

# HRA-INCOSE BoD Meeting Agenda & Minutes

## Wednesday 11/30/05 5 PM @ Applebee's Suffolk

### Board of Directors BoD Meeting Minutes

#### 1. Call To Order

The meeting to Order at 4:55 Hrs, by Kevin Topp, close at 6:10.

#### 2. Roll Call & Quorum

A simple majority is required for a Quorum.

Officers	Name	Present	Other
President	Kevin Topp	x	
Vice President	Becky Reed	x	
Treasurer	Jean Tolley		
Secretary	Andy Schuster	x	
Past President	Matt Needy		
Web Master	Christy Mazza		
Director at Large for Programs	Bill Olson	x	
Director at Large for Membership	Kelly Moses	x	
Director at Large for University Liaisons	Mike Podolsky		
Director at Large for Publications	Dan Fontaine	x	
Director at Large for Training and Education	John Clark	x	
<b>Members &amp; Invited Guests in attendance:</b>			
Representative - Peninsula Engineers Council	Joel Orr		
INCOSE G2SEBOK	Al Motley		
Director at Large for Programs - Elect	Chris Orłowski		

A quorum was established,

#### 3. Perfect the Agenda

Changes can be proposed by any BOD member, but require a president approval or a ¾ majority vote of those present to be added.

#### 4. Officer Report

Officer	Report & Discussion
<b>Vice President - Chapter Award</b>	<p><b>Report</b> - VP reports our projected score is 9,295 points, in October.</p> <p><b>Discussion</b> – The score card was review and duplicates identified</p>
<b>Treasurer</b>	<p><b>Report</b> - \$11,460.54 current balance (as of 10/12/05)</p> <p><b>Discussion</b> - This balance includes all revenue and expenses from the seminar in November. The chapter's account balance has increased from \$6,964 in November 9, 2004 to \$11,460 on October 12, 2005, for a 65% increase.</p>
<p><b>Secretary'</b></p> <ul style="list-style-type: none"> <li>• Mail Box</li> <li>• Approve Oct BoD Meeting Min.</li> <li>• Announcements</li> <li>• Get Well Cards</li> </ul>	<p><b>Report</b></p> <ul style="list-style-type: none"> <li>• Mail Box – MT on 11/28</li> <li>• 10/12/05 Minutes to be reviewed and approved at meeting.</li> <li>• We have sent out 40 announcement this year</li> <li>• None Sent</li> </ul>
<b>DaL - Membership</b>	<p><b>Report</b></p> <p>New member process has been implemented.</p> <p>Member Statistics</p> <p style="padding-left: 40px;">Current Members as of November 11, 2005 = 75</p> <p style="padding-left: 40px;">New members jointed since January 1, 2006 = 32</p> <p style="padding-left: 40px;">Lapsed – no renewal since January 1, 2005 = 34</p> <p>Feedback from the New Member Welcome:</p> <p style="padding-left: 40px;">None at this time</p>

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Officer	Report & Discussion
	<p>Since September 30, we had 9 new members join  Steve Forehand , Pete Bloomfield, Sherry Maclay  Greg Kunch, Michele King, Michael Olson, Doug Foster  Jay Gillespie  Larry Owusu – Student Member</p> <p>Full report with a statistical view of membership is on page 4.</p> <p><b>Discussion</b> - Membership topics to improve participation were discussed, including:</p> <ul style="list-style-type: none"> <li>• Rotating the meeting sites between Southside and the Peninsula</li> <li>• Start an under 30 recruiting drive for committee members</li> <li>• Establish positions on each committee or under each officer to introduce volunteers to our organization</li> <li>• Try out Program Events on Saturdays</li> <li>• Try to establish PDUs (Professional Development Units) accreditation for our seminars.</li> </ul> <p>Several action Items were assigned to Kelly</p>
<b>DaL - University Liaison</b>	<p><b>Report</b></p> <ul style="list-style-type: none"> <li>• Received feedback from Tammy Miller at GWU, and she was very impressed with the event and thought the table location was perfect.</li> <li>• They have six potential new students as a result of the contacts they made at the event.</li> <li>• Someone from INCOSE International was also there and talked to Tammy about possibly sponsoring the next International event.</li> <li>• Tammy (GWU) is very interested.</li> </ul>
<b>PEC Representative (Joel Orr)</b>	Presentation of EOY nominee in November went well.

### 5. Action Items

Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
7-27-05 #3	Aug 20	Andy	Done	Send Ballot out to membership ECD Oct 1 <sup>st</sup>
09-15-05 #1		Andy		Set up joint meeting with SAWE.
10-21-05 #1	Nov 1	All	Done	Configuration Manage the presentation slides. 11/30 – official version is accessible on the web site, and a backup is kept on the NGNN E47 G:Drive by Christy Mazza. Web page is: <a href="http://www.hra-incose.org/password.htm">http://www.hra-incose.org/password.htm</a> , with the userid is "incose", password is "slides".
11-30-05 #1	Dec 16	All Presenters		Please revise the slides to include the comments on pages 6-9, your speaker notes. Send the revised slides to John Clark.
11-30-05 #2	Dec 15	All		Review the Chapter Award scores sheet for corrections. See pages 15-20.
11-30-05 #3	Jan 15	All		Identify positions and tasks for members who would like to participate in the chapter
11-30-05 #4	Dec 15	Kelly		Send out a "Lapsed Membership Letter" to the 34 members who we lost this year to find out why they left

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Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
				and if we could have done something different.
11-30-05 #5	Dec 15	Kelly		Report the Peninsula and Southside split of membership.
11-30-05 #6	Dec 12	Andy & Joel		Develop PEC EOY evaluation form, and evaluate the nominees to create our official response
11-30-05 #7	Jan 15	Mike		Investigate the interest to create a Student Chapter at the NGNN Apprentice School, based on Steve Waddell's proposal. Steve will be able to help with initial contacts.

