ICEAA Board of Director's Meeting 0900 – 1700 | Saturday, September 30, 2017 MCR Office - McLean, VA AGENDA as of September 26, 2017			**Strategic Plan Goal** Tech = Technical Excellence Coll = Collaboration Relev = Relevance
Time	**Agenda Item**	**Leader**	
8:30	Gather for Continental Breakfast		
9:00	Welcome, Quorum Count, and Introductions	Paul Marston	
9:15	Secretary Report **Action:** Approve June 2017 Minutes	Greg Kiviat	
9:30	Treasurer Report **Action:** Approve Treasurers Report	Bob Hunt	
9:45	Updated MOU language for Canadian CEBoK efforts **Action:** Approve Canada CEBoK MOU language	Paul Marston	Coll, Relev
10:15	Break		
10:30	ICEAA Business Office Report	Megan Jones	Tech, Coll, Relev
10:45	Bylaws: Proxy Accomodations & Quorum Clarification **Action**: Approve proxy update in bylaws **Action**: Approve quorum update in bylaws	Megan Jones	
11:15	Bylaws: Emeritus & Fellow Membership Description **Action**: Approve emeritus & fellow member bylaws changes	Megan Jones	
11:30	CEBoK Training License Pricing **Action**: Approve training license policy for 2018	Megan Jones	
11:45	Chapter Funding Policy	Megan Jones	
12:00	Lunch & break		
12:30	PCEA/CCEA Certification Update	Peter Andrejev	Tech
1:00	Software Specialty Certification Update	Brian Glauser	Tech, Coll, Relev
1:30	CEBoK Update Task Force	Neil Albert	Tech
2:00	Professional Development Committee Update	Andy Prince	Coll, Relev
2:15	Chapter and Region Reports		Coll
2:30	2017 Workshop Review	Rich Harwin	Tech, Coll, Relev
3:00	2018 Workshop Introduction	Mike Thompson	Tech, Coll, Relev
3:30	Review June 2017 Board Action Summary	Megan Jones	
	Plan Next Meeting & Adjourn	Paul Marston	

ICEAA Board of Directors Meeting

June 5, 2017 | Portland, Oregon

APPROVED MINUTES as of September 30, 2017

Voting Attendees:

Peter Braxton, Kurt Brunner (virtual), Rick Collins, Jason Dechoretz, Brian Glauser, Rich Harwin, Bob Hunt, Greg Kiviat, Paul Marston, Dan Nussbaum, Rex Potter, Mike Thompson

Non-voting Attendees:

Brian Alford (virtual), Bill Barfield, Erin Barkel, Kevin Cincotta (virtual), John Deem (virtual), Meghan Kennedy, William Metz, Arlene Minkiewicz, Rodney Olin, Andy Prince, Christina Snyder, Tomeka Williams (virtual)

Welcome, quorum count, introductions: Paul Marston

Paul reviews the agenda and the intended outcomes from the meeting, thanks the outgoing board and welcomes the incoming board, whose term begins officially on July 1, 2017.

Secretary Report: Greg Kiviat

Quorum established: 12 voting members present of 11 required.

Floor open to any comments on the February 2017 minutes, none received. Motion to approve the Secretary Report raised, seconded, and passed.

Treasurer Report: Bob Hunt

Estimate-at-completion for 2017 more positive than originally budgeted: first projection was for a -$60K loss for the year. Workshop revenue exceeding expectations and the new hire budgeted for has not yet been hired, lowering the amount needed to pay the person.

Floor open to any comments on the Treasurer Report, none received. Motion to approve the Treasurer Report raised, seconded, and passed.

International Business Office Report: Megan Jones

Overall membership continues to decline slowly at approximately 100 members per meeting/300 members per year.

Companies with 15+ employees and many of the largest companies have declined considerably. Christina asks: how do we get the big companies to get back? We need to go to the big companies, need to get a champion in each company, ask what we can do for those companies to increase value. We need to get support at the highest level from the larger companies so that it filters down through the ranks:

Rex says suggests the big companies want to be in ICEAA to meet with government representatives, but if ICEAA attracts too many big companies, those companies will perceive that their access to the government representatives is diluted by the other big companies.

Action: Paul: create a sidebar working group to talk about how to approach the big org membership to get back involved.

Erin explains that Canada has the opposite problem: their membership is made up of more government employees than contractors. The Canada chapter's approach is to call their government members before planning their workshop every year to find out the hot button issues for those members and build their content around it. They also purchase a year of membership for all of their workshop attendees with the revenue from the event.

Megan shows a chart and list of the government employee ICEAA members, which makes up about 22% of total membership, about 1/3 of them are international.

Paul asks about Japan and JSCEA – they have not communicated with us in over a year, having ignored requests for their membership roster.

Andy asks how important training is for the English-speaking countries, and the group agrees that it is important for most. Erin says Canada is generally interested in our training and

certification, but not all intend or need to use our training to be master-level cost estimators: accountants want to be PCEAs to be able to communicate with the cost estimators, but don't need the breadth and depth of the CCEA. Canada supported PCEA becoming renewable through points maintenance (this was voted down in favor of PCEA being sustained by re-testing at the June 2016 ICEAA Board meeting).

Noted that IPM conference attendance has been going down for 2 years (~20% each year). Comment that ICEAA budgets should reflect less revenue from this source in future

CEBoK Update Task Force Report: Neil Albert

Neil Albert updates the board on the progress of the CEBoK Update Task Force. The team is focusing content on the DoD and civilian government agencies but making an effort to expand content to be relevant to more areas and disciplines. While the current CEBoK is very useful for the DoD, which uses standardized approaches across many departments/divisions, the challenge is to bring in representatives from other areas to find out how and what they're doing to evaluate and incorporate into CEBoK.

Erin is concerned that this DoD/US Government is too narrowly focused for Canada's needs. Andy suggests changing CEBoK language to more neutral terminology than keeping in DoD jargon, Neil agrees the intent is to make CEBoK less DoD specific and more approachable for suppliers and customers. The group agrees the goal should not be to dilute or make CEBoK less advanced, just more accessible to more users.

Jason points out how any body of knowledge like CEBoK becomes obsolete quickly, and asks what the task force plans to put in place to keep it current. Neil explains that the teachers of the Workshop training sessions tend to improve upon and update the modules as they go.

The group asks about what research has been done into the modules we don't yet have that we should consider developing. Neil says the team's first focus is on updating/improving existing modules.

Paul asks if Neil's CEBoK Task Force and Brian's Software CEBoK (sCEBoK) Committee are working together. Brian offers to piece together a software module from the new sCEBoK for use by Neil's team as the software module for CEBoK.

Neil concludes that the plan for distribution of the updated CEBoK should be subscription based, online, and in a wiki format. Jason asks if the wiki format was already determined, since at a previous meeting we were told the plan would be to create a request for proposal to send to companies for their plan on distribution, maintenance, etc. Neil answers that the format and distribution has not yet been determined.

Paul maintains that the platform needs to be flexible enough to adapt to changes and stay current without another total overhaul. There are likely many methods and platforms that would work for us that need to be explored. Erin asks if a separate group should be formed to focus on the platform/delivery while Neil's group updates content. Paul thinks the existing task force can handle both, but need to tackle separately. Paul wants Neil to present next time the group's decision on how to approach the content/platform problem. Paul also noted that he would like platform decisions prior to module completion.

Noted again that software section is complete rewrite that is led by Brian Glauser's sCEBoK team and other modules are also suggested for complete rewrite. Neil requested that board send ideas to him regarding new modules

Action: Neil to present at the October 2017 board meeting the CEBoK Update Task Force's decision on how to approach the content improvement vs. platform update challenge.

CEBoK Training License Pricing — Jason Dechoretz/Kevin Cincotta

Kevin and Jason present slides with a counterproposal for the price of the CEBoK training license that was put into place in December 2016. The group agrees the new proposal is complicated and reverts to the old way of issuing training licenses that the 2016 version was intended to fix. In meantime will keep license policy as is.

Action: Jason, Kevin and Megan to present another new suggestion for CEBoK training licenses at the October 2017 meeting.

Certification Report — Sharon Burger

Sharon presents certification report slides: the Canadian group who tested in April 2017 did exceptionally well.

Action: Sharon to add metric to the report on the number of people who are up for recertification who don't renew, and on the ratio of contractor vs. government employees taking the exam.

Sharon has been getting more calls from potential test takers who are overly concerned about the difficulty and likelihood of passing the CCEA.

Action: Christina to develop a presentation/set of FAQs to help with those who may have cold feet about the exam.

Chapter Reports

Meghan Kennedy and Rich Harwin expand upon the DC and SoCal Chapter reports. No additional comments or discussion from the chapter presidents present.

Efforts to Support Professionalization in Canada — Roger Ermuth

A representative from the Canadian Government explains some of the challenges Canadians have when using ICEAA's CEBoK and studying for/taking the PCEA and CCEA exams: the terminology in CEBoK is very US-DoD specific (using terminology/context that is not the same in Canada); and that CEBoK and the exams are only in English, which conflicts with Canada's bilingual efforts.

Canada's goals are to create and make available Canadian versions of CEBoK, CCEA and PCEA, and in both French and English, and launch this fall (2017).

Paul says ICEAA has no problem with Canada developing materials and content that suit their needs, but ICEAA needs to have one CEBoK. There could be different versions within, different modules, different languages, but it needs to still be CEBoK. To make a "Canadian Version" seems too stand-alone.

Canada has been using a wiki structure to develop and modify the content they would need for the Canadian modules. Paul warns that ICEAA has a committee formed to restructure and reformat CEBoK, and while Canada is welcome to use a wiki to develop their new content, there is no guarantee that the final platform of CEBoK will end up being the same as the wiki format Canada is working on, so the efforts they make in a wiki now may need to be repeated in whatever format is determined. Paul requests reassurance that whatever work Canada does now is will be aligned with the new content that the CEBoK Task Force is developing.

Jason asks if the Canadian CEBoK be available to those outside Canada? Paul reiterates that there will not be a Canadian CEBoK, but simply Canadian-focused modules within CEBoK that will be available to all once ready.

Roger explains that the Government of Canada has no plans to take over CEBoK, its revenue streams, or development, and does not want to continue updating old content that is concurrently being updated by the CEBoK Task Force. The suggested plan is not to make this a Canadian Government project, but that the Canadian Government is willing to work with ICEAA to develop content that will be used across Canada.

