

**HRA-INCOSE Meeting Minutes**  
**January 13, 2004**

**Next meeting: Board of Directors Installation (BOD) TDB. Location is TDB**

**Next Event:** N/A

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

**Call to Order:** The meeting was called to order by Vice President Matt Needy at 5:05 PM at B. Reeds Home in Suffolk, VA.

**Attendees:**

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

***Agenda***

1. Agree on Primary Objective for 2004 (Matt Needy)
2. Complete 2003 Chapter Report for Submittal on 1/15/04 (Matt Needy)(Complete)
3. Review Chapter Budget (Jean Tolley)
4. Complete 2004 Chapter Schedule (Matt Needy)
  - Seminars (include Southern Maryland relationship)
  - Dinner Meetings
  - International / Region Events
  - BoD Meetings
  - Workshops / Training Events
  - Other Events (e.g. Career Day)
5. Discussion Chapter Operational Improvements / Review Chapter By-Laws (Matt Needy)
6. Discuss Webmaster Status and Turnover (Jake Hughes and Dick Kitterman)
7. Discuss Membership Diversity Issues / Initiatives (Matt Needy)
8. Development Action Item Tracking Mechanism (Bill Olson)
9. Student Membership / Chapter activities to the agenda. (Mike Podolsky)
10. Transition Meeting (John Pan)
11. Mid-Atlantic Regional Conference II, (John Pan)
12. PEC - NASA Career Days (John Pan)
13. Cross Talk attachment (Steve Waddell)
14. HR-INCOSE posting Job Opportunity notices for systems engineers on the chapter web site and sending notices to chapter members. (Steve Waddell)
15. Major events for the year, and who are the Event chairs (Steve Waddell)
16. What tutorials will be taught? (Steve Waddell)
17. Pizza Party/BOD Installation meeting, end of January. (Steve Waddell)
18. Need for a good calendar of proposed events for the year. (Steve Waddell)

19. HRA INCOSE sponsors to attend Engineer of the Year (EOY) Banquet. **(Dan Fontaine)**

---MINUTES---

**Secretary's Report** – Bill Olson: No December meeting was held.

**Treasurer's Report Highlights** – Jean Tolley: (Not Present) Forwarded the treasurer report. It was Read and accepted.

**Committee Reports** – No Committee Reports this meeting.

**Opening comments** – Matt Needy: Kicked off the meeting at 5:05 PM.

**Presidents Comments:** None.

**Matt started with a review of the agenda and discussion of the meeting rules and goals.**

**Discussion:**

1. We discussed the payment for the shirts purchased for non-presenters during the last seminar.
2. Chapter schedule for next year was discussed.
3. We discussed membership issues and agreed to combine it with the discussion on Operational Improvements.
4. We discussed Student Membership.
5. We discussed a business flyer and resurrecting the Cross Talk program within HR-INCOSE Chapter.
6. We discussed a Job Opportunities page on the HR-INCOSE's Web Page. The page would be open to companies wanting to advertise positions for Systems Engineers. Also we would send flyers to members advertising the openings. (Steve Waddell) Discussion was delayed until a new Web Master is confirmed.
7. We discussed possible events for the coming year. We decided to add this discussion to the opportunities discussion.
8. We discussed updating the web calendar.
9. We discussed a possible chapter gift and newspaper announcement for the PEC Engineer of the year. And asking for a contingent of HRA INCOSE folks and spouses to attend the EOY Banquet to help celebrate our nominee (Dick Kitterman) being honored as EOY. Should the chapter pay or subsidize members to attend. Cost is \$25/attendee.

**OBJECTIVE DISCUSSION/ DECISIONS:** (Decisions are underlined)

Categories of objectives: Community, Key Sponsors, International, Partnerships, Educational and student chapters. From Article 3 of the by-laws.

- Education and growth through regular programs. Plan one event of some educational value each month.

