

**HRA-INCOSE BoD Meeting Agenda**  
**Wednesday June 25, 2008, 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	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.

<b>Report &amp; Discussion</b>	
<b>President (4 minutes)</b>	<ul style="list-style-type: none"> <li>• Priority One: November Requirements Conference</li> <li>• Priority Two: Spring 09 Conference</li> </ul>
<b>Vice President (3 minutes)</b>	<p style="color: blue;">Fall '08 Conference:</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Location</li> <li>• Marketing (Advertising, Call for Papers)</li> <li>• Budget</li> <li>• Sponsors</li> </ul> <p style="color: blue;">Spring '09 Conference:</p> <ul style="list-style-type: none"> <li>• Updates since last HRA BoD (from Chris)</li> <li>• Date</li> <li>• Location</li> <li>• Volunteers (several have not yet signed up) - - Tad &amp; Bill could both use help</li> <li>• Budget</li> </ul>
<b>Treasurer's Report (8 minutes)</b>	Appendix A
<b>Secretary's Report (1 minutes)</b>	•
<b>DaL – Programs (7 minutes)</b>	<p><b>2008 Program Schedule</b> : Please see Appendix B</p> <p><b>Speakers gifts</b>-please see Appendix B</p> <p><b>Requirements Seminar</b></p> <p><b>Date:</b> move to November- Currently Omni is not available for November dates.</p> <p><b>Sponsors:</b> Reed integration, Futron</p> <p><b>Timing:</b> Flyers- Speakers invitation etc.</p>
<b>DaL - Membership (3 minutes)</b>	Membership report – Appendix C
<b>DaL - University Liaison (2 minutes)</b>	



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**6. New Business (20 minutes)**

**Topics of discussion**

<b>New Business</b>	<b>Discussion &amp; Decision</b>
1.	J
2.	
3.	
4.	
5.	
6.	

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**Attachment A – June 2008 Treasurer’s Report Jan- June**

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) see chk 2594 John Clark- IW		\$284.97	\$18,297.04		
1/7/2008	SEW	2602	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		\$16,999.40		
4/16/2008	SUB	2607	McFaddens- BOD Appetizers		\$22.28	\$16,977.12		
4/16/2008	SIT	2608	Thomas Walls- #1 Banner Purchase		\$400.00	\$16,577.12		
4/28/2008	SIT	2609	Thomas Walls- #2 Banner Purchase with Hard Case		\$540.00	\$16,037.12	\$17,106.06	
5/28/2008	SUB	2610	Reimbursement/ Dinner Meeting/ Pizza		\$30.00	\$16,007.12		
5/28/2008	BNK		Bank Service Charge		\$14.00	\$15,993.12	\$15,999.78	\$6.66

**SYNOPSIS**

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
May	5/12/2008	\$17,106.06	\$962.28	\$0.00	
May Service Charge			\$14.00	\$0.00	\$16,129.78
June	6/11/2008	\$16,129.78	\$130.00		\$15,999.78

Asset Report--last updated by Andy Schuster				
Description	Initial Cost	# Of (Qty)	Current Cost (CC)	Value CC x Qty
Located in NNGN Bldg 600 Cabinet #22				
Banner	\$175	2	\$275	\$550
Banner Stand & Carrying Case	\$200	1	\$250	\$250
INCOSE Pens	\$2	30	\$3	\$90
Badge Holders (10 boxes of 100)	\$40	10	\$40	\$400
Portfolio's, leather with NAVAIR embossed	\$25	2	\$25	\$50
HRA-INCOSE Black long sleeve shirts	\$25	1	\$25	\$25
			Assets	\$1,365

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

HRA-INCOSE Program for 2008				
Date	Proposed Event	Location	RSVP and Contact	Information
Jun 25 2008	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Figenbaysal@cox.net">Figenbaysal@cox.net</a>	
Jun 28 2008	<b><u>Wine &amp; Cheese Social</u></b>	Becky Reed & Steve Waddell's place	<a href="mailto:rreed@reedintegration.com">rreed@reedintegration.com</a>	
Jul 9 2008	Dinner Meeting: Jill Prince, NASA (Young engineer of the year) <b><u>Mars exploration</u></b>	Captain George's, Hampton	<a href="mailto:Figenbaysal@cox.net">Figenbaysal@cox.net</a>	
Jul 16 2008	Board of Directors (BOD) Meeting	In-Person Location: China Buffet (Norfolk)	<a href="mailto:Figenbaysal@cox.net">Figenbaysal@cox.net</a>	
Aug 20 2008	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Figenbaysal@cox.net">Figenbaysal@cox.net</a>	
Aug 14 2008	Dinner Meeting: Tad Walls <b><u>Quality Function Deployment (QFD)</u></b>	TBD	-	
Sep 4 2008	Dinner Meeting: TBD Presenter: Jale Akyurtlu (HU)	TBD	<a href="mailto:Figenbaysal@cox.net">Figenbaysal@cox.net</a>	
Sep 17 2008	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Figenbaysal@cox.net">Figenbaysal@cox.net</a>	
Oct 15 2008	Board of Directors (BOD) Meeting	In-Person Location: Applebee's (Suffolk)	<a href="mailto:Figenbaysal@cox.net">Figenbaysal@cox.net</a>	
Nov 6 2008	Day One: <b><u>Requirements Management Conference</u></b>	OMNI Hotel Newport News, VA	<a href="mailto:Figenbaysal@cox.net">Figenbaysal@cox.net</a>	
Nov 7 2008	Day Two: <b><u>Requirements Management Conference</u></b>	OMNI Hotel Newport News, VA	<a href="mailto:Figenbaysal@cox.net">Figenbaysal@cox.net</a>	
Nov 19 2008	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Figenbaysal@cox.net">Figenbaysal@cox.net</a>	
Dec 17 2008	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Figenbaysal@cox.net">Figenbaysal@cox.net</a>	

