

ICEAA Board of Directors Meeting
October 21, 2022 | Zoom Virtual meeting

OFFICIAL MINUTES as of December 9, 2022

Voting Attendees

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

Non-voting Attendees:

Sharon Burger, Kevin Cincotta, Dan Germony, Megan Jones, Cheryl Latimer, Karen Mourikas, Javier Provencio

Welcome, quorum count, introductions: Bob Hunt

Meeting is called to order, Bob thanks everyone for joining. Quorum established at 11:03 am.

Bob reminds the board he retired from Galorath and to please be sure to use his bobhunt@dulosinc.com email address when contacting him.

Secretary Report: Arlene Minkiewicz

No comments or edits were suggested for the July 2022 minutes either in advance of the meeting or during.

Vote: Motion is raised to approve the July 2022 minutes. No further discussion is requested. Seconded and passed.

ICEAA/Nesma Software SIG agreement: Bob Hunt

A copy of the agreement between ICEAA and Nesma for establishing a Software SIG that was discussed during the May 2022 meeting was included in the pre-read for board review. As an ICEAA SIG, the agreement can be renewed or canceled at any time. Bob asks the board for any questions or discussions before voting to approve signing the agreement.

Christina asks whether signing this agreement with Nesma is exclusive, or whether ICEAA can establish similar relationships with other organizations like Nesma or involved in the

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software estimating sphere. Bob assures that no, it is not an exclusive agreement and should not deter any other organizations from working with us. Tim asks for a short summary of what the benefit to ICEAA will be from this agreement; Bob explains the origin of the agreement was for Nesma to help promote ICEAA and CEBoK-S, expand membership, and increase certification rates in Europe and Asia, where ICEAA has next to no market traction.

Vote: Motion is raised to approve the ICEAA/Nesma Software SIG agreement. No further discussion is requested. Seconded and passed.

Professional Development Update

Jennifer Kirchhoffer

Jennifer presents slides. Thanks especially to Arlene and Kevin for their hard work on the CEBoK-S review. Not all of the changes have been incorporated yet, but we expect to be able to release CEBoK-S by the end of the year. More questions are still needed for the CEBoK-S Exam; we have received 50 of the 75 questions needed to release the exam.

Christina says the last time the board was asked to write questions for the exam based on CEBoK-S, we were told there were corrections to be made and certain sections should not be used to write questions yet. Have those issues been resolved enough to be released? Arlene says the version of the slides she reviewed included updates on the topics in question from Kevin. Christina thanks Kevin, Arlene, and Jennifer K. for all of their hard work on the project; Jennifer echoes the sentiment.

Professional Development Update: CEBoK-S

Kevin Cincotta

Kevin reiterates there were some edits/updates necessary to the function point review lessons in CEBoK-S that he, Arlene, and Jennifer have been working on. Other detailed changes/tweaks have been identified during this review, Jennifer is working to combine those updates into a single draft. She expects to make all minor updates and work with Kevin and Arlene on any larger/substantive edits to determine whether they should be made before the initial release or be held for a version update.

Kevin shows the CEBoK-S exam questions as they currently reside in our exam software, Mettl. Christina notices all the questions are tagged as “easy,” so does that mean we need more difficult questions? Kevin thanks her for the question, and says that no, the questions have not been categorized by difficulty yet, easy is the default tag in the system. Eventually

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Kevin hopes eventually to use analytics to rate the questions based on percentage of takers getting it right or wrong.

Bob asks if Kevin needs more questions; Kevin says yes, as many of the questions submitted over the summer were rejected because they were too similar to an existing question in either the CEBoK-S or CCEA exam, but due to his hesitance to release all of the exam questions to volunteers, understands this is a risk. He received around 50 questions total since the last call for volunteers to send in questions. Rick volunteers to ask some Technomics employees to send some more questions; Kellie says she'll also ask around at Cobec. Bob asks Kevin to provide some guidance on the topics he needs more questions on; Kevin agrees to send after the meeting.

