

HRA-INCOSE BoD Meeting Agenda

Tuesday, November 10th, 2009, 12:00 – 1:00 PM Teleconference

Table of Contents

1.	Call To Order (1 minute)	1
2.	Roll Call & Quorum (2 minutes).....	1
3.	Perfect the Agenda (2 minutes).....	1
4.	BoD Member Reports—Old & New Business (45 minutes)	1
5.	Action Items (10 minutes).....	3
	Attachment A – Treasurer’s Report for November 2009.....	6
	Attachment B – HRA-INCOSE Program for 2009.....	7
	Attachment C – Membership Report for November 2009	8

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	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.

Report & Discussion

HRA-INCOSE BoD Meeting Agenda

Tuesday, November 10th, 2009, 12:00 – 1:00 PM Teleconference

Report & Discussion	
President (4 minutes)	<p>> <u>INCOSE Elections – Remember to Vote!</u></p> <p>> <u>Tentative BoD Status for Next Year</u> Tentative BOD Status for next year: President – Figen VP – Kelly Treasurer – Mandie Secretary – Michele? Past President – Tad Director at Large for Programs – Mike Podolsky Director at Large for Membership – Robin Smith? Director at Large for University Liaisons - ? Director at Large for Training & Education – John Clark Director at Large for Publications - ? Director at Large for Communications – Bill Olson Technical Committee Lead – John Clark</p> <p>Steve Randolph and Bob Smole are interested in joining the BOD. Steve would prefer not to be the Director at Large for Publications.</p> <p>Need to confirm ?'s above and reach out to Steve/Bob on openings.</p>
Vice President (4 minutes)	<p>> <u>Speaker Gifts</u> Reconsidering buying visacards as speaker gifts. Do we have any other option; they don't seem to be trusted.</p>
Treasurer's Report (7 minutes)	<p>> <u>See Attachment A</u></p>
Secretary's Report (2 minute)	<p>> <u>INCOSE Chapter Awards Points</u> Please send any points items to michelemybelle3@yahoo.com.</p>
DaL – Programs (7 minutes)	<p>> <u>See Attachment B</u> for remainder of the year events</p> <p>> <u>Decision Analysis Seminar</u> Current registration 15 non presenters, 23 speakers, 5 sponsors. Total attendance: 43 Need to encourage attendance/registration All Volunteers Welcomed!</p>
DaL - Membership (4 minutes)	<p>> <u>See Attachment C</u></p>
DaL - University Liaison (2 minutes)	

HRA-INCOSE BoD Meeting Agenda

Tuesday, November 10th, 2009, 12:00 – 1:00 PM Teleconference

Report & Discussion	
DaL – Publication (2 minutes)	
DaL – Training & Education (4 minutes)	<p>> <u>INCOSE</u> Next CSEP webinar series will start November 19th.</p> <p>> <u>SE Handbook V3.2 Review Team</u> John joined the review team for SE Handbook V3.2. Comments are due to INCOSE by 20 Nov. Does HRA want to participate?</p> <p>> <u>INCOSE-IEEE Int'l Systems Conference MOA</u> The INCOSE-IEEE Int'l Systems Conference MOA was approved by IEEE. INCOSE will be allocated 6 slots for presentations in San Diego in April. John is coordinating with the San Diego and LA Chapters to organize it. John's 2-day CSEP, Agile SE, and Stand on Standards tutorials were accepted. Submitted 2 Dual-V Model paper abstracts.</p> <p>> <u>Tutorial Abstract for INCOSE IS10</u> Submitted the 2-day CSEP, Agile SE, and Dual-V Model tutorial abstracts to the INCOSE IS10 in Chicago in July.</p> <p>> <u>SSTC</u> Received 6 abstracts for review and selection for the INCOSE Track at the SSTC.</p> <p>> <u>SSTC-IEEE MOA</u> The SSTC-IEEE MOA was approved by the IEEE.</p>
PEC Representative (2 minutes)	
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Becky's Corner	
Technical Committee	
Final Comments	

5. Action Items (10 minutes)

Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description

HRA-INCOSE BoD Meeting Agenda

Tuesday, November 10th, 2009, 12:00 – 1:00 PM Teleconference

Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
9/23/08 #10	05/21/09 07/15/09 09/16/09 10/14/09 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>10/28/09—On hold until first of the year 2010.</p>
11/19/08 #12	09/30/09 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>11/10/09—</p>
08/19/09 #4	09/16/09 11/30/09	Michele & Figen		<p><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.</p> <p>11/10/09—</p>

HRA-INCOSE BoD Meeting Agenda

Tuesday, November 10th, 2009, 12:00 – 1:00 PM Teleconference

Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
08/19/09 #5	09/16/09 10/14/09 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. 11/10/09—
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. <i>11/10/09—Items have been transferred, but still need to go to the bank to change the account name.</i>
10/28/09 #2	11/1/09	Figen & Robin		<u>DEA Package</u> - Figen contact Robin to start putting DEA package. Complete package due December 1, 2009.
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.

HRA-INCOSE BoD Meeting Agenda

Tuesday, November 10th, 2009, 12:00 – 1:00 PM Teleconference

Attachment A – Treasurer’s Report for November 2009

HRA-INCOSSE BoD Meeting Agenda
Tuesday, November 10th, 2009, 12:00 – 1:00 PM Teleconference
Attachment B – HRA-INCOSSE Program for 2009

HRA-INCOSSE Program for 2009			
Date	Proposed Event	Location	RSVP and Contact
Nov 10 2009	Board of Directors (BOD) Meeting	Teleconference	
Nov 17 2009	Day One: <u>Decision Analysis Conference</u>	OMNI Hotel Newport News, VA	Moses_kelly@bah.com
Nov 18 2009	Day Two: <u>Decision Analysis Conference</u>	OMNI Hotel Newport News, VA	Moses_kelly@bah.com
Dec 17 2009	Board of Directors (BOD) Meeting	Teleconference	
Dec 19 2009	Holiday Party	Becky & Steve's House	
January 2010	Officer Installation	TBD	

HRA-INCOSE BoD Meeting Agenda

Tuesday, November 10th, 2009, 12:00 – 1:00 PM Teleconference

Attachment C – Membership Report for November 2009