

**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.**

<b>Date: THU 20OCT16</b>	<b>Time: 12 PM – 1 PM</b>	<b>Location: Teleconference</b>
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**1. Call To Order**  
**The meeting was called to order at 12:05 PM EDST by Secretary Chad Peyton.**

**2. Roll Call & Quorum**  
**A simple majority of Chapter Officers (7) is required for a Quorum. 4 out of 14 were present. Therefore, a Quorum was not present.**

<b>Officer</b>	<b>Name</b>	<b>Present</b>
1-President	Mary Stuczynski	No
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	No
9-Director at Large for Corporate Liaison	Bettina Soost	No
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	Yes
<b>Members and Invited Guests in Attendance</b>	<b>Name</b>	<b>Organization</b>

### 3. Topics and Discussion

1. Ben thanked Jeff for keeping the Chapter Website up-to-date.
2. Ben discussed Motion **M-SEP16-2**. He said that Mary directed him to do this, so the Motion is no longer needed.
3. Jeff said that he plans on passing the Webmaster position to Bre'shauna Brown.
4. Tammy discussed the status of the NASA-LaRC/INCOSE-HRA Workshop Committee. She said provided screen captures of NASA-LaRC's NGO (Needs, Goals, and Objectives) document to review and make modifications. She said that NASA-LaRC has decided on having a two-day event. Ben asked Tammy to call County Grill & Smokehouse in Yorktown to reserve the small meeting room for the THU 03NOV16 Workshop Committee Meeting. Tammy said that she would like to have five members from INCOSE-HRA on the Workshop Committee. Ben said that we would leave membership on the Workshop Committee open for now.
5. Ben discussed the Fall Picnic. It took place on SUN 16OCT16 at Sandy Bottom Nature Park in Hampton. He said that \$40 was spent on the shelter and \$100 on food. He said that he and Comfort have submitted receipts to Figen.
6. A poll was taken among the BoD Officers present as to which position (if any) they would like to have on the 2017 BoD:
  - a. Ben: Vice President to President.
  - b. Chad: Stay Secretary.
  - c. Tammy: Stay Director at Large for Government Liaison.
  - d. Jeff: See Item #3 above.
7. Ben suggested Action Item **AI-OCT16-1**.
8. Ben said that money for the DEC Reed Holiday Party is already in the budget.
9. Ben said that there would be an in-person BoD Meeting around THU 10NOV. He asked about the Meeting Wizard. Please check your e-mail for updates to this item.

### 4. Motions

Number	Seconded	Carried	Discussion
M-JUL16-1	*	*	Approve Chad's proposed 2017 BoD Meeting Schedule. (From Chad.)
M-SEP16-2	X	N/A**	Nominate Mary Claire McLaughlin for Young Engineer of the Year for the Peninsula Engineering Council. (From Ben.)
M-SEP16-3	X	*	Keep the Webmaster and proposed Director at Large for Social Media as two separate positions. (From Ben.)
M-OCT16-1	*	*	Approve Minutes from the THU 15SEP16 BoD Meeting. (From Chad.)
M-OCT16-2	*	*	Re-name the Director at Large for Publications the Director at Large for Social Media. (From Chad.)

\*Could not vote on Motions since a Quorum was not present.

\*\*See Topics and Discussion Item #2.

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	<p>Research the process for charging for advertisements in the Chapter Newsletter.</p> <p>JUL 16 Update: The task has not been completed.</p> <p>AUG16 Update: The task has not been completed.</p> <p>SEP16 Update: The task has not been completed.</p> <p>OCT16 Update: The task has not been completed.</p>
AI-MAY16-2	Mary Stu, Figen, and Ben	THU 19MAY16	Figen, Ben, and Mary Stu.	THU 16JUN16	<p>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.</p> <p>JUL16 Update: The task has not been completed.</p> <p>AUG16 Update: The task has not been completed.</p> <p>SEP16 Update: The task has not been completed.</p> <p>OCT16 Update: The task has not been completed.</p>

