

HRA-INCOSE BoD Meeting Agenda
Wednesday May 31, 2006, 5:00-6:30 PM BOD/ Dinner Meeting
Applebee's, 103 Lakeview Parkway, Suffolk VA

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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.

Officers (Quorum of	Name	Present	Other
President	Becky Reed		
Vice President	Bill Olson		
Treasurer	Jean Tolley		
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		
Members & Invited Guests in attendance	Name	Present	Other
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.

4. BoD Member Reports

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

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Report & Discussion																																																																													
Vice President	<ul style="list-style-type: none"> Provide report out of the May 19th Tutorial, including a list attendees with email addresses We should receive points for SAWE & SEAG conferences. Brochures were sent to Bill by Andy 																																																																												
Treasurer's Report	<p>Complete report provided in March</p> <p>A budget for 2006 was requested by the BoD at the April BoD meeting</p>																																																																												
Secretary's Report (4/13/06)	<ul style="list-style-type: none"> Mail Box checked on May 16 – No Mail. Approve Mtg Min – review and approve the 4/20/06 Rev 1 minutes attached Sent job opportunities to members at Ford Completed the June 14th Flyer 																																																																												
DaL – Programs	<ul style="list-style-type: none"> Review the details of our plans for June joint meeting with SOLE Plans for remainder of the year? 																																																																												
DaL - Membership (5/13/06)	<div style="text-align: center;"> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <caption>HRA - INCOSE Membership Data (Estimated from Chart)</caption> <thead> <tr> <th>Year</th> <th>Joined</th> <th>Members</th> <th>Lapsed</th> </tr> </thead> <tbody> <tr><td>94</td><td>2</td><td>0</td><td>0</td></tr> <tr><td>95</td><td>3</td><td>0</td><td>0</td></tr> <tr><td>96</td><td>5</td><td>0</td><td>0</td></tr> <tr><td>97</td><td>6</td><td>0</td><td>0</td></tr> <tr><td>98</td><td>20</td><td>0</td><td>0</td></tr> <tr><td>99</td><td>10</td><td>0</td><td>0</td></tr> <tr><td>00</td><td>40</td><td>0</td><td>5</td></tr> <tr><td>01</td><td>20</td><td>0</td><td>30</td></tr> <tr><td>02</td><td>20</td><td>115</td><td>15</td></tr> <tr><td>03</td><td>30</td><td>55</td><td>15</td></tr> <tr><td>04</td><td>20</td><td>85</td><td>20</td></tr> <tr><td>05</td><td>35</td><td>75</td><td>35</td></tr> <tr><td>06</td><td>10</td><td>90</td><td>0</td></tr> </tbody> </table> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="padding: 2px;">Current Members as of April 10, 2006</td> <td style="padding: 2px;">91 (including 1 student)</td> </tr> <tr> <td style="padding: 2px;">New Members since March BOD report</td> <td style="padding: 2px;">2</td> </tr> <tr> <td style="padding: 2px;">New members joined since January 1, 2006</td> <td style="padding: 2px;">10</td> </tr> <tr> <td style="padding: 2px;">Lapsed – no renewal since January 1, 2006</td> <td style="padding: 2px;">0</td> </tr> <tr> <td style="padding: 2px;">Corrections since last meeting</td> <td style="padding: 2px;"></td> </tr> </table> <p>Notes:</p> <ul style="list-style-type: none"> Since the April 10, 2006 Membership report, we have had 2 new members join. Pat Kennedy, Carmen Boelte It is interesting to note the following new membership <table border="1" style="margin-left: 20px; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 2px;">Month</th> <th style="padding: 2px;">Jan - Feb</th> <th style="padding: 2px;">Mar</th> <th style="padding: 2px;">Apr</th> <th style="padding: 2px;">May</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">New Members</td> <td style="padding: 2px;">4</td> <td style="padding: 2px;">2</td> <td style="padding: 2px;">3</td> <td style="padding: 2px;">2</td> </tr> </tbody> </table> As a result of the one correction in April, we have 10 new members thus far in 2006. 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 	Year	Joined	Members	Lapsed	94	2	0	0	95	3	0	0	96	5	0	0	97	6	0	0	98	20	0	0	99	10	0	0	00	40	0	5	01	20	0	30	02	20	115	15	03	30	55	15	04	20	85	20	05	35	75	35	06	10	90	0	Current Members as of April 10, 2006	91 (including 1 student)	New Members since March BOD report	2	New members joined since January 1, 2006	10	Lapsed – no renewal since January 1, 2006	0	Corrections since last meeting		Month	Jan - Feb	Mar	Apr	May	New Members	4	2	3	2
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Report & Discussion	
	appropriately reflect the fluctuations in a given membership year. Thanks for all your help, Kelly
DaL - University Liaison	
DaL – Publication Report	
DaL – Training & Education	Presented SE Standards Tutorial at: SSTC NG SEAG Presented SoSE brief at the NG SoSE CoP and at PEO IWS. Conducting NG cross-sector training by presenting INCOSE SE Handbook V2a Tutorial via NetMeeting in 9 sessions each Thursday. Initiating mods to the Tutorial slides to add missing notes in several Sections. Received formal comments on V2a Tutorial from INCOSE TB to be resolved by authors/presenters. Will be initiating this process soon. Preparing SE Standards tutorial for submission to INCOSE IS. John
PEC Representative	
President Report	