The ICEAA Canada Chapter seeks permission to engage with the Canadian Government to outline what they want and by when, and serve as the liaison to ensure the ICEAA board is both aware of and comfortable with those plans.

Peter Weltman (ICEAA Canada Chapter President) has presented this as a result of a conference call that took place in late May 2017 during which Paul said the Canada chapter had approval from the board to pursue Canadian-focused CEBoK content, but such permission is not in any board minutes. The chapter is requesting formal permission from the board to continue to develop the Canadian-relevant content, as they have been working on it for over a year, and want to continue.

Paul believes ICEAA's responsibility is to facilitate training and professional development to the greater community. He applauds the Canada Chapter's effort, but unfortunately ICEAA's efforts to update CEBoK have lagged, aren't as far along as we'd like, and will take longer. While he does not want to slow or discourage Canada's efforts, and pledges to support them and help them move along.

Action: Megan to send the presented motions to and set up a meeting with the ICEAA Executive Committee, along with the CEBoK Update Task Force and the Software CEBoK

Committee, for editing, then send to the Canadian representatives for comments/feedback and present updated motions at October 2017 meeting.

Jason wants the minutes to reflect that the ICEAA Board of Directors is willing to create a partnership with ICEAA Canada and the Canadian government to help with their short term problem and a willingness to adapt for the long term.

Value Proposition/Elevator Speech — Jason Dechoretz

Jason shares slides showing the efforts of his group (Rick Collins, Rich Harwin, Greg Kiviat, and Peter Andrejev) on developing a value proposition, and suggests four different value propositions each tailored to different audiences. The road show objective is to present to potential and current membership "what we do for you". The intention is not to use every bullet for every audience, but pick and choose the relevant ones to keep the elevator speech at elevator-length.

Peter B. thinks the group should add a fifth audience of "industry leaders." Erin suggests testing out the value propositions on attendees at the workshop.

Jason suggests promoting all of the speeches in one place, and make printable cheat sheet cards for board members and ICEAA members to use when explaining ICEAA's value.

Action: Jason to collect wordsmithing and then present to Christina for marketing approach by August 1, 2017.

Training Report & CEBoK Wiki Efforts — Peter Braxton

Remmie Arnold headed up the training portion of the workshop this year, consolidating several sessions to make sure the range of topics remains broad while not having too many competing sessions run concurrently. Remmie has also been working with the sCEBoK team to debut seven new modules from the upcoming Software CEBoK.

Peter schedules a meeting with Paul, Mike, Megan, Rick, and Neil to show the work Technomics has done copying the current CEBoK into a wiki platform. Suggested that wiki format would be helpful with the international participation.

Software Specialty Certification and sCEBoK Update — Brian Glauser

Brian's team is excited and pleased to be able to present on seven of the eight modules they have developed at the workshop this week, and thanks all those involved for their hard work.

Brian is looking for a new lead for the technical aspect of the sCEBoK development. The original idea was to form a management committee from various organizations (ICEAA, IFPUG, NESMA, COSMIC), then create a subcommittee to do the labor, but chosen leader of subcommittee isn't working out.

The group started by making the PowerPoints for use when presenting the materials, and plans to then expand the presentations into readable prose for self-study.

Paul asks how distilled the single software module in CEBoK will be compared to the full sCEBoK: Brian says it is intended to be a summary in the hopes of encouraging people to look deeper into the software certification and software specific curriculum.

2017 Workshop Update — Rich Harwin & Megan Jones

Rich and Megan present the 2017 Workshop slides.

As with previous years, the board is given the list of Association Award Winners for their up/down approval. The group agrees this is too late in the process to do so since the winners have already been notified. Award winners were approved by the board at this meeting.

Action: Megan to distribute the slate of winners to the board for an electronic vote prior to informing the winners next year.

Peter B. thinks the Association Award process be revisited and reviewed, from choosing the judges, to nomination limits and further defining qualifications. Megan suggests the 2015-2016 Awards Update Task Force be reconvened.

Action: Mike Thompson to send the guidelines that he had worked on for association awards to Joe Hamaker

New Business

Proxy Voting: Bill presents examples of proxy voting procedures and proposes some methods may be better used for certain votes than others. Paul prefers one method for proxies for every board vote, and that membership votes do not require proxy conditions.

Action: Megan to work with Bill and Jason to create language for the bylaws that confirm what the constitution defines as a quorum and how it is established, then add a paragraph to the bylaws on who can be a proxy (member in good standing), how (by written request prior to a meeting) and for how long (one request grants proxy to the member for all votes in that meeting).

SSCAG and the ICEAA Space SIG: Andy and Paul have been working on a charter of how the current Space Systems Cost Estimating Group (SSCAG) could dissolve and be brought into ICEAA as the Space SIG. SSCAG has created a charter that was reviewed by an ICEAA sub-group and questions/concerns were raised. Paul intended to address or resolve those issues.

Action: Paul, Megan, Mike, Jason, Andy and anyone else interested from both ICEAA or SSCAG to discuss to work out charter, will meet at PDX Workshop

Plan New Meeting & Adjourn

Next meeting planned for October 14, 2017. Location TBD. Meeting adjourned at 3:16pm.

APPROVED MINUTES as of September 30, 2017

February 25, 2017 Action Review

Bill volunteers to write proxy language in bylaws (for quorum) and send to Paul & Megan by March 3

Sent, presented during New Business. New action created to present board with language for fall meeting

Megan to include an estimate of the number of members that are government employees to the set of membership statistics.

DONE

Megan to send the roster to **Greg** for who has dropped off in the past few years, Greg will contact the board to find out who will reach out to the former POCs. Greg will review for LM, Rich Harwin will review for Boeing, Peter Braxton will review for Northrop Grumman and Peter Andrejev will review for Booz Allen (all to start).

Megan failed to do this, will do this summer. Move to June 2017 action items

Jason to talk with Omar from Technomics and Dale Shermon about the possibility of adding 2 days of International Training Symposium to a SCAF workshop in 2018

Incomplete. Move to Fall actions

Mike Thompson will work with Megan to create a Chapter Development training program by EOY 2017. Effort will include previous actions: **Megan** to determine a process to allow chapter access to international office website, creating an online calendar for chapter events and repository for documents; **Megan** to work with Region Directors to develop new plans/methods for contacting and supporting chapters.

Effort ongoing. Will continue to develop and move to June 2017 Actions.

Jason and **Megan** to review bylaws for consistency in describing the Non-Aligned Director position.

Will pair with proxy voting action and develop for Fall 2017

Megan to collect outstanding questions on Software Specialty Certification/Curriculum and send to Brian.

ICEAA Exec committee needs to develop business model for sCEBoK to present to sCEBoK committee. New action: Megan to plan meeting for after July 4

Neil to send question ideas to Megan for a CEBoK users survey

Not done, Neil mentioned he will do over summer. Moving to June 2016 Actions.

Brian to set up a discussion with Paul and Megan about options and feasibility of collaboration between ISBSG and ICEAA.

Add to agenda for summer exec committee call while discussing sCEBoK business model

Rick to start language on value proposition based on strategic plan. Will begin efforts and report back. Andrejev and Kevin volunteer to contribute. Jason will fold his efforts on the elevator speech into this group, Rick lead.

Rick joined the elevator speech team instead. Will talk more about the strategic plan aspect of the value prop in the next meeting

Jason to send government focused talking points he's created to Megan *(Carried from September 2016)*

DONE. Completed with the elevator speech

APPROVED MINUTES as of September 30, 2017

Jason to create a team to develop talking points for industry and other markets. Greg, Rich, Rick volunteer. *(Carried from September 2016)*

DONE. Completed with the elevator speech

Megan will revise the bylaws change requests from the September 2016 slides regarding the Non-Aligned Director and present at the next meeting. Presented in Feb, glossed over. Will present again in June, not really relevant since the election will have been finished but will add to February actions, likely will carry to fall. *(Carried from September 2016)*

Will pair with proxy voting action and develop for Fall 2017

Brian to send the board the Software Specialty Certification Committee's recommendation on the first version of the curriculum, the table of contents, and source materials. *(Carried from September 2016)*

DONE. Delivering seven modules at 2017 Workshop.

Steve Glogoza work get some volunteers from industry partners to look at training licenses, give comments *(carried from June 2016)*

Remove, no longer relevant.

Greg, **Bill** and **Ellie** to determine metrics and classifications of attendees from industry, contractors, etc. based on the 2014-2016 workshop rosters received *(Carried from October 2015)*

Megan will send over summer once 2017 roster is finalized.

Megan, **Greg** and **Frank Flett** to determine criteria for emeritus memberships, will have suggestions to present by March 2017 meeting. *(Carried from October 2015)*

Have had a meeting to discuss but project has been sidetracked. Keeping on ongoing actions. Paul will take lead and join the team

Peter B. to contact Brian Welles from ODNI to see if we can get ICEAA to present at the 2017 SRI Symposium in McLean. *(Carried from June 2015)*

The symposium happens in the fall. New Action for Peter B. to see if we can speak this year

Kevin requests an old action item on the training licenses put back on the Action list, will coordinate on starting the plan.

Presented preliminary suggestions June 2017, action created to further develop for October 2017.

Peter B. to schedule for the board a demo of the CEBoK Wiki Technomics created for internal use.

DONE. Partial board demo presented at the at 2017 Workshop.

APPROVED MINUTES as of September 30, 2017

June 5, 2017 Action Items

Paul create a sidebar working group to talk about how to approach the big companies to get back involved and increase membership.

Neil to present at the October 2017 board meeting the CEBoK Update Task Force's decision on how to approach the content improvement vs. platform update challenge.

Jason, **Kevin** and **Megan** to present another new suggestion for CEBoK training licenses at the October 2017 meeting.

Sharon to add metric to the report on the number of people who are up for recertification who don't renew, and on the ratio of contractor vs. government employees taking the exam.

Christina to develop a presentation/set of FAQs to help with those who may have cold feet about the exam.

Megan to send the presented motions to and set up a meeting with the ICEAA Executive Committee, along with the CEBoK Update Task Force and the Software CEBoK Committee, for editing, then send to the Canadian representatives for comments/feedback and present updated motions at October 2017 meeting.

Jason to collect wordsmithing suggestions for the Elevator Speeches and Value Propositions and then present to **Christina** for marketing approach by August 1, 2017.

Megan to distribute the slate of winners for 2018 to the board for an electronic vote prior to informing the winners next year.

