

**HRA-INCOSE BoD Meeting Agenda**  
**Tuesday September, 12:00-1:00 PM Teleconference**  
**Call into 757-534-3969, PW 343969 or**  
**Meet in Conference Room D Bldg 600 @ NGNN**  
*Problems call Andy on his cell 757-329-4819*

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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		
Treasurer	(To Be Replaced)		
Secretary	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		

**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.

Report & Discussion	
<b>President</b>	<p><i>I will be on vacation all week so if Bill can you chair the BoD in my place.</i></p> <p><i>We need to:</i></p> <ol style="list-style-type: none"> <li><i>1. Make a final decision on the November event whether it's with Southern Maryland or a rerun of the Handbook overview. I've seen some email that indicated So. Maryland was still planning to work with us but Karl is out of commission, no one else from the chapter has contacted me and we're really out of time. It would probably be easier all the way around to do the 2-day Handbook review again as Chris and I discussed briefly last week.(Attn - Chris)</i></li> <li><i>2. Complete a mid-year summary of our Chapter Award point status (Attn - Bill)</i></li> <li><i>3. Complete a proposal for the HRA-INCOSE SEOY selection criteria that can be approved by the BoD at the August BoD Mtg. (Attn - Bill)</i></li> <li><i>4. We need plan to prepare nominations for the PEC EOY and DE Award by Sept 15<sup>th</sup>, if we want to nominate anyone at all. (Attn Bill &amp; Kevin)</i></li> </ol>
<b>Vice President</b>	<p><i>The current Chapter Award Tally is presented in the Attachments. The sheet should be reviewed by the BoD for completeness, and comments provided to Bill Olson.</i></p> <p><i>The current tally shows that we have earned 3075 points, have a potential for 5850 more points and need to mature about 1700 more points, for a total count of 10300. We seem to have a good chance to make the Gold award level if we execute all the planned chapter activities. As a benchmark our records show that we submitted documentation for 10,605 points for 2005, and 10,700 points for 2003 and 13,300 points in 2001. Based on our previous submissions we are running behind on points for a Gold Award.</i></p> <div style="text-align: center;"> </div>

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Report & Discussion	
<p><b>Treasurer's Report</b></p>	<p style="text-align: center;"><b>HRA-INCOSE Chapter, Board of Directors Meeting Treasurer's Report, June - July 2006</b></p> <p><u>Previous Checking Account Balance (BB&amp;T):</u> Statement Balance (as of 07-12-06): \$ 7,160.02</p> <p><u>Other Items:</u></p> <ul style="list-style-type: none"> <li>• Last Chapter Share Check for \$93.00 received in March 2006. They are supposed to be directly deposited into our account moving forward. Until we've done a changeover w/ the bank, forward receipts to me below and I will send you a reimbursement check. Please be sure to include your address information! Jean M. Tolley, P.O. Box 56, Fort Walton Beach, FL 32549-0056</li> </ul> <p><u>From INCOSE-HQ's Quick Hits for Chapters - #11-06</u> Chapter Dues Share Payments - Notification Chapter share payments will be sent twice a membership year. The payments will be direct deposits to the Chapter checking account.</p> <p>The share payments will be as follows: First share will include March through August. The payments will be wired to chapter bank accounts in September. The second share will include September through February. The payments will be wired to the chapter bank accounts in March.</p>
<p><b>Secretary's Report</b></p>	<ul style="list-style-type: none"> <li>• Mail Box checked on Sept 11 – No Mail.</li> <li>• BoD to approve July 27<sup>th</sup> minutes</li> <li>• Sent out Announcements 22-31</li> <li>• Created Vr 1G-2006 of the By Laws to include approved changes the Means and Awards sections as approved at the 7/27/06 BoD. The changes will go into effect when approved by the membership at the September Meeting. Also wrote an article for the NL describing the changes.</li> <li>• Promotional items ordered and received.</li> <li>• <b>No progress</b> made on the new banner. INCOSE will give us \$120 towards a new banner, and Futron will sponsor a second banner.</li> <li>• <b>No progress</b> made on creating a scalable version of the new logo.</li> <li>• What happened to the camera with photos from our meeting with SOLE?</li> <li>• Does anyone know about a plaque I received at the IS?</li> <li>• Kevin Topp received an email from Bruce Shelton requesting us to consider hosting the 2009 IS. Well, this email should have been sent to Becky Reed. It seems that Kevin's name has not been replaced on the Chapter's Web page directory. I sent a message to the <a href="mailto:mbchair@incose.org">mbchair@incose.org</a> to correct the situation.</li> <li>• Added: Bernice Narvaez, a Southern MD member and SAIC, Process Improvement / Business Process Management Department to our email distribution list.</li> <li>• Received thank you note from J. Clark for our get well card.</li> <li>• Send out notice to 40 ex-members to remind them to renew (see attachments)</li> </ul>
<p><b>DaL – Programs</b></p>	<ul style="list-style-type: none"> <li>• Review the details of our plans for fall meetings</li> <li>• Plans for main event in the fall?</li> </ul>