### 6. New Business

New Business Agenda Item	Discussion & Decision
1. Xmas Party Plans - Topp	<b>Discuss</b> budget, events and invitations <b>Decision</b> – Set a \$500 budget or \$25 per INCOSE member, for 20 members. If more members show up, then Kevin is authorized to spend more.
2. SSEC Update by Bill Olson	<b>Report</b> - Update 11/30/05 AM by Bill Olson Registration Numbers <ul style="list-style-type: none"> <li>No of Free: 60</li> </ul> <b>Budget</b> Revenue - Sponsorship Company and amount: <ul style="list-style-type: none"> <li>\$2000: NGC, GWU</li> <li>\$1000: Futron Corp</li> <li>\$500: 3SL, ODU/Reed Integration, CSM</li> <li>3 levels of sponsorship</li> </ul> Expenses <ul style="list-style-type: none"> <li>Included in the Treasurer's Report</li> </ul> Thank You notes <ul style="list-style-type: none"> <li>Forsberg, Gier, and Terry</li> </ul> Tutorial status (John Clark) see attached on Pg 5 <ul style="list-style-type: none"> <li>Comments – Do we need to make changes</li> <li>Web page is: <a href="http://www.hra-incose.org/password.htm">http://www.hra-incose.org/password.htm</a> , with the userid is "incose", password is "slides"</li> </ul>
3. Chapter Events - Bill Olson & Chris Orlowski	Schedule is on the web page and attached page 10. Some opportunities for events in 2006 according to Andy Schuster <ul style="list-style-type: none"> <li>Dinner Meeting with SNAME SNAME is interested in a 2006 joint meeting. We will need to provide a volunteer and subsidize member meals.</li> <li>Training Class with SNAME on SE in Ship Design – Hockberger Another event with SNAME. Boze will bring to SNAME Executive Committee. Andy took his course at a SNAME meeting in 2003 Hockberger has MIT master in NA, and an Ivy League Masters in Economics. Works with high speed vehicle system of systems. Converts everything into NPV. SNAME offers the 8 hour class for \$150 per person.</li> <li>Dinner meeting with SAWE is set for March – Andy to arrange. Bill discussed inviting Bob Keane to discuss SE in Ship Design for a SAWE/INCOSE joint meeting in January or March. Bob's part of the team that taught at University of Michigan course on allocating requirements in ship war design. Bob has lead several warship design teams and written extensive on SE and Ship Design or rather the specialization of SE in ship design.</li> </ul>

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New Business Agenda Item	Discussion & Decision
<b>4. Election</b>	25 ballots received Announced the unanimous results that the entire slate was approved
<b>5. PEC EOY Nomination</b>	Has been submitted and received. Mat Needy made a presentation at the Nov PEC.
<b>6. Other Topics</b>	<ul style="list-style-type: none"> <li>• INCOSE Speaker's Bureau – See Page 11 <b>Not Discussed</b></li> <li>• Student Chapter at the NGNN Apprentice school – See Page 11, <b>Discussion</b> – All the officers thought Steve Waddell's proposal should be investigate further. The action was assigned to the Mike Podolsky DaL – University Liaison .</li> <li>• Member comments on the new structure for the planned update of the EIA 632 – See Page 12 <b>Discussion</b> – Too late to take any action</li> </ul>

### 7. Next Meeting Date, Time & Location

December 17<sup>th</sup> Xmas Party at Kevin Topp's house

Next BoD or planning meeting to be set by Becky and Chris

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## 8. Attachments

### Membership Report for November 2005 BOD

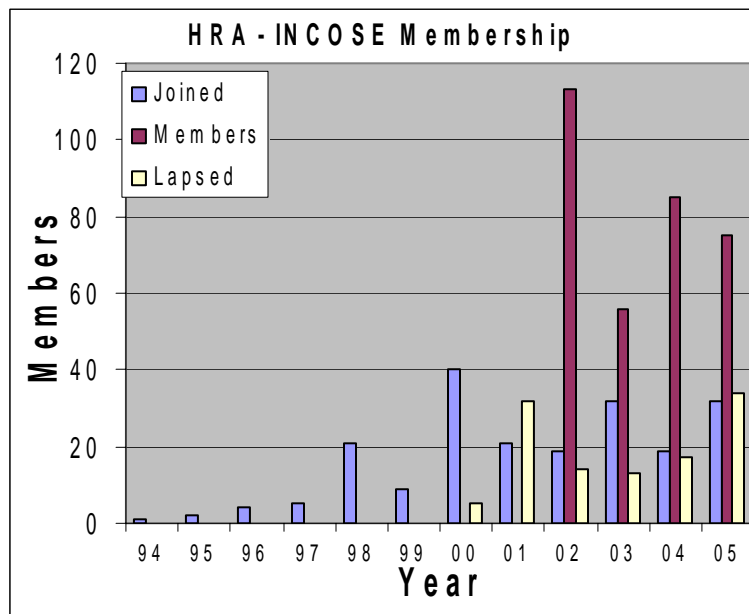
Current Members as of November 11, 2005 = 75  
New members joined since January 1, 2005 = 32  
Lapsed – no renewal since January 1, 2005 = 34

The numbers in the graph displayed in this report will not add new members and subtract lapsed members correctly to achieve the total membership in any one given year. This is as a result of having data for previous years that displays only peak membership information. The graph does not appropriately reflect the fluctuations in a given membership year.

Since September 30, we have had 9 new members join.

Steve Forehand  
Pete Bloomfield  
Sherry Maclay  
Greg Kunsch  
Michele King  
Michael Olson  
Larry Owusu  
Doug Foster  
Jay Gillespie.

