

ICEAA Board of Director's Meeting
1100 – 1300 | Friday, October 21, 2022

Zoom Virtual Conference
AGENDA
as of October 17 2022

1. 11:05 – Secretary's Report Arlene Minkiewicz
 - a. **Vote:** approve July 2022 minutes

2. 11:10 – ICEAA/Nesma Software SIG agreement Bob Hunt

3. 11:20 – Professional Development

 - a. Vice President of Professional Development Report – Jennifer Kirchhoffer
 - i. CEBoK Updates
 - ii. CEBoK2.0 Official Release
 - b. CEBoK-S – Kevin Cincotta
 - i. Exam questions
 - ii. Cleanup of content, wiki
 - c. CEBoK Module 6 Update – Dave Brown

4. 11:35 – 2023 Workshop

 - a. Government Day – Rick Collins and additional point of contact
 - b. OEM Roundtable – Karen Mourikas and additional point of contact

5. 11:50 – Treasurer's Report Madeline Teller
 - a. **Vote:** Approve Treasurer's Report

6. 12:00 – Plan next meeting and adjourn Bob Hunt

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

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Voting Attendees

Tim Anderson, Dave Brown, Rick Collins, Brent Johnstone, Jennifer Kirchhoffer, Cole Kupec, Alan Mayer, Arlene Minkiewicz, Danny Polidi, Cari Pullen, Dale Shermon, Christina Snyder, Madeline Teller, Kellie Wutzke

Non-voting Attendees:

Kevin Cincotta, Daniel Germony, Karen Mourikas, Jennifer Scheel, Andrew Walker, Sharon Burger, Megan Jones

Welcome, quorum count, introductions:

Bob Hunt

Meeting is called to order, Bob thanks everyone for joining. Quorum established at 11:01 am.

2022 Workshop Update

Jennifer Scheel

Jennifer presents slides. Another round of thanks to our sponsors and volunteers who helped make the 2022 Workshop a huge success.

The overall net revenue projection for 2022 increased from approx. \$130,000 at our May meeting to \$160,000 in July. Much of the increased net is thanks to reduced expenses, especially in the food and beverage expenses. Attendance was higher than expected also, with the final registration count of 352. Revenue per attendee was higher than ever. Kudos to Megan for negotiating expense reductions where possible.

The results of the attendee feedback survey were generally very positive, with many respondents commenting on how much they appreciated being together again, the outstanding presentations, and the value of the networking opportunities. Many of the “negative” comments were in fact positive comments in disguise, such as having too many interesting-sounding sessions made it difficult to pick which to attend. ICEAA has always tried to demonstrate that the true value of the Workshop is in attending, where you can see and meet people; perhaps the absence of two in-person Workshops in a row may make it easier to explain the real benefit of being there.

Rick asks if the survey revealed whether attendees liked having a closing general session. Megan says that while the feedback survey only asked about the content/quality of the

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session, the good mood in the room at the end of the closing general session was palpable and evident by all the smiles and goodbyes. Most of the negative comments in the survey on the closing session were from attendees who left early and were disappointed to have missed it.

Bob encourages all board members to help spread the word about how positive, successful, and valuable the Workshop was this year and will be next year in San Antonio. Bob asks if the 2023 Workshop Chair has been selected, and after some discussion, Jennifer Scheel agrees to serve as Workshop Chair again for 2023. The remaining Workshop Committee volunteers will be determined in the fall. Thanks to efforts made to raise awareness of volunteer opportunities verbally at the Workshop and on the app, the committee has collected names for a number of individuals who would like to get more involved in the Workshop effort.

2023 Workshop Plans

Bob Hunt

Bob would like ICEAA's first Government Day to take place at the 2023 Workshop and asks Rick to serve as the lead for the event. Rick will be happy to contribute where he can, but due to his recent retirement, asks for a partner to assist. Bob agrees to the two-lead idea and says he and Rick will decide offline who will support Rick on the project.

Christina suggests the co-lead on the Government Day project be a government employee, and suggests Jennie Leotta, who works for the GAO, as a candidate, citing her willingness to contribute when the event was being planned for 2020, and that as a non-DOD government employee, she would provide a neutral perspective.

Bob tells the board that the space ICEAA reserved from the hotel was selected when we had planned to hold Government Day on Monday and the board meeting on Friday, so we don't have the space available to us to hold both the board meeting and Government Day on Monday, so we will need to hold the board meeting on the Friday immediately after the Workshop.

Bob envisions ICEAA's Government Day to work similarly to the former DOD CAS events where we, as hosts, would merely provide the room and food for the government employees to meet and collaborate. Bob says he and Rick will determine the timing, pricing, and logistics for Government Day when they discuss who will be Rick's co-lead during their offline call next week.

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Rick suggests Daniel Germony as an alternative co-lead, touting Daniel's leadership position, and the fact that the GAO may not be considered a welcome or neutral participant by all. Bob agrees.

Another idea for 2023 was to have an OEM Day adjacent to or during the Workshop. Bob is concerned we are not yet ready for a full day for OEM members, but maybe a special session focused on OEMs. This project would require a lead also, and Bob asks for volunteers. Karen agrees to help (but not serve as lead) and will discuss with and invite the OEM COG committee to participate and contribute. She agrees the group doesn't need an entire day, but would like to have the OEM sessions take place outside of the workshop so they don't miss out on anything. Dave Brown agrees, suggesting maybe a happy hour on Monday with both the Government and OEM participants.

Megan says our current hotel contract does not have additional space available to hold the OEM sessions/half-day at the same time as the Government Day, so she will need to know how much and what kind of meeting space the OEM group will want before she can ask the hotel to renegotiate our space requirements. The sooner we can ask for the space, the more likely we'll get it.

Bob asks for objections to holding the board meeting on the Friday morning of the Workshop, none are raised. Bob and Megan will discuss further offline.

Another idea for 2023 that came up in May was to debut a "Cost Challenge," and Bob asks for any thoughts or discussion on it. Christina thanks Dale Shermon for providing us with helpful guidance from the Cost Challenge that SCAF puts on annually, and is excited to see the Cost Challenge succeed, saying it could spur attendance and membership among younger estimators. Bob asks who will lead for the Cost Challenge project, Christina asks for some time for the Workshop Committee to discuss.

Bob asks for additional comments or thoughts on the 2023 Workshop, none provided.

Secretary Report:

Arlene Minkiewicz

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

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

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Treasurer Report:

Madeline Teller

Madeline presents slides. Investments and CDs holding steady, checking account balance lower than in May, but we have since paid the hotel and other major Workshop expenses.

The Canada Chapter decided not to hold their 2022 Workshop and suffered a cancellation penalty from the venue. The Executive Committee agreed to offer to split the cancellation fee of \$10,000 CAD (~\$7,800 USD) with the chapter to help ease the impact on the chapter's coffers. However, the cancellation means ICEAA will not see the \$20,000 anticipated Canada Workshop revenue but will be paying around \$4,000 in expenses. Most other expenses are consistent with prior years.

