

**HRA-INCOSE BoD Agenda**  
**Friday November 17th, 11:30-12:30 PM Teleconference**  
**Call into 757-534-3969, PW 343969 or**  
**Meet in Conference Room A Bldg 600 @ NGNN**  
*Problems call Andy on his cell 757-329-4819*  
*Minutes in blue Italics*

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**1. Call To Order**

The meeting to Order at

**2. Roll Call & Quorum**

A simple majority Chapter Officers is required for a Quorum.

<b>Officers (Quorum of</b>	<b>Name</b>	<b>Present</b>	<b>Other</b>
President	Becky Reed		
Vice President	Bill Olson		
Secretary / Treasurer	Andy Schuster		
Past President	Kevin Topp		
Web Master	Christy Mazza		
Director at Large for Programs	Chris Orłowski		
Director at Large for Membership	Kelly Moses		
Director at Large for University Liaisons	Mike Podolsky		
Director at Large for Publications	Dan Fontaine		
Director at Large for Training and Education	John Clark		
<b>Members &amp; Invited Guests in attendance</b>	<b>Name</b>	<b>Present</b>	<b>Other</b>
G2SEBOK:	Al Motley		
Peninsula Engineers Council - Representative	Kevin Topp		
Photographer	Steve Forehand		
DaL-Membership-Elect	Michele King		
Treasurer-Elect	Sherry Maclay		

**3. Perfect the Agenda**

Changes can be proposed by any BOD member, but require a president approval or a ¾ majority vote of those present to be added.

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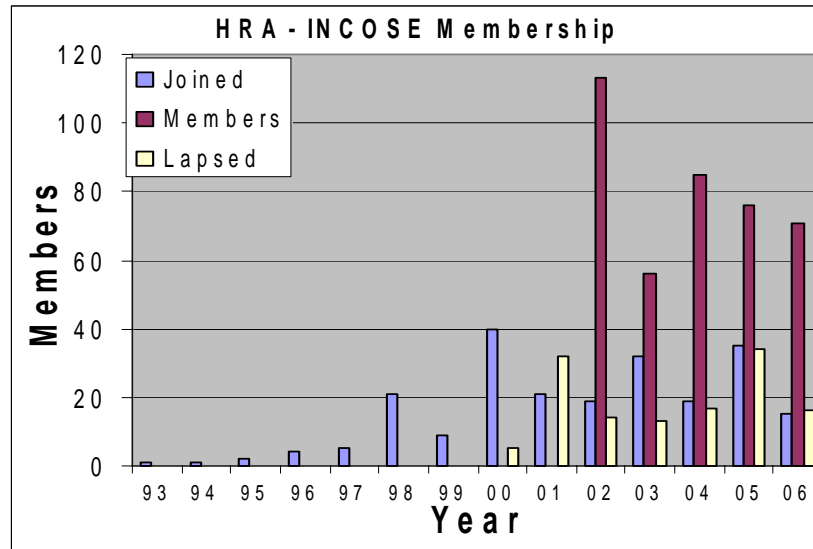
**4. BoD Member Reports**

BoD members should provide a short report to the secretary even if they can not attend the meeting.

