

**HRA-INCOSE BoD Meeting Agenda**  
**Tuesday July 10, 12:00 – 1:00 PM Teleconference**  
**Call into 757-534-3969, PW 343969 or**  
**Meet in Conference Room D Bldg 600 @ NGNN**

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**1. Call To Order (1 minute)**

The meeting was called to Order at

**2. Roll Call & Quorum (2 minutes)**

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   | Bill Olson     |                |              |
| Vice President                                    | Chris Orlovski |                |              |
| Treasurer   | Sherry Maclay  |                |              |
| Secretary   | Kelly Moses    |                |              |
| Past President                                    | Becky Reed     |                |              |
| Web Master  | Christy Mazza  |                |              |
| Director at Large for Programs                    | Tad Walls      |                |              |
| Director at Large for Membership                  | Michele King   |                |              |
| Director at Large for University Liaisons         | Michael Plumb  |                |              |
| 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     |                |              |
| Director Media Relations                          | Steve Forehand |                |              |
| Technical Committee - Lead                        | Kevin Topp     |                |              |

**3. Perfect the Agenda (2 minutes)**

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 (35 minutes)**

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

| Report & Discussion                    |                                |
|--|--------------------------------|
| President (4 minutes)                  |                                |
| Vice President (3 minutes)             |                                |
| Treasurer's Report (8 minutes)         | Appendix A                     |
| Secretary's Report (0 minutes)         |                                |
| DaL – Programs (7 minutes)             | Current Calendar – Appendix B  |
| DaL - Membership (3 minutes)           | Membership report – Appendix C |
| DaL - University Liaison (2 minutes)   |                                |
| DaL – Publication (2 minutes)          |                                |
| DaL – Training & Education (2 minutes) |                                |
| PEC Representative (2 minutes)         |                                |
| Web Master (2 minutes)                 |                                |
| Chapter Brief from INCOSE              |                                |
| INCOSE Contact                         |                                |
| Becky's Corner                         |                                |
| Technical Committee                    |                                |

**5. Old Business (10 minutes)**

**Action Items**

| Action Item<br>Mtg Date &<br>A/I No | Due Date | Assigned To | Finish Date | Title - Description  |
|-------------------------------------|----------|-------------|-------------|--|
| 05-15-06 #2                         | June 15  | Tad/Kelly   | Ongoing     | Buy a new banner with the new logo<br>Nov – Logo has been revised<br><i>No change.</i>   |
| 1-16-07 #2                          | May 1    | Michele     | 6-08-07     | <u>Membership surveys:</u> Send lapsed member survey to 2006 lapsed members, Revise current New Member Letter to include new member survey<br><i>Complete.</i> |
| 1-17-07 #8                          |          | Bill        |             | <u>HRQMC Seminar:</u> Bill will call Mike Plumb and coordinate.  |

