

HRA-INCOSSE Meeting Minutes

February 18, 2004

Next meeting: Board of Directors meeting: 18 March 2004, 1700-1800, St George's Brewery near NASA back gate

Visit the HR INCOSSE Web Site at: <http://www.hra-incose.org/>

Call to Order: The meeting was called to order by Vice President Matt Needy at 6:00 PM at the Peninsula Work Force Development Center, Hampton VA

Attendees:

Kevin Topp	Steve Waddell
Matt Needy	Jean Tolley
Bill Olson	Dick Kitterman
Al Motley	John Pan (not present)
John Clark	Dan Fontaine (not present)
Becky Reed	
Jim Morse	

Agenda

1. **MEETING AGENDA:**
2. **Recognition of New Chapter Members**
3. **Summary of HRA INCOSSE 2003 Successes**
4. **Installation of Year 2004 Board**
5. **Plans for 2004**
6. **Guest Speaker**
7. **Short BoD meeting**

---MINUTES---

Secretary's Report – Bill Olson: Not presented.

Treasurer's Report Highlights – Jean Tolley: Read an accepted.

Committee Reports – No Committee Reports this meeting.

Presidents Comments: Reviewed the agenda for the meeting.

1. **Dick Kitterman:** Presented new members.
2. **Matt Needy:** Reviewed chapter accomplishment for 2003. Then summarized the Silver Award the chapter earned for 2003.
3. **Becky Reed:** Installed new BoD
4. **Becky Reed:** Previewed the Chapter 2004 Calendar of events.
5. **Guest Speaker Mr. Grayson Williams:** Gave an interesting speech about telephone solicitors.
6. **Matt Needy called an impromptu Board Meeting.**

OBJECTIVE DISCUSSION/ DECISIONS: (Decisions are underlined)

A. Discussed creating a new board of directors chair. The “Training and Education” Chair was created.

B. Discussed investigating lapel pins for members. The pin will be given as a gift to members who contribute to the chapter.

C. Discussed the Marc conference. Dan Fontaine will represent the chapter.

D. Discussed the providing of funds for the Marc conference. We decided to get more information before making a decision.

E. Discussed supporting career days at NASA.

Action Items:

1. Create a new BoD Training and Education Chair. Mr. John Clark was unanimously voted to be the director.
2. Bill Olson will investigate the costs of having a lapel pin with the HRA-INCOSE logo.
3. Matt Needy investigate the Marc fund requirements and benefits.
4. Becky Reed is asking for volunteers to man the HRA-INCOSE table at NASA Langley.
5. Bill Olson check on the status of the MD chapter’s joint project with HRA-INCOSE.
- 6.

Open Issues: Open issues from the last meeting were not discussed.

1. Review the by-law. (Un-Assigned)
2. Investigating the use of PAY PAL for HRA-INCOSE business transaction. (Jean Tolley)
3. Dan Fontaine asked that volunteers be solicited to attend the PEC engineer of the year awards banquet. (Feb 28th at the Ramada Inn on RT. 17) The BoD did not agree to subsidize members cost of attending.
4. Status of International funds due to the chapter (John Pan)

Adjourned the meeting at 7:10PM