

HRA-INCOSE BoD Agenda
Tuesday January 16th, 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

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	Bill Olson		
Vice President	Chris Orłowski		
Treasurer	Sherry Maclay		
Secretary	Kelly Moses		
Past President	Becky Reed		
Web Master	Christy Mazza		
Director at Large for Programs	Andy Schuster		
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		
Members & Invited Guests in attendance	Name	Present	Other
G2SEBOK:	Al Motley		
Peninsula Engineers Council - Representative	Kevin Topp		
Director Media Relations	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	
President	
Vice President	Current Issues to be addressed: <ul style="list-style-type: none">• Need a copy of the "Gold Chapter" Award submission from prior VP :)

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Report & Discussion				
Treasurer's Report	Account Reconciliation			
Item (Check No or Description)	Budget	Credit	Debit	Balance
JANUARY thru DECEMBER 2006				\$ 9,508.87
#2543 - Ralph Hill; E-Week			\$100	\$ 9,408.87
#2544 - Brinkster INC. WebSite Prof Pkg-7.95 X 24 mths (1-24-06)			\$191	\$ 9,218.07
#2545 - Bill Fox Book for K Topp (1-26-06)			\$32	\$ 9,186.57
#2546 - Topeka's Steak House- Jan Dinner Meeting (1-26-06)			\$85	\$ 9,101.61
#2547 - A Schuster EOY Frames & Engraving (2-8-06)			\$20	\$ 9,081.12
#2548 - PEC Dinner Tickets 2006 (\$30 X 7) (2-25-06)			\$210	\$ 8,871.12
#2549 - A Schuster Apple Bees-BOD (3-15-06) and P.O. Box fees			\$87	\$ 8,783.84
#2550 - Calvin Peterson SAWE Treasurer (4-21-06)			\$16	\$ 8,767.84
#2551 - Robert Krane April Meeting Speaker Expences			\$100	\$ 8,667.84
Deposit - April Luncheon		\$ 12.00		\$ 8,679.84
#2552 - Jean Tolley-Reimburse B. Reed -Basket (5-8-06)			\$51	\$ 8,628.86
#2553 - Thomas Tytula (5-30-06 Tutorial-Reqmts & Compl)			\$1,500	\$ 7,128.86
Deposit-Reqmts & Compl Tutorial May 2006		\$ 240.00		\$ 7,368.86
#2554 - Bill Olson-AppleBees BOD 5-31-06			\$56	\$ 7,312.86
#2556 - GHRAC- SOLE June Dinner Meeting(shared costs)			\$138	\$ 7,175.36
#2557 - John Clark INCOSE Intl. Symposium 2006			\$1,092	\$ 6,083.76
#2558 - Becky Reed Symposium Registration(8-14-06)			\$515	\$ 5,568.76
#2559 - Becky Reed May 2006 Wine /Cheese Social(8-14-06)			\$250	\$ 5,318.76
SHARE?- Deposit by Wire Transfer 9-15-06		\$ 1,424.00		\$ 6,742.76
Wire Transfer Charge			\$14	\$ 6,729.26
#2560 - Kevin Topp 2006 Christmas Party	\$ 1,000.00		\$1,000	\$ 5,729.26
#2561 - Anchor Services-SE Seminar (11-30 & 12-1)			\$476	\$ 5,252.82
