

**2004 HRA-INCOSE
Board of Directors Planning Meeting
January 13th, 2004**

Proposed Agenda

1. Validate Agenda and Time Allotments
2. Agree on Primary Objective for 2004
3. Complete 2003 Chapter Report for Submittal on 1/15/04
4. Review Chapter Budget
 - Collect for 2003 Seminar Shirts
 - Status International Symposium Funds Disbursement Status
5. Complete 2004 Chapter Schedule
 - Seminars (include Southern Maryland relationship)
 - Dinner Meetings
 - International / Region Events
 - BoD Meetings
 - Workshops / Training Events
 - Other Events (e.g. Career Day)
6. Discussion Chapter Operational Improvements / Review Chapter Bylaws
 - Position Responsibilities (e.g. PMI Bylaws)
7. Discuss Webmaster Status and Turnover
8. Discuss Membership Diversity Issues / Initiatives
9. Development Action Item Tracking Mechanism
10. From Mike Podolsky:
 - Please add Student Membership / Chapter activities to the agenda.
11. From John Pan:
 - Transition Meeting, Date?
 - 2003 Chapter Report Hard Date: Jan 15th. None will be qualified for points after that date.
 - Mid-Atlantic Regional Conference II, Matt has the email and attached.
 - PEC - NASA Career Days, Email Attached.
 - ODU - VET Course, Email attached. FYI for any interested.
12. From Steve Waddell:
 - Cross Talk attachment
 - HRC sends out Job Opportunity notices for systems engineers to their chapter members. I think HRA should do the same, as it would show additional value for both the chapter members as well as the supporting organizations.
 - Obviously, what are the major events for the year, and who are the Event chairs? They need to be underway.
 - What tutorials will be taught? Becky has a speaker available to do a presentation on Design of Experiments, and I as VP of Special

Projects plan to recommend to the HR PMI BOD that we consider doing that tutorial jointly with HRA INCOSE.

- Pizza Party/BOD Installation meeting, end of January.
- Need a good calendar of proposed events for the year, and consider having at least 5 or 6 dinner meetings this year as a goal; two tutorials, and perhaps 1 small seminar in VASCIC, and 1 large event with Southern Maryland.
- And finally, who's the chapter Webmaster? Calendar page has never been updated. The upcoming events calendar needs updating, etc.

13. From Bill Olson:

- Web master responsibilities; Attachment from Dick Kitterman.
- Shirts from the last seminar

14. From John Clark:

- The Primary 2004 Initiatives for HRA INCOSE as listed in the HRA Quarterly Chapter Report are:
 - i. Development of INCOSE Handbook Training Materials
 - ii. Conduct Joint Seminars with the Southern Maryland Chapter
 - iii. Foster Membership Diversity Initiatives
- The second and third Initiatives are clearly listed on the agenda. The first Initiative is not specifically listed. Is the first Initiative included under the agenda item entitled:
- Complete 2004 Chapter Schedule / Workshops / Training Events?
If not, should the first Initiative be added to the agenda as a separate agenda item? Do you want me to address this first Initiative at the BOD meeting?
- Two of the International INCOSE Initiatives for 2004 listed on the HRA Fall Newsletter are:
 - Revise the Systems Engineering Handbook to Version 3.
 - Implement the Systems Engineering Certification program. Are participation in these International INCOSE Initiatives also HRA Initiatives for 2004?
- Was/am I on the HRA BOD last year and this year? I was not listed on the 2003 HRA Fall flyer nor on the 2004 HRA Election ballot.

15. From Dan Fontaine:

- HRA INCOSE sponsorship to attend Engineer of the Year (EOY) Banquet. It would be great, if we could get a fairly large contingent of HRA INCOSE folks and spouses to attend the EOY Banquet to help celebrate our nominee (Dick Kitterman) being honored as EOY. Some chapters pay or subsidize their folks to attend. Please discuss if HRA INCOSE should also subsidize our attendees this year (since we have a winner). Cost is \$25/attendee.