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

ICEAA/Nesma Agreement

Bob Hunt

The most recent draft of the agreement between ICEAA and Nesma regarding a Software Special Interest Group (SIG) was included in the pre-reading packet, but it was only sent a few days prior. Bob asks the board to provide their comments and questions on the document over the next few weeks.

Bob provides some context on the agreement: ICEAA and Nesma have been discussing a cooperative agreement for several years, and would like to bring it to closure. He adds he believes a relationship with Nesma will go far to increasing ICEAA's reach in Europe and Asia, increasing our value to members outside the United States.

Christina asks if making an agreement with Nesma could alienate us from some of the other software-related organizations ICEAA has worked with before, such as IFPUG. Bob agrees there is potential for conflict, and that language should be included in the agreement to preventatively address it.

Christina suggests providing the board access to a shared Word doc version so all comments can be collected in the same place; Megan agrees to distribute later in the day.

Bob requests all comments and questions on the agreement by August 5.

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VP of Professional Development Update

Jennifer Kirchhoffer

Jennifer presents slides. Kellie asks how many people per year were due for recertification this year but did not recertify. The data is available, but Jennifer K. and Sharon will need to collect it and will provide.

Kellie says some of her colleagues whose certification renewal is coming are concerned that having missed the 2020 Workshop, they will not have enough recertification points to renew, and that we may need to offer more opportunities for certificants to earn points. Jennifer says this will be another benefit of the coming LMS system, that will allow us to sell access to training videos that individuals can purchase and watch for additional credits.

Regarding CEBoK updates, Kellie has a few final edits to one of the modules, but otherwise CEBoK 2.0 is ready for official release.

Dave Brown is working with a team to update Module 6 to include Data Science techniques and is looking for volunteers to help review the updates before they're incorporated into CEBoK. Anyone else interested in volunteering to review or otherwise contribute to CEBoK updates are encouraged.

In addition, Karen Mourikas and the Southern California chapter are developing a Design-to-Cost training session and welcome any volunteers to contribute, review, or edit. This is not intended to be a new CEBoK module yet, but over time could be incorporated into CEBoK.

Regarding CEBoK-S: Jennifer, Arlene, and Kevin are working their way through reviewing the CEBoK-S slides.

Megan and Sharon are working to set up and incorporate the Freestone Learning Management System (LMS) that will allow us to more effectively sell on-demand training videos, as well as access to CEBoK-S. Megan and Jennifer have started to discuss pricing options for these new products.

Kellie asks if any other CEBoK modules are being updated or have any volunteers stepped up to update any other modules; Jennifer says not at this time.

Kellie also asks if we're looking for volunteers to transfer CEBoK-S from the PowerPoints to a similar (or the same) website format as the new CEBoK 2.0. Jennifer says yes but not yet; the plan remains to release CEBoK-S as PowerPoints and eventually migrate to a website like CEBoK 2.0.

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Jennifer compliments the Washington Capital Area on their recent webinar with OSD CAPE and encourages all board members to watch it on the ICEAA YouTube channel if they have not already.

CEBoK-S and Exam

Kevin Cincotta

Kevin reports having received 45 viable questions for the CEBoK-S exam to date, with a few extra that need to be reviewed, and believes 80 questions would be sufficient to launch the exam and certification. Bob asks if any module in particular needs more questions, Kevin says Software Sustainment, as well as questions that require calculations (vs. terminology/definition questions). Questions that ask what pieces are missing/not missing or required/not required from a process are good since they test for overall comprehension while not requiring calculation time.

Dave asks Kevin to email the board with the status of the questions, what's needed, and guidance for writing additional questions. Kevin will prepare the email for Megan to distribute later in the day.

Bob encourages everyone to either write questions or encourage a qualified colleague to write questions to help us get closer to releasing the exam.

Kevin warns that all of the materials on re-use of software using any method other than SLOC need to be reviewed and edited, so until this is resolved, additional questions on re-used function points, story points, t-shirt sizing, etc. are not needed. This is the only content area he's not confident with, so any other topics are viable for questions. He also reminds that the focus should be on software estimating, and to avoid writing questions that are based on the general cost estimating subjects that are repeated in CEBoK-S.

Rick reminds the board that especially if they don't feel qualified to do so, they do not need to write the questions themselves, but can look for or ask colleagues to help with or write the questions for them. As always, ICEAA will award a CCEA recertification point (up to 20) for every usable question submitted. Sharon emphasizes how this can be an efficient way to shore up recertification points compared to simply attending training, which only awards 0.1 point per training hour.

Bob believes the points available for writing questions is the kind of topic the board is aware of but the general membership may not be, and suggests the IBO send a link to the membership offering them points for CEBoK-S exam. Jennifer K. is concerned that this

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would mean giving CEBoK-S away to anyone who says they will write questions, which will undermine our sales and lead to pirating. Christina agrees with Jennifer.

On cleanup of the CEBoK-S content, Kevin got halfway through before passing off to Jennifer K., who then completed the review and now Arlene is doing a second pass, focusing more on the slides than the speaker notes. Jennifer K. says the initial review was focused on the speaker notes portion of the PowerPoint in an effort to get us closer to being able to create a similar browser-based delivery like we've moved CEBoK to, but plans shifted to initially release the slides only and work towards the wiki/website later. Kevin asked that Arlene and Jennifer pay particular attention to the Reuse issues cited (slides 55 and following of the Size Session) in their final reviews.

Bob asks if we are on track for October 1, the deadline we had estimated during our previous meeting, and Arlene agrees. Megan says the LMS we plan to use to sell CEBoK-S will not be ready before October 1.

ICEAA Chapters

Bob Hunt

Bob asks if anyone from the Canada chapter is on the line. Alan Mayer, the Canada Chapter President and International Representative.

Bob explains further about the cancelation of the 2022 Canada Workshop, adding that the more stringent COVID regulations in Canada have had a longer lingering effect and therefore holding the workshop this year would not be viable. He compliments Megan and the Canada Chapter for negotiating the cancelation penalty down to a manageable amount.

While some ICEAA chapters have been active for the past few years, especially Washington Capital Area, Southern California, and Greater Huntsville, most have not. Megan agrees, saying chapters across ICEAA and at every other association in the country are struggling to regain their footing after COVID. Megan compliments the Dayton, Detroit, and Northwest for their efforts at reinvigorating, and mentions Region 6 as setting a good example by hosting region-wide virtual events to help all of its chapters. Megan suggests all chapter presidents pass along notifications they've received of virtual events to the members in their area; even if another chapter hosts, a webinar is a webinar, anyone can attend and benefit from it, and even promoting another chapter's webinar helps reiterate ICEAA with their members.

