

# HRA-INCOSE BoD Meeting Minutes

## Wednesday, October 28<sup>th</sup>, 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	<del>Sherry Maclay-Mandie</del> Corriveau		
Secretary	Michele King		
Past President	Chris Orlovski		
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	<del>Tim Goodrich</del>		
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.

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Report & Discussion	
<b>President (4 minutes)</b>	<p>&gt; <u>Transfer of Sherry's Treasurer duties</u></p> <p>&gt; <u>Update on close-out of Spring Region V conference</u> \$1,673.53 + 10 golf shirts will be returned to HRA INCOSE from the original \$2100 investment.</p> <p>&gt; <u>Doug Ensor Award – HRA Nomination:</u> <i>The nomination must contain up to a three page biographical sketch outlining the candidate's record of achievement, no more than three letters of recommendation, and a recent photograph that may be used for publicity purposes. A candidate must be less than 35 years of age and have less than 15 years of professional experience as of December 1, 2009. The candidate also must be actively practicing in the engineering field either in technical analysis, management, research, operations, maintenance, sales, or teaching, and shall have worked or been a resident of the Peninsula area for at least two years as of December 1, 2009. The Peninsula area of Virginia is defined as the cities of Hampton, Poquoson, Newport News, and Williamsburg and the counties of James City and York. The candidate's accomplishments should be clearly outstanding relative to those of his/her peers. Equal weighting will be given in five areas to be considered by the Awards Selection Committee, and will include: technical accomplishments, leadership, service to professional societies, community service, and the content of the candidate's letters of endorsement. Professional licensing is not a requirement, nor is membership in a professional engineering or technical society. A candidate's nomination package must be postmarked by <b>December 1, 2009</b> and delivered to the DEA Nominating Committee Chair, or sent electronically by COB on December 1, 2009 to the Committee Chair.</i></p> <p>&gt; <u>BOD positions for next year</u></p>
<b>Vice President (4 minutes)</b>	<p>&gt; <u>PEC EOY Package</u></p> <p>&gt; <u>PEC DEA Package</u></p>
<b>Treasurer's Report (7 minutes)</b>	> <u>See Attachment A</u>
<b>Secretary's Report (2 minute)</b>	<p>&gt; <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? Please send any points items to <a href="mailto:michelemybelle3@yahoo.com">michelemybelle3@yahoo.com</a>.</p>
<b>DaL – Programs (7 minutes)</b>	> <u>See Attachment B</u>
<b>DaL - Membership (4 minutes)</b>	> <u>See Attachment C</u>
<b>DaL - University Liaison (2 minutes)</b>	

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Report & Discussion	
<b>DaL – Publication (2 minutes)</b>	
<b>DaL – Training &amp; Education (4 minutes)</b>	<p>&gt; <u>INCOSE</u> Submitted my comments on draft ISO/IEC TR 24748-2 to Dick Kitterman. No comments were received from other HRA members. Provided comments on revised Min/Max requirements for CSEP to Dave Walden, CSEP PM. CSEP webinar will end October 22<sup>nd</sup>. Next series will start November 19<sup>th</sup>.</p> <p>&gt; <u>SSTC 2010</u> Establishing the INCOSE Track at the SSTC 2010 conference in conjunction with Dr Regina Griego, new INCOSE Tech Ops Director. Call for papers to be issued soon. INCOSE-SSTC MOA was signed. One tutorial and one presentation were accepted. Will present the 2-day CSEP tutorial again.</p> <p>&gt; <u>IEEE 2010</u> Drafted INCOSE-IEEE Int'l Systems Conference MOA.</p> <p>&gt; <u>SAWE 2009</u> Presented a 1-day CSEP tutorial at the SAWE Conference in Va Beach.</p> <p>&gt; <u>TechAmerica</u> Revising EIA-632 and leading the development of a Tech Reviews &amp; Audits guide/standard.</p>
<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>	
<b>Final Comments</b>	

