

ICEAA Board of Directors Meeting

June 4, 2021 | Virtual Meeting

OFFICAL MINUTES as of September 17, 2021

Voting Attendees

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

Non-voting Attendees:

Joe Bauer, Dave Brown, Kevin Cincotta, Brent Johnstone, Jennifer Kirchhoffer, William Lane, Cheryl Latimer, Alan Mayer, Cari Pullen, Madeline Teller, Barb Wilson, Sharon Burger, Megan Jones, Chelsea Torres

Welcome, quorum count, introductions:

Rick Collins

Rick calls the meeting to order, welcoming the incoming 2021-2023 board, and giving his thanks to those members of the 2019-2021 board whose service will be complete once the new board takes office on July 1. Rick offers the advice to strive to leave your mark over your two year term; there is lots of work to be accomplished. He reminds us all to be realistic in making commitments and deliver on those for current and future members.

Treasurer Report:

Jeff Moore

Jeff presents the financial slides, which present a far more positive outlook than expected earlier in the year. Our overall cash situation is solid, and we have recouped liquidity levels to where we were in December of 2018. Our EAC for 2021 is still to see a negative budget year, but a negative that is \$65,000 more positive than anticipated in January.

Some of this positive budget comes from a COVID relief Paycheck Protection Program (PPP) loan of \$46,000. The loan was granted by our bank, and if certain requirements are met and forms completed, will be forgiven by the US Small Business Administration. At the time of the meeting, the loan funds had been received, but the forgiveness process had not yet begun. In the unlikely event ICEAA does not meet the requirements for loan forgiveness, the some or all of the \$46,000 loan will need to be repaid to the bank. Until the forgiveness process is complete and the loan is forgiven, it is not a definite asset.

ICEAA Board of Directors Meeting

June 4, 2021 | Virtual Meeting

OFFICIAL MINUTES as of September 17, 2021

Other sources of good financial news are higher membership and CEBoK sales vs. 2020, but most especially from the 2021 Online Workshop having exceeded expectations financially. Online Workshop finances will be discussed in depth later in the meeting.

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

Secretary Report: Christina Snyder

No comments/corrections were received on the March 2021 minutes in advance of or during the meeting.

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

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

Christian presents his slides. Recently added questions to the CCEA exam that were intended to make the exam more challenging have indeed done so and as a result, pass rates are down. However, there is no single question that every candidate got wrong, and not one that everyone has gotten right. Kevin continues to solicit additional questions from the membership to increase the number of available options in the question bank and make each test instance more unique. Negative feedback is mainly about the online calculator.

Dale Shermom and Cheryl Latimer have delivered drafts of nation-specific CEBoK modules, along with draft exam questions, to move toward customizing the exam to a candidate's country of origin, making the exam more applicable to their local experience and methods. Dale and Christian have a discussion planned in July to determine next steps.

Planning is underway for the 2021 Training Summit, where two concurrent tracks will be presented: CEBoK and SCEBoK. The Training Summit planning committee has agreed to pre-record the bulk of the content but to have the trainers online live to take questions from the audience at the end. The Training Summit will provide training on the CEBoK content that is required for exam preparation; the advanced topics that are usually presented at the in-person Workshops will not be given at the Training Summit but provided as standalone paid QED webinars later in the year. The modules to be presented from SCEBoK are yet to be determined.

ICEAA Board of Directors Meeting

June 4, 2021 | Virtual Meeting

OFFICAL MINUTES as of September 17, 2021

SCEBoK development is approximately 80% complete, with several modules in review by ICEAA and ICEAA's SCEBoK Review Group.

The number of certifications are up for CCEA and PCEA, but down for CPP. Recertification rate for the first half of 2021 is at pace with recent year totals, and the number of exams administered in 2021 is already higher than 2020.

Priority 3 – US Government Engagement

Rick Collins

Rick is pleased to report that the two panel discussions featuring US Government representatives presented at the 2021 Online Workshop were well received, and may contribute to increased participation at a US Government Day at the 2022 Workshop.

Priority 4 – International Engagement

Cheryl Latimer

Cheryl presents slides on priority 4, reporting that national CEBoK modules for the United Kingdom, France, Germany, and Australia have been delivered. ICEAA has uploaded these documents into the CEBoK2.0 Beta, and will make them accessible to the membership after review and editing.

Draft nation-specific questions have also been submitted and are pending review and approval for inclusion in the exam. Once the nation-specific questions have been tested and are ready for inclusion, promotion for the new customized international CCEA exam can begin. Volunteers for testing the international questions are welcome and encouraged.

Priority 5 – OEM Outreach progress report

Bob Hunt

Bob is delighted to report that the OEM COG has been a huge success, thanks especially to Karen Mourkias and the rest of the OEM planning committee. The April 2021 meeting, *Industry Perspectives on Affordability Analysis* received 150 registrations and 82 attendees. The OEM planning team is taking a short break before reconvening in mid-July to plan the next meeting in early September.

ICEAA Board of Directors Meeting

June 4, 2021 | Virtual Meeting

OFFICAL MINUTES as of September 17, 2021

2021 Online Workshop Recap

Megan Jones & Christina Snyder

Christina presents slides, thanking the sponsors of the 2021 Online Workshop for their generous support, and the 2021 Workshop Committee for their efforts and contributions. The final expenses and revenues from the workshop vastly exceeded anyone's expectations, and even exceeded the net revenues for the in-person workshops in 2017 and 2019. With very minimal expenses put forth and similar sponsorship revenues, registration revenue was exceptional even with the registration rates cut nearly in half.

The results of the attendee feedback were generally positive, but all hedged with the conditional "for an online workshop," and given the undesired circumstance of having to host the workshop online, it was as good as it could be. The sponsors and exhibitors gently indicated they did not receive the same level of exposure and contacts they normally would, but understood the limitations of the venue and did not blame ICEAA for putting on a bad event.

With the exception of the rave reviews for Thursday's keynote from Eric Druker, the responses to the other keynotes were rated highly but the comments were mixed. The Whova platform also received both positive and negative responses, for its ability to generate a feeling of togetherness, but some, particularly those using DOD-issued computers, had some difficulty logging on.

Rick asks about the possibility of holding a hybrid workshop for 2022. Megan and Christina say there are many ways to host a hybrid event, and we will need to look into the financial and logistical viabilities of several before we decide exactly what it will end up being, but it is very likely that the 2022 Workshop will have some hybrid elements to it.

The comments during board discussion echo the comments from the feedback survey: it was the best online event they'd seen, and despite some obvious and unavoidable challenges, the team did the best they could have done with what they had. Kudos and congratulations to the entire team for pulling a big win out of a potentially losing scenario and putting ICEAA in the position to recoup the financial setbacks brought on by 2020. More kudos all around to the Workshop Committee for all of their hard work and creativity

New Business, Plan Next Meeting & Adjourn

Rick Collins

Rick thanks the board again for their participation during his term as President, and is thankful for everyone's time and contributions.

ICEAA Board of Directors Meeting

June 4, 2021 | Virtual Meeting

OFFICAL MINUTES as of September 17, 2021

No additional new business is raised. Rick offers Bob, as the incoming President, to schedule the next meeting, but Bob would like to wait and schedule it later. The meeting adjourns at 12:55.