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| Action Item<br>Mtg Date &<br>A/I No | Due<br>Date | Assigned<br>To    | Finish<br>Date | Title - Description   |
|-------------------------------------|-------------|-------------------|----------------|---|
| 2-13-07 #15                         |             | Kelly             |                | Work on Communication Plan revision to incorporate Acteva capabilities – <i>Kelly asked Bill where the Communication Plan might be located, it is not on the disk provided to Kelly by Andy in January 2007</i>   |
| 3-20-07 #17                         | 4-17-07     | Bill              |                | Find Chairperson for RM Seminar<br><i>On-going</i>  |
| 3-20-07 #18                         |             | Andy/Tad          | Partial        | Develop management plan for RM Seminar<br><i>On-going</i>   |
| 6-13-07 #1                          | 6-21-07     | Tad               |                | Write an article on the Mike Fontaine event and send it to Dan Fontaine for inclusion in the newsletter.  |
| 6-13-07 #2                          | 6-21-07     | Bill              |                | Write an article on the Wine & Cheese social and send it to Dan Fontaine for inclusion in the newsletter.   |
| 6-13-07 #3                          |             | Bill/John         |                | Get product under official configuration control.   |
| 6-13-07 #4                          | 6-30-07     | Bill              | 6-18-07        | Ask INCOSE IS Chair to waive John's IS registration fee in compensation for presenting the tutorial.<br>Otherwise, approve John's previous request for HRA reimbursement of his IS registration fee so he can pay his credit card bill.<br>Call John Clark to find out how much money he is requesting be reimbursed. Send an e-mail vote to the BoD. – Vote was taken and John will be reimbursed for his IS registration fee. |
| 6-13-07 #5                          | 7-30-07     | Tad               |                | Use up to \$2000 to book a space for the Risk Management Seminar.   |
| 6-13-07 #6                          | 6-30-07     | Michele/<br>Kelly |                | Can Futron do an Open House?  |
| 6-13-07 #7                          | 6-30-07     | Bill              |                | Write email to INCOSE to ask for speakers for the Risk Management Seminar.  |
| 6-13-07 #8                          | 6-30-07     | Michele           |                | Reply to the lapsed member who completed the Lapsed Member Survey.  |
| 6-13-07 #9                          | 6-30-07     | Michele           |                | Find out how many INCOSE members signed up for membership at the Tutorial in Sept/Oct 2005 and are still members.   |
| 6-13-07 #10                         | 7-10-07     | Michele           |                | Review the Requirements in Section 3: Membership of the 2004 Chapter Awards Submission sheet. Report on what we're meeting/not meeting at the next meeting.   |
| 6-13-07 #11                         |             | Bill              |                | Get CSEP Tutorial an official INCOSE product and under official configuration control.  |

**6. New Business (15 minutes)**

**Topics of discussion**

| New Business                        | Discussion & Decision |
|-------------------------------------|-----------------------|
| 1. Advanced Risk Management Seminar |                       |
| 2. Planning for Christmas Party     |                       |
| 3.                                  |                       |
| 4.                                  |                       |

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| New Business | Discussion & Decision |
|--------------|-----------------------|
| 5.           |                       |
| 6.           |                       |

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**Attachment A – Treasurer’s Report**

## HRA-INCOSE Program for 2007

### Attachment B –HRA-INCOSE Program for 2007

### HRA-INCOSE Program for 2007

| Upcoming Events - Confirmed HRA-INCOSE Program ideas for 2007 |   |                                    |        |        |  |
|---|---|------------------------------------|--------|--------|--|
| Date  | Event Type – <u>Event Title</u> –<br>Presenter  | Location                           | Points | Budget | Notes  |
| July 10   | BOD 12-1  | Telecom                            | 25     | 0      |  |
| July 26   | <u>Cross SYSCOM Systems Engineering</u> , Chris Utara   | Johnny Carinos                     | 30     | -120   | NEED TO PROMOTE!   |
| Aug 14  | BOD 12-1  | Telecom                            | 25     | 0      |  |
| Aug<br>TBD  | Dinner Meeting “Comparison of INCOSE and PMI Risk Management practices”, Becky Reed & Steve Waddell                                       | Portsmouth,<br>Location TBD        | 100    | -150   | Tad scheduling with Becky Reed - NOT CONFIRMED! Tad could possibly present if this falls through.                    |
| Sept 11   | BOD 12-1  | Telecom                            | 25     | 0      |  |
| Sept 13 & 14  | <b>3<sup>rd</sup> Annual SSEC, a 2 Day Review Seminar</b> on the INCOSE Handbook Vr 2A  | ODU Web Center                     | 800    | 1500   | John Clark is Lead, this will be a repeat of the Jan-Mar event, but in a 2 day format – move to November risk event? |
| Sept 18   | Dinner Meeting - <u>Configuration Management</u> – NGNN SE/CM Group Representative  | VB, Location TBD                   | 100    | -120   |  |
| Oct 9   | BOD 12-1  | Telecom                            | 25     | 0      | Perhaps a dinner meeting?  |
| Oct 10  | AICHe/INCOSE Dinner Meeting - <u>V&amp;V of a new Chemical Engineering Process</u> - Jale Akyurtlu, Hampton U,                            | Al Fresco Risterante, Newport News | 200    | -100   | Abstract and title are due on July31st – TW sent email on 6/4 to confirm.  |
| Nov 7   | Dinner Meeting: Fred Rojek <u>Model Based Systems Engineering</u> ; Booz Allen Hamilton   | Norfolk,<br>Location TBD           | 100    | -50    | Tad confirmed on 4/18; Move to risk event?   |
| Nov 8-9   | <b>Advanced Risk Management Seminar</b><br>Speakers:<br>NASA LARC project Risk Mgr- moses<br>SAWE – Weight Cntrl Risk – Cerro Waddel/Reed | TBD                                | 2000   | 8000?  | Planning started 3/1/07 WBS on G Drive. Mike Podolsky and Bill Olson have potential sponsors.                        |
| Nov 11  | BOD 12-1  | Telecom                            | 25     | 0      |  |
| Dec 11  | BOD 12-1  | Telecom                            | 25     | 0      |  |
| Dec xx  | Holiday Party   | TBD                                |        |        | Bill Olson’s House?  |
| Jan TBD (08)  | Dinner Meeting<br><u>Installation of Officers</u>   | TBD                                | 0      | -250   | Free Dinner for Officers   |

