

ICEAA Board of Directors Meeting

March 19, 2021 | Virtual Meeting

OFFICIAL MINUTES as of June 4, 2021

Voting Attendees

Erin Barkel, Rick Collins, John Deem, Rich Harwin, Bob Hunt, Meghan Kennedy, Paul Marston, Arlene Minkiewicz, Jeffrey Moore, Dale Shermon, Christian Smart, Christina Snyder, David Stem, Kellie Wutzke

Non-voting Attendees:

Bill Barfield, Brent Johnstone, William Lane, Sharon Burger, Megan Jones, Chelsea Torres

Welcome, quorum count, introductions: Rick Collins

Rick calls the meeting to order, welcoming everyone, and wishing all a happy spring. Quorum is established at 11:04.

Secretary Report: Christina Snyder

One comment received on draft minutes from January: Jeff Moore was left off the attendance list. This correction will be made for the approved minutes file that will be posted on the ICEAA website. No other comments/corrections were received on the January 2021 minutes in advance of or during the meeting.

**Vote:** Motion is raised to approve the January 2021 minutes. No further discussion is requested. Seconded and passed.

Christina was tasked with an action during the January meeting to update the At-Large Director job description. Christina does not recommend changing the bylaws to provide additional details for the job description, but to add depth to the job description on the <https://www.iceaaonline.com/about/leadership/> page. Once the eventual Policies & Procedures manual is started, enhanced job descriptions for all positions will be more appropriately listed there. The board agrees no vote is necessary for this decision, as no bylaws will be impacted. However, no objections are raised to the plan.

Christina reminds the board of bylaws article IV|E|2: *Decisions implemented as a result of [a meeting of the Executive committee] shall be binding, and the Board of Directors shall be notified as soon as practical, but not later than the next Board meeting.* On March 4, a member requested we extend the deadline for a petition nomination for the upcoming Board

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of Directors election. The Executive Committee convened via email on March 5 and agreed not to offer the extension, as the deadlines for the election cycle, unlike deadlines for items like papers or award nominations, are defined in the bylaws.

Paul asks if there was a response from the member that asked for the extension, and Christina explains that the request was made because the member noticed the President position was being elected unopposed and believed it is too important a position to be without competition. While this is a valid concern, since the deadlines are defined in the bylaws, the Executive Committee decided it should not be extended. Christina will be working to engage that member to help get more members involved in the election and other programs.

Jeff thanks Paul Marston for his hard work and commendable outreach efforts chairing the Nominating Committee this year, and that some of this term's positions are being elected unopposed is no negative reflection on Paul or the Nominating Committee.

Rick notes that while this isn't the first time we've had uncontested positions in an election, he believes that the board should question whether it is in the association's best interest to have positions on the Executive Committee go unopposed in future elections.

Observer Bill Barfield is given permission to comment, and says that recruitment for all volunteer organizations is more difficult than ever before, and while ICEAA is not alone in this predicament, it is the duty of all active volunteers to help recruit new members and new volunteers.

Treasurer Report:

Jeff Moore

Jeff presents the financial slides, which are the same as were presented in January (the short amount of time since the previous meeting and minimal change to them did not warrant a new set of financial data). We are still expecting an overall loss for 2021, but how much of a loss will depend on the eventual Online Workshop attendance. Since ICEAA has offered an earlybird registration discount, we have seen approximately 65% of our eventual total registrations come in by that date, so we will have a more accurate projection on April 16.

We still have sufficient reserves to carry us until we start seeing revenue for the 2022 Workshop. Three of our larger CDs matured in February, but we chose not to cash them out; the new interest rate is so low that any lost dividends from an early cash out (in the unlikely case we need to) would be negligible.

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Since the last meeting, Jeff and Megan have been working on ICEAA's application a COVID relief PPP funding loan, but have met an impasse: those banks contacted that will consider us for a PPP loan (some banks will not give applications to businesses that weren't already business banking customers as of January 1, 2021) have required an individual's Social Security Number, along with ICEAA's tax ID number, to complete the application. Megan has requested from each of these banks documentation outlining what the responsibilities and liabilities are for providing one's SSN, and what the SSN will be used for in the loan process. Neither the banks, nor our accountant or attorney, are aware of such documentation.

