

**HRA-INCOSE BoD Meeting Agenda**  
**Tuesday August 14, 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.

<b>Report &amp; Discussion</b>	
<b>President (4 minutes)</b>	
<b>Vice President (3 minutes)</b>	<ul style="list-style-type: none"> <li>• HRA INCOSE EOY Nomination</li> <li>• Peer Review Board for November Seminar Abstracts</li> </ul>
<b>Treasurer's Report (8 minutes)</b>	Appendix A
<b>Secretary's Report (1 minutes)</b>	<ul style="list-style-type: none"> <li>• Request approval of July 10, 2007 Minutes (sent in same email as 8/14/2007 Agenda V1.0 Draft)</li> </ul> Need a volunteer to draft a Communication Plan to include configuration control of email distribution to membership. - <ul style="list-style-type: none"> <li>• HRA INCOSE communications - effectiveness, following process, etc.</li> </ul>
<b>DaL – Programs (7 minutes)</b>	Current Calendar – Appendix B <b>General:</b> - September's dinner meeting is on Sept 18th - speaker is Todd Smith - location is the Omni in Newport News - Only a few HRA INCOSE members have RSVP'd for next week's dinner meeting - the PMI guys are beating us - lets change that! - Risk Conference discussion items in "New Business"
<b>DaL - Membership (3 minutes)</b>	Membership report – Appendix C Chapter Awards Points Criteria (Membership), HRA Trifold-Updated, Membership Renewal Plan Template, Professional Organization Student Membership Policy Comparison Spreadsheet
<b>DaL - University Liaison (2 minutes)</b>	
<b>DaL – Publication (2 minutes)</b>	
<b>DaL – Training &amp; Education (2 minutes)</b>	<ul style="list-style-type: none"> <li>• Status of SSEC at ODU. Do we want to do it on a weekend?</li> <li>• What is the status of making the tutorial an official technical product?</li> <li>• What do we want to charge for the SSEC (on-line, remote seminar, and local seminar)?</li> <li>• Cost for CSEP training in Sept, at Nov risk conference and the online course</li> </ul>
<b>PEC Representative (2 minutes)</b>	
<b>Web Master (2 minutes)</b>	
<b>Chapter Brief from INCOSE</b>	
<b>INCOSE Contact</b>	
<b>Becky's Corner</b>	

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Report & Discussion	
Technical Committee	

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

**Action Items**

Action Item Mtg Date & 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 Nov – Logo has been revised <i>No change.</i>
1-17-07 #8		Bill		HRQMC Seminar: Bill will call Mike Plumb and coordinate.
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 <i>On-going</i>
3-20-07 #18		Andy/Tad	Partial	Develop management plan for RM Seminar <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 the CSEP Tutorial to be an official INCOSE product and under official INCOSE configuration control. John plans to finalize the Tutorial slides and submit them to the INCOSE TLT by the end of July 2007 for final approval and posting on INCOSE Connect as a Technical Product.
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/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.
7-10-07 #31	8-14-07	Chris		Review Treasurer's Excel File and assist Sherry with reconciling accounts with categories
7-10-07 #32	8-14-07	Chris/Bill	Partially complete	Coordinate Sponsorship Information and Dissemination Process

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

**Topics of discussion**

<b>New Business</b>	<b>Discussion &amp; Decision</b>
1. Advanced Risk Management Seminar	<p><b>Risk Conference:</b></p> <ul style="list-style-type: none"> <li>- Need volunteers to help coordinate</li> <li>- Need panel to review abstracts</li> <li>- Review of current list of speakers</li> <li>- Proceedings - website sufficient?</li> <li>- Marketing budget? Honorarium (tax implications)?</li> <li>- Marketing flier requirements</li> <li>- CSEP credits?</li> <li>- Level of NGNN E47 support for conference website?</li> <li>- Payment - in advance using Acteva (extra \$2 fee) or at the door?</li> </ul>
2. Planning for Christmas Party	
3. <b>3<sup>rd</sup> Annual SSEC</b> , a 2 Day Review Seminar on the INCOSE SE Handbook V2a	<p>Hold at ODU in September?            Move to or duplicate at the November risk event?            What fee should we charge?            ODU has a location on hold (room 128 in the Miles Godwin Building on Saturday 15 &amp; Sunday 16 September from 8am - 5pm.), but is still trying to schedule the Webb Center or Ted Constant Center. John has inquired to Andres Sousa-Posa (MECS leader at ODU) to find other spaces &amp; dates. Andres says there are many opportunities, and MECS could administrate the SSEC for us.</p>
4. <b>Web-based CSEP Tutorial</b> this fall/winter, an repeat of the web-based CSEP Tutorial held Jan-Mar 2007	<p>Does HRA want to host this again?            What fee should we charge?            John will begin Friday Sept 14 plus or minus a week.            Sherry – please setup the Activa on-line registration site.            Kelly – either you or Sherry please setup registrant access to the INCOSE Connect site.</p>
5. <b>IS 2008 CSEP Tutorial</b>	<p>The IS 2008 committee has requested that the CSEP Tutorial be presented at the IS 2008 in the Netherlands. However, the IS 2008 committee has decided that all tutorials will be no cost to the attendees, and thus no income for the presenters. How much expense will HRA cover?</p>
6. <b>IW 2008</b>	<p>The IW 2008 will be held in Albuquerque NM again in Jan/Feb 2008. How much expense will HRA cover?</p>
7. <b>MECS</b>	<p>What participation will HRA have? Thus far, HRA is not listed as a sponsor / participant. Registration is now open at <a href="http://www.regonline.com/Checkin.asp?EventId=146535">http://www.regonline.com/Checkin.asp?EventId=146535</a>. John will present his paper on “SoSE and FoSE from a Standards Perspective” that he presented at the INCOSE IS 2007. He is discussing additional presentations, including the CSEP Overview and Stand on Standards, with Andres Sousa-Poza (MECS). John’s registration cost is \$624. How much expense will HRA cover?</p>