<b>Report &amp; Discussion</b>	
<b>President</b>	
<b>Vice President</b>	Current Issues to be addressed: <ul style="list-style-type: none"> <li>• Current Chapter Awards count, that is documented</li> <li>• Chapter SE citation and award</li> <li>• Slate of officers for 2007</li> </ul>
<b>Treasurer's Report</b>	Current Issues to be addressed: <ul style="list-style-type: none"> <li>• Transfer responsibility from Andy Schuster to Sherry Maclay</li> <li>• Pay bills capability – nominally exists</li> <li>• Treasury report – No change since October or \$6727</li> <li>• Budget for 2007 – To Be directed by Bill</li> </ul>
<b>Secretary's Report</b>	Current Issues to be addressed: <ul style="list-style-type: none"> <li>• Announcements #36 &amp; 37</li> <li>• Logo – Passed to Christy and we are changing over as we need</li> <li>• Banner – No Action</li> <li>• Online Dinner Reservation System 2007 set up for \$100</li> <li>• See note from Joe Maggoire of Ford in the attachments</li> </ul>
<b>DaL – Programs</b>	Topics to be addressed for 2006: Chris <ul style="list-style-type: none"> <li>• SSEC plans review</li> <li>• Dec 7 Meeting plans review</li> <li>• Xmas Party plans (Kevin)</li> </ul> Topics to be addressed for 2007: Andy <ul style="list-style-type: none"> <li>• Meeting Checklist</li> <li>• See the schedule in attachments</li> <li>• Need BoD meeting dates for 2007 from Bill</li> <li>• Need to discuss our support of IW, see new business</li> <li>• Budget is \$4240 for 1900 points or \$0.44/point, which is cheaper than donating cash to INCOSE to buy points at \$0.50/point.</li> <li>• Risk Seminar using web cast to present: Doc Conrow, Becky &amp; Steve, Kelly &amp; Michele of Futron, Holzer &amp; Andy. We use a web-cast facilities at from TCC, ODU, GWU, or WHRO, to reach a larger than HR audience without incurring high hotel and travel costs?</li> </ul>
<b>DaL - Membership</b>	The roster was last uploaded to the web on: 11/8/2006 11:25:48 AM  Membership Report for November 2006 BOD <ul style="list-style-type: none"> <li>• Current Members as of November 13, 2006, 2006 = <b>76</b> (including 0 students)</li> <li>• New Members since October BOD report = 1</li> <li>• New members joined since January 1, 2006 = 16</li> <li>• <b>Lapsed – members lost during renewal period = 14 (Steve Waddell &amp; Michele King renewed)</b></li> <li>• Corrections since last meeting = two less lapsed members</li> <li>• Letter has been sent to the one new November member, Ms. Robin Smith of Futron Corporation.</li> </ul>

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**Report & Discussion**



It is interesting to note the following new membership

Month	Jan - Feb	Mar	Apr	May	June	July	Aug-Sept	Oct	Nov
<b>New Members</b>	4	2	3	2	0	3	-14	1	1

Below is a table displaying in what year our current membership joined.

Year Joined	1997	1998	1999	2000	2001	2002	2003	2004	2005
<b>Current Members</b>	2	5	2	4	4	4	11	9	2

Note: The numbers in the graph displayed in this report will not add new members and subtract lapsed members correctly to achieve the total membership in any one given year. This is as a result of having data for previous years that displays only peak membership information. The graph does not appropriately reflect the fluctuations in a given membership year.

Thanks for all your help,  
 Kelly

<b>DaL - University Liaison</b>	
<b>DaL – Publication</b>	Topic to be addressed: <ul style="list-style-type: none"> <li>• Newsletter Plans</li> </ul>
<b>DaL – Training &amp; Education</b>	Topic to be addressed: <ul style="list-style-type: none"> <li>• SSEC slide plans review</li> </ul>
<b>PEC Representative</b>	Topic to be addressed: <ul style="list-style-type: none"> <li>• Doug Ensor Award nomination?</li> <li>• Engineer of the Year Election?</li> </ul>
<b>Web Master</b>	
<b>Chapter Brief from INCOSE</b>	
<b>INCOSE Contact</b>	
<b>Kitterman’s Corner</b>	

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**5. Old Business**

**5.1 Action Items**

Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
10-26-06 #1	Nov 1	Andy	Done	Work with Christy to determine how to implement the new chapter logo. 11/10 – Christy will make changes to the Website as time permits. Andy has made other changes including: trifold, letterhead.
10-26-06 #2	Nov 15	Andy		Buy a new banner with the new logo
10-26-06 #3	Nov 15	Everyone		Review the Chapter Awards Score sheet and submit items w/supporting material to Bill Olson
10-26-06 #4	Nov 15	Kelly	Done	Determine the policy on “Student Members”, or what we can offer recent graduates. 10-30 - I have investigated definitions of 'student membership' that are listed on the INCOSE website. <ul style="list-style-type: none"> <li>• Currently, it only defines "student" as being someone with a 3/4 full load. I have asked for clarification from Dick Kitterman and asked him if it is worth proposing a change in that definition to allow for a grace period.</li> <li>• I will not have an answer until after Dick returns on November 3, per his email message below.</li> </ul> 11/7 – INCOSE HQ responded that they have no formal policy, but they are starting a study on the topic