### 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	<del>05/21/09</del> <del>07/15/09</del> <del>09/16/09</del> 10/14/09	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> <p>09/16/09—Tad will address this within the next month.</p>
11/19/08 #12	<del>09/30/09</del> 10/14/09	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> <p>09/16/09—Bill was absent from September meeting.</p>
04/18/09 #1	<del>05/21/09</del> <del>07/15/09</del> <del>09/16/09</del> 10/14/09	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> <p>09/16/09—Sherry to reconcile Acteva records with our bank statements to make sure we received all of the funds from Acteva.</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 #3	<del>09/16/09</del> 10/14/09	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	<del>09/16/09</del> 10/14/09	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	<del>09/16/09</del> 10/14/09	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 #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. 09/16/09—Comments not due for another week or two. John has provided comments to/through NG. Will ask 2 interested members to provide their feedback.
08/19/09 #8	09/16/09 09/30/09	Sherry		<u>Return of Seed Money from Spring Conference</u> - Sherry needs to request seed money for spring regional conference. 09/16/09—Sherry to track HRA INCOSE spring conference seed money and spring conference sponsorship funds to ensure they are returned to the HRA INCOSE account.
09/16/09	10/14/09	<b>Tad</b>		<u>Closeout of Spring Conference</u> – Tad to touch base with Karl Geist on the status of closing out the spring conference financials. <i>10/19/09—This is complete. The spring conference has been closed out.</i>

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

October 2009 HRA INCOSE Treasurer Report							
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance
			Deposit \$433.00 from INCOSE Share	\$433.00		\$14,626.88	
4/15/2009		2649	Postmaster PO Box 907		\$26.00	\$14,600.88	
5/18/2009			Deposit From BAH for 2009 Fall Seminar at OMNI	\$1,000.00		\$15,600.88	
4/28/2009		2650	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		2651	OMNI Hotel Decisions Analysis Seminar Nov 2009		\$250.00	\$15,125.88	
5/29/2009		2652	Reimbursement for May 2009 Dinner Meeting/ SC Maclay		\$90.00	\$15,035.88	\$15,274.51
7/19/2009		2653	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
8/12/2009			Bank Service Charge		\$4.00	\$15,380.38	\$15,374.22
9/29/2009			Deposit HRA Incose Share	\$1,468.00		\$16,848.38	

October 2009 HRA Incose Conferences Acct								
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance	Bank Statement Date
5/1/2009	IRMARC		Dale Raney	\$125.00		\$8,443.79		
5/5/2009	ESIT	1017	Karl Geist- reimbursement for his payment of hotel for Sarah Sheard as he had agreed		\$1,055.00	\$7,388.79	May 30, 2009 Bank Statement Balance= \$7433.79	
6/22/2009	IRMARC		Chris Orlovski Payment chk #1307	\$50.00		\$7,438.79		
6/23/2009	IRMARC		Acteva chk#122085	\$116.84		\$7,555.63		
6/23/2009	IRMARC		Artisan Software Tools chk# 24658	\$200.00		\$7,755.63	June 30, 2009 Bank Statement = \$7755.63	
7/15/2009	IRMARC		Acteva chk#124276	\$3,952.17		\$11,707.80		
7/24/2009	IRMARC		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	
9/30/2009						\$11,750.09	Sept 30,2009 Bank Balance	

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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>
Nov 17 2009	Day One: <b><u>Decision Analysis Conference</u></b>	OMNI Hotel Newport News, VA	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Nov 18 2009	Day Two: <b><u>Decision Analysis Conference</u></b>	OMNI Hotel Newport News, VA	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Nov 19 2009	Board of Directors (BOD) Meeting	Teleconference	
Dec 17 2009	Board of Directors (BOD) Meeting	Teleconference	
Dec 19 2009	Holiday Party	Becky & Steve's House	

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**Attachment C – Membership Report for October 2009**