

HRA-INCOSE BoD Meeting Agenda

Wednesday, March 18, 2009, 12:00 – 1:00 PM Teleconference

Call into [1-888-240-4148](tel: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)	<ul style="list-style-type: none"> > Spring '09 Conference > HRA-INCOSÉ Scholarship > Purchasing equipment for the chapter (screen and mouse/laser pointer pricing)
Vice President (4 minutes)	
Treasurer's Report (7 minutes)	<ul style="list-style-type: none"> > See Attachment A <p>Both the HRA-INCOSÉ treasurer's report and the Spring Conference Financial report are included.</p>
Secretary's Report (2 minute)	<ul style="list-style-type: none"> > Chapter Awards Submission <p>I have volunteered to send out the Chapter Awards Submission Spreadsheet with the meeting agendas each month (starting next month), requesting that BoD members fill-in and provide documentation for any possible points. This will keep the BoD aware of our points status and serve as a reminder to get supporting information submitted.</p>
DaL – Programs (7 minutes)	<ul style="list-style-type: none"> > See Attachment B
DaL - Membership (4 minutes)	<ul style="list-style-type: none"> > See Attachment C
DaL - University Liaison (2 minutes)	
DaL – Publication (2 minutes)	
DaL – Training & Education (4 minutes)	<ul style="list-style-type: none"> > CSEP Webinar <p>Continued the webinar. Completed session 13 of 16. Next course will start late April or early May.</p> <ul style="list-style-type: none"> > IW09 <p>The presentations are at: https://connect.incose.org/eventarchive/default.aspx in the 2009 IW Folder.</p> <ul style="list-style-type: none"> > IS09 <p>Awaiting cost estimates from the IS09 Chairman for the 2-day Tutorial. Declined presenting the 1-day Tutorial based on 28 Feb deadline. Offered to substitute a different 1-day Tutorial if John goes to IS09. John doesn't recall agreeing not to include his labor as a cost.</p>

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Report & Discussion	
	<p>> <u>HRA Chapter Meeting Locations</u> John appreciates Kelly's efforts to hold an equal number of meetings and conferences on the southside as on the northside.</p> <p>> <u>NG Software Engineering Symposium Presentations</u> John presented 2 tutorials and a paper at this symposium in LA.</p> <p>> <u>INCOSE LA Chapter Presentation</u> John presented a new version (soon to be published by IEEE) of his prior IEEE and NIST-published paper on "<i>System of Systems Engineering (SoSE) and Family of Systems Engineering (FoSE) from a Standards, V-Model, and Dual V-Model Perspective</i>" to a joint meeting of INCOSE LA Chapter and NGC Symposium attendees in LA. The presentation also was broadcast using the INCOSE webinar and telecon.</p> <p>> <u>IEEE International Systems Conference</u> John will present an Agile SE tutorial and the above paper at this conference next week in Vancouver BC.</p>
PEC Representative (2 minutes)	
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Becky's Corner	
Technical Committee	Nothing new to report.
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	5/20/09	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.

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
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>
02/25/09 #1	03/22/09	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>
02/25/09 #2	03/22/09	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>
02/25/09 #3	03/22/09	Tad		<p><u>HRA-INCOSE Equipment</u> – We always seem to be scrambling for certain items when we have dinner meetings. It was suggested that we look into purchasing equipment for the chapter (projector screen and laser pointer). Tad will get prices on a projector screen and a wireless mouse laser pointer and report at next month's meeting.</p>
02/25/09 #4	03/22/09	Sherry		<p><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.</p>
02/25/09 #6	03/22/09	Mike		<p><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.</p>
02/25/09 #7	03/22/09	Kelly		<p><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.</p>

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Attachment A.1 – Treasurer’s Report for March 2009

March 2009 HRA INCOSE Treasurer Report							
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance
11/25/2008	MARC		Transfer to MARC checking Acct		\$100.00	\$15,791.74	
							Balance As of 12-11-08
11/27/2008	PEC	2631	PEC Dues 2008-2009		\$25.00	\$15,766.74	\$15,930.37
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	
							Balance As of 1-12-09
1/5/2009	SUB	2633	Figen Baysal BOD Install/ Frames reimbursement		\$20.00	\$15,619.88	\$15,803.51
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	
							Balance as of 2-10-09
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	\$17,463.51
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		\$20.00	\$14,343.88	

11/4/2008	STR	2628	Kevein Forsberg Travel (total = \$50 + 175 + 111 = \$336) Nov 4/ OMNI Seminar		\$175.00		
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Attachment A.2 – 2009 Spring Conference Financial Report

HRA IncoSE Conferences Acct								
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance	Bank Statement Date
11/26/2008	ISP		Transfer from HRA IncoSE/ Open Acct	\$100.00		\$100.00		
12/31/2008	BNK		Bank Service Charge		\$4.00	\$96.00	\$96.00	12/30/2009
1/20/2009	ISP		CSRA IncoSE chk #1024	\$500.00		\$596.00	\$596.00	1/30/2009
2/5/2009	ISP		IncoSE Orlando Chp chk #792	\$2,000.00		\$2,596.00	Deposited 2-6-09 total \$5,500	
2/5/2009	ISP		Southern MD Chapter IncoSE/ chk#795	\$3,000.00		\$5,596.00	Deposited 2-6-09 total \$5,500	
2/5/2009	ISP		The George Washington Univ. chk# 2062732	\$500.00		\$6,096.00	Deposited 2-6-09 total \$5,500	
2/5/2009	BNK		First set /Check Order \$108.97		\$108.97	\$5,987.03		
2/20/2009	ISP		HRA IncoSE Chapter deposit chk# 2636	\$2,000.00		\$7,987.03	Deposited 2-23-09 total \$2000	
2/21/2009	ISP		Chesapeake Chp IncoSE chk # 456	\$2,000.00		\$9,987.03	Deposited 2-23-09 total \$2000	
2/23/2009	BNK		Refund of Bank Fee	\$4.00		\$9,991.03	\$9,991.03	2/27/2009
3/6/2009	ISP		WMA Chp IncoSE chk# 1134	\$4,000.00		\$13,991.03		
3/11/2009	IRMARC		Jim Campbell ck# 6166	\$125.00		\$14,116.03		

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Attachment B – HRA-INCOSE Program for 2009

HRA-INCOSE Program for 2009			
Date	Proposed Event	Location	RSVP and Contact
Mar 18, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
Mar 31, 2009	Dinner Meeting Melissa Soley Mission Engineering	Nawab Military Highway, Norfolk	Moses_kelly@bah.com
Apr 22, 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

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Sep TBD, 2009	Dinner Meeting Abe Meilich Modeling and Simulation	Suffolk	
Oct TBD 2008	Dinner Meeting TBD Presenter: Dave Dryer PhD	TBD	
Oct			
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 March 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	12
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	21
2009 New Members	4	0	5										9

Summary membership statistics are as follows:

- **Members Joined since February 20, 2009 = 5**
 - Austin Bell
 - Abell025@odu.edu
 - Merrill Witzel
 - Witzell_merrill@bah.com
 - Melissa Soley
 - Soley_melissa@bah.com
 - Gilbert Lang
 - Glang@verizon.net
 - Joseph Price
 - Joe.price@cox.net
- **Members Transferred in since January 1, 2009 = 0**
- **Total Active Members as of March 16, 2009 = 99**

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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Membership Trend

