

# 2005 HRA-INCOSE Board of Directors Meeting Minutes

## 4:00PM – 5:00PM February 24th, 2005

Teleconference call (757) 688-4054, or attend the meeting in Kevin's office in Bldg 901

### Board of Directors BoD Meeting Minutes

#### 1. Call To Order

Kevin Topp call the meeting to Order at 4:00 PM

#### 2. Roll Call & Quorum

A simple majority was present to establish a quorum.

| Officers                                     | Name          | Present | Other             |
|--|---------------|---------|-------------------|
| President                                    | Kevin Topp    | Yes     |                   |
| Vice President                               | Becky Reed    | Yes     |                   |
| Treasurer                                    | Jean Tolley   |         | Travel            |
| Secretary                                    | Andy Schuster | Yes     |                   |
| Past President                               | Matt Needy    |         |                   |
| Web Master                                   | Christy Mazza |         |                   |
| Director at Large for Programs               | Bill Olson    | Yes     |                   |
| Director at Large for Membership             | Jim Morse     |         | Travel            |
| Director at Large for University Liaisons    | Mike Podolsky | Yes     |                   |
| Director at Large for Publications           | Dan Fontaine  |         | Sick              |
| Director at Large for Training and Education | John Clark    | Yes     |                   |
|  |               |         |                   |
| Others Committee Chairman                    | Name          |         | Contact Info      |
| G2SEBOK                                      | Al Motley     |         | @ G/I SE workshop |
| <b>Members in attendance:</b>                |               |         |                   |
| <b>Invited Guests in attendance:</b>         |               |         |                   |

#### 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. Old Business

| Old Business Agenda Item  | Discussion  |
|---|---|
| <b>2004 Chapter Award Status Report</b><br><i>(President)</i>                     | Dick Kitterman reported to Kevin Topp that HRA qualified for the 2004 Gold Chapter award. |
| <b>Treasurer's Report</b> <i>(Treasurers)</i>                                     | Not present   |
| <b>Approve minutes from 1-13-05 General &amp; BOD Meetings</b> <i>(Secretary)</i> | No comments, BOD approved the minutes were approved as is                                 |

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**5. New Business**

| New Business Agenda Item   | Discussion & Decision  |
|--|--|
| <p><b>1. PEC Feedback</b> (<i>Publications VP</i>)</p> <ul style="list-style-type: none"> <li>• Career Days Lessons Learned - feedback on what went well, areas for improvement</li> <li>• Awards Banquet</li> <li>• Other activities</li> <li>• 200 points for participation (5.D)</li> </ul>   | <p>The attendees had a rewarding time. It was agreed that we need to get some promotional items, hardware displays and displays for next year. Becky will look into proposing some items from catalogues.</p>  |
| <p><b>2. 2005 Chapter Awards Packet</b> – (<i>VP</i>)</p> <ul style="list-style-type: none"> <li>• process for providing Becky ongoing input; monthly status of points accrued</li> </ul>  | <p>It was agreed that keeping a running list of events and supporting documentation is preferable.</p>   |
| <p><b>3. Chapter Events Schedule</b> (<i>Programs Director</i>)</p> <ul style="list-style-type: none"> <li>• Dinner Meetings - Dates, locations, Speakers and Training Modules</li> <li>• 50 Points to maintain 3 month schedule (7.1)</li> </ul>  | <p><i>See Attachments</i></p> <p>The dinner meeting schedule is dependant on completing the SE certification training slides.</p> <p>The SE Certification Conference has been pushed to mid-May to coincide with the NGNN SEAG meeting. Bill will set up conference committee, POAM, and ask for volunteers.</p> |
| <p><b>4. Committee Rules</b> (<i>Secretary</i>)</p> <ul style="list-style-type: none"> <li>• <b>Executive Committee Rules</b><br/><i>Review rules approved by President (Secretary -)</i></li> <li>• The Rules of other committees?</li> </ul>   | <p><i>See Attachments</i></p> <p>The Executive Committee rules were accepted by the BOD.</p>   |
| <p><b>5. Web Site Pages</b> (<i>Christy Mazza</i>)</p> <ul style="list-style-type: none"> <li>• Based on BOD approval, go ahead and create a “training and certification” web page</li> <li>• This though could be expanded to offer one page for each Director at Large so they can put their information out to the membership directly. The DALs pages would be complemented by other pages for announcements, meetings, links etc that we have today.</li> <li>• 500 points for active website(2.A)</li> </ul> | <p>The need for a secure and secretive web page to post the SE training slides was discussed. It's critical to have a central location for all the training slides.</p>  |
| <p><b>6. “What is Systems Engineering”</b> (<i>Secretary</i>) presentations to other societies</p> <ul style="list-style-type: none"> <li>• SAWE – Plumb, Cerro, Schuster</li> <li>• HES – Lam</li> <li>• High and Elementary Schools</li> <li>• 100 points per presentation (5.E)</li> </ul>  | <p>There are many opportunities for joint meetings, and presentations to other groups. Secretary and VP will investigate with their other Professional organizations.</p>  |
| <p><b>7. New member process</b> (<i>Secretary</i>)<br/>           Jeff Cerro (jeffrey.a.cerro@nasa.gov)<br/>           Adrienne Kroll (atrent17@hotmail.com)<br/>           When are they added to our roll?</p>   | <p>The Secretary was reminded that the INCOSE HQ sends membership updates to the mail HRA membership box.</p>  |
| <p><b>8. Membership Committee Plan</b> (<i>President or Secretary</i>)</p>   | <p><i>See Attachments</i></p> <p>Differed to an Executive Committee meeting</p>  |

