

# HRA-INCOSE BoD Meeting Agenda

**Thursday, May 21, 2009, 4:00 – 5:00 PM**

**Face-to-face at Amory's Seafood**  
2449 Taylor Road; Chesapeake, VA 23321

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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	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.

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## 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	
<b>President (4 minutes)</b>  (Figen will be covering for Tad)	> <u>Gold Circle Award for 2008!</u>  > <u>June Wine and Cheese Party – HRA contribution</u>
<b>Vice President (4 minutes)</b>	
<b>Treasurer's Report (7 minutes)</b>	> <u>See Attachment A</u>
<b>Secretary's Report (2 minute)</b>  (Robin will be covering for Michele)	> <u>Chapter Awards Submission (In Work for 2009)</u> Our current point count is 5,795. (Please note that this includes next week's dinner meeting/BoD meeting, as well as the Decision Analysis Conference scheduled for this fall.)  Our projected point count for the end of the year is roughly 8,550.  <b>Please review the Chapter Awards Submission Spreadsheet that was sent out with the May BoD Agenda. If you have any items to add to the spreadsheet for 2009, please let me know via email (<a href="mailto:mking@futron.com">mking@futron.com</a>) and provide any supporting documentation (email, flyer, picture, etc), as well as the category item number associated with the item (per the spreadsheet).</b>  > <u>INCOSE BoD Telecon Number</u> We need to refrain from posting our INCOSE telecon number on the internet.

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Report & Discussion	
<b>DaL – Programs (7 minutes)</b>	<p>&gt; <a href="#">See Attachment B</a></p> <p>&gt; <a href="#">Decision Analysis Conference</a></p> <p>The conference is scheduled from November 10-11, 2009. Kelly has received a contract from the Omni Hotel about reserving rooms and there weren't any issues with the contract. Since the conference is still a few months away, she is opting to wait until either September/October timeframe to sign the contract. If plans drastically change, HRA will be able to remain flexible.</p> <p>She has received 1 abstract (from Dave Hulett) towards the conference. She will contact Bill Olson and request that a call for papers be sent electronically to INCOSE members.</p> <p>In discussion with Louis Fussell about potential Futron sponsorship of our HRA-INCOSE seminar. He is wanting to see if Futron could present a project risk management tutorial either the day prior or the day after the seminar.</p> <p>&gt; <a href="#">Joint Professional Society Meeting</a></p>
<b>DaL - Membership (4 minutes)</b>	<p>&gt; <a href="#">See Attachment C</a></p>
<b>DaL – University Liaison (2 minutes)</b>	<p>&gt; <a href="#">Scholarship for HRA</a></p>
<b>DaL – Publication (2 minutes)</b>	<p>&gt; <a href="#">Chapter Newsletter</a></p>
<b>DaL – Training &amp; Education (4 minutes)</b>	<p>&gt; <a href="#">CSEP Training</a></p> <p>Presented the CSEP Tutorial as follows:</p> <ol style="list-style-type: none"> <li>1. SSTC Conference, UT - 2 days.</li> <li>2. Scitor, Inc., Annapolis Junction, MD - 2 days.</li> <li>3. Rutgers University, NJ - 2 days.</li> <li>4. NGC SEAG Symposium, MS - 1 day.</li> </ol> <p>The CSEP Tutorial Webinar starts Thursday 5/21 using the INCOSE Live Meeting and NGC SameTime tools. 15 sessions, Thursdays 1200-1400, thru November. See below:</p> <p>"Interested in receiving your <a href="#">INCOSE</a> Systems Engineering (SE) certification? Northrop Grumman Corporation (NGC) is hosting a tutorial webinar to help you prepare for the SE certification exam. The tutorial is taught by John O. Clark, Chief Engineer at the NGC Information Systems Sector and Director of Education &amp; Training for the INCOSE Hampton Roads Area Chapter. The tutorial covers the Certified Systems Engineering Professional (<a href="#">CSEP</a>) process and the SE Handbook version 3.1 (the basis for the CSEP exam). It also provides tips on filling out your application. A certificate of completion is provided."</p> <p>&gt;Other Training</p>