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**Attachment A – August 2007 Treasurer’s Report**

CAT	Chk Number	Item (Check No or Description)	Budget	Credit	Debit	Balance
GFS	2565	BOD Install/ Frames/ Kelly Moses reimburse-hor deurves			\$22.00	\$6,686.52
SUB	2566	BOD Installation/ S Maclay reimb for pre-dinner finger food			\$69.17	\$6,617.35
ADV	2567	Donation to NASA Eng Week			\$100.00	\$6,517.35
	2568	VOID			\$0.00	\$6,517.35
SPK	2569	Andy Schuster Reimbursement Gift Card and Badges			\$34.71	\$6,482.64
SPK	2571	Andy Shuster Reimbursement Feb 15 Speaker Dinner			\$20.98	\$6,461.66
SEB	2572	PEC Banquet Table (check 2568 Void) Carmen Boelte			\$210.00	\$6,251.66
INC		Patrick Kennedy-12-22-06 Xmas party		\$15.00		\$6,266.66
ITT		Colleen Farrell SE Handbk tutorial 1-12-07		\$25.00		\$6,291.66
ITT		Acteva-(qty= 4)Tutorial INCOSE SE Hndbk-SE certif		\$91.48		\$6,383.14
<b>BOX</b>	<b>2579</b>	HRA INCOSE --P.O.Box Payment	\$30.00		<b>\$28.00</b>	\$6,355.14
SEW	2573	IW 2007/ John Clark	\$500.00		\$446.00	\$5,909.14
ICD		Deposit Check-Reimbursement of HRA INCOSE from WMA INCOSE for MARC04		\$1,745.13		\$7,654.27
ITT		Acteva Tutorial INCOSE SE Hndbk-SE certif		\$68.61		\$7,722.88
ITT		Acteva Tutorial INCOSE SE Hndbk-SE certif		\$108.00		\$7,830.88
ITT		Acteva Tutorial INCOSE SE Hndbk-SE certif		\$1,914.56		\$9,745.44
ICD		Deposit from Wire Transfer/ INCOSE Share		\$276.00		\$10,021.44
MTG	2570	IEE Dinner Meeting Payment to Restaurant			\$658.84	\$9,362.60
INC		IEE Dinner Meeting (cash Payment)		\$280.00		\$9,642.60
INC		IEE Dinner Meeting (2 checks--2 cks & cash dep together= 320 deposit slip)		\$40.00		\$9,682.60
INC		IEE Dinner Meeting (Acteva online payment)		\$120.00		\$9,802.60
		Flowers to Funeral -Mother in law of Bill Olson via FTD \$76.48 SC Maclay paid (Rep	\$0.00		\$0.00	\$9,802.60
ITT		Acteva Tutorial INCOSE SE Hndbk-SE certif		\$22.87		\$9,825.47
INC		IEEE Reimbhursement for Dinner Meeting		\$50.00		\$9,875.47
STR	2574	Scott McLellan			\$130.00	\$9,745.47
BNK		Bank Service Charge			\$13.50	\$9,731.97
MTG/ SEW	2575	Tad Walls Reimbursement Speaker Meal 5-31-07			\$30.00	\$9,701.97
SWC	2576	Becky Reed- Wine and Cheese Party 6-2007			\$300.00	\$9,401.97
	2577	VOID- SE-IS 2007 John Clark request to void check -pymt for IS Fees (SES)			\$0.00	\$9,401.97
MTG/ SEW	2578	Tad Walls Reimbursement Omni Deposit- Fall Seminar			\$250.00	\$9,151.97
	2580	VOID			\$0.00	\$9,151.97
MTG/ SEW	2581	Johnny Carino's Italian Grille 7-26-07			\$35.00	<b>\$9,116.97</b>

