

ICEAA Board of Directors Meeting
September 25, 2020 | Virtual Meeting

OFFICIAL MINUTES as of November 20, 2020

Voting Attendees

Erin Barkel, Rick Collins, John Deem, Steven Glogoza, Bob Hunt, Meghan Kennedy, Paul Marston, Arlene Minkiewicz, Jeffrey Moore, Dale Shermon, Christian Smart (via Cincotta proxy) Christina Snyder, Kellie Wutzke

Non-voting Attendees:

Tom Bosmans, Kevin Cincotta, Nicole Robertson, Trevor VanAtta, Sharon Burger, Megan Jones, Chelsea Torres

Welcome, quorum count, introductions: Rick Collins

Rick calls the meeting to order, wishing everyone continued good health. Thanks to Christina for her hard work in making the experiment of holding a 2-hour board meeting a reality. Thanks to all for their contributions since our last meeting in May, given the unfamiliar situations we are all in and the various and increasing demands on us due to the pandemic.

Quorum is established at 11:10.

Secretary Report: Christina Snyder

Christina thanks the board members for sending their signed conflict of interest forms by the requested deadline. The signed forms have been saved in three places to ensure safekeeping.

No comments/corrections were received on the May 2020 minutes in advance of or during the meeting.

Vote: Motion is raised to approve the May 2020 minutes. No further discussion is requested. Seconded and passed.

Christina presents a proposed revision to the ICEAA bylaws regarding the schedule and timeline for the ICEAA Board of Directors nomination process. The dates presented in red in the right column are conducive to the International Business Office's capability and available resources on and around those dates (such as workload in preparation for the Workshop or

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turnaround time for items). The existing bylaws begin the board nominating process on 15 August of the year before the election; Christina suggests postponing the first date to 15 October and modifying other dates as shown. The amount of time between deadlines outlined in Section F are likely relics from when ballots were mailed and hand-counted, and the shorter timeline in Section F will reflect the efficiency of electronic voting.

Christina understands this information was not available to the board to review in advance and asks if the board would prefer not to vote on this item today, asks to conduct an electronic vote later in the week so that the nomination process can be promoted in the upcoming *ICEAA World* magazine issue.

Paul, as Past President and Nominating Committee Chair, is confident the timelines will work, especially since the amount of time between preparation deadlines remain the same. Other board members voice their agreement to the proposed dates and are willing to vote on the changed dates immediately, barring any additional requests for discussion.

Vote: Motion is raised to approve amendments to the bylaws as presented. No further discussion is requested. Seconded and passed.

Treasurer Report:

Jeff Moore

Jeff presents slides. The first slide presents the impact of not seeing the revenue expected from the 2020 Workshop, and while the impact will be bad, it will not be as bad as predicted during the May 2020 Board meeting.

Second slide shows the reserves available in both checking and savings, including the matured CD that was cashed out in August 2020. Three CDs will mature in February 2021, and both Jeff and Megan agree it is unlikely we will have to cash out any CDs prematurely, but will likely need one or more of the February 2021 CDs once mature.

Other positive impacts on the Business Office cash flow include cost cutting, COVID-19 relief funds received, a returned hotel deposit from the Canada Chapter for their postponed Workshop, and some early-purchased sponsorships for the 2021 Workshop.

Vote: with no further discussion requested, a motion is raised to approve treasurer's report. Seconded and passed.

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Priority 5 OEM Outreach progress report

Bob Hunt

Bob presents slides. The team working towards the OEM goal has increased to include more members representing more OEM companies. Planning calls scheduled and taking place, and the team working towards introducing a virtual event featuring a speaker and panel discussion focused on OEM issues in January/February 2021.

Kudos all around from the board to Bob and his team for their efforts.

Priority 3 US Government Engagement

Rick Collins

Rick outlines the efforts that had been put forth for the planned 2020 US Government Day to be held in San Antonio, and the commitment from leaders from defense, civil, and intelligence agencies to both participate and encourage their employees to attend.

Absent the inaugural US Government Day in San Antonio, Rick is looking to see if an appetite exists for a virtual US Government Day to take place either towards the end of 2020 or beginning of 2021. The response has been mostly positive, with one exception: the OSD CAPE representative Rick asked indicated their team is experiencing “webinar fatigue” and is unlikely to participate in an online event that is not mission critical.

If the virtual event is successful, it will be a good indicator to try to hold a US Government Day again in Minneapolis at the 2021 Workshop.

Jeff adds his compliments to the Washington Capital Area Chapter for their ICEAA AfterWork events that have transitioned from in-person to virtual events and their next event is scheduled for October 8.

CCEA-P Parametric Specialty Exam Discussion

Kevin Cincotta

The Business Office received the first request they’ve gotten since at least 2012 to take the Parametric Specialty Exam. Kevin reviewed the CCEA-P exam and found it to be outdated and in some cases inaccurate, and determined the investiture of time and effort required to update the CCEA-P exam as well as to restructure and import it for online testing is not commensurate to the market’s interest in the exam.

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Given the disparity between the effort and interest, Kevin asks for the board to consider either abolishing the exam outright or suspending availability of the exam until such unspecified time when either resources are available or interest has grown.

Sharon confirms that in the past six years, not one person has taken the exam, and only one has expressed interest in taking it. All current CCEA-P certified members received their certification from ISPA and their credentials were grandfathered in.

Vote: a motion is raised and seconded to suspend the availability of the Parametric Specialty exam to the public until such time that the exam has undergone a thorough review and comprehensive revision. No further discussion requested, the motion is seconded and passed.

International Business Office Report

Megan Jones

Having provided the report in advance Megan skips discussion on several slides, presents the rest. The Distance Learning Webinar series has been a valuable means to connect with the membership in absence of the Workshop, however, the pool for potential webinars is growing smaller, and the webinars may not be as regular through the end of the year.