**5.2 Topics of discussion**

New Business	Discussion & Decision
<b>1. 2007 Technical Program Plans</b>	Andy and Bill have met, refined the agenda and are now looking for speakers. See our notes in the attachments
<b>2. MECS Forum</b>	The first forum will be held on 9/13. Kelly Moses and Mike of Futron and John Clark of NGMS are planning to attend.  John Clark has been asked to brief the BoD, on any opportunities that he perceives. <b>See action item 9/12/06-#5</b>
<b>5. Technical Committee</b>	The HRA BoD is overworked, and should focus on leadership issues. However, we are getting more involved with technical projects such as Standards reviews.  Perhaps we should consider creating a “DaL – Technical Committee” who is responsible for leading tasks such as standards review. Membership on this committee would be open to anyone, but assignments would be made so that work would be done and members could grow in their professional experience. This could

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New Business	Discussion & Decision
	<p>be the first and only committee position a member holds. This would let the BoD focus on implementing the President's vision, rather than on technical details of SE.</p> <p>10-26 BoD took no action - Perhaps this should be an item passed on to Bill Olson for review and integration in his vision for the chapter in 2007?</p>
<b>6. 2007 Budget</b>	Should we create a budget for 2007 that includes speaker expenses, local symposium, attending the IW and IS?
<b>7. Young Member Subsidy</b>	Should we subsidize recent graduates to make up the difference between their student rate and full membership for the first year or two after they start a new job.
<b>8. INCOSE International Workshop</b>	<p>Who will attend?</p> <p>Who will represent HRA?</p> <p>Will we sponsor the person?</p> <p>Should we discuss any issues ahead of time, so our representative can make our position known?</p> <p>What type of report do we expect?</p>

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**6. Attachments**

**06-07 Membership Renewal Plan - Summary**

Have you made your phone calls?

1 - Cull email list of lapsed Members		2 - Send out reminder on 9/12 to the following Email address	3 Initial	4 - Assign Action Officer	4- Phone No. (Work)	5 - Final Disposition Status, date, Explanation; Status: W=will not renew, R=renewed, NR=no response, O=other, OT=other, transferred to another chapter OK=keep on email lists	6 - Will fill in a Lapsed Member Survey
Last	First						
Norton	Claude	can@spawar.navy.mil	nr	Andy	686-7950		-----
moody		john_moody@earthlink.net	nr	Andy	836-6194		-----
Hyon	Ji	jmun@odu.edu	nr	Andy		10/30 - Kelly - not on current list - let me look into	Yes
Waddell	Steve	steve.waddell@ngc.com	nr	Becky	688-7475		-----
Kunsch	Greg	gwk99@hotmail.com	nr	Becky	688-1914		-----
Gunn	Kevin	KGUNN@MITRE.ORG	nr	Becky	896-8574		-----
Gillespie	Jay	jgilles4@ford.com	nr	Becky	494-2273		-----
Southerland	James	james.southerland@jcom.mil	nr	Bill	836-9718		-----
Sisti	Joseph	joseph.sisti@navy.mil	nr	Bill	646.2676		-----
salas		a.o.salas@larc.nasa.gov	nr	Bill	864-5790		-----
podolosky	Mike	mike.podolsky@ngc.com	nr	Chris	688-9827		-----
McKinney	George	ghm57@aol.com	nr	Chris	688-9420		-----
Jones	Robert	bl.jones@ngc.com	nr	Chris	688-4289		-----
Forehand	Steve	scforehand@charter.net	nr	Chris	688-6855		-----
burdette	Brian	bkburdette@cox.net	nr	Chris	688-5796		-----
bloomfield	Pete	petjbloom@cox.net	nr	Chris	688-9294		-----
brown	Kennerly	KennerlyGB@cox.net	nr	Chris	664-3413		-----
Asaka	Chris	chris.asaka@frit.frb.org	nr	Chris	804-697-7941		-----
Ruszala	Rondy	rruszala@cox.net	nr	Kelly	538-9866	10/30 - no longer at this work number - I sent an	Yes
richardson	Beth	bmrchar@vbgov.com	nr	Kelly	426-5782	10/30 - left a voice mail message	-----
O'Rourke	Shawn	shawn.o'rourke@2asc.com	nr	Kelly	424-3711 x 3100	10/30 - left a voice mail message	-----
mulholland	David	mulholdj@cox.net	nr	Mike	252-330-5555		-----
Kubica	David	kubica_david@bah.com	nr	Mike	620-8958		-----
English	Lloyd	lenglis@nswc.navy.mil	nr	Mike	540-653-3277		-----
Frazier	Eugene	gfraz1@popeoplepc.com	nr	Mike	801.580.0856		-----
Hagberg	Gary	ghagberg@caci.com	nr	Mike	673-0517		-----
<b>Completed Membership Renewal Process</b>							
Delaney	Emily	tdelaney3@cox.net	nr	Becky		O - 10/30 no work number provided	Yes
Flemming	Mike	mwfleming@hotmail.com>	nr	n/a		R - 9/12, INCOSE On-Line, Order Renewal, Reference # VXGA0B387584, Invoice 12585	-----
Jim	Francis	francis_jl@juno.com	nr	Andy	380-4846	W - 10/31 - Called, 11/7 stated he will pass on	Yes
Jacobs	Norm	Norman.Jacobs@ngc.com	nr	Chris		W - sees no value	Yes
King	Michele	mking@futron.com	nr	Kelly		O - continues to reassure me she is going to renew	-----
Kroger	Brian	Brian.Koger@ngc.com	nr	Andy	688-1617	W - didn't get much out of it, perhaps too basic - Do not send Mtg announcements	Yes
Kroll,	Adrienne	atrent17@hotmail.com	nr	Chris		W - enrolled as a student, dues are too high, Kelly is checking into student rate for new hire Ses	-----
Needy	Mat	Matthew.Needy@ngc.com>	nr	n/a		W, 9/12, Moved on beyond SE in management, according to Dan	-----
Olson	micheal	olson@cs.odu.edu	nr	Bill		W - 10/26 Has other interests	-----
Orr	Joel	joel.orr@gmail.com>	nr	n/a		OT, 9/12, Moved to Mountain View CA	-----
rainey	Jennifer	challenderj@msn.com	nr	n/a		OT, 9/13, Moved to a MD Chapter chapter	-----
Manzer	Kenneth	kmanzer@futron.com	nr	n/a		W. Ken has moved to Connecticut and is working in the insurance industry	-----
Hughes	Richard	richard.w.hughes@navy.mil	nr	n/a		R - Is listed as a member	-----