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**SPEAKERS GIFT OPTIONS**

**USB FLASH DRIVE**

If we buy 12 to 49 of them:

PRICING: \$12.89 each

SET-UP CHARGE: \$55.00

DIGITAL PROOF CHARGE: \$10.00

STANDARD PRODUCTION: 7-10 Business Days from time of Proof Approval plus Time in Transit and Shipping Expense.

The Next Price Point is 50-99 and the price at any of those Qty's is \$11.19 each plus the Set-Up, Proof and Shipping Charges.

If you want them Printed you need a \$55.00 Set-Up/Screen Charge to print from.



[mac@showyourlogo.com](mailto:mac@showyourlogo.com)  
[www.showyourlogo.com](http://www.showyourlogo.com)

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**Black Leather and Aluminum Vertical Business Card Case**

It opens the way your cards go! For those stylish business cards, Gifts for Professionals is proud to offer a stylish business card case! Perfect for those vertical business cards, this case opens the long way! Stylish and compact, it has leather trimmed in brushed silver aluminum along with a silver snap closure for easy closing. Fits easily into a small breast pocket or carry-all and makes a great first impression. Okay, we've got you started... the rest of the business deal is up to you! Also available in Blue



Leather

**Black Leather and Aluminum Vertical Business Card Holder**

Item #	92599928-CC-5
Regular price	<b>\$9.95</b>
Personalization (\$15.00)	<input type="text"/>

**Laser Pointer Ballpoint Pen - Convention Speaker Gift**

Item #	92599940-L2001BP
Regular price	<b>\$14.95</b>
Personalization (\$15.00)	<input type="text"/>



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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	0							<b>11</b>

Summary membership statistics are as follows:

- **Members Joined since last Membership Report = 0**
- **Members Transferred in since last Membership Report = 0**
- **Total Active Members as of April 16, 2008 = 91**

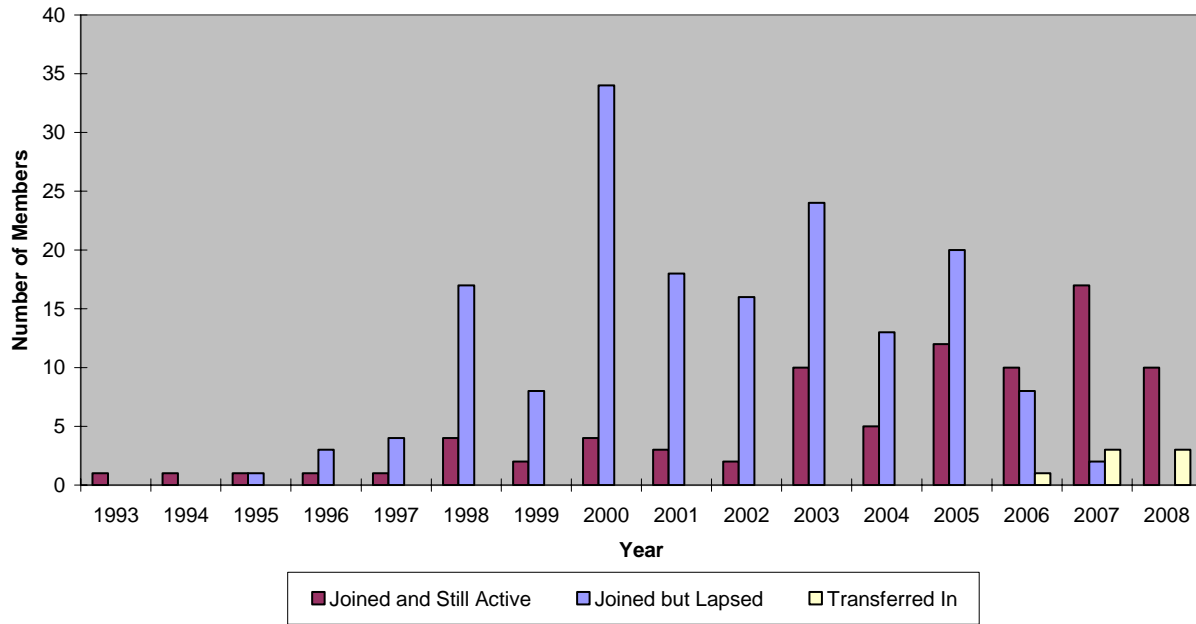
The chart to the right and the graph below shows the total number of members that have joined since 1993. For a given year, each total is broken up into the number of members that have had a lapsed, the number of members that joined and are still active, and the number of members that transferred into 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	12	20	0	12	47
2006	10	8	1	11	58
2007	17	2	3	20	78
2008	10	0	3	13	<b>91</b>
<b>TOTALS</b>	<b>84</b>	168	<b>7</b>	<b>91</b>	

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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**



\*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 the 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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**Attachment C - Membership Report for June 2008 BOD**

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