The paid webinar from June 23 brought in a small amount of revenue, but has afforded us the ability to create the Professional Development Package, which provides the ability to bundle a year of membership with a training purchase, much like the free year of membership that comes with the non-member Workshop registrations. Another paid webinar is scheduled, which will provide a choice for those taking advantage of the Professional Development Package, and third in the works for 2020.

Summer 2020 also saw a surge in paid promotional Tech Showcase Webinars, especially from Palisade, which were very successful. All board members are encouraged to sign up for the Annual All-Member Meeting on October 8.

Rick encourages all board members to promote ICEAA's webinars, the Professional Development Package and other offerings to their colleagues and clients, stressing the value of word-of-mouth promotion.

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Priority 1&2 – CEBoK, Software CEBoK, and Certification

Kevin Cincotta

Kevin has been primarily involved in Software CEBoK and Certification, and asks Kellie to provide a report on CEBoK. Kellie has not heard much feedback on the CEBoK2.0 beta but what she has seen is positive (mostly verbal), particularly for the improved readability and user-friendliness over the old PowerPoints. She also has some additional updates to add to the beta shortly.

Kellie is developing a curriculum for another group and asks if CEBoK can and should be cited like any other academic publication. The board agrees and encourages citations that provide a means for others to learn more about CEBoK and ICEAA.

Dale adds that he has received storyboards from some of his team members for the country-specific CEBoK modules, and expects the Australia and UK modules to be ready for inclusion in the beta by the end of the month.

On the topic of citations, Kevin has found evidence of CEBoK having been plagiarized, but also seen instances where CEBoK was plagiarized from other sources. As we develop CEBoK2.0 as well as SCEBoK, we should be conscious of and work to rectify cases any possible plagiarism.

SCEBoK is progressing well under the organization of our lead author/contractor, Carol Dekkers. Lessons learned so far are that many concepts that apply globally and/or to both government and private sectors use different terms for the same concepts, and often one group's terms are already in use by the other for different concepts, leading to confusing definitions and usage. Efforts are being made to deconflict the terms used in SCEBoK so the content is universally applicable.

Things are going well for the online certification exams. The feedback has been favorable, which is especially good since feedback on something like an exam tends to bias to the negative. There have been vague complaints about the integrated calculator, so the Business Office has started offering candidates a means to practice using the calculator before taking the exam, and is developing additional, more specific questions to identify what problems with the calculator truly exist. Sharon adds that the test results have shown that the calculator has not been responsible for anyone either running out of time or otherwise failing the exam.

Kevin looks forward to being able to present statistics and analysis based on the data drawn from the online exam by the next board meeting. The number of available exam questions

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has increased significantly, but Kevin's goal is to have twice as many questions in the pool of available questions than the amount on the exam.

Kudos all around to Sharon and Kevin for all of their hard work on getting the exam online and a successful launch.

Association Awards Criteria Update

Erin Barkel and Nicole Robertson

A group of members met to discuss the Association Awards criteria and nomination process, having edited and adjusted the questions and intend to amend the nomination form to guide better and stronger nominations.

A larger problem remains that can't be fixed by changing questions: very few nominations are received every year, and most from the same few companies. The team asks the board to nominate their employees, customers, and/or colleagues, and to encourage others to do so. We receive complaints every Workshop that our awards always go to the same companies, and unless more companies send in nominations, that won't change.

Amending the form may help increase the number of nominations received, but the variety will increase the program's value. Arlene suggests that since many of our members are not strong writers and may have been intimidated by an open 2-page essay, and agrees that changing the form should help. Jeff wants to ensure that we do not dilute the quality of submittals by reducing the work required in nominations.

Megan challenges the board to be our advocates and is willing to provide assistance as needed.

2021 Workshop Status

Megan Jones & Christina Snyder

Christina presents slides. The year 2020 has shown without a doubt how important the Workshop is to ICEAA. What the global situation will be in May of 2021 is unknowable, hopefully for the better. Until then, the 2021 Workshop Committee will be planning the event as though everything will carry on as normal, and asks everyone to join them in hoping for the best.

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Thanks to those sponsors who have already committed their support for ICEAA in 2021. Leadership roles are being filled, and anyone who is or has heard of someone interested in participating on the Workshop committee should contact Megan to get more involved.

Rick says if US Government Day does take place, he insists it be scheduled on Monday to accommodate the schedules of the leaders with which he's invited to present. Megan says she had received complaints from government employees about the Monday scheduling, and the 2020 Workshop Committee had planned to distribute a survey to government employees asking their preferred day. Rick argues that for every complaint about Monday Megan has received, he has heard support for Monday, and would prefer not to solicit attendee preference, but to plan for Monday should US Government Day happen.

New Business

Megan announces that the sitting Region 7 Director, Nathan Eskue, has submitted his resignation due to accepting a position as a professor for a university in the Netherlands. The bylaws state Rick is responsible for appointing a replacement to fill the remainder of the term, and any recommendations for interim Region 7 Director appointees are welcome and encouraged.

Megan received a request from the US Department of Labor's O*Net program asking for subject matter experts on the cost estimating field to update and enhance their career/occupation listing. Megan has agreed to share the names and email addresses of the board members and chapter presidents to participate, and asks the board to be on the lookout for an interview request from the O*Net team, but if they would rather not contribute, to contact Megan to opt out.

Erin comments there has been some forward progress on the Journal and its new format, and will feature an article in the next *ICEAA World* issue explaining the new process and calling for participation.

Plan Next Meeting & Adjourn

Rick Collins

No additional new business is raised. The participants agree to hold another meeting before the end of 2020; a date proposal to come soon via email. The meeting adjourns at 1:05.