Bob thanks everyone for their effort on the CEBoK-S project.

Professional Development Update: Updates to CEBoK Module 6

Dave Brown

Dave has made progress on the Module 6 updates, looking at available courses and resources for what and how the topic is covered. He believes the content in Module 6 is good, but needs to be updated, both in content and method through which the content is explained. Additional topics like data principles, data analysis, and storytelling should fit well into the structure of the module. He has also recruited two ICEAA members to help with his update plan. He hopes to have the updates made, new exam questions created, and new material ready to present in San Antonio, May 2023. Dave says any volunteers willing to help with the review and provide feedback are welcome.

Jennifer K. would like to form an official group to help Dave with the updates now that he's got a plan and outline determined, Dave and Bob agree, and thinks it would be beneficial for the group to meet monthly. Dave and Jennifer agree to coordinate on and form the group offline.

In other Professional Development news, Karen says the Southern California chapter is nearly ready to preview their new Design to Cost course at their upcoming in-person workshop.

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2023 Workshop Update: Government Day

Rick Collins

Bob introduces Rick to present on Government Day and reminds the Board that during the July meeting, Rick indicated he would support the program but would rather not take the lead. Rick says as long as key people in the government are willing to work with him, he continues to be willing to play a role in Government Day but does not want to be a “single point of failure.”

Rick says he emailed key people at OSD CAPE and senior executives at the Air Force Cost Agency, who both were very supportive of the idea when it was first introduced in 2020. These were the two groups that Rick determined to be most supportive of the “key conditions” for us to continue with Gov Day: that they commit to sending a number of people to the workshop, those people would stay all week, and some of those key people would be senior representatives who would participate on panels. Of the five people emailed, he heard back from one of the two from AFCAA who said they’d discuss it with their leaders in the near future and would get back to him; the OSD CAPE individuals have not responded.

Rick believes that unless we receive commitment from active DOD participants, other agencies will follow suit, but without DOD participation, we should not move forward with Gov Day. Bob agrees. Rick is waiting for more responses and will follow up.

Regarding taking the lead on Gov Day, Jennie Leotta from the GAO was suggested as the lead, which Rick was hesitant to citing some animosity between GAO and other government organizations, suggesting Dan Germony, ICEAA Washington Capital Area Chapter and CAPE employee, as the lead instead.

Dan says he too is willing to assist or serve as a deputy to whomever is chosen as the lead, but shares Rick’s concern about being the primary point of contact for the event. He also agrees that getting DOD leadership engaged is critical.

Rick asks Megan for guidance as to when the decision should be made whether to continue with Gov Day. Megan says during the July meeting, she asked for the decision to be made by November 1, but that appears to no longer be realistic, but at the absolute latest, we could decide in early January.

The ICEAA Business Office is in the process of migrating to a new database system that will making bundling the Workshop and Gov Day tickets in one easy purchase (this will

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also help ensure only government employees are eligible to purchase tickets to government day).

Megan strongly suggests ICEAA charge a nominal fee for Gov Day attendance, even if as little as \$100, both to help offset the food, AV, and other costs ICEAA will incur, but to place a monetary value on the day to help reduce the number of people who decide not to show up at the last minute. Also, given the amount of time government employees need to get travel/training funding requested, they will need to know how much money and time to ask for well in advance.

If the decision to hold Government Day can be made (along with pricing) before registration opens in early November, the tickets will be available from the beginning and no one will need to go back and re-register or sign up for government day separately later.

Rick says he will contact Megan for pricing and cost details after the meeting to help with the decisions.

Bob asks if Rick would like him to reach out to the Army, DHS or other groups in addition; Rick thinks that's a good idea and will forward some information for Bob to pass along.

Bob is excited about Government Day and thanks Rick for all of his efforts towards this great idea. He believes if we can pull it off once, it will grow to be a large recurring event, like DODCAS used to be.

