

**HRA-INCOSE BoD Meeting Agenda**  
**Wednesday May 21, 2008, 12:00 – 1:00 PM Teleconference**  
**Call into 757-534-3969, PW 343969 or**  
**Meet in Conference Room D Bldg 600 @ NGNN**

**Table of Contents**

1. Call To Order (1 minute) ..... 1  
 2. Roll Call & Quorum (2 minutes) ..... 1  
 3. Perfect the Agenda (2 minutes)..... 1  
 4. BoD Member Reports (25 minutes)..... 2  
 5. Old Business (10 minutes) ..... 3  
 6. New Business (20 minutes) ..... 3  
 Attachment A – April 2008 Treasurer’s Report ..... 4  
 Attachment B –HRA-INCOSE Program for 2008..... 5  
 Attachment C - Membership Report for April 2008 BOD ..... 6

**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	Chris Orłowski		
Vice President	Tad Walls		
Treasurer	Sherry Maclay		
Secretary	Kelly Moses		
Past President	Bill Olson		
Web Master	Christy Mazza		
Director at Large for Programs	Figen Baysal		
Director at Large for Membership	Michele King		
Director at Large for University Liaisons	Andres Sousa-Poza		
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	Bill Olson		
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 (25 minutes)**

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

Report & Discussion	
<b>President (4 minutes)</b>	•
<b>Vice President (3 minutes)</b>	<ul style="list-style-type: none"> <li>• Received the two banners and hard carrying case. The banners look very professional and should serve us well for years to come. Figen/Bill are storing the banners at NG.</li> <li>• Wizards of Modern Society dinner meeting on 15 May was very interesting – we had 6 attendees.</li> </ul>
<b>Treasurer's Report (8 minutes)</b>	Appendix A
<b>Secretary's Report (1 minutes)</b>	•
<b>DaL – Programs (7 minutes)</b>	Appendix B for further details
<b>DaL - Membership (3 minutes)</b>	Membership report – Appendix C
<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>• Please see <a href="http://www.incose.org/">Prepare for Certification with an Online Tutorial in Current News</a> at <a href="http://www.incose.org/">http://www.incose.org/</a></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>	
<b>Technical Committee</b>	



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**Attachment A – May 2008 Treasurer’s Report**

Month	Statement Date	Beginning Balance	Checks-Total Amount	Total Deposits	Ending Balance
January	1/11/2008	\$22,765.62	\$5,585.97	\$1,874.05	\$19,053.70
February	2/12/2008	\$19,053.70	\$1,250.00	\$0.00	\$17,803.70
March	3/12/2008	\$17,803.70	\$760.00	\$0.00	\$17,043.70
April	4/11/2008	\$17,043.70	\$210.64	\$273.00	\$17,106.06

Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance	
12/31/2007						\$19,332.01		
1/7/2008	TIT	2600	John Clark Travel Reimbursement - 2007-Liberty SE cert. class		\$750.00	\$18,582.01		Nov/ Dec Treas. Bal
1/7/2008	MTG	2601	Roger Brown Restaurant- Officer Installation Dinner (248.94 + 40 tip)		\$284.97	\$18,297.04		
1/7/2008	SEW	2602	see chk 2594 John Clark- IW attendance- support: wants chk written for 2008		\$500.00	\$17,797.04		
1/7/2008	SEB	2603	2008 PEC Banquet -Reserve 2 Tables (Carmen Boelte- President)		\$640.00	\$17,157.04	\$17,803.70	
3/10/2008	SEB	2604	PEC Engineer Week- Langley/ Career Day		\$100.00	\$17,057.04		
3/10/2008	GFS	2605	AM Express- Gift Card		\$120.00	\$16,937.04		
3/13/2008	SUB	2606	Alexanders' on the Bay-Dinner Event		\$210.64	\$16,726.40	\$17,043.70	
3/25/2008	ICD		Deposit Wire Transfer- Incose Share		\$273.00	\$16,453.40		
4/16/2008	SUB	2607	McFaddens- BOD Appetizers		\$22.28	\$16,431.12		
4/16/2008	SIT	2608	Thomas Walls- #1 Banner Purchase		\$400.00	\$16,031.12		
4/28/2008	SIT	5609	Thomas Walls- #2 Banner Purchase with Hard Case		\$540.00	\$15,491.12	\$17,106.06	

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**Attachment B –HRA-INCOSSE Program for 2008**

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**Attachment C - Membership Report for May 2008 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, 2007, and 2008. 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:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2005 New Members	4	2	1	4	2	1	3	4	6	4	4	1	36
2006 New Members	3	2	1	4	0	0	3	0	0	1	2	1	17
2007 New Members	0	1	1	3	2	1	1	2	0	3	2	6	22
2008 New Members	5	2	1	2	1								<b>11</b>

Summary membership statistics are as follows:

- **Members Joined since last Membership Report = 1**
  - Mr. Carl A. John, III – Booz Allen Hamilton, Inc. (Associate) – 05/09
- **Members Transferred in since last Membership Report = 0**
- **Total Active Members as of April 16, 2008 = 94**

