

INCOSE-HRA BoD Meeting Minutes		
Changes can be proposed by any BoD member, but require the President's approval or a ¾ majority vote of those present to be added.		
Date: THU 16JUN16	Time: 12 PM – 1 PM	Location: Teleconference

1. Call To Order

The meeting was called to order at 12:03 PM EDST by President Mary Stuczynski.

2. Roll Call & Quorum		
A simple majority of Chapter Officers (7) is required for a Quorum. 7 out of 14 were present.		
Officer	Name	Present
1-President	Mary Stuczynski	Yes
2-Vice President	Ben Hudson	Yes
3-Treasurer	Figen Baysal	No
4-Secretary	Chad Peyton	Yes
5-Past President	Dennis Perry	No
6-Director at Large for Programs	Comfort Bell	No*
7-Director at Large for Membership	Mary Claire McLaughlin	No
8-Director at Large for University Liaison	Dr. Holly Handley	Yes
9-Director at Large for Corporate Liaison	Bettina Soost	Yes
10-Director at Large for Government Liaison	Tammy Blaser	Yes
11-Director at Large for Publications	Kelly Moses	No
12-Director at Large for Training and Education	John Clark	No
13-Director at Large for Communications	Duron Shearn	No
14-Webmaster	Jeff Rowell	No
Members and Invited Guests in Attendance	Name	Organization
1	Bre'Shauna Brown	NNS *Acting DaL-Programs

3. Topics and Discussion

1. Mary Stu. stated that we are half-way through the year and the Chapter is in a good place.
2. Mary Stu. stated that she has finished reading INCOSE Vision 2025 and has submitted her review of it to Jeff for posting on the Chapter Website. She has challenged the other BoD Officers to do this as well.
3. Mary Stu. has stated that four BoD Officers have submitted their photos for posting on the 2016 Officers section of the Chapter Website. She said that this is voluntary for the rest of the BoD Officers.
4. Mary Stu. said that the Chapter Member Survey is finished and ready for BoD review. Chad asked if it will be sent to active Chapter members only or also sent to former Chapter members to see why they left the Chapter. She said that it will only be sent to the active Chapter members.
5. Mary Stu. said that the Reed Summer Wine & Cheese event will be in AUG. She proposed Motion M-JUN16-4 for the Chapter to pay a \$750.00 sponsor fee to Reed Integration to support the event. See the Motions section of the BoD Meeting Minutes.
6. Mary Stu. said that TUE 28JUN16 will be the next Networking Social at The Green Turtle in Hampton. Check the Chapter Website for the flyer formally announcing the event.
7. Mary Stu. discussed the SEP Dinner Meeting with guest speaker Ron Murray from ASQ. She said that he would like to discuss the generational aspects of work.
8. Mary Stu. announced that INCOSE-HRA was in the latest issue of the INCOSE Newsletter (<http://www.incose.org/ProductsPublications/periodicals/newsletter>).
9. Mary Stu. said that she has reached out to Hal Todd to work on a Systems Thinking section for the Chapter Website.
10. Mary Stu. said that Membership and Training sections will be added to the Chapter Website.
11. Tammy said that she is working with our new NASA Ambassador Kevin Vipavetz to be a speaker at a future Dinner Meeting.
12. Chad talked about the Networking Social Happy Hour that was held at The Green Turtle in Hampton on TUE 24MAY16. Eight people attended. The proposed Conference with NASA, the summer Reed Event, the SE initiative with Kevin Topp, and the Chapter member survey were discussed. The consensus of the group was that this type of event should be held again.
13. Chad said that he attend the TUE 14JUN16 INCOSE Americas Chapter Leader Meeting.
14. Ben said that he has collected documents for uploading to INCOSE CONNECT for award points. He said that the Chapter is currently on track to receive at least a Silver designation for 2016.
15. Chad suggested that the BoD have an in-person meeting to discuss the Chapter Plans to see if they need to be revised at the half-year mark.
16. Ben said that he has contacted the NASA Speakers Bureau.
17. Ben suggested that a mini-tutorial about one of the INCOSE Working Groups be given at the TUE 28JUN16 Networking Social. If any of you would like to volunteer to do this, please contact Ben.
18. Ben said that he attended Webinar 90 (Transforming to System Management for Non-deterministic Situations) on INCOSE CONNECT.
19. Bre'Shauna discussed having a Fall Picnic. Mary Stu. said that we will need 2-3 grill masters to cook the food.
20. Bre'Shauna said that the SEP16 Dinner Meeting co-meeting with the Hampton Roads section of the American Society for Quality (ASQ) (<http://www.hrasq.org/>) will be held at the County Grill in Yorktown. Check the Chapter Website for the flyer in AUG.
21. Bettina discussed Reed Integration's 2016 Sponsor application. Chad asked if the BoD needs to vote on it. Mary Stu. and Ben said that Bettina should have the authority to negotiate the application with Reed on behalf of the Chapter. The other BoD Officers present agreed with this.

3. Topics and Discussion	
22. Mary Stu. said that the Chapter currently has 97 members.	
23. Mary Stu. said that Mary Claire is developing a welcome packet for the new Membership section of the Chapter Website.	