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***HRA Program for 2007***

**Notes:**

- Blue italic text indicates proposed or planned activities
- Black regular text indicates confirmed plans
- 

<b>Date &amp; 1900 Points</b>	<b>Event Type – <u>Event Title</u> – Presenter etc.</b>	<b>Location</b>	<b>Budget \$ 4240</b>
8/2/06	Planning Meeting (Lunch)	Mona's	
8/16/06	Planning Meeting	missed	
<i>9/25/06</i>	<i>Planning Meeting</i>		
<i>10/31/06</i>	<i>Election Complete</i>		
<i>11/15/06</i>	<i>Planning Meeting</i>		
<b>Jan 09</b>	<b><u>Dinner Meeting – Installation of Officers</u></b>	Gus's at Ramada Plaza in VB	\$250 = 50+10*\$20 Plaques & Free Dinner for Officers
<i>Jan 15</i>	<i>BOD</i>	<i>Telecom</i>	
<b>Jan 27-31</b>	<b><u>2007 INCOSE International Workshop</u></b> To be attended by ??? with funding by HRA???	<b>Albuquerque, New Mexico</b>	\$1000
<b>Feb 15</b> 100 Points	<b>Joint Dinner Meeting – IEEE</b> Working Title <b><u>“Engineering Professional Certification”</u></b> , by Jim Lowe, General Council HSMM INCOSSE is the House Committee, IEEE is program committees	Peninsula - TBD	\$120=35+25+60 Speaker's Gift, Dinner for wife, & car fare
<i>2/15/07</i>	<i>BOD</i>	<i>Telecom</i>	
<i>3/12/07</i> 200 Points	<b><u>One Day Seminar – Systems Engineering in Ship Design</u></b> – One Day seminar jointly held with ASNE & SNAME – with Hockberg as speaker	<i>Norfolk</i>	<i>\$750 = \$600+150 Honorarium,&amp; travel expenses</i>
<i>3/15/07</i>	<i>BOD</i>	<i>Telecom</i>	
<i>4/12/07</i> 100 Points	<b><u>Dinner Meeting - Configuration Management Six Sigma Process</u></b> - Todd Smith or Bettina Agnor (6 Sigma)	<i>VB</i>	<i>\$120=2*35+4*25 Speaker's Gift, Dinner for guest</i>
<i>4/15/07</i>	<i>BOD</i>	<i>Telecom</i>	
<i>5/12/07</i> 100 Points	<b><u>Joint Dinner Meeting “Proto-type and scale testing of Chemical Engineering Projects”</u></b> - Jale Akyurtlu CE professor of HU, joint meeting with CE society.	<i>NN Downtown Hampton</i>	
<i>5/15/07</i>	<i>BOD</i>		
<i>6/12/07</i> 200 Points	<b><u>Tutorial - Achieving Effective Risk Management by Ed Conrow July 21, 2006</u></b>	<i>Norfolk</i>	<i>\$750 = \$600+150 Honorarium,&amp; travel expenses</i>
<i>6/15/07</i>	<i>BOD</i>	<i>Telecom</i>	
<i>7/12/07</i>	<b><u>INCOSSE – International Symposium</u></b>	<i>San Diego</i>	
<i>7/15/07</i>	<i>BOD</i>	<i>Telecom</i>	
<i>7/18/07</i> 100 Points	<b><u>Dinner Meeting – SE in Offshore Oil Industry Projects</u></b> - Dr Whitcomb, NGSS SE Chair at UNOs NAME/OE dept.	<i>NN</i>	
<i>8/12/07</i> 100 Points	<b><u>Dinner Meeting - Requirements for Naval Ship Dr Raines of NAVSEA</u></b>	<i>VB</i>	