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Region 2 Director Tim Anderson is working with the Baltimore chapter to reengage membership in the area and hopes to plan an event soon, but has noticed that the chapters that have the most members tend to be the most active.

Bob asks if there is anything the International Business Office can do to help struggling chapters. He says if we were a company with struggling branches, he'd visit those offices to encourage them, but the situation is not really the same, and asks if the board thinks it would be a good idea for him to reach out to the chapter presidents individually to give them a pep talk and try to find out how ICEAA can better assist them. Both Danny and Tim suggest coordinating this with the Region Directors, as they too have been reaching out to their chapter presidents to offer assistance and encouragement, but more help is always welcome.

Danny asks if materials are available that explain the value and benefits of ICEAA membership; Megan says yes there are many resources available that can be customized for board member use.

Megan reminds the board that she and the IBO have many resources either already available or easily created to help chapters reach out to members, whether PowerPoints explaining membership benefits, marketing design/distribution, using the ICEAA Zoom account, or even just suggestions on finding venues. She also says not to be discouraged if your first event isn't as successful as the chapter may have hoped; sometimes it takes a few tries to get rhythm or to be remembered. Don't give up, try everything three times, and ask for help. The IBO also has a budget to provide funds to assist chapters with their events.

Rick remembers a presentation he saw Cole give that explained the value proposition and purpose of ICEAA which he presented to his local chapter. Cole says he will be happy to share.

Bob thanks everyone for their contributions to the discussion, and feels that while more work needs to be done, we're headed in the right direction.

Rick asks if the Canada Chapter was looking to overhaul the chapter or establish a new board; Alan explains they had an election right before COVID hit, and then the loss of momentum impacted the board elected in 2020. A new board has been selected to take over and transition has begun as of early July. Like all chapters, the Canada chapter is important to ICEAA, especially having been one of our fastest growing chapters in recent years. The board and the IBO are ready and willing to help.

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New Business, Plan Next Meeting & Adjourn

Bob Hunt

Bob asks for any new business or additional comments. Megan reminds the voting members that their signed 2022 Conflict of Interest policies are due in August, and anyone who has not sent theirs to please do so. Also marketing for both the official CEBoK 2.0 announcement and the dues increase has started softly with notifications in NewsBrief, on the website, and in renewal reminders, but more aggressive promotion will begin soon.

During the May board meeting, the group agreed to hold our next meeting in-person sometime in October. Kellie says it will be important to be able to attend virtually, as flight prices have increased and justification to travel for the board meeting may be difficult for those outside of the Washington, DC area.

The board agrees to hold an in-person/virtual board meeting on Friday, October 21 at a DC-area location to be determined.

With no objections to the board meeting date or other new business, 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 12:27.

Cooperative Charter Agreement Between ICEAA and Nesma to Establish a Software Special Interest group

CHARTER AGREEMENT

SOFTWARE SPECIAL INTEREST GROUP

of the ICEAA and Nesma

Cooperative Charter Agreement Between ICEAA and Nesma to Establish a Software Special Interest group

1. Software SIG Establishment

- A. This Software SIG is a part of the International Cost Estimating and Analysis Association and shall operate and conduct all of its activities in accordance with the Constitution, bylaws, rules, regulations and direction of the International Cost Estimating and Analysis Association. ICEAA reserves the sole and exclusive rights on behalf of and representing the International Cost Estimating and Analysis Association; certifying cost professionals; accrediting and/or recognizing training programs and providers; and conducting other ICEAA-identified and ICEAA-prepared organization-wide activities, as determined by the ICEAA Board of Directors (“ICEAA Board”) and the Executive Director.
- B. The Software SIG operates as a branch under ICEAA’s established Tax ID, and as such, is required to abide by ICEAA’s Constitution and Bylaws. SIGs are not separate organizations from ICEAA.
- C. The Software SIG shall not develop, engage in, endorse or sponsor programs, services, products or other activities that may be confused with, detract from or damage the common and standardized products, programs, services and other activities that ICEAA may develop.
- D. The Software SIG may suggest relationships with other organizations, corporations, associations, and similar entities, to establish a basis for mutual activities and exchanges of information related to the field and practice of software cost estimating and analysis for consideration by the ICEAA board of directors.
- E. The Software SIG shall not enter into any contractual obligation, or other agreement, which directly or indirectly purports or seeks to bind ICEAA, financially or otherwise, unless executed by the ICEAA Executive Director. The Software SIG shall not act on behalf of ICEAA beyond the limits of this Charter Agreement.
- F. Prior to its discussion of a cooperative agreement or other formal relationship with a non-ICEAA entity, the Software SIG shall engage in a full and open exchange and communication with the ICEAA Board concerning the details of the cooperative agreement and expected outcomes.
- G. ICEAA shall not obligate or bind the Software SIG, beyond the terms and conditions of this Charter Agreement, unless agreed by a duly authorized Software SIG officer in writing prior to the execution of the contract or entry into the agreement.

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H. Notwithstanding the preceding provisions, in all cases, ICEAA reserves all legal rights, options and processes available under applicable jurisdictional law and regulation.

2. General

- A. This agreement will be valid for two years after joint signature (except as noted in 17 A of this agreement).
- B. The objective of this agreement is to institutionalize and disseminate professional Software and Information Technology (IT) cost estimating and analysis best practices through training, certification and continuing education opportunities.
- C. The Software Special Interest Group (Software SIG) will be utilized to accomplish this objective.

3. Mission and Purpose of ICEAA and Nesma

A. Purpose of the ICEAA

- 1. Advancing, encouraging, promoting and enhancing the profession of cost estimating and analysis through the use of parametrics and other data-driven techniques by:
- 2. Fostering the professional growth of its members within the allied fields of estimating and analysis.
- 3. Enhancing the understanding and appreciation of using data-driven estimating and analysis techniques throughout allied fields and the general population.
- 4. Providing educational opportunities to practitioners in cost and parametric estimating and analysis, as well as with allied fields.
- 5. Establishing standards in terminology, conduct, and application of estimating and analysis techniques.
- 6. Developing the means to achieve and measure established standards.
- 7. Recognizing achievement through an appropriate program of recognition and certification.

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8. Providing forums and media through which experiences with all of the principles and techniques associated with data-driven cost estimating and analysis may be reported, discussed, and published in furtherance of the public interest.
9. Fostering, promoting, and conducting research in all estimating and analysis techniques.
10. Developing and maintaining standards of proficiency and ethics.
11. Cooperating with other national and international organizations and individuals, having common or related proposes, in furtherance of the public interest.