5. Action Items					
Number	Proposed By	Date Created	Assigned To	Due Date	Title – Description Updates
AI-MAY16-3	Jeff	THU 19MAY16	Jeff	THU 16JUN16	<p>Research creating a photo section of the website.</p> <p>JUL16 Update: The task has not been completed.</p> <p>AUG16 Update: The task has not been completed.</p> <p>SEP16 Update: The task has not been completed.</p> <p>OCT16 Update: The task has not been completed.</p>
AI-JUL16-1	Chad	WED 20JUL16	Mary Stu.	SUN 14AUG16	<p>E-mail a copy of the draft survey to the rest of the BoD for Review.</p> <p>AUG16 Update: The task has not been completed.</p> <p>SEP16 Update: The task has not been completed.</p> <p>OCT16 Update: The task has not been completed.</p>
AI-JUL16-2	Chad	WED 20JUL16	All BoD Officers except Mary Stu.	WED 17AUG16	<p>Provide inputs to Mary Stu. for the draft survey.</p> <p>AUG16 Update: The task has not been completed.</p> <p>SEP16 Update: The task has not been completed.</p> <p>OCT16 Update: The task has not been completed.</p>

5. Action Items					
Number	Proposed By	Date Created	Assigned To	Due Date	Title – Description Updates
AI-JUL16-3	Duron	THU 21JUL16	Ben, Comfort, and Duron	N/A	<p>Post scheduled events to the INCOSE calendar.</p> <p>AUG16 Update: The task has not been completed.</p> <p>SEP16 Update: The task has not been completed.</p> <p>OCT16 Update: The task has not been completed.</p>
AI-JUL16-4	Comfort	THU 21JUL16	Comfort	THU 18AUG16	<p>Provide details of the WED 14SEP16 Dinner Meeting with ASQ to the BoD and the Chapter members.</p> <p>AUG16 Update: The task has not been completed.</p> <p>SEP16 Update: The Dinner Meeting was held on WED 14SEP16, so <b>this Action Item is now considered COMPLETED.</b></p>
AI-JUL16-5	Tammy	THU 21JUL16	Tammy and Duron	THU 18AUG16	<p>Notify NASA LaRC of the BoD's decision to accept their invitation to hold a Conference with them. Schedule a kickoff meeting/pizza lunch.</p> <p>AUG16 Update: The task has not been completed</p> <p>SEP16 Update. The Workshop Committee Kickoff Meeting was held on THU 01SEP16. <b>This Action Item has been COMPLETED.</b></p>

5. Action Items					
Number	Proposed By	Date Created	Assigned To	Due Date	Title – Description Updates
AI-JUL16-6	Duron	THU 21JUL16	Duron	THU 18AUG16	<p>Give the BoD an update of using WEBEX to conduct future BoD and Dinner Meetings.</p> <p>AUG16 Update: The task has not been completed.</p> <p>SEP16 Update: The task has not been completed.</p> <p>OCT16 Update: The task has not been completed.</p>
AI-AUG16-1	Chad	THU 18AUG16	Bre'Shauna and Jeff	<del>THU 15SEP16</del> THU 20OCT16	<p>Decide which two social media platforms (Facebook, LinkedIn, Twitter, YouTube, etc.) that INCOSE-HRA will implement starting in JAN17. (SEP16 update: Chad: Pending BoD approval of their choices.)</p> <p>Contact INCOSE-Proper and INCOSE-Americas to see if INCOSE-HRA can generate income from our social media sites (selling ads, providing links to other websites, posting sponsored content, etc.). If so, does INCOSE-HRA have to split the income with INCOSE-Proper and INCOSE-Americas Sector?</p> <p>OCT16 Update: The task has not been completed.</p>

5. Action Items					
Number	Proposed By	Date Created	Assigned To	Due Date	Title – Description Updates
AI-OCT16-1	Ben	THU 20OCT16	Comfort/TBD	THU 17NOV16	Define dates for events (Dinner Meetings, Social Events, and BoD Meetings) for the first six months of 2017 for posting on the Chapter Website and INCOSE CONNECT calendar. The 2017 Director at Large for Programs will update as necessary