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<b>Date &amp; 1900 Points</b>	<b>Event Type – <u>Event Title</u> – Presenter etc.</b>	<b>Location</b>	<b>Budget \$ 4240</b>
8/15/07	<i>BoD</i>	<i>Telecom</i>	
9/12/07	<b>3<sup>rd</sup> Annual SSEC, a 2 Day Review Seminar on the INCOSE Handbook, Vr 2A</b>	<i>VB – JOHN CLARK to lead</i>	<i>Similar to</i>
800 Points			
9/15/07	<i>BoD</i>	<i>Telecom</i>	
10/12/07	<b><i>Battle Space with INCOSE MD Chapter</i></b>	<i>Solomons?</i>	
100 Points			
10/15/07	<i>BoD</i>	<i>Telecom</i>	
11/12/07	<b><u>Dinner Meeting - Risk Assessment Methods – Uncertainty, Monte Carlo, SWAGS and other methods</u> – Futron or NGC engineer</b>	<i>Norfolk</i>	
100 Points			
11/15/07	<i>BoD</i>		
12/21/07	<b><i>Christmas Party Bill's House?</i></b>	<i>Suffolk or IW</i>	<b>\$1250</b>
12/15/07	<i>BoD</i>	<i>Telecom</i>	

**Meeting Suggestions:**

From Bill Olson

- *Feb - Requirements – Kevin Forsberg*
- *Mar - Risk in Shipbuilding – Dick Kitterman*
- *May – TPM & EVMS linkage, John Bates*
- *Aug - Handbook in August – Vr 3.0 v.s. 2.a*
- *Sept - Repeat all elements in AM with Workshop In PM Theme “How it works together”*
- *Oct -Battle Space w/MD*
- *Nov – Karl Giest*
- *Conrow*

From John Clark:

*The following briefs are ready to present anytime by John Clark:*

- *SE from a Standards perspective*
- *SoSE from a Standards perspective*
- *Software Reuse Success Story*
- *INCOSE CSEP Exam and Tutorial overview*

From Andy Schuster:

- *Look in to bring Hockberger down to NGNN area to give his 8 hour SE Class, developed for SNAME. This could be joint tutorial meeting with SNAME in the fall or in early 2007.*
- *Look in to bring Whitcomb who holds the NGSS SE Chair in the UNO NA Dept, to NGNN area to give a class or address a joint meeting.*
- *Dr. Rains on Requirements.*
- *Dr [Jale.Akyurtlu@hamptonu.edu](mailto:Jale.Akyurtlu@hamptonu.edu)*
- *Holzer on risk*

Joint Meetings:

*SOLE -  
SNAME – Hockberger Seminar*

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*IEEE – Standards*  
*PMI -*

**Note from our Joe Maggiore of Ford (Norfolk)**

Andy - thanx for the note - I am transferred to Michigan by Ford Motor and will likely be up here at for a while, so I will not make either session. I don't see much happening with the local INCOSÉ Chapter up here, but I will investigate and as time permits - try to regenerate the interest level that is so good at your Chapter, Maryland and also on the West Coast.

About the Workshop:

I know there may be some likely Systems Engineering certification candidates at the Norfolk Assembly Plant - so I am also copying them, or those who might help select some candidates, on this note. I hope some attend - let me know.