B. Mission of Nesma

1. Spread knowledge about software measurement and software metrics;
2. Act as a Body of Knowledge for the industry regarding the use of software metrics in all business areas;
3. Remain independent, objective and not-for-profit;
4. Research the applicability of software metrics in all business areas;
5. Connect relevant organizations in the industry that Nesma feels are expert in one of the areas where software measurement and metrics are important;
6. Produce relevant guidelines, reports and other information products that are useful for the software industry;
7. Produce a platform where people can discuss issues they experience with software measurement and metrics or where they can exchange ideas and/or knowledge.

4. Mission and Purpose of the Software SIG

A. The mission and purpose of the Software SIG is:

1. To promote the training and certification for software estimation based upon the Cost Estimating Body of Knowledge – Software (CEBoK-S)
2. Provide on-going review and updates to CEBoK-S

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3. Identify and develop additional software/IT estimation related products to advance the profession.
5. Organization
- A. The Software SIG is a Special Interest Group (SIG) of ICEAA which will be open to all ICEAA and Nesma members.
 - B. The Software SIG will have its own set of officers elected by members of the Software SIG.
 - C. The Software SIG Officers will be comprised of:
 1. President – Nesma representative, alternating to an ICEAA representative after two years
 2. Vice President – ICEAA representative, alternating to a Nesma representative after two years
 3. Treasurer – any ICEAA or Nesma member
 4. Secretary - any ICEAA or Nesma member
 5. Three additional at-large members. The Software SIG and membership can be adjusted by a majority vote of the Software SIG membership.
 6. The Software SIG will have a non-voting representative on both the ICEAA Board and Nesma Board.
 7. The Software SIG can start working groups where ICEAA and Nesma members can participate.
6. Legal
- A. Creation of a Software SIG in no way obligates ICEAA nor Nesma.
7. Membership
- A. Members of both ICEAA and Nesma are eligible to participate in the SIG; the Software SIG will not have its own membership but rather participants from both organizations
 - B. Nesma members will be eligible for discounts on purchases from the ICEAA webshop

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- C. ICEAA members will be eligible for discounts on purchases from the Nesma webshop
- D. A person shall not be a member of the Software SIG unless he or she is a member in good standing of the International Cost Estimating and Analysis Association and/or Nesma. Membership in the Software SIG shall terminate when:
 - 1. An ICEAA or Nesma member resigns membership from either organization or the Software SIG
 - 2. The member fails to pay ICEAA and/or Nesma dues
 - 3. The individual is removed from membership by the ICEAA/Nesma or the Software SIG Officers for just cause
 - 4. Or whenever membership is otherwise ended.

8. Financials

- A. ICEAA will provide the necessary funding for the Software SIG based on availability of funds and competing ICEAA priorities. The Software SIG should become self-sufficient /self-funded over time by the revenue generated by the activities of the SIG as follows:
 - 1. Fees from worldwide ICEAA and Nesma training/certification of CEBoK-S (Cost Estimating Body of Knowledge – Software)
 - a) ICEAA will primarily conduct such training and certification activities in North America; whereas Nesma will primarily conduct such training and certification activities in Europe and Asia
 - 2. Sales of any other Software Cost Estimation products that further the institutionalization of professional Software and Information Technology (IT) cost estimating and analysis best practices
 - 3. Fees from accredited trainers / training institutes that are authorized by ICEAA and Nesma to conduct CEBoK-S training
 - 4. 80% of CEBoK-S related revenue will be assigned to ICEAA

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5. 20% of CEBoK-S related revenue will be assigned to the Software SIG for sustainment and development of additional Software/IT estimation related products (SIG budget). At its discretion, the ICEAA Board may wish to provide additional funds to support the efforts of the SIG
6. Costs for events organized by the Software SIG will be paid from the Software SIG budget

9. Cooperation

- A. Nesma will take the lead in the initial set-up of the Software SIG with support of the ICEAA Executive Director and the ICEAA Board
- B. Both ICEAA and Nesma will be actively involved in the organization of the Software SIG
- C. Nesma will use its network and outreach to promote the Software SIG in Europe and Asia
- D. ICEAA will use its network and outreach to promote the SIG in North America

10. Responsibilities

- A. ICEAA staff will provide marketing support for the Software SIG, CEBoK-S and any future developed Software Cost Estimation related products in Europe / Asia as well as North America
- B. The Software SIG and NESMA will provide support in the accreditation of trainers / training institutes in Europe / Asia
- C. The Software SIG and ICEAA will provide support in the accreditation of trainers / training institutes in North America
- D. The SIG will provide routine communication to both the ICEAA and Nesma Boards about Software SIG initiatives in North America, Europe and Asia with a specific emphasis on metrics that characterize success institutionalizing professional Software and Information Technology (IT) cost estimating and analysis best practices, including but not limited to numbers of CEBoK-S licenses sold, CEBoK-S students trained, CEBoK-S trainers accredited, certification exams taken and passed, etc.

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11. Events

- A. The Software SIG will be involved in the IT Cost Management Summit organized annually by Nesma, with the option to offer additional conferences/workshops as demand arises
- B. Software Cost Estimation (CEBoK-S) will be part of the Annual Training Workshop including those conducted in Europe, in whole or in part

12. Certification

- A. The ICEAA online certification process will be utilized for the CEBoK-S certification

13. Benefits for ICEAA

- A. Access to International networks (Europe and Asia)
- B. Marketing and promotion through Nesma channels and related organizations
- C. Promotion of ICEAA and CEBoK in addition to CEBoK-S
- D. Increased ICEAA membership in Europe / Asia
- E. Involvement in the IT Cost Management Summit organized annually by Nesma, with the option to offer additional conferences/workshops as demand arises
- F. Promotion of CEBoK-S at the annual IT Cost Management summit in Europe

14. Support for the institutionalization of professional Software and Information Technology (IT) cost estimating and analysis best practices and associated advancement of the Software Cost Estimating profession. Benefits for Nesma

- A. Discounts for Nesma members on ICEAA products and certification
- B. Promotion of functional sizing as part of CEBoK-S
- C. Support for the advancement of the Software Cost Estimating profession

15. ICEAA's Responsibilities to the Software SIG

- A. ICEAA, as the parent organization of all ICEAA Chartered SIG Organizations, agrees to perform the following functions:

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1. Provide mutually agreed upon assistance to the SIG including but not limited to: marketing assistance, information distribution, counsel, and support of the SIG activities to the same extent that ICEAA supports its Chapters.
2. Inform the Software SIG of all new and revised ICEAA governing policies, procedures, rules and directives which affect the SIG.
3. Any information pertaining to membership, including, but not limited to, databases, lists, mailing labels and reports, which is provided by ICEAA to the Software SIG may be used only in connection with the authorized, lawful business of the International Cost Estimating & Analysis Association. Such information is considered confidential and shall not be shared with individuals or business entities outside of ICEAA without the express, written permission of the ICEAA Executive Director.
4. ICEAA shall maintain the confidentiality of any and all of the Software SIG's confidential, sensitive or proprietary information or data which is specifically marked as confidential, and agrees that such confidential information shall at all times remain the property of ICEAA and the Software SIG. Each party may use the confidential, sensitive or proprietary information or data furnished by the other for legitimate, nonprofit ICEAA and Software SIG purposes.