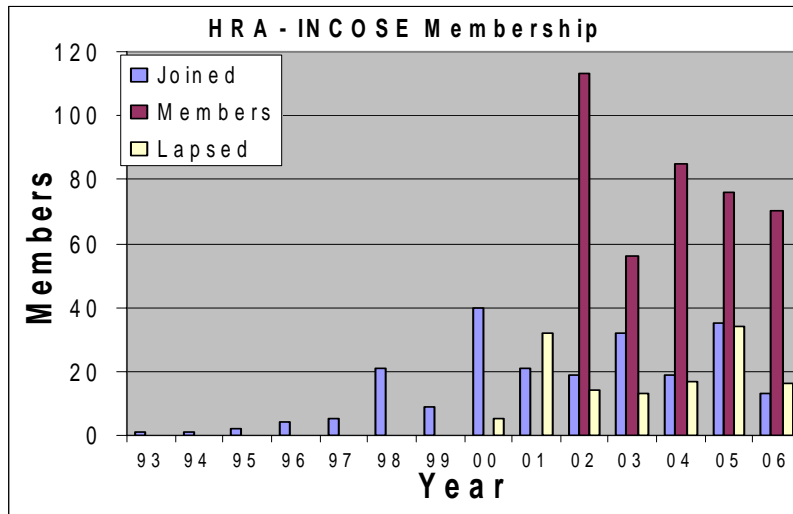
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**Report & Discussion**

**DaL - Membership**

[From INCOSE-HQ's Quick Hits for Chapters - #11-06](#)  
*Membership Renewal - Action Request*  
*Members who have not renewed for 2006/2007 were officially lapsed on Friday, 18 August 2006. An email notification was sent INCOSE. So this would be a good time for personal contact from the chapter leadership to your lapsed members.*

From DaL –Membership Report for September 2006 BOD



- Current Members as of September 6, 2006 = **70** (including 0 students)
- New Members since July BOD report = 0
- New members joined since January 1, 2006 = 13
- **Lapsed – members lost during renewal period = 16**
- Corrections since last meeting = 0
- Letters have been sent to the three new July members (which is a change from the July report)
- **Proposed Action:** Lapsed Member Surveys need to be revised, peer reviewed and sent.

Since the July 25, 2006, we have had 0 new members join.

It is interesting to note the following new membership

Month	Jan - Feb	Mar	Apr	May	June	July	Aug-Sept	Total
<b>New Members</b>	4	2	3	2	0	3	-16	-3