Last year's presentation at NGNN was outstanding. Systems Engineering Certification does not fit everyone and I understand that the acceptance criteria is rigorous, but it would be a nice punch in the card for a few NAP professionals who may be changing careers.

Last year the total certified was only 55 - how many now?

Joseph C. Maggiore CPIM CQE PMP  
 Lean Supplier Optimization Specialist  
 Ford Motor Company, Fairlane Business Park IV  
 17225 Federal Drive  
 Allen Park, MI 48101  
 Office 313-62-17573 Cell 757-615-3047

**2006 Chapter Award Score Sheet**

<b>HRA-INCOSÉ Chapter Award Point Talley</b> By Becky Reed Sept 2006		Points / Event	Max Points	Required Documentation	HRA Points	HRA Activity date & title
Item	Activity Description		<b>26,950</b>	<b>Required for Gold Award = 8000</b>	<b>12875</b>	<b>= Total Earned to Date</b>
1.A	Conduct chapter meeting with featured speaker.	100 per event	1,200	Meeting flyer/announcement or chapter newsletter	<b>400</b>	<b>Feb 16</b> w/SNAME on Modeling & Sim; <b>Apr 19</b> w/SAWE on shipbuilding requirements; <b>June 14</b> w/SOLE on Human Systems Integration <b>Dec 7</b> Chptr Mtg on Uncertainty of TPMs
1.B	Organize and conduct a local tutorial.	200 per day	1,200	Event flyer/announcement or newsletter. Feedback/eval should also be included if available.	<b>100</b>	<b>Requirements and Compliance w/Dr. Tytula</b>
1.C	Organize and conduct a local seminar or mini conference (an event spanning 1-1.5 days with speakers, panels, tutorials,	400 per day	1,600	Seminar flyer and proceedings	<b>400</b>	<b>Sep 22</b> "Intro to Systems Thinking" event w/RII in Newport News

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<b>Item</b>	<b>Activity Description</b>		<b>26,950</b>	<b>Required for Gold Award = 8000</b>	<b>12875</b>	<b>= Total Earned to Date</b>
	or exhibits).					
1.D	Organize and conduct a regional conference (multi-day, multi-track event including speakers, panels, tutorials, and exhibits).	1,000 per day	3,000	Conference flyer and proceedings	<b>2000</b>	<b>SSEC Event</b>
2.A	Maintain an active chapter web site for chapter communications. Minimum content includes: list/contact information for chapter leadership team, announcements for upcoming chapter events, link to INCOSÉ page.	500	500	Web address	<b>500</b>	<a href="http://www.hra-incose.org">www.hra-incose.org</a>
2.B	Publish and distribute a newsletter, in either hard copy or electronic format, of at least two pages (not including space for address, chapter officers, editor's name and distribution) providing public relations and advance notice of chapter activities	100 per newsletter	1,200	Chapter newsletter	<b>300</b>	<a href="http://www.incose.org">3 Chapter Newsletters issued: Spring Winter, Summer and Fall issues available at www.incose.org; first page of each included in the attached data.</a>
2.C	Execute a chapter publicity plan to broadcast event announcements and reminders.	300	300	Copy of publicity plan	<b>300</b>	<b>Plan developed by A. Schuster; Verify with Andy the plan is still applicable. copy attached</b>
2.D	Create and maintain an "Ambassador" network to distribute chapter announcements to organizations and societies	50 per organization or society	500	Copy of Ambassador plan and list of organizations/societies (including ambassadors)	<b>200</b>	<i>Introduction to INCOSÉ for National Science Foundation &amp; TriadPM by B. Reed. Introduction to INCOSÉ info provided in ODU/RII SE Certificate courses for NGNN and NGIT. See attachments.</i>
3.A	Development and distribution of a chapter recruitment package available to guests at all chapter events.	250	250	Sample recruitment package and number distributed	<b>250</b>	<i>Chapter Promo Items purchased and distributed at chapter meetings, Sept. Workshop, etc.; one-page chapter info flyer distributed/available at each meeting/event. See attachment.</i>

