

ICEAA Board of Director's Meeting

1:00 – 1700 | Monday, May 15, 2023

Hyatt Regency San Antonio Riverwalk | Chula Vista Room

OFFICIAL MINUTES approved July 11, 2023

Voting Attendees

Tim Anderson, Dave Brown, Rick Collins, Bob Hunt, Brent Johnstone, Jennifer Kirchhoffer, Cheryl Latimer (via Rajagopal proxy), Arlene Minkiewicz, Anh Pham Waddell, Cari Pullen, Christina Snyder, Madeleine Teller, Kellie Wutzke

Non-voting Attendees:

Bill Barfield, Kevin Cincotta, Carol Dekkers, Rich Hartley, Mike Lionais, Karen Mourikas, Sanath Rajagopal, Jennifer Scheel, Christian Smart, Eric van der Vliet, Harold van Heeringen, Megan Jones

Welcome, quorum count, introductions:

Bob Hunt

Bob thanks everyone for joining, a quorum is established, and the meeting begins at 12:05 pm.

Secretary Report:

Arlene Minkiewicz

No comments or edits were suggested for the March 2023 minutes either in advance of the meeting or during.

Vote: Motion is raised to approve the March 2023 minutes. No further discussion is requested. Seconded and passed.

Treasurer Report:

Madeleine Teller

Madeleine presents slides. Assets are high due to the majority of registration and sponsorship payments received but the biggest bills for the Workshop (hotel food/beverage and AV) not yet received. ICEAA's financial position looks very strong, and year-end estimates predict a budget surplus for 2023. Bill Barfield asks about the funds in savings/CDs: we have not had to cash in any of our CDs since 2020, and they are all set to roll over upon maturity.

Vote: Motion is raised to approve the May 2023 treasurers report. No further discussion is requested. Seconded and passed.

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Professional Development Update

Jennifer Kirchhoffer

Jennifer presents slides with certification statistics, which are on track with previous years.

CEBoK-S, SCEC Update

Kevin Cincotta

The board asks for clarification as to whether those subject matter experts who took the SCEC exam as an alpha tester will automatically receive the SCEC certification. Some suggest that they should get the certification since they contributed their time to help us scrutinize the exam; others say that since the exam has gotten more difficult since they took it, they should contribute something else to receive the certification. Kevin says the exam would benefit from additional quantitative questions, those with calculations and/or practical applications vs. term definition or identifying a concept, and proposes that the alpha testers all be required to contribute three quantitative questions, and for those questions to be usable on the exam, before awarding their SCEC certification. The ICEAA Business Office will communicate this to the alpha testers.

Vote: Motion is raised to approve requiring SCEC alpha-testers to provide three quantitative questions for use on the SCEC exam before being awarded their SCEC certification. No further discussion is requested. Seconded and passed.

As of the board meeting, no one had signed up to take the SCEC at the Workshop, and only one person expressed interest in taking the CCEA.

ICEAA/DAU Memorandum of Understanding Update

Kevin Cincotta

Following up on the report from March that Kevin sent the CEBoK-S materials to the DAU lead for their review, he received an acknowledging email, and then no further response. No response received by the May meeting.

Updates to CEBoK Module 6

Dave Brown

Dave reports that progress is slow but continues, and he reports he has recruited additional volunteers to contribute to the effort.

Certification for highly-experienced estimators

Sanathanan Rajagopal

Sanath proposes an idea to offer CCEA certification (or a similar certification) to highly-experienced estimators with many years in the profession and who have made recognizable contributions to the trade. He believes this would be especially appealing to members outside of the US, who would not benefit from taking an exam that is heavily focused on US DOD policies and procedures.

Rick opposes the idea, Tim can see the value. The board discusses how a process like this would work, and the level of scrutiny each candidate would need to undergo to ensure the certification itself is not compromised. The board agrees to table the discussion until the new board term begins after July 1.

Action: Jennifer Kirchhoffer and Christina Snyder will form a committee to discuss the viability of offering a certification to experienced estimators, and to determine a process for awarding them.

Sanath and Mike Lionais add that the CCEA exam is perceived outside the US as being too specific to the US Government and US practices, which diminishes its appeal overseas. Jennifer K. states that CEBoK 2.0 has been organized so each topic on the test is clearly outlined, and the government-specific questions have been removed from the exam. Kevin adds that the pass rates among US and non-US candidates are similar, and the data we have collected on the exam overall and specific questions do not support the idea that non-US candidates do less well on the exam. Mike says the market for CEBoK, the exam, or any of ICEAA's products will be limited in Canada until everything is also available in French.