5. Old Business - Action Items

Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
3/15/06-4	April BoD Meeting	Jean		Treasurer has action to update the bank signature cards for 2006.
3/15/06-7	April BoD Meeting	Andy & Chris		Look in to bring Hockberger down to NGNN area to give his 8 hour SE Class, developed for SNAME. This could be joint meeting with SNAME in the fall or in early 2007.
3/15/06-8	April BoD Meeting	Andy		Develop a policy for Travel Expense Honorarium and Gifts for speakers, and instructors, for review and approval by the BoD.
3/15/06-9	April BoD Meeting	Andy		Develop a checklist for dinner and luncheon meetings so we don't forget things, for review and approval by the BoD.
3/15/06-10	April BoD Meeting	Andy & Christy		Resurrect or develop a simple procedures page that is password protect. The procedures page will provide links to all our checklists, WBS, Ops Mnls, lesson's learned, etc. <ul style="list-style-type: none"> • <u>3/21/06</u>- Andy provides a list of changes to Christy to clean up the Administrative section of the web page. • <u>4/20/06</u> – Changes not complete yet.
3/15/06-11	April BoD Meeting	Andy & Bill		Develop a draft of a By-Laws change to rewrite Article XIV to include: SE of the Year should be nominated for the PEC EOY Award
3/15/06-12	June BoD	Dan, Andy		Develop a Chapter Document Revision Schedule that

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Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
	Meeting	& Christy		reflects new officers, INCOSE procedures, and laws changes.
4/20/06-1	May BoD Meeting	Andy & Christy		Can we start a "Job Listing" on our website?
4/20/06-2	5/1	Bill & Andy	5/16 by Bill	Send out mass email for May Tutorial using address list from Andy Schuster
4/20/06-3	5/1	Andy	4/22	Send article on May Tutorial to Daily Press
4/20/06-4	5/11	Bill	5/16 by Andy	Send out a reminder for the May Tutorial
4/20/06-5	May BoD Meeting	Jean		Develop a budget for the year with help from Bill, Becky and especially Chris
4/20/06-6	May BoD Meeting	Andy		Order INCOSE Promotional Items, including Bookmarks, Luggage tags, folders and brochures, from INCOSE HQ

6. New Business for discussion

New Business	Discussion & Decision
1. INCOSE IW Mtg Debreif	John Clark to give a debriefing of the IW in Arizona. BoD noted that John wrote an article for the newsletter on the subject.
2. Awards Committee	<i>Differed discussion of the motion until Chis Orlowski can participate in a discussion. However, Bill Olson made the motion "The HRA-INCOSE By-Laws should be changed so that the SE of the Year should be nominated for the PEC EOY Award". See Action Item 11</i> Motion: To establish a Chapter Awards Committee "The BoD shall establish a Awards Committee chaired by the Vice President, with members selected from the BoD. The purpose of the committee shall be to determined what chapter awards to should be established under Article XIV of the Chapter ByLaws. The committee shall also prepare all documentation required to support nomination of chapter members for INCOSE awards such as the "Pioneer", "Founder", "Fellow" and "Outstanding Service", and PEC Engineer of the Year, PEC Doug Ensor Young Engineer of the Year, and any southside engineering award. The committee shall also work with members to determine what support the chapter can provide to help them qualify for recognition of their service and contributions. Support can be either financial or career development opportunities." See various awards criteria in the attachments starting on Page 4&5
3. Chapter Logo	Choose a new chapter logo based on the requirements and the concept designs. The final design may not reflect any of the ideas in the attachment. See various logo requirements, ideas and samples starting on Page 7&8.
4. Funding Travel to attend INCOSE 2006	The BoD has receive two requests for funding to pay travel expenses to attend the 2006 INCOSE Symposium in Orlando FL. The BoD has funded other members to attend workshops and the annual symposium. Both requestor's have legitimate chapter or INCOSE business to conduct at the symposium. The BoD must respond. <ul style="list-style-type: none"> • Kevin Topp – Past President to receive our Gold Chapter Award • John Clark – DaL Training to give a class. BOD approved \$1000 for travel at the March BoD Meeting. <i>There was lengthy discussion this topic at the April BoD. We agreed that a commitment has been made to John Clark to provide \$1000 of funding and to defer any other commitments until a annual budget could be developed (see action item 4/20/06-5)</i>

