

ICEAA Board of Director's Meeting  
9:00am – 2:00pm | Monday, May 16, 2022

Kings Garden 2 – Wyndham Grand Pittsburgh Downtown  
AGENDA  
as of May 4, 2022

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1. 9:05 – Secretary's Report: Arlene Minkiewicz
  - a. **Vote:** approve February 2022 minutes
  - b. Reminder: 2022 Conflict of Interest forms to be signed by August 1
2. 9:10 – Treasurer's Report: Madeline Teller
  - a. **Vote:** Approve Treasurer's Report
  - b. Update on internal financial review
3. 9:30 – 2022 Workshop Update: Jennifer Scheel
4. 10:00 – Coffee Break
5. 10:15 - President's Key Initiatives: Bob Hunt/Eric van der Vleit
  - a. ICEAA/Nesma Relationship
6. 10:45 – Professional Development & Training
  - a. Vice President of Professional Development Report: Jennifer Kirchhoffer
  - b. CEBoK-S plan: Bob Hunt
  - c. CEBoK plan: Jennifer Kirchhoffer
  - d. Discuss ICEAA/Nesma Relationship proposal
7. 11:30 - Process Improvements: Christina Snyder
  - a. Personnel reviews
  - b. Association Awards
8. 11:45 – Lunch
9. 12:15 – New Business/Determine Next Meeting Date

ICEAA Board of Directors Meeting

February 11, 2022 | Virtual Meeting

DRAFT MINUTES as of March 11, 2022

Voting Attendees

Tim Anderson, Joe Bauer, Dave Brown, Rick Collins, Bob Hunt, Brent Johnstone, Jennifer Kirchhoffer, Cole Kupec (via Hunt proxy), Alan Mayer, Arlene Minkiewicz, Danny Polidi, Cari Pullen, Dale Shermon (via Minkiewicz proxy), Christina Snyder, Madeline Teller, Barbara Wilson, Kellie Wutzke

Non-voting Attendees:

Kevin Cincotta, Dan Germony, Karen Mourikas, Brent Larson, Cheryl Latimer, Jennifer Scheel, Andrew Walker, Sharon Burger, Megan Jones, Chelsea Torres

Welcome, quorum count, introductions: Bob Hunt

Meeting is called to order, Bob thanks everyone for joining. Quorum established at 11:00 am.

Secretary Report: Arlene Minkiewicz

No comments or edits were suggested for the December 2021 minutes either in advance of the meeting or during.

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

Treasurer Report: Madeline Teller

Madeline presents slides. Investments and CDs holding steady, checking account down due to usual cash flow cycles. End of year profit & loss shows a negative 2021, but far less negative than expected at the beginning of the year. The COVID grant from 2021 was forgiven in summer 2021.

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Jennifer Kirchhoffer asks if the Training Summit revenue/expenses were categorized as CEBoK or certification revenue; Madeline explains the Training Summit was included in the Workshop totals.

When budgeting for 2022, almost everything depends on the success of the 2022 Workshop, which will be explored in detail later in the meeting. If the Canada Workshop takes place in September, ICEAA could be compensated up to \$20,000 for support efforts. If the Canada Workshop doesn't happen or is on a smaller scale, that compensation could be reduced. Most budget estimates are between 5-7% over 2021, except for CEBoK and certification, which both performed unusually in 2021, the estimate for 2022 is an average of the past five years.

Madeline reminds the board how so much of ICEAA's budget is dependent on a successful workshop and reiterates the importance of the board supporting this year's workshop. Bob concurs.

**Vote:** Motion is raised to approve the February 2022 treasurer's report. No further discussion is requested. Seconded and passed.

Madeline and Megan were tasked with pricing an audit or account review of ICEAA's finances. Our accountant quoted \$15,000 for an audit or \$6,500 for an "independent review." Both estimates seemed expensive, and an unwise investment considering our current financial situation and that no evidence that any financial misappropriation is taking place. Madeline suggests an internal review "spot check," where the International Business Office (IBO) can be tasked with providing full receipts and documents for a randomly chosen month or months.

Kellie agrees this isn't the year for such an expense. Jennifer K. shares that her local PTO does an internal annual financial check, so the suggested option is viable; Tim agrees. Dave agrees and volunteers to participate. Rick says that while the review wouldn't technically be independent if conducted by ICEAA members, any ICEAA member working on the review should assume an independent mindset; several board members agree. Danny is concerned there won't be enough members with the financial experience to run an audit. Christina suggested that we reach out to former treasurers to conduct this financial review.

**Vote:** A motion is raised to task treasurer Madeline Teller with forming a 3-5 member financial review committee and report on their progress at the May 2022 board meeting. Motion seconded, no further discussion requested, motion passed.

DRAFT MINUTES as of March 11, 2022

2022 Workshop Update

Jennifer Scheel

Jennifer presents slides showing the financial breakdown and consequences of cancellation, and what is necessary for success both for the Workshop itself and ICEAA's finances overall.

Rick asks if registration to date for 2022 is comparable to prior years. Megan says yes, but that we usually don't get many registrations this far in advance, and that the 12-week data comparison (late February) will provide a more reliable comparison.

The 2022 Workshop Committee's recommendations:

2022 Workshop Committee's Recommendation

- Conduct in-person Workshop as usual, recording in Pittsburgh is cost prohibitive
- Collect and record breakouts over the summer
  - Offer speakers opportunity to record themselves
  - Get volunteers to assist some speakers who need help
  - IBO can record the rest
- Release recorded breakouts for in-person attendees on Whova when ready, make available to attendees for six months as part of their registration
- When LMS system is in place, sell recorded sessions individually and/or as a package
- Don't promote recordings before the Workshop, market afterwards as a new product/benefit

Mask & Vax Policy Recommendations

- Vaccinations - notify attendees they will be required to show proof of vaccination or a recent negative COVID test upon check-in
- Masks - follow current CDC guidelines: optional for the vaccinated, encouraged for the unvaccinated  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/types-of-masks.html>
  - Pennsylvania lifted all masking requirements and gathering restrictions in May 2021
  - Should federal or local recommendations/requirements change between now and May, we will update accordingly

DRAFT MINUTES as of March 11, 2022

Rick thanks the Workshop Committee for their thorough analysis, and wants to reiterate his recommendation for all board members to actively encourage their companies, colleagues, and customers to attend and support the Workshop.