Megan is not willing to associate her Social Security Number with ICEAA's business loan. She and Jeff are continuing to look for a bank that will accept a business loan application without an individual's Social Security Number, but thus far, the banks that will accept applications from us will not accept an application without one. Our attorney suggested that Megan ask one of the Board members to provide their Social Security Number for the application; Megan says she will not ask anyone to do something she wouldn't be comfortable doing herself.

Rick asks if this is a different situation as the funds we received in 2020, Megan explains the \$10,000 we received from the Fairfax County program was a grant, and the other \$15,000 received from the CARES act was processed via ICEAA's PEO (the company that handles our payroll and benefits). The PPP program requires a business to get a loan from a commercial bank, then once received, ICEAA would need to show the Small Business Administration that we spent the loan funds on certain expenses during a given time, and if approved, the SBA would forgive ICEAA's loan to the bank. Unlike the previous two programs ICEAA participated in, this money would come from an actual loan with a bank that in the event the SBA did not approve our forgiveness application, ICEAA would be responsible for paying back.

Rick says were he going to serve a second term as ICEAA President, he would give his Social Security Number, but instead suggests that by virtue of not having an opponent in the election, is the presumptive 2021-2023 ICEAA President, that Bob Hunt should provide his. Bob says he will consider it.

The deadline for loan applications is coming soon. ICEAA is likely to qualify for a loan between \$40,000-\$45,000. Jeff and Megan will continue to pursue the loan.

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

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

Christian Smart

Christian commends Kellie on her efforts to update and improve CEBoK. The online exam continues to be a success, and our pass rate remains at our target 70%. Kevin Cincotta is working to increase our bank of questions and is analyzing the existing questions for accuracy and quality. Carol Dekkers continues apace developing the Software CEBoK, but no completion date has been set.

The 2021 Online Workshop Committee agreed to separate the CEBoK-based training sessions from the rest of the workshop for this year, unlike previous years where the training and member-submitted presentations are scheduled concurrently. A small planning group is working to determine the format, duration, and makeup of the Training Summit, and has decided to schedule it for September 2021. There will be two tracks: CEBoK training for PCEA/CCEA preparation, and a separate track for SCEBoK.

The Advanced Training sessions that are usually given at the Workshop will be recorded and made available as paid QED Webinars that can be purchased as part of the Professional Development Package membership/training bundle.

Rick commends Kevin for his article in the latest *ICEAA World* magazine, and thanks Sharon Burger for her continued efforts with the online exam. Christian suggests the Board look at the new practice exam web app that thanks to Kellie is now available for download on the CEBoK2.0Beta page.

Rick echoes Christian's statement that work continues on SCEBoK, and though we are behind our original schedule, effort continues. The project has turned out to be more complicated than expected, and Rick thanks Carol Dekkers for her hard work, thanks Kevin Cincotta for his efforts in reviewing, and the official ICEAA SCEBoK Review Group (ISRG). Rick asks Arlene, a member of the ISRG, for her opinion on SCEBoK; Arlene says the SCEBoK material she has seen has been very good and that Carol Dekkers has been very thorough. Rick also thanks Harold van Heeringen and Eric Van Der Vliet from Nesma for their effort, along with Sanath Rajagopal, all contributing an international perspective to the project.

Priority 3 – US Government Engagement

Rick Collins

Rick has been securing participants for two panels of senior government leaders for the general sessions at the Online Workshop, the first featuring three female executives

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discussing how cost analysts can deliver more value; the second will comprise of all male executives, half from the US Government, half from OEMs, who will discuss challenges to the cost community related to accelerated acquisition initiatives. Rick will serve as moderator for both panels at the request of all individuals invited to participate.

Christina thanks Rick for his efforts in securing panelists for the Workshop.

Priority 4 – International Engagement

Dale Shermon

Dale and his team have been considering potential exam questions that will apply to the eventual international sections of CEBoK: Germany, UK, France, Canada, Australia. Rick thanks Dale and Kellie for their efforts to date.

Dale hopes that the initial international sections will inspire more countries and their governments to step forward and help develop a new section for their country, and with a template set, the effort should get easier the more sections get developed.

