

**2004 HRA-INCOSE  
Board of Directors Planning Meeting  
August 26<sup>th</sup>, 2004**

## **Agenda**

1. Review / Approve Agenda
2. Review Treasurer's Report
3. New sponsor for the chapter Web Page
4. Web Masters review of proposed changes to the Web Page
5. SE Certification Exam Tutorial Status
6. Calendar Page Review
7. Other Upcoming Events
  - a. MARC
  - b. PMI/AITP/INCOSE Fall Event
  - c. Joint Event with NDIA Chapter
  - d. ODU Center for Systems of Systems Analysis Briefing
8. Chapter Mailing List and mailing options
9. Action Items Review:

Jean Tolley; investigate past practices regarding the handling of people who show up at INCOSE events and can not pay or have not paid.

Dick Kitterman; investigate the hosting of local chapter websites on the national server. Check on keeping the local domain name or some close derivative.

Jean Tolley/Becky Reed; send Bill Olson a point of contact, and address of potential sponsors for the chapter web page (ODU and Peninsula Alliance for Economic Development). (Done)

Jean Tolley; investigate the performance period of our contract with the Peninsula Alliance for Economic Development. (Done)

John Clark; send a copy of the SE certification slide template to all of the members of the BoD.

John Clark; send a copy of the SE certification template to the INCOSE national SE certification authority for their comments.

Bill Olson; contact the chapter web master and have the NASA event changed to TBD. (Done)

Dick Kitterman; circulate comments from the last tutorial.

Dan Fontaine; investigate if the chapter can sponsor a booth at the MARC.

Dan Fontaine; Send IEEE POC information to Becky Reed

John Clark; contact The INCOSE National Tech Board and see if they are interested in co-sponsoring an SE Certification event.

Marta Kitterman: compile a list of proposed upgrades and enhancements for the BoD to review.

Bill Olson: contact Jake Hughes about setting up some web training on the programs he used to write the chapter web pages.

Bill Olson: investigate the costs of having a lapel pin with the HR-INCOSE logo. (Working)

John Clark: investigate IEEE joint meeting opportunities for the 28 October dinner meeting. (Working no response as of 7-22-04)

Dick Kitterman: generate a survey email for Matt Needy to sign requesting input from the membership on topics for the fall tutorial (working)

Bill Olson: coordinate the end of year Christmas party. (Open)

Matt Needy: write a chapter operations process (In progress)

## **10. Input from Becky Reed:**

1. Evaluation feedback/results from the May tutorial (Dr. Tytula has asked me about these several times in the past 3 months and I still don't have anything to send to him)
2. Spending allowances/limits for chapter meetings (with regard to meeting room rental, dinner subsidies, etc. – I don't know what we can and can't do financially and it would be nice to have a range to work within so we don't have to have a whole Board vote every single time. I do have a

guest speaker from Florida who would like to present to us but he would need travel costs covered – he’s presenting to the Central Florida Chapter at their next meeting. I’d like to use locations other than the Chinese restaurant but fees may be involved along with dinner cost)

And if the subject happens to come up about using the chapter distribution for training opportunities offered by private companies, please make sure that when the focus of the discussion shifts to me and my company (and we all know it will), everyone clearly understands that I am the LAST person who would try to profit from the INCOSE membership. I’ve spent years supporting INCOSE chapters all over the country and a lot of it has been at my own expense. If I were going to use the connection for profit, I would have already done it in Huntsville and made a lot more \$\$ where the folks actually supported everything and liked hearing about new SE opportunities! ;-)

**11.** Dan Fontaine’s input: Please share that you have distributed my e-mail requesting nominees for Engineer of the Year and Young Engineer of the Year. Responses were requested by August 20<sup>th</sup>. I will be submitting Al Motley as a candidate for HRA INCOSE nomination for EOY. I have not heard from anyone else yet.

**12.** Dick Kitterman input: For the agenda: shouldn't we be setting up a nominating committee in August to help select members (October?) for next year's BOD?