4. Motions			
Number	Seconded	Carried	Discussion
M-JUN16-1	*	*	Approve Minutes from the previous meeting (THU 19MAY16 BoD Meeting). (From Chad)
M-JUN16-2	*	*	Accept NASA's invitation to INCOSE-HRA to hold a Conference in 2017 to coincide with the 100th anniversary of the Langley Research Center. (From Chad)
M-JUN16-3	*	*	Hold a Fall Picnic. (From Bre'Shauna.)
M-JUN16-4	*	*	Pay a \$750.00 sponsor fee to Reed Integration for their AUG Wine & Cheese Summer Event. (From Mary Stu.)
M-JUN16-5	*	*	Set aside \$225.00 for the budget for the Fall Picnic. (From Ben)
*The motions were tabled until the THU 21JUL16 BoD Meeting due to a quorum not being present when the votes were taken.			

5. Action Items					
Number	Proposed By	Date Created	Assigned To	Due Date	Title – Description Updates
AI-MAY16-1	Mary Stu.	THU 19MAY16	Mary Stu.	THU 16JUN16	Research the process for charging for advertisements in the Chapter Newsletter. JUN 16 Update: The task has not been completed.
AI-MAY16-2	Mary Stu, Figen, and Ben	THU 19MAY16	Figen, Ben, and Mary Stu.	THU 16JUN16	Take a copy of last month's BoD Meeting to the bank to remove the names of former BoD members that are still on the account. JUN16 Update: The task has not been completed.

5. Action Items					
Number	Proposed By	Date Created	Assigned To	Due Date	Title – Description Updates
AI-MAY16-3	Jeff	THU 19MAY16	Jeff	THU 16JUN16	Research creating a photo section of the website. JUN16 Update: Jeff was not present at the Meeting, so no update was given.

6. SE in Action			
Links to articles, papers, etc. that show the application of Systems Engineering, SE training, SE certification, SE professional development, etc.			
Number	From	Link	Description/Application to Systems Engineering
1	Chad	https://www.youtube.com/watch?v=xtqd8fEDgNk	David Long 2015 INCOSE IW Keynote Address

7. Adjournment

The meeting was adjourned at 12:50 PM EDST by President Mary Stuczynski.

Attachment A – Chapter Points Summary for MAR 2016

No input was given for this section.

Attachment B – Financial Report

This is the same as last month. No new items were submitted.

Date	Check Number	Description	Categories	Credit	Debit	Balance
11/30/2015		Counter deposit	Contributions	\$140.00		\$13,023.59
12/21/2015		BB&T service charge	Board Expense		\$4.00	\$13,019.59
1/14/2016	2779	PEC Dues	Board Expense		\$25.00	\$12,994.59
1/28/2016	2781	Aberdeen Steak house-2016 BoD installation meeting	Board Expense		\$613.64	\$12,380.95
		BB&T service charge	Occupancy		\$4.00	\$12,376.95
		BB&T service charge	Occupancy		\$4.00	\$12,372.95
2/25/2016	2782	PEC Banquet Dinner for BoD	Board Expense		\$175.00	\$12,197.95
3/11/2016	2783	Mary Stuczynski-TSEF award gift cards	Grants to others		\$50.00	\$12,147.95
3/11/2016	2784	Ben Hudson-Feb speaker dinner & gift	Meetings		\$40.25	\$12,107.70
3/6/2016	2786	Comfort Bell-March guest dinner	Meetings		\$30.00	\$12,077.70
4/7/2016	2787	Figen Baysal-PO box renewal	Occupancy		\$48.00	\$12,029.70
3/30/2016		INCOSE chapter payments	Dues	\$1,015.00		\$13,044.70
3/21/2016		BB&T service charge	Occupancy		\$4.00	\$13,040.70
2/27/2016	2788	Figen Baysal-Go Daddy charges	Occupancy		\$36.34	\$13,004.36
5/26/2016	2789	John Clark	Grants to others		\$645.85	\$12,358.51

Attachment C – Schedule of Events for 2016					
Date	INCOSE-HRA Event	Other Organization Event	Planned Topic and Speaker for INCOSE-HRA Event	Location for Event	Backup Topic and Speaker Options
No input was given for this section.					

Attachment D – Membership Report
No input was given for this section.

Attachment E – Possible Topics and/or Speakers for the Remainder of 2016				
Suggested By	Possible Topic	Main Speaker(s) or Pre-Main Speaker(s)	Possible Speaker(s)	Application(s) to SE and/or Reason(s) for Topic/Speaker(s)
Chad	StrengthsFinder	Main	Tina Howell	Companion lecture to her MBTI lecture from APR16.
Chad	Reed Integration	Main	Becky Reed	How the company uses SE. Current Chapter Sponsor. If possible, we could hold the meeting at their facilities.
Chad	Klett Consulting Group, Inc.	Main	Mark N. Klett	How the company uses SE. Past Chapter Sponsor. If possible, we could hold the meeting at their facilities.
Chad	INCOSE Vision 2025	Pre-Main	TBD	Discuss the future of SE as currently seen by INCOSE.
Chad	INCOSE Working Groups	Pre-Main	TBD	Discuss the various INCOSE Working Groups to see if anyone has interest in volunteering to join them.
Chad	INCOSE and NASA Systems Engineering Handbooks	Main	John Clark and Tom Shaw (or another NASA Representative)	Compare and contrast the latest editions of both handbooks as well as the processes and procedures that INCOSE and NASA use to conduct SE.
Comfort	Co-Meeting with ASQ	Main	Ron Murray	How quality applies to SE and how SE can be used to create quality.
Ben	Cyber Security Risk Management Framework	Main	Representative from Klett Consulting Group, Inc.	How Risk Management is applied to cyber security.
If you have ideas for other possible topics and/or speakers or if you would like to be a speaker yourself, please submit your ideas to Mary Stuczynski. (mary.stuczynski@incose.org), Comfort Bell (comfort.bell@incose.org), and Chad Peyton (chad.peyton@incose.org).				