Mike to send the guidelines that he had worked on for association awards to Joe Hamaker.

Megan to work with Bill and Jason to create language for the bylaws that confirm what the constitution defines as a quorum and how it is established, then add a paragraph to the bylaws on who can be a proxy (member in good standing), how (by written request prior to a meeting) and for how long (one request grants proxy to the member for all votes in that meeting).

Paul, **Megan**, **Mike**, **Jason**, **Andy** and anyone else interested from both ICEAA or SSCAG to discuss to work out charter, will meet at PDX Workshop.

Carried/Ongoing Action Items

Megan to send the roster to Greg for who has dropped off in the past few years, Greg will contact the board to find out who will reach out to the former POCs. Greg will review for LM, Rich Harwin will review for Boeing, Peter Braxton will review for Northrop Grumman and Peter Andrejev will review for Booz Allen (all to start).

Jason to talk with Omar from Technomics and Dale Shermon about the possibility of adding 2 days of International Training Symposium to a SCAF workshop in 2018

Mike will work with **Megan** to create a Chapter Development training program by EOY 2017. Effort will include previous actions: Megan to determine a process to allow chapter access to international office website, creating an online calendar for chapter events and repository for documents; Megan to work with Region Directors to develop new plans/methods for contacting and supporting chapters.

Jason and **Megan** to review bylaws for consistency in describing the Non-Aligned Director position.

ICEAA Executive Committee to develop a business model for sCEBoK to present to sCEBoK committee. **Megan** to plan meeting for after July 4. During that meeting, **Brian** will discuss with Paul and Megan about options and feasibility of collaboration between ISBSG and ICEAA.

Brian to prepare advertising material for the software certification for a 2017 rollout. Carried from March 2016 - keep on until committee is ready to generate marketing. Update, June 2016: needs to wait until after business plan established. Will keep on ongoing actions.

Neil to send question ideas to Megan for a CEBoK users survey

Peter B. to contact Brian Welles from ODNI to see if we can get ICEAA to present at the 2017 SRI Symposium in McLean. (Carried from June 2015)

APPROVED MINUTES as of September 30, 2017

Greg, **Bill** and **Ellie** to determine metrics and classifications of attendees from industry, contractors, etc. based on the 2014-2016 workshop rosters received (Carried from October 2015)

Bob to create a subcommittee of budget committee and Megan to assess the value propositions of all of our products and membership. (viable once value proposition work begins)

Megan to conduct member satisfaction survey in 2016 or 2017. (Carried from June 2015 will keep as an open action until further notice)

All board members: send marketing emails for and links to other conferences.

All board members think about what they would write in their ICEAA World article about 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.

TREASURER REPORT

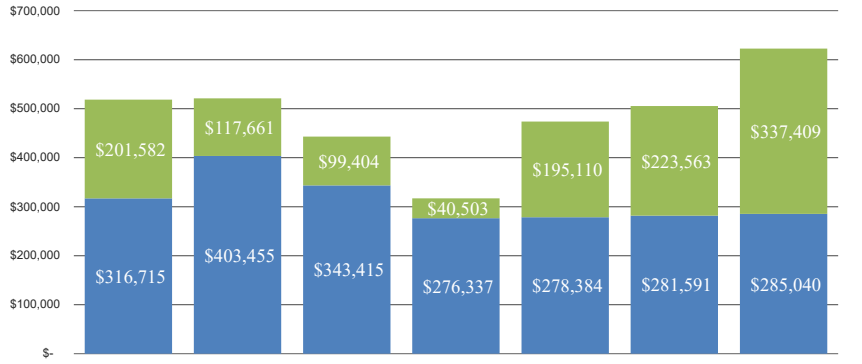
Board of Directors Meeting
September 2017
Bob Hunt

Balance Sheet thru July 2017

CUMULATIVE BALANCE SHEET				
INVESTMENTS/CASH POSITION - END OF JULY 2017				
	BALANCE	RATE	INT.	MATURE
PFCU - 7047946-56-6	$42,921	1.51%	$248	Jul-19
PFCU - 4507023-56-4	$20,855	1.40%	$169	May-18
PFCU - 4339703-56-5	$31,576	1.25%	$247	Dec-17
PFCU - 4566018-56-2	$81,307	1.51%	$646	Feb-19
PFCU - 4717075-56-0	$35,952	1.30%	$271	Feb-18
PFCU - 4717076-56-8	$35,714	1.41%	$250	Aug-18
PFCU - 4717077-56-6	$36,202	1.10%	$253	Jul-18
PFCU MONEY MARKET & CASH	$513			
SUBTOTAL INVESTMENTS	$285,040			
CHECKING ACCOUNTS	$322,359			
TD BANK JOURNAL ACCOUNT	$15,050			
ANNUAL INTEREST EARNED			$2,083	
TOTAL LIQUIDITY	**$622,449**			

ICEAA International Cost Estimating and Analysis Association

Total Assets 2011-2017



	2011	2012	2013	2014	2015	2016	2017
Investments	$ 316,715	$ 403,455	$ 343,415	$ 276,337	$ 278,384	$ 281,591	$ 285,040
Bank Accounts	$ 201,582	$ 117,661	$ 99,404	$ 40,503	$ 195,110	$ 223,563	$337,409
Total	**$ 518,297**	**$ 521,106**	**$ 442,819**	**$ 316,840**	**$ 473,494**	**$ 505,153**	**$622,449**

ICEAA International Cost Estimating and Analysis Association

Profit & Loss thru July 2017

	2017 Budget	July 2017			2017 EAC
		Income	Expenses	Net	
ICEAA Workshop	$130,000	$389,975	$221,555	$168,420	$161,245
IPM Conference	$25,000	$32,989	$0	$32,989	$32,989
Certification Program	$35,500	$30,192	$971	$29,221	$40,000
CEBoK Sales & Training	$20,000	$11,648	$0	$11,648	$20,000
Publications	-$30,000	$18,728	$27,749	-$9,022	-$30,000
Membership Dues & Support	$82,000	$64,535	$449	$64,086	$90,000
Advertising	$4,000	$3,422	$0	$3,422	$4,000
Interest & Misc.	$5,000	$2,637	$0	$2,637	$5,000
Chapter Support	-$7,000	$0	$2,800	-$2,800	-$5,000
Staffing & Contractors	-$246,000	$0	$113,143	-$113,143	-$215,000
Office Operations	-$79,000	$0	$50,518	-$50,518	-$79,000
TOTALS	-$60,500	$554,125	$417,185	$136,940	**$24,234**

- Workshop revenue exceeded expectations (some expenses not posted by July)
- Admin not hired until September

Motions from ICEAA Canada – Amended language approved 9/30/17

1. Be it resolved that the ~~Government of Canada, represented by the Treasury Board of Canada Secretariat~~, ICEAA Canada Chapter be permitted to lead in the creation of a Canadian variant of the Cost Estimating Body of Knowledge (CEBoK) customized to address Canadian-specific requirements.
   a. The materials developed will take place in an electronic medium and will be ported to the updated platform version of CEBoK at a point in time deemed appropriate by the ICEAA Board of Directors. Access to materials will be restricted to only those persons directly involved in the development effort.
   b. ICEAA retains final editorial control over any additions, edits, or alterations to CEBoK within the Canadian-specific variant.
   ~~c. The Government of Canada~~ ICEAA Canada Chapter will provide a list of all intended changes for ICEAA's approval prior to incorporating into the Canadian variant of CEBoK.
   c. The ICEAA Board of Directors commits to making the Canadian variant of CEBoK available to Canadians as soon as practical.
   d. ICEAA maintains ownership of all CEBoK materials, including the Canadian variant. No CEBoK versions will be distributed except through official CEBoK platforms under ICEAA control. ICEAA intends to distribute all versions of CEBoK, including the Canadian variant, through a standard web-based CEBoK platform.

ICEAA International Cost Estimating and Analysis Association

Motions from ICEAA Canada – Amended language approved 9/30/17

2. Be it resolved that the ~~Government of Canada, represented by the Treasury Board of Canada Secretariat~~, ICEAA Canada Chapter be permitted to undertake the lead to create Canadian variants of the ICEAA Certification Exam~~s~~ (PCEA and CCEA) questions.
   a. While under development, access to the question database will be restricted to those persons directly involved in the development of the questions and who already hold the CCEA designation.
   b. ICEAA retains final editorial control over the revised exam question database, and will not unreasonably withhold its approval of questions provided by the ICEAA Canada Chapter.
   c. Once approved, the ICEAA International Business Office and the ICEAA Certification Committee will control and administer certification exams to Canadians.