#2562 - Andy Schuster (Door Prize SE Seminar)			\$18	\$ 5,235.02
#2563 - Sherry Maclay(A.Schuster-speaker@ dinner meeting 12-7)			\$15	\$ 5,220.02
#2564 - PEC Dues	\$ 25.00		\$25	\$ 5,195.02
Refund Wire Transfer Charge (11-16-06)		\$ 13.50		\$ 5,208.52
Reed Integration (SE Hndbk Seminar Donation 11-30)		\$ 500.00		\$ 5,708.52
Futron (SE Seminar Hndbk Seminar Donation 11-30)		\$ 1,000.00		\$ 6,708.52
Account Balance 12-13-06				\$ 6,708.52
				\$ 6,693.18
Budget 06-07				
Item (Commitment Date - Title)	Credit	Budget	Balance	
				\$6,693
Jan – Officer Installation, officer plaques, food, etc.		\$ 100		\$6,593
Jan 12-30 Online – Tutorial on the INCOSE System Engineering Handbook in Preparation for SE Certification - John Clark	\$ 1,175			\$7,768
Jan 25 Hampton Roads Quality Management Council Community of Practice Seminar #2		\$ 150		\$7,618
Jan 27-31 2007 INCOSE International Workshop.J. Clark & B Reed have requested funding from HRA		\$ 1,000		\$6,618
Feb 15– Speaker Gift and Travel Expenses (from D.C.) Joint Dinner Meeting–“Engineering Professional Certification”, by Jim Lowe, General Council HSMM – Committees House is INCOSE, IEEE is Program		\$ 135		\$6,483
Feb - Mail Box		\$ 60		\$6,423
Feb 24 PEC's National Engineers Week Award Banquet		\$ 160		\$6,263
March 17 One Day Seminar – Systems Engineering in Ship Design – One Day seminar jointly held with ASNE & SNAME – with Hockberg as speaker		\$ 750		\$5,513
April 18 – Speaker Gift and Travel Expenses (from D.C.) Dinner Meeting “CMMI and Agile Software Development: There is a Middle Road” Steve Randolph, Innova Systems		\$ 135		\$5,378
May 16 – Speaker Gift and Travel Expenses (from D.C.) Dinner Meeting “Transportation Technology and Systems Engineering Relationship” Dr. Mike Fontaine, ODU...		\$ 135		\$5,243
June 16 – Tutorial - Achieving Effective Risk Management by Ed Conrow July 21, 2006 Speaker Gift and Travel Expenses (from D.C.)		\$ 750		\$4,493
Wine & Cheese Party - General Membership Mtg		\$ 300		\$4,193
July – Speaker Gift and Travel Expenses (from D.C.) Dinner Meeting - Configuration Management Six Sigma Process - Bettina Agnor (6 Sigma)		\$ 135		\$4,058
Sept 13-14 - 3rd Annual SSEC, a 2 Day Review Seminar on the INCOSE Hndbk, Vr 2A		\$ 1,500		\$2,558
TBD ? 10-12 ? - Battle Space with INCOSE MD Chapter		\$500		\$2,058
11-28-07 - Dinner Meeting - Risk Assessment Methods – Uncertainty, Monte Carlo, SWAGS and other methods – Futron or NGC engineer		\$ 180		\$1,878
12-15 - Christmas Party Bill's House?		\$ 1,000		\$878
				BALANCE

