

ICEAA Board of Directors Meeting

September 30, 2017 | McLean, VA

APPROVED MINUTES as of February 24, 2018

Voting Attendees:

Arlene Minkiewicz, Mike Thompson, Paul Marston, Rick Collins, Tomeka Williams, Andy Prince (virtual), Brian Glauser (virtual), Erin Barkel (virtual), Greg Kiviat (virtual), John Deem (virtual) Sanathanan Rajagopal (virtual), William Metz (Virtual)

Non-voting Attendees:

Bill Barfield, Britt Staley, Kevin Cincotta, Peter Andrejev, Ellie Basset (virtual)

Welcome, quorum count, introductions:

Paul Marston

Paul makes some opening comments on the role of the board: we are the governing body of association, expected to be the leaders to chart a path forward. Since ICEAA has an office with staff and an executive director who are responsible for day-to-day operations, the board should be charting the direction for the association, setting broad policies, and providing guidance to the office as necessary. Board members are expected to stay engaged with ICEAA, be prepared for meetings by reading the advance material, doing their best to attend meetings, and using their knowledge and experience to provide their opinions on the best way forward for the association and the greater cost community.

Paul identifies the main issues facing ICEAA:

- Financial health – we’re doing better but only one conference away from bad financial position.
- Declining membership – we need to figure out how to get off the path of membership decline and onto a path of growth.
- Involving industry constitutes – there was a big push to get big companies involved a few years ago but the results of that effort have fizzled out; need to figure out how to fix that and get back on a growth path rather than decline path.
- CEBoK needs revitalizing and modernizing – we’re working on it but it’s still in progress.
- IPM Workshop – the IPM Workshop is unlikely to continue after 2017; need to identify a new source of revenue to take its place.

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Secretary Report:

Megan Jones

Quorum established: 11 voting members present of 10 required as of 9:17am.

Vote: Floor open to any comments on the June 2017 minutes, Bill Barfield indicates his name is not on the attendee list; will amend for final version. Motion to approve the amended Secretary Report raised, seconded, and passed.

Treasurer Report:

Megan Jones

Estimate-at-completion for 2017 more positive than originally budgeted: first projection was for a -\$60K loss for the year; EOY now at positive \$20K.

Bank account balance higher than usual due to 2017 Workshop revenues, delayed hire of administrative assistant. CEBoK sales remain higher than expected given product's age and anticipated sales decline. Sales were following the expected decline but spiked recently, not sure of reason.

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

Updated MOU Language for Canadian CEBoK Efforts

Megan Jones

The ICEAA Canada Chapter and representatives presented a motion at the June 2017 meeting regarding their desire to generate content for CEBoK that is more customized to their needs. After discussion, ICEAA made some edits to the motion, presented to the Canada Chapter and received approval of those edits via email.

Peter A. is concerned about the term "variant" indicating that it's a distinct product separate from CEBoK. Paul doesn't think we can have a single CEBoK that covers everything, so the reality is we're going to need to have different CEBoKs for each country. Peter's concern is less about having multiple CEBoKs and more about having multiple exams.

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Canada explains that the economic and accounting principles outlined in CEBoK are in conflict with Canadian CPA rules. Canadians don't need or want to learn American accounting rules, and intend more to add information on Canadian accounting than removing the American content. Also, in order to comply with Canada's bilingual laws, they need to translate CEBoK into French, which will require some edits to the wording since it won't translate directly.

The board agrees the hope is to keep CEBoK as a base product with some variation/version/specificity per nation and hopefully when the browser based version comes online, should be easier to navigate from general CEBoK content to the nation-specific pieces. ICEAA wants to create an international standard and maintain our methodology and approach, but also accommodate other countries where necessary. Keep CEBoK standard while acknowledging differences.

Peter A. remains concerned about having different exams per country. If questions change, they may end up making the exam easier or more difficult for different nationalities. It is pointed out that all of the members of the exam committee are American; to make the exam work for more countries there needs to be international input on the questions.


Action: Peter Andrejev to work with Erin to get Canadian participants on the CCEA exam question group.

Vote: Motion raised and seconded to approve language as written on screen. All approved. Erin Barkel abstained from voting.

