

HRA-INCOSE BoD Meeting Agenda

Wednesday, July 15, 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 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	
President (4 minutes)	<ul style="list-style-type: none"> > <u>Fall DA Conference Planning, Getting the Word Out</u> > <u>Findings/Lessons Learned from Scholarship Investigation</u> > <u>Holiday Party at Becky and Steve's in Dec</u> > <u>Protecting the HRA INCOSE Teleconference Number</u> > <u>Chapter Newsletter</u>
Vice President (4 minutes)	
Treasurer's Report (7 minutes)	> <u>See Attachment A</u>
Secretary's Report (2 minute)	
DaL – Programs (7 minutes)	<ul style="list-style-type: none"> > <u>See Attachment B</u> > <u>Decision Analysis Conference</u>
DaL - Membership (4 minutes)	> <u>See Attachment C</u>
DaL - University Liaison (2 minutes)	<ul style="list-style-type: none"> > <u>Scholarship Fund</u> > <u>Poster Presentation</u>
DaL – Publication (2 minutes)	
DaL – Training & Education (4 minutes)	<ul style="list-style-type: none"> > <u>CSEP Training</u> <p>Continued the CSEP Tutorial Webinar using the INCOSE Live Meeting and NGC SameTime tools. 15 sessions, Thursdays 1200-1400, thru November.</p> <p>Presented the 2-day CSEP Tutorial at Scitor, Inc., Herndon for Honourcode, Inc.</p> <p>Provided review comments to OUSD on the draft Defense Acquisition Guidebook.</p> <p>Participated in the TechAmerica Quarterly Working Group (WG) meetings in Manchester NH as a member of the G-47 WG developing the EIA-632A SE Standard and as the co-lead of the combined G-33/G-47 WG developing the Tech Reviews and Audits document.</p> <p>Continued as co-lead of the technical committee of the IEEE International Systems Conference in San Diego in April 2010.</p>

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Report & Discussion	
	<p>Responded to request from ODU to conduct a “fireside chat” of the future of SE. Inquired of ODU regarding their plans to begin the CSEP Course this year.</p> <p>Submitted an abstract to the NDIA SE Conference this October in San Diego.</p> <p>Briefed the NG Corporate Learning & Development (L&D) Council (via VTC at NGNN) and presented a proposal to conduct multi-sector SE Training (continue CSEP training and add Stand on Standards, etc. training).</p> <p>Received the following email on 6/14/09 from Dave Walden, INCOSE CSEP PM, that the requirements for ASEP have changed:</p> <p>Dear Training Provider,</p> <p>This letter is being sent to you because a link to your training is provided on the INCOSE certification website as a courtesy to people interested in ASEP/CSEP preparation training. The Certification Advisory Group (CAG) made a recent change to the ASEP program that I wanted to be sure you were aware of so that your training materials can be updated appropriately.</p> <p>Effective immediately, the ASEP program has been changed as follows:</p> <ul style="list-style-type: none"> - There is no longer any degree requirement (this was felt as too restrictive for an entry-level certification) - The one-year comp INCOSE membership has been eliminated - Applicants must be INCOSE members to apply (the requirement to retain their INCOSE membership for as long as they are an ASEP remains unchanged) - ASEPs now have up to 15 years to transition from ASEP to CSEP (this is to allow for the case where someone with no degree needs 15 years of experience, with at least 5 in SE, to qualify for CSEP) (the five year renewal for ASEP remains unchanged, so now they can renew at most two times) <p>An updated overview presentation is posted on the certification website that reflects these updates.</p> <p>Please ensure this information gets to your course designers and instructors.</p> <p>I appreciate your on-going support of the INCOSE certification program. Please feel free to contact me if you have any questions or need more information.</p> <p>Regards,</p> <p>Dave Walden, CSEP INCOSE Certification Program Manager</p>
PEC Representative (2 minutes)	
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Becky’s Corner	