B. Software SIG Responsibilities to ICEAA

1. This Software SIG is a part of the International Cost Estimating and Analysis Association and shall operate and conduct all of its activities in accordance with the Constitution, By Laws, rules, regulations and direction of the International Cost Estimating and Analysis Association. The provisions of this Constitution shall, at all times, be in harmony with and controlled by the Constitution of the International Cost Estimating and Analysis Association.
2. Notwithstanding any other provisions of this Charter, this Software SIG shall not conduct any activities not permitted:
 - a) to an organization exempt from Federal income tax under Section 501(c)(6) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law), or

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- b) to an organization to which contributions are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law).
 - c) No substantial part of the activities of this Software SIG shall be spent on influencing legislation or developing, preparing, or disseminating propaganda, or participating in or intervening in (including the publication or distribution of statements or literature) any political campaign on behalf of any candidate for public office.
3. This Software SIG shall not commit ICEAA, nor publicly comment on its behalf, unless specifically authorized in writing by the ICEAA Board of Directors or Executive Director.
4. Authorized Software SIG representatives shall disclose any interest or affiliation they may have with any entity or individual with which ICEAA, on behalf of the Software SIG, has entered, or may enter, into contracts, agreements or any other business transaction, and shall excuse themselves from any discussion, and refrain from voting on, or influencing the consideration of, such matters.
5. The Software SIG shall abide by all other policies and guidelines established by ICEAA related to the use and protection of ICEAA membership data.
6. Any information pertaining to membership, including, but not limited to, databases, lists, mailing labels and reports, which is provided by ICEAA to the Software SIG may be used only in connection with the authorized, lawful business of the International Cost Estimating & Analysis Association. Such information is considered confidential and shall not be shared with individuals or business entities outside of ICEAA without the express, written permission of the ICEAA Executive Director.
7. Any publication, document, audio/video recording, or other publication created by the Software SIG will be available for use by all ICEAA members and will be considered the property of ICEAA for the purposes of reproduction and distribution.

Cooperative Charter Agreement Between ICEAA and Nesma to Establish a Software Special Interest group

- C. The Software SIG shall maintain the confidentiality of any and all of ICEAA's confidential information. Information or data deemed confidential shall include membership lists, financial information and any other material specifically marked as confidential. Such confidential information shall at all times remain the property of ICEAA and shall be deemed to be furnished to the Software SIG in confidence and solely in connection with the Software SIG's obligation under this Charter Agreement.
- D. Article 15 C applies the same to confidential information from Nesma that is used by the Software SIG.
- E. The Software SIG will nominate or elect a representative who will serve as the SIG's point of contact to the ICEAA Board of Directors. The Software SIG representative will be included in ICEAA Board information updates but will not be a voting member of the ICEAA Board. The Software SIG representative will report activities to the ICEAA Board.

16. Financial Agreements and Policies

- A. No assets or funds of this Software SIG shall inure to the benefit of, or be distributed to its members, officers, directors, or other private persons, except that the Software SIG is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of ICEAA's purposes and mission statement.
- B. A complete accounting shall be kept of all monies received and expended by the Software SIG. These financial records shall be annually compiled into financial statements in the format proscribed by ICEAA. These financial statements shall be reported to Nesma and to the International Cost Estimating and Analysis Association as soon as practicable, no later than 1 March of the succeeding year.
- C. ICEAA will review annual Software SIG financial statements and provide funding for Software SIG activities in the same method and using the same policies and processes as ICEAA provides funding to its Chapters.
- D. In the event that this Software SIG should be dissolved for any reason, its assets - physical and monetary - shall be disposed of as follows:
 - 1. All just debts and claims shall be paid from cash on hand, said assets shall be sold if said cash is insufficient to pay all just debts and claims.

Cooperative Charter Agreement Between ICEAA and Nesma to Establish a Software Special Interest group

- a) Any remaining assets for which there are not just debts or claims, shall be sold and the funds derived therefrom shall be turned over, without any restrictions whatsoever, to the International Cost Estimating and Analysis Association.

17. Software SIG Governing Documents

- A. This Charter Agreement may not be modified, changed, or amended except by a written document signed by a duly authorized representative of each of the parties hereto.
- B. This Charter Agreement shall renew and remain in force and effect each year following receipt and acceptance by ICEAA Headquarters of required documentation, demonstrating that the Software SIG has satisfied the minimum standard Software SIG performance criteria established by ICEAA. Such standard performance criteria and documentation, which may be amended by ICEAA from time to time, will be published annually by ICEAA Headquarters and communicated to the Software SIG.
- C. Renewals of this Charter Agreement are subject to satisfactory review and subsequent acceptance by ICEAA Headquarters of SIG governing documents to ensure that those documents do not conflict with ICEAA's bylaws, policies, practices, procedures, rules, and directives.
- D. If any portion of this agreement is declared invalid or unenforceable for any reason by a court of law or by action of a government body, all remaining provisions of the Charter Agreement shall remain in full force and effect and shall not be affected thereby.

18. Dissolution of the Software SIG

- A. The ICEAA Board and/or the Nesma Board shall have the authority to suspend or terminate this agreement upon the determination that the Software SIG is no longer a viable entity; that the Software SIG is unable or unwilling to comply with the charter renewal process; or that such an action is in the best interests of ICEAA and in accordance with applicable policies.
- B. The Nesma board shall have the authority to suspend or terminate this agreement upon the determination that the Software SIG has no longer an added value for the intended audience. The decision with respect to the continuity of the Software SIG remains the responsibility of ICEAA

Cooperative Charter Agreement Between ICEAA and Nesma to Establish a Software Special Interest group

19. The Software SIG shall have the authority to terminate this Charter Agreement by communicating its decision to do so in writing to the ICEAA Executive Director.
20. Upon termination of this agreement for any reason, the Software SIG shall immediately deliver to ICEAA all written or electronically stored documentation, including copies, of or concerning confidential information, shall make no further use of such confidential information and shall make reasonable efforts to ensure that no further use is made by the Software SIG or its representatives of such confidential information. ICEAA shall act in like manner with regard to SIG confidential information. Each party's confidentiality obligations shall survive the expiration or termination of this agreement.