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| New Business Agenda Item  | Discussion & Decision   |
|---|---|
| <ul style="list-style-type: none"> <li>• Review plan (attachment)</li> <li>• When are new members added to roll? For example, Trent (atrent17@hotmail.com) and Cerro (jeffrey.a.cerro@nasa.gov).</li> <li>• 25 points per officer to maintain membership for the year</li> <li>• 250 points for recruitment package</li> <li>• Mazza membership</li> </ul>  |   |
| <p><b>9. Communications Plan (Secretary)</b><br/> Review this plan,<br/> Should it be called a “publicity plan”?<br/> 300 points to execute (2.C)worth 300 chapter award points)</p>  | <p><i>See Attachments</i><br/> The plan was reviewed and deemed to be reasonable.</p>   |
| <p><b>10. Publicity Plan (Secretary - See Attachments)</b></p> <ul style="list-style-type: none"> <li>• Review this plan</li> <li>• 300 points to execute (2.C)</li> </ul>  | <p><i>See Attachments</i><br/> The plan was reviewed and deemed to be reasonable. The secretary was tasked to execute the plan.</p>   |
| <p><b>11. Global Earth Observation System of System (GEOSS) (Secretary)</b></p> <ul style="list-style-type: none"> <li>• A New INCOSE initiative</li> <li>• What to should we do?</li> </ul>  | <p><i>See Attachments</i><br/> The slides have been reviewed, and may be useful for a “what is SE” to non engineering students.</p>   |
| <p><b>12. SE Certification Tutorial Status (Director at Large for Training &amp; Education)</b></p> <ul style="list-style-type: none"> <li>• Received: All, last one (Section 10) was received 2/22/05.</li> <li>• Reviewed/commented: Sections 1-9, 11, and 12.</li> <li>• To be reviewed/commented: Appendices A thru D.</li> <li>• Sent to INCOSE for approval: None until all are reviewed and normalized (will be returned to authors for normalizing).</li> </ul> | <p>John Clark lead the discussion, but the BOD agreed:</p> <ul style="list-style-type: none"> <li>• John has reviewed all the slides and made some comments on SE Handbook Tutorial Sections (<i>see attached</i>)</li> <li>• Authors should revise their slides accordingly</li> <li>• We need a technical writer to review slides; proposal is for Christy Mazza to take this on.</li> <li>• The slides need to be Configuration Managed</li> <li>• Authors need to cull slides to budget ~3 minutes per slide for 45 minute brief.</li> <li>• Rev 3.0 of the SE Handbook is due out in Feb 2006</li> </ul> |
|   |   |
|   |   |