**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 Exams (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 Canadian 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

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New Business

Sanath requested to raise new business early due to a later commitment; time difference.

Sanath is both the ICEAA UK Region Director and the deputy chair for SCAF. Paul explains that SCAF was formed in the UK before ICEAA as an offshoot of ISPA (one of ICEAA's parent organizations) because ISPA was unable to form an international chapter. Sanath proposes that SCAF become a part of ICEAA as the UK Chapter. The UK does not have an ICEAA equivalent, and while it would be difficult to start a UK chapter, SCAF is already in place and could easily fill this role.

SCAF will be holding a meeting soon and Sanath will raise the idea of becoming an ICEAA chapter to SCAF, but wanted to see if ICEAA was amenable to the idea first. The board agrees it's an idea worth pursuing.

Action: Sanath to propose to SCAF to become an ICEAA Chapter; will report to ICEAA on their response. If both groups agree, will begin working out the details of the arrangement.

International Business Office Report:

Megan Jones

Overall membership continues to decline slowly at approximately 100 members per meeting/300 members per year. How do we stop the membership loss and turn it around? Paul suggests we get more participation on the board from members who aren't focused on the DOD.

Britt suggests we focus first on retention: reach out to current members, reinforce benefits, reach out to past members and get them back. Mike agrees: if we can't keep our members, how can we get more? ICEAA has grown and improved over the years – we need to show we're no longer satisfied with the Old Way of Doing Things: we're embracing new ideas and new industries.

Action: Ellie to form a Retention/Recruitment focus group. Anyone interested in participating should email Megan. Erin, Britt, Mike, Christina, and John Deem volunteer.

Bylaws: Proxy Accommodations & Quorum Clarification:

Megan Jones

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While the ICEAA Constitution defines a quorum as “when half of the voting members are present either physically or via continuous electronic medium (e.g., telephone conference, WebEx, Net-Meeting, etc)” [Article VIII – Section C], some questions remained as to whether or not vacant board positions counted towards the half, or if the quorum needs to be recounted if virtual participants are no longer connected.

Vote: Language provided in the pre-read presented to the board to amend Article VII, Section E of the ICEAA bylaws to clarify the quorum. No amendments presented, motion raised and seconded to approve language as provided in the pre-read. All approved.

Neither the ICEAA Constitution or bylaws make any mention of proxy voting. Given the difficulty the board has had recently establishing a quorum, the board decided to allow for proxy voting.

Vote: Language provided in the pre-read presented to the board to amend Article VII, Sections A-C of the ICEAA bylaws to allow for proxy voting. Amendments raised and discussed to approve language as displayed on screen. All approved.

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.
Section B. Votes provided in person, via mail and via electronic media will be considered equal.	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 C. A valid vote is defined as one received by either in hard copy (in person or mail) or electronic media.	Section B. In all meetings of Committees of the ASSOCIATION, each member of said Committee shall be entitled to one vote.
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.	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.

ICEAA International Civil Airway and Airspace Association

Bylaws: Non-Aligned Director:

Megan Jones

During the most recent election, it came to light that the bylaws are unclear as to how the Non-Aligned Director is nominated and elected.

Vote: Language provided in the pre-read presented to the board to amend Article III, Section H of the ICEAA bylaws to clarify nomination and election of the Non-Aligned Director. Amendments raised and discussed to approve language as displayed on screen. All approved.

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 Civil Airway and Airspace Association

Bylaws: Emeritus & Fellow Membership Description:

Megan Jones

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In 2015, two members requested information on how to obtain the Emeritus and Fellow membership types listed in the ICEAA bylaws (Article I, Sections B, G, H). A task force was formed to determine qualifications, benefits, and a procedure for members to obtaining these membership types. Language provided in the pre-read.

Vote: Language provided in the pre-read presented to the board to amend Article I, Section H of the ICEAA bylaws to outline procedure for nominating and approving emeritus members. No amendments presented, motion raised and seconded to approve language as provided in the pre-read. All approved.

Some concerns raised at the meeting about too many members looking to obtain the fellow membership type would overwhelm the business office. Board decided to take a “wait and see” approach, and discussed further.