For approval

----- d.d. --- --- -----
d.d. --- --- -----
ICEAA President Nesma President

Treasurer Report

Madeline Teller



Balance Sheet as of September 19

Investments	Balance (May 2020)	Balance (Aug 2020)	Balance (Jan 2021)	Balance (Mar 2021)	Balance (Sept 2021)	Balance (Jan 2022)	Balance (Apr 2022)	Balance (July 2022)	Balance (Sep 2022)	Mature	APY Rate
PFCU 4339703-56-5	\$ 33,468	\$ 33,652	\$ 33,883	\$ 33,931	\$ 34,130	\$ 34,194	\$34,232	\$ 34,258	\$ 34,312	Dec-23	2.40%
PFCU 4507023-56-4	\$ 22,009	\$ -	\$ -	\$ -	\$ -	\$ -	-				-
PFCU 4566018-56-2	\$ 85,952	\$ 86,749	\$ 87,760	\$ 87,924	\$ 88,164	\$ 88,637	\$ 88,487	\$ 88,569	\$ 88,691	Feb-23	0.55%
PFCU 4717075-56-0	\$ 38,073	\$ -	\$ -	\$ -	\$ -	\$ -	-				-
PFCU 4717076-56-8	\$ 37,660	\$ 37,872	\$ 38,141	\$ 38,217	\$ 38,297	\$ 38,369	\$ 38,411	\$ 38,464	\$ 38,623	Aug-23	1.65%
PFCU 4717077-56-6	\$ 38,174	\$ 38,390	\$ 38,662	\$ 38,739	\$ 38,820	\$ 38,893	\$ 38,936	\$ 38,990	\$ 39,151	Aug-23	1.65%
PFCU 7047946-56-6	\$ 44,992	\$ 45,336	\$ 45,770	\$ 45,859	\$ 46,316	\$ 46,433	\$ 45,501	\$ 46,548	\$ 46,619	Jul-23	0.60%
PFCU 7664998-56-9	\$ 52,283	\$ 52,484	\$ 52,737	\$ 52,789	\$ 52,953	\$ 53,053	\$ 53,121	\$ 53,201	\$ 53,322	Mar-23	0.90%
Money Market & Cash	\$ 514	\$ 514	\$ 514	\$ 514	\$ 515	\$ 515	\$ 515	\$ 515	\$ 515	n/a	
Subtotal	\$353,126	\$294,997	\$297,467	\$297,972	\$299,193	\$299,434		\$ 300,545	\$301,233		

	Balance (May 2020)	Balance (Aug 2020)	Balance (Jan 2021)	Balance (Mar 2021)	Balance (Sept 2021)	Balance (Jan 2022)	Balance (Apr 2022)	Balance (July 2022)	Balance (Sep 2022)
Eagle Checking Balance	\$162,250	\$175,746	\$126,047	\$124,675	\$153,983	\$ 96,434	\$273,546	\$300,545	\$301,233

	Balance (May 2020)	Balance (Aug 2020)	Balance (Jan 2021)	Balance (Mar 2021)	Balance (Sept 2021)	Balance (Jan 2022)	Balance (Apr 2022)	Balance (July 2022)	Balance (Sep 2022)
Total Liquidity	\$515,376	\$470,743	\$423,514	\$422,647	\$453,176	\$396,258	\$573,749	\$486,047	\$446,747

P&L as of Sep 19 and EOY Estimate

Activity	2021 EOY Actual	Actual as of Aug 31	EOY Estimate as of Sep 19
2020 ICEAA Workshop	\$ -		\$ -
2021 Workshop	\$ 171,344	\$ 797	\$ 800
2022 Workshop	\$ (21,755)	\$ 166,453	\$ 166,453
Nesma Workshop	\$ -		\$ (3,000)
Canada Workshop	\$ -	\$ (4,155)	\$ (4,155)
QED (paid) Webinars	\$ 25	\$ 175	\$ 200
Certification Program	\$ 25,295	\$ 22,916	\$ 34,374
Online Exam (Mettl)	\$ -	\$ (1,020)	\$ 1,020
CEBoK Sales & Training	\$ 20,429	\$ 4,195	\$ 6,293
SCEBoK Contract	\$ (45,375)		\$ -
ICEAA World & Journal	\$ (7,820)	\$ (4,042)	\$ (8,211)
Advertising	\$ 2,990	\$ 1,236	\$ 2,278
Membership: Mgt & Support	\$ 88,150	\$ 62,475	\$ 100,000
Chap Support & Outreach	\$ (559)	\$ 6,229	\$ 6,500
Interest & Other Income	\$ 4,284	\$ 1,538	\$ 4,400
Staffing & Contractors	\$ (256,937)	\$ (160,841)	\$ (279,224)
Office Operations + IT	\$ (48,658)	\$ (48,513)	\$ (61,091)
Other (COVID Grant)	\$ 45,880	\$ -	\$ -
TOTALS	\$ (22,709)	\$ 47,443	\$ (33,363)

2022 Workshop Financials

Expenses	
Other Expenses	\$ 25,218
Audio Video	\$ 46,346
Food & Service	\$ 147,181
Deposit paid in 2021	\$ - 32,500
Total expenses	\$ 186,245
Revenue	
Registration	\$ 301,200
Sponsorship	\$ 70,443
Bank fees (5/31 actual + estimate)	\$ - 8,000
Revenue received in 2021	\$ - 10,945
Total estimated revenue	\$ 352,698
Net	\$ 166,453

Financial Review

Two volunteers from ICEAA reviewed 2021 financial statements and traced transactions to ensure transparency. Records available for review were:

- Profit and Loss statements, both PDF and Excel
- All bank and investment statements for current review period; all checks, deposit slips, receipts, invoices, and other records; weekly financial reports from January 1, 2021 through December 21, 2021
- Minutes of all board and membership meetings
- Copy of year end treasurer's report for current reporting period

Financial Review

Results

- Records found to be mainly transparent and traceable, weekly reports were most helpful, a large sample of transactions were able to be verified
- Some transcription issues in the summary tables for presentation (2021 End of year P&L chart) but nothing significantly out of order or misleading
 - Many of these issues were minor recording errors also found by the business office, that would have fallen below a threshold where they would be worth investigating
- Overall, no major issues or discrepancies noted

Financial Review

Additional Feedback

- A breakdown of allocations to accounting categories would be necessary for a full reconciliation
- Although P&L statements were provided in PDF and Excel, the Excel required manipulation to filter/sort/run checks. An unformatted/tabular format would be more helpful
- An annual review was unwieldy, completing internal reviews on a monthly or quarterly basis would be more feasible

Financial Review

Resulting Actions

- Monthly downloads of check and transaction images for greater transparency moving forward
- Continue to note line items with minor discrepancies, if larger patterns are detected then more investigation will be needed. However, the amount of transactions incorrectly transcribed and the amounts of those transactions were both low
- In accordance with bylaws, engage in independent or internal financial review or audit annually
 - Independent assessment is a significant financial obligation, internal assessment is time consuming and difficult to find committed volunteers.

