



IFPUG ANNUAL MEETING
Wednesday, November 6th, 2019
Conference Call

MINUTES

Board Members Present

- Ms. Christine Green, *President*
Mr. Charles Wesolowski, *Vice President*
Mr. Mauricio Aguiar, *Immediate Past President*
Ms. Diana Baklizky, *Director of Communications & Marketing*
Ms. Dácil Castelo, *Director of International & Organizational Affairs*
Mr. Luigi Buglione, *Director of Sizing Standards*
Mr. Filippo De Carli, *Director of Strategic Partnerships & Events*

Headquarters Team Present

- Mr. Michael Canino, *Executive Director*
Ms. Katie Hawn, *Program Assistant*

Board Members Absent

- Ms. Roopali Thapar, *Director of Certification*
Ms. Kriste Lawrence, *Treasurer*

Members Present

There were additional IFPUG members in attendance via Zoom conference call.

CALL TO ORDER

The meeting was called to order at 1:02 pm EST by Ms. Green.

MOTIONS & OUTCOMES

#472- Motion from the Floor: To approve the 2018 Annual Meeting minutes as presented by Ms. Green with amendments discussed. Moved by Joe Schofield, Seconded by Thomas Cagley. Motion passed.

#473- To Adjourn the 2019 Annual meeting. Moved by Mr. Wesolowski, Seconded by Ms. Castello. Motion Passed

AGENDA

Words from the President

Christine Green

- Ms. Green welcomed members and reviewed the agenda for the meeting.
- Ms. Green reviewed some highlights with members including the following:
 - SNAP was adopted as an IEEE worldwide standard, IEEE 2430-2019.
 - An IFPUG member, Pierre Almen, was elected as President of ISBSG.
 - Transition of exam providers to Brightest began on November 1, 2019. The English version of the CFPS exam is available now and the additional languages will soon follow.
 - IFPUG has acquired the SiFP (Simple Function Point) method. A task force has been created to evaluate and recommend how to implement SiFP into IFPUG's portfolio.
 - IFPUG has been represented by members at several international industry events.
 - IFPUG has participated in three modules for ICEAA's Software Cost Estimating Body of Knowledge (sCEBoK).
- Ms. Green thanked all members who have volunteered their time to these valuable initiatives. She further offered a special thank you to Mr. Aguiar for the successes during his term as IFPUG President.

2018 Annual Meeting Minutes

Christine Green

- Ms. Green screen shared the previous meeting minutes and read for the group to review and approve.
- **A motion was made** by Joe Schofield to approve the 2018 Annual Meeting minutes as presented by Ms. Green. The motion is seconded by Mr. Cagley. The motion was opened for further discussion:
 - There were some typographical errors presented which needed to be changed.
 - There was discussion about how to record attendance from general members for the Annual Meeting.
 - The election results displayed were the total number of ballots, not individual votes.
- With no further discussion, **the motion passes** with all in favor. SEE MOTION #472.

Financial Report

Charles Wesolowski

- Mr. Wesolowski presented a financial review for the 2018-2019 fiscal year, including a statement of activities and balance sheet. He noted the financials presented are from an unaudited Treasurer's Report.
- The following items were discussed in further detail:
 - The expenses for publications are significantly higher than the revenue due to the production of MetricViews. Ms. Green noted that MetricViews will remain on online publication only and no longer be printed to reduce expenses.
 - The administrative expenses are largely due to the annual contract with CMA.
 - The budgeting process is approached with a break-even model due to IFPUG being a non-profit organization and efforts are made throughout the fiscal year to prevent operating at a financial loss.
 - Expenses related are reduced from the revenue from the exam provider and would not be reflected in the expenses.
 - There was a recommendation to separate Board and Committee expenses.

Board Election Results

Christine Green

- Ms. Green reviewed the results of the Board Election. She shared that the Nominations Committee is being formed with a plan of evaluating the current election process to make recommendations for improvements, including how to present the election results. There were no questions or comments from the group.

Review of 2019 – 2020 Board of Directors

- Ms. Green presented the Board of Directors as a result of the election and Fall Board Meeting:

Ms. Christine Green, *President*

Mr. Charles Wesolowski, *Vice President*

Mr. Luigi Buglione, *Director of Sizing Standards*

Ms. Dácil Castelo, *Director of International & Organizational Affairs*

Ms. Diana Baklizky, *Director of Communications & Marketing*

Ms. Roopali Thapar, *Director of Certification, Secretary*

Ms. Kriste Lawrence, *Treasurer*

Mr. Mauricio Aguiar, *Immediate Past President*

Mr. Filippo De Carli, *Director of Strategic Partnerships & Events*

- She highlighted that Mr. De Carli will be Director of Strategic Partnerships & Events, which will be a change from the previous role of Director of Conference & Events. This change was implemented to focus on partnerships with other organizations which commonly correlate to IFPUG events.
- She thanked Mr. Cagley for his time with the Board of Directors as his term has now concluded.

Announcements and Celebrations

Christine Green

- Ms. Green presented members and committees which will be awarded as follows:

Honorary Member: Thomas Cagley Jr.

CFPS Fellows: Bonnie Brown, Gary Huber and Mike Pearl

Committee of the Year: International Standards Committee

Volunteer of the Year: Talmon Ben-Cnann

- Mr. Aguiar shared an additional thank you to Mr. Cagley on behalf of IFPUG for his contributions.

Comments from the Floor

All

- There were no comments or questions presented from the floor.

Membership Meetings

Christine Green

- Ms. Green shared a plan to host all interested members to a Membership Meeting scheduled for December 5 at 9:00 am EST. The meeting will be focused on discussing the vision, goals and dreams for IFPUG. She is also considering including a special guest to present during the meeting.
- She is hopeful the Membership Meeting will be first of many during her term as President.
- Ms. Green stated the meeting will be recorded and made available to those unable to attend.

Adjournment

- **A motion was made** by Mr. Wesolowski to adjourn the meeting. The motion was seconded by Ms. Castelo. **The motion passes** with all in favor. SEE MOTION #473.

ACTION ITEMS

- Ms. Canino will make the amendments to the 2018 Annual Meeting minutes discussed during Motion #472.
- Ms. Green will share the recommendation to separate Board and Committee expenses with the Finance Committee for consideration.
- Mr. Canino will distribute an invitation to all members for the Membership Meeting scheduled for December 5, 2019.

Respectfully submitted by
Michael Canino, IFPUG Executive Director