Vote: Language provided in the pre-read presented to the board to amend Article I, Section G of the ICEAA bylaws to outline procedure for nominating and approving fellow members. Amendments raised and discussed to approve language as displayed on screen. All approved.

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

Current Language:	Proposed Language:
<p>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:</p> <ol style="list-style-type: none"> 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 sponsor. 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. 	<p>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:</p> <ol style="list-style-type: none"> 1. The nominated individual must be sponsored by five (5) members in good standing, each of whom shall submit a letter to the Secretary concerning 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

CEBoK Training License Pricing:

Megan Jones

In 2016, ICEAA tested a new CEBoK Training License as a means to better monitor use of CEBoK by companies selling training services. Concerns were raised about the price of the license, and a different suggestion was proposed during the June 2017 meeting that was unable to achieve consensus of the board. An action was created to draft new suggestion for CEBoK training licenses at the September 2017 meeting.

Vote: Procedure outlined for creating annual Memoranda of Understanding between ICEAA and companies planning to sell CEBoK training services to outside parties that will define the responsibilities of each. No amendments suggested; motion raised and seconded to create a training license MOU and distribute to companies selling training. All approved.

Chapter Funding Policy:

Megan Jones

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ICEAA's process for providing funds to chapters had never been formally discussed, approved, or committed to writing. A suggestion was made nearly 10 years ago under one of ICEAA's parent organizations to give money annually to each chapter for each member, but no official policy exists, particularly one that is easily accessible to chapter boards who may not have heard the rumor about the funding.

In the interest of transparency, consistency, and increasing chapter participation (and chapters' encouragement of member participation), the International Business Office created a chapter funding policy that was vetted through the chapter presidents and will go into effect in January of 2018. The policy was provided in the pre-read package for the board's review.

The board discussed and approved the new policy and procedure outline. The policy will be put on the ICEAA website and updated as necessary.

Certification Report

Sharon Burger

Peter A. presents slides and summary statistics on certification. New statistic presented: about 41% of candidates eligible for recertification go through the process.

The group discusses how when recertifying for other credentials, they are able to enter their information for points accrual but only need to provide the documentation should their application be audited. The board debates the pros and cons of moving to this sort of system.

Action: Peter A. to present a motion at the winter 2018 board meeting to change the CCEA recertification process from providing proof of points from all applicants to an audit system.

As part of the marketing committee's efforts, Christina is looking to make "clickbait" style pieces to entice members into training, certification, and renewal. Plans to make a video series on the stages of certification, aimed at various needs, career stages, and generations.

Action: Christina to develop a presentation and set of FAQs to help alleviate concerns from candidates with "cold feet" about achieving their CCEA.

Software Specialty Certification and sCEBoK Update

Brian Glauser

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Brian indicates while the sCEBoK team was able to present seven modules at the ICEAA Workshop in Portland, activity has stalled over the summer. A subcommittee will be meeting to reorganize the group and chart their plan forward. He and the team are looking forward to making more progress

Action: Brian to update the board at the Winter 2018 meeting on the ongoing status of the Software Specialty Certification and sCEBoK.

CEBoK Update Task Force Report: Paul Marston

Neil Albert neither present nor provided a pre-read to update the board on the progress of the CEBoK Update Task Force.

Action: Paul to get a report from Neil on the CEBoK Update Task Force and share with the board prior to the Winter 2018 meeting.

Professional Development Committee Report Andy Prince

Andy presents slides on the Professional Development Committee. He states that previously the committee had been a few separate board positions with no real coordination. Those roles are now centralized under Andy as both the VP of Professional Development and the chair of the Professional Development committee. He is taking actions to create a coherent, integrated plan that accomplishes multiple objectives.

Action: Anyone interested in participating on the Professional Development Committee should volunteer to Andy and/or Megan.

Chapter & Region Reports

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Only one chapter report provided in time for the pre-read distribution; one more provided a day before the board meeting. No questions on those reports or any additional chapter updates.

Rick indicates that Region 2 is looking to coordinate a one-day workshop similar to those in Region 7. Will coordinate with Meghan Kennedy, Washington Capital Area Chapter President, and Megan Jones.