On 8/1/2005, we had 34 (this is a correction from the email where 29 were listed) members LAPSE and NOT renew. Of the members that have joined us since January 1, 2005, 4 of those have already lapsed (on 8/1/2005). Additionally, of the members that have joined us between January 1, 2004 and January 1, 2005, 9 lapsed on 8/1/2005.



I would like to propose I be allowed to draft and pass to the BOD for approval, a letter to these lapsed members nudging them to reinstate and/or asking them why they opted to not return. We also had a mass exodus in 9/5/2001 when 29 folks lapsed and did not reinstate

Also, please note we currently only have one student member (if I am reading the excel file correctly), Larry Owusu. If someone can correct me, please do.

Thanks for all your help,  
Kelly

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### Tutorial Status Summary

#### Comments on INCOSSE SE Handbook V2a Tutorial Slides

Received from Attendees at the Seminar on the SE Handbook Tutorial on November 8-9, 2005

Sorted by Slide Number

Section No. & Name			Slide	Slide Title	Comment & Recommendation	Disposition
1.	All	All	All	All	Review all slides for typos.	
2.	All	All	All	All	Intro slide for each section - indent subsections.	
3.	All	All	All	All	The handout and briefings should be in the same order as in the Handbook. Appendices should be ordered following the section that references them.	
4.	8	Requirements Definition Process	SE H Pg 105	8.2 Item 10	Change "issued" to "issues"	Agree, but this is a comment against the Handbook.
5.			1-13	Welcome to Northrop Grumman	Delete the copyright notice on this set of slides.	
6.			14	Why SE Certification	Should this set of slides be copyrighted?	
7.	1	Scope	15	Chapter 1	The copyright footnote refers to a copyright slide. Provide the slide.	
8.	1	Scope	29	Acknowledgement	The Acknowledgement slide was deleted. Should it be re-inserted?	
9.	1	Scope	29	References	The References slide was deleted. Should it be re-inserted?	
10.	C	The SEMP	53	C.7 Integration of the SE Effort	Update graphic - unreadable words.	
11.	C	The SEMP	64	C.11 SE Process Metrics	Expand definitions to include "To Complete CPI"	
12.	C	The SEMP	66	Other Process Control Techniques	Not really added techniques, but other techniques to ensure product or service robustness - tools to assist system & subsystem interfaces.	
13.	C	The SEMP	66A		Consider adding a new slide with: <ul style="list-style-type: none"> <li>• Boundary Diagrams</li> <li>• P-Diagrams</li> <li>• Interface matrix</li> <li>• Other robustness tools</li> </ul> (This may show up later in the presentations)	
14.	C	The SEMP	67	C.10 SE Scheduling	Correct data.	
15.	3	Mapping the SE Process	89	Key Phases and Tasks in a System	Column 1 has incorrect numbering.	

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Section No. & Name			Slide	Slide Title	Comment & Recommendation	Disposition
		onto System Life Cycles		Life Cycle		
16.	4	SE Process	100	None	Overall good summary of Handbook in slides. Only one question: If trying to make a point about low cost system in the Handbook, make it in the slides.	
17.	4	SE Process	110	4.5 Technical Support	Some text is missing. Correct the sentence.	
18.	5	SE Technical Management	115	5.1 SE Process Control (SEPC)	Delete (SEPC). It does not appear in the paragraph title in the Handbook.	
19.	5	SE Technical Management	116	5.1.1 SEMP	Last bullet, 1st sentence. Add: "that resulted in a successful project."	
20.	5	SE Technical Management	127	5.1.4.3 SE Process Changes	The text is centered vice left justified on all slides from here onward and in other sections (e.g., slide 147). Left justify the text for all slides throughout all sections.	
21.	5	SE Technical Management	129	5.2 SE Product Control	5.2.5 Delete Phototyping. It's not in the Handbook.	
22.	5	SE Technical Management	131	5.2.1.1 Baseline Overview	Expand table to include the cutoff data.	
23.	5	SE Technical Management	132	5.2.1.2 Implementation	Fig 5-4, the line labeled "REVISE" at bottom center of the figure is not identified with an arrow.	
24.	5	SE Technical Management	133	5.2.1.3 Configuration Identification	1st line, change "elements" to another word because a WBS uses elements.	
25.	5	SE Technical Management	133	5.2.1.3 Configuration Identification	Where is the logistic impact of CI discussed?	
26.	6	Risk Management	153	6.2.2	Somewhere under Risk Assessment should be a comment something like "Risks at or near 1.0 should be scheduled in and planned for as actuals."	
27.	6	Risk Management	155 A	6.2.3 Risk Analysis and Handling	Consider adding an example of a Failure Mode Analysis	

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Section No. & Name		Slide	Slide Title	Comment & Recommendation	Disposition
	nt		Methods	(FMEA), whether is be: <ul style="list-style-type: none"> <li>• Product (or defign FMEA)</li> <li>• PFMEA (process)</li> <li>• MFMEA (machinery/tooling &amp; equipment) or</li> <li>• EFMEA (environmental).</li> </ul> No discussion of risk should go without discussion of FMEA'a.	
28.	7	Organizational Practices	167	7 Concurrent Development vs. Traditional	What does this mean: "Performing the traditional engineering activities concurrently will require a higher spend rate. IPDTs address this."
29.	7	Organizational Practices	167	Concurrent Development vs. Traditional	Finish second bullet.
30.	A	Quality Function Deployment	179	All	Appendix A should be at the end of the book and at the back of the presentation.
31.	A	Quality Function Deployment	186	A.2 Work Sheet	A more complete example is needed. Fill-in the squares based on the example in the Handbook.
32.	8	Requirements Definition Process	220	8.3 Define/Derive/Refine Functional/Performance Requirements (cont)	This is not an N2 diagram, but a matrix. Please remove or change.
33.	8	Requirements Definition Process	225	8.4 Requirements Allocation and Traceability (cont)	There are two 3.7.2.1 in the matrix.
34.	8	Requirements Definition Process	226	8.5 Development of Spec Tree and Specifications	Part of slide 225 (item 4) duplicates slide 229.
35.	9	Functional Analysis/Allocation	234	9.0 Introduction to FA/A	2nd bullet, 3rd dash, change "requirement interface" to "requirement and interface"
36.	10	System Architecture Synthesis	258	Introduction to Architecture Synthesis (cont)	2nd bullet, change "breath" to "breadth"
37.	10		266 270	10.1 Define/ Refine System Element Alternatives (cont)	Last bullet on 266. Move to replace or change bullet on preceding lines, as these are a subset of "Recommended Activities." Or, list 6 actions and then follow up with separate expansions of thought per action.
38.	11	SE Analysis	299 A	11.2 Design Analysis or elsewhere (maybe	4th bullet, under "time and cost savings," we can't test

