now 684, PCEA 127, CPP 43. Changes due to database cleanup. 16 recertifications. 51 persons sitting for certification exam for 2016.

Beta testing CCEA-P (Parametric) this year. Discussion on parametric “work products” required for CCEA. Have a committee to review them, or maybe let a colleague of the applicant vouch for it – issue with potential proprietary nature. Adding “word problem” to exam. Suggested that the Parametric SIG should/would be the reviewing entity.

Jason’s comment, the point of recertifying is to show that people are staying current with the field. By having one be based on points and another be on retests, it’s not the same standard.

PCEA for international members is an issue – some of material content is not relevant for international users – suggested modifications to certifications specific to international member needs.

Motion to award non-renewable PCEA to applicants with > 5 yrs. Experience

Motion for Clarification actions

Revise documentation to refer to Part I as the “PCEA Examination

Permit applicants with more than 5 yrs. of experience to apply& sit for the PCEA exam

Confer the PCEA Certification to any individual who passes the PCEA (but does not pass Part II of the CCEA exam)

Allow individuals seeking to retain their PCEA designation to re-take the PCEA exam every three years (similar to PMI’s CAPM1). Streamline the “re-take” application to minimize burden on the National Office

Work with each country on a case-by-case basis to resolve unfair exam questions, while preserving the integrity of the CCEA exam

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Jason makes an amendment to the motion on the floor to remove the PCEA “not” renewable by points theme, declined vote 5 to 4

Board vote to ***accept clarification*** actions –

**Action:** Sharon and Peter A. will review and update details as needed without additional vote

Software Specialty Certification Update: Brian Glauser

Ricardo Valerdi leading working group to develop testable topics and have developed a top level table of contents

**Action:** Inputs for Software Specialty Certification testable topics/questions needed by July 15 (?) to Ricardo. Need “industry” input. Offer to add new members to the working group

**Action:** Brian to amend slides to include COSMIC

CEBOK for Industry Raymond Covert, Greg Kiviat

Provided overview of training material developed for Industry and specifically Sikorsky using CEBoK materials

Suggested to board that Sikorsky would be willing to share nonproprietary material with ICEAA for development of an industry focused training set

Updates were made where CEBOK material is: 1) Missing crucial content from contractor perspective; 2) repetitive; 3) more germane to Government, SETA, or FFRDC audiences; 4) Provides some unnecessary depth in areas of less utility to Sikorsky/contractors; May be improved upon by using Sikorsky specific data such as historical data examples

Illustrated 4 level internal training and certification: 1) Contributor 2) Estimator, 3) Model Creator, 4) Principal

Discussion on need to focus on industry needs for training and certification with recent large reductions in industry participation in workshop

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Questions for Board: Would tailoring CEBOK toward an Industry audience attract more members to ICEAA and to the Certification program? Would tailoring and trimming the training program make it more cost-effective for industry to send more trainees?

Training:

Peter Braxton

Canada – working on updated training material specific to Canada needs

Paul M noted that Neil Albert is looking for people to participate in CEBoK update. Participants can't be in company looking to compete for update work

**Action:** (Who?) Determine how a wiki might be used for a CEBoK update

New Business:

Paul — need for a revised training license for CEBoK use. Companies out there are providing CEBoK training for free or for a fee. Need to make a license for it. ICEAA owns CEBoK, it is our product, our copyright, our moneymaker. Concerned that we may void our copyright if we don't control its use. When we licensed with Sikorsky, there were lots of criteria and conditions, which addressed their needs but reserves ownership of the material to ICEAA. We can't have companies doing whatever they want with CEBoK, and have no way of knowing what they're doing. Paul drafted one last week, but is working on it.

**Action:** Paul to recruit volunteers from industry partners to look at, give comments. Steve Glogoza volunteers.

Bill Barfield - presents a varied version of the chapter reporting form for the Board meetings, will give to the Regional Directors.

**Action:** Region Directors will reach out to the less active chapters, will start to compile the reports from the chapters, give a summary for the Board to review.

Next Meeting: September 10. In DC. Actual site TBD.

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## June 6, 2016 Action Items List

### **Chapter and Region Reports**

- **Jason & Nicole:** work to figure out how to branch out to groups in Atlanta.
- **Stacy and Megan** to determine a process to allow chapter access to international office website
- **Eric Hawkes** to send international office ideas on creating a repository and online calendar for chapter information and presentations
- **Paul and Megan** – rearrange board agenda to reflect strategic plan as a scorecard/road map
- **Rich Harwin** to send the SoCal Chapter’s list of people who have requested information on their daylong workshops.
- **Rich Harwin** to provide list of attendees to Megan for CEU credit record keeping
- **Paul M and Megan** to resend Strategic plan to Board members to focus on value to membership.