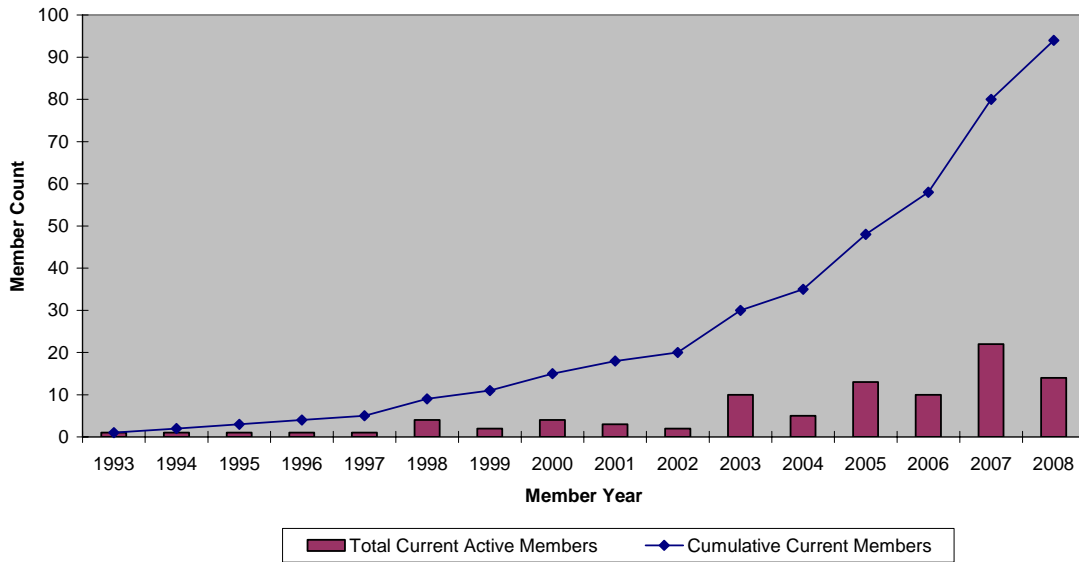
The chart to the right and the graph below shows total number of members that have joined since 1993. For a given year, each total is broken up into the number of members that have had a lapsed, the number of members that joined and are still active, and the number of members that transferred into HRA-INCOSE.

Year	Joined and Still Active	Joined but Lapsed	Transferred In	Total Current Active Members	Cumulative Current Members
1993	1	0	0	1	1
1994	1	0	0	1	2
1995	1	1	0	1	3
1996	1	3	0	1	4
1997	1	4	0	1	5
1998	4	17	0	4	9
1999	2	8	0	2	11
2000	4	34	0	4	15
2001	3	18	0	3	18
2002	2	16	0	2	20
2003	10	24	0	10	30
2004	5	13	0	5	35
2005	13	20	0	13	48
2006	9	8	1	10	58
2007	18	2	4	22	80
2008	11	0	3	14	<b>94</b>
TOTALS	<b>86</b>	168	<b>8</b>	<b>94</b>	

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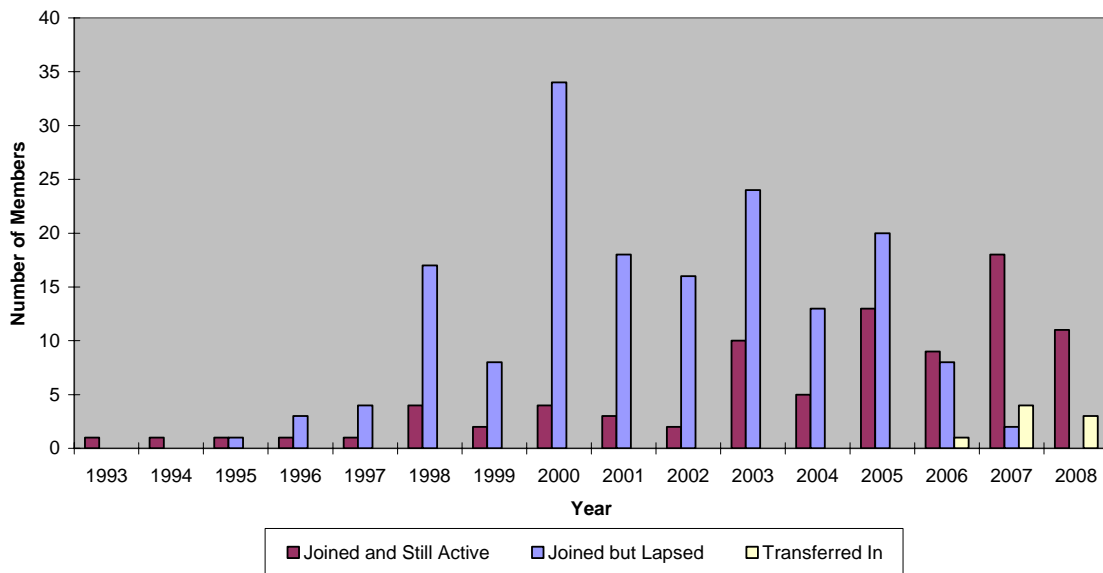
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**Membership Trend**



The next graph shows the overall growth trend of HRA-INCOSE membership over the years since 1993. This chart shows a strong trend in membership growth.

**Snapshot of Current Membership**



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\*Note: A complete set of statistics showing members that have transferred out of HRA-INCOSE is not available. Therefore, for a given year, what is shown in the above graph as the number of members that joined HRA-INCOSE could be less than the number of members that *actually* joined. This helps to explain why at first glance, the graph appears to show more members having lapsed than having joined HRA-INCOSE (it appears that there sum of the blue bars would be greater than the sum of the red bars). Nonetheless, this chart helps to show that fewer members have had a lapse in membership over the past several years than in previous years.

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