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<b>Report &amp; Discussion</b>	
	<ol style="list-style-type: none"><li>1. Stand on Standards and other SE training, Rutgers University - 3 days.</li><li>2. SoSE and FoSE, SSTC Conference, UT – Tutorial</li><li>3. Agile SE, SSTC Conference, UT – Tutorial</li></ol> Stand on Standards and V-Models, NGC SEAG Symposium - Presentation
<b>Web Master (2 minutes)</b>	
<b>Chapter Brief from INCOSE</b>	
<b>INCOSE Contact</b>	
<b>Becky's Corner</b>	> <u>6<sup>th</sup> Annual Wine &amp; Cheese Social</u> Please ask the chapter members to RSVP to Becky or Steve by June 12.  Requesting funding for this event from the BoD. (If it's at all possible, \$600 would cover the cost of the band.)
<b>Technical Committee</b>	
<b>Final Comments</b>	

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## 5. Action Items (10 minutes)

Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
9/23/08 #10	5/21/09	BoD		<u>The BoD needs to review/edit/approve the Tutorial Guide</u> -- This should be completed by the BoD this year. 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. 4/15/09—An other meeting to review and comment on the Tutorial Guide will need to be set.
11/19/08 #12	09/30/09	Bill		<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. 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. 2/25/09—Bill will get options on shirts, prices, etc. We can finalize next month on how we'd like to proceed. 03/18/09—Bill will talk to the guy who does the golf shirts when he's available. 4/18/09—Bill was absent from April meeting.
02/25/09 #1	03/22/09	Mike		<u>HRA-INCOSE Scholarship Flyer</u> – Mike Podolsky will put together a flyer, similar to what we've used for conferences (request for application and essay). 3/18/09—Will wait for Mike to proceed. 4/15/09—Will wait as to how to proceed after discussing with Tad.
02/25/09 #2	03/22/09	Mike		<u>University Partnership for Scholarship</u> – The BoD decided that it may be a good idea to see if ODU would partner in providing a scholarship to undergraduate students. Mike will contact Dr. Unal to see if the Systems Engineering Department could co-sponsor a scholarship. 3/18/09—Will wait for Mike to proceed. 4/15/09—Will wait as to how to proceed after discussing with Tad.
02/25/09 #4	03/22/09	Sherry		<u>Ivy Hook's CD's</u> – These may be good for giveaways at the Spring Conference. Sherry will review the CD's to make sure they are not a marketing pitch. If not, Sherry will request more CD's for the Spring Conference. 03/18/09—Sherry dropped off the line.... 4/15/09—This action item is closed. Kelly indicated that this may be used as back filler.

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
02/25/09 #6	03/22/09	Sherry		<u>Contact Kevin Forsberg</u> – Kevin Forsberg has not yet cashed his check. Sherry will contact Kevin and let him know that if he wants a new check to be written, we will do so, but otherwise, we will balance our books for the year. 03/18/09—Sherry will work this (see above). 4/15/09—Sherry left the meeting early.
02/25/09 #7	03/22/09	Kelly		<u>BoD Dinner Meeting for May</u> – Kelly will coordinate a dinner meeting instead of a telecon for the month of May. Send updates to Christy for posting to the website.
04/18/09 #8	05/21/09	Figen		<u>ITEVA list</u> - Figen will send the ITEVA list to Sherry to make sure that all payments have been received with regards to the Spring Conference.