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Section No. & Name			Slide	Slide Title	Comment & Recommendation	Disposition
				under Functional Analysis or later in 11.14 on slide 318)	everything due to time and cost - therefore some mention of DOE to sort through and test only those products, services, options that have main effects, not minor effects. 11.14 needs more coverage though, or needs to be in appendices and acronyms.	
39.	11	SE Analysis	300	11.3 EMC & RFMA	1st line, change "Capability" to "Compatibility"	
40.	11	SE Analysis	320	11.6 Trade Studies	2nd bullet, item 7, change "helps" to "help"	

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This table is reproduced, so we can track any changes that may be needed.

<b>INCOSE SE Handbook V2a Section - Presenter</b>	<b>Tech / Mgmt</b>	<b>Developer</b>	<b>No. Slide</b>	<b>Hndbk Pages</b>	<b>Slides /Page</b>	<b>Revision Required based on Feedback from Seminar?</b>
		<b>Totals</b>	<b>363</b>	<b>270</b>	<b>1.44</b>	
1. Scope	M	Clark	18	8	2.2	
2. <b>Systems Engineering Overview</b> - Topp	M	Fontaine	13	12	1	
3. <b>Mapping the Systems Engineering Process onto System Life Cycles</b> - Fontaine	M	Fontaine	13	6	2	
4. <b>Systems Engineering Process</b> - Fontaine	M/T	Fontaine	11	8	1.4	
5. <b>Systems Engineering Technical Management</b> - Forsberg	M	Fontaine	30	26	1	
6. <b>Risk Management</b> - Podolsky	M	Fontaine	19	18	1	
7. <b>Organizational Practices</b> - Topp	M	Topp	16	20	0.8	
8. <b>Requirements Definition Process</b> - Kovel	T	Kovel	38	24	1.6	
9. <b>Functional Analysis/Allocation</b> - Reed	T	Jenkins	20	16	1.3	
10. <b>System Architecture Synthesis</b> - Reed	T	Olson	41	15	2.7	
11. <b>Systems Engineering Analysis</b> - GWU Instructor or Schuster	T	Schuster	27	26	1	
12. <b>Integration, Verification, and Validation</b> - GWU Instructor or Tolley	T	Tolley	28	12	2.2	
A. <b>Quality Function Deployment (QFD)</b> - Reed	w/ 9 T	Olson	10	3	3	
B. <b>Human Systems Engineering</b> - GWU Instructor or Schuster	w/ 11 M	Jenkins	16	20	0.8	
C. <b>The Systems Engineering Management Plan Including SE Schedules</b> - Forsberg	w/ 5 M	Kovel	39	24	1.6	
D. <b>Methods for Functional Analysis and Allocation with Key Supporting Methodologies</b> - Reed	w/ 9 M	Jenkins	24	32	0.8	
E. Glossary and Definitions		N/A				
F. Acronym List		N/A				

