

HRA-INCOSE BoD Meeting Agenda
Tuesday March 20th, 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 to Order at

2. Roll Call & Quorum (2 minutes)

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 (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 (39 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)	Concerned with operating expenses of over \$7000 for the year.												
Treasurer's Report (8 minutes)	<p><i>Current Issues to be addressed:</i></p> <ul style="list-style-type: none"> ○ See Attachment A for Treasure's report <p>With the costs as indicated would HRA be charging all participants a nominal fee (\$20) to help recover the cost?</p> <p>Meeting held on 3/17/07 jointly held with SNAME--we are hosting, paying entire bill or is this half? Do we split points?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">3/ 3/17/07</td> <td style="width: 45%;">One Day Seminar – <u>Systems Engineering in Ship Design – One Day seminar jointly held with ASNE & SNAME – with Hockberg as speaker</u></td> <td style="width: 10%; text-align: center;">Norfolk</td> <td style="width: 10%; text-align: center;">200</td> <td style="width: 10%; text-align: center;">-750</td> <td style="width: 10%;">Expenses \$600+150 Honorarium, & travel expenses</td> </tr> <tr> <td style="text-align: center;">6/ 6/16/07</td> <td>Tutorial – <u>Achieving Effective Risk Management</u> by Ed Conrow July 21, 2006</td> <td style="text-align: center;">Norfolk</td> <td style="text-align: center;">200</td> <td style="text-align: center;">-750</td> <td>= \$600+150 Honorarium, & travel expenses</td> </tr> </table> <ul style="list-style-type: none"> ○ 	3/ 3/17/07	One Day Seminar – <u>Systems Engineering in Ship Design – One Day seminar jointly held with ASNE & SNAME – with Hockberg as speaker</u>	Norfolk	200	-750	Expenses \$600+150 Honorarium, & travel expenses	6/ 6/16/07	Tutorial – <u>Achieving Effective Risk Management</u> by Ed Conrow July 21, 2006	Norfolk	200	-750	= \$600+150 Honorarium, & travel expenses
3/ 3/17/07	One Day Seminar – <u>Systems Engineering in Ship Design – One Day seminar jointly held with ASNE & SNAME – with Hockberg as speaker</u>	Norfolk	200	-750	Expenses \$600+150 Honorarium, & travel expenses								
6/ 6/16/07	Tutorial – <u>Achieving Effective Risk Management</u> by Ed Conrow July 21, 2006	Norfolk	200	-750	= \$600+150 Honorarium, & travel expenses								
Secretary's Report (3 minutes)	<p>Current Issues to be addressed:</p> <ul style="list-style-type: none"> • Planning for Advanced Risk Seminar (details to be discussed in “New Business”) 												
DaL – Programs (7 minutes)	<p><u>Calendar</u></p> <p>The calendar of events is presented as an attachment XX (page X) to the agenda. The calendar is split between confirmed events and the proposed events. The confirmed events can be published in newsletters, websites etc. I need help maturing the proposed events</p>												
DaL - Membership (3 minutes)	Membership Report for March 2007 BOD See Appendix X.												
DaL - University Liaison (2 minutes)													
DaL – Publication (2 minutes)													
DaL – Training & Education (2 minutes)	CSEP webinar, SEAG, SSTC, INCOSE IS, SSEC, and MECS status.												
PEC Representative (2 minutes)	(PEC Banquet Report)												
Web Master (2 minutes)													
Chapter Brief from INCOSE													
INCOSE Contact													
Kitterman's Corner													
Technical Committee	ISO 15288, 12207, and TR 24748 review & comment status.												

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5. Old Business (5 minutes)