**6. Action Items**

| Action Item Mtg Date & A/I No | Due Date | Assigned To | Finish Date | Title - Description                             |
|-------------------------------|----------|-------------|-------------|---|
| 11-18-04 #1                   | ----     | Al Motley   |             | Provide Chapter access to the G2SEBOK website   |
| 01-13-05 #1                   | 1/14/05  | Various     | 1/14/05     | 2004 Chapter Award Backup Information           |
| 01-13-05 #2                   | 1/31/05  | Schuster    | 1/22//05    | Send a list of chapter officers to INCOSE HQ    |
| 01-13-05 #3                   | 2/22/05  | Olson       | 2/23/05     | Organize the booth for Career Days at NASA      |
| 01-13-05 #4                   | 1/17/04  | Schuster    | 1/22/05     | Send PEC NEW Banquet Info to members            |
| 01-13-05 #5                   | 1/17/05  | Schuster    |             | Send picture and biography to Dan Fountain      |
| 02-24-05 #1                   | 3/15/05  | Schuster    |             | Get copy of photos from PEC Career Days for the |

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| Action Item<br>Mtg Date &<br>A/I No | Due<br>Date | Assigned<br>To | Finish<br>Date | Title - Description  |
|-------------------------------------|-------------|----------------|----------------|--|
|                                     |             |                |                | newsletter and website   |
| 02-24-05 #2                         | 3/15/05     | Reed           |                | Identify a few promotional items next year's event   |
| 02-24-05 #3                         | 3/24/05     | Schuster       |                | Obtain table top or backdrop display,(i.e. Elaine Holt)  |
| 02-24-05 #4                         | 3/24/05     | Reed           |                | Collect chapter award package information as we go.  |
| 02-24-05 #5                         | 3/11/05     | Mazza          |                | Create a secure web page for the training slides   |
| 02-24-05 #6                         | 3/15/05     | Reed           |                | Find a copy of "What is Systems Engineering" slides  |
| 02-24-05 #7                         | 3/24/05     | Schuster       |                | Contact SAWE and SNAME to set up joint meeting   |
| 02-24-05 #8                         | 3/24/05     | Podolsky       |                | Post copies of "What is SE" on website.  |
| 02-24-05 #9                         | 3/15/05     | Morse          |                | Set up a briefing date for the Executive Committee   |
| 02-24-05 #10                        | 3/11/05     | Mazza          |                | Post all SE Certification Tutorials slides to the secure web page  |
| 02-24-05 #11                        | 3/15/05     | Mazza          |                | A technical writer should review the slides  |
| 02-24-05 #12                        | 3/24/05     | Clark          |                | John Clark to contact all instructors to suggest: <ul style="list-style-type: none"> <li>• Make changes specified on Comments on SE Handbook Tutorial Sections.</li> <li>• Reduce slide count to 1 per 3 minutes.</li> </ul> |
| 01-24-05 #13                        | 3/11/05     | Olson          |                | Establish a SE Certification Conference committee, with a POAM, update the WBS matrix, and request volunteers from the members   |

| Business for the next BOD Meeting                                 | Meeting Date |
|---|--------------|
| Review 2005 Chapter Award form for any thing we have accomplished | all          |
|   |              |
|   |              |

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

The next BoD will be a dinner or luncheon meeting on March 24<sup>th</sup> at location to be determined.

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8. Attachments

**HRA INCOSE Executive Rules**

Rev 2, by Kevin Topp

- 1- The Executive Committee of the Board of Directors of the Hampton Roads Area chapter of INCOSE, shall be known as the Executive Committee.
- 2- The president shall appoint the members of the Executive Committee annually.
- 3- The minimum membership of the Executive Committee shall include the President, Vice President, Programs Director and Secretary.
- 4- The Executive Committee shall convene at the discretion of the President to address priority issues and activities.
- 5- The Secretary shall inform the BOD of the guidance, recommendations and decisions from the Executive Committee.

**HRA INCOSE Publicity Plan**

By Andy Schuster, 2-21-05

Publicity Plan

1. Send email to benefactors, other society chairs/newsletter editor/web masters.
2. Send information to business calendar section of the Daily Press and Virginia Pilot newspapers.
3. Send information Peninsula Engineers Council event calendar.