- Fellowship. One event per quarter that has a social context (Golf, wine and beer tasting, cheese tasting, Christmas party etc.)
- Dissemination of SE knowledge. Add to the education and growth once each month by sending out an article (to members) on some new aspect of SE.
- Focus Engineering work shops to supplement government programs. Get sponsor inputs. Have a discussion with sponsors on potential topics. Possible sponsors enclose NASA, Northrop Grumman, Swales etc.

We discussed System Engineering Research and education, career days.

We discussed supporting the Mid-Atlantic by doing a track.

We discussed engineer's week.

Decisions:

1. Purchase a \$50.00 gift certificate from Outback. (Done)
2. We agreed to continue to promote training opportunities to broaden chapter membership by holding: Seminars, Tutorials, Foster relationships with other chapters and organizations and Implement the SE training program for certification.
3. We will Generate a candidate and strategies list to engage sponsors in HRA-INCOSE activities.
4. The chapter is going to plan one industry related event in the coming year.
5. We will develop a plan to involve local universities in INCOSE. Engineer Week was discussed as a possible alternative.
6. We will support the establishment of professional standards and work with the National Technical committees to ensure the training the chapter develops covers all of the applicable requirements.
7. The chapter will support the International technical committees by reviewing papers and support the SE certification process.
8. Foster a greater working relationship with other societies.
9. Support the Mid-Atlantic by sponsoring a track.
10. Start the material development for the SE training guide by developing a frame work for each chapter to follow.

Action Items:

1. Collect the money for INCOSE shirts and turn it over to the treasurer. (Bill Olson)
2. Come up with ways to re-kindle the program (Student membership), provide input for the next BOD meeting. (Mike Podolsky)
3. Develop a plan to involve local universities in INCOSE. Engineer Week was discussed as a possible alternative, report at the next BOD meeting. (Mike Podolsky)

4. Review the By-Laws for information about business flyers and resurrecting the Cross Talk. Action for the training chair. (John Clark)
5. Generate a proposed events plan for the coming year and present it at the next BOD meeting. (Becky Reed)
6. Responsibilities of the web master. Review the list of Web Master Requirements and return comments to Dick Kitterman by the January 23<sup>rd</sup>. (All BoD)
7. Purchase a \$50 gift certificate to Outback for the PEC engineer of the year. (Bill Olson) (Complete)
8. Check into the costs of a newspaper announcement of Dick selection as PEC Engineer of the year. (Dan Fontaine)
9. Membership status brief at the next BOD meeting. (Dick Kitterman)
10. Generate a candidate and strategies list to engage sponsors for the next BoD meeting. (B. Reed and K. Topp)
11. Write two statements on supporting the establishment of professional standards and working with the technical committees to ensure the training developed by the chapter covers all of the applicable requirements. Statements to be presented at the next BOD meeting. (John Clark)
12. Contact Bill Mackey and start discussion on technical committees. (Matt Needy)
13. Contact Toast masters to speak at our potential January 29<sup>th</sup> BOD installation meeting. (Steve Waddell)
14. Contact John Pan for more information about doing a track for the Mid-Atlantic. (Becky Reed)
15. Re-establish contact with the MD chapter and see how they are coming with the planned joint seminar this spring. (Bill Olson)
16. Create a proposal on the S.E. training process, material and requirements. Develop an outline of the S.E. certification training material for the next BOD. (John Clark)
17. Engineer's week. Contact John Pan about participation. Al Motley can possibly help setting this up. Becky Reed has action with assistance of Mike Podolsky as required. (Becky Reed)

#### Open Issues:

1. Review the by-law. (Un-Assigned)
2. Investigating the use of PAY PAL for HR-INCOSE business transaction. (Jean Tolley)
3. Dan Fontaine asked that volunteers be solicited to attend the PEC engineer of the year awards banquet. (Feb 28<sup>th</sup> 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)

5. Set up a pizza and BoD installation meeting for the end of the month.

Adjourned the meeting at 7:10PM