

**HRA-INCOSE BoD Meeting Agenda**  
**Wednesday, January 21, 2009, 12:00 – 1:00 PM Teleconference**  
 Call into **1-888-240-4148**, PW **743330** 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	Tad Walls		
Vice President	Figen Baysal		
Treasurer	Sherry Maclay		
Secretary	Michele King		
Past President	Chris Orłowski		
Director at Large for Programs	Kelly Moses		
Director at Large for Membership	Robin Smith		
Director at Large for University Liaisons	Mike Podolsky		
Director at Large for Training and Education	John Clark		
Director at Large for Publications	Tim Goodrich		
Director at Large for Communications	Bill Olson		
<b>Members &amp; Invited Guests in attendance</b>	<b>Name</b>	<b>Present</b>	<b>Other</b>
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	
<b>President (4 minutes)</b>	<ul style="list-style-type: none"> <li>• Welcome to new BOD officers!</li> <li>• 2009 Trifold</li> <li>• 2008 awards package submitted with over 13,000 points. Thanks to everyone for your inputs.</li> </ul>
<b>Vice President (3 minutes)</b>	
<b>Treasurer's Report (8 minutes)</b>	<p>See Attachment A</p> <p>Note: Kevin Forsberg has not cashed check from November Seminar- has he lost the check—do I need to send a replacement? I do not have his address.</p>
<b>Secretary's Report (1 minutes)</b>	<ol style="list-style-type: none"> <li>1) HRA INCOSE financial commitment for spring conference</li> <li>2) Need Sponsorship Chair and a Publicity Chair for spring conference</li> </ol>
<b>DaL – Programs (7 minutes)</b>	See Attachment B
<b>DaL - Membership (3 minutes)</b>	See Attachment 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>• Continued SE Handbook Tutorial webinars on Thursdays.</li> <li>• Provided backup of HRA Gold Circle Award points to Tad.</li> <li>• Continued work on GEIA Tech Reviews &amp; Audits Standard.</li> <li>• Will present SE Handbook Tutorial at the SSTC and NGC SEAG Conferences.</li> <li>• Will attend INCOSE IW in San Francisco on Jan 31-Feb 3. – NG Approved</li> <li>• Will attend GEIA Quarterly meeting in Mesa AZ on Feb 2-5. – NG Approved.</li> <li>• Continued working the INCOSE-SSTC MOA.</li> <li>• Received official appointment to ODU faculty to teach the SE Handbook course.</li> </ul>
<b>PEC Representative (2 minutes)</b>	Purchased 23 tickets for PEC banquet on Feb 21 <sup>st</sup> . Flyer to be released on Jan 23 <sup>rd</sup> . Need volunteers and material for the HRA-INCOSE booth for NASA Engineer Career Days 18-19 Feb; contact Kelly Moses.
<b>Web Master (2 minutes)</b>	
<b>Chapter Brief from INCOSE</b>	

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Report & Discussion	
INCOSE Contact	
Becky's Corner	
Technical Committee	A revision of the SE Handbook was issued by INCOSE fixing only 18 typos. No other significant changes.
Final Comments	

## 5. Old Business (10 minutes)

### Action Items

Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
9/23/08 #9	10/3/08	BoD		Tutorial Honorarium - The LA Chapter President declined the \$400 check from the HRA BoD for the 2 LA Chapter attendees to the SE Handbook Tutorial presented by John in LA in May. What are the HRA BoD's plans for the \$400? – <i>Will take off line.</i> (Nothing was done. This should be resolved by the BoD this year.) – <i>Deposited into INCOSE checking account. Decision: No quorum.</i>
9/23/08 #10	10/3/08	BoD		The BoD needs to review/edit/approve the Tutorial Guide. (This should be completed by the BoD this year.)
11/19/08 #11	12/22/08	Sherry		Provide a separate Treasurer's Report for the SE Handbook Tutorials (itemizing only each SE Handbook tutorial since their beginning), and provide Treasurer's Report balances for each FY without them (as if they had not occurred). Contact the IRS to determine the tax implications to the HRA of this income/expense. Report these at the next BoD meeting. (John's tax consultants say that all that HRA has to do is issue John a 1099.) <i>Confirmed we have already contacted INCOSE HQ and we are not required to fill out tax information. Sherry will find emails from parent INCOSE and follow up with them. Chris agreed we coordinate this with INCOSE HQ.</i>
11/19/08 #12	12/22/08	Bill		Purchase HRA shirts for BoD members. - <i>Tad seconded golf shirts or professional button down shirts. Bill should get cost on both types. Tad vote: no denim shirts.</i>

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description

### 6. New Business (20 minutes)

#### Topics of discussion

New Business	Discussion & Decision
1.	John will attend the INCOSE IW in San Francisco on Jan 31-Feb 3. He requested HRA funding of \$500 for expenses. – <i>NG is covering John's expenses. In the past, NG has shared with HRA. Defer to 2009. Need to get a firm understanding of what NG will pay.</i>
2.	
3.	
4.	
5.	
6.	