Secretary's Report

Current Issues to be addressed:

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Report & Discussion																																																																	
	<ul style="list-style-type: none"> Banner – Kelly ask Andy status of Banner 																																																																
DaL – Programs	<p>Topics to be addressed for 2006:</p> <ul style="list-style-type: none"> SSEC wrap up – Financial, critique questionnaire (see attached PDF) Dec 7 wrap up Xmas Party plans (Kevin) <p>Topics to be addressed for 2007: Andy</p> <ul style="list-style-type: none"> We added SSEC Online tutorial (Jan-Mar for 800 points.) Acteva website is taking reservation. Treasurer, Secretary and Programs should have a telecom to discuss our new process for meeting reservations, payment and reconciliation , See the schedule in attachments 																																																																
DaL - Membership	<p style="text-align: center;">Draft Membership Report for January 2007 BOD</p> <p>As an overview of the previous membership year (2006), this chart shows how many new members joined each month:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Month (2006)</th> <th>Jan - Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>June</th> <th>July</th> <th>Aug-Sept</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">New Members</td> <td style="text-align: center;">5</td> <td style="text-align: center;">1</td> <td style="text-align: center;">4</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">3</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <p>Current membership statistics are as follows:</p> <ul style="list-style-type: none"> Current Members as of January 10, 2007 = 83 New members joined since January 1, 2006 = 16 <ul style="list-style-type: none"> This includes 2 since December 1, 2006 <ul style="list-style-type: none"> Dr. David A Dryer – City of Virginia Beach, IT Architect (December 22nd, 2006) Mr. Mickey Vollmer – Visense Inc., President (January 6th, 2007) Lapsed – no renewal since August 18, 2006 = 20 <ul style="list-style-type: none"> Note: This number is larger than the number of new members for 2006! <p>The graph to the right shows the number of members that have joined and/or had a lapse in membership each year since 1995. The membership data available 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. Because the graph would not be</p> <div style="text-align: center;"> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <caption>HRA -- INCOSSE Membership Data</caption> <thead> <tr> <th>Year</th> <th>Joined</th> <th>Lapsed</th> </tr> </thead> <tbody> <tr><td>95</td><td>2</td><td>0</td></tr> <tr><td>96</td><td>4</td><td>0</td></tr> <tr><td>97</td><td>5</td><td>0</td></tr> <tr><td>98</td><td>21</td><td>0</td></tr> <tr><td>99</td><td>10</td><td>0</td></tr> <tr><td>00</td><td>40</td><td>6</td></tr> <tr><td>01</td><td>22</td><td>32</td></tr> <tr><td>02</td><td>19</td><td>13</td></tr> <tr><td>03</td><td>33</td><td>13</td></tr> <tr><td>04</td><td>20</td><td>16</td></tr> <tr><td>05</td><td>35</td><td>30</td></tr> <tr><td>06</td><td>17</td><td>20</td></tr> <tr><td>07</td><td>1</td><td>0</td></tr> </tbody> </table> </div>	Month (2006)	Jan - Feb	Mar	Apr	May	June	July	Aug-Sept	Oct	Nov	Dec	New Members	5	1	4	0	0	3	0	1	2	1	Year	Joined	Lapsed	95	2	0	96	4	0	97	5	0	98	21	0	99	10	0	00	40	6	01	22	32	02	19	13	03	33	13	04	20	16	05	35	30	06	17	20	07	1	0
Month (2006)	Jan - Feb	Mar	Apr	May	June	July	Aug-Sept	Oct	Nov	Dec																																																							
New Members	5	1	4	0	0	3	0	1	2	1																																																							
Year	Joined	Lapsed																																																															
95	2	0																																																															
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	<p>able to appropriately reflect the fluctuations in a given membership year, a total membership tally is not reported in this graph.</p> <p>On 8/18/2006, we had 30 members LAPSE and NOT renew. Eight of these members have since renewed, bringing the loss for 2006 down to 22. Of the 17 members that have joined us since January 1, 2006, 3 of those have already lapsed (on 8/18/2006).</p> <p>I would like to propose that I be allowed to draft and pass to the BOD for approval, a letter to these lapsed members nudging them to reinstate, with a brief survey asking them what they expected from our organization and why they opted to not return. I would also like to draft a similar survey to be sent out with the "New Member" letters, so that we might take a proactive approach to our members' needs.</p> <p>Best regards, Michele</p>
DaL - University Liaison	
DaL – Publication	Topic to be addressed: <ul style="list-style-type: none"> • Newsletter feedback – see attach
DaL – Training & Education	Topic to be addressed: <ul style="list-style-type: none"> • 2007 Winter 07 On-Line SSEC • 2007 Fall SSEC
PEC Representative	Topic to be addressed: <ul style="list-style-type: none"> •
Web Master	Transfer web site to INCOSE will be done in 2007, when time permits. SSEC Critique questionnaire ,
Chapter Brief from INCOSE	
INCOSE Contact	
Kitterman's Corner	

5. Old Business

Action Items

Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
05-15-06 #2	June 15	Andy/Kelly		Buy a new banner with the new logo Nov – Logo has been revised
10-26-06 #3	Nov 15	Everyone		Review the Chapter Awards Score sheet and submit items w/supporting material to Bill Olson
11-17-06 #3	Nov 27	Bill	Done	Assemble a draft of the chapter award package (See attached pdf file)
11-17-06 #8	Nov 27	Bill		Provide budget assumptions and thoughts to Sherry
11-17-06 #9	Dec15	Sherry		Assemble the budget for 2007 with what ever has been provided.