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New Business	Discussion & Decision
5. Fall Event	<i>DAL Programs is asked to present the POA&M or the IMP. Maryland chapter is interested in collaboration.</i>
6. Compliment from Dick Kitterman Region V Representative to INCOSE	<p>From: Kitterman, Richard W To: Andy Schuster Cc: Shelton, Bruce ; michael.eagan@kodak.com ; Becky Reed ; Carol Hutchinson ; Dave Wiskochil home ; Dave Wiskochil work ; Hilda Coleman ; James Lynch ; Mary Redshaw ; Terry Kuykendall Sent: Monday, May 22, 2006 3:16 PM Subject: RE: HRA-INCOSE Announcement #15 - June 14th Dinner Meeting with SOLE</p> <p>Andy, I just wanted to share a couple of (very positive) reactions with you:</p> <ul style="list-style-type: none"> • Nicely done announcement—really professional looking, content thought through and clearly provided. Tag on the back worth the benefit gained. • Joint meeting with partial chapter subsidy—great way to stretch the budget on both sides, give something back to those who will participate, good way to get a larger and more diverse audience, good way to build networking where systems engineers get another view • Personally happy to see a change in location—one of the things I was always nagging the chapter on was the Hampton Roads-centric (and NGNN-centric) locations we held to while half of our membership lived on the other side of the river. <p>Well done! Regards, Dick</p>
7. Southside Locations	<p>Convenient meeting places are a perennial challenge for our chapter. We shouldn't have to hunt for meeting sites every time we want to plan a meeting. We should be able choose from a list of sites, that meet our expectations. The inventory of meeting sites should include:</p> <ul style="list-style-type: none"> • What type of event can we hold at the site? <ul style="list-style-type: none"> ○ Dinner meetings ○ Seminar (full day) events ○ BOD Meetings • Meal prices and choices • Contact information - name, phone, times etc. • Seating capacity in a private area • A/V arrangements • Grouped by Area <ul style="list-style-type: none"> ○ Williamsburg ○ Peninsula ○ Virginia Beach (east of Independence Blvd) ○ Norfolk (Gent Area) ○ Portsmouth (downtown) ○ Suffolk/Chesapeake (near MMBT) ○ Norfolk (airport & Wards Corner Area) <p>Candidate sites can come from the BOD and membership. The next newsletter should contain an appeal for sites. See the initial list of sites that is attached</p>

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7. Attachments

Award Criteria – Peninsula Engineers Council Engineer of the Year

Guidelines in Evaluating Nominee Submittal for the PEC "Engineer of the Year" Award.