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**Attachment A – Treasurer’s Report for January 2009**

11/3/2008	SIT	2627	Stella Bondi: Reimbursement of Online Registration- Presenters do not pay registration Nov 4/ OMNI Seminar		\$40.00	\$14,892.57	Balance as of 11-10-08 \$14,906.20
11/4/2008	STR	2628	Kevein Forsberg Travel (total = \$50 + 175 + 111 = <b>\$336</b> ) Nov 4/ OMNI Seminar		\$175.00	\$14,717.57	
11/5/2008	STR	2629	Ivy Hooks Travel (total = \$50 +450 + 334= <b>\$834</b> ) Nov 4/ OMNI Seminar		\$450.00	\$14,267.57	
11/12/2008	IST		Deposit Acteva Requirements Seminar 11-4-08 at OMNI Hotel (ck# 109726 \$258.68 Acteva +ck # 1142-\$100- may owe reimbursement due to fact he is already a member; + member \$20 + SC Maclay \$20) Nov 4/ OMNI Seminar	\$398.68		\$14,666.25	
11/12/2008	IST		Deposit: Acteva Requirments Seminar; ck# 110626 \$369.38 period 10-6-08 thru Nov 4/ OMNI Seminar	\$369.38		\$15,035.63	
11/12/2008	ISP		Deposit <b>ODU</b> ck# 00247653 (\$2000) Nov 4/ OMNI Seminar	\$2,000.00		\$17,035.63	
11/12/2008	BNK		Check Charge/ Harlan Clarke		\$93.89	\$16,941.74	
11/20/2008	MPI	2630	Chapter Membership to Parent Incose		\$1,050.00	\$15,891.74	
11/25/2008	MARC		Transfer to MARC checking Acct		\$100.00	\$15,791.74	
11/27/2008	PEC	2631	PEC Dues 2008-2009		\$25.00	\$15,766.74	Balance As of 12-11-08 \$15,930.37
12/22/2008	IST		Deposit Acteva Requirements Seminar 11-4-08 at OMNI Hotel total \$877.14	\$877.14		\$16,643.88	
12/22/2008	SCP	2632	Kevin Topp Christmas Party Receipts totaled > \$1000.00		\$1,000.00	\$15,643.88	
1/15/2008	ISP		Deposit <b>Futron</b> ck# 36181 (\$2000) Gold level Sponsorship 2008 Nov 4 OMNI Seminar	\$2,000.00		\$17,643.88	

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**Attachment B – HRA-INCOSE Program for 2009**

<b>HRA-INCOSE Program for 2009</b>			
<b>Date</b>	<b>Proposed Event</b>	<b>Location</b>	<b>RSVP and Contact</b>
Jan 5, 2009	Installation of 2009 HRA-INCOSE Officers	McFaddens Hampton	
Jan 21, 2009	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Feb 18, 2009	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Feb 18, 2009 Feb 19, 2009	NASA Career Days	NASA LaRC Hampton	<a href="mailto:Koses_kelly@bah.com">Koses_kelly@bah.com</a>
Feb 21, 2009	PEC Banquet	Four Points Newport News	<a href="mailto:Kevin.Topp@ngc.com">Kevin.Topp@ngc.com</a>
Feb 26, 2009	Dinner Meeting Becky Reed & Steve Waddell Project Management + Systems Engineering = Success	TBD	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Mar 18, 2009	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Mar, TBD 2009	Dinner Meeting Melissa Soley Mission Engineering	Norfolk	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Apr 22, 2009	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Apr, TBD, 2009	Dinner Meeting Dawn Schaible NASA Engineering and Safety Center (NESC) Systems Engineering at NASA	Peninsula	
April, 2009	INCOSE Regional Conference	VMASC, Suffolk	
May 20, 2009	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
May TBD, 2009	Dinner Meeting Bob Eure Knowledge Management	TBD	
Jun 17, 2009	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>

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Jun TBD 2009	Dinner Meeting Josh Jackson Innovation	Suffolk	
Jun 20 or Jun 27	Wine and Cheese Becky and Steve's house		
Jul 15, 2009	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
July TBD	Dinner Meeting Nadine Syrett & Dave Beals Opportunity Management at NASA	Williamsburg	
August 2009	Month Off		
Sep 16, 2009	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Sep TBD, 2009	Dinner Meeting Abe Meilich Modeling and Simulation	Suffolk	
Oct TBD 2008	Dinner Meeting TBD Presenter: Dave Dryer PhD	TBD	
Oct			
Nov TBD 2008	Day One: <b><u>Decision Analysis Conference</u></b>	OMNI Hotel Newport News, VA	
Nov TBD 2008	Day Two: <b><u>Decision Analysis Conference</u></b>	OMNI Hotel Newport News, VA	
Nov 19 2008	Board of Directors (BOD) Meeting	Teleconference	
Dec 17 2008	Board of Directors (BOD) Meeting	Teleconference	
Dec TBD	Holiday Party	TBD	

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## Attachment C – Membership Report for January 2009

The following chart will be filled out throughout the year to show a comparison of new membership each month for the years of 2005 through 2009. 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	3	0	1	1	1	0	4	0	2	1	8	0	21
2009 New Members	3												

Summary membership statistics are as follows:

- **Members Joined since January 1, 2009 = 3**
  - Robert Swain, Northrop Grumman
    - [Robert.swain@ngc.com](mailto:Robert.swain@ngc.com)
  - Morris 'Dan' Carr, US Navy
    - [Morris.Carr@wildblue.net](mailto:Morris.Carr@wildblue.net)
  - Jeryl 'Jerry' Hill, NASA LaRC
    - [J.r.hill@nasa.gov](mailto:J.r.hill@nasa.gov)
- **Members Transferred in since January 1, 2009 = 0**
- **Total Active Members as of January 14, 2009 = 90**

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

**Membership Trend**

