

HRA-INCOSE BoD Meeting Minutes

Wednesday, April 15, 2009, 12:00 – 1:00 PM Teleconference

Call into **1-888-240-4148**, PW **743330** or

Meet in Conference Room D Bldg 600 @ NGNN

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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 can not attend the meeting.

Report & Discussion	
President (4 minutes) (Figen will be covering for Tad)	<ul style="list-style-type: none">> <u>Spring '09 Conference</u> Thanks to everyone who volunteered and attended the Spring 09 conference at the VMASC! Despite the attendance being less than expected (~100), we had a very successful conference.> <u>Region V Chapter Call</u> Tad participated in a Region V chapter call on Tuesday. Will update the BOD next month w/ any relevant information.> <u>IS09</u> Sorry John won't be able to make the IS09.> <u>HRA-INCOSE Equipment</u> Tad has not yet purchased the projector screen and laser pointer/slide turner. Hope to make the purchase (<\$400 total, as agreed to in the last BOD meeting) by the next BOD meeting.> <u>Additional Items</u> Tad asked that we be sure to cover the following:<ul style="list-style-type: none">- Update on Fall Decision Analysis conference- Scholarship updates? Need to resolve this ASAP if we have a chance of giving it this school year.- April 20th dinner meeting in Williamsburg
Vice President (4 minutes)	
Treasurer's Report (7 minutes)	> <u>See Attachment A</u>

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Report & Discussion	
Secretary's Report (2 minute) (Robin will be covering for Michele)	<p>> <u>Chapter Awards Submission (In Work for 2009)</u></p> <p>Please review the Chapter Awards Submission Spreadsheet that was sent out with the April BoD Final Agenda. This spreadsheet shows what we submitted last year, along with new columns for what we will submit this year. If you have any items to add to the spreadsheet for 2009, please let me know via email (mking@futron.com) and provide any supporting documentation (email, flyer, picture, etc).</p> <p>John – I have a flyer entitled "009_March_Flyer SoSE FoSE from a Standards V-Model Dual V-Model Perspective JOC 090303", but I do not know where this fits in the awards criteria. Please let me know. Thanks!</p> <p>Our current point count is 4,975 based. (Please note that this includes next week's dinner meeting, as well as the Decision Analysis Conference scheduled for this fall.)</p> <p>> <u>Surveys for Spring '09 Conference?</u></p> <p>Is anyone in the BoD sending out surveys to the conference attendees? If not, is this something we should do? (<i>..think chapter points..</i>) Do we have a list of attendees and their email addresses?</p>
DaL – Programs (7 minutes)	> <u>See Attachment B</u>
DaL - Membership (4 minutes)	> <u>See Attachment C</u> (Over 100 members and counting!!!)
DaL - University Liaison (2 minutes)	
DaL – Publication (2 minutes)	<p>> <u>Chapter Newsletter</u></p> <p>I will be building out the newsletter and captured input for correction/review. These items are overdue on my list of activities to the BOD. Socialization for additional input should be made available to the BOD NLT Sunday. Outline discussions tomorrow to cover more.</p>
DaL – Training & Education (4 minutes)	
PEC Representative (2 minutes)	
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Becky's Corner	
Technical Committee	
Final Comments	

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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	5/20/09	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.
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.
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.
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.
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...
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).

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

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Attachment A – Treasurer’s Report for April 2009

Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance
11/25/2008	MARC		Transfer to MARC checking Acct		\$100.00	\$15,791.74
11/27/2008	PEC	2631	PEC Dues 2008-2009		\$25.00	\$15,766.74
12/22/2008	IST		Deposit Acteva Requirements Seminar 11-4-08 at OMNI Hotel total \$877.14	\$877.14		\$16,643.88
12/22/2008	SCP	2632	Kevin Topp Christmas Party Receipts totaled > \$1000.00		\$1,000.00	\$15,643.88
12/22/2009	BNK		Bank Service Charge for Transfer		\$4.00	\$15,639.88
1/5/2009	SUB	2633	Figen Baysal BOD Install/ Frames reimbursement		\$20.00	\$15,619.88
1/15/2009	SEB	2634	PEC Banquet 23 tickets		\$920.00	\$14,699.88
1/20/2008	ISP		Deposit Futron ck# 36181 (\$2000) Gold level Sponsorship 2008 Nov 4 OMNI Seminar	\$2,000.00		\$16,699.88
1/20/2009	SUB	2635	Sherry Maclay Reimbursement BOD Install Dinner at McFaddens on 1-5-09 (receipt filed with BB&T Statement		\$320.00	\$16,379.88
2/23/2009	BNK		Refund of \$4 Bank Fee/ Transfer	\$4.00		\$16,383.88
2/20/2009	MARC	2636	HRA Sponsorship for 2009 Spring Conference		\$2,000.00	\$14,383.88
2/24/2009	SPK	2637	Thai Erwan/ Speaker Meal		\$20.00	\$14,363.88
2/24/2009	SUB	2638	Kelly Moses/ Decorations for Feb Dinner Meeting		\$15.00	\$14,348.88
3/23/1907	SUB	2639	Tad Walls Reimbursement March-room rental and speaker gift & Feb Dinner (dinner not paid) Meetings		\$155.00	\$14,193.88

Following HRA Conference Acct is a work in Progress: balance of \$1,761.43 after re-payment to HRA-INCOSE for funds; just to assure solvency.

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HRA Incose Conferences Acct								
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance	Bank Statement Date
3/11/2009	IRMARC		Jim Campbell ck# 6166	\$125.00		\$14,116.03		
3/17/2009	ADV	0091	WHRO Radio Ads		\$1,860.00	\$12,256.03		
3/17/2009	IRMARC		Cyrus Afshar Registration chk# 1059	\$125.00		\$12,381.03		
3/17/2009	IRMARC		David Walden Registration chk# 1119	\$125.00		\$12,506.03		
3/22/2009	ESIT	1001	Karl Giest		\$108.49	\$12,397.54		
3/22/2009	ESIT	1002	Fairwids Embroidery		\$1,620.00	\$10,777.54		
3/22/2009	ESIT	1003	VMASC, ODU Researcg Fdn; Sheila Flanagan		\$2,300.00	\$8,477.54		
3/25/2009	IRMARC		Karl Geist ck# 2452	\$125.00		\$8,602.54		
3/25/2009	IRMARC		Sandra Sheard ck # 0659	\$125.00		\$8,727.54		
3/25/2009	IRMARC		Robin Smith ck# 1065	\$125.00		\$8,852.54		
3/25/2009	IRMARC		David Takacs ck#11196	\$125.00		\$8,977.54		
3/25/2009	IRMARC		Kelly Moses ck#1035	\$50.00		\$9,027.54		
3/25/2009	IRMARC		Thomas Walls	\$50.00		\$9,077.54		
3/25/2009	IRMARC		David Thompson ck# 2845	\$125.00		\$9,202.54		
3/25/2009	IRMARC		Phil Simpkins ck#896	\$125.00		\$9,327.54		
3/25/2009	IRMARC		Tim Olson -LSI-Silver Sponsorship= 1 free registration			\$9,327.54		
3/25/2009	ISP		Lean Solutions Institute, Inc. Silver Sponsorship/ Tim Olson	\$1,000.00		\$10,327.54		
3/25/2009	ISP		Futron ck# 36471	\$1,000.00		\$11,327.54		
3/25/2009	ISP		Atlanta Incose Chp ck# 1015	\$1,000.00		\$12,327.54		
3/27/2009	ISP		ODU Silver chk# 00251419??	\$1,000.00		\$13,327.54		
4/2/2009	IRMARC		David Zellmer ck # 521	\$100.00		\$13,427.54		
4/2/2009	IRMARC		Dr Janet Gill ck# 745	\$250.00		\$13,677.54		
4/2/2009	IRMARC		Bryan Herdlick ck# 3076	\$50.00		\$13,727.54		
4/2/2009	IRMARC		Oktay Baysal ck# 3447	\$150.00		\$13,877.54		
4/2/2009	IRMARC		Brian Butts ck# 1014	\$100.00		\$13,977.54		
4/2/2009	IRMARC		Capt. Walter Carter ck# 4425	\$50.00		\$14,027.54		
4/2/2009	IRMARC		Brian Bazil ck# 276	\$100.00		\$14,127.54		
4/2/2009	IRMARC		Jeff Loren ck# 1751	\$50.00		\$14,177.54		
4/2/2009	IRMARC		cash- Presenter/ non-member	\$100.00		\$14,277.54		
4/3/2009								
4/8/2009	ISP		Washington Group Intl, Inc	\$2,000.00		\$16,277.54		
4/8/2009	IRMARC		Sonya Lee ck# 784	\$200.00		\$16,477.54		
4/8/2009	IRMARC		TLT Leadership Inc. ck# 4287	\$50.00		\$16,527.54		
4/8/2009	IRMARC		John Walker ck# 3393	\$125.00		\$16,652.54		
4/8/2009	IRMARC		Bill Olson ck# 4017					
4/8/2009	IRMARC		\$50 1 day \$15 shirt	\$65.00		\$16,717.54		
4/8/2009	IRMARC		Abe Meilich ck# 763	\$50.00		\$16,767.54		
4/8/2009	IRMARC		Timothy Goodrich ck#3428	\$50.00		\$16,817.54		
4/8/2009	IRMARC		David Zellman ck#522	\$100.00		\$16,917.54		
4/8/2009	IRMARC		Owe me \$5: 20-5 change= 15 cash deposit	\$20.00		\$16,937.54		
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		
	ESIT		Owe HRA for Ck# 2640 to Tad Walls for Reception/ Beer Run		\$130.00	\$6,281.80		
	ESIT		Owe HRA for ck# 2641 Gourmet Gang Reception		\$1,692.99	\$4,588.81		
	ESIT		Owe HRA for ck# 2643 Eric Honour- Hotel Reimbursement		\$101.57	\$4,487.24		
	ESIT		Owe HRA for ck# 2644 to Sarah Sheard for Tutorial		\$1,125.00	\$3,362.24		
	ESIT		Owe HRA for ck# 2645 to Holly-Letty-Mann Tutorial		\$625.00	\$2,737.24		
	ESIT		Owe HRA for ck# 2646 to Gabrielle Belle for Tutorial		\$625.00	\$2,112.24		
	ESIT		Owe HRA for ck# 2647 to Joe Krupa CD Production		\$335.86	\$1,776.38		
	ESIT		Owe HRA for ck# 2648 to John Walker for Domain Name/ Website		\$14.95	\$1,761.43		