Bob asks if adding a virtual option could increase revenue, but it appears the committee believes having a virtual option will only divert in-person attendance. Jennifer explains the committee discussed and analyzed the topic at length and the conclusion they reached was the risk of losing potential in-person to virtual attendance was too high. Bob believes hybrid events are the future and the conference experience will never return to the way it was before COVID, and if the committee believes the risk is too high for 2022, we should plan to consider hybrid options for 2023 and beyond; Jennifer agrees.

**Vote:** Bob asks for a motion to accept the Workshop Committee's recommendation to conduct the 2022 Workshop as an in-person event only. Motion seconded, no further discussion requested, motion passed.

Bob asks how the in-person only and mask/vax recommendations will be communicated. Megan will be posting them on the website, and including them in the attendee confirmation emails. Now that these decisions have been made, she will start aggressively marketing registration.

Bob assures the board that we do still have ample savings and even if the workshop isn't a success, it will just be a bad year; ICEAA has reserves to allow us to survive.

Tim suggests taking a neutral approach to describing our mask/vax and simply indicate will be following local laws and regulations. He also believes most people are looking forward to returning to some semblance of normalcy and the interest in attending will be high.

Megan agrees, but that individual desire to attend only goes so far; if a member's boss won't pay to send them if a virtual option is available, then it doesn't matter how much the individual wants to attend if the decision is not in their hands. \$27,000 could potentially be recouped with 30 virtual attendees, but if those attendees could have come in person if they didn't have the choice, even 10 would make a big difference on our financial risk.

Christina had a conversation with her government client yesterday and got an enthusiastic response from individuals who want to attend. The networking and relationship-building that happens at the Workshop is one of the core benefits of ICEAA membership, and that holding the Workshop virtually does a disservice to our members by essentially taking that benefit away.

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As a final note on the 2022 Workshop, Megan reminds the board the deadline to nominate for the 2022 Association Awards is March 15.

Introduce new ICEAA Association Award for Software Estimating Excellence     Bob Hunt

The unanswered questions from our December meeting on the Software Excellence award were should we debut it in 2022, and as the award's namesake, should Dr Boehm receive the first in 2022 then open to the public in 2023, or should it all start in 2023.

Bob recommends instituting the award for 2023. Arlene recommends announcing it in Pittsburgh as an award that will be available for nominations next year.

5-Year Strategic Plan     Christina Snyder

Christina has assembled a committee and held two meetings to discuss how to approach the goal of increasing membership by 15%. The Strategic Planning committee discussed what makes people become members and more importantly, why they stay. The group also discussed how other organizations don't restrict their focus to a singular job title as ICEAA does, and that ICEAA used to have a more expansive reach into other areas that may not be entirely cost estimating but cost-related.

Another idea was to create some marketing materials to encourage employers to seek out certification for their employees, as well as a video or other presentation to help explain the certification process.

Recent undergrads and other junior analysts are a group that we should pursue more actively, and short videos can be a great way to show individuals in their early-career what cost estimating is and how ICEAA can benefit them

During the meeting, Anh Pham Waddell, our Australia Region Director, mentioned that in Australia, there is a need for training to take completely new estimators to the level where they could benefit from CEBoK, and the Strategic Planning Committee suggests creating a CEBoK Module Zero that is free and available to anyone who wants to learn more about the profession, or needs help getting to the point that they are ready to learn. Kevin mentions there is a CEBoK Lesson 0 in CEBoK already, but it was not moved from version 1.2 to the beta. Christina and Megan thank him for the reminder, that will help with the project.

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Bob's intention for a 5-year plan has not been to be prescriptive, but as a general set of directions for the future of the association, and thanks Christina and the Strategic Planning Committee for doing just that.

VP of Professional Development Update

Jennifer Kirchhoffer

Jennifer presents slides. She notes that a higher percentage of government employees took exams in 2021 compared to the percentage of government employees within the membership. Rick notes the total of government employees in the provided certification stats include UK and Canada government, and asks if they made up a large portion of the certified. Sharon says yes, there was a large group from the UK, but also from the US DHS.

Jennifer., Kellie, Kevin, Christian Smart, and Dave Brown have a meeting for the following week to discuss prioritizing updates for CEBoK modules and the resources available to do them.

Jennifer and Megan have been in discussions with several learning management system (LMS) providers as a platform for selling our products. None have been able to offer a solution for selling restricted access to the CEBoK wiki, so we may have to continue providing the wiki as a member benefit, which means we may want to consider raising membership dues to reflect the added benefit. The CEBoK 1.2 thumb drives still sell, at a higher rate than expected.

The current frontrunner for an LMS platform is Freestone, a product under the same company as our current membership database. Purchasing an LMS will allow us to more easily sell CEBoK training videos created for the 2021 Training Summit, as well as the recordings of previous Workshop presentations. Jennifer and Megan will present a recommendation to the board on an LMS purchase before the Workshop in May.