Priority 5 – OEM Outreach progress report

Bob Hunt

The OEM COG's first webinar was February 18 with over 100 registrants and 80 attendees individuals. The second is planned for April 22 with discussions and perspectives on affordability.

Bob thanks Karen Mourkias and Megan for their efforts towards priority 5, and the rest of the OEM committee for their participation in the group's weekly meetings. Rick congratulates Bob for the success of the OEM COG to date, and for a strong first webinar.

Bob believes the success of the OEM committee simply stems from having reached out to a segment of the membership that had felt overlooked, so what other groups could we reach out to and reengage? Christina notes this is something we need to continue to investigate into the future.

Roles and Responsibilities for Region Directors

John Deem

Summarizes his slides, indicating he's not determined to make an amendment to the bylaws, offers to focus on the intent of the proposed changes, which is to help and engage the Region

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Directors, and that can be done with or without a bylaws change. The Region Directors he spoke to had mixed opinions on the urgency of a change, but most agree the Region Directors could use more assistance. A suggestion was raised to hold a discussion call with all of the Region Directors and the Executive Vice President to discuss the challenges being faced by the Region Directors.

**Action:** Bob agrees to initiate a discussion call with the Region Directors to discuss the challenges they are facing.

The board agrees to vote on the proposed bylaw edits separately.

**Vote:** Motion is raised to amend ICEAA bylaws article III, section H as follows. Seconded and passed.

**Region Director Role (Proposed change to the ICEAA Bylaws 1 of 2)**

- The Regional Directors shall have the responsibility for the regional affairs of ICEAA and shall provide necessary liaison between the Chapters and members of the Region and the Board of Directors. *Regional Directors shall foster networking and professional development within their regions.*

**Vote:** Motion is raised to amend ICEAA bylaws article III, section H as follows. Seconded and passed, with one nay.

**Region Director Role (Proposed change to the ICEAA Bylaws 2 of 2)**

- *The Regional Directors may at their discretion appoint region representatives who are active members within their region to support them in the performance of their responsibilities during the course of their term in office.*

Christina presents slides, thanking the 2021 Workshop Committee for all of their input and effort. Megan announces a new sponsor we secured just a day before, and will be happy to welcome any companies as sponsors who are not already supporting the Workshop.

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Due to the reduced number of qualifying papers received for 2021, the usual process of choosing a best-in-category and then best overall paper will be modified, and the judges will be choosing the best three papers from all papers received.

There has been limited response to the University Outreach program. While some college contacts have replied to our messages enthusiastically, no students have registered to date. Once we have at least a few students signed up for the Workshop, we will promote their presence to the sponsors as a new and additional benefit, so if anyone has a contact at a college or university that may be interested in sending students, please contact Megan or Christina.

Jeff suggests reaching out to additional groups, such as MORS, with discounted pricing. Megan will be happy to extend discounts to relevant groups but will need assistance making the initial contact. Anyone with a contact or relationship with a compatible group is encouraged to reach out to Megan to offer incentives and can provide any marketing collateral necessary. Karen and John D. agree to reach out to their contacts at MORS.

Rick suggests any interested ICEAA member company create scholarships of sorts to fund attendance for college students. Jeff agrees this is a good idea; Christina invites all board members to attend one of the Workshop Committee's meetings on Wednesdays to share their ideas. Megan looks forward to receiving information on everyone's contacts and outreach ideas.

More kudos all around to the Workshop Committee for all of their hard work and creative thinking. The board is excited and encouraged by our progress.

Southern California Chapter Training Program Rich Harwin & Karen Mourikas

The SoCal Chapter is preparing to develop training modules that are outside the usual CEBoK content, and wants to ensure the ICEAA board is supportive of their efforts. Rick says the chapter's plan looks well thought out, and will contact Karen with his questions.

New Business, Plan Next Meeting & Adjourn Rick Collins

Bill Barfield asks about the status of the revamped ICEAA Journal, Megan answers that plans have been made and ideas brought forth, but progress to date has been delayed by

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focusing on other programs. Megan agrees to connect Bill with Erin Barkel, who is the lead for the Journal project, to offer his assistance.

No additional new business is raised. The participants agree to hold our next meeting on Friday, June 4, 2021 at 11am Eastern. The meeting adjourns at 1:00.