

HRA-INCOSE BoD Meeting Agenda

Wednesday, September 16th, 2009, 12:00 – 1:00 PM Teleconference

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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 (6) is required for a Quorum.

Officers (Quorum of)	Name	Present	Other
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		
Members & Invited Guests in attendance	Name	Present	Other
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.

4. BoD Member Reports—Old & New Business (45 minutes)

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

Report & Discussion

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Report & Discussion	
President (4 minutes)	<ul style="list-style-type: none"> > <u>DA Conference Planning</u> > <u>Closeout of Spring 09 Conf</u> > <u>Holiday Party – 19 Dec</u> > <u>2010 BOD Positions</u> > <u>2008 Gold Circle Plaque</u> > <u>Tad will cover Kelly's updates since Kelly will be on travel</u>
Vice President (4 minutes)	<ul style="list-style-type: none"> > <u>PEC EOY Package</u> PEC EOY package is ready and I'm waiting comments from Tad and Kelly, when I receive go ahead from them I'll submit them. we have time until October 1st.
Treasurer's Report (7 minutes)	<ul style="list-style-type: none"> > <u>See Attachment A</u>
Secretary's Report (2 minute)	<ul style="list-style-type: none"> > <u>Possible Joint Activities with SWE</u> > <u>INCOSE Chapter Awards Points</u> We need to setup a meeting to discuss our current Points posture. Is there a date that works for the BoD next month?
DaL – Programs (7 minutes)	<ul style="list-style-type: none"> > <u>See Attachment B</u> > <u>Guest Speakers</u> Kelly has asked Nadine and Dave if they want to be our guest speaker for Sept. Josh is not looking promising. > <u>Decision Analysis Conference Update</u> Also report that we are receiving about an abstract a day beginning late last week for the decision analysis conference (YEAH!). We have one person registered (Virginia Beach resident ... local)
DaL - Membership (4 minutes)	<ul style="list-style-type: none"> > <u>See Attachment C</u>
DaL - University Liaison (2 minutes)	<ul style="list-style-type: none"> > <u>Scholarship Fund</u>
DaL – Publication (2 minutes)	

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Report & Discussion	
DaL – Training & Education (4 minutes)	<ul style="list-style-type: none"> > <u>TechAmerica SE Conference</u> Currently at the TechAmerica SE Conference in Indianapolis revising EIA-632 and leading the development of a Tech Reviews & Audits guide/standard. > <u>Systems and Software Technology Conference in Salt Lake City in April</u> > <u>SSTC</u> SSTC has signed the SSTC-INCOSE MOA, Ralf Hartmann approved it, and sent it to Pat Hale for signature. Submitted a tutorial on Agile SE to the SSTC. > <u>IEEE International Systems Conference in San Diego in April</u> > <u>Technical Committee</u> Continuing recruiting members of the Technical Committee. > <u>SAWE (Andy Schuster) Requested a 1-day CSEP Tutorial</u> To be held at their regional conference in Va Beach on October 8-10 at the Virginia Beach Hilton. http://www.sawe.org/files/2009ChesapeakeBayRegionalConferenceTraining.pdf > <u>CSEP Webinars</u> Current series will end October 22nd. The next series will start November 19th. > <u>Outstanding Service Award</u> Received official notification of Outstanding Service Award announced at the 2009 IS in Singapore. See http://www.incose.org/about/hall/service.aspx. We all share in this award.
PEC Representative (2 minutes)	
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Becky's Corner	
Technical Committee	
Final Comments	

5. Action Items (10 minutes)

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

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
9/23/08 #10	05/21/09 07/15/09 09/16/09	BoD		<p><u>The BoD needs to review/edit/approve the Tutorial Guide</u> -- This should be completed by the BoD this year.</p> <p>1/21/09--Carl and Phil suggested that the presenters be paid a set amount based on the length of the tutorial. Tad made the point that just because HRA is hosting, it does not mean that we should bear the weight of all the decisions made. We will table this discussion until after the Spring Conference.</p> <p>4/15/09—Another meeting to review and comment on the Tutorial Guide will need to be set.</p> <p>6/17/09—We will wait for Tad to discuss this further.</p> <p>7/22/09 Tad to set up a separate meeting to review this and close this action.</p> <p>08/19/09—Tad will setup a separate meeting to review and close this action over the next month.</p>
11/19/08 #12	09/30/09	Bill		<p><u>Purchase HRA Shirts for BoD Members</u> -- Tad seconded golf shirts or professional button down shirts. Bill should get cost on both types. Tad vote: no denim shirts.</p> <p>1/21/09--Bill needs to determine the artwork format (.ai, .cad, etc.) of the logo needed for the shirts. The BoD agreed that it would be beneficial to have the shirts ready prior to the Fall Conference.</p> <p>2/25/09—Bill will get options on shirts, prices, etc. We can finalize next month on how we'd like to proceed.</p> <p>03/18/09—Bill will talk to the guy who does the golf shirts when he's available.</p> <p>4/18/09—Bill was absent from April meeting.</p> <p>6/17/09—Michele will send Bill an email to request an update on this action.</p> <p>7/22/09 Haven't seen any action on this lately. Ask bill for an update.</p> <p>08/19/09—Bill will get information by the next BoD meeting. Tad suggested a possible alternative of getting INCOSE polo shirts that are already available, although they do not have the HRA logo.</p>
04/18/09 #1	05/21/09 07/15/09 09/16/09	Figen Sherry		<p><u>ACTEVA List</u> - Figen will send the ACTEVA list to Sherry to make sure that all payments have been received with regards to the Spring Conference.</p> <p>6/17/09—Sherry has emailed ACTEVA and expects to hear from them today or tomorrow.</p> <p>7/22/09 Get remaining funds distributed to Karl and for Sherry to follow up on ACTEVA on the check.</p> <p>08/19/09—Received last remaining check. Confirm with Sherry and then close action.</p>