ICEAA International Cost Estimating and Analysis Association

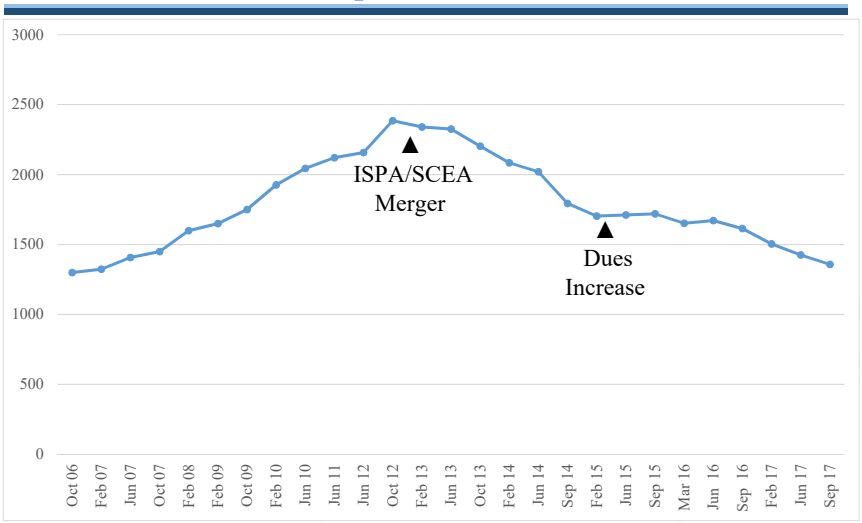
ICEAA Membership 2011-2017

	Oct11	Jun12	Oct12	Feb13	Jun13	Oct13	Feb14	Jun14	Sep 14	Feb 15	Ju 15	Sep 15	Mar 16	Jun 16	Sep 16	Feb 17	Jun 17	Sept 17
TOTAL MEMBERSHIP	2057	2158	2385	2340	2326	2203	2084	2020	1794	1703	1712	1719	1652	1672	1614	1505	1426	**1358**
Atlanta	12	11	12	15	17	16	16	14	10	11	10	7	6	4	3	4	4	4
Australia														47	43	42	51	50
Baltimore	47	49	55	43	44	44	38	30	31	30	27	26	20	23	24	22	18	15
Canada											24	48	58	60	74	51	55	61
Central Florida	43	50	49	47	44	40	38	31	28	21	21	21	25	27	25	23	20	16
Central VA					24	25	21	23	21	22	23	24	26	26	26	24	23	24
Dayton OH	95	108	112	103	96	94	79	73	63	60	76	73	70	70	70	63	58	47
DC Metro	542	557	573	559	531	494	196	460	430	429	408	397	375	377	370	359	348	336
Detrioit					19	20	16	12	10	8	8	9	10	10	9	8	8	10
Greater Alabama	79	95	110	101	104	97	86	83	63	68	80	83	75	80	76	73	60	56
Hampton Roads VA	40	38	51	39	35	31	28	27	22	20	19	19	17	19	19	21	21	21
Houston	31	31	27	27	26	22	20	17	15	14	13	16	16	15	15	10	10	9
Lone Star TX	32	37	48	41	40	3	31	29	24	27	27	27	25	26	27	23	20	19
Mid-Atlantic	34	23	33	17	14	15	11	11	11	12	13	16	13	13	11	13	13	15
New England	131	124	110	102	98	91	96	89	83	76	87	82	79	82	81	77	72	56
Northwest	140	191	205	211	209	194	170	167	124	110	119	130	127	108	78	63	46	36
Northwest Florida	24	26	24	24	21	15	16	15	15	15	19	16	14	13	12	10	8	7
Pike's Peak	34	33	39	38	39	37	35	32	31	32	28	27	22	22	25	23	21	22
Rocky Mountan / Denver	40	44	50	42	40	41	36	30	23	25	27	23	23	27	21	21	18	13
San Antonio TX	8	7	7	8	6	6	4	4	5	4	6	5	5	5	5	4	4	2
San Diego	53	61	61	61	64	67	62	59	38	40	45	45	43	47	48	41	40	40
So Cal	100	105	182	180	186	181	171	166	151	149	150	148	145	140	134	123	120	117
St. Louis Gateway	78	51	54	50	50	48	46	43	35	30	31	31	30	32	30	30	24	20
Twin Cities	13	10	11	12	12	12	11	11	9	9	6	6	7	7	6	7	7	7
At Large					538				442	441	445	440	369	392	382	370	357	355

ICEAA Membership 2011-2017

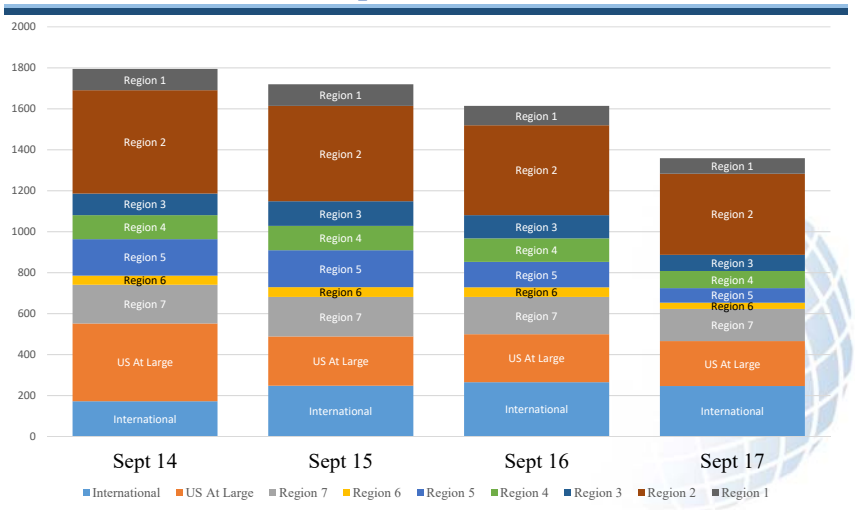
	Oct11	Jun12	Oct12	Feb13	Jun13	Oct13	Feb14	Jun14	Sep 14	Feb 15	Ju 15	Sep 15	Mar 16	Jun 16	Sep 16	Feb 17	Jun 17	Sep 17
TOTAL MEMBERSHIP	2057	2158	2385	2340	2326	2203	2084	2020	1794	1703	1712	1719	1652	1672	1614	1505	**1426**	**1358**
BAE															22	26	26	24
BAH	189	189	172	156	154	133	122	109		79	76	82	84	81	75	61	59	64
BMT																	15	14
Boeing	277	270	293	285	296	273	244	256		173	177	174	166	145	100	90	69	58
Cobec								20		20	19	21	16	16	16	18	21	22
Deloitte								30		17	17	20	17	17	14	9	7	8
Galorath														14	18	18	21	18
Herren																		12
Lockheed Martin	82	80	76	77	74	67	68	59		42	43	42	39	40	39	35	31	27
MCR		50	53	47		45	39	37		27	28	28	24	29	27	22	25	23
MITRE						29	30	30		27	26	24	25	24	24	23	22	21
Northrop Grumman										29	31	33	30	31	30	25	25	23
PRICE														19	18	17	17	12
Raytheon										14	14	15	14	15	16	16	15	15
Technomics		59	70	70	67	66	68	68		71	78	62	62	63	60	58	62	47
Tecolote	114	110	113	113	116	123	118	114		104	113	109	102	112	112	106	103	87

State of Association: Membership Trends 2006-2017



IGEAA International Cost Estimating and Analysis Association

State of Association: Membership Trends 2014-2017

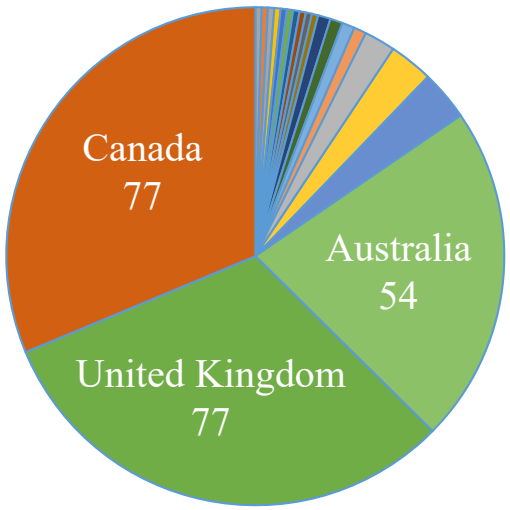


IGEAA International Cost Estimating and Analysis Association

State of Association: International Membership

as of September 5, 2017

Australia	54
Bahrain	1
Belgium	1
Brazil	1
Canada	77
China	2
Egypt	1
Estonia	1
France	2
Germany	8
Hong Kong	1
Italy	1
Japan	5
Netherlands	7
Norway	1
South Africa	2
South Korea	2
Sri Lanka	1
Turkey	1
UK	77



ICEAA International Cost Estimating and Analysis Association

Government Employees *(estimated)*

	May 2017	Sep 2017
DoD et al	15	18
Air Force	101	109
Navy	28	39
Army	11	10
Marines	-	5
Coast Guard	-	1
NASA	22	24
Missile Defense Agency	-	15
State/Local	3	0
Misc Gov.	30	34

International	May 2017	Sep 2017
Australia	22	23
Belgium	1	1
Canada	43	54
Japan	1	1
Korea	2	2
Netherlands	3	4
UK	49	40

Total Government Employees (est.) 383

Total Membership as of 9/5 1358

Percentage of Membership 28%

ICEAA International Cost Estimating and Analysis Association

New Administrative Assistant

Welcome **Chelsea Torres** to the ICEAA team!

- Recent George Mason University graduate: B.S. in Tourism and Events Management
- Disney College Program Intern in Hospitality & Attractions

chelsea@iceaaonline.org

ICEAA International Cost Estimating and Analysis Association

ICEAA Archives

Read abstracts and download presentations from past events:

ICEAA International Cost Estimating and Analysis Association www.iceaaonline.com/archives

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Cost FACTS

Introducing CostFACTS

Cost "FACTS" (Factors, Analogies, CERs & Tools and Studies) is a social business networking tool being engaged by the federal cost-estimating community to facilitate information sharing and improve the cost-estimating process.

The Cost FACTS Group is a member-driven community that engages estimators via a user-friendly collaboration area and information repository.

ICEAA has teamed up with MITRE to make being a part of CostFACTS conversation easier than ever:

Click the CostFACTS logo on the front page to join!

ICEAA International Cost Estimating and Analysis Association

www.iceaaonline.com

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Phishing emails

>>> On Jul 31, 2017, at 12:56 PM, Erin Barkel
>>> <erin.barkel@gmail.com> wrote:
>>> Bob, Are you available to handle a request for me today?
>>> We have a payment that must be paid out today for
>>> "ICEAA". I need to know if you are available to process this.

If it's ICEAA business, has something to do with money, and I'm not cc'd on it, it's probably fake – no matter who it "comes" from.

Don't reply to these emails –send me a separate one with a description. I'll let you know whether or not to ignore it.

ICEAA International Cost Estimating and Analysis Association

Proposed Quorum Language for Bylaws

Current Language:	Proposed Language:
ARTICLE VII – MEETINGS	**ARTICLE VII – MEETINGS**
Section E: The Board of Directors shall meet at least three (3) times per year on the call of the President or a majority of all voting members of the Board of Directors. The Secretary shall notify all members of the Board of Directors and committee chairs of the time and place of the meeting at least 30 days prior to the meeting.	Section E: The Board of Directors shall meet at least three (3) times per year on the call of the President or a majority of all voting members of the Board of Directors. 1. The Secretary shall notify all members of the Board of Directors and committee chairs of the time and place of the meeting at least 30 days prior to the meeting. 2. A quorum of the Board of Directors is outlined in Article VIII, Section C of the ICEAA Constitution as "when half of the voting members are present either physically or via continuous electronic medium." 3. When the quorum is dependent on voting members not physically present, roll may be taken prior to a vote to ensure the quorum remains intact. 4. Any vacant voting positions of the Board will count towards the total number of voting positions of which half must be present to establish a quorum.
Section F: Any notices required to be sent to Officers, Directors or Members may be sent through any means the Board deems reasonable to reach the members in a timely manner, including electronic methods.	Section F: Any notices required to be sent to Officers, Directors or Members may be sent through any means the Board deems reasonable to reach the members in a timely manner, including electronic methods.
Section G: At all meetings noted in this article, any procedural question requiring parliamentary ruling not provided for in the Constitution and Bylaws shall be decided in accordance with Robert's Rules of Order, Revised.	Section G: At all meetings noted in this article, any procedural question requiring parliamentary ruling not provided for in the Constitution and Bylaws shall be decided in accordance with Robert's Rules of Order, Revised.