## HRA-INCOSE Program for 2007

| Completed HRA-INCOSE Program ideas for 2007 |   |   |        |          |  |
|---|---|---|--------|----------|--|
| Date  | Event Type – <u>Event Title</u> –<br>Presenter  | Location  | Points | Budget   | Assumptions  |
|   |   |   | 1740   | \$ 1,007 |  |
| Jan 09                                      | Dinner Meeting<br><b><u>Installation of Officers</u></b>  | Gus's at<br>Ramada Plaza<br>in VB   | 0      | -250     | 50+10*\$20 Plaques &<br>Free Dinner for<br>Officers                            |
| Jan 16                                      | BOD 12-1  | Telecom   | 25     | 0        |  |
| Jan 12<br>thru<br>Mar 30                    | Online Tutorial<br><b><u>Tutorial on the INCOSE System<br/>Engineering Handbook in<br/>Preparation for SE Certification</u></b> -<br>John Clark | Teleconference<br><a href="https://connect.incose.org/tut/sehandbook/">https://connect.incose.org/tut/sehandbook/</a> | 800    | 2075     | Charging \$25/attendee,<br>net to HRA is 23.50.<br>Net to HRA-INCOSE<br>2/2/07 |
| Jan 25                                      | Seminar<br><b><u>Hampton Roads Quality<br/>Management Council Community<br/>of Practice Seminar #2</u></b>                                      | <b>ODU</b>  | 0      | 0        | HRA-INCOSE<br>involvement is<br>unknown  |
| Jan 27-<br>31                               | <b><u>2007 INCOSE International<br/>Workshop</u></b><br>J. Clark & B Reed have requested<br>funding from HRA                                    | <b>Albuquerque,<br/>New Mexico</b>  | 100    | -500     | 50 points per attendee   |
| Feb 15                                      | IEEE/INCOSE Dinner Meeting<br><b><u>Engineering Professional<br/>Certification</u></b> , by Jim Lowe,<br>General Council HSMM                   | Al Fresco<br>Ristorante<br>11710 Jefferson<br>Newport News<br>VA  | 100    | -108     | =30+30+48<br>Speaker's Gift, Dinner,<br>and member price<br>difference (8*6)   |
| Feb 13                                      | BOD 12-1  | Telecom   | 25     | 0        |  |
| Feb 21,                                     | <b><u>PEC Career Day, NASA LARC<br/>10-12</u></b>   | Reid Conf Ctr   | 200    | -50      | Kevin has lead, we buy<br>PIZZA for kids                                       |
| Feb 22,                                     | <b><u>PEC Career Day, NASA LARC<br/>10-12</u></b>   | Reid Conf Ctr   | 200    | -50      |  |
| Feb 24<br>Sat                               | <b><u>PEC's National Engineers Week<br/>Award Banquet</u></b>   | Plaza in NN   | 240    | -160     | Kevin has tickets<br>assume dan plus 3 or<br>4*\$35                            |
| Mar 20                                      | BOD 12-1  | Telecom   | 25     | 0        |  |
| Mar 29                                      | General Membership Meeting<br><b><u>CSEP Application Overview</u></b>   | Tidewater<br>Community<br>College   | 0      | 50       | Mike Plumb and Andy<br>Schuster to arrange,<br>with John Clark as<br>speaker   |
| Apr 13                                      | BOD 12-1  | Telecom   | 25     | 0        |  |
| May 2<br>Wed                                | Dinner Meeting <b><u>NAVY Risk<br/>Exchange</u></b> , Scott McClean,<br>NAVAIR  | China Buffet,<br>Military Hwy   | 100    | -130     |  |
| May 8                                       | BOD 12-1  | Telecom   | 25     | 0        |  |
| May 31                                      | Dinner Meeting <b><u>Transportation<br/>Technology and Systems<br/>Engineering Relationship</u></b> Dr. Mike                                    | Orapax in<br>Ghent  | 100    | -30      | Booked side room at<br>Orapax.   |