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

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<b>Report &amp; Discussion</b>	
	<p>fluctuations in a given membership year.</p> <p>Thanks for all your help, Kelly</p>
<b>DaL - University Liaison</b>	
<b>DaL – Publication Report</b>	<i>A 14 page Summer Newsletter was published on 8/15. Thank you everyone for the articles and constructive criticism.</i>
<b>DaL – Training &amp; Education</b>	<i>John has taken on the responsibility to coordinate HRA's comments to ISO 15288. He will provide a brief summary.</i>
<b>PEC Representative</b>	
<b>Web Master</b>	<i>Secretary notes that Christy has done a lot of reorganization of the website, it is very useful and easy to use.</i>
<b>Chapter Brief from INCOSE</b>	
<b>INCOSE Contact</b>	Any officer can report any contact with INCOSE? Proposal to consider hosting the 2009 INCOSE conference. See New Business.
<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
3/15/06-4	April BoD	Jean		Treasurer to update the bank signature cards for 2006.
4/20/06-5	May BoD	Jean		Create a 2006 budget, so we can make financial decisions 8-16-06 - Jean provided historical financial information and the following in the July Treasurer's Report <i>"I think we need to take a good hard look at our cash outlay. Our expenditures are exceeding our income over the long term. This will require us to plan ahead. I have an action to provide a proposed budget and will continue to work that. I apologize for it not being done sooner, but there have been things going on in my personal life which have taken priority."</i>
4/20/06-6	May BoD	Andy	Done	Order INCOSE Promotional Items, including Bookmarks, Luggage tags, folders and brochures, from INCOSE HQ 8-15-06 – <i>Items are stored in the INCOSE cabinet in Bldg 600.</i>
5/31/06-2	June BoD	Bill	Done	Find out if we can have a sticky note on our webpage that highlights the next event. 8-16-06 – <i>Sticky note of our 9-11-06 meeting is posted on the web page.</i>
6/15/06-1	July BoD	Chris		DAL Programs is asked to present the POA&M or the IMP Maryland chapter is interested in collaboration.
6/15/06-2	July BoD	All		Call members to talk about SE at their company
6/15/06-3	July BoD	All		Call other members to find out if they are interested in: <ul style="list-style-type: none"> <li>• Attend meeting</li> <li>• Sitting on a panel or speak at a dinner meeting</li> <li>• Volunteer for a conference planning meeting</li> </ul>
7/27/06-1	Aug BoD	Christy		How can we switch to a free website from INCOSE? <ul style="list-style-type: none"> <li>• What are the terms of ISP contract, and</li> <li>• when could we switch to INCOSE.org.</li> <li>• do you for see problems, costs etc.</li> </ul>
7/27/06-2	Aug BoD	Bill		Develop a plan for HRA Sys Eng of year award
7/27/06-3	8/1/06	All		Provide criteria for award of SE of criteria awards.
7/27/06-4	Aug BoD	Andy		Transition the Treasurer position 8-16-06 – <i>Jean and Andy have discussed the transition, see New Business Item #1 below for more details</i>

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**5.2 Topics of discussion**

New Business	Discussion & Decision
1. Treasurer	<p>-Need for a new Treasurer to replace Jean Tolley who moved</p> <ul style="list-style-type: none"> <li>• Call to membership to volunteer was placed in the newsletter</li> <li>• <i>Andy Schuster agreed to complete Jean's term as Treasurer</i></li> <li>• Make it Becky's action item since the By-Laws state: "Article X – Vacancies "Vacancies will be filled by nominations of the President and approval by the Board"</li> </ul> <p>Jean's new address is:            Jean M. Tolley            P.O. Box 56            Ft Walton Beach, FL 32549</p> <p><i>Andy Schuster agreed to complete Jean's term as Treasurer or at least until a new candidate for 2007 can be identified. In a phone call after the meeting, Jean said that she will return to Hampton Roads soon for other business, at which time she will transfer responsibility to Andy and get other officers access to the BB&amp;T Bank Account.</i></p>
2. Fall Event	<p>Plans for the November seminar</p> <ul style="list-style-type: none"> <li>• we may have to change plans since Karl will probably be recovering for some time)</li> <li>• DAL Programs is asked to present the POA&amp;M or the IMP</li> <li>• Maryland chapter is interested in collaboration.</li> </ul>
3. 2007 Technical Program Plans	<p><i>Andy and Bill have met, refined the agenda and are now looking for speakers. See our notes in the attachments</i></p>

**6. New Business for discussion**

New Business	Discussion & Decision
1. Nomination Committee	<p>Committee to be appointed by the president.            We need names, biographies and photographs for the fall newsletter in late September!</p>
4. Host 2009 IS	<p><b><i>Do we want to consider hosting the 2009 IS in Hampton roads?</i></b></p> <p><b><i>From:</i></b> Shelton, Bruce [mailto:Bruce.Shelton@anser.org]  <b><i>Sent:</i></b> Friday, August 18, 2006 2:48 PM  <b><i>To:</i></b> Topp, Kevin (E47)  <b><i>Cc:</i></b> Michael Eagan; alain.faisandier@incose.org; mb@incose.org  <b><i>Subject:</i></b> [Chapters] FW: IS2009 - Request for proposals material</p> <p><i>Dear Colleagues,</i></p> <p><i>As many of you know and have experienced, the INCOSE International Symposium is the premier event of the year for many of us and for INCOSE. The Symposium gives us the opportunity to demonstrate our systems engineering skills by planning for and hosting the symposium. Without your dedication and leadership, our Symposium would just be a conference without heart and soul. By hosting the Symposium, you have the opportunity to demonstrate to the international community the uniqueness and appeal of your chapter's/region's area.</i></p> <p><i>Attached is the letter requesting your consideration to host the 2009 International Symposium and the documents and the procedures that provide the guidance to submit your proposal?</i></p>