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*Minutes in blue Italics*

<b>HRA-INCOSÉ Chapter Award Point Talley</b> By Becky Reed Sept 2006		Points / Event	Max Points	Required Documentation	HRA Points	HRA Activity date & title
<b>Item</b>	<b>Activity Description</b>		<b>26,950</b>	<b>Required for Gold Award = 8000</b>	<b>12875</b>	<b>= Total Earned to Date</b>
3.B	Development and use of a membership renewal program. Plan should include personal contact with non-renewals (based upon list from Headquarters) and feedback from those who do not renew.	500	500	Copy of program plan and survey results for those who do not renew	<i>500</i>	<i>Re-submit fourth Quarter to members. Lapsed member survey letters sent in December 2005 to all non-renewals. New member welcome letters sent throughout year. Membership Process Plan developed by K. Moses and A. Schuster. See attachments.</i>
3.C	Survey chapter members to determine chapter direction and member desires. Survey should address chapter and INCOSÉ-level concerns. Results shared with Chapters Committee and Regional Directors.	250	250	Copy of survey and results	<i>250</i>	<i>Bill Olson write an article for the news letter asking for comments for next year in the end of year newsletter.</i>
3.D	Publish name and brief biography of each new member in the chapter newsletter.	25 per newsletter	300	Chapter newsletter	<i>75</i>	<i>Spring, Summer &amp; Fall Newsletters w/bios; complete versions available at www.hra-incose.org.</i>
3.E	Chapter successfully recruits a new Corporate Advisory Board member.	250	1000	Letter from new CAB representative	<i>0</i>	
3.F	Start or support a student division at a university.	250	1,000	Membership list for student division	<i>0</i>	
4.A	Refereed article (excluding letters to the editor or notices) published in INCOSÉ Journal.	200 per article	600	Full reference to article	<i>0</i>	
4.B	Article on systems engineering (excluding letters to the editor or notices) published/presented in journals or magazines of a non-INCOSÉ entity.	200 per article	800	Full reference to publication and copy of article	<i>0</i>	<i>Check with Andy on any SAWE publications</i>
4.C	Technical papers presented by members in a symposium or seminar sponsored or cosponsored by INCOSÉ.	100 per paper	500	Full reference to proceedings	<i>200</i>	<i>J. Clark provided half-day tutorial on standards at IS; A. Schuster to provide presentation at Battlespace SE Conference in Maryland.</i>
4.D	Chapter sponsors an INCOSÉ technical group (Interest Group or Working Group).	500 per group	1,000	Letter from technical group chair or Technical Board	<i>0</i>	
4.E	Chapter produces an INCOSÉ technical product.	1,000	1,000	Technical product	<i>3000</i>	<i>Update training Modules for Johns SE certification classes on line SE Cert Tutorial Modules; MPE Section for SE Handbook V3-Schuster – see</i>

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						<i>attachments</i>
5.A	Participate in a joint meeting with another professional society where systems engineering is addressed.	100 per society	400	Event flyer/announcement or chapter newsletter	<b>400</b>	<b>SNAME</b> Feb 16, <b>SOLE</b> Mar 30, <b>SAWE</b> Apr 19, <b>Several others</b> - Wine & Cheese Social June 30
5.B	Perform a systems engineering-related project to assist a community or civic organization.	1,000	1,000	Summary describing in detail the system engineering activities performed by the chapter.	<b>0</b>	<b>SE Certification for local College??</b>
5.C	Host a systems engineering activity/presentation for pre-college individuals.	250	250	Chapter newsletter	<b>250</b>	<b>Booth at Career Days/ NASA LaRC Feb 2006 (copy of confirm. Letter)</b>
5.D	Join and participate in local engineering club/council of technical societies.	200	200	Membership letter and description of participation	<b>200</b>	Peninsula Engineers Council (PEC): Kevin Topp is INCOSE representative & B. Reed is President of PEC also. HRA submitted Dan Fontaine as Engineer of the Year candidate.
5.E	Provide unpaid speaker to universities, career days, civic organizations, or non INCOSE sponsored conferences or seminars.	100 per event	500	Presentation reference plus chapter newsletter or letter of appreciation from organization if available;	<b>500</b>	Feb: B. Reed to NASA Career Days, Apr 19: B. Reed to SWE Professional Panel; Aug: B. Reed to NGNN SE Open House;
						NGNN SEAG: Topp, Schuster
5.F	Officer or representative make INCOSE presentation to executive in previously unrepresented (in local membership) organization.	100 per organization	500	Chapter newsletter, copy of presentation, and contact information for presenter(s) and audience	<b>200</b>	B. Reed to SPAWAR Norfolk (new command); B. Reed to Mitre Corp.;
6.A	Work with another INCOSE chapter on a joint event or provide assistance to another chapter.	100	400	Event flyer and/or description of collaboration/assistance	<b>300</b>	Joint conferece with Southern Maryland Chapter Battlespace SE Oct 31, Nov 1-2 (3 days)
6.B	Provide unpaid speaker to other INCOSE chapters.	100 per event	500	Chapter newsletter	<b>0</b>	<b>?????</b>
6.C	Articles (excluding letters to the editor, notices, and chapter summaries) published in INSIGHT.	50 per article	250	Full reference to article	<b>0</b>	<i>Talk to Clark</i>