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	<i>Ongoing</i>	Buy a new banner with the new logo Nov – Logo has been revised
1-16-07 #1	Jan 19	Kelly		<u>HRA-INCOSE expenditures graph</u> : Kelly will review 2006 meeting minute and provide graph to Sherry.
1-16-07 #2		Michele		<u>Membership surveys</u> : Send lapsed member survey to 2006 lapsed members, Revise current New Member Letter to include new member survey
1-17-07 #5		Kelly	2/13/07	<u>SSEC Tutorial Slide Update</u> – Kelly will coordinate with John and see what needs to be done for Chapter 6 contents
1-17-07 #6		Michele & Steve		<u>HREE Calendar</u> – Michele will send HREE email example to Steve Forehand, Bill and Andy. Steve will send HRA-INCOSE information to HREE contact for posting on HREE calendar.
1-17-07 #7		John		<u>Presenting at SSTC with John</u> : Andy, Bill, and Jean interested. Andy will coordinate with John
1-17-07 #8		Bill		<u>HRQMC Seminar</u> : Bill will call Mike Plumb and coordinate.
2-13-07 #9		Andy		Investigate Roberts Rules of Order and legality of email voting.
2-13-07 #10	3-13-07	Bill		<u>Draft Budget</u> : for March BoD meeting (include Chris and Andy on appropriate/applicable budget topics) Andy has a budget estimate on all program/calendar items.
2-13-07 #11	5-31-07	Andy		<u>Technology</u> : Look into technology of netmeeting for general membership meetings
2-13-07 #12	4-30-07	Andy		<u>May Membership meeting</u> : Andy will secure a location.
2-13-07 #13	3-13-07	Michele		Explain lapsed member value on Membership Graph
2-13-07 #14		Chris		Investigate storing HRA – INCOSE Chapter files/information on INCOSE Connect site. – establishing footprint
2-13-07 #15		Kelly		Work on Communication Plan revision to incorporate Acteva capabilities
2-13-07 #16	2-21-07	Kelly	2-21-07	Coordinate set up of INCOSE booth at NASA Career Days.

6. New Business (15 minutes)

Topics of discussion

New Business	Discussion & Decision
1. John & Andy	March dinner meeting plan.
2. John	MECS Conference, Oct 22-24, Norfolk Waterside.
3. Andy	Planning for Advanced Risk Seminar
4. Sherry	Requirement to the process for reimbursement for IW/ IS and any other HRA INCOSE reimbursed seminars. If the company the person works for is participating in the

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New Business	Discussion & Decision
	reimbursement for the same seminar then a receipt/ paperwork indicating the amount of reimbursement should be included in the HRA INCOSE reimbursement submittal.
5.	
6.	
7.	
8.	
9.	
10.	

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Attachment A – Treasurer’s Report

		Budget	Credit	Debit	Balance	
Check number	January- March 2007				\$ 6,693.18	
2565	# BOD Install/ Frames/ Kelly Moses reimburse-hor deurves			\$22.00	\$6,671.18	
2566	# BOD Installation/ S Maclay reimb			\$69.17	\$6,602.01	
2567	# Donation to NASA Eng Week			\$100.00	\$6,502.01	
2572	# PEC Banquet Table (check 2568 Void) Carmen Boelte			\$210.00	\$6,292.01	
	Patrick Kennedy-12-22-06 Xmas party		\$15.00		\$6,307.01	
	Colleen Farrell SE Handbk tutorial 1-12-07		\$25.00		\$6,332.01	
	Acteva-(qty= 4)Tutorial INCOSE SE Hndbk-Secertif		\$91.48		\$6,423.49	
	HRA INCOSE --P.O.Box Payment	\$30.00		\$30.00	\$6,393.49	
2573	# IW 2007/ John Clark	\$500.00		\$446.00	\$5,947.49	
2569	# Andy Shuster Reimbursement Feb 15 Speaker Dinner			\$20.98	\$5,926.51	
	Deposit Check 3-15-07 - Reimbursement of HRA INCOSE from WMA INCOSE for MARC04		\$1,745.13		\$7,671.64	
	INCOSE IS 2007/ San Diego CA (\$1834 normally)	\$500.00		\$500.00	\$7,171.64	
?	NGC SEAG 2007/ Baltimore MD (\$1204)				\$7,171.64	
	March 17 One Day Seminar – Systems Engineering in Ship Design – One Day seminar jointly held with ASNE & SNAME – with Hockberg as speaker	\$750.00		\$750.00	\$6,421.64	Expenses \$600+150 Ho expences
	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	\$135.00		\$135.00	\$6,286.64	
	May 16 – Speaker Gift and Travel Expenses (from D.C.) Dinner Meeting “Transportation Technology and Systems Engineering Relationship” Dr.	\$135.00		\$135.00	\$6,151.64	