ICEAA International Cost Estimating and Analysis Association

Proposed Proxy Language for Bylaws Amended and Approved 9/30/2017

Current Language:	Proposed Language:
ARTICLE VIII – VOTES	**ARTICLE VIII – VOTES**
Section A: In all voting conducted by ballot to the membership, each voter shall have one vote.	Section A: In all voting conducted by ballot to the entire membership: 1. Each member in current standing shall have one vote. 2. Votes provided in person, via mail and via electronic media will be considered equal. 3. A valid vote is defined as one received by either in hard copy (in person or mail) or electronic media.
Section B: Votes provided in person, via mail and via electronic media will be considered equal.	Section B: In all meetings of Committees of the ***ASSOCIATION,*** each member of said Committee shall be entitled to one vote.
Section C. A valid vote is defined as one received by either in hard copy (in person or mail) or electronic media.	Section C: In all meetings of the Board of Directors, each voting member of the Board of Directors shall have one vote. 1. Voting members are outlined in Article VIII, Section B of the ICEAA Constitution as "the Officers and Directors excluding the appointed Directors." Those Officers and Directors are listed in Article VII, Section A1 of the ICEAA Constitution. 2. Voting members of the Board of Directors may assign a proxy in the event they are unable to attend a meeting: a) Proxies must be ICEAA members in good standing. b) The Voting Member must name their proxy in writing to the ICEAA Business office no later than 2 business days prior to a Board of Directors Meeting. c) Proxies may be assigned to Voting or non-Voting members of the Board. Any ICEAA member may serve as proxy for a maximum of one Voting Member. d) The named proxy will participate on behalf of the Voting Member for the entirety of the meeting for which the proxy is assigned, including contributing to a quorum and casting all votes called during the meeting.
Section D: In all meetings of the ***ASSOCIATION***, Board of Directors, and all Committees of the ***ASSOCIATION***, each member of said ***ASSOCIATION***, Board, or Committee shall be entitled to one vote.	

ICEAA International Cost Estimating and Analysis Association

"Align" in Constitution

ARTICLE VII – OFFICERS AND DIRECTORS

Section A: The Officers and Directors of the ***ASSOCIATION*** shall consist of:

1. Elected Officers and Directors: President, an Executive Vice President, the immediate Past President, a Secretary, a Treasurer, a Vice President for Professional Development, a Non-aligned Regional Director, Regional Director for each region that may be established under the provisions of Article VIII of this Constitution, and at large Elected Directors;
2. Appointed Directors: Directors of Certification, Body of Knowledge, Training, Publications, Chaptering, Membership, Honors & Awards, and appointed Outside Directors; and
3. Ex Officio Officers and Directors: the immediate Past President and the Executive Director.

Each Officer and Director must be a Full Member of the ***ASSOCIATION***. The Director of Certification must hold a current certification from the ***ASSOCIATION***.

ARTICLE VIII– BOARD OF DIRECTORS

Section A: The governing body of the ***ASSOCIATION*** shall be a Board of Directors in which the government and management of the ***ASSOCIATION*** is vested, except as otherwise provided for in the Constitution and Bylaws.

Section B: The Board of Directors shall consist of the Officers and Directors of the ***ASSOCIATION***, the Presidents of each Chapter, and all Committee Chairpersons not already Board members. Voting Board members are the Officers and Directors excluding the appointed Directors (i.e. Directors of Certification, Body of Knowledge, Training Publications, Chaptering, Membership, Honors & Awards, Non-Aligned Director, Outside Director(s) and the Executive Director), Chapter Presidents, and all Committee Chairpersons not already Board members.

ICEAA International Cost Estimating and Analysis Association

"Align" in Bylaws

ICEAA International Cost Estimating and Analysis Association

Proposed Bylaws Non-Aligned Clarification Amended and Approved 9/30/2017

Current Language:	Proposed Language:
ARTICLE III – DEFINITION OF OFFICERS' AND DIRECTORS' DUTIES	**ARTICLE III – DEFINITION OF OFFICERS' AND DIRECTORS' DUTIES**
Section H: The Regional Directors shall have the responsibility for the regional affairs of the ***ASSOCIATION*** and shall provide necessary liaison between the Chapters of the Region and the Board of Directors. The Regional Directors shall be nominated by that Region's Chapter President(s) and then elected by the membership within the Region	Section H: The Regional Directors shall have the responsibility for the regional affairs of the ASSOCIATION and shall provide necessary liaison between the Chapters of the Region and the Board of Directors. 1) The Regional Directors shall be nominated by that Region's Chapter President(s) and then elected by the membership within the Region. 2) The Non-Aligned Regional Director (or Non-Aligned Director) will serve as the Regional Director for those members ~~located in the United States~~ that have not chosen to align themselves with a Chapter. The Non-Aligned Regional Director shall be nominated and elected by the Non-Aligned ~~US~~ membership.

ICEAA International Cost Estimating and Analysis Association

ICEAA Emeritus Program

Purpose:

- Provide recognition to Members who have retired from the profession or have become disabled

Qualifications:

- 15 years as a Member of the Association or its predecessor organizations
- 5 years as a Member of the Association and a documented disability
- Approval of 2/3 of the Board of Directors

Benefits:

- Emeritus members will be considered full members for life but will not be required to pay dues Recognition of Emeritus status on the ICEAA website

ICEAA International Cost Estimating and Analysis Association

ICEAA Fellows Program

Purpose:

- Provide an honorary title to a member who will apply his/her expertise in a particular field of specialty for the good of the association and cost community

Qualifications:

- Sponsored by 5 members in good standing; submitted in writing to the Secretary; emphasizing significant accomplishments
- Must have 15 years of regular contributions to the international cost community and 5 years as a member in good standing of the association or its predecessors
- Approval of 2/3 of the board of directors
- May be renewed every 5 years based on continued mentorship to the cost community and a 2/3 vote of the board of directors to approve renewal

Benefits:

- Recognition of professional attainment/fellowship status ion the ICEAA website

ICEAA International Cost Estimating and Analysis Association

Proposed Fellow Language for Bylaws As amended and approved 9/30/2017

Current Language:

ARTICLE I – MEMBERSHIP

Section G: A Fellow is an individual who has been approved by the Board of Director to represent himself or herself as a Fellow in a field of specialty. Admission to Fellow status shall be by approval of the Board of Directors upon verification of qualifications by the Secretary. The admission by itself shall not grant the individual any membership privileges. The requirements for Fellow are that:

1. The nominated individual must be sponsored by five (5) members in good standing, each of whom shall submit a letter to the Secretary emphasizing the achievements of the nominee in meeting the qualification of the sponsors.
2. The nominated individual shall have been a Member of the Association and its predecessor organizations for a minimum of five (5) years or made regular contributions to the Association (or a predecessor organization) over the course of fifteen (15) years. Election of a Fellow shall be in recognition of professional attainment and significant accomplishment in areas promoted by the Association.

Proposed Language:

ARTICLE I – MEMBERSHIP

Section G: A Fellow is an individual who has been approved by the Board of Director to represent himself or herself as a Fellow in a field of specialty. Admission to Fellow status shall be by approval of the Board of Directors upon verification of qualifications by the Secretary. The admission by itself shall not grant the individual any membership privileges. The requirements for Fellow are that:

1. The nominated individual must be sponsored by five (5) members in good standing, each of whom shall submit a letter to the Secretary documenting activity for the good of the cost community including but not limited to teaching, mentoring, research, or publications.
2. The nominated individual shall have been a Member of the Association and its predecessor organizations for a minimum of five (5) years or made regular contributions to the Association (or a predecessor organization) over the course of fifteen (15) years.
3. Election of a Fellow shall be approved by a 2/3 vote of the Board of Directors in recognition of professional attainment and significant accomplishment in areas promoted by the Association.
4. Fellow memberships ~~will~~ may be renewed every five (5) years based on current fellow's request, ~~documentation of continued~~ documented continuing activity within the cost community and a 2/3 vote of the Board of Directors to approve renewal.

ICEAA International Cost Estimating and Analysis Association

Proposed Emeritus Language for Bylaws

Current Language:

ARTICLE I – MEMBERSHIP

Section H: Emeritus membership may be granted by the Board of Directors on its own initiative or upon petition by five (5) Members to the Secretary for an individual who has significantly contributed to the ASSOCIATION, to Members who have retired from active business or have become incapacitated. Emeritus Members shall not be subject to dues or assessments and shall enjoy all the privileges of Full Members.

Proposed Language:

ARTICLE I – MEMBERSHIP

Section H: Emeritus membership may be granted in recognition of individuals who have significantly contributed to the Association but have retired from active business or have become incapacitated.

1. Emeritus membership may be awarded by a 2/3 vote of the Board of Directors on its own initiative or upon petition by five (5) Members to the Secretary and then approved by a 2/3 vote of the Board of Directors.
2. Individuals under consideration for emeritus membership shall have been a Member of the Association and its predecessor organizations for a minimum of fifteen (15) years or for five (5) years with documented proof of a disability.
3. Emeritus Members shall not be subject to dues or assessments and shall enjoy all the privileges of Full Members.