Bob says he has been contacted recently about what options are available for companies to sell their services to train and instruct using CEBoK materials, and asks what the current procedure is. Megan explains that the outside training agreement currently in place requires any company that offers CEBoK training for profit is required to report to ICEAA their agreement, a roster of trainees, ensure all trainees have paid for access to CEBoK (whether the beta via membership or purchasing a 1.2 thumb drive), and pay ICEAA a stipend of \$20 per day/per student trained. Jennifer reiterates that CEBoK access is on an individual basis

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only, whether using the beta through one's membership, or purchasing the 1.2 thumb drive; users may not duplicate or distribute their copy of CEBoK to others.

Kevin asks if a company is already contracted to give general cost support to a government client who then asks for CEBoK training as part of their contract, with no additional payment from the client to the training company. Bob is unsure, but says ICEAA needs to be business minded when it comes to how we allow CEBoK to be used, and asks Megan's opinion. Megan believes that the rules as written indicate if a company is making money off of CEBoK, they need to report it, not just because ICEAA wants the stipend, but as a means of upholding and protecting ICEAA's copyright on the material.

The Southern California Chapter is developing a 1-hour design-to-cost training course and is looking for DtC experts to participate, and hopes the course will be accessible to all members once developed.

CEBoK Training at Local Universities

Bob Hunt

Christian Smart was approached to create a cost estimating course based on CEBoK for a local university to offer their students. Bob believes the existing training license should cover this case also. Christian had proposed that the university would be responsible for purchasing a 2-year ICEAA membership for everyone enrolled in the course, giving them access to the CEBoK beta/wiki for two years.

Software Cost Estimating Body of Knowledge

Bob Hunt

Regarding naming the product, those involved in the Software CEBoK review have begun referring to it as the Software Estimating Handbook, and asks the board's opinion on the name. Jennifer K. says she reviewed the current SCEBoK materials and is not certain the product we have to offer now qualifies as a "handbook." Bob says the vision for the product was the first iteration to be a set of PowerPoint slides with speaker notes, and that we are 90% ready for that product to be released. The second step would be to make the product more robust and in the beta/wiki format, which we are further away from accomplishing.

Ricks says the vision from the outset was that the ultimate product would be akin to the current CEBoK beta wiki, which is a combination of the 1.2 slides with expanded speaker



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notes. The hope was to go straight to the wiki, but since the SCEBoK slides are close to being ready, we shouldn't wait until the wiki product is available to begin selling it.

Arlene doesn't have an issue with using the word handbook, and believes releasing the slides with speaker notes, regardless of the condition they are in now, is a good first step.

Kevin has reviewed the current SCEBoK slides and speaker notes, and has focused primarily on the slides, only reviewing the speaker notes if there is a conflict or question within the slides. Many of the speaker notes are duplicated from slide to slide, there are superfluous statements in the notes that are irrelevant to the material, and that some of the text appears to have been written in a language other than English but translated using a program that hasn't translated in a way that English is usually spoken or read. He believes it will take another editing contract to get the current set of slides/notes into a handbook. Jennifer believes two edits are necessary: one to get the current slides/notes cleaned and organized that could be done by volunteer reviewers, and another to shift the product from slides/notes to a wiki that will require a contract. Kellie agrees.

Bob thinks the current slides/notes are acceptable to sell now, but further review is required to put it in the wiki. Kevin clarifies the speaker notes and slides now are not polished and do require some amount of review and edits before we release them, and that some of the edits that need to be made require an amount of work that's outside the scope of a volunteer contribution.

Rick asks if the product has been accepted and Carol Dekkers paid. Megan says yes, Carol provided the deliverable and Megan was instructed to make the final payment. Rick asks if the amount of time Carol would need to give to assist the volunteer reviewers would be enough to require another contract, Kevin says she would at least need to be closely involved with the review, and how much she would be willing to contribute without a contract. Bob volunteers to contact Carol ask for her willingness to assist with the review without a new contract. Rick says he owes a call to Carol and will take care of the discussion. Bob asks Rick to follow up with him after his conversation with Carol.

Regarding naming, Kevin agrees with Jennifer that the collection of annotated slides we have now does not qualify as a handbook. Megan agrees in theory, but that if we want the product to be a handbook eventually, we can use the word now rather than have to change the name again in the future. Rick doesn't believe the name should be changed, and that we want the name to imply that it's a companion product to CEBoK, so he suggests the official name be Software CEBoK. Bob and Jennifer K. agree. Kevin suggests CEBoK-S, Bob, Arlene and

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Rick like that. Receiving no objections, Bob declares the official rename of the product is CEBoK-S.

President's Key Initiatives

Bob Hunt

Regarding government engagement, the board agreed to postpone the inaugural Government Day to the 2023 Workshop. OEM outreach continues apace, with OEM COG webinars planned for February, April, and June. Bob thanks Rick for getting the OEM outreach initiative off the ground.

International engagement: Bob and Paul Marston have had meetings with SCAF and Nesma, complimentary organizations in the UK and the Netherlands to discuss how we can work more closely together. SCAF is happy with the close relationship with ICEAA that we have currently, wants to continue to be independent with their own name, but is willing to discuss joint memberships and other collaborations going forward. Nesma is interested in becoming a branch of ICEAA as a software estimating special interest group (SIG). Bob likes the idea, and thinks it's a good direction to go, but will need to develop a charter to codify the financial and responsibility details, particularly in regard to CEBoK-S. Bob asks the board for any comments or objections to strengthening our relationships with SCAF and/or Nesma or to creating a Software SIG.

Rick was involved in discussions with Nesma about the Software SIG idea for some time and told them we would not pursue a Software SIG until CEBoK-S was ready for sale. He asked Nesma to clarify how they intend to deliver the benefits to ICEAA they claim the SIG will provide, and a quantification of the potential market, but they never provided details. Rick likes the idea of engaging Nesma more, but that important questions need to be answered and addressed. Bob agrees; simply agreeing to explore the possibility does not mean we have all the details determined yet. Rick will forward to Bob the email exchanges he had with Nesma on the topic.

