

HRA-INCOSE Meeting Minutes For 23 September 2004

Next meeting: Board of Directors meeting: 21 October 2004

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

Call to Order: The meeting was called to order via teleconference by President Matt Needy at 4:00 PM

Attendees:

Matt Needy	Becky Reed(not present)
Jean Tolley	John Clark (not present)
Bill Olson	Marta Kitterman (not present)
Dick Kitterman	
Kevin Topp	
Mike Podolsky	
Dan Fontaine	

Agenda

1. Review preparation for Members Focus Night on 9-30-04
2. Open issues

---MINUTES---

Secretary's Report – Bill Olson: Not Read

Treasurer's Report Highlights – Jean Tolley: Not Read

Presidents Comments: Opened with a review of the agenda and a discussion on current status of the preparations for the Members Focus Night

- Agenda: Set
- Location: Set
- Flyer: Sent
- Format: Set
- Contacting the membership: In progress (75%)

1. Discussion:

Presentation of topics: A discussion was held regarding how to best facilitate each of the 4 focus splinter groups.

Meeting Preparations: Slides needed for the kickoff of the presentation:

- Opening comments: Kevin Topp
- Questions and Format: Dick Kitterman
- Groups: Dick Kitterman

PMI/Virginia Beach people attending meeting: The potential visit was discussed.

New Member gift: A discussion of new member introductory gifts was discussed.

Meeting Format: A discussion was held on how to run the “Focus Meeting”

Open Meeting items: Newsletter is ready for dissemination.

Next meeting location and potential joint meeting with PMI
PMI Newsletter

AI Motley nomination is approved by the BoD as Engineer of the Year candidate.

Certification Slides are due the 30th of September

Jean Tolley did an excellent job getting the chapter web site back online.

2. Decisions:

- Assignments as follows:
 - What should the chapter do to meet your need? – Dan Fontaine
 - What are we doing well/What should we do better or differently? - Jean Tolley
 - What is the best committee structure and membership? – Mike Podolsky
 - How do we continue to grow? Fontaine – Dick Kitterman
- PMI/ VB presenting at the “Member Focus Night”: It was decided that it would best to focus on the task at hand delay the presentation until the next scheduled BoD meeting.
- No gift will be presented to new members. The decision was table until after the Focus Meeting as it could be one of the items suggested by the members.
- Focus format will be – the members who show up will be divided into four groups with a BoD member assigned to each group (To Facilitate). All groups will be provided a list of the questions in a different order for each group. The facilitator will assist each group to brainstorm each topic and the assigned group leader will write down their ideas. After the group will select a speaker who will present the groups ideas in an open forum at the end.

1. Action:

- Bill Olson resend flyer to membership
- Each BoD member assigned as a facilitator will generate three or four questions to stimulate topic brainstorming. Sent to Kevin Topp for consolidation and review. Cc Matt Needy.
- Bill Olson provide the INCOSE banner, pens and large white pads to Kevin Topp.
- Bill Olson investigate acquiring/purchasing stands for the white pads.
- Jean Tolley contact Joe at PMI and discuss moving the presentation to the October BoD.
- Jean Tolley will contact Anna’s Restaurant and get a menu and price for the Focus Event. The number of people anticipated to attend is 25.
- Kevin Topp bring a digital camera to the event.
- Bill Olson send the Newsletter to the chapter.
- Bill Olson contact Topeka’s restaurant as a potential site for the next meeting.
- Dan Fontaine submit AI Motley package
- All who volunteered to complete certification slides complete their task and submit slides to John Clark by the 30th of September.

Adjourned the meeting at 5:00 PM