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New Business	Discussion & Decision
	<p><i>This is a wonderful opportunity and I encourage you to consider this, especially in conjunction with other chapters.</i></p> <p><i>If you have any questions, please do not hesitate to contact Alain, the Chair of the Events Committee, your MB representatives, or me.</i></p> <p><i>Thank you,</i></p> <p><i>Bruce</i></p> <p><i>Bruce Shelton, CSEP, Member Board Co-Chair  Board of Directors, International Council on Systems Engineering (INCOSSE)  ANSER (Analytic Services, Inc.)  Senior Systems Research Analyst  703-416-3576  <a href="mailto:bruce.shelton@incose.org">bruce.shelton@incose.org</a></i></p> <hr/> <p><b>From:</b> Alain Faisandier [mailto:<a href="mailto:alain.faisandier@mapssysteme.com">alain.faisandier@mapssysteme.com</a>]  <b>Sent:</b> Wednesday, August 16, 2006 5:19 AM  <b>To:</b> <a href="mailto:michael.eagan@incose.org">michael.eagan@incose.org</a>  <b>Cc:</b> <a href="mailto:bruce.shelton@incose.org">bruce.shelton@incose.org</a>  <b>Subject:</b> IS2009 - Request for proposals material</p> <p><i>Michael,</i></p> <p><i>Please could you send to president's chapters the attached materials in order they can submit their proposals for the International Symposium 2009?</i></p> <p><i>Please, let me know if you need any other input.</i></p> <p><i>Warm regards  Alain FAISANDIER  Events Committee Chair  Tel: +33 (0)5 61 27 98 61  Fax: +33 (0)5 61 81 27 83  Mob: +33 (0)6 15 18 47 80  mail: <a href="mailto:alain.faisandier@incose.org">alain.faisandier@incose.org</a></i></p>
<p><b>5. HRA -Domain</b></p>	<p><i>What area does HRA cover?</i></p> <ol style="list-style-type: none"> <li><i>1. Is it the cities listed by the HR Chamber of Commerce?</i></li> <li><i>2. Is it all the INCOSSE members who want to join our chapter, regardless of where they live?</i></li> <li><i>3. Is it the area that isn't claimed by other INCOSSE Chapters?</i> <ul style="list-style-type: none"> <li><i>• south of the Southern MD, and South of Central Virginia, Chapters</i></li> <li><i>• north of the South Carolina, Georgia, Alabama, Mississippi Chapters</i></li> <li><i>• East of Mississippi and Ohio Rivers.</i></li> </ul> </li> </ol> <p><i>In other words does it include Kentucky, West Virginia, Tennessee, and North Carolina</i></p> <p><i>Perhaps it encompasses</i></p> <ul style="list-style-type: none"> <li><i>• Counties of Northampton, Accomack, Isle of Wight, James City County, New Kent, Charles city, Prince George, Sussex, Gloucester, King and Queen, King William, Mathews, Middlesex</i></li> <li><i>• Cities of VB, Chesapeake, Suffolk, Southampton, Norfolk, NN, Hampton, , Williamsburg, Poquoson, York?</i></li> </ul> <p><i>What, and what are we doing to support the professional development of SEs throughout the area?</i></p>