# HRA-INCOSE Program for 2007

	INCOME		YTD		
			Budget	Actual	
Chapter Dues		ICD	\$1,700.00	\$2,021.13	
Chapter Mtg		INC	\$2,300.00	\$505.00	
Sponsorship		ISP	\$1,230.00	\$0.00	
Tutorials		ITT	\$1,000.00	\$2,230.52	
<b>Total Income</b>			<b>\$6,230.00</b>	<b>\$4,756.65</b>	Difference IAW Budget \$1,473.35 <b>No Change</b>

	EXPENCES		YTD		
			Budget	Actual	
Chapter Meeting		MTG	\$2,300.00	\$938.84	
Chpt Mtg Subsidy		SUB	\$200.00	\$69.17	
Chpt Mtg Speaker		SPK	\$200.00	\$55.69	
Gift for Speaker		GFS	\$100.00	\$22.00	
Speaker Travel Reimbursement		STR	\$400.00	\$130.00	
Postage Box		BOX	\$30.00	\$28.00	
Advertising		ADV	\$0.00	\$100.00	
Sponsored Event- PEC Banquet		SEB	\$200.00	\$210.00	
Sponsored Event- Workshop		SEW	\$500.00	\$446.00	
Sponsored Event- Symposium		SES	\$1,000.00		
Sponsored Event- Wine & Cheese		SWC	\$300.00	\$300.00	
Sponsored Event- Christmas Party		SCP	\$1,000.00	\$0.00	
Bank Service Charge		BNK		<b>\$13.50</b>	
<b>Total Expences</b>			<b>\$6,230.00</b>	<b>\$2,313.20</b>	Difference IAW Budget \$3,916.80

<b>Balance of Total Actual Income and Total Actual Expences</b>	\$4,756.65	\$2,313.20	\$2,443.45
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## HRA-INCOSE Program for 2007

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

### HRA-INCOSE Program for 2007 – August Report

Upcoming Events - Confirmed HRA-INCOSE Program ideas for 2007					
Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Notes
Aug 14	BOD 12-1	Telecom	25	0	
Aug 23	Dinner Meeting- <b><u>Who Moved My Risk?? Integrating Risk Efforts Between Systems Engineering and Project Management</u></b> , Becky Reed & Steve Waddell	Sam's Spaghetti and Steak House, Newport News	100	-150	
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 SE Handbook V 2a	ODU Web Center	800	1500	John Clark is Lead, this will be a repeat of the INCOSE IS event. John is coordinating with ODU.
Sept 18	Dinner Meeting - <b><u>Configuration Management Change Control Boards</u></b> – Todd Smith (NG Systems Engineer)	Omni Hotel, Newport News	100	-120	RSVP to Tad by <u>10 September</u>
Oct 9	BOD 12-1	Telecom	25	0	Perhaps a dinner meeting?
Oct 10	AIChE/INCOSE Dinner Meeting - <b><u>V&amp;V of a new Chemical Engineering Process</u></b> - 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 8-9	<b>Advanced Risk Management Seminar</b>	Omni Hotel, Newport News	2000	3000	
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 <b><u>Installation of Officers</u></b>	TBD	0	-250	Free Dinner for Officers

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

## 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> – Presenter	Location	Points	Budget	Assumptions
May 31	Dinner Meeting <u>Transportation Technology and Systems Engineering Relationship</u> Dr. Mike Fontaine, ODU	Orapax in Ghent	100	-30	Booked side room at Orapax.
June 2	<u>Wine &amp; Cheese Party</u> - General Membership Mtg	Reed/Waddell Residence	100	-250	
June 13	BOD 530-700	Ruby Tuesday's; College Drive in Suffolk	25	0	Dinner Meeting
June 24-28	<u>INCOSE – International Symposium</u>	San Diego	100	-1000	
July 10	BOD 12-1	Telecom	25	0	
July 26	<u>Cross SYSCOM Systems Engineering</u> , Chris Utara	Johnny Carinos	30	-120	

# HRA-INCOSE Program for 2007

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

## Missing items from Agenda

- 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> 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 August 2007 BOD

## Membership Report for August 2007 BOD

The following chart will be filled out throughout the year to show a comparison of new membership each month for the years 2005, 2006, and 2007. From this chart, the HRA – INCOSE BOD may be able to gauge trends among the specific months new members typically join and plan membership activities accordingly:

Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
New Members 2005	4	2	1	4	2	1	3	4	6	4	4	1	36
New Members 2006	3	2	1	4	0	0	3	0	0	1	2	1	17
New Members 2007	2	1	1	1	1	1	0						7

Summary membership statistics are as follows:

- **New Members Joined since July 1, 2007 = 0**
- **Transferred Members since July 1, 2007 = 1**
  - Mr. Clarence (Moe) C. Moreland – ARTiSAN Software Tools, Senior Systems Engineer (7/17)
- Total Members Joined since January 1, 1994 = 230
- Total Members Transferred in since January 1, 1994 = 5
- Total Members Lapsed since January 1, 1994 = 146
- **Total Members Remaining as of June 1, 2007 = 89**

The graph below shows the total number of members that have joined since 1994. Each total is broken up into the number of members that have had a lapse in membership and the number of members that we still have remaining. Specific numbers are shown on the graph.