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## Attachment A – Treasurer's Report for May 2009

May 2009 HRA INCOSE Treasurer Report							
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance
2/20/2009	MARC	2636	HRA Sponsorship for 2009 Spring Conference		\$2,000.00	<b>\$14,383.88</b>	
2/24/2009	SPK	2637	Thai Erwan/ Speaker Meal		\$20.00	<b>\$14,363.88</b>	
2/24/2009	SUB	2638	Kelly Moses/ Decorations for Feb Dinner Meeting		\$15.00	<b>\$14,348.88</b>	\$14,512.51
3/23/1907	SUB	2639	Tad Walls Reimbursement March- room rental and speaker gift & Feb Dinner (dinner not paid) Meetings		\$155.00	<b>\$14,193.88</b>	
		2642	Kevin Forsberg from 11-4-09 never cashed \$175 - see chk# 2628		\$175.00	<b>\$14,018.88</b>	
	ESIT	2640	to Tad Walls for Reception/ Beer Run		\$130.00	<b>\$13,888.88</b>	April Conference Loan
	ESIT	2641	Gourmet Gang Reception		\$1,692.99	<b>\$12,195.89</b>	April Conference Loan
	ESIT	2643	Eric Honour- Hotel Reimbursement		\$101.57	<b>\$12,094.32</b>	April Conference Loan
	ESIT	2644	Sarah Sheard for Tutorial		\$1,125.00	<b>\$10,969.32</b>	April Conference Loan
	ESIT	2645	Holly-Letty-Mann Tutorial		\$625.00	<b>\$10,344.32</b>	April Conference Loan
	ESIT	2646	Gabrielle Belle for Tutorial		\$625.00	<b>\$9,719.32</b>	April Conference Loan
	ESIT	2647	Joe Krupa CD Production		\$335.86	<b>\$9,383.46</b>	April Conference Loan
	ESIT	2648	John Walker for Domain Name/ Website		\$14.95	<b>\$9,368.51</b>	April Conference Loan
			Owe HRA for Ck# 2640 to Tad Walls for Reception/ Beer Run repaid w/ck#1007	\$130.00		<b>\$9,498.51</b>	Loan Repaid
			Owe HRA for ck# 2641 Gourmet Gang Reception repaid w/ck#1008	\$1,692.99		<b>\$11,191.50</b>	Loan Repaid
			Owe HRA for ck# 2643 Eric Honour- Hotel Reimbursement repaid w/ck#1009	\$101.57		<b>\$11,293.07</b>	Loan Repaid
			Owe HRA for ck# 2644 to Sarah Sheard for Tutorial repaid w/ck#1010	\$1,125.00		<b>\$12,418.07</b>	Loan Repaid
			Owe HRA for ck# 2645 to Holly-Letty-Mann Tutorial repaid w/ck#1011	\$625.00		<b>\$13,043.07</b>	Loan Repaid
			Owe HRA for ck# 2646 to Gabrielle Belle for Tutorial repaid w/ck#1012	\$625.00		<b>\$13,668.07</b>	Loan Repaid
			Owe HRA for ck# 2647 to Joe Krupa CD Production repaid w/ck#1013	\$335.86		<b>\$14,003.93</b>	Loan Repaid
			Owe HRA for ck# 2648 to John Walker for Domain Name/ Website repaid w/ck#1014	\$14.95		<b>\$14,018.88</b>	Loan Repaid
			Deposit \$433.00 from INCOSE Share	\$433.00		<b>\$14,451.88</b>	
4/15/2009		2649	Postmaster PO Box 907		\$26.00	<b>\$14,425.88</b>	
5/18/2009			Deposit From BAH for 2009 Fall Seminar at OMNI	\$1,000.00		<b>\$15,425.88</b>	