2017 Workshop Review

Megan Jones

Megan presents the 2017 Workshop slides. Original projections had expected Portland to perform similarly to Atlanta; expectations exceeded and revenues reached a six-year high. Attendee feedback very positive, increased government participation, and were exhibitors very happy.

2018 Workshop Introduction

Mike Thompson

Mike presents 2018 Workshop slides. 2018 Workshop committee being formed, and all three keynotes have been invited to speak and have provided verbal agreements. Keynote presentations will be themed to get attendees thinking about the future and how to position themselves for the next step in their careers.

We will be testing a few new discounts to entice attendees to register earlier. Rates will be \$100 less for those who pay for their registrations by May 1, 2018, and authors of accepted abstracts will receive a coupon for an additional \$100 off if they register by March 31. Late registrations impact meal planning, scheduling, and supply ordering, so we hope these incentives will encourage earlier registration.

New Business

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Should the strategic plan be reviewed/renewed? The board agrees, and that more people need to be involved in the plan, especially ones that are expected to still be in the workforce in 15 years.

Action: Megan to distribute the link to the current strategic plan to the board.

Action: All to review the strategic plan to determine what's been accomplished, what still needs to be, and what is still relevant. Volunteers to participate in a strategic plan review group to notify Megan, who will schedule a meeting for discussion by EOY 2017.

Plan New Meeting & Adjourn

Next meeting not yet determined. Will send out suggestions for the date by December 1.
Location TBD. Meeting adjourned at 2:52pm.

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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

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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.

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► 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.

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September 30, 2017 Action Items

Peter Andrejev to work with **Erin Barkel** to get Canadian participants on the CCEA exam question group.

Sanath to propose to SCAF to become an ICEAA Chapter; will report to ICEAA on their response. If both groups agree, will begin working out the details of the arrangement.

Ellie to form a Retention/Recruitment focus group. Anyone interested in participating should email **Megan**. **Erin, Britt, Mike, Christina,** and **John Deem** volunteer.

Peter A. to present a motion at the winter 2018 board meeting to change the CCEA recertification process from providing proof of points from all applicants to an audit system.

Christina to develop a presentation and set of FAQs **with Peter A.** to help alleviate concerns from candidates with “cold feet” about achieving their CCEA.

Brian to update the board at the Winter 2018 meeting on the ongoing status of the Software Specialty Certification and sCEBoK.

Paul to get a report from Neil on the CEBoK Update Task Force and share with the board prior to the Winter 2018 meeting.

Anyone interested in participating on the Professional Development Committee should volunteer to **Andy** and/or **Megan**.

Megan to distribute the link to the current strategic plan to the board.

All: review the strategic plan to determine what’s been accomplished, what still needs to be, and what is still relevant. Volunteers to participate in a strategic plan review group to notify **Megan**, who will schedule a meeting for discussion by EOY 2017.

Megan and **Britt Staley** to test possibility of chapters updating their pages on the ICEAA website.

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

All: let **Megan** know about various conferences and meetings throughout the year so she can attend if possible to represent ICEAA, meet new potential members, etc.

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Carried/Ongoing Action Items

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

Megan to distribute the slate of winners for 2018 to the board for an electronic vote prior to informing the winners next year. (Carried from June 2017, will be relevant Winter 2018)

Mike to send the guidelines that he had worked on for association awards to Joe Hamaker. (Carried from June 2017)

Megan will distribute a request for conference call availability from **Paul, Mike, Jason** and **Andy** to discuss SSCAG and the ICEAA Space SIG and will conduct a call by Thanksgiving 2017. (Carried from June 2017)

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). (Carried from June 2017)

Megan to work with **Sanath** and **Dale Shermon** on possibility of adding two days of International Training Symposium to SCAF's 2018 Workshop. (Carried from June 2017, transferred to Megan)

ICEAA Executive Committee to develop a business model for sCEBoK to present to sCEBoK committee, review MOU between ICEAA and Nesma for ideas on how the sCEBoK business model could work. (Carried from June 2017)

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. (Carried from June 2017)

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Megan to conduct member satisfaction survey. Update: September 2017: delay survey until after value proposition work complete to poll members on those topics. (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.