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	Mike Fontaine, ODU...				
	June 16 – Tutorial - Achieving Effective Risk Management by Ed Conrow July 21, 2006 Speaker Gift and Travel Expenses (from D.C.)	\$750.00	\$750.00	\$5,401.64	Expences \$600+150 Honor expences
	Acteva Tutorial INCOSE SE Hndbk-SE certif		\$68.61	\$5,470.25	
2570	# IEE Dinner Meeting		\$658.84	\$4,811.41	
	Acteva Tutorial IEE Dinner Meeting		\$108.00	\$4,919.41	
	Acteva Tutorial INCOSE SE Hndbk-SE certif		\$1,914.56	\$6,833.97	
	NOTE: Total Acteva SE Handbook Seminar = \$2074.65	\$2,074.65		\$6,833.97	
	Flowers to Funeral -Mother in law of Bill Olson via FTD \$76.48 SC Maclay paid (Repaymt of PEC Dinner tickets= \$70) Therefor No reimbursement for flowers.	\$0.00	\$0.00	\$6,833.97	
	Wine & Cheese Party - General Membership Mtg		\$300.00	\$6,533.97	
	July – Speaker Gift and Travel Expenses (from D.C.) Dinner Meeting - Configuration Management Six Sigma Process - Bettina Agnor (6 Sigma)		\$135.00	\$6,398.97	
	Sept 13-14 - 3rd Annual SSEC, a 2 Day Review Seminar on the INCOSE Hndbk, Vr 2A		\$1,500.00	\$4,898.97	
	TBD ? 10-12 ? - Battle Space with INCOSE MD Chapter		\$500.00	\$4,398.97	
	11-28-07 - Dinner Meeting - Risk Assessment Methods – Uncertainty, Monte Carlo, SWAGS and other methods – Futron or NGC engineer		\$180.00	\$4,218.97	
	12-15-07 - Christmas Party Bill's House?		\$1,000.00	\$3,218.97	Balance 3-8-07

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				\$ 6,693.18
January 2007				
#2565 BOD Install/ Frames/ Kelly Moses reimb			\$22.00	\$6,671.18
#2566 BOD Installation/ S Maclay reimb			\$69.17	\$6,602.01
#2567 Donation to NASA Eng Week			\$100.00	\$6,502.01
#2568 ??PEC Banquet Table			\$350.00	\$6,152.01
Patrick Kennedy-12-22-06 Xmas party		\$15.00		\$6,167.01
Colleen Farrell SE Handbk tutorial 1-12-07		\$25.00		\$6,192.01
Acteva-(qty= 4)Tutorial INCOSE SE Hndbk-Secertif		\$91.48		\$6,283.49
HRA INCOSE --P.O.Box Payment	\$30.00		\$30.00	\$6,253.49
IW 2007/ John Clark	\$500.00		\$500.00	\$5,753.49 Balance 2-10-07
SSTC 2007/ Tampa FL (\$1674 normally)				
INCOSE IS 2007/ San Diego CA (\$1834 normally)			\$500.00	
NGC SEAG 2007/ Baltimore MD (\$1204)				
Wine and Cheese 2007 (\$\$??)				

Attachment B –
Membership Report for March 2007 BOD
Not available

Attachment C
HRA-INCOSE Program for 2007

Notes:

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

Confirmed HRA-INCOSE Program for 2007					
Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Assumptions
			3440	\$ 585	
Jan 09	Dinner Meeting <u>Installation of Officers</u>	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 <u>Tutorial on the INCOSE System</u> <u>Engineering Handbook in</u> <u>Preparation for SE Certification</u> -	Teleconference https://connect.incose.org/tut/sehandbook/	800	2075	Charging \$25/attendee, net to HRA is 23.50. Net to HRA-INCOSE 2/2/07