# HRA-INCOS E BoD Meeting Agenda & Minutes

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### Calendar of Events

HRA-INCOS E 2005- 2006 Calendar of Events		
Date(s)	Event	Location
<b>2005 Calendar</b>		
January 13	Board of Directors Induction Meeting	Hampton Roads Continuing Education Center
January 30 to February 1	INCOS E International Workshop 2005	Tampa Florida, <a href="http://www.incose.org/iw2005">http://www.incose.org/iw2005</a>
February 24	Board of Directors Meeting	Teleconference
March 23-25	Conference on Systems Engineering Research (CSER)	Stevens Institute of Technology, Hoboken, New Jersey <a href="http://www.stevens.edu/cser/">http://www.stevens.edu/cser/</a>
March 24	Board of Directors Meeting	Casa Blanca Restaurant, Suffolk VA
April 18-21	Systems & Software Technology Conference (SSTC)	Salt Lake City, Utah, <a href="http://www.stc-online.org">www.stc-online.org</a>
April 26	Board of Directors Meeting	Teleconference
April 28	Chapter Meeting Kitterman, Dan Fountain Introduction slides for tutorial - Clark	Topick Steakhouse 55 center way in Hampton
April 26-27	ASNE Day	Virginia Beach Pavilion, POC Dan Fontaine
May 1-5	PMI Risk SIG's Project Risk Symposium 2005	Loews La Entant Plaza, Washington, DC <a href="http://www.llusa.com/risk">www.llusa.com/risk</a>
May 19	NASA Night	Upper limit is \$500, Speaker is TBD Bill to check Radsson
May 24	Board of Director's Meeting	
June 3	Wine & Cheese Party	Becky's House, \$200 budget
June 30	Golf-Tourney (Joint-all Societies)	CANCELED
June 22	Board of Directors Meeting	GWU - NN site
July 10-16	INCOS E 2005, the 16th International Symposium	Rochester Riverside Convention Center, Rochester, New York, <a href="http://www.incose.org/symp2005/">www.incose.org/symp2005/</a>
July 21	Dinner Meeting - Risk Chapters of Handbook - Presenters: Mike Podolsky, Bill Fournier	Santitas on Mercury Blvd Newport News
July 27	Board of Director Meeting	Teleconference at Meet Me
August 4	Meet John Grady	At Beck Reed's house, RSVP 10-1-05
September 15	Board of Directors Meeting (SSEC Crisis Mgmt)	Teleconference - POC Schuster
September 22	Introduction to Risk Management - short course	Portsmouth Renaissance Hotel
October 12	SAWE/NAME Meeting on Flex Lab Concept	George's Seafood Restaurant
October 20	Board of Directors Meeting	TBD Restaurant, POC Bill Olson
October 26	Virginia Quality Conference and Forum for Excellence (ASQ event)	Williamsburg Marriott
November 2	PMI/INCOS E event with Ralph Young as speaker	
November 7	SSEC - Golf Tournament	Bill Olson to organize
November 8-9	Seminar in System Engineering Certification (SSEC)	VASCIC, POC Bill Olson <a href="http://www.hra-incose.org/se2005/se2005_index.htm">http://www.hra-incose.org/se2005/se2005_index.htm</a>
November 17	Board of Directors Meeting	TBD Restaurant, POC Bill Olson
December 17	Christmas Party	Kevin Topp's House, 111 Manassas Loop, Running Man Subdivision, Tabb, VA
<b>2006 Calendar</b>		
Jan xx	BOD Meeting	Location TBD by Becky
Jan xx	Officer Installation & General Membership Mtg	Location & program?, TBD by Chris
Feb xx	BOD Meeting	Location TBD by Becky
Feb xx	Dinner meeting with guest speaker - Norfolk Int'l Terminal/Port Security?; Career Days at LaRC; PEC Banquet Feb. 25 Air & Space Center	Program & Location TBD by Chris
March xx	BOD Meeting	Location TBD by Becky
March xx	Joint meeting with SAWE/guest speaker	Program & Location TBD by Chris
April xx	BOD Meeting	Location TBD by Becky
April xx	1-day Tutorial - TBD topic/Dr. Tytula?	Program & Location TBD by Chris
May xx	BOD Meeting	Location TBD by Becky
May xx	Dinner meeting with featured speaker	Program & Location TBD by Chris
June xx	BOD Meeting	Location TBD by Becky
June xx	Wine & Cheese Social	Program & Location TBD by Chris
July xx	BOD Meeting	Location TBD by Becky
July xx	General Membership Meeting	Program & Location TBD by Chris
August xx	BOD Meeting	Location TBD by Becky
August xx	General Membership Meeting	Program & Location TBD by Chris
Sept xx	BOD Meeting	Location TBD by Becky
Sept xx	Dinner meeting with featured speaker (joint with another society?)	Program & Location TBD by Chris
Oct xx	BOD Meeting	Location TBD by Becky
Oct xx	Risk Workshop with PMI?	Program & Location TBD by Chris
Nov xx	BOD Meeting	Location TBD by Becky
Nov xx	SE Cert Seminar Repeat?	Program & Location TBD by Chris
Dec xx	BOD Meeting	Location TBD by Becky
Dec xx	General Membership Meeting	Program & Location TBD by Chris

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### INCOSE Speaker's Bureau

#### **We received the following email.**

The basic framework for a new INCOSE Speakers Bureau has been established in the Chapters area of INCOSE Connect.

Now the area needs to be populated. Chapters with a 'library' of presenters, or even a single recommended speaker, are requested to contact Jonette Stecklein (jonette.stecklein@incose.org) to provide the speaker data.

#### **INCOSE Chapter Project**

If your chapter is seeking ways to get involved in the organization, the INCOSE Communications Committee is requesting assistance. This task could be added to a chapter's application for a Gold, Silver, or Bronze chapter award. Also, your chapter would get the recognition on the INCOSE web site.

The INCOSE Communications Committee would like to consolidate and publish INSIGHT-printed book reviews on the INCOSE website. All book reviews are available in past issues, which are posted on the INCOSE website. The task would be to extract the book reviews, perhaps re-type them, along with pertinent information. The final product would be provided to the webmaster, who would post on the web site. The task could be incrementally accomplished, that is, you could provide two reviews per month. A partial list of book reviews (with issue published and pertinent info) has been captured in a MS Word table, which will be provided to the chapter point of contact.

If your chapter is interested, please contact Valerie Gundrum ([gundrum@incose.org](mailto:gundrum@incose.org)) for more information. Provide a point of contact who will lead the project.

\*\*\*\*\*

Michael D. Eagan  
Corporate Engineering  
Eastman Kodak Company  
585.722.5044

### **Proposed HRA INCOSE Student Chapter for the NGNN Apprentice School**

Here's an idea for the chapter for 2006: Why don't you consider starting a student chapter of INCOSE with the Apprentice School? I got the idea after looking at their website: <http://www.nnaprentice.com/> when I saw other societies represented - see the examples below:



The [Apprentice School Chapter of JAYCEES](#)  
Contact [Jaycees@nnaprentice.com](mailto:Jaycees@nnaprentice.com)



The [Apprentice School Chapter of The Society of Manufacturing Engineers](#)  
Contact [SME@nnaprentice.com](mailto:SME@nnaprentice.com)



The [Apprentice School Chapter of The Society of Naval Architects and Marine Engineers](#)  
Contact [SNAME@nnaprentice.com](mailto:SNAME@nnaprentice.com)

Each year, one apprentice could be part of the chapter board as the representative to the chapter, gaining excellent experience in the working of a professional society. That person would be the liaison to the student members, promoting the chapter and its events, and recruiting the representative for the following year.

