

# HRA-INCOSE BoD Meeting Agenda

**Wednesday, December 16<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	Mandie Corriveau		
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	<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  $\frac{3}{4}$  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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<b>Report &amp; Discussion</b>	
<b>President (4 minutes)</b>	<ul style="list-style-type: none"> <li>&gt; <u>Holiday Party Reminder</u></li> <li>&gt; <u>Installation of New 2010 Officers Meeting</u></li> <li>&gt; <u>INCOSÉ Tutorials</u></li> <li>&gt; <u>PEC Banquet Tickets</u></li> <li>&gt; <u>Thanks to all of the 2009 BOD for a terrific year!</u></li> </ul>
<b>Vice President (4 minutes)</b>	<ul style="list-style-type: none"> <li>&gt; <u>PEC Awards Status</u></li> <li>&gt; <u>2009 Points Status</u></li> </ul>
<b>Treasurer's Report (7 minutes)</b>	> <u>See Attachment A</u>
<b>Secretary's Report (2 minute)</b>	<ul style="list-style-type: none"> <li>&gt; <u>INCOSÉ Chapter Awards Points</u></li> </ul> <p>Michele is still working on compiling the chapter awards points items. Please send any points items to <a href="mailto:michelemybelle3@yahoo.com">michelemybelle3@yahoo.com</a>.</p>
<b>DaL – Programs (7 minutes)</b>	<ul style="list-style-type: none"> <li>&gt; <u>See Attachment B</u> for remainder of the year events</li> <li>&gt; <u>Decision Analysis Seminar Wrap-Up</u></li> </ul>
<b>DaL - Membership (4 minutes)</b>	> <u>See Attachment C</u>
<b>DaL - University Liaison (2 minutes)</b>	> <u>ODU Decision Analysis Certificate Program</u>
<b>DaL – Publication (2 minutes)</b>	

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Report & Discussion	
<b>DaL – Training &amp; Education (4 minutes)</b>	<ul style="list-style-type: none"> <li>&gt; <u>INCOSE SE Handbook Webinar</u> – Initiated on Nov 19, 2009. It is now free for all INCOSE members and CAB employees.</li> <li>&gt; <u>INCOSE-IEEE Int'l Systems Conference MOA</u> – IEEE sent the signed MOA to the INCOSE Executive Committee for signature. Initiating Call-for-Abstracts in collaboration with Regina Griego, INCOSE Dir of Tech Ops.</li> <li>&gt; <u>Tutorial Abstract for INCOSE IS10</u> – Submitted the 2-day SE Handbook Tutorial and one presentation.</li> <li>&gt; <u>INCOSE IW</u> - John requests HRA fund up to \$500. NG will fund the rest.</li> <li>&gt; <u>SSTC</u> – The INCOSE-SSTC MOA was signed. Selected the presentations for the 2-day INCOSE track. Will present the 2-day SE Handbook Tutorial again.</li> <li>&gt; <u>SSTC-IEEE MOA</u> – IEEE is still working on the draft MOA.</li> </ul>
<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>	> <u>SE Handbook V3.2 Review</u> – Submitted 85 comments to the development team. V3.2 is a major improvement over V3.1.
<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	<del>05/21/09</del> <del>07/15/09</del> <del>09/16/09</del> <del>10/14/09</del> 01/15/10	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> <p><b>10/28/09—On hold until first of the year 2010.</b></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> <p>10/28/09—Goal is to have these in hand for officer installation 2010.</p> <p>Action: Ask Bill if he wants to continue as communications POC</p> <p><b>11/10/09— Tad to follow up with Bill about the shirts.</b></p>