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New Business	Discussion & Decision
<p><b>6. Harmonize ISO/IEC 12207 and 15288</b></p>	<p><b>From:</b> <a href="#">Clark, John O. (DMS)</a>  <b>To:</b> <a href="#">Kelly Moses</a> ; <a href="#">Schuster, Andy R. (Newport News)</a> ; <a href="#">Becky Reed</a> ; <a href="#">Orlowski, Christian T. (Newport News)</a> ; <a href="#">Andy Schuster</a> ; <a href="#">Olson, B. A. (Newport News)</a> ; <a href="#">Fontaine, Dan R. (Newport News)</a> ; <a href="#">Topp, Kevin O. (Newport News)</a> ; <a href="#">Podolsky, Mike J. (Newport News)</a> ; <a href="#">Mazza, Christy L. (Newport News)</a> ; <a href="#">Forehand, Steve SC. (Newport News)</a> ; <a href="#">Al Motley</a> ; <a href="#">Kovel, David (Newport News)</a> ; <a href="#">Jenkins, Kathrin (Newport News)</a> ; <a href="#">Morgan Henrie</a> ; <a href="#">Jarret Rush</a> ; <a href="#">Jarret</a>  <b>Sent:</b> Monday, September 11, 2006 9:26 PM  <b>Subject:</b> FW: HRA-INCOSE Announcement #27a - John Clark to consolidate comments from HRA members for the Harmonize ISO/IEC 12207 and 15288</p> <p>As of Sept 8th, I have not received any contacts from anyone interested in participating in this review. Therefore I will send an email to Dick Kitterman by COB Sept 12th that the HRA INCOSE Chapter will not participate as a Chapter in this review. Individuals may send inputs to Dick directly.</p> <p>r/ John</p>
<p><b>7. MECS Forum</b></p>	<p><b>From:</b> <a href="#">Becky Reed</a>  <b>To:</b> '<a href="#">Kelly Moses</a>' ; '<a href="#">Schuster, Andy</a>' ; '<a href="#">Andy Schuster</a>' ; '<a href="#">Olson, B. A.</a>' ; '<a href="#">Fontaine, Dan R. (Newport News)</a>' ; '<a href="#">Orlowski, Christian T.</a>' ; '<a href="#">Clark, John O. (DMS)</a>' ; '<a href="#">Podolsky, Michael J.</a>'  <b>Cc:</b> '<a href="#">Andres A Sousa-Poza</a>' ; '<a href="#">Samuel F Kovacic</a>' ; '<a href="#">Timothy R Barry</a>' ; '<a href="#">Steve Waddell</a>' ; '<a href="#">Ray, Allan</a>' ; <a href="mailto:gsmith@reedintegration.com">gsmith@reedintegration.com</a>  <b>Sent:</b> Tuesday, September 05, 2006 3:50 PM  <b>Subject:</b> FW: MECS Forum</p> <p>Dear HRA INCOSE BoD,  Attached is information regarding the MECS Summit (Managing &amp; Engineering in Complex Situations) offered by ODU and several other academic, government, and corporate organizations. This is something we may be able to attach the chapter name to that will be very high visibility in the SE world locally. It may also give the chapter more participation as these organizations seek technical support for their issues. There is no charge to attend the first summit next week at ODU but you must register immediately if you plan to be there.  Kelly, you may want to attend for Futron, too, and Mike – please see if GWU might want to be involved.  If everyone agrees, we'll need to send Dr. Sousa-Poza our chapter logo for inclusion in their materials as needed. I'm guessing that we would fall under the category of Academic Partners but the ODU professors can clarify that for us.  Thanks!  Becky</p> <p>Rebecca Reed, CSEP  Voice: 757-638-3238  Cell: 757-338-3238</p>

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## 4. Attachments

### Calendar for 2007

Date	Event	Location
8/2/06	Planning Mtg (Lunch)	Mona's
8/16/06	Planning Mtg	
9/25/06	Planning Meeting	
10/31/06	Election Complete	
11/15/06	Planning Meeting	
1/12/07	Intro of officers	Poncho Via in VB
1/15/07	BOD	Telecom
2/12/07	Requirements -	NN
2/15/07	BOD	Telecom
3/12/07	Risk -	Norfolk
3/15/07	BOD	Telecom
4/12/07	Configuration Management Todd Smith or Bettina Agnor (6 Sigma)	VB
4/15/07	BOD	Telecom
5/12/07	Technical Performance Measures -	NN
5/15/07	BOD	
6/12/07	Scorecard Development	Norfolk
6/15/07	BOD	Telecom
7/12/07	INCOSE – International Symposium	San Diego
7/15/07	BOD	Telecom
8/12/07	INCOSE Handbook	VB
8/15/07	BoD	Telecom
9/12/07	2 Day Seminar	NN
9/15/07	BoD	Telecom
10/12/07	Battle Space with INCOSE MD Chapter	Solomons?
10/15/07	BoD	Telecom
11/12/07	???	Norfolk
11/15/07	BoD	
12/12/07	Christmas Party	Suffolk or IW
12/15/07	BoD	Telecom

### Meeting Suggestions:

#### From Bill Olson

- Feb - Requirements – Kevin Forsberg
- Mar - Risk in Shipbuilding – Dick Kitterman or Dr Conrow
- 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
- 

#### 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.

#### Joint Meetings:

SOLE -  
 SNAME – Hockberger Seminar  
 IEEE – Standards  
 PMI -

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**Chapter Award Point Estimate for HRA on 8-23-06**

Definitions:

- Planned Points – Points we expect to earn this year (Sum of Earned, Potential and Action Req'd)
- Earned – Points for events that have been completed.
- Potential - Points for events that will be completed.
- Action Req'd – Points for events or activities that require more action by Bill Olson to document.