ICEAA International Cost Estimating and Analysis Association

Training License Discussion: Background – Pre-2016

- ICEAA requested that trainers give us $20/student/day for any training provided by a company for profit
- Language existed on the website and some old documents
- No enforcement or requirements in place, just a request
- It came to light that more companies were charging others for training than we were aware and not giving us the training fee
- ICEAA was not in control of our copyright

ICEAA International Cost Estimating and Analysis Association

Training License Discussion: Background – 2016-2017

- Implemented a new training license in 2016 for $3,000/year for any/all training
- One company signed up
- Some concern from the board that the cost was too high
- Ideas proposed to offer membership discounts and/or ala carte modules
- CEBoK licenses have never been the responsibility of the outside trainer to secure for the trainees, so introducing a means for the trainer to purchase them, even at a discount, could confuse matters

ICEAA International Cost Estimating and Analysis Association

Training License Discussion: Background – Conclusions

- The purpose of the training license is to:
  - Know who is providing the training, what they're teaching and when they're doing it
  - Prepare the ICEAA office with a roster of companies that I can be confident will be using CEBoK appropriately when I receive requests for training providers
  - Monitor CEBoK's use outside of ICEAA to keep control of our copyright
- The revenue has always been secondary

ICEAA International Cost Estimating and Analysis Association

Training License Discussion: Proposed Procedure

- Companies interested in using CEBoK for revenue-earning third party training (exceptions being complimentary single-module events held in conjunction with chapters) will sign an MOU with ICEAA at the start of the fiscal year that outlines their responsibilities to ICEAA:
  - Trainers will send ICEAA a roster of names and email addresses for those receiving instruction to ICEAA
  - Trainers will send ICEAA a syllabus of the proposed training contract that includes dates and times
  - ICEAA will draft an invoice for the trainer for the (number of students being instructed x number of training days) x $20
- Any other financial agreements or negotiations for the instruction provided are between the third party and the trainer
- Only those companies that have a current MOU will be suggested by ICEAA as potential vendors for third-party training

ICEAA International Cost Estimating and Analysis Association

Proposed ICEAA Chapter Funding Policy – DRAFT as of August 28, 2017

In the interest of empowering ICEAA's chapters to provide the best experiences and highest-quality services to the members in their area, the ICEAA Business Office commits to providing funds to each chapter annually. Amounts will be calculated based on percentages of purchases made by a chapter's members over the course of one calendar year. Chapters will be rewarded for a variety of member activities to encourage chapters to likewise encourage their members to stay actively involved with ICEAA.

This policy will be made readily available to all members and chapter leaders for reference. Edits and updates to the policy may be made if it is determined that amendments are necessary to ensure funding is distributed efficiently and effectively.

- Chapter financial reports must be received between January 1 and March 1 of the year after the dues year. It is the responsibility of all chapters to submit their financial reports in a timely manner. The report will include:
  - A scan, copy (hard or electronic), or PDF of the chapter's bank account year end statement
  - A chapter financial report form with a breakdown of revenue vs. expenses for the year by category
  - Scans or copies of all receipts for chapter-related purchases in excess of $50 (if the vendor/purpose of a cost is made clear by the bank statement detail, no scan is necessary)
  - Summary descriptions of all chapter activity for the year in question including scans or copies of marketing pieces and agendas for all meetings/events where applicable
  - The names and current contact information of the chapter contacts with access to the bank account(s)
- Within two weeks of receipt of the chapter financial report, the ICEAA Business office will email the chapter presidents with a calculation of the chapter's eligible funding. This amount will be calculated based on all purchases made between January 1 and December 31 of the previous year by ICEAA members who have indicated membership in the chapter:
  - Membership purchases: 5% of membership product purchase (e.g. $4.75 for $95 1-year membership purchase, $8.50 for $170 2-year membership purchase)
  - Certification purchases: 2% of certification-related purchases (e.g. $6.00 for $300 CCEA Part I & II exam purchases, $2.50 for $125 recertification fees)
  - ICEAA Workshop registration purchases: 1% of registrations to the ICEAA Workshop (e.g. $9.60 for $960 member-rate registration)
  - Chapters will not be credited for membership dues for individuals who purchased lifetime memberships through ISPA or SCEA, but will still qualify for percentages of those members' workshop or certification fees.
- Chapters will be provided the amount determined by the calculation above, or up to 120% of money spent during that year on appropriate chapter activities (excluding bank fees and administrative fees).
  - Appropriate chapter activities and/or spending that contribute to the overall ICEAA membership experience, provide training or networking opportunities, or otherwise help professionally develop the current and/or future cost community.
  - Funds may not be used for influencing legislation, supporting a political campaign, or any activity that is in violation of the constraints placed on 501(c)6 non-profit organizations as outlined by the United States Internal Revenue Service.

  - Per chapter constitutions: no assets or funds of this Chapter shall inure to the benefit of, or be distributed to its members, officers, directors, or other private persons, except that the Chapter 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 Constitution.
  - If a chapter is concerned their planned activity is inappropriate or would not qualify towards the funding calculation, they are encouraged to discuss with the ICEAA Business Office in advance.

- Chapters will have two weeks to accept the amount determined or petition for a different amount based on anticipated needs or planned events.

- Should the chapter experience significant growth or increase in activity and need additional funds later in the year to produce high quality, high value experiences for members, requests for advances or contributions from the ICEAA International Business Office (IBO) can be made.

- Chapter liquid funds should be proportional to their usual annual spending. Chapters are reminded that in the event of dissolution, all assets must be returned to ICEAA. Chapters with excess funds are encouraged to remit those funds to the IBO to be invested in CDs or other interest-generating accounts.

- Any chapter with funds insufficient to maintain a bank account without penalties may ask to have their reimbursement earmarked for future use and request the IBO pay invoices or other expenses that arise.

ICEAA Neverland Chapter Financial Report

January 1, 2017 - December 31, 2017

Checking Account:

Bank Name	Hook Financial
Account Number	4815162342
Balance as of Dec. 31, 2016	$ 738.58
Signatory #1 Name:	Megan Jones
Signatory #1 Email:	megan@iceaaonline.org
Signatory #1 Phone:	703-642-3090
Signatory #2 Name:	Sharon Burger
Signatory #2 Email:	sharon@iceaaonline.org
Signatory #2 Phone:	703-642-2091

Other Account(s):

Type	Savings Account
Bank Name	Hook Financial
Account Number	4223161548
Balance as of Dec. 31, 2016	$554.21
Signatory #1 Name:	Megan Jones
Signatory #1 Email:	megan@iceaaonline.org
Signatory #1 Phone:	703-642-3090
Signatory #2 Name:	Sharon Burger
Signatory #2 Email:	sharon@iceaaonline.org
Signatory #2 Phone:	703-642-2091

Total Assets as of Dec. 31, 2016 **$1,292.79**

Revenues:	Amount:
ICEAA Chapter Funding	$ 215.15
Interest	$ 4.01
Total Revenue	**$ 219.16**

Expenses:	Amount:
March 16 Breakfast Meeting	$ 150.75
June 21 Lunch & Learn	$ 75.00
Printing for flyers	$ 32.44
Total Expenses	**$ 258.19**

ICEAA International Cost Estimating and Analysis Association

Board of Directors Meeting

Certification Program Report

September 30, 2017

Peter Andrejev, Director of Certification

Overall Summary Statistics

- Overall certifications as of Sept 8, 2017:
  - CCEA® 737 (including 20 CCEA®-P) (723)
  - PCEA® 112 (116)
  - CPP 8 (17)
  - Overall 73% of applicants taking the exam earned certification
- Re-certifications:
  - 59 Re-certification in 2017 to date (27 through June)
  - 159 Re-certifications in 2016
  - Annualized Recertification rate: 41% (43 of 104 eligible between 3/16-3/17)
- Other Countries with Certified Individuals:
  - Australia – 11
  - Belgium – 1
  - Canada – 33
  - Egypt – 1
  - UK – 73
  - Scotland – 1
  - Japan – 1
  - Saudi Arabia – 1

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ICEAA International Cost Estimating and Analysis Association

Certification Program since last time…

- Operational Status
  - 75 applicants tested to date in 2017 (113 total applicants tested in 2016)
  - Of the 75, 43 were from consulting companies, 32 from government (20 Canadian Government, 10 USAF, 1 DISA, 1 US DoD)
  - 14 are currently scheduled to test through December
- Strategic Agenda
  - Secession planning – Apprentice(s) for next generation leadership
  - Improve testing processes – Online certification and recertification application complete
  - Develop new certification products – Software Cost Estimating
  - Working with foreign nations as needed to ensure universal "pass-ability" – Government of Canada (GC)
- Tactical Actions
  - ✓ Heighten visibility of certification program – Value proposition pitch
  - ✓ Operationalizing specialty certification in Parametric Methods (CCEA-P)
  - ✓ Initiated actions with Canada to ensure GC certification objectives and actions are consistent with ICEAA policy and programs

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ICEAA International Cost Estimating and Analysis Association

Status on Tactical Actions…

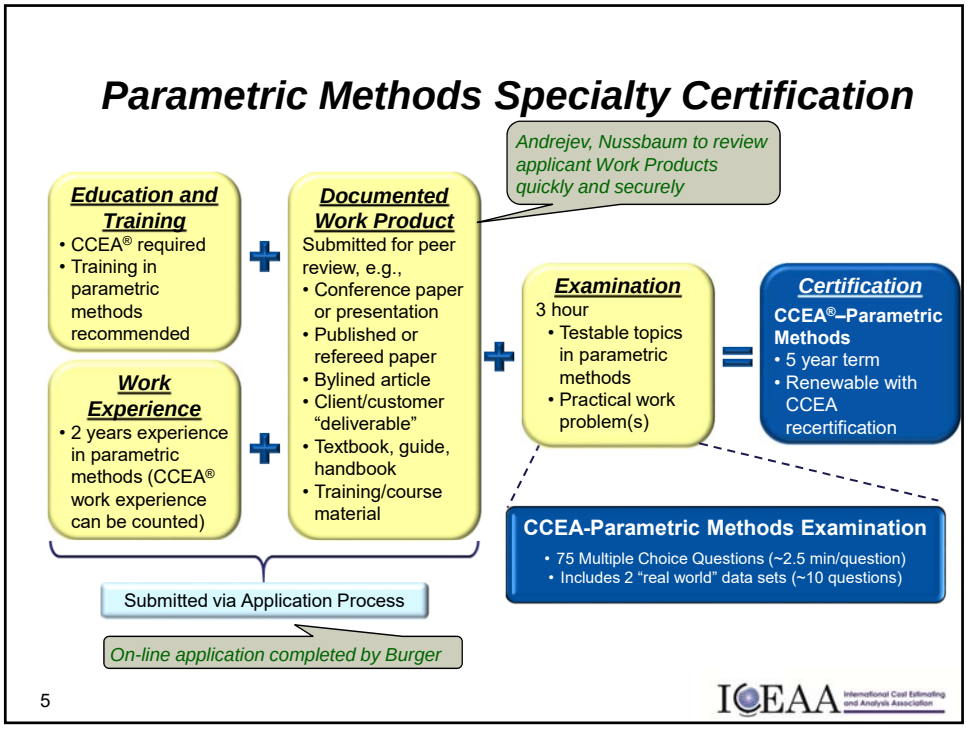
The Government of Canada (GC) desires to "Canadianize" the CCEA exams and prep materials to:

1. Align the material with GC policy and practices
   - Revise US DoD content
   - Revise vocabulary used in the economic and financial sections (to include CFO community terminology)
2. Make certification materials available in both official languages
3. Allow people with more than 5 years of experience to maintain the PCEA designation.