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
08/19/09 #1	09/16/09	Tad	08/23/09	<u>Possible Nomination of John Clark for EOY</u> - Tad will reach out to the awards chair, Phillip Williams, to find out if we could submit John as a nominee for the EOY Award. 08/23/09—This is complete. Unfortunately, we will not be able to nominate John per the PEC By-laws as clarified by Kenneth Hoffman, Chair of the PEC Nominating Committee
08/19/09 #2	09/16/09	Tad	08/19/09	<u>Request Date for Holiday Party</u> - Tad will request a date for the Holiday Party (and let Becky know that the BoD has voted to provide \$600. 08/19/09—This is complete. Tad contacted Becky. The proposed date for the holiday party is December 5 th .
08/19/09 #3	09/16/09	Michele		<u>Request Roster form '08 Holiday Party</u> - Michele will ask Kelly who was at the INCOSE Holiday Party last year.
08/19/09 #4	09/16/09	Michele		<u>Arrange a Chapter Points Discussion Meeting</u> - Michele will setup a telecom for the BoD to meet to discuss our current Chapter Points status.
08/19/09 #5	09/16/09	Michele		<u>Determine Possible Joint Meetings with SWE</u> - Michele will contact Kelly to see if we could incorporate SWE to any of our existing meetings.
08/19/09 #6	09/16/09	Chris		<u>Receipt of Gold Award</u> - Chris will check to see if he has already received it.
08/19/09 #7	09/16/09	John/Bill	08/19/09	<u>Member Participation in ISO/IEC Technical Report</u> - John will send an email to Bill to forward to membership for participation. 08/19/09—This is complete. John emailed Bill, and then Bill emailed membership.
08/19/09 #8	09/16/09	Sherry		<u>Return of Seed Money from Spring Conference</u> - Sherry needs to request seed money for spring regional conference.

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Attachment A – Treasurer’s Report for September 2009

September 2009 HRA INCOSE Treasurer Report							
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance
			MARC Owe HRA for ck# 2848 to John Walker for Domain Name/ Website repaid w/ck#1014	\$14.95		\$14,193.88	Loan Repaid
			Deposit \$433.00 from INCOSE Share	\$433.00		\$14,626.88	
4/15/2009		2848	Postmaster PO Box 907		\$28.00	\$14,600.88	
5/18/2009			Deposit From BAH for 2009 Fall Seminar at OMNI	\$1,000.00		\$15,600.88	
4/29/2009		2850	Tad Walls Reimbursement Projector Screen & Presenter Remote		\$210.00	\$15,390.88	
5/15/2009			May 2009 Service Charge		\$15.00	\$15,375.88	\$14,364.51
5/22/2009		2851	OMNI Hotel Decisions Analysis Seminar Nov 2009		\$250.00	\$15,125.88	
5/29/2009		2852	Reimbursement for May 2009 Dinner Meeting/ SC Macley		\$90.00	\$15,035.88	\$15,274.51
7/19/2009		2853	Reimbursement for Becky Reed Wine and Cheese Social		\$600.00	\$14,435.88	
8/3/2009			Transfer to MARC checking Acct/ pay for last ACTEVA payment \$46.29? Plus \$5 fee = \$51.50		\$51.50	\$14,384.38	
7/24/2009			Deposit Futron ck# 36849 (\$500) Bronze level Sponsorship 2009 Nov OMNI Seminar	\$500.00		\$14,884.38	
7/24/2009			Deposit The George Wahington University Bronze Membership	\$500.00		\$15,384.38	\$15,378.22

September 2009 HRA IncoSE Conferences Acct								
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance	Bank Statement Date
6/23/2009	RMARC		Acteva chk#122085	\$116.84		\$7,555.63		
6/23/2009	RMARC		Artisan Software Tools chk# 24658	\$200.00		\$7,755.63	June 30, 2009 Bank Statement = \$7755.63	
7/15/2009	RMARC		Acteva chk#124276	\$3,952.17		\$11,707.80		
7/24/2009	RMARC		Deposit from HRA IncoSE to cover last ACTEVA check	\$46.29		\$11,754.09	July 31, 2009 Bank Balance = \$11,754.09	
8/21/2009	ESIT		Bank Service Charge		\$4.00	\$11,750.09	August 31, 2009 Bank Balance = \$11,750.09	

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Attachment B – HRA-INCOSE Program for 2009

HRA-INCOSE Program for 2009			
Date	Proposed Event	Location	RSVP and Contact
August 26, 2009	Dinner Meeting John Clark Systems of Systems Engineering and Family of Systems Engineering	Alexander's on the Bay	Moses_kelly@bah.com
Sept 16, 2009	Board of Directors (BOD) Meeting	Telecon	Moses_kelly@bah.com
Sep TBD, 2009	Dinner Meeting TBD	TBD	Moses_kelly@bah.com
Oct TBD 2008	Dinner Meeting TBD	TBD	Moses_kelly@bah.com
Oct	Board of Directors (BOD) Meeting Conference focus of discussion	Teleconference / Face-to-face	Moses_kelly@bah.com
Nov 17 2008	Day One: <u>Decision Analysis Conference</u>	OMNI Hotel Newport News, VA	Moses_kelly@bah.com
Nov 18 2008	Day Two: <u>Decision Analysis Conference</u>	OMNI Hotel Newport News, VA	Moses_kelly@bah.com
Nov 19 2008	Board of Directors (BOD) Meeting	Teleconference	
Dec 17 2008	Board of Directors (BOD) Meeting	Teleconference	
Dec TBD	Holiday Party	Becky & Steve's House	

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Attachment C – Membership Report for September 2009

We will have an updated report in October.