## HRA-INCOSE Program for 2007

Rev 0.17, 3/20/07, by Andy Schuster HRA-INCOSE DaL-Programs 2007

| Completed HRA-INCOSE Program ideas for 2007 |   |   |            |        |                |
|---|---|---|------------|--------|----------------|
| Date  | Event Type – <u>Event Title</u> –<br>Presenter                    | Location  | Points     | Budget | Assumptions    |
|   | Fontaine, ODU   |   |            |        |                |
| June 2                                      | <b><u>Wine &amp; Cheese Party</u></b> - General<br>Membership Mtg | Reed/Waddell<br>Residence                         | <i>100</i> | -250   |                |
| June 13                                     | BOD 530-700   | Ruby<br>Tuesday's;<br>College Drive<br>in Suffolk | 25         | 0      | Dinner Meeting |
| June 24-<br>28                              | <b><u>INCOSE – International<br/>Symposium</u></b>                | San Diego   | 100        | -1000  |                |

# HRA-INCOSE Program for 2007

Rev 0.17, 3/20/07, by Andy Schuster HRA-INCOSE DaL-Programs 2007

## Missing items from Agenda

- Risk Symposium
- Dinner Meeting – **SE in Offshore Oil Industry Projects** - Dr Whitcomb, NGSS SE Chair at UNOs NAME/OE dept.

## 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

### From John Clark:

The following briefs can be presented by John Clark:

- SE from a Standards perspective
- SoSE from a Standards perspective
- Software Reuse Success Story
- INCOSE CSEP Exam and Tutorial overview
- Potential HRA Seminar on the DoD Architecture Framework (DoDAF) by Dr James Martin, INCOSE SE Standards Committee Chair

### From Andy Schuster - Joint Meetings:

SOLE – Dan

SNAME – Hockberger Seminar

SAWE – SE to NA interface

PMI - Steve

## Potential HRA-INCOSE Program ideas for 2007

| Date | Event Type – <u>Event Title</u> – Presenter   | Location    | Points | Budget    | Assumptions                                      |
|------|---|-------------|--------|-----------|--|
|      |   |             | 700    | \$ -2,990 |  |
| tbd  | <u>One Day Seminar – Systems Engineering in Ship Design – One Day seminar jointly held with ASNE &amp; SNAME – with Hockberg as speaker</u><br>W.hockberger@verison.net | Norfolk     | 200    | -750      | Expenses \$600+150 Honorarium, & travel expenses |
| tbd  | <u>General Membership Mtg</u>   | Tbd         | 0      | 0         | Andy to choose location                          |
| tbd  | <u>General Membership Mtg @ NGMS</u>  | NGMS in VB  | 0      | 0         | John Clark initial POC                           |
| tbd  | <u>Tutorial – Achieving Effective Risk Management</u> by Ed Conrow July 21, 2006  | Norfolk     | 200    | -750      | =\$600+150, Honorarium, & travel expenses        |
| tbd  | <u>Joint Symposium Battle Space Symposium with INCOSE MD Chapter</u>  | Solomons?   | 100    | 0         | Tentatively for 10/12                            |
| tbd  | <u>Christmas Party Bill's House, TBD?</u>   | Chesapeake, | 0      | -1250     |  |

**Attachment C - Membership Report for June 2007 BOD**