2023 Workshop Update

Jennifer Scheel

Jennifer presents slides. At our March 2023 meeting, we hoped to have 400 registrants at the 2023 Workshop; as of May 15, 470 had registered. Megan adds that as great as it is to have so many attendees, the meeting rooms are going to be crowded and asks the board to help keep an eye out for ways to ease the congestion.

Net revenue for the Workshop is expected to break \$200,000, which would make 2023 our most profitable Workshop to date. Food expenses will be higher than reported; additional food needed to be ordered last minute to accommodate the late surge in registrations.

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Sanath asks if we have begun planning our next International Workshop. Megan says we have not, but if we were to do a joint meeting with SCAF in the UK like we did in 2016, we could do one in 2024. Sanath suggests combining with one of SCAF's events in London for 2024, and will work with Megan and the International Business Office to begin preparation.

Action: Megan and Sanath to prepare plans for a 2024 ICEAA/SCAF event in the UK.

Megan reminds the board that the 2024 Workshop will be in Minneapolis, and the 2025 Workshop will be in Atlanta.

ICEAA Software SIG Update

Bob Hunt

Pricing of CEBoK-S, the Exam, and who can provide training: Bob is concerned that the price for the 12 CEBoK-S modules determined by Megan Jones, Christina Snyder, and Jennifer Kirchhoffer (\$595/members) is too expensive, and if it's too expensive, users will simply buy one copy and share it with their companies. He suggests offering multiple copies at a deep discount (such as 3 copies for \$1,000) to make the one-copy-per-user policy easier to comply with than cheat.

Jennifer K. and Megan say the files have been password protected and have ICEAA's copyright information embedded in the files, which should hopefully deter some illegal sharing, but given the document format CEBoK-S is in now, there is only so much that can be done to prevent distribution until we move CEBoK-S to the wiki format of CEBoK 2.0.

The board discusses pricing for the CEBoK-S modules and agrees that \$595 is an appropriate price for members, and tables the discussion on bulk pricing for the next board term.

Note: Motion is raised to approve member pricing for the 12-PDF CEBoK-S bundle at \$595 for ICEAA members, determine bulk pricing at a future board meeting. No further discussion is requested. Seconded and passed.

The board discusses how to determine who will be an approved CEBoK-S trainer, and whether all approved trainers will be required to have an SCEC certification. The topic is tabled for the next board term.

Comments on the Software SIG Strategic Plan: Arlene compiled the board's comments on the draft Software SIG strategic plan as provided for the March meeting and discussed during the April call on the topic. The floor opens to additional comments on the document. Most comments call for clarification of terms, roles, and responsibilities; standardization of

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terminology, and determining methods for ICEAA to maintain overarching control over the documents and the SIG. Others ask for a marketing plan to justify the marketing funds requested, and want to know what demand assumptions were made when determining the SIG budget.

Eric and Harold are provided with the board's comments on the draft strategic plan and are asked to both send an updated draft back to the board.

Action: Eric, Harold, and the Software SIG steering committee to provide the board with: a revised draft of the SIG Strategic Plan, a demand curve for anticipated sales, and a draft CEBok-S/SCEC marketing plan.

How to handle Chapter and SIG funds: ICEAA's accountant has indicated to Megan that ICEAA's plan for allowing chapters to hold ICEAA funds in separate bank accounts may be a violation of ICEAA's non-profit status, and has suggested we reclaim all ICEAA funds from these separate accounts. Bob adds that he has been holding \$14,000 in his personal bank account on behalf of the Space SIG from their previous iteration (the Space SIG formed upon the dissolution of SSCAG, a formerly independent organization), and that all chapter and SIG funds should be handled in the same manner. Megan will work with the accountant and the new board on creating a new Chapter/SIG funds management system.

Bob also suggests revising the policy where all expenses above \$3,000 need to be approved by the treasurer (approved December 2021) be expanded to require all board members to approve expenses over \$3,000 for the International Business Office, Chapters, and SIGs. Madeleine warns this may slow down time-sensitive payments, especially regarding the Workshop. The topic is tabled for the next board term.

New Business, Plan Next Meeting & Adjourn

Bob Hunt

The outgoing and incoming board members introduce themselves to the group. Bob thanks everyone for a great term, and wishes the best for the 2023-2025 board members. The next meeting will be on Zoom at 11am eastern Friday, July 14.

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 4:15.