Area	Top 1% (35-33)	Top 10% (32-25)	Above Average (24-18)	Average (17-1)	Not Described (0)	Score
Technical	<ul style="list-style-type: none"> • National/Industrial Authority • Publications with National & International Significance • Expanded Knowledge Base • Advanced State-of-the-Art • Many Honors & Awards • Patents with National and International Significance 	<ul style="list-style-type: none"> • Conceived New Systems • Major Productivity Enhancements • Widely Recognized Technical Authority • Some Honors & Awards • Significant Patents • Widely Recognized Technical Authority 	<ul style="list-style-type: none"> • Consistent Standout Achievements • Known For Innovations • Developed Analysts/Design Tools • Numerous Publications • Numerous Patents 	<ul style="list-style-type: none"> • Very Competent and Reliable • Published • Some Patents 	<ul style="list-style-type: none"> • Average Technical Competence 	
Leadership/ Management	<ul style="list-style-type: none"> • National/Industrial Leader • Led One or More Major National Programs • President of University • Dean of College • Led Formation of Science & Technology Policy • Led National Committee or Board 	<ul style="list-style-type: none"> • Industry Functional Leader • Major Program Manager • Department Chairman • Chief Engineer or Equivalent • Productivity Innovations • Commercialization Successes • Participated in Foundation of Science & Technology Policy • Member of National Committee or Board 	<ul style="list-style-type: none"> • Program Manager • Well Known for Cost Effective Management • Developed New Management Tool • Full Professor 	<ul style="list-style-type: none"> • Project Manager Experience • Extensive Supervision • Associate Professor 	<ul style="list-style-type: none"> • No Leadership References • No management References 	
Service to the Community I.e. Civic or Service Organizations	<ul style="list-style-type: none"> • Led National Committee 	<ul style="list-style-type: none"> • Led Regional Committee • Member of National Committee 	<ul style="list-style-type: none"> • Led Local Community Committee(s) or Board (s) 	<ul style="list-style-type: none"> • Member of one or more local Committees/Boards 	<ul style="list-style-type: none"> • No Service to the Community 	
Service to the Profession	<ul style="list-style-type: none"> • Elected Member of your Society's in National or International Board, or Equivalent Position • Journal Editor or Equivalent • Honorary Fellow 	<ul style="list-style-type: none"> • Member of National Committee, Section/Regional Chair, TC, or an Equivalent Position in National or International aspects of a Society • Associate Editor • Fellow 	<ul style="list-style-type: none"> • Member of Section Council, Section Officer or the Equivalent • Position in National or International Professional Society • Publishes & Reviews Papers 	<ul style="list-style-type: none"> • Member Attends Meetings of Professional Organizations • Publishes • Assists with meetings & other Functions of the Professional Organizations 	<ul style="list-style-type: none"> • Infrequently attends professional organization meetings • A Passive Member 	

Peninsula Engineers Council, or <http://va-pec.org>

Award Criteria - INCOSE Fellow Award

INCOSE Fellows are individuals with significant verifiable contributions to the art and practice of Systems Engineering in industry, government or academia. This award recognizes practitioners from government and industry applying knowledge and contributing to the practice of systems engineering in designing and acquiring systems, researchers developing new knowledge, pushing the theory forward, and teachers disseminating knowledge and developing the next generation of successful systems engineers.

Eligibility

Candidates must have been INCOSE members for a minimum of 5 years. Under exceptional circumstances this can be waived by the Board of Directors.

Criteria

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- Fellow awards are based only upon significant verifiable contributions to the art and practice of Systems Engineering and only upon evidence of same provided in written form to the Fellows Select Committee provided by their nominators. It is recognized that systems engineers come from different domains, e.g.: industry, government and educational organizations. They also are engaged in different areas of practice, e.g.: research, application and teaching. And in some cases national security or company policy inhibit accessibility of supporting materials. Therefore, varied verifiable evidence of contributions to the state of the art and practice are expected to be submitted.
- Nominators should identify their candidates primary strength as that of either a practitioner (applies knowledge), or a researcher (develops new knowledge) or a teacher. For a practitioner, the criteria are satisfied by providing evidence about programs that he/she has personally led and/or advanced by means of significant application of the Systems Engineering art. This evidence should be supported by publications - ideally in refereed journals or conferences where possible - or other suitable means. For a researcher, the criteria are satisfied by providing evidence about research personally conducted or advanced as a consequence of the researcher's effort. This evidence should be supported by patents, patent applications, books authored and those to which contributions have been made, and publications in refereed journals or conferences. For teachers, evidence is provided by advances made in the state of the art in systems engineering education such as new books, courses, curricula and refereed publications.
- Some nominators may wish to submit their candidates for consideration in more than one category. In this case evidence must be provided as above for every applicable area.