Plus, they could join HRA INCOSE for only \$10, and get a great resume enhancer as a result.

**Best Regards,**

*Steven Waddell*

**J. Steven Waddell, PMP,<sup>®</sup> MBA**

Project Manager

Northrop Grumman IT/IIS

Ph - (757) 688-RISK (7475)

Cell - (757) 810-0314

# HRA-INCOSE BoD Meeting Agenda

## Wednesday 11/30/05 5 PM @ Applebee's Suffolk

### **Member comments on the new structure for the planned update of the EIA 632**

**From:** Topp, Kevin (E47)  
**Sent:** Monday, November 14, 2005 2:32 PM  
**To:** Al Motley; Becky Reed; Clark, John O. (DMS); Fontaine, Dan; Jean Tolley; Joel Orr; Kelly Moses; Mazza, Christy L. (E47); Needy, Matthew; Olson, B. A.; Podolsky, Mike J.; Schuster, Andy  
**Subject:** FW: [MemberBoard] FW: [BoD] FW: [TLT] Status of EIA 632 standard update (comments due by Dec 5)

[If you're interested, please Go For It!](#)

[...and keep Becky posted as we may be able to finagle a few points out of it for the Chapter ...](#)

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**From:** Kitterman, Richard W  
[mailto:Dick.Kitterman@mdnt.com]  
**Sent:** Monday, November 14, 2005 2:27 PM  
**To:** James Lynch; John Thomas; Kevin Topp; paca4@gforcecable.com; Susan Jones; Terry Kuykendall; Zig Rafalik  
**Cc:** Shelton, Bruce  
**Subject:** FW: [MemberBoard] FW: [BoD] FW: [TLT] Status of EIA 632 standard update (comments due by Dec 5)

Here is an opportunity for those in your chapter with an interest in EIA 632 to provide their comments on the new structure for the planned update. More information is below.

Please note that this must be in by December 5<sup>th</sup>. To give you the maximum time, I will only ask that you send it to me by December 5<sup>th</sup>, but at the start of business, not the end of business.

Regards,  
Dick

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**From:** Shelton, Bruce  
[mailto:Bruce.Shelton@anser.org]  
**Sent:** Monday, November 14, 2005 2:07 PM  
**To:** mb@incose.org  
**Subject:** [MemberBoard] FW: [BoD] FW: [TLT] Status of EIA 632 standard update (comments due by Dec 5)

[Dear Colleagues,](#)

[Please see the note from Rich Harwell and James Martin below. Note that the due date is Dec 5, 2005.](#)

[Bruce](#)

Bruce Shelton, Chair  
INCOSE Member Board  
703-416-3576

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**From:** Shirley Bishop [mailto:shirley@sbims.com]  
**Sent:** Monday, November 14, 2005 12:13 PM  
**To:** 'INCOSE BOD'  
**Subject:** [BoD] FW: [TLT] Status of EIA 632 standard update (comments due by Dec 5)

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**From:** James N Martin  
[mailto:James.N.Martin@aero.org]  
**Sent:** Friday, November 11, 2005 2:42 PM  
**To:** shirley@shirleybishopinc.com  
**Subject:** Fw: [TLT] Status of EIA 632 standard update (comments due by Dec 5)  
Shirley,

Please forward to BOD and MB.

Thanks,  
James

----- Forwarded by James N Martin/East/Aerospace/US on 11/11/2005 05:41 PM -----

**James N Martin**  
<James.N.Martin@aero.org>  
Sent by:  
christian.tulodieski@incose.org  
11/11/2005 05:28 PM

To James.martin@incose.org  
cc STC@incose.org  
Subject [TLT] Status of EIA 632 standard update (comments due by Dec 5)

Please note the report from Richard Harwell on the status of the 632A project.

<http://www.incose.org/newsevents/news/details.aspx?id=61>

If you would like to submit comments on the new proposed structure for the EIA 632 standard, please submit your comments to Rich at [insight@sysview.com](mailto:insight@sysview.com). by Monday, Dec 5.

You can download the report directly from the INCOSE website.

Regards,  
James

## **HRA-INCOSE BoD Meeting Agenda Wednesday 11/30/05 5 PM @ Applebee's Suffolk**

Head of Standards for INCOSE

New Structure Planned for EIA-632 Standard  
(11 Nov 05)

Member comments on the new structure for the planned update of the EIA 632 standard are requested by 5 December. The update of this standard is progressing according to the plan. It is expected that there will be a draft document for review in early 2006. To date, recommendations for improvement have been analyzed and a new structure is being proposed for the processes and activities in the standard. INCOSE would like your feedback on this new structure.

Send your comments to Richard Harwell at [insight@sysview.com](mailto:insight@sysview.com). The latest activity report, including the proposed structure, can be found at [http://www.incose.org/newsevents/news/docs/EIA-632AActivityRpt\\_2005\\_11.pdf](http://www.incose.org/newsevents/news/docs/EIA-632AActivityRpt_2005_11.pdf).