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Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance
4/2/2009	ESIT	1004	Void to VMASC- rewrite chk to Caterer			\$16,937.54
4/2/2009	ESIT	1005	Gourmet Catering / 3days		\$10,480.74	\$6,456.80
4/2/2009	ESIT	1006	Steve Mckeown: Michaels Receipts		\$45.00	\$6,411.80
4/18/2009	ESIT	1007	Owe HRA for Ck# 2640 to Tad Walls for Reception/ Beer Run		\$130.00	\$6,281.80
4/18/2009	ESIT	1008	Owe HRA for ck# 2641 Gourmet Gang Reception		\$1,692.99	\$4,588.81
4/18/2009	ESIT	1009	Owe HRA for ck# 2643 Eric Honour- Hotel Reimbursement		\$101.57	\$4,487.24
4/18/2009	ESIT	1010	Owe HRA for ck# 2644 to Sarah Sheard for Tutorial		\$1,125.00	\$3,362.24
4/18/2009	ESIT	1011	Owe HRA for ck# 2645 to Holly-Letty-Mann Tutorial		\$625.00	\$2,737.24
4/18/2009	ESIT	1012	Owe HRA for ck# 2646 to Gabrielle Belle for Tutorial		\$625.00	\$2,112.24
4/18/2009	ESIT	1013	Owe HRA for ck# 2647 to Joe Krupa CD Production		\$335.86	\$1,776.38
4/18/2009	ESIT	1014	Owe HRA for ck# 2648 to John Walker for Domain Name/ Website		\$14.95	\$1,761.43
4/20/2009	IRMARC		Steven Northover/ ?Regina Northover or Non-member	\$250.00		\$2,011.43
4/20/2009	IRMARC		Acteva: ck#119189	\$2,382.36		\$4,393.79
4/20/2009	IRMARC		Sherry Maclay	\$125.00		\$4,518.79
4/25/2009	ISP		BAH ck# 164107 (on hold for 5 business days)	\$4,000.00		\$8,518.79
4/25/2009	ESIT	1015	Tip for 2 workers from Gourmet Gang		\$100.00	\$8,418.79
4/25/2009	ESIT	1016	Sherry Maclay Reimbursement/ Flowers(\$55) for Joe Krupa/ wife Sue: CD Manufacture, stamps, gas etc.		\$100.00	<b>\$8,318.79</b>
5/1/2009	IRMAC		Dale Raney	\$125.00		<b>\$8,443.79</b>
5/5/2009		1017	Karl Geist		\$1,055.00	<b>\$7,388.79</b>

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

HRA-INCOSE Program for 2009			
Date	Proposed Event	Location	RSVP and Contact
May 21, 2009	Board of Directors (BOD) Dinner Meeting	Amory's Seafood 2449 Taylor Road Chesapeake, VA 23321	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
May 21, 2009	Dinner Meeting Bob Eure Knowledge Management	Amory's Seafood 2449 Taylor Road Chesapeake, VA 23321	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Jun 17, 2009	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Jun TBD 2009	Dinner Meeting Josh Jackson Innovation	Suffolk, TBD	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Jun 20, 2009	Wine and Cheese Becky and Steve's House	106 Royal Aberdeen Smithfield, Virginia 6:30 –10:30 PM (Free)	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
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, TBD	
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 10 2008	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 11 2008	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>

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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 May 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	<b>Total</b>
2005 New Members	2	1	0	1	1	0	2	1	3	1	1	0	13
2006 New Members	1	1	0	3	1	0	2	0	0	2	1	0	11
2007 New Members	0	0	0	1	0	1	0	1	0	1	1	2	7
2008 New Members	2	0	1	2	2	0	4	0	2	1	8	0	22
2009 New Members	4	0	10	2	1								<b>17</b>

The chart below displays how many persons attend our dinner meetings over the course of the year.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Members	n/a	n/a	n/a	12								
Non Members	n/a	n/a	n/a	6								
<b>Total</b>	n/a	n/a	n/a	<b>18</b>								

Summary membership statistics are as follows:

- **Members Joined since April 20, 2009 = 1**
  - Luke Simpson
    - [lsimpson@ppi-int.com](mailto:lsimpson@ppi-int.com)
- **Members Transferred in since April 20, 2009 = 1**
  - Stephen Randolph
    - [steverandolph@verizon.net](mailto:steverandolph@verizon.net)
- **Total Active Members as of May 14, 2009 = 108**

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.

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### Membership Trend