HRA-INCOSE Program for 2007

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Confirmed HRA-INCOSE Program for 2007					
Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Assumptions
	John Clark				
Jan 25	Seminar <u>Hampton Roads Quality Management Council Community of Practice Seminar #2</u>	ODU	0	0	HRA-INCOSE involvement is unknown
Jan 27-31	<u>2007 INCOSE International Workshop</u> J. Clark has requested funding from HRA	Albuquerque, New Mexico	50	-500	50 points per attendee
Feb 15	IEEE/INCOSE Dinner Meeting <u>Engineering Professional Certification, by Jim Lowe, General Council HSMM</u>	Al Fresco Ristorante 11710 Jefferson Newport News VA	100	-120	=35+25+60 Speaker's Gift, Dinner for wife, & car fare
Feb 13	BOD 12-1	Telecom	25	0	
Feb 21,	<u>PEC Career Day, NASA LARC 10-12</u>	Reid Conf Ctr	200	-50	Kevin has lead
Feb 22,	<u>PEC Career Day, NASA LARC 10-12</u>	Reid Conf Ctr	200	-50	Kevin has lead
Feb 24 Sat	<u>PEC's National Engineers Week Award Banquet</u>	Plaza in NN	240	-160	Kevin has tickets assume dan plus 3
3/20/07	BOD 12-1	Telecom	25	0	
3/29/06	<u>General Membership Mtg</u>	@ VB Library	0	0	Andy to confirm date, time. Topic will be John's CSEP tutorial.
4/10/07	BOD 12-1	Telecom	25	0	
April 18 Wednes day	Dinner Meeting <u>CMMI and Agile Software Development: There is a Middle Road</u> , Steve Randolph, Innova Systems	<i>southside</i>	100	-120	Need bio, abstract & location
5/8/07	BOD 12-1	Telecom	25	0	
May 16	Dinner Meeting <u>Transportation Technology and Systems Engineering Relationship</u> Dr. Mike Fontaine, ODU...	<i>Chesapeake or ODU Main Campus</i>	100	-120	Title, Biography & Abstract to be refined. and
6/12/07	BOD 12-1	Telecom	25	0	
6/28/07	<u>Wine & Cheese Party</u> - General Membership Mtg	Reed/Waddell Residence	100	-600	To be confirmed by Beckly
7/10/07	BOD 12-1	Telecom	25	0	
6/24-28	<u>INCOSE – International Symposium</u>	San Diego	100	-1000	50 points per attendee
July 18	Dinner Meeting - <u>Configuration Management Six Sigma Process</u> - Bettina Agnor (6 Sigma)	VB	100	-120	Title, Abstract, Bio are tbd

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Confirmed HRA-INCOSSE Program for 2007					
Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Assumptions
8/14/07	BOD 12-1	Telecom	25	0	
9/11/07	BOD 12-1	Telecom	25	0	
Sept 13&14	3rd Annual SSEC, a 2 Day Review Seminar on the INCOSSE 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
10/9/07	BOD 12-1	Telecom	25	0	
Oct 10	AICHe/INCOSSE Dinner Meeting - <u>V&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
Oct 22-24	MECS Conference	Norfolk Waterside			
11/11/07	BOD 12-1	Telecom	25	0	
12/11/07	BOD 12-1	Telecom	25	0	

Missing items from Agenda

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

Meeting Suggestions:

From Bill Olson

- 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
- INCOSSE CSEP Exam and Tutorial overview

From Andy Schuster - Joint Meetings:

SOLE -
SNAME – Hockberger Seminar
SAWE -
PMI -

Proposed items for the HRA-INCOSSE Program for 2007

Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Assumptions
			700	\$ -2,990	
3/17/07	<i>One Day Seminar – Systems Engineering in Ship Design – One Day seminar jointly held with ASNE & SNAME – with Hockberg as speaker</i>	Norfolk	200	-750	<i>Expenses \$600+150 Honorarium, & travel expenses</i>
4/24/07	<i>General Membership Mtg</i>	<i>Local Restaurant</i>	0	0	<i>Andy to choose location</i>
5/24/07	<i>General Membership Mtg @ NGMS</i>	Virginia Beach	0	0	<i>John Clark to make initial POC</i>
6/16/07	<i>Tutorial – <u>Achieving Effective Risk Management</u> by Ed Conrow July 21, 2006</i>	Norfolk	200	-750	<i>= \$600+150 Honorarium, & travel expenses</i>
8/22/07	<i>Dinner Meeting – <u>Requirements for Naval Ship</u> Dr Raines of NAVSEA</i>	VB	100	-120	<i>=2*35+4*25 Speaker's Gift, Dinner for guest</i>
8/30/07	<i>Tides Baseball Game - General Membership Mtg</i>	Norfolk	0	0	

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Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Assumptions
<i>10/tbd/07</i>	<i>Joint Symposium <u>Battle Space Symposium with INCOSE MD Chapter</u></i>	<i>Solomons?</i>	<i>100</i>	<i>0</i>	<i>Tentatively for 10/12</i>
<i>10/25/07</i>	<i>General Chapter Meeting</i>	<i>tbd</i>	<i>0</i>	<i>0</i>	
<i>11/28/07</i>	<i>Dinner Meeting – <u>Risk Assessment Methods – Uncertainty, Monte Carlo, SWAGS and other methods</u> – Futron or NGC engineer</i>	<i>Norfolk</i>	<i>100</i>	<i>-120</i>	<i>=2*35+4*25 Speaker's Gift, Dinner for guest</i>
<i>12/15/07</i>	<i>Christmas Party Bill's House, TBD?</i>	<i>Chesapeake,</i>	<i>0</i>	<i>-1250</i>	