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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>
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>
02/25/09 #1	03/22/09 07/15/09	Mike		<p><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).</p> <p>3/18/09—Will wait for Mike to proceed.</p> <p>4/15/09—Will wait as to how to proceed after discussing with Tad.</p> <p>6/17/09 – We will wait for Mike to discuss this further.</p>
02/25/09 #2	03/22/09 06/17/09	Mike		<p><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.</p> <p>3/18/09—Will wait for Mike to proceed.</p> <p>4/15/09—Will wait as to how to proceed after discussing with Tad.</p> <p>6/17/09 – We will wait for Mike to discuss this further.</p>

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
04/18/09 #1	05/21/09 07/15/09	Figen Sherry		<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. 6/17/09—Sherry has emailed ACTEVA and expects to hear from them today or tomorrow.
06/17/09 #1	07/15/09	Bill		<u>Holiday Party Funds</u> – Bill will ask Becky how much money she anticipates needing, and then we will poll the BoD.
06/17/09 #2	07/24/09	BoD		<u>July Dinner Meeting Location</u> – Suggest options in Suffolk other than the River Stone Chophouse.
06/17/09 #3	07/15/09	BoD		<u>DA Conference Abstract/Paper Requirements</u> – Kelly welcomes comments/suggestions from the BoD for the abstract and paper requirements.
06/17/09 #4	07/15/09	Kelly		<u>DA Conference Attendance Pricing</u> – Kelly will recheck her numbers for attendance pricing after reviewing the ACTEVA fees associated with previous conferences.
06/17/09 #5	07/15/09	Kelly		<u>Contact Kevin about NG Sponsorship</u> – Figen suggested that Kelly ask Kevin for help (and sponsorship dollars) from Northrop Grumman.
06/17/09 #6	07/15/09	Kelly/ Michele/ Robin		<u>BAH or Futron Easels for Poster Competition</u> – Kelly will check with BAH and has asked Robin/Michele to check with Futron to find out if they have any easels we can use for the poster competition.
06/17/09 #7	07/15/09	Kelly		<u>Cost of Push-Pin Boards for Poster Competition</u> – Kelly will explore the cost of push-pin boards for posters.
06/17/09 #8	07/15/09	Kelly/ Mike		<u>Discussion of Poster Competition</u> – Kelly will contact Mike to discuss the alternatives for the poster competition.

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Attachment A1 – Treasurer’s Report for July 2009

July 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	\$15,285.88

Suggestion: HRA Deposit \$46.29 to MARC Spring Conference in order to help expedite the final disbursement. I have contacted ACTEVA again regarding this last check which has not arrived at the PO Box.

Attachment A2 – HRA-INCOSE Conferences Account 2009

HRA IncoSE Conferences Acct								
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance	Bank Statement Date
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		\$100.00	\$8,418.79		
4/25/2009	ESIT	1016	Sherry Maclay Reimbursement/		\$100.00	\$8,318.79		
5/1/2009	IRMARC		Dale Raney	\$125.00		\$8,443.79		
5/5/2009	ESIT	1017	Karl Geist- reimbursement for his		\$1,055.00	\$7,388.79	May 30, 2009 Bank Statement Balance=	
6/22/2009	IRMARC		#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#	\$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		

Have contacted ACTEVA again regarding the last check for \$46.29:

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Date of check	Check Number	Amount of check
6/1/2009	122923	\$46.29

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Attachment B – HRA-INCOSE Program for 2009

HRA-INCOSE Program for 2009			
Date	Proposed Event	Location	RSVP and Contact
Jun 20, 2009	Wine and Cheese	Becky and Steve's House	Moses_kelly@bah.com
Jul 15, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
July TBD	Dinner Meeting Josh Jackson Innovation	Suffolk, TBD	Moses_kelly@bah.com
August 2009	Month Off ??		
Sep 16, 2009	Board of Directors (BOD) Meeting	Face-to-Face	Moses_kelly@bah.com
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: <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 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	Total
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						17

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
Non Members	n/a	n/a	n/a	6		n/a	n/a					n./a
Total	n/a	n/a	n/a	18		n/a	n/a					n/a

Summary membership statistics are as follows:

- **Members Joined since July 9 2009 = 0**
- **Total Active Members as of July 9, 2009 = 110**

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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.

Membership Trend