### **Business International Business Report**

- **Megan** to compile list of old military addresses for Peter B, Jason, Nicole to skim/scan
- **Brian** Glauser to establish a nomination committee by August 15 (as described in the bylaws), begin requesting nominations in preparation for ballot distribution December 15, 2016.
- **All board members** begin to prepare their comments on what the value of ICEAA means to them. Megan will request testimonials from each board member.
- **All board members from sponsor/exhibitor companies:** send Megan ideas on marketing the value of participating in ICEAA Workshops.
- **Paul** to request volunteers to serve on the conference committee as a sponsorship POC. Paul to request BOD members to be more in contact with the big companies.
- Megan to request BOD to send links of the other conferences they go to

### **Certification Program Report**

- **Sharon and Peter A.** will review and update details as needed without additional vote

### **Software Specialty Certification Update**



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- Inputs needed by July 15 to Ricardo. Need “industry” input. Offer to add new members to the working group
- **Brian** to amend slides to include COSMIC

**Training**

- Determine how a wiki might be used for a CEBoK update

**New Business**

- **Steve Glogoza:** Plans to get some volunteers from industry partners to look at training licenses, give comments.
- **Regional Directors** will reach out to the less active chapters, will start to compile the reports from the chapters, give a summary for the Board to review.
- **Brian Glauser** to establish a nominating committee for the 2017 Board

**Actions carried from previous review:**

- **Bob Hunt** to create a subcommittee of budget committee and Megan to assess the value propositions of all of our products and membership. (carried from March 2016)
- **Brian Glauser** to prepare advertising material for the software certification for a 2017 rollout. (carried from March 2016)
- **Rick Collins** to talk to Christian Smart to find out how he got to where he is, how he’s become an advocate of ICEAA, how he’s changed MDA by encouraging CCEA. (carried from March 2016)
- **Business Office** to review Peter A’s draft email regarding CEU credits available for various activates, distribute to Chapter Presidents (carried from March 2016)
- **Governance Review Committee** (Tim Anderson chair) to propose options for defining a quorum in the bylaws. (carried from March 2016)
- **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. (Carried from October 2015)
- **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. (ongoing, carried from March 2016)
- **Megan and Pat Z.** to determine criteria for emeritus memberships, present at next BOD meeting. (Carried from October 2015). Megan will draft language for criteria, process,

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who could be considered, etc. Keep broad, basics. Once process determined and emeritus members are chosen, Paul wants an official letter going out to the member to congratulate them

- **Paul** to have a talk with Andy Prince to work out details of the SSCAG sig. (Carried from October 2015)
- **Megan, Paul, Mike Thompson, Greg Kiviat** to determine a method and approach for establishing a chapter in Connecticut. (Carried from October 2015, will keep as an open action until further notice)
- **Brian Glauser** to call Jim Fume to see if we can get ICEAA to present at the 2016 SRI Symposium in McLean. (Carried from June 2015)
- **Megan** to Plan to conduct member satisfaction survey in 2016 or 2017. (Carried from June 2015)

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March 12, 2016 Action Item Summary:

- **Bob Hunt** to create a subcommittee of budget committee and Megan to assess the value propositions of all of our products and membership.
  - Pending, add to new actions
- **Brian Glauser** to prepare advertising material for the software certification for a 2017 rollout.
  - Pending, add to new actions
- **Peter Andrejev** to create a set of recommendations for meeting the PCEA/CCEA challenges discussed for a Board vote.
  - **DONE!**
- **Rick Collins** to talk to Christian Smart to find out how he got to where he is, how he's become an advocate of ICEAA, how he's changed MDA by encouraging CCEA.
  - Has had a few conversations, but ended up chatting. Will work on, add to June actions
- **Business Office** to review Peter A's draft email regarding CEU credits available for various activities, distribute to Chapter Presidents
  - Add to June Actions
- **Governance Review Committee** (Tim Anderson chair) to propose options for defining a quorum in the bylaws.
  - Pending, add to June actions
- **Megan** to connect with Ricardo on his ideas for improving the Taylor & Francis journal contract, discuss those revisions with Taylor & Francis. (Carried from October 2015)
  - **DONE!**
- **Jason** will send UKMOD question/training ideas to Andrejev and Braxton. (Carried from October 2015)
  - **DONE!**
- **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. (Carried from October 2015)
  - **Not done, add to June**

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- **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.

- **Continue!**

- **Megan and Pat Z.** to determine criteria for emeritus memberships, present at next BOD meeting. (Carried from October 2015)

Megan will draft language for criteria, process, who could be considered, etc. Keep broad, basics. Paul – wants an official letter going out to the member to congratulate them

- **Paul** to have a talk with Andy Prince to work out details of the SSCAG sig. (Carried from October 2015)

- **Ongoing. Move to june**

- **Brian Glauser** send recommendations of companies with potential members in San Antonio and Austin to David Bach. (Carried from October 2015)

- **Remove. David to remit chapter funds**

- **Megan, Paul, Mike Thompson, Greg Kiviat** to determine a method and approach for establishing a chapter in Connecticut. (Carried from October 2015, will keep as an open action until further notice)

- **Ongoing**

- **Brian Glauser** to call Jim Fume to see if we can get ICEAA to present at the 2016 SRI Symposium in McLean. (Carried from June 2015)

- Brian will determine whether we need to pursue

- **Megan** to Plan to conduct member satisfaction survey in 2016 or 2017. (Carried from June 2015)

- **Ongoing**

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- **Megan and Paul** to have a meeting with IPM stakeholders to discuss the future of the event.

- Call took place in April, not much resulted from it.