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6. New Business

Topics of discussion

New Business	Discussion & Decision
1. SSEC Tutorial Slide Update	<u>Initiator: John Clark</u>
5. Technical Committee	<u>Initiator: Clark</u>
6. INCOSE International Workshop	<u>Initiator: Schuster & Olson</u>
7. CAB Membership	<u>Initiator: Schuster & Clark</u> •
8. Move Website	<u>Initiator: Schuster</u> • See webmaster report.
9. SE Cert Prof Training	<u>January Event online by John Clark</u>
10. Posting HRA-INCOSE events on HREE Calendar	<u>Initiator: King</u>
11. Presenting with John	<p><u>Initiator: John Clark & Bill Olson</u></p> <p>Would any of you be interested in co-presenting with me?</p> <p>Also, FYI, in regard to my questions 2 & 3 below, I received the following response from Samantha Brown, INCOSE Technical Director:</p> <p>"Put simply, the fast-track application process you propose is not feasible. This is not a matter of being awkward, but we simply do not have the infrastructure or the flexibility to do this. It may be worth you making contact with John Muelbauer (INCOSE Certification Advisory Group Chair) to explore what we might be able to achieve in the future. I agree that this could be a useful market for Certification."</p> <p>So, that just leaves me doing the Tutorial and Overview, and INCOSE not processing applications or giving the exam.</p> <p>I am considering charging a fee of approx \$400/attendee to offset my expenses and to possibly get HRA some income. Comments?</p> <p>John</p> <p>From Bill: John: Agree with the funding and will put the topic on the agenda for the next BoD. After we will send out a flyer asking for volunteers.</p>
12. Minutes on Website – Password Protected	<p><u>Initiator: Dan Fontaine and Andy Schuster</u></p> <p>From: Schuster, Andy [mailto:Andy.Schuster@ngc.com] Sent: Tuesday, January 09, 2007 8:52 AM To: Kelly Moses Subject: HRA-INCOSE BoD agenda item</p> <p>Store current files on INCOSE Connect</p>

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New Business	Discussion & Decision
	<p>We should consider making access to our HRA-INCOSE electronic files simpler, reduce file server space and permit access to our files 24/7 world wide. After reading the tutorial, I believe that we can save our current chapter information on the INCOSE Connect website.</p> <p>Dan The minutes and agenda are stored on the HRA-INCOSE web site completed events. At the BoD I'm going to ask:</p> <ol style="list-style-type: none"> 1. What is the requirement that drives the functional allocation of a password protected folder? 2. Why is a password protected folder the best solution to meet the requirement? <p>Regards,</p> <p>Andy Schuster Systems Engineering (NGNN) 4101 Washington Ave, Newport News, VA 23602 757-380-3411, Andy.Schuster@ngc.com</p> <p>Suggest we set up an area on the HRA INCOSE web site to store business items such as the minutes. We could password protect the folder. May want to include it as a potential agenda item for the next business meeting.</p> <p>Thanks, Dan Fontaine CVN 70 / 71 RCOH Knowledge Sharing Focal Point Northrop Grumman Newport News Systems Engineering (757) 688-2103 Pager: (757) 875-3329 Daniel.Fontaine@ngc.com</p>
<p>13. HRA level of support for Clark and Reed for IW and IS</p>	<p><u>Initiator: Bill Olson, John Clark and Andy Schuster</u></p> <p>"What is HRA's level support for Clark and Reed for the IW and IS?"</p> <p>Regards,</p> <p>Andy Schuster Systems Engineering (NGNN) 4101 Washington Ave, Newport News, VA 23602 757-380-3411, Andy.Schuster@ngc.com</p>
<p>14. Laptop Purchase</p>	<p><u>Initiator: Bill Olson</u></p> <p>From: Olson, B. A. [mailto:B.Olson@ngc.com] Sent: Tuesday, January 09, 2007 1:15 PM To: Maclay, Sherry (Planner I X89); Kelly Moses Subject: RE:</p> <p>What do you think about the chapter purchasing a laptop to manage our records, correspondence and budget?</p>
<p>15. Split of Secretary Duties</p>	<p><u>Initiator: Bill Olson and Andy Schuster</u></p> <p>One of the reasons I've started to use Acteva is reduce the burden on the secretary for</p>