- On its own, GC to:
  - Develop three tiers of training to align with the PCEA and CCEA certifications.
  - Create a training program for GC employees that will link cost estimating practice with their Treasury Board Policies (e.g., Costing, Project Management, Investment Planning, etc.)

4

ICEAA International Cost Estimating and Analysis Association


Parametric Methods Specialty Certification
Andrejev, Nussbaum to review applicant Work Products quickly and securely
Education and Training
• CCEA® required
• Training in parametric methods recommended
Work Experience
• 2 years experience in parametric methods (CCEA® work experience can be counted)
Documented Work Product
Submitted for peer review, e.g.,
• Conference paper or presentation
• Published or refereed paper
• Bylined article
• Client/customer "deliverable"
• Textbook, guide, handbook
• Training/course material
Examination
3 hour
• Testable topics in parametric methods
• Practical work problem(s)
Certification
CCEA®–Parametric Methods
• 5 year term
• Renewable with CCEA recertification
CCEA-Parametric Methods Examination
• 75 Multiple Choice Questions (~2.5 min/question)
• Includes 2 "real world" data sets (~10 questions)
Submitted via Application Process
On-line application completed by Burger
5
ICEAA International Cost Estimating and Analysis Association

ICEAA Detroit Chapter REPORT

Sep 1, 2017

Board of Directors:

President: David Holm

Vice President: Dan Germony

Treasurer: Jennifer Flanagan

Secretary: Trevor VanAtta

Upcoming Events:

Sep 18 – Mar 19; U.S. Army TACOM Cost and Systems partnered with Booz Allen Hamilton to develop a training prep curriculum for the ICEAA certification exam for the ICEAA Detroit Chapter. Topics will be taught by senior certified cost analysts from both organizations over a six month period. Kickoff session will be held on 18 Sep. Expected that 5-10 analysts will be taking the certification exam next spring.

Recent Events:

May 9-11 2017 - Held the 3rd annual Ground Vehicle Cost Working Group Summit. Senior Government leaders from OSD CAPE, Army Acquisition, Army, Navy and USMC cost offices plus Industry Ground Vehicle OEMs participated in the three day event that discussed cost analysis matters.

Member Outreach:

Working with Mr. Chuck DePrez Ford Motor Company to set up event where he or his boss would speak on cost estimating in the auto industry.

Member Recognition:

Congratulations to Ms. Jennifer Flanagan who earned her Master's Degree in Cost Estimating and Analysis from the Naval Postgraduate School.

Other:

Still difficult to get approval for national conference attendance due to travel funding and existing conference approval process.

ICEAA Lone Star Chapter REPORT

September 28, 2017

Board of Directors:

President:	Rex Potter
Vice President:	Vacant
Treasurer:	Lisa Schmitz
Secretary:	Nate Armstrong
Past President:	Augie Goerner
Region 6 Director:	John Deem

Recent and Upcoming Activities and Events:

Brent Johnstone holds a designation as an estimating fellow and presented his research at a chapter sponsored lunch meeting in May 2017 prior to his attendance and presentation at the conference in Portland in June of 2017 where he received an award.

Our chapter participated in the annual Lockheed Martin Aeronautics Connect & Engage event on September 26, 2017 with a promotion table and hand-outs as we have for the past several years.

Our chapter will sponsor a member appreciation and recruiting event at Blue Mesa Grill on October 5, 2017.

The vice president position will be filled via board action or election.

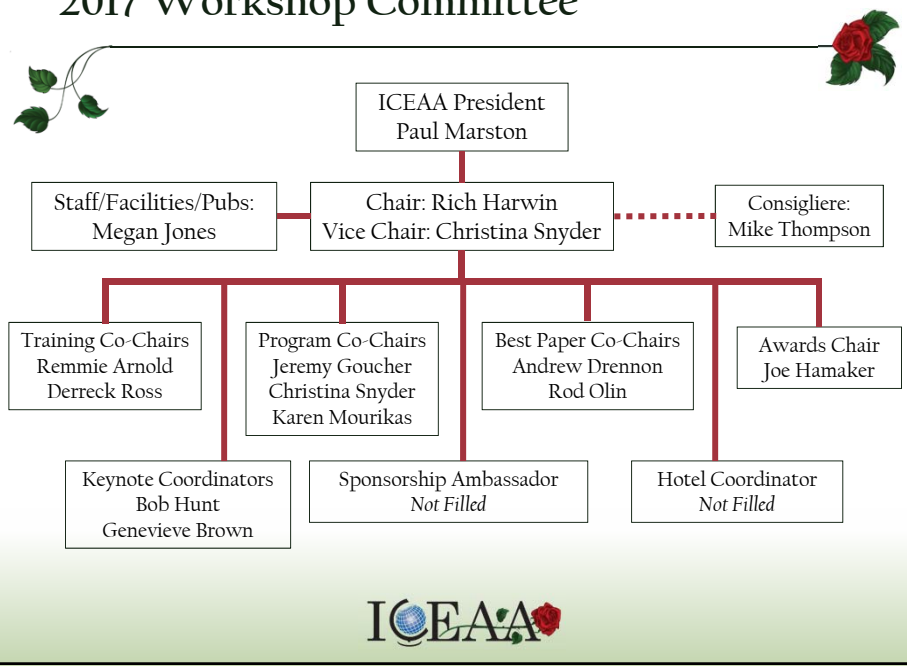
Submitted by John Deem, 09-28-17

2017 Workshop Summary

Rich Harwin
2017 Workshop Chair

ICEAA

2017 Workshop Committee



ICEAA

Thanks to our sponsors & exhibitors

Gold Sponsor:

PRICE

Silver Sponsors:

cobec CONSULTING

SEER by GALORATH

Technomics Better Decisions Faster

Exhibitors & Sponsors:

ACEIT Automated Cost Estimating Integrated Tools

Dynamo TECHNOLOGIES

HERREN

International Function Point Users Group

MCR

MITRE

NSI THE SOLUTIONS COMPANY

ProjStream Project Solutions

PALISADE

The Space and Missile Systems Center Financial Management and Comptroller

TECOLOTE RESEARCH

ICEAA

Financial Breakdown

	2017 Portland	2016 Atlanta	2015 San Diego	2014 Denver
Registration revenue	$335, 050	$ 311,518	$ 350,294	$ 262,857
Sponsor & exhibitor revenue	$54,925	$ 50,668	$ 58,380	$ 60,825
Total Revenues	**$389,975**	**$ 362,186**	**$ 408,674**	**$ 323,682**
Host hotel & food service	$158,843	$164,117	$ 200,693	$ 134,000
Audio visual	$41,712	$ 43,419	$ 37,260	$ 31,257
All other expenses	$28,175	$ 28,057	$ 36,755	$ 40,425
Total Expenses	**$228,730**	**$ 235,592**	**$ 274,708**	**$ 205,682**

Net	**$161,245**	$ 126,594	$ 133,966	$ 118,000
Attendees	406	375	425	386
Per attendee net revenue	**$397**	$ 338	$ 315	$ 306

ICEAA

Historical Averages:

	Attendees	Net Revenue	Revenue per Attendee
Portland 2017	406	$161K	$397
Atlanta 2016:	375	$126K	$338
San Diego 2015:	425	$134K	$315
Denver 2014:	386	$118K	$306
New Orleans 2013:	308	$ 63K	$205
Orlando 2012:	523	$118K	$226
Albuquerque 2011:	506	$167K	$330
San Diego 2010:	592	$161K	$272

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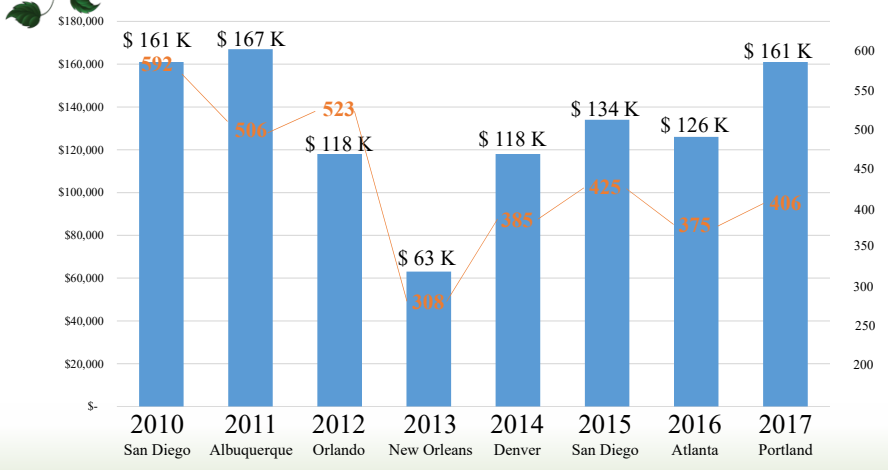
Attendance vs. Revenue Trend



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Top 10 Attending Companies

	2017 Portland		2016 Atlanta		
	Air Force	64	Air Force	39	
	Navy	31	Navy	31	
	Tecolote Research, Inc.	24	Tecolote Research, Inc.	30	
	Technomics, Inc.	20	PRICE Systems, LLC	18	*2017-10*
	MCR	16	The Boeing Company	16	
2016-10	Northrop Grumman	13	Technomics, Inc.	15	
2016-3	Cobec Consulting, Inc.	12	Missile Defense Agency	14	*2017-10*
2016-8	NASA	12	MCR	13	
	The Boeing Company	12	Galorath	11	*2017-10*
	Booz Allen Hamilton	11	Booz Allen Hamilton	10	