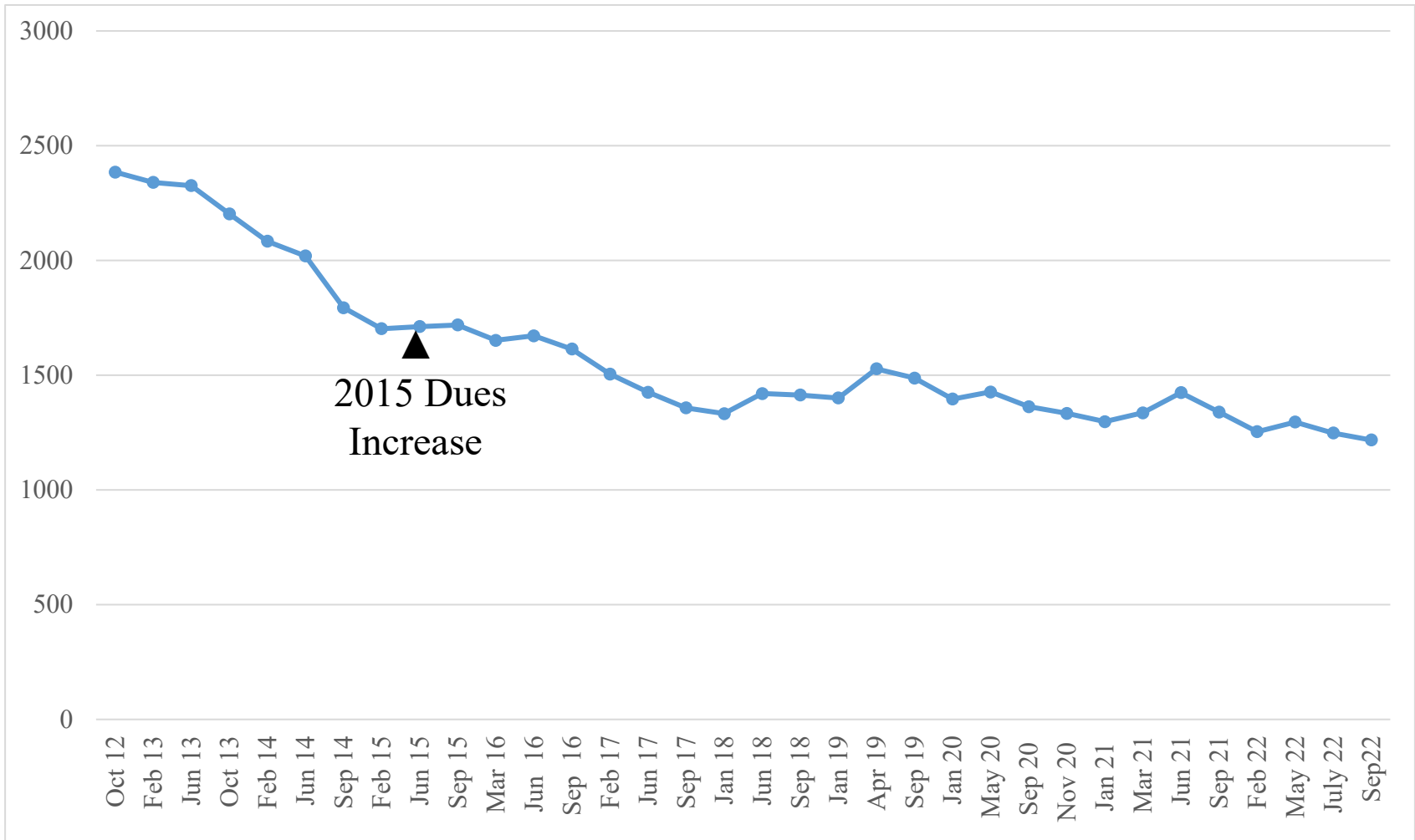
ICEAA Membership 2018-2022

	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	May 22	July 22	Sep 22
TOTAL MEMBERSHIP	1420	1414	1401	1528	1488	1398	1427	1363	1334	1298	1336	1424	1340	1254	1296	1248	1218
Atlanta	4	5	4	5	4	5	7	7	9	8	10	10	8	6	7	5	5
Australia	58	60	60	60	51	45	49	45	35	35	34	40	39	41	44	44	42
Baltimore	18	17	17	20	13	13	12	15	14	15	15	16	15	16	17	18	19
Canada	56	66	57	63	80	85	87	83	95	91	86	88	82	56	71	70	70
Central Florida	19	15	15	16	21	21	22	20	16	16	18	18	18	19	21	19	21
Central VA	22	26	28	30	32	32	34	32	32	31	32	34	31	30	27	25	25
Dayton OH	51	52	51	55	44	41	50	42	41	45	47	50	48	46	47	43	43
DC Metro	356	354	367	451	476	461	480	479	468	461	470	490	442	437	443	421	406
Detroit	14	13	18	18	18	19	20	14	15	14	15	20	18	18	17	18	21
Greater Alabama	57	53	53	48	41	40	40	36	34	32	33	41	40	40	39	37	35
Hampton Roads VA	17	16	14	15	14	14	16	14	16	14	14	13	12	11	11	11	12
Houston	10	10	10	10	10	12	12	12	11	11	12	12	10	9	9	9	8
Lone Star TX	15	16	15	15	12	10	10	11	11	9	11	12	12	13	13	13	12
Mid-Atlantic	16	14	14	16	13	14	12	12	10	9	10	12	11	11	13	12	14
New England	81	87	92	95	91	85	81	84	80	74	72	73	69	49	58	56	53
Northwest	34	31	28	27	18	17	17	12	9	7	6	7	5	7	7	7	6
Northwest Florida	8	18	18	18	21	13	11	12	10	8	7	8	12	10	10	12	12
Pike's Peak	23	21	17	23	22	21	20	16	19	19	18	19	22	20	20	19	18
Rocky Mountan / Denver	11	8	8	9	7	9	8	9	12	15	20	20	23	19	20	18	17
San Antonio TX	2	2	3	4	4	4	5	5	5	6	6	7	6	6	5	3	2
San Diego	46	41	39	40	37	35	35	37	39	39	37	44	44	36	35	31	27
So Cal	118	110	111	117	102	88	93	95	94	94	108	117	115	101	107	101	98
St. Louis Gateway	21	23	22	22	14	14	14	13	14	13	12	12	12	10	9	8	11
Twin Cities	6	7	7	6	6	6	6	6	5	6	6	7	6	6	6	6	5
No Chapter/Other Int'l	357	348	332	345	336	293	286	251	239	225	236	252	238	235	238	240	235