2023 Workshop Update: OEM Roundtable

Karen Mourikas

Karen was experiencing technical difficulties so Megan explained the discussions the OEM COG has had regarding the OEM Roundtable at San Antonio: the group decided a whole day was a step too far for the first effort and decided to do a shorter, more informal event from 3-5pm on Monday that will be called the "OEM Roundtable." The meeting would not provide food, which in addition to the shorter time will justify not charging for the event vs. Gov Day which would be providing both breakfast and lunch.

Karen rejoins to say all of this is correct, and that she will be leading the effort with other members of the OEM COG, and they will begin planning in January to be ready for May.

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Treasurer Report:

Madeline Teller

Madeline presents slides. The 2022 Workshop was a big success. The Canada Chapter decided to cancel their fall workshop and ICEAA agreed to contribute to their cancellation fees to help offset their losses, which means the Canada Workshop will no longer be a revenue but an expense item. Membership is going well, and we expect a surge in membership revenue from the recent offer to extend dues prior to the rate increase October 1.

Regarding the internal financial review: two volunteers helped Madeline with the review of all the statements, transactions, and invoices provided by the Business Office. Madeline created a feedback template for the reviewers to provide comments, which pointed out a few minor errors that we were either already aware of or discrepancies of insignificant amounts. Overall, no major issues found. Some feedback was that the process was confusing and unwieldy, and suggested conducting reviews on shorter time periods rather than an entire year.

While the bylaws dictate an annual audit of finances, external reviews/audits are expensive and time consuming, internal financial reviews are time consuming and difficult to find volunteers to perform. Many thanks to the reviewers for their time and effort.

Bob mentions he's gotten calls about an employee retention tax credit for 2022 but believes ICEAA's recent struggles may qualify us for a credit this year and asks Megan to pursue it.

Rick asks Megan how the International Business Office is holding up without the administrative assistant position filled. Megan explains that the decision not to yet fill the position has been intentional, the summer is slow at ICEAA, and that since we've been working towards migrating to the new membership management database, it seemed silly to hire someone and train them on the old system just for them to need to learn a new one. Also, the automation of many of Sharon's certification duties has allowed her to take on some of those duties and we're doing fine. Thinking ahead about our needs and the busy/slow cycle at ICEAA, our next admin is likely to be part time, with hours varying depending on time of year and need. The Business Office lease is up this year – it was extended by a year last year in the hopes of finding a less expensive office as fewer business return to their offices, so there's a chance we will also be busy moving over the winter.

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

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New Business, Plan Next Meeting & Adjourn

Bob Hunt

Megan has some unfortunate news to report: Dale Shermon has had to step down as our Europe/UK Region Director due to medical issues, but has asked that member Cheryl Latimer be appointed to complete his term. Cheryl has been working closely with Dale on ICEAA matters, has attended several board meetings, and been active on the Strategic Planning Committee; Megan strongly endorses the recommendation. Christina echoes the kudos and makes a motion:

Vote: Motion is raised to appoint Cheryl Latimer to serve as the UK/EU Region Director for the remainder of the 2021-2023 board term. All discussion raised was compliments and thanks. Seconded and passed.

On the subject of board terms, the process for the 2023-2025 election process is about to begin: the first nomination deadline is January 9. Any board members who are on their first term in their position are eligible to run again and are encouraged to get their nomination forms in as soon as possible. Individuals may self-nominate. The second deadline will be for those who missed the first deadline and would like to nominate themselves via petition, that deadline will be in late February.

The bylaws state the Past President is responsible for chairing and running the to-be-established nominating committee. Understanding that Rick has retired, Megan asks if he is willing and available to take on the task. Rick is uncertain but will discuss with Megan offline the responsibilities before he commits.

Christina asks the board if they have suggestions and contacts for keynotes at the 2023 Workshop, and welcomes anyone to send ideas or thoughts.

The board agrees to hold a virtual meeting either December 2 or 9; agrees to December 2 (Update: due to a conflict, the date will be December 9).

With no objections to the board meeting date or other new business, a motion to adjourn is raised, seconded, and approved. The meeting adjourns at 12:17.