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	<a href="http://ed.ted.com/lessons/5-tips-to-improve-your-critical-thinking-samantha-agoos">http://ed.ted.com/lessons/5-tips-to-improve-your-critical-thinking-samantha-agoos</a>	Five tips to improve critical thinking.
2	Chad	<a href="http://www.criticalthinking.org/ctmodel/logic-model1.htm">http://www.criticalthinking.org/ctmodel/logic-model1.htm</a>	A model of critical thinking from the Foundation for Critical Thinking.
3	Chad	<a href="http://theinstitute.ieee.org/resources/standards/her-e-comes-the-next-generation-of-etextbooks-and-ereaders">http://theinstitute.ieee.org/resources/standards/her-e-comes-the-next-generation-of-etextbooks-and-ereaders</a>	Talks about architecture and data analytics. Chad: Could INCOSE do this to the SE Handbook and tie John Clark’s training modules with it? Would it be applicable to INCOSE’s other publications and technical products?

**7. Adjournment**

The meeting was adjourned at 12:39 PM EDST by Vice President Ben Hudson.

**Attachment A – Chapter Points Summary for SEP 2016**

No input was given for this section.

**Attachment B – Financial Report**

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 Steakhouse-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
4/21/2016		BB&T Service Charge			\$4.00	\$13,000.36
4/28/2016		Card Purchase – 37 North Speaker Dinner			\$32.62	\$12,967.74
5/26/2016	2789	John Clark	Grants to others		\$645.85	\$12,321.89
5/23/2016		BB&T Service Charge			\$4.00	\$12,317.89
9/14/2016		Card purchase-County Grill and Smokehouse			\$310.04	\$12,003.85
9/14/2016		Card purchase-County Grill and Smokehouse			\$258.04	\$11,745.81



Attachment B – Financial Report						
Date	Check Number	Description	Categories	Credit	Debit	Balance
9/10/2016		Gift Card Purchase for Mary			\$25.00	\$11,720.81
9/20/2016		Cash from ASQ meeting guests		\$210.00		\$11,930.81

Total spent for ASQ meeting: \$383.08

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
WED 16NOV16	NOV Dinner Meeting	N/A	John Clark  Systems Engineering Handbook and Certification	Aberdeen Barn, Virginia Beach	N/A
TUE 06DEC16	N/A	2016 Cornell University Systems Thinking Symposium ( <a href="http://www.cornellsysthink.com/">http://www.cornellsysthink.com/</a> )  Chad: I found this on the Systems Thinking Daily Facebook page ( <a href="https://www.facebook.com/groups/stdaily/">https://www.facebook.com/groups/stdaily/</a> ).	N/A	Martha Van Rensselaer Hall, Auditorium G71, Cornell University, Ithaca, NY  OR  Streaming Online	N/A

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

<b>Attachment E – Possible Topics and/or Speakers for the Remainder of 2016</b>				
<b>Suggested By</b>	<b>Possible Topic</b>	<b>Main Speaker(s) or Pre-Main Speaker(s)</b>	<b>Possible Speaker(s)</b>	<b>Application(s) to SE and/or Reason(s) for Topic/Speaker(s)</b>
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.
Ben	Cyber Security Risk Management Framework	Main	Representative from Klett Consulting Group, Inc.	How Risk Management is applied to cyber security.
Comfort	Co-Meeting with ASQ	Main	Ron Murray	How quality applies to SE and how SE can be used to create quality.  SEP16 Update: Chad: Ron Murray spoke at the WED 14SEP16 INCOSE-HRA/ASQ Hampton Roads Section Collaborative Dinner Meeting, but on a different topic with our very own INCOSE-HRA President Mary Stuczynski. He can speak on the above topic a future Collaborative Dinner Meeting.
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 ( <a href="mailto:mary.stuczynski@incose.org">mary.stuczynski@incose.org</a> ), Comfort Bell ( <a href="mailto:comfort.bell@incose.org">comfort.bell@incose.org</a> ), and Chad Peyton ( <a href="mailto:chad.peyton@incose.org">chad.peyton@incose.org</a> ).				