Make ICEAA more valuable to its members: Bob has no specific comment on this topic, but that all the efforts discussed today regarding CEBoK-S, the potential Software SIG, the Workshop and the Strategic Planning committee all contribute to this goal.

ICEAA Board of Directors Meeting

February 11, 2022 | Virtual Meeting

DRAFT MINUTES as of March 11, 2022

New Business, Plan Next Meeting & Adjourn

Bob Hunt

The next meeting of the board will be on May 16, in-person at the hotel in Pittsburgh prior to the Workshop.

He reiterates Rick's call to all board members to do the best and most they can to encourage attendance in Pittsburgh.

Having completed the stated agenda, Bob opens the floor for any old or new business the board would like to discuss. Hearing none, a motion to adjourn is raised, seconded, and approved. The meeting adjourns at 12:45.

# Treasurer Report

Madeline Teller



# Balance Sheet as of April 26

Investments	Balance (Sep 2019)	Balance (Jan 20)	Balance (May 2020)	Balance (Aug 2020)	Balance (Jan 2021)	Balance (Mar 2021)	Balance (Sept 2021)	Balance (Jan 2022)	Balance (Apr 2022)	Mature	APY Rate
PFCU 4339703-56-5	\$32,967	\$ 33,199	\$ 33,468	\$ 33,652	\$ 33,883	\$ 33,931	\$ 34,130	\$ 34,194	\$34,232	Sep-22	0.45%
PFCU 4507023-56-4	\$21,712	\$ 21,839	\$ 22,009	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
PFCU 4566018-56-2	\$84,576	\$ 85,162	\$ 85,952	\$ 86,749	\$ 87,760	\$ 87,924	\$ 88,164	\$ 88,637	\$ 88,487	Feb-23	0.55%
PFCU 4717075-56-0	\$37,475	\$ 37,730	\$ 38,073	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
PFCU 4717076-56-8	\$37,232	\$ 37,448	\$ 37,660	\$ 37,872	\$ 38,141	\$ 38,217	\$ 38,297	\$ 38,369	\$ 38,411	May-22	0.45%
PFCU 4717077-56-6	\$37,741	\$ 37,959	\$ 38,174	\$ 38,390	\$ 38,662	\$ 38,739	\$ 38,820	\$ 38,893	\$ 38,936	May-22	0.45%
PFCU 7047946-56-6	\$44,399	\$ 44,652	\$ 44,992	\$ 45,336	\$ 45,770	\$ 45,859	\$ 46,316	\$ 46,433	\$ 45,501	Jul-23	0.60%
PFCU 7664998-56-9	\$51,589	\$ 51,894	\$ 52,283	\$ 52,484	\$ 52,737	\$ 52,789	\$ 52,953	\$ 53,053	\$ 53,121	Mar-22	0.90%
Money Market & Cash	\$514	\$ 514	\$ 514	\$ 514	\$ 514	\$ 514	\$ 515	\$ 515	\$ 515	n/a	
Subtotal	\$348,205	\$350,396	\$353,126	\$294,997	\$297,467	\$297,972	\$299,193	\$299,434			

	Balance (Sep 2019)	Balance (Jan 2020)	Balance (May 2020)	Balance (Aug 2020)	Balance (Jan 2021)	Balance (Mar 2021)	Balance (Sept 2021)	Balance (Jan 2022)	Balance (Apr 2022)
Eagle Checking Balance	\$305,743	\$204,281	\$162,250	\$175,746	\$126,047	\$124,675	\$153,983	\$ 96,434	\$273,546

	Balance (Sep 2019)	Balance (Jan 20)	Balance (May 2020)	Balance (Aug 2020)	Balance (Jan 2021)	Balance (Mar 2021)	Balance (Sept 2021)	Balance (Jan 2022)	Balance (Apr 2022)
Total Liquidity	\$653,948	\$554,677	\$515,376	\$470,743	\$423,514	\$422,647	\$453,176	\$396,258	<b>\$573,749</b>

# P&L as of March 31 and EOY Estimate

Activity	2021 EOY Actual	Actual as of Mar 31	EOY Estimate as of Mar 31
2020 ICEAA Workshop	\$ -	\$ -	\$ -
2021 Workshop	\$ 171,344	\$ 896	\$ -
2022 Workshop	\$ (21,755)	\$ 93,817	\$ 155,211
Nesma Workshop	\$ -	\$ -	\$ -
Canada Workshop	\$ -	\$ 20,000	\$ 20,000
QED (paid) Webinars	\$ 25	\$ -	\$ -
Certification Program	\$ 25,295	\$ 10,369	\$ 41,000
Online Exam (Mettl)	\$ -	\$ (1,000)	\$ (1,000)
CEBoK Sales & Training	\$ 20,429	\$ 2,507	\$ 16,000
SCEBoK Contract	\$ (45,375)	\$ -	\$ -
ICEAA World & Journal	\$ (7,820)	\$ -	\$ (8,211)
Advertising	\$ 2,990	\$ 459	\$ 3,139
Membership: Mgt & Support	\$ 88,150	\$ 26,485	\$ 92,558
Chap Support & Outreach	\$ (559)	\$ (63)	\$ (3,000)
Interest & Other Income	\$ 4,284	\$ 508	\$ 4,327
Staffing & Contractors	\$ (256,937)	\$ (72,965)	\$ (269,783)
Office Operations + IT	\$ (48,658)	\$ (22,418)	\$ (51,091)
Other (COVID Grant)	\$ 45,880	\$ -	\$ -
<b>TOTALS</b>	<b>\$ (22,709)</b>	<b>\$ 58,595</b>	<b>\$ (850)</b>