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Attachment B – HRA-INCOSE Program for 2009

HRA-INCOSE Program for 2009			
Date	Proposed Event	Location	RSVP and Contact
Apr 15, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
Apr TBD, 2009	Dinner Meeting Dawn Schaible NASA Engineering and Safety Center (NESC) Systems Engineering at NASA	Peninsula	Moses_kelly@bah.com
April, 2009	INCOSE Regional Conference	VMASC, Suffolk	
May 20, 2009	Board of Directors (BOD) Dinner Meeting	TBD	Moses_kelly@bah.com
May TBD, 2009	Dinner Meeting Bob Eure Knowledge Management	VA Beach, TBD	Moses_kelly@bah.com
Jun 17, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
Jun TBD 2009	Dinner Meeting Josh Jackson Innovation	Suffolk, TBD	Moses_kelly@bah.com
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 Nadine Syrett & Dave Beals Opportunity Management at NASA	Williamsburg, TBD	
August 2009	Month Off		
Sep 16, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
Sep TBD, 2009	Dinner Meeting Abe Meilich Modeling and Simulation	Suffolk	
Oct TBD 2008	Dinner Meeting TBD Presenter: Dave Dryer PhD	TBD	
Oct			

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Nov 10 2008	Day One: <u>Decision Analysis Conference</u>	OMNI Hotel Newport News, VA	Moses_kelly@bah.com
Nov 11 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	TBD	

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Attachment C – Membership Report for April 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									16

Summary membership statistics are as follows:

- **Members Joined since March 20, 2009 = 7**
 - Julio Fonseca
 - Julio@mitre.org
 - Jimi Ayodele
 - Folajimi@gmail.com
 - Thomas Bersson
 - Bersson@verizon.net
 - Robert Byers
 - Rbyers2k@netscape.net
 - Jean Johnson
 - Jmjohnso@nps.edu
 - Clayton Turner
 - Clayton.P.Turner@nasa.gov
 - Jo Michael
 - Jo.michael@navy.mil
- **Members Transferred in since January 1, 2009 = 0**
- **Total Active Members as of March 16, 2009 = 106**

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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

