

HRA-INCOSE BoD Meeting Agenda
Wednesday July 23, 2008, 12:00 – 1:00 PM Teleconference
Call into 1-877-740-2201, PW 517892 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.

Officers (Quorum of	Name	Present	Other
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		
Members & Invited Guests in attendance	Name	Present	Other
G2SEBOK:	Al Motley		
Peninsula Engineers Council - Representative	Kevin Topp		
Director Media Relations	Bill Olson		
Technical Committee - Lead	John Clark		

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	
President (4 minutes)	<ul style="list-style-type: none"> • Priority One: November Requirements Conference • Priority Two: Spring 09 Conference
Vice President (3 minutes)	<ul style="list-style-type: none"> • PEC EOY award – any nominations from our chapter? • General discussion about fall rqmts conf and spring conf
Treasurer's Report (8 minutes)	Appendix A
Secretary's Report (1 minutes)	<ul style="list-style-type: none"> • Thank you to Michele for working the June 2008 Meeting Minutes.
DaL – Programs (7 minutes)	<p>2008 Program Schedule : Please see Appendix B</p> <p>Speakers gifts- Requirements Seminar</p> <p>Date:</p> <p>Sponsors: Reed integration, Futron</p> <p>Timing: Flyers- Speakers invitation etc.</p> <p>We gave two of the gift cards away in the July dinner meeting (one to the presenter, one for drawing). I have one left and the location is correct.</p>
DaL - Membership (3 minutes)	Membership report – Appendix C
DaL - University Liaison (2 minutes)	
DaL – Publication (2 minutes)	

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Report & Discussion	
DaL – Training & Education (2 minutes)	<ul style="list-style-type: none"> • The SE Tutorial was approved on July 1st 2008 as an official Technical Product by the INCOSE TLT and posted in the Product Area. • The Certification of SEs presentation was also approved as Technical Data by the TLT, but the CSEP PM requested that it not be posted because it is not the official CSEP Program presentation that is posted. • The INCOSE Certification Advisory Group (CAG) denied John's request to continue the Exam First option after July 1st because it is too much administrative work for them. <ul style="list-style-type: none"> • Continued SE Handbook Webinar. • Attended OUSD / USC SE Workshop in DC 7/14-7/17/08 <p>We should be receiving a check from ACTEVA soon, but the PO box number has changed, so Sherry will follow up on this. Sherry said she didn't have a copy of the HRA Tutorial Guide – John sent it to all the BoD. John mailed 2 checks to Sherry for \$400 total which he received from 2 members of the LA Chapter who attended his tutorial in LA, and he included a letter requesting payment of the \$400 which covers less than his costs of presenting the tutorial. Northrop Grumman security has required that foreign nationals cannot have access to the SameTime tool used for the tutorials. John has been asked by INCOSE to run for Region V Member Board, but he declined because he believes he can make the best contribution to INCOSE by continuing his present responsibilities.</p>
PEC Representative (2 minutes)	PEC Engineer of the Year and Young Engineer of the Year packets are due on October 1 st . Who will INCOSE nominate this year?
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Becky's Corner	
Technical Committee	

5. Old Business (10 minutes)

Action Items

Action Item	Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
	06/25/08 1	07/16/07 (BoD meeting)	Chris Orłowski		Work with Phil and Carl (and BoD) to determine the location for the Spring Conference.
	06/25/08 2	07/16/07 (BoD meeting)	BoD		Let Chris know if you have any INCOSE assets (i.e. giveaway items such as INCOSE folders, speaker gifts, etc).

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Attachment A – July 2008 Treasurer’s Report Jan- July

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- Incoese 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	
5/11/2008	ISE		Deposit Personal Check: CSEP Tutorial 5-11-08/ Joeseeph Brian Dewitt 660 Tabor Lane; Santa Barbara, CA 93108-1536	\$200.00		\$16,193.12		
5/11/2008	ISE		Deposit Personal Check: CSEP Tutorial 5-11-08/ Samuel Bertic III; Phone 909-463-6973; Rancho Cucamonga, CA 91739	\$200.00		\$16,393.12		
6/16/2008	ISE		Deposit Acteva: John Clark Tutorial SE certification 4/22/08 (Ref# 153739)	\$83.12		\$16,476.24		
7/7/2008	ISE		Deposit Acteva: John Clark Tutorial SE certification 4/22/08 (Ref# 142095) (Deposited with CSEP Tutorial 5-11-08 \$400= total \$3,238.69 on Deposit Slip dated 7-7-08)	\$2,838.69		\$19,314.93		
7/9/2008	SEW	2611	OMNI Hotel- RoomDeposit for Fall Requirements Seminar		\$250.00	\$19,064.93		
7/9/2008	MTG	2612	Capt Georges: Jill Prince Dinner Meeting		\$67.66	\$18,997.27		
7/9/2008	SWC	2613	Becky Reed- Wine & Cheese Social 2008		\$500.00	\$18,497.27	\$19,253.93	\$756.66

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
July	7/11/2008	\$15,999.78	\$67.66	\$3,321.81	\$19,253.93