**HRA-INCOSE BoD Meeting Agenda**  
**Wednesday 11/30/05 5 PM @ Applebee's Suffolk**

**2005 Chapter Award Score Sheet – In Descending Order (Subtotal = 9595 Nov 2005)**

Item		Points	Max. Points	Required Documentation	Planned Points	Planned Activity date & title	Earned Points
				<i>GOAL is a Gold Level Award =</i>	8,000	points	
		<b>Totals</b>	<b>24,950</b>	<b>Plan Total =</b>	<b>-</b>	<b>Total Earned to Date =</b>	<b>-</b>
1.A	Conduct chapter meeting with featured speaker.	100 per event	1,200	Meeting flyer/announcement or chapter newsletter	300	<i>Apr 28 Kitterman/Fontaine, NASA Night May 19; July GWU Speaker</i>	
1.B	Organize and conduct a local tutorial.	200 per day	1,200	Event flyer/announcement or newsletter. Feedback/eval should also be included if available.	0		
1.C	Organize and conduct a local seminar or mini conference (an event spanning 1-1.5 days with speakers, panels, tutorials, or exhibits).	400 per day	1,600	Seminar flyer and proceedings	0		
1.D	Organize and conduct a regional conference (multi-day, multi-track event including speakers, panels, tutorials, and exhibits).	1,000 per day	3,000	Conference flyer and proceedings	2000	<i>2-day conference/seminar on SE Handbook/Exam Prep</i>	
2.A	Maintain an active chapter web site for chapter communications. Minimum content includes: list/contact information for chapter leadership team, announcements for upcoming chapter events, link to INCOSE page.	500	500	Web address	500	<a href="http://www.hra-incose.org">www.hra-incose.org</a>	
2.B	Publish and distribute a newsletter, in either hard copy or electronic format, of at least two pages (not including space for address, chapter officers, editor's name and distribution) providing public relations and advance notice of chapter activities, t	100 per newsletter	1,200	Chapter newsletter	300	<i>Dan-chapter newsletter</i>	
2.C	Execute a chapter publicity plan to broadcast event announcements and reminders.	300	300	Copy of publicity plan	0		

## HRA-INCOSE BoD Meeting Agenda Wednesday 11/30/05 5 PM @ Applebee's Suffolk

<i>Item</i>		<i>Points</i>	<i>Max. Points</i>	<i>Required Documentation</i>	<i>Planned Points</i>	<i>Planned Activity date &amp; title</i>	<i>Earned Points</i>
2.D	Create and maintain an "Ambassador" network to distribute chapter announcements to organizations and societies	50 per organization or society	500	Copy of Ambassador plan and list of organizations/societies (including ambassadors)	50	<i>Intro info for SPAWAR - Becky</i>	
3.A	Development and distribution of a chapter recruitment package available to guests at all chapter events.	250	250	Sample recruitment package and number distributed	100	<i>Pens – April 28 mtg Promotional items, flyers</i>	
3.B	Development and use of a membership renewal program. Plan should include personal contact with non-renewals (based upon list from Headquarters) and feedback from those who do not renew.	500	500	Copy of program plan and survey results for those who do not renew	500	<i>K. Moses/A. Schuster new member letters; distribution plan</i>	
3.C	Survey chapter members to determine chapter direction and member desires. Survey should address chapter and INCOSE-level concerns. Results shared with Chapters Committee and Regional Directors.	250	250	Copy of survey and results	0		
3.D	Publish name and brief biography of each new member in the chapter newsletter.	25 per newsletter	300	Chapter newsletter	75	<i>Jan newsletter; Oct newsletter w/bios</i>	
3.E	Chapter successfully recruits a new Corporate Advisory Board member.	250	Unlimited	Letter from new CAB representative	0		
3.F	Start or support a student division at a university.	250	1,000	Membership list for student division	0		
4.A	Refereed article (excluding letters to the editor or notices) published in INCOSE Journal.	200 per article	600	Full reference to article	0		
4.B	Article on systems engineering (excluding letters to the editor or notices) published/presented in journals or magazines of a non-INCOSE entity.	200 per article	800	Full reference to publication and copy of article	400	<i>PMI Risk SIG Proceedings from May Reed/Waddell; Andy's TPM Paper &amp; Uncertainty Analysis for Risk – SAWE journal</i>	

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<i>Item</i>		<i>Points</i>	<i>Max. Points</i>	<i>Required Documentation</i>	<i>Planned Points</i>	<i>Planned Activity date &amp; title</i>	<i>Earned Points</i>
4.C	Technical papers presented by members in a symposium or seminar sponsored or cosponsored by INCOSE.	100 per paper	500	Full reference to proceedings	100	<i>Andy's Monte Carlo Paper – SAWE- INCOSE RWG</i>	
4.D	Chapter sponsors an INCOSE technical group (Interest Group or Working Group).	500 per group	1,000	Letter from technical group chair or Technical Board	0		
4.E	Chapter produces an INCOSE technical product.	1,000	Unlimited	Technical product	1000	<i>SE Cert Tutorial Modules; MPE Section for SE Handbook V3-Schuster</i>	
5.A	Participate in a joint meeting with another professional society where systems engineering is addressed.	100 per society	400	Event flyer/announcement or chapter newsletter	300	<i>SNE Mtg. March 2005; AIAA May 19; PMI Nov 3 Rqmts/Ralph Young</i>	
5.B	Perform a systems engineering-related project to assist a community or civic organization.	1,000	1,000	Summary describing in detail the system engineering activities performed by the chapter.	0		
5.C	Host a systems engineering activity/presentation for pre-college individuals.	250	250	Chapter newsletter	250	<i>Booth at Career Days/ NASA LaRC Feb 2005 (copy of confirm. Letter)</i>	
5.D	Join and participate in local engineering club/council of technical societies.	200	200	Membership letter and description of participation	200	<i>PEC – Joel Orr (Need receipt copy for dues or active PEC list)</i>	
5.E	Provide unpaid speaker to universities, career days, civic organizations, or non INCOSE sponsored conferences or seminars.	100 per event	500	Presentation reference plus chapter newsletter or letter of appreciation from organization if available;	500	<i>PMI Risk Symposium (Steve/Becky) – copy of agenda; Becky to UCI course; Kelly to IEEE; Andy to SAWE; Christian, 0900, Wed 5/18, Track B, Using CRADLE to Produce DoDAF Compliant Products Kitterman, 1515, Wed 5/18, Track C, Embedding Risk Management in Systems Engineering Processes Baysal, 0900, Thurs 5/19, Track C, Application of the Cradle Toolset to Large Weapons Platform Development Topp, 1300, Thurs 5/19, Track B, Application of Technical</i>	