# 2022 Workshop Financial Projections

<b>Expenses</b>		
Avg. other expenses	\$ 33,448	
Audio Video	\$ 56,546	
Food & Service	\$ 162,750	
Total estimated expenses	\$ 252,744	\$ 32,500 paid in 2021
<b>Revenue</b>		
2019 weighted avg registration \$963 x 350	\$ 337,050	
2022 Anticipated Sponsorship	\$ 70,905	
Total estimated revenue	\$ 407,955	\$ 10,945 received in 2021
Net	\$ 155,211	

# Financial Review Status

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- Due to availability of participants, financial review will be completed before the summer meeting
  - One person has committed to help; ideally will have three reviewers
  - Additional volunteers will be sought if the three reviewers identified cannot all participate
- ICEAA business office has provided the documents which have been reviewed by the treasurer
  - Evaluation criteria and the checklist for review has been developed to cross check the financial records
  - Period for review is October-December 2021



# Financial Review Checklist

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## **ICEAA Financial Review October-December 2021**

Name:

Date of last review: N/A

Period covered by last review: N/A

Date of this review:

Period covered by this review: October-December 2021

### **Materials needed**

- Most recent financial review (N/A)
- Profit and Loss (P&L) statement for current review period (PDF)
- Profit and Loss statement with reference notes (Excel)
- All bank and investment statements for current review period; all checks, deposit slips, receipts, invoices, and other records; weekly financial reports from September 2024, 2021 through December 21, 2021
- Minutes of all board and membership meetings for current reporting period
- Copy of year end treasurer's report for current reporting period

# Financial Review Checklist

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- **Financial Review Questions**

- Do the invoices track to the general ledger provided with the materials for the time period? Yes/No

If “No,” explain:

- Were the reports clear, concise, and traceable? Yes/No

If “No,” explain:

- Did the transactions on the Excel P&L statement trace to the unmodified PDF version? Yes/No

If “No,” explain:

- Does the year-end financial report trace to the P&L statement Yes/No

If “No,” explain:

- Do the Abila transactions for member fees and registrations trace to the P&L statements? Yes/No

If “No,” explain:

# Financial Review Checklist

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- **Financial Review Questions**

- Does the supporting documentation cited in the Excel P&L match the transactions listed? Yes/No

If “No,” explain:

- Do all transactions on the invoices show up in the P&L statement? Yes/No

If “No,” explain:

- Do all transactions on the banks statements show up in the P&L statement? Yes/No

If “No,” explain:

- Do all transactions on the Credit Card Statements show up in the P&L statement? Yes/No

If “No,” explain:

- Do the Financial Reports for each week align with bank and credit card statements? Yes/No

If “No,” explain:

# 2022 Workshop Update

Jennifer Scheel, 2022 Workshop Chair



# Thanks to our 2022 Sponsors



2022 Gold Sponsor



2022 Gold Sponsor



2022 Silver Sponsor



2022 Silver Sponsor



2022 Silver Sponsor



2022 Silver Sponsor



2022 Silver Sponsor



2022 Silver Sponsor



# 2022 Workshop Committee

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Workshop Chair:  
**Jennifer Scheel**

Deputy Chair:  
**Kellie Wutzke**

Papers Program Chairs:  
**Nick DeTore**  
**Cortney Collins**

Training Program Chair:  
**Jennifer Kirchhoffer**

Best Paper Awards Chair:  
**Catherine Dodsworth**

Association Awards Chair:  
**Christina Snyder**



# Financial Projection as of April 26

Expenses		
Avg. other expenses	\$ 33,448	
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Revenue		
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Total estimated revenue	\$ 407,955	\$ 10,945 received in 2021
Net	\$ 155,211	



# Hotel Room Night Attrition Penalty Dodged

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- 808 rooms of 800 required rooms sold in ICEAA block as of hotel room cutoff date
- Hotel sold out independently several nights

*RESELL. For any day that the hotel achieves 100% occupancy during the official event dates, the Group will receive credit for full achievement of the contracted block for that day. If the Hotel does not achieve 100% occupancy, the Group's total pickup will be calculated by adding the difference between contracted and actual room nights for sold out nights to the Group's pick up for that night.*





# Workshop Overview

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- Tuesday
  - Best Paper Awards
  - Keynote Speaker: **Dr. Marina Theodotou**
  - Reception
- Wednesday
  - Association Awards
  - Keynote Speaker: **Krystyna M. A. Kolesar**
  - Reception
- Thursday
  - Keynote Speaker: **Dr. Sam Savage**
  - Best Paper Overall General Session
  - Closing General Session with Panel Discussion



# Changes for ~~2020~~ 2022

Several changes planned by the 2020 Workshop committee finally taking effect:

- All attendees receive 2 drink tickets for use at either reception, compliments of ICEAA
  - Cost burden at most \$20/registrant (approx. \$10/drink)
  - No free drinks always a registrant complaint
  - Relieves burden on sponsors to give away tickets
- Friday sessions eliminated
  - Always poorly attended, unpopular, awkward end to Workshop
- Closing General Session – Thursday, 3:15 pm
  - Panel of US Government Cost Leads, moderated by Tim Anderson
  - Opportunity to formally thank everyone and give official closure



# ICEAA – Nesma cooperation

Proposal to create an ICEAA Special Interest Group named

## ICEAA Software

Eric van der Vliet  
Harold van Heeringen



# SCEBoK- A bit of history

2012 – First discussions between Nesma (Harold van Heeringen) and ICEAA (Brian Glauser)

2013 – SCEBoK development started by an international group of experts/volunteers

2017 – ICEAA and Nesma signed MoU

2018 – SCEBoK modules presented at the ICEAA conference in Phoenix

2019 – SCEBoK modules presented at the ICEAA conference in Tampa

2019 – Nesma Conference in Haarlem, the Netherlands. Modules presented, and ICEAA board members present.

