

# HRA-INCOSE BoD Meeting Agenda

## Wednesday, August 19, 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.

<b>Report &amp; Discussion</b>
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Report & Discussion	
<b>President (4 minutes)</b>	<ul style="list-style-type: none"> <li>&gt; <a href="#">Fall DA Conference Planning, Getting the Word Out</a></li> <li>&gt; <a href="#">Findings/Lessons Learned from Scholarship Investigation</a></li> <li>&gt; <a href="#">Holiday Party at Becky and Steve's in Dec</a></li> </ul> <p>Date: INCOSÉ \$\$ Contribution:</p> <ul style="list-style-type: none"> <li>&gt; <a href="#">Protecting the HRA INCOSÉ Teleconference Number</a></li> </ul> <p><i>In order to protect the Teleconference Number, we are advised not post the number on the Internet. If the agendas or minutes are posted, the number will need to be removed.</i></p> <ul style="list-style-type: none"> <li>&gt; <a href="#">Chapter Newsletter</a></li> </ul> <p>Tim Goodrich has resigned from the Board of Directors due to personal conflicts. He still wants to work on the newsletter and plans on being involved in the chapter, if he is able.</p> <ul style="list-style-type: none"> <li>&gt; <a href="#">Chapter Points Awards</a></li> </ul> <p><i>Chapter Point structure is changing for submission this year. It will be more strict, and there will be more criteria. Discussion about the criteria at the August BoD. (Michele is maintaining a spreadsheet of points; please let her know if you have anything to add or if you have any questions.)</i></p> <p><i>INCOSÉ is doing some training for new officers to see if officers are on the same page. As a look-ahead for the BoD next year, start thinking about positions and any vacancies.</i></p>
<b>Treasurer's Report (7 minutes)</b>	<ul style="list-style-type: none"> <li>&gt; <a href="#">See Attachment A</a></li> </ul>
<b>Secretary's Report (2 minute)</b>	<ul style="list-style-type: none"> <li>&gt; <a href="#">Possible Joint Activities with SWE</a></li> </ul>

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Report & Discussion	
<b>DaL – Programs (7 minutes)</b>	<p>&gt; <u>See Attachment B</u></p> <p>&gt; <u>Tides Game (August 4<sup>th</sup>-who attended?)</u></p> <p>&gt; <u>September Dinner Meeting</u>            There is a face-to-face BoD meeting in September with flexible dates. Dave Beals and Nadine Syrett will speak at September' Dinner meeting.</p> <p>&gt; <u>October Dinner Meeting</u>            For October, still need confirmation. If Jackson and October falls through, we don't have anything in the queue. Need to brainstorm some possible plans.</p> <p>&gt; <u>Decision Analysis Conference</u>            It is important to get the word out about this conference to anyone interested in Decision Analysis and/or Systems engineering. We also need speakers and sponsors. We are co-sponsoring with SCEA. As of now, we only have 1 abstract. Once we get a broader distribution, we hope to have more abstracts.</p> <p>Kelly and Figen are working on Acteva. As we receive papers, volunteers will be needed to review abstracts and papers and judge posters. If submissions are stagnant in September, then this will be issue that needs more serious attention.</p>
<b>DaL - Membership (4 minutes)</b>	<p>&gt; <u>See Attachment C</u></p>
<b>DaL - University Liaison (2 minutes)</b>	<p>&gt; <u>Scholarship Fund</u></p>
<b>DaL – Publication (2 minutes)</b>	
<b>DaL – Training &amp; Education (4 minutes)</b>	<p>&gt; <u>CSEP Training</u>            Systems Conference in April in Salt Lake City to oversee the tract International Symposium is going on in Singapore            Booz Allen is the now the world's leader in systems engineer and signed a letter with INCOSE to continue to qualify people for CSEP.</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>	

## HRA-INCOSE BoD Meeting Agenda

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Report & Discussion	
Technical Committee	
Final Comments	

### 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 7/15/09	BoD		<p><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.</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>
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>
04/18/09 #1	05/21/09 07/15/09	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>
06/17/09 #1	07/15/09	Bill		<p><u>Holiday Party Funds</u> – Bill will ask Becky how much money she anticipates needing, and then we will poll the BoD.</p> <p>7/22/09 Keep open until get the results</p>
06/17/09 #3	07/15/09	BoD		<p><u>DA Conference Abstract/Paper Requirements</u> – Kelly welcomes comments/suggestions from the BoD for the abstract and paper requirements.</p>

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
07/22/09 #1	08/19/09	Bill		<u>DA Conference Files</u> - Action for Bill to send the files unzipped.

**HRA-INCOSE BoD Meeting Agenda**  
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**Attachment A1 – Treasurer’s Report for July 2009**

**Attachment A2 – HRA-INCOSE Conferences Account 2009**

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

HRA-INCOSE Program for 2009			
Date	Proposed Event	Location	RSVP and Contact
August 19, 2009	Board of Directors (BOD) Meeting	Teleconference	
Sep 16, 2009	Board of Directors (BOD) Meeting	Face-to-Face	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Sep TBD, 2009	Dinner Meeting Nadine Syrett & Dave Beals Opportunity Management at NASA (???)	Williamsburg	
Oct TBD 2008	Dinner Meeting TBD Presenter: Dave Dryer PhD or Abe Meilich (???)	TBD	
Oct	Board of Directors (BOD) Meeting Conference focus of discussion	Teleconference / Face-to-face	
Nov 17 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 18 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>
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 July 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	2	0						<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	n/a	n/a	n/a					n/a
Non Members	n/a	n/a	n/a	6	n/a	n/a	n/a					n/a
<b>Total</b>	n/a	n/a	n/a	<b>18</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>					<b>n/a</b>

Summary membership statistics are as follows:

- **Members Joined since July 15, 2009 =**
- **Total Active Members as of July 15, 2009 =**

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.