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
08/19/09 #4	<del>09/16/09</del> 11/30/09	Michele & Figen		<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. <b>11/10/09— Will get together and discuss points.</b>
08/19/09 #5	<del>09/16/09</del> <del>10/14/09</del> 11/10/09	Michele & Mike Podolsky		<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. <b>11/10/09— Will get pushed off to calendar year 2010</b>
10/28/09 #1	11/10/09 09	Mandie & Tad		<u>Transfer of Treasurer Items / Duties</u> - Mandie and Tad need to synch up to transfer physical treasurer items as well as go to the bank to get Mandie on bank account. <b>11/10/09—Items have been transferred, but still need to go to the bank to change the account name. Kelly needs to get the post office box checked.</b>
10/28/09 #2	11/1/09	Figen & Robin	11/10/09	<u>DEA Package</u> - Figen contact Robin to start putting DEA package. Complete package due December 1, 2009. -Sent to Robin already
10/28/09 #3	11/10/09	BoD		<u>BoD Positions for 2010</u> - Consider current BoD position and whether or not each of us will remain in that position or adjust to another BoD position. Existing BoD 'holes' need to be considered and recommended members for filling those holes.
10/28/09 #4	12/10/09	Tad & Bill		<u>Email for New BoD Member Approval</u> - Tad and Bill Generate email: Incoming BOD members need to be approved by current membership of HRA-INCOSE.
10/28/09 #6	12/15/09	Kelly		<u>2010 BoD Installation</u> - Coordinate time and location for 2010 installation of officers for HRA-INCOSE.

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**Attachment A – Treasurer’s Report for December 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	
9/15/2009		2654	Figen Baysal - Reimbursement for Dinner Meeting		\$115.00	\$16,733.38	
11/17/2009		2655	OMNI Hotel Newport News - Decision Analysis Conference Nov 2009		\$2,860.76	\$13,872.62	
12/8/2009		2656	The INCOSE Foundation - IW 2010 Wine Tasting		\$100.00	\$13,772.62	
12/8/2009		2657	Ralph Copley		\$600.00	\$13,172.62	
12/9/2009		2658	Peninsula Engineers Council (PEC) - dues		\$25.00	\$13,147.62	

October 2009 HRA Incose Conferences Acct								
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance	Bank Statement Date
5/5/2009	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	
11/1/2009		1018	CRSA INCOSE		\$430.60	\$11,319.49	T Walls sent to Joe Krupa	
11/1/2009		1019	INCOSE Orlando		\$1,614.41	\$9,705.08	T Walls sent to Ed Smith	
11/1/2009		1020	INCOSE Atlanta		\$861.20	\$8,843.88	T Walls sent to D B Gunter	
11/1/2009		1021	INCOSE WMA		\$3,188.32	\$5,655.56	T Walls sent to Kevin Weinstein	
11/1/2009		1022	INCOSE Southern Maryland		\$2,394.62	\$3,260.94	T Walls sent to Steve Mckeown	
11/3/2009		1023	John Bates - BAH		\$60.00	\$3,200.94		
11/4/2009		1024	INCOSE Chesapeake		\$1,587.41	\$1,613.53	T Walls sent to Phil Simpkins	
11/17/2009		1025	Figen Baysal - DA Conference Speaker Gift Cards		\$585.00	\$1,028.53		
11/18/2009		1026	DA Conference Student Poster Presentation Award		\$170.00	\$858.53		
11/18/2009		1027	Robin Smith - John Clark sympathy flowers		\$79.98	\$778.55		

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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>
Dec 16 2009	Board of Directors (BOD) Meeting	Teleconference	
Dec 19 2009	Holiday Party	Becky & Steve's House	
January 2010	Officer Installation	TBD	

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**Attachment C – Membership Report for December 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	1	2	1	3	3	2	<b>26</b>

- **Members Joined since November 1, 2009 = 5**
  - Edward Tanner
    - [troytanner@cox.net](mailto:troytanner@cox.net)
  - Brandon Weiss
    - [Brandon.J.Weiss@ngc.com](mailto:Brandon.J.Weiss@ngc.com)
  - Robert Smole
    - [Robert.Smole@ngc.com](mailto:Robert.Smole@ngc.com)
  - Chad Peyton
    - [chadepeyton3516@aol.com](mailto:chadepeyton3516@aol.com)
  - Robert Borchardt
    - [rpborchardt@cox.net](mailto:rpborchardt@cox.net)
  
- **Total Active Members as of December 15, 2009 = 110**

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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