2020 – ICEAA decided to go a different direction and hired Carol Dekkers to create a completely new version

2022 – SCEBoK 0.99 is ready and Nesma to start the cooperation to promote software cost estimation.

2022 - Discussions Paul Marston, Bob Hunt, Eric & Harold resulted in this proposal.



# Proposal SIG ICEAA Software

## ICEAA Software SIG organization

- 100% part of ICEAA, supported by ICEAA marketing and other ICEAA staff
- Organized as a SIG (to start with a duration of 2 years) to limit financial / legal impact
- ICEAA and Nesma actively involved in the organization of the SIG
- 5 SIG board members, 2 provided by Nesma (Harold and Eric), 3 by ICEAA

## ICEAA Software SIG Role

- Support in the set-up and review of the Software Cost Estimation Handbook
- Focus on the promotion of the SCEBoK / Software Cost Estimation Handbook (Europe / Asia)
- Yearly ICEAA Software conference in Europe, including training and certification exam (SCE Handbook)
- Involvement in the IT Cost Management summit organized by Nesma on October 4, 2022
- Promotion of the Handbook at the IT Cost Management summit
- Software Cost Estimation training / certification at the summit (if the handbook is ready)

# Financials SIG

## ICEAA Software SIG Financials

- All revenue stays inside ICEAA. There is no money transfer to or from Nesma.
- SIG Budget is approved by ICEAA board
- Initial: 20% revenue of the SIG materials go into the SIG budget
- SIG budget covers organization of a yearly SIG conference in Europe and/or Asia
- Nesma members get a discount on ICEAA products and services
- ICEAA members get a discount on Nesma products and services

# Benefits

## Benefits for ICEAA

- Access to International networks (Europe and Asia)
- Marketing and promotion through Nesma channels and related organizations
- Organization of exams in Europe and Asia
- Promotion of ICEAA and CEBOK as well
- Increased membership and market share in Europe / Asia
- ICEAA members get a discount on Nesma products and services (including membership)

## Benefits for Nesma

- Discounts for Nesma members on handbook and certification
- Promotion of functional sizing as part of the handbook
- Support of the Nesma objective to make Software Cost Estimator a role / career
- Nesma members get the option to become an ICEAA member
- Nesma members get discount on ICEAA products and services (including membership)

# Proposal ICEAA Software SIG

## Next steps

- Decision in the ICEAA board to start ICEAA Software by appointing board members
- Create a clear ICEAA Software and SCEBoK launch timeline
- Release at the IT Cost Management Summit (October 4<sup>th</sup> 2022)
- Commit to the proposal and the financials.
- Start the ICEAA Software SIG based on the plan

**Thank you!**



# ICEAA BoD Report VP for Professional Development

Jennifer Kirchhoffer  
16 May 2022

# Certification Summary Stats

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- Overall certifications as of April 22, 2022:
  - CCEA® **752** (including 11 CCEA®-P - ↓ 11 since Jan 22, 2022)
  - PCEA® **117** (including 32 CCEA Eligible - ↓ 10 since Jan 22, 2022)
  - CPP **9**
- Re-certifications:
  - 24 certifications have renewed in 2022
  - 76 in 2021, 81 in 2020, 86 in 2019, 97 in 2018, 80 in 2017
- Other Countries with Certified Individuals:
  - UK - 58
  - Canada – 61
  - Australia – 5
  - Brussels – 5
  - Saudi Arabia & Egypt – 2

# Certification Program ...

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- Operational Status

46 Exam Administered between Jan 23-April 22, 2022

- 156 in 2021  
148 in 2020  
215 in 2019  
167 in 2018  
164 in 2017
- Of the 46 Exams:  
40 Industry  
6 Government (US Coast Guard, DHS, NAVAIR)
- 41 exams are scheduled



# Priorities for 2022

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- CEBok Updates
  - Dave Brown has started on Data Analytics Module 6 Updates & Addition
- CEBok and training –sales/marketing plan
  - Suggest we move forward with purchase of LMS system (Freestone) to sell/deliver training and videos of award winning papers and webinars
  - Suggest increase in membership dues to cover CEBok wiki - \$150/yr
    - AACEI - \$215 first yr/\$205 yrly renewal, Military – free first yr/\$205 yrly renewal
    - PMI - \$139 1<sup>st</sup> year/\$129 yrly renewal, \$65 yrly retiree rate
    - INFORMS - \$160/yr
    - MORS - \$100/yr, \$125/yr international, \$50/yr jr analyst
    - ASPE - \$220/yr
  - Release CEBok wiki as CEBok 2.0
    - Depreciation is the only testable topic that is not yet on the wiki – can be integrated before announcement

# Priorities for 2022 (cont'd)

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- CEBok-S
  - Word docs currently under review
    - Word document needs significant investment in order to release as a standalone guide
  - CEBok is free for users on wiki. Do we need to invest in paying someone to convert CEBok-S to wiki format?
  - After updates from word doc review, suggest releasing CEBok- S powerpoints and CEBok-S 1.0
  - Need a plan for Software Estimating Certification test and requirements

# Other Discussion

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- SoCal Chapter Design to Cost 1 hour training class
  - Led by Karen Mourikas, the group has put together a one hour class on this special topic
  - Need volunteers willing to review training materials
  - Would like at least 3 BoD member to review for approval to make this training material available to others in ICEAA chapters and members



# ICEAA NW Florida Chapter Report

April 2022

## Board of Directors:

President: Tom Sanders, MOCA Systems, Inc.

Vice President: Kim Brantley, AFCAA

Treasurer: Chris Anderson, AFCAA

Secretary: Stephanie Young, AFMC/AFNWC

Board elected: Jan 2022

## Upcoming Events:

TBD.