Gold Level is Award is 8,000 points.

Item	Requirement Description	Points	Max Points	Required Documentation	Planned Points	Activity date & title	Earned	Potential	Action Req'd
				GOAL is a Gold Level Award =	8,000	points			
		<b>Total</b>	<b>24,950</b>	<b>Plan Total =</b>	<b>10275</b>	<b>Total Earned to Date =</b>	<b>2825</b>	<b>6000</b>	<b>1450</b>
1.A	Conduct chapter meeting with featured speaker.	100 per event	1,200	Meeting flyer/announcement or chapter newsletter	100	System Engineering Management Panel Oct 26		100	
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.	200	Requirements and Compliance	200		
1.C	Organize and conduct a local seminar or mini conference (an event spanning 1-1.5 days with speakers, panels, tutorials, or exhibits).	400 per day	1,600	Seminar flyer and proceedings					
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	2000	SE Certification		2000	
2.A	Maintain an active chapter web site for chapter communications. Minimum content includes: list/contact information for chapter leadership team,	500	500	Web address	500	<a href="http://www.hra-incose.org">www.hra-incose.org</a>	500		

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Item	Requirement Description	Points	Max Points	Required Documentation	Planned Points	Activity date & title	Earned	Potential	Action Req'd
	announcements for upcoming chapter events, link to INCOSE page.								
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	400	4 Chapter Newsletters issued: Spring Summer, Fall & Winter issues available at www.hra-incose.org; first page of each included in the attached data.	200	200	
2.C	Execute a chapter publicity plan to broadcast event announcements and reminders.	300	300	Copy of publicity plan	300	<i>Plan developed by A. Schuster; It's in the Operations Manual, see attached.</i>		300	
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)		<i>????? Introduction to INCOSE info provided in SE Certificate courses for Navy/SPAWAR and 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	250	<i>????? Chapter Promo Pens purchased and distributed at April 28 mtg; one-page chapter info flyer distributed/available at each meeting/event. See attachment.</i>		250	
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	500	<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.</i>		500	

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						<i>Moses and A. Schuster. See attachments.</i>			
3.C	Survey chapter members to determine chapter direction and member desires. Survey should address chapter and INCOSE-level concerns. Results shared with Chapters Committee and Regional Directors.	250	250	Copy of survey and results	<b>250</b>	<i>Bill Olson write an article for the news letter asking for comments for next year in the end of year newsletter.</i>		<b>250</b>	
3.D	Publish name and brief biography of each new member in the chapter newsletter.	25 per newsletter	300	Chapter newsletter	<b>150</b>	<i>Check on at end of year..Jan newsletter; Oct newsletter w/bios; complete versions available at www.hra-incose.org.</i>		<b>150</b>	
3.E	Chapter successfully recruits a new Corporate Advisory Board member.	250	Unlimited	Letter from new CAB representative					
3.F	Start or support a student division at a university.	250	1,000	Membership list for student division					
4.A	Refereed article (excluding letters to the editor or notices) published in INCOSE Journal.	200 per article	600	Full reference to article					
4.B	Article on systems engineering (excluding letters to the editor or notices) published/presented in journals or magazines of a non-INCOSE entity.	200 per article	800	Full reference to publication and copy of article		<b>?????</b>			
4.C	Technical papers presented by members in a symposium or seminar sponsored or cosponsored by INCOSE.	100 per paper	500	Full reference to proceedings		<b>?????</b>			