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New Business	Discussion & Decision
	<p>meeting registrations, orders etc. Also, we do have a big liability too address. Dan Fontaine has asked for help with or preferably relief from his Newsletter duties.</p> <p>I suggest that we revise our Communications Plan by first identifying the tasking, channels and resources. Once identified it should be simple to match resources to task and channels. The plan could evolve to an end state, in which we provide training to a volunteer (book or class) to take over dan's role as newsletter editor and to create a new product call a periodic announcement. My off the cuff lists include:</p> <p>So a short meeting to connect the dots, and create a communications plan would be worth 200 points, and could save everyone time.</p>
<p>16. HRQMC Seminar at ODU</p>	<p><u>Initiator: Mike Plumb</u></p> <p>Measuring What's Important/Lean Accounting Thursday, 25 January 2007 - Web Center at ODU</p> <p>- 0730 to noon Host: ODU Lean Institute Sponsor: Northrop Grumman Newport News Shipbuilding Sponsoring Professional Societies: ASQ, SME, AME, SWE, PMI, INCOSE This is the second event in the Community of Practice agenda to deploy process excellence among regional organizations. Workshop discussions give us an opportunity to both share best practices on 3 critical topics, and establish an agenda by which the initiative may be sustained. Involvement of organizations is the key to sustained process improvement. Best practices are of great value to each of us as staff workers and managers, but must always be manifested through our organizations.</p>

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7. Attachments

06-07 Membership Renewal Plan - Summary

Have you made your phone calls?

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

HRA-INCOSE Program for 2007

Rev 0.13, 1/5/06, by Andy Schuster HRA-INCOSE DaL-Programs 2007

HRA-INCOSE Program for 2007

Notes:

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

Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Assumptions
			3940	\$ -3,350	
Jan 09	<u>Dinner Meeting – Installation of Officers</u>	Gus’s at Ramada Plaza in VB	0	-250	<i>50+10*\$20 Plaques & Free Dinner for Officers</i>
Jan 16	BOD 12-1	Telecom	25	0	
Jan 12 - Mar 30	<u>Online – Tutorial on the INCOSE System Engineering Handbook in Preparation for SE Certification</u> - John Clark	Teleconference https://connect.incose.org/tut/sehandbook/	800	0	<i>Charging \$25/attendee, net to HRA is 23.50 so potentially \$700 in revenue, but we are not optimistic.</i>
Jan 25	<u>Hampton Roads Quality Management Council Community of Practice Seminar #2</u>	unknown	0	0	<i>HRA-INCOSE involvement is unknown</i>
Jan 27- 31	<u>2007 INCOSE International Workshop</u> J. Clark & B Reed have requested funding from HRA	Albuquerque, New Mexico	100	-1000	<i>50 points per attendee</i>
Feb 15	<u>Joint Dinner Meeting–“Engineering Professional Certification”</u> , by Jim Lowe, General Council HSMC – Committees House is INCOSE, IEEE is Program	Al Fresco Ristorante 11710 Jefferson Newport News VA	100	-120	<i>=35+25+60 Speaker’s Gift, Dinner for wife, & car fare</i>
Feb 13	BOD 12-1	Telecom	25	0	
Feb 21,	<u>PEC’s Career Day at NASA LARC, 9-12</u>	Reid Conf Ctr	200	0	<i>Kevin has lead</i>
Feb 22,	<u>PEC’s Career Day at NASA LARC, 9-12</u>	Reid Conf Ctr	200	0	<i>Kevin has lead</i>
<i>Feb 22</i>	<i><u>General Membership Mtg 5-7</u></i>	<i>Local University</i>	<i>0</i>	<i>0</i>	<i>Mike Plumb to choose location</i>
Feb 24 Sat	<u>PEC’s National Engineers Week Award Banquet</u>	Plaza in NN	240	-160	<i>Kevin has tickets assume dan plus 3</i>
3/13/07	BOD 12-1	Telecom	25	0	
<i>3/17/07</i>	<i><u>One Day Seminar – Systems Engineering in Ship Design</u></i> – One Day seminar jointly held with ASNE & SNAME – with Hockberg as speaker	<i>Norfolk</i>	<i>200</i>	<i>0</i>	<i>Expenses \$600+150 Honorarium, & travel expenses</i>
<i>3/29/06</i>	<i><u>General Membership Mtg</u></i>	<i>Local Restaurant</i>	<i>0</i>	<i>0</i>	<i>Andy to choose location</i>
4/10/07	BOD 12-1	Telecom	25	0	
4/18/07	<u>Dinner Meeting “CMMI and Agile Software</u>	<i>southside</i>	<i>100</i>	<i>-120</i>	<i>Need bio, abstract & location</i>