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Attachment B –HRA-INCOSE Program for 2008

HRA-INCOSE Program for 2008			
Date	Proposed Event	Location	RSVP and Contact
Jul 23 2008	Board of Directors (BOD) Meeting	Teleconference	Figenbaysal@cox.net
Aug 20 2008	Board of Directors (BOD) Meeting	In person	Figenbaysal@cox.net
Aug 14 2008	Dinner Meeting: Tad Walls Quality Function Deployment (QFD)	Alexander's on the Bay	Figenbaysal@cox.net
Sep 4 2008	Dinner Meeting: TBD	TBD	Figenbaysal@cox.net
Sep 17 2008	Board of Directors (BOD) Meeting	Teleconference	Figenbaysal@cox.net
Oct 9 2008	Dinner Meeting TBD Presenter: Dave Dryer PhD		-
Oct 15 2008	Board of Directors (BOD) Meeting	In-Person Location: Applebee's (Suffolk)	Figenbaysal@cox.net
Nov 4 2008	Day One: Requirements Management Conference	OMNI Hotel Newport News, VA	Figenbaysal@cox.net
Nov 5 2008	Day Two: Requirements Management Conference	OMNI Hotel Newport News, VA	Figenbaysal@cox.net
Nov 19 2008	Board of Directors (BOD) Meeting	Teleconference	Figenbaysal@cox.net
Dec 17 2008	Board of Directors (BOD) Meeting	Teleconference	Figenbaysal@cox.net

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Attachment C - Membership Report for June 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	0	3						14

Summary membership statistics are as follows:

- **Members Joined since last Membership Report = 2**
 - Paul Gohmann – Northrop Grumman, Systems Engineer (7/15)
 - Fred Potts – The MITRE Corporation, Sr. Information Systems Engineer (7/16)
- **Members Transferred in since last Membership Report = 1**
 - John Lorentz – USCG, Lt/Branch Chief (7/19)
- **Total Active Members as of April 16, 2008 = 95**

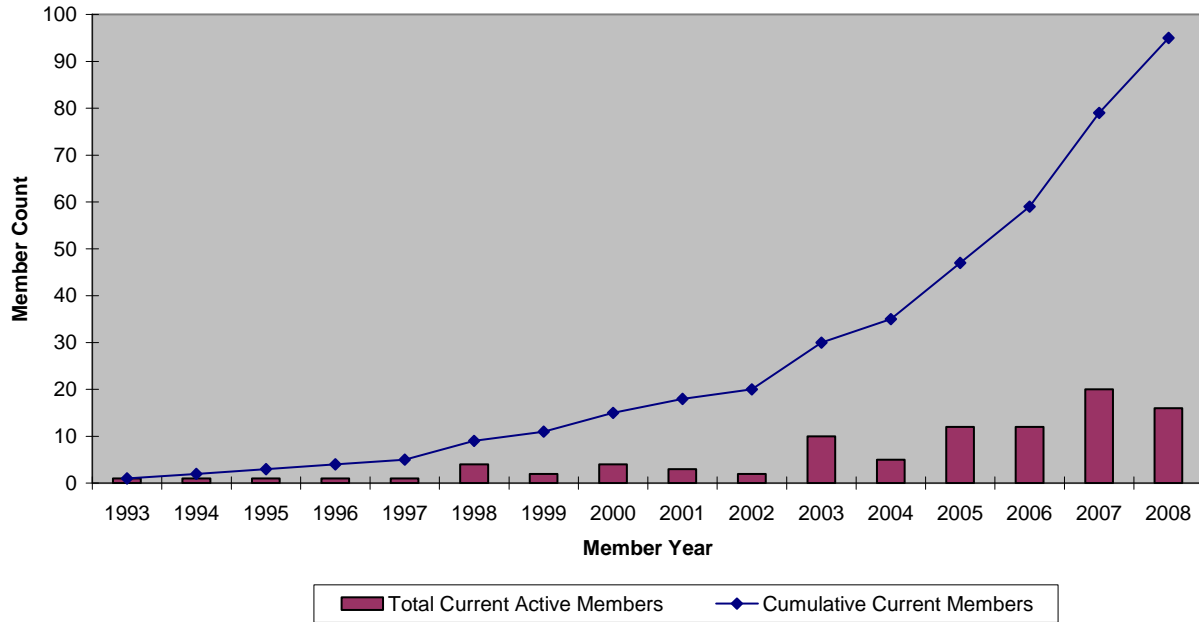
The chart to the right and the graph below shows the total number of members that have joined since 1993. For a given year, each total is broken up into the number of members that have had a lapsed, the number of members that joined and are still active, and the number of members that transferred into 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	5	0	2	11
2000	4	34	0	4	15
2001	3	18	0	3	18
2002	2	16	0	2	20
2003	10	21	0	10	30
2004	5	13	0	5	35
2005	12	20	0	12	47
2006	11	8	1	12	59
2007	17	2	3	20	79
2008	12	0	4	16	95
TOTALS	87	162	8	95	

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.

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Membership Trend



*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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