## Recent Events:

The first officer meeting was held March 7<sup>th</sup> on base at Eglin AFB. Three of the four officers work on Eglin.

The first general membership meeting was held on March 22<sup>nd</sup> at The Boathouse Landing in Shalimar, right outside Eglin's east gate. There were three attendees.

## Member Outreach:

The challenge in re-invigorating the chapter is to offer programs that differ from the exposure most members receive working on Eglin. We have committed to a focus on research, publishing, and presenting, and several members are currently involved in long-term research projects.

In the coming month or so we will be reaching out to DOD contractors in the area to gauge interest and recruit.

## Member Recognition:

Kudos to Dan Harper for being the first speaker at our first membership meeting of 2022. Dan spoke about CostFacts.

We will be bringing back the "Champ Belt" award, recognizing the outstanding cost analyst for the quarter.

The chapter has 11 active members including the four officers. This creates a challenge.

## ICEAA Membership 2017-2022

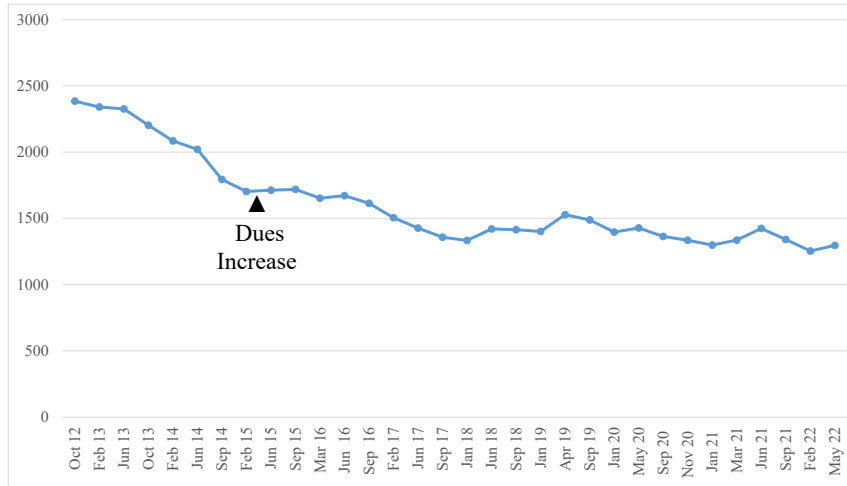
	Sep 17	Feb 18	Jun 18	Oct 18	Jan 19	April 19	Sep 19	Jan 20	May 20	Sep 20	Nov 20	Jan 21	Mar 21	Jun 21	Sep 21	Feb 22	Feb 22
TOTAL MEMBERSHIP	1358	1333	1420	1414	1401	1528	1488	1398	1427	1363	1334	1298	1336	1424	1340	1254	<b>1296</b>
Atlanta	4	4	4	5	4	5	4	5	7	7	9	8	10	10	8	6	7
Australia	50	48	58	60	60	60	51	45	49	45	35	35	34	40	39	41	44
Baltimore	15	13	18	17	17	20	13	13	12	15	14	15	15	16	15	16	17
Canada	61	56	56	66	57	63	80	85	87	83	95	91	86	88	82	56	71
Central Florida	16	17	19	15	15	16	21	21	22	20	16	16	18	18	18	19	21
Central VA	24	23	22	26	28	30	32	32	34	32	32	31	32	34	31	30	27
Dayton OH	47	47	51	52	51	55	44	41	50	42	41	45	47	50	48	46	47
DC Metro	336	345	356	354	367	451	476	461	480	479	468	461	470	490	442	437	443
Detroit	10	12	14	13	18	18	18	19	20	14	15	14	15	20	18	18	17
Greater Alabama	56	53	57	53	53	48	41	40	40	36	34	32	33	41	40	40	39
Hampton Roads VA	21	18	17	16	14	15	14	14	16	14	16	14	14	13	12	11	11
Houston	9	9	10	10	10	10	10	12	12	12	11	11	12	12	10	9	9
Lone Star TX	19	15	15	16	15	15	12	10	10	11	11	9	11	12	12	13	13
Mid-Atlantic	15	15	16	14	14	16	13	14	12	12	10	9	10	12	11	11	13
New England	56	62	81	87	92	95	91	85	81	84	80	74	72	73	69	49	58
Northwest	36	33	34	31	28	27	18	17	17	12	9	7	6	7	5	7	7
Northwest Florida	7	7	8	18	18	18	21	13	11	12	10	8	7	8	12	10	10
Pike's Peak	22	23	23	21	17	23	22	21	20	16	19	19	18	19	22	20	20
Rocky Mountan / Denver	13	10	11	8	8	9	7	9	8	9	12	15	20	20	23	19	20
San Antonio TX	2	1	2	2	3	4	4	4	5	5	5	6	6	7	6	6	5
San Diego	40	39	46	41	39	40	37	35	35	37	39	39	37	44	44	36	35
So Cal	117	111	118	110	111	117	102	88	93	95	94	94	108	117	115	101	107
St. Louis Gateway	20	16	21	23	22	22	14	14	14	13	14	13	12	12	12	10	9
Twin Cities	7	7	6	7	7	6	6	6	6	6	5	6	6	7	6	6	6
At Large/No Chapter	355	349	357	348	332	345	336	293	286	251	239	225	236	252	238	235	238