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<i>Item</i>		<i>Points</i>	<i>Max. Points</i>	<i>Required Documentation</i>	<i>Planned Points</i>	<i>Planned Activity date &amp; title</i>	<i>Earned Points</i>
						Reviews in the CVN 21Design/Build Strategy <ul style="list-style-type: none"> <li>• Schuster, 1445, Thurs 5/19, Track B, Application of Technical Performance Management in a Marine Environment – Experience and Lessons Learned SEHv3 at a SAWE conference</li> <li>• author a section to the SEHv3 on MPEA</li> </ul> teach a class on marine weight estimating methods (a.k.a. risk assessment) to SAWE	
5.F	Officer or representative make INCOSE presentation to executive in previously unrepresented (in local membership) organization.	100 per organization	500	Chapter newsletter, copy of presentation, and contact information for presenter(s) and audience	500	<i>Becky to QTS May 11; Becky to SPAWAR July 11; Becky to BAH Sep 22; Becky to Zeltech Sep 22; Becky to Norfolk International Terminal Sep29 at Norfolk World Trade Center (include copies of mtg notes)</i>	300
6.A	Work with another INCOSE chapter on a joint event or provide assistance to another chapter.	100	400	Event flyer and/or description of collaboration/assistance	200	<i>Contrib. to Eng. Week (letter from Ralph); Becky Risk course for Orlando</i>	
6.B	Provide unpaid speaker to other INCOSE chapters.	100 per event	500	Chapter newsletter	100	<i>Becky Risk course for Orlando – April 2005 (website copy)</i>	
6.C	Articles (excluding letters to the editor, notices, and chapter summaries) published in INSIGHT.	50 per article	250	Full reference to article	0		
6.D	Chapter member attends INCOSE International Symposium.	50 per attendee	750	List of chapter attendees	100	<i>Olson &amp; Schuster</i>	
6.E	Chapter member attends INCOSE International Workshop.	50 per attendee	750	List of chapter attendees	150	<i>Motley, Kitterman, Clarke</i>	
6.F	Chapter donates to INCOSE.	50 per \$100	500	Chapter newsletter or letter of acknowledgement	0		

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<i>Item</i>		<i>Points</i>	<i>Max. Points</i>	<i>Required Documentation</i>	<i>Planned Points</i>	<i>Planned Activity date &amp; title</i>	<i>Earned Points</i>
6.G	Chapter donates to another INCOSE Chapter.	50 per \$100	500	Chapter newsletter or letter of acknowledgement	50	<i>Silver State-Engineers Week</i>	
6.H	Submit nominee for individual INCOSE award (Founder, Fellow, Service).	100 per nomination	300	Copy of nomination	0		
7.A	Print biographical sketches of nominees for chapter offices and mail with ballots to members 30 days prior to close of the election.	50	50	Copy of ballot	50	<i>Andy – ballot copy</i>	
7.B	Chapter officers remain members in good standing throughout their term.	25 per officer	100	Report from Headquarters	100		
7.C	Mail list of chapter officers to INCOSE Headquarters within 30 days after election.	50	50	Report from Headquarters	50	<i>Andy completed in Jan</i>	
7.D	Submit Chapter financial report to INCOSE Headquarters by May 30 <sup>th</sup> .	50	50	Report from Headquarters	50	<i>Financial report submitted 1<sup>st</sup> week of June due to the Memorial Day holiday weekend.</i>	
7.E	Chapter president or representative attends Chapters Committee meeting at International Workshop.	50	50	Name of representative	50	<i>Kitterman?</i>	
7.F	Chapter president or representative attends Chapters Committee meeting at International Symposium.	50	50	Name of representative	0	<i>???</i>	
7.G	Conduct separate board meeting for chapter leadership.	25 per meeting	250	Meeting minutes	250	<i>As of March-3 BoD mtgs Apr 26 telecon May telecom? June GWU; Sep BoD; Oct 21 BoD; Nov 30 BoD</i>	
7.H	Set up chapter display or banner at chapter events.	10 per event	100	None	70	<i>Jan, Apr 28 mtgs, May NASA Night, June W&amp;C, July GWU mtg, Aug Evening with Jeff Grady; Nov Seminar</i>	
7.I	Maintain schedule of chapter events at least 3 months in advance.	50	50	Chapter newsletter	0		

**HRA-INCOSE BoD Meeting Agenda**  
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<b>Item</b>		<b>Points</b>	<b>Max. Points</b>	<b>Required Documentation</b>	<b>Planned Points</b>	<b>Planned Activity date &amp; title</b>	<b>Earned Points</b>
7.J	Prepare annual awards packet and submit to Chapters Committee (via HQ) in January	250	250	None. Submission confirmed with HQ/Chapters Committee.	250	To be submitted Jan 2005	
7.K	Present certificates/letters/tokens of appreciation to speakers.	25	300	Chapter newsletter	50	Speaker gifts presented to Al Motley/John Dorsey May 19 NASA Night	
7.L	Present formal awards to member.	100	100	Chapter newsletter	0		
7.M	Present certificates/letters/tokens of appreciation to local supporting organizations.	50	250	Chapter newsletter	0		
7.N	Send public relations letters to employers recognizing new chapter officers, recipients of INCOSE awards, appointments, or other accomplishments of chapter members.	25 per letter	300	Copies of letters	0		
8.A	Recognition of other noteworthy chapter efforts not covered above.	Discretionary	1,500	Description of efforts or activities with estimated points noted for each item	1000	SE Certificate Program(ODU & RII-Becky)	
				<b>Total</b>	<b>9595</b>		