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4.D	Chapter sponsors an INCOSE technical group (Interest Group or Working Group).	500 per group	1,000	Letter from technical group chair or Technical Board					
4.E	Chapter produces an INCOSE technical product.	1,000	Unlimited	Technical product	2000	Update training Modules for Johns SE certification classes on line SE Cert Tutorial Modules; MPE Section for SE Handbook V3-Schuster – see attachments		2000	
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	300	SNAME Feb 16, SOLE Mar 30, SNAME Apr 19, Wine & Cheese Social June 30	300		
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.		SE Certification for local College??			
5.C	Host a systems engineering activity/presentation for pre-college individuals.	250	250	Chapter newsletter	250	Booth at Career Days/ NASA LaRC Feb 2006 (copy of confirm. Letter)	250		
5.D	Join and participate in local engineering club/council of technical societies.	200	200	Membership letter and description of participation	200	Verify this is still true. Peninsula Engineers Council: Joel Orr is INCOSE representative		200	
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;	500	B. Reed Career Day,  Check ThisNGNN SEAG: Topp, Schuster			500
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	500	???? List with organizations, reps, dates and locations attached.			500

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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	400	<i>B. Reed &amp; B. Olson attend Southern Maryland Chapter Battlespace SE Conference Nov 1-2. Possible joint seminar??</i>			400
6.B	Provide unpaid speaker to other INCOSE chapters.	100 per event	500	Chapter newsletter		?????			
6.C	Articles (excluding letters to the editor, notices, and chapter summaries) published in INSIGHT.	50 per article	250	Full reference to article		Talk to Clark			
6.D	Chapter member attends INCOSE International Symposium.	50 per attendee	750	List of chapter attendees	200	<i>B. Reed, K. Topp, C. Orłowski, J. Clark</i>	200		
6.E	Chapter member attends INCOSE International Workshop.	50 per attendee	750	List of chapter attendees	50	<i>J. Clark</i>	50		
6.F	Chapter donates to INCOSE.	50 per \$100	500	Chapter newsletter or letter of acknowledgement		<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>Do this</i>		50	
6.H	Submit nominee for individual INCOSE award (Founder, Fellow, Service).	100 per nomination	300	Copy of nomination	100	<i>Do this later in year. D. Fontaine nominated by INCOSE chapter for PEC Engineer of the Year Award(see attachment)</i>	100		
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>			50
7.B	Chapter officers remain members in good standing	25 per	100	Report from Headquarters	100		100		

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	throughout their term.	officer							
7.C	Mail list of chapter officers to INCOSE Headquarters within 30 days after election.	50	50	Report from Headquarters	50	Completed in????? by A. Schuster	50		
7.D	Submit Chapter financial report to INCOSE Headquarters by May 30th.	50	50	Report from Headquarters	50	Financial report submitted 1 <sup>st</sup> week of ????	50		
7.E	Chapter president or representative attends Chapters Committee meeting at International Workshop.	50	50	Name of representative	50	Verify with Becky	50		
7.F	Chapter president or representative attends Chapters Committee meeting at International Symposium.	50	50	Name of representative	50	Verify with Becky	50		
7.G	Conduct separate board meeting for chapter leadership.	25 per meeting	250	Meeting minutes	250	12 Board of Directors Meetings – see attached calendar	250		
7.H	Set up chapter display or banner at chapter events.	10 per event	100	None	100	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	100		
7.I	Maintain schedule of chapter events at least 3 months in advance.	50	50	Chapter newsletter	50	Quarterly Chapter News Letters	50		
7.J	Prepare annual awards packet and submit to Chapters Committee (via HQ) in January	250	250	None. Submission confirmed with HQ/Chapters Committee.	250	Submitted Jan 2007	250		

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7.K	Present certificates/letters/tokens of appreciation to speakers.	25	300	Chapter newsletter	<b>75</b>	<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>	<b>75</b>		
7.L	Present formal awards to member.	100	100	Chapter newsletter					
7.M	Present certificates/letters/tokens of appreciation to local supporting organizations.	50	250	Chapter newsletter					
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					
8.A	Recognition of other noteworthy chapter efforts not covered above.	Discretionary	1,500	Description of efforts or activities with estimated points noted for each item		??????			

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*Secretary's notice to ex members*

*Becky and Kelly*

*I compared Kelly's list of HRA members with my email distribution list. The 40 or so names listed below are not on the official roster for HRA. I would to send the following email to the 40 retiring members as I take them off my email distribution list.*

***What do you think? We can talk at the BoD tomorrow.***

Dear Former HRA-INCOSE Member

On behalf of the Chapter President Becky Reed and Director at Large - Membership Kelly Moses, I would like to say we appreciated your membership during the past year. However, since you have not renewed your membership, I won't bother you with announcements of HRA-INCOSE events.