## ICEAA Membership 2017-2022

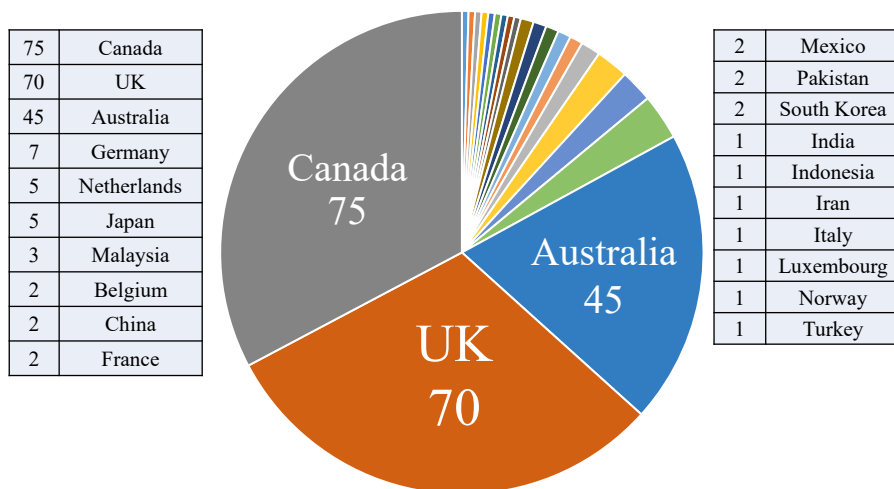
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TOTAL MEMBERSHIP	1358	1333	1420	1414	1401	1528	1488	1398	1427	1362	1334	1298	1336	1424	1340	1254	<b>1296</b>
BAE	24	24	23	26	23	25	22	19	19	16	16	16	17	17	16	16	17
BAH	64	71	68	64	63	58	60	55	52	45	46	42	38	37	36	29	27
Ball Aerospace																	10
Boeing	58	53	65	68	64	60	40	31	32	26	21	18	16	18	17	17	17
Cobec	22	27	26	27	33	34	36	38	37	44	45	48	47	49	49	40	41
Deloitte	8	16	17	17	17	13	10	12	7	7	6	6	5	5	4	5	4
Galorath	18	15	18	18	18	21	20	18	19	17	21	22	25	24	24	19	22
Herren	12	12	10	13	12	14	25	26	27	23	25	13	10	11	12	12	11
HunaTek																	11
Kalman & Company, Inc.				11	12	13	14	13	13	10	9	9	8	13	12	10	10
Lockheed Martin	27	24	26	25	23	20	19	16	16	16	17	14	15	15	17	13	13
MCR	23	22	25	22	23	26	23	22	20	17	15	15	13	16	15	15	16
MITRE	21	21	20	19	15	16	13	12	10	11	14	14	17	20	20	15	15
Northrop Grumman	23	23	26	24	19	21	19	19	18	13	15	14	17	21	23	22	24
PRICE	12	11	16	14	14	17	12	12	15	12	14	15	16	16	14	11	9
Quantech Services			21	38	42	50	49	47	46	46	52	46	45	44	38	25	31
Raytheon	15	14	13	12	13	14	14	11	11	10	11	11	12	12	12	11	10
Technomics	47	54	71	56	64	137	159	165	181	180	177	174	177	178	152	127	119
Tecolote	87	85	99	95	102	110	105	99	92	107	113	113	131	139	124	125	136

## State of the Association: Membership Trends 2012-2022



1

## State of the Association: International Membership



2

## Government Employees *(estimated)*

	Sep 2019	Jan 2020	May 2020	Sep 2020	Nov 2020	Jan 2021	Mar 2021	Jun 2021	Sep 2021	Dec 2021	Feb 2022	May 2022
DoD et al	10	22	16	17	15	16	22	18	21	23	20	24
Air Force	102	91	104	89	80	76	78	89	87	82	81	80
Navy	31	33	30	27	21	19	20	22	21	22	21	21
Army	11	12	15	11	13	11	10	10	10	9	10	10
Marines	0	1	1	2	2	3	2	2	2	1	1	1
Coast Guard	2	2	2	1	1	1	1	2	1	2	3	4
NASA	20	22	21	19	18	18	20	22	21	19	19	22
MDA	8	8	7	7	6	5	6	9	10	8	8	8
State/Local	3	2	2	2	1	1	1	1	1	1	1	1
DHS	14	11	13	12	13	13	19	21	20	17	17	17
Misc Civil	20	13	13	14	13	14	14	11	13	12	12	17

Total  
US Government  
Employees (est.) 205

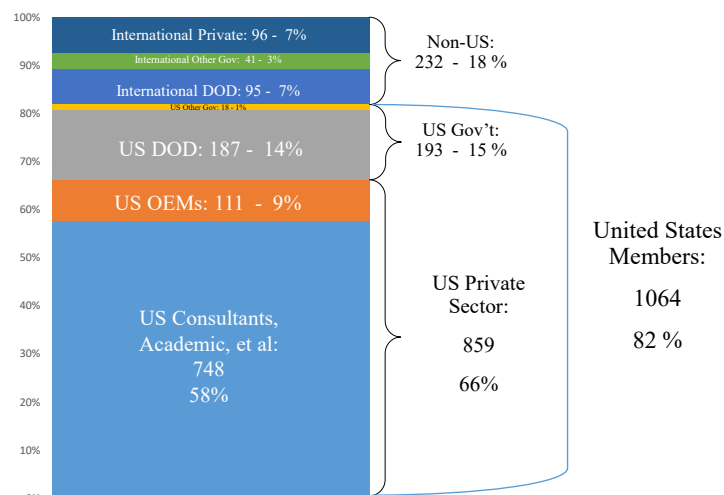
Total Membership  
as of 4/19 1296

Percentage of  
Membership: 15.8%

Jan18	25%	Nov20	14.5%
May18	23%	Jan21	13.6%
Sep18	25%	Mar21	14.4%
Feb19	24%	Jun21	14.5%
Apr19	15%	Sep21	15.4%
Sep19	15%	Dec21	14.9%
Jan20	16%	Feb22	15.4%
May20	16%	May22	15.8%
Sep20	15%		

3

## Membership Composition



4