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Date	Event Type – Event Title – Presenter	Location	Points	Budget	Assumptions
Wednesday	Development: There is a Middle Road Steve Randolph, Innova Systems				
4/24/07	<u>General Membership Mtg @ Futron</u>	@ Futron	0	0	Kelly Moses to confirm date, time, topic
5/8/07	BOD 12-1	Telecom	25	0	
5/16/07	Dinner Meeting “Transportation Technology and Systems Engineering Relationship” Dr. Mike Fontaine, ODU...	<i>Chesapeake or ODU Main Campus</i>	100	-120	<i>Title, Biography & Abstract to be refined. and</i>
5/24/07	<u>General Membership Mtg @ NGMS</u>	Virginia Beach	0	0	John Clark to make initial POC
6/12/07	BOD 12-1	Telecom	25	0	
6/16/07	<u>Tutorial - Achieving Effective Risk Management by Ed Conrow July 21, 2006</u>	Norfolk	200	-750	= \$600+150 Honorarium, & travel expenses
6/28/07	Wine & Cheese Party - General Membership Mtg	Reed/Waddell Residence	100	0	To be confirmed by Beckly
7/10/07	BOD 12-1	Telecom	25	0	
6/24-28	INCOSSE – International Symposium	San Diego	100	-1000	50 points per attendee
7/18/07	Dinner Meeting - Configuration Management Six Sigma Process - Bettina Agnor (6 Sigma)	VB	100	-120	Title, Abstract, Bio are tbd
7/26/06	Golf Outing - General Membership Mtg	Smithfield	0	0	Bill Olson to organize
8/14/07	BOD 12-1	Telecom	25	0	
8/22/07	<u>Dinner Meeting - Requirements for Naval Ship Dr Raines of NAVSEA</u>	VB	100	0	
8/30/07	Tides Baseball Game - General Membership Mtg	Norfolk	0	0	
9/11/07	BOD 12-1	Telecom	25	0	
Sept 13 & 14	3rd Annual SSEC, a 2 Day Review Seminar on the INCOSSE Hndbk, Vr 2A	ODU Peninsula Center	800	1500	John Clark is Lead, others will be a repeat of the Jan-Mar event, but in a 2 day format
10/9/07	BOD 12-1	Telecom	25	0	
10/tbd/07	<u>Battle Space with INCOSSE MD Chapter</u>	Solomons?	100	0	Tentatively for 10/12
10/25/07	<u>General Chapter Meeting</u>	tbd	0	0	
11/11/07	BOD 12-1	Telecom	25	0	
11/28/07	<u>Dinner Meeting - Risk Assessment Methods – Uncertainty, Monte Carlo, SWAGS and other methods – Futron or NGC engineer</u>	Norfolk	100	-120	=2*35+4*25 Speaker's Gift, Dinner for guest
12/11/07	BOD 12-1	Telecom	25	0	
12/15/07	<u>Christmas Party Bill's House?</u>	Suffolk or IW	0	-1250	

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Missing items from Agenda

Confirm budget estimates.

Risk Symposium

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

Joint Dinner Meeting “Proto-type and scale testing of Chemical Engineering Projects” - Jale Akyurtlu
CE professor of HU, joint meeting with CE society.

2006 Chapter Award Score Sheet

See attached pdf file

SSEC Feedback

See attached pdf file

Meeting Suggestions:

From Bill Olson

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

From John Clark:

The following briefs 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

From Andy Schuster - Joint Meetings:

SOLE -

SNAME – Hockberger Seminar

SAWE -

PMI -