- If you did renew your membership, please contact the INCOSE HQ or Kelly Moses if you believe your renewal was lost in cyberspace.
- If you would like to remain on the HRA-INCOSE email distribution list please send me an email, and I'll you back on.
- Otherwise, you can keep up with the chapter meeting schedule by visiting our website [www.hra-incose.org](http://www.hra-incose.org)

Regards

Andy Schuster  
HRA-INCOSE Secretary

Steve Waddell <[steve.waddell@ngc.com](mailto:steve.waddell@ngc.com)>; James Southerland <[james.southerland@jcom.mil](mailto:james.southerland@jcom.mil)>; Joseph Sisti <[joseph.sisti@navy.mil](mailto:joseph.sisti@navy.mil)>; salas <[a.o.salas@larc.nasa.gov](mailto:a.o.salas@larc.nasa.gov)>; Ruzsala <[ruszala@cox.net](mailto:ruszala@cox.net)>; richardson <[bmrichar@vbgov.com](mailto:bmrichar@vbgov.com)>; rainey <[challenderj@msn.com](mailto:challenderj@msn.com)>; Mike podolosky <[mike.podolsky@ngc.com](mailto:mike.podolsky@ngc.com)>; Joel Orr <[joel.orr@gmail.com](mailto:joel.orr@gmail.com)>; O'Rourke <[shawn.o'rourke@2asc.com](mailto:shawn.o'rourke@2asc.com)>; micheal Olson <[olson@cs.odu.edu](mailto:olson@cs.odu.edu)>; Claude Norton <[can@spawar.navy.mil](mailto:can@spawar.navy.mil)>; Mat Needy <[Matthew.Needy@ngc.com](mailto:Matthew.Needy@ngc.com)>; Ji Hyon Mun <[jmun@odu.edu](mailto:jmun@odu.edu)>; mulholland <[mulholdj@cox.net](mailto:mulholdj@cox.net)>; moody <[john\\_moody@earthlink.net](mailto:john_moody@earthlink.net)>; George McKinney <[ghm57@aol.com](mailto:ghm57@aol.com)>; Kenneth Manzer <[kmanzer@futron.com](mailto:kmanzer@futron.com)>; Greg Kunch <[gwk99@hotmail.com](mailto:gwk99@hotmail.com)>; David Kubica <[kubica\\_david@bah.com](mailto:kubica_david@bah.com)>; Kroll, Adrienne <[atrent17@hotmail.com](mailto:atrent17@hotmail.com)>; Koger, Brian <[Brian.Koger@ngc.com](mailto:Brian.Koger@ngc.com)>; Michele King <[mking@futron.com](mailto:mking@futron.com)>; Jones, Robert L. <[bl.jones@ngc.com](mailto:bl.jones@ngc.com)>; Jacobs, Norman <[Norman.Jacobs@ngc.com](mailto:Norman.Jacobs@ngc.com)>; Richard Hughes <[richard.w.hughes@navy.mil](mailto:richard.w.hughes@navy.mil)>; Gary Hagberg <[ghagberg@caci.com](mailto:ghagberg@caci.com)>; Kevin Gunn <[KGUNN@MITRE.ORG](mailto:KGUNN@MITRE.ORG)>; Jay Gillespie <[jgilles4@ford.com](mailto:jgilles4@ford.com)>; Eugene Frazier <[gfraz1@poeplepc.com](mailto:gfraz1@poeplepc.com)>; Jim Francis <[francis\\_jl@juno.com](mailto:francis_jl@juno.com)>; Steve Forehand <[scforehand@charter.net](mailto:scforehand@charter.net)>; Mike Flemming <[mwflemming@hotmail.com](mailto:mwflemming@hotmail.com)>; english <[lenglis@nswc.navy.mil](mailto:lenglis@nswc.navy.mil)>; Emily Delaney <[tdelaney3@cox.net](mailto:tdelaney3@cox.net)>; burdette <[bkburdette@cox.net](mailto:bkburdette@cox.net)>; brown <[KennerlyGB@cox.net](mailto:KennerlyGB@cox.net)>; Pete bloomfield <[petjbloom@cox.net](mailto:petjbloom@cox.net)>; Chris Asaka <[chris.asaka@frit.frb.org](mailto:chris.asaka@frit.frb.org)>