ICEAA Membership 2018-2022

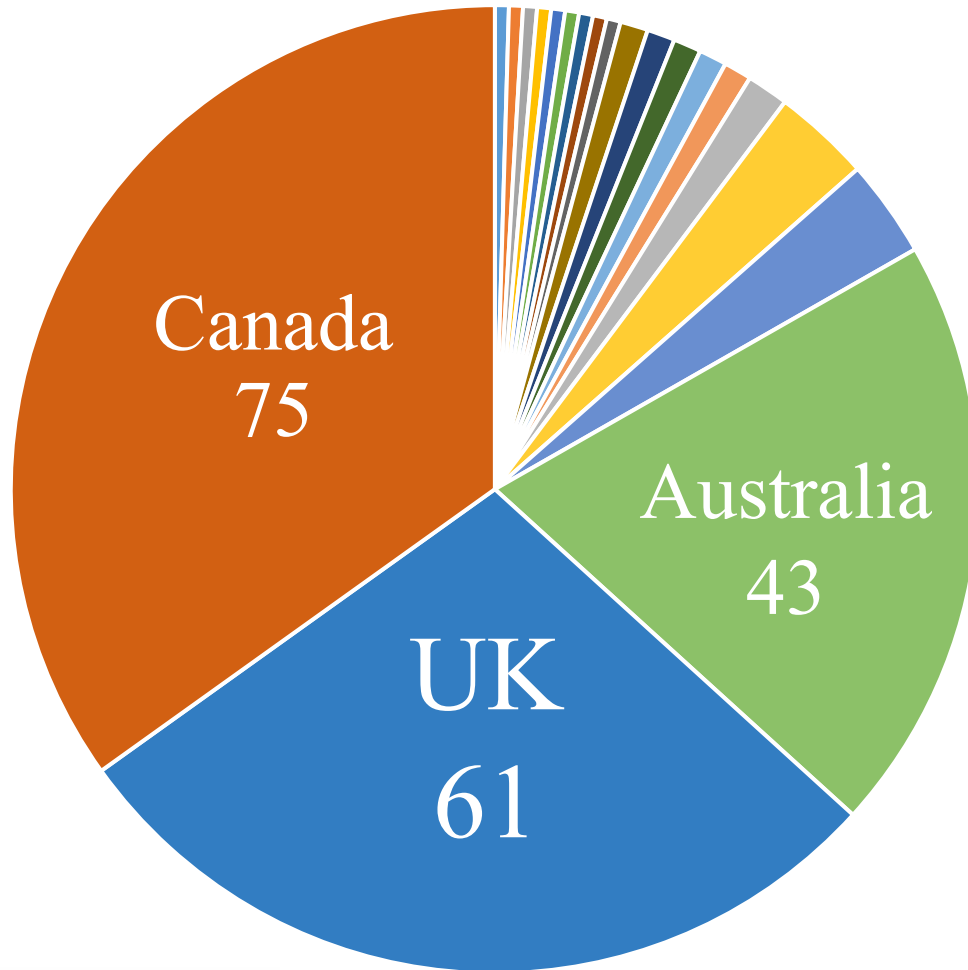
	Jun 18	Oct 18	Jan 19	Apr 19	Sep 19	Jan 20	May 20	Sep 20	Nov 20	Jan 21	Mar 21	Jun 21	Sept 21	Feb 22	May 22	July 22	Sep 22
TOTAL MEMBERSHIP	1420	1414	1401	1528	1488	1398	1427	1362	1334	1298	1336	1424	1340	1254	1296	1248	1218
BAE	23	26	23	25	22	19	19	16	16	16	17	17	16	16	17	16	16
Ball Aerospace															10	8	8
BAH	68	64	63	58	60	55	52	45	46	42	38	37	36	29	27	26	27
Cobec	26	27	33	34	36	38	37	44	45	48	47	49	49	40	41	41	41
Galorath	18	18	18	21	20	18	19	17	21	22	25	24	24	19	22	19	19
Herren	10	13	12	14	25	26	27	23	25	13	10	11	12	12	11	11	12
HunaTek															11	9	8
Kalman & Company, Inc.		11	12	13	14	13	13	10	9	9	8	13	12	10	10	10	10
Lockheed Martin	26	25	23	20	19	16	16	16	17	14	15	15	17	13	13	14	14
MCR	25	22	23	26	23	22	20	17	15	15	13	16	15	15	16	16	15
MITRE	20	19	15	16	13	12	10	11	14	14	17	20	20	15	15	13	10
Northrop Grumman	26	24	19	21	19	19	18	13	15	14	17	21	23	22	24	22	19
PRICE/Unison	16	14	14	17	12	12	15	12	14	15	16	16	14	11	9	8	6
Quantech Services	21	38	42	50	49	47	46	46	52	46	45	44	38	25	31	26	24
Raytheon	13	12	13	14	14	11	11	10	11	11	12	12	12	11	10	11	11
Technomics	71	56	64	137	159	165	181	180	177	174	177	178	152	127	119	108	98
Tecolote	99	95	102	110	105	99	92	107	113	113	131	139	124	125	136	132	125
Boeing	65	68	64	60	40	31	32	26	21	18	16	18	17	17	17	16	17

State of the Association: Membership Trends 2012-2022



State of the Association: International Membership

75	Canada
61	UK
43	Australia
7	Germany
7	Netherlands
3	France
2	Belgium
2	China
2	Malaysia



2	Pakistan
2	South Korea
1	Congo
1	India
1	Indonesia
1	Italy
1	Japan
1	Luxembourg
1	Sri Lanka

Government Employees (*estimated*)

	May 2020	Sep 2020	Nov 2020	Jan 2021	Mar 2021	Jun 2021	Sep 2021	Dec 2021	Feb 2022	May 2022	July 2022	Sep 2022
DoD et al	16	17	15	16	22	18	21	23	20	24	16	16
Air Force	104	89	80	76	78	89	87	82	81	80	71	10
Navy	30	27	21	19	20	22	21	22	21	21	19	19
Army	15	11	13	11	10	10	10	9	10	10	12	11
Coast Guard	2	1	1	1	1	2	1	2	3	4	4	4
NASA	21	19	18	18	20	22	21	19	19	22	20	16
MDA	7	7	6	5	6	9	10	8	8	8	9	9
State/Local	2	2	1	1	1	1	1	1	1	1	1	
DHS	13	12	13	13	19	21	20	17	17	17	17	17
DOE											13	15
FAA												8
Misc Civil	13	14	13	14	14	11	13	12	12	17	18	11

Total
US Government
Employees (est.) 198

Total Membership
as of 9/15 1218

Percentage of
Membership: 16.3%

Jan18	25%	Jan21	13.6%
May18	23%	Mar21	14.4%
Sep18	25%	Jun21	14.5%
Feb19	24%	Sep21	15.4%
Apr19	15%	Dec21	14.9%
Sep19	15%	Feb22	15.4%
Jan20	16%	May22	15.8%
May20	16%	July22	16.1%
Sep20	15%	Sep22	16.3%
Nov20	14.5%		

Membership Composition