Nomination Process

- Each candidate will have a nominator other than him/her self.
- The nominator will provide a package to The Fellows Select Committee which will consist of the following:
 - a. Candidate identification and description
 - Name of Candidate
 - Age
 - Primary Contribution
 - Secondary Contributions (if applicable)
 - Educational Background
 - Professional History (Employer, Years of Employment, Duties, Accomplishments)
 - Accomplishments vs. Fellows Criteria
 - b. Letters of Support, provided by the nominator and at least three others (form can be found on the [Fellows page](#)). Ideally all of these should be Fellows of INCOSE or related professional societies, and should state so if this is the case. These letters are limited to two typewritten pages, and should provide:
 - Name of Nominator/Supporter
 - Brief Educational and Professional background of Nominator/Supporter
 - Professional Society Memberships and position if any in these, such as Fellow
 - Basis of knowledge about the candidate
 - Evaluation of the candidate vs. the criteria
 - Rating of the candidate as an INCOSE Fellow on a scale of 1 (low) to 10 (high)
- 3. Those writing letters of support should have the candidates CV available to them, but all letters of support should be independently written.

Recognition

The Fellow Awards will be presented at the annual INCOSE Symposium with a reading of the citation and presentation of an appropriate memento of recognition.

Reference: [INCOSE Policy REC-101](#): Fellows Award - January 26, 1998

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New Chapter Logo - Requirements and Decision Matrix

Requirement by author	Scoring Criteria	Weight	Fontaine		Podolsky		Schuster			
			Score	Total	Score	Total	Score	Total	Score	Total
<i>Orlowski & Moses</i>										
Keep the Boat	Y/N									
<i>Schuster</i>										
Reproducible on letter heads, slides and a 11x 17 poster	Y/N									
Reproducible on a white or black background	Y/N									
Reproducible when embroidered on a shirt light	Y/N									
Identify chapter	Y/N									
Include INCOSE Globe and name	Y/N									
Identify chapter web site	Y/N									

New Chapter Logo - Ideas

Fontaine – See example below

Moses – What if we make the INCOSE 'globe and INCOSE name' sort of like a fog either in the background behind the bridge or large like a water mark. or maybe make the flag on the boat larger and put the 'globe' on the flag?? Unfortunately, I really like our HRA logo and vote to retain it as much as possible. Globe in background as a ghost image (transparency) with the bridge and boat in foreground

Orlowski - Don't lose the boat! Speaking as Naval Architect who got religion and is now a Systems Engineer working in the Shipbuilding Industry....I love the "Boat".

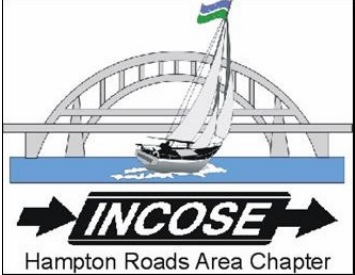




Podolsky - Dan's suggestion with HRA Chapter in a font equal to INCOSE

Podolsky – see example below

Schuster – see example below

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New Chapter Logo - Samples

<p>Existing HRA-Logo</p> 	<p>INCISE official Logo</p> 
<p>Dan's</p> 	<p>Andy's</p> 
<p>Mikes's</p> 	

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HRA-INCOSE Meeting Sites, 5-26-06 Rev

Area	Site	Meeting Type	Meals & Prices	Contact Info	Seating Capacity	Flyer Info y/n
Norfolk (Airport)	Aberdeen Barn					
Norfolk (Airport)	Airport Hilton (Military Hwy and Princess Anne Rd Norfolk),					
Norfolk (Airport)	Quality Inn (formerly Lake Wright Norfolk),					
Norfolk (Dwtn)	ODU			Linda Vahala		
Norfolk (Dwtn)	NSU					
Norfolk (Dwtn)	Sheraton (Waterside Drive Norfolk					
Peninsula	Topeka Steak House Hampton	Dinner BoD	Steak \$15-25 A la Carte			Yes
Peninsula	ODU Graduate Engineering Center	Dinner Seminar BoD				Yes
Peninsula	Virginia Air & Space Museum	Dinner				
Suffolk	Applebee' 103 Lakeview Parkway, Suffolk VA	BoD	American \$10-20 A la Carte			
Virginia Beach	Holiday Inn Greenwich Rd VB					
Virginia Beach	TCC – VB			Mike Plumb		
Virginia Beach	Gus & Georges	Dinner	Italian \$25 Fixed menu			Yes
Virginia Beach	ODU Graduate Engineering Center					
Norfolk (Wards Corner)	ROM Tai					

Notes:

Meals – salad, entrée with bread and beverage, desert w/coffee

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