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6.D	Chapter member attends INCOSE International Symposium.	50 per attendee	750	List of chapter attendees	200	<i>B. Reed, K. Topp, C. Orlowski, J. Clark</i>
6.E	Chapter member attends INCOSE International Workshop.	50 per attendee	750	List of chapter attendees	50	<i>J. Clark</i>
6.F	Chapter donates to INCOSE.	50 per \$100	500	Chapter newsletter or letter of acknowledgement	0	<i>Do this if we need points for the award</i>
6.G	Chapter donates to another INCOSE Chapter.	50 per \$100	500	Chapter newsletter or letter of acknowledgement	50	<i>Contributed to Silver Star for E-Week?</i>
6.H	Submit nominee for individual INCOSE award (Founder, Fellow, Service).	100 per nomination	300	Copy of nomination	100	<i>D. Fontaine nominated by INCOSE chapter for PEC Engineer of the Year Award(see attachment)</i>
7.A	Print biographical sketches of nominees for chapter offices and mail with ballots to members 30 days prior to close of the election.	50	50	Copy of ballot	50	<i>Look for Copy of Ballot</i>
7.B	Chapter officers remain members in good standing throughout their term.	25 per officer	100	Report from Headquarters	100	<i>All elected officers are members in good standing</i>
7.C	Mail list of chapter officers to INCOSE Headquarters within 30 days after election.	50	50	Report from Headquarters	50	<i>Completed in January by A. Schuster</i>
7.D	Submit Chapter financial report to INCOSE Headquarters by May 30 <sup>th</sup> .	50	50	Report from Headquarters	50	<i>Financial report submitted 1<sup>st</sup> week of ????</i>
7.E	Chapter president or representative attends Chapters Committee meeting at International Workshop.	50	50	Name of representative	50	<i>Verify with Becky</i>
7.F	Chapter president or representative attends Chapters Committee meeting at International Symposium.	50	50	Name of representative	50	<i>Verify with Becky</i>
7.G	Conduct separate board meeting for chapter leadership.	25 per meeting	250	Meeting minutes	300	<i>12 Board of Directors Meetings – see attached calendar</i>

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7.H	Set up chapter display or banner at chapter events.	10 per event	100	None	<i>100</i>	<i>SNAME/HRA-INCOSE Joint Meeting, National Engineers Career Day, SAWE joint Meeting, 1 Day Compliance Tutorial, Human Systems, Wine and Cheese Social, Intro to system Thinking, SE Mgmt Panel, Dec Holiday Party</i>
7.I	Maintain schedule of chapter events at least 3 months in advance.	50	50	Chapter newsletter	<i>50</i>	<i>Quarterly Chapter News Letters</i>
7.J	Prepare annual awards packet and submit to Chapters Committee (via HQ) in January	250	250	None. Submission confirmed with HQ/Chapters Committee.	<i>250</i>	<i>Submitted Jan 2007</i>
7.K	Present certificates/letters/tokens of appreciation to speakers.	25	300	Chapter newsletter	<i>100</i>	<i>Speaker gifts presented to Ship Smart System Design Roger Dougal, Reqmnts &amp; Compliance Dr. Tytula, HIS and Manning Reduction Osborne &amp; Previc Northrop Grumman,</i>
7.L	Present formal awards to member.	100	100	Chapter newsletter	<i>0</i>	
7.M	Present certificates/letters/tokens of appreciation to local supporting organizations.	50	250	Chapter newsletter	<i>0</i>	
7.N	Send public relations letters to employers recognizing new chapter officers, recipients of INCOSE awards, appointments, or other accomplishments of chapter members.	25 per letter	300	Copies of letters	<i>0</i>	
8.A	Recognition of other noteworthy chapter efforts not covered above.	Discretionary	1500	Description of efforts or activities with estimated points noted for each item	<i>1000</i>	<i>Supported second year of ODU/RII Professional Certificate in SE (first SE Certificate in the Hampton Roads Area) at NGNN.</i>