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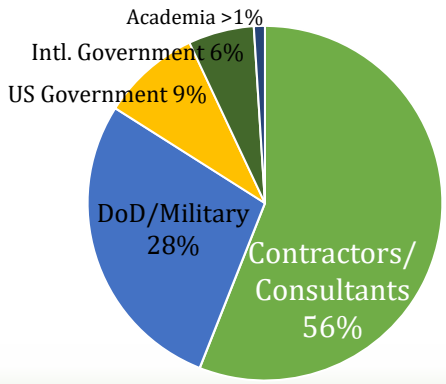
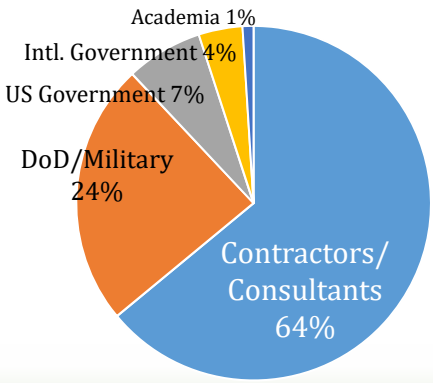
Attendee Breakdown 2016-2017

2017 Portland



2016 Atlanta



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Attendee Feedback

	2017	2016	2015	2014
Overall Conference Rating	**4.15**	**4.14**	**3.88**	**4.03**
Keynote Speakers/General Sessions	3.43	3.66	3.19	3.73
Tuesday Evening Welcome Reception	3.67	3.56	3.47	3.95
Morning Awards Breakfasts	3.44	3.45	3.28	3.60
Wednesday Evening Reception	3.56	3.66	3.36	3.68
Best Paper Overall General Session	3.33	4.05	4.08	
Conference Schedule	4.12	4.08	3.80	3.93
Quality of Presentations	3.64	3.80	3.49	3.79
Networking Opportunities	4.31	4.24	4.08	4.22
Portland Marriott	4.29	4.38	3.84	4.05
Exhibit Hall	3.77	3.52	3.56	3.65
Workshop App	4.35	4.35	4.17	4.04

ICEAA

Budget for 400 vs. Actual at 406

Category	Orig. Prediction	Actual as of Sept. 1
Awards, speaker fee	$7,500	$1,525
App	$1,000	$1,000
Banking Fees	$8,500	$8,846
Security	$0	$0
Host Hotel & Food Service	$185,000	$158,843
Audio Visual	$35,000	$41,712
Shipping & Postage	$3,500	$987
Exhibitor Expenses	$500	$5,713
Staff Travel	$5,000	$4,131
Onsite Contract Staff	$1,200	$2,250
Printing & Marketing	$7,500	$4,015
Total Expenses	$250,890	$228,730
Registration Fees	$350,000	$335,050
Spons/Exhib Revenue	$50,000	$54,925
Total Revenue	$402,100	$389,975
Net Total	$151,210	**$161,245**

ICEAA

International Cost Estimating & Analysis Association

Professional Development & Training Workshop

June 12-15, 2018 ICEAA **Phoenix, Arizona**

Abstract Upload Ready Now At:

www.iceaaonline.com/cfp2018

2018 Workshop Introduction

Mike Thompson
2018 Workshop Chair

Phoenix Renaissance Downtown

ICEAA Rate: $169

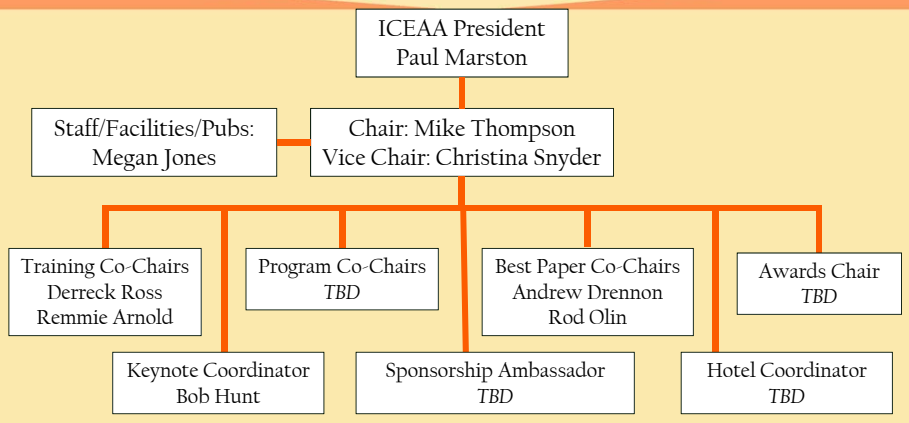
30% of block at government rate

- Phoenix Convention Center
- Heard Museum
- Phoenix Art Museum
- Arizona Science Center
- Desert Botanical Gardens
- Phoenix Zoo
- Arizona Diamondbacks - MLB at Chase Field

Phoenix Renaissance Downtown

Outstanding meeting space:

2018 Workshop Committee



2018 Keynotes (invited)

- **COL James (Darby) McNulty**
  Project Manager
  Integrated Personnel and Payroll System – Army (IPPS-A)
- **Carol Hibbard**
  Former SCEA board member, current
  Vice President & Chief Financial Officer for Boeing Defense, Space & Security
- **David Kriegman**
  Author, *Zero to a Billion: 61 Rules Entrepreneurs Need to Know to Grow a Government Contracting Business*

Special Earlybird Rates

	Before May 1:	After May 1:
ICEAA Members	$ 960	$ 1,060
Non-Members	$ 1,065	$ 1,165
Member & Government Employee	$ 840	$ 940
Non-member Government Employee	$ 920	$ 1,020
For companies sending 5 or more paid registrants:		
Member Group Registrant	$ 905	$ 1,005
Non-Member Group Registrant	$ 1,010	$ 1,110

Once selected, speakers will receive a coupon code for $100 off registration valid until March 30, 2018

ICEAA Board of Directors Meeting

September 30, 2017 | McLean, VA

June 5, 2017 Action Review

Paul create a sidebar working group to talk about how to approach the big companies to get back involved and increase membership.
►Paul has nominated Christian Smart to be the Outreach Committee Chair. This item will now be the committee's responsibility.

Neil to present at the October 2017 board meeting the CEBoK Update Task Force's decision on how to approach the content improvement vs. platform update challenge.
►Neil not present. Paul will request email update from Neil.

DONE: Jason, Kevin and Megan to present another new suggestion for CEBoK training licenses at the October 2017 meeting.

DONE: Sharon to add metric to the report on the number of people who are up for recertification who don't renew, and on the ratio of contractor vs. government employees taking the exam.

Christina to develop a presentation/set of FAQs to help with those who may have cold feet about the exam.
►Ongoing. Working with Peter A. to develop – adding to Winter 2018 actions.

DONE: Megan to send the presented motions to and set up a meeting with the ICEAA Executive Committee, along with the CEBoK Update Task Force and the Software CEBoK Committee, for editing, then send to the Canadian representatives for comments/feedback and present updated motions at October 2017 meeting.

Jason to collect wordsmithing suggestions for the Elevator Speeches and Value Propositions and then present to **Christina** for marketing approach by August 1, 2017.
►Ongoing – adding to Winter 2018 actions.

Megan to distribute the slate of winners for 2018 to the board for an electronic vote prior to informing the winners next year.
►Not yet relevant, but will add to Winter 2018 actions.

Mike to send the guidelines that he had worked on for association awards to Joe Hamaker.
►Ongoing – adding action for Mike to complete by Thanksgiving 2017.

DONE: Megan to work with Bill and Jason to create language for the bylaws that confirm what the constitution defines as a quorum and how it is established, then add a paragraph to the bylaws on who can be a proxy (member in good standing), how (by written request prior

June 5, 2017 Action Review

to a meeting) and for how long (one request grants proxy to the member for all votes in that meeting).

Paul, **Megan**, **Mike**, **Jason**, **Andy** and anyone else interested from both ICEAA or SSCAG to discuss to work out charter, will meet at PDX Workshop.
►Meeting did not take place. Megan will distribute a request for conference call availability and will conduct a call by Thanksgiving 2017.

Carried/Ongoing Action Items

Megan to send the roster to Greg for who has dropped off in the past few years, Greg will contact the board to find out who will reach out to the former POCs. Greg will review for LM, Rich Harwin will review for Boeing, Peter Braxton will review for Northrop Grumman and Peter Andrejev will review for Booz Allen (all to start).
►Incomplete. Moving to Winter 2018 actions.

Jason to talk with Omar from Technomics and Dale Shermon about the possibility of adding 2 days of International Training Symposium to a SCAF workshop in 2018
►Unsure if done, but transferring action for Megan to work with Sanath and Dale Shermon on possibility of adding two days of International Training Symposium to SCAF's 2018 Workshop.

Mike will work with **Megan** to create a Chapter Development training program by EOY 2017. Effort will include previous actions: Megan to determine a process to allow chapter access to international office website, creating an online calendar for chapter events and repository for documents; Megan to work with Region Directors to develop new plans/methods for contacting and supporting chapters.
►Ongoing and in process. Chapter funding policy a first start in refreshing chapter development procedures. New Action: Megan and Britt Staley to test possibility of chapters updating their pages on the ICEAA website.

DONE: Jason and Megan to review bylaws for consistency in describing the Non-Aligned Director position.

ICEAA Executive Committee to develop a business model for sCEBoK to present to sCEBoK committee. **Megan** to plan meeting for after July 4. During that meeting, **Brian** will discuss with Paul and Megan about options and feasibility of collaboration between ISBSG and ICEAA.

June 5, 2017 Action Review

►Ongoing and in process. A preliminary proposal in the MOU between ICEAA and Nesma includes some aspects of the business model. Moving to Winter 2018 actions.

Brian to prepare advertising material for the software certification for a 2017 rollout. Carried from March 2016 - keep on until committee is ready to generate marketing. Update, June 2016: needs to wait until after business plan established.
►Ongoing – adding to Winter 2018 actions

DONE: Neil to send question ideas to Megan for a CEBoK users survey (Survey written, distributed, and completed by 70 participants by September 15, 2017).

Peter B. to contact Brian Welles from ODNI to see if we can get ICEAA to present at the 2017 SRI Symposium in McLean. (Carried from June 2015)
►Action passed to Rick who will update at Winter 2018 meeting.

Greg, **Bill** and **Ellie** to determine metrics and classifications of attendees from industry, contractors, etc. based on the 2014-2016 workshop rosters received (Carried from October 2015) ►Megan distributed the list over the summer. Bill has been working on it and is nearly finished.

Bob to create a subcommittee of budget committee and Megan to assess the value propositions of all of our products and membership. (viable once value proposition work begins) (Will remain on ongoing actions.)

Megan to conduct member satisfaction survey in 2016 or 2017. (Carried from June 2015 will keep as an open action until further notice)
►Suggest moving until 2018 or after value proposition is complete so members can be polled on those topics. Will keep on ongoing actions.