**HRA INCOSE Communications Plan**

By Andy Schuster, 2-19-05

Communication Mechanics

- 1- The Secretary shall maintain the Communications Plan for the chapter.
- 2- Announcements:
  - The principal method of getting information to the membership
  - The Secretary shall send out the announcements
  - The announcements are sequentially numbered,
  - Distribution of each announcement shall be by blind copy to active members, web master, archives, INCOSE HQ, and anyone else directed by the president.
- 3- The Newsletter:
  - Minimum specifications: Either hard copy or electronic format, of at least two pages (excluding space for address, chapter officers, editors name and distribution) providing public relations and advanced notice of chapter activities, technical activities, and general information about the chapter members.
  - Distribution is done using an Announcement sent by the secretary, to the chapter members, potential guests, sponsors and benefactors.
  - Produce by the Director at Large for Publications with help from other officers.
  - A copy of each issue of the Newsletter will be sent to posted to the Web Site, Sent to INCOSE HQ, and saved to the archives.
  - Each Newsletter is worth 100 INCOSE chapter award points
- 4- The Web site is:
  - Minimum content includes: list/contact information for chapter leadership team, announcement for upcoming chapter events, line to INCOSE page.

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- Used to post all current information for use by the chapter members, officers and potential guests of HRA-INCOSE.
  - On the HRA-INCOSE web site, the Announcements will be posted in reverse chronological order on the Chapter Information web page.
  - Designed and maintained by the Web Master
  - Maintaining the Website is worth 500 INCOSE chapter award points.
- 5- The achieves of the HRA-INCOSE are located in a folder titled “4.16 INCOSE” on the G:Drive of NGNN E47 Systems Engineering Department.

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**2005 Chapter Award Score Sheet – In Descending Order**

| <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> |
|-------------|---|--------------------|-------------------------------------|---|--|----------------------|
|             | <b>Totals=</b>  | <b>24,950</b>      | <i>GOAL is a Gold Level Award =</i> | 8,000   | points                                   |                      |
|             |   |                    | <b>Plan Total =</b>                 | -   | <b>Total Earned to Date =</b>            | -                    |
| 1.A         | Conduct chapter meeting with featured speaker.  | 100 per event      | 1,200                               | Meeting flyer/announcement or chapter newsletter  |  |                      |
| 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. |  |                      |
| 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   |  |                      |
| 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  |  |                      |
| 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   |  |                      |
| 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                                      | 100 per newsletter | 1,200                               | Chapter newsletter  |  |                      |

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|-------------|---|--------------------------------|-------------------------------|---|--|----------------------|
|             |   |                                |                               |   |  |                      |
|             | distribution) providing public relations and advance notice of chapter activities, t  |                                |                               |   |  |                      |
| 2.C         | Execute a chapter publicity plan to broadcast event announcements and reminders.  | 300                            | 300                           | Copy of publicity plan  |  |                      |
| 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) |  |                      |
| 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                                   |  |                      |
| 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                  |  |                      |
| 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             | 250                            | 250                           | Copy of survey and results  |  |                      |

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|-------------|--|--------------------|-------------------------------|--|--|----------------------|
|             | Regional Directors.  |                    |                               |  |  |                      |
| 3.D         | Publish name and brief biography of each new member in the chapter newsletter.   | 25 per newsletter  | 300                           | Chapter newsletter                                   |  |                      |
| 3.E         | Chapter successfully recruits a new Corporate Advisory Board member.   | 250                | Unlimited                     | Letter from new CAB representative                   |  |                      |
| 3.F         | Start or support a student division at a university.   | 250                | 1,000                         | Membership list for student division                 |  |                      |
| 4.A         | Refereed article (excluding letters to the editor or notices) published in INCOSE Journal.   | 200 per article    | 600                           | Full reference to article                            |  |                      |
| 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    |  |                      |
| 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                        |  |                      |
| 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 |  |                      |
| 4.E         | Chapter produces an INCOSE technical product.  | 1,000              | Unlimited                     | Technical product                                    |  |                      |

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|-------------|---|----------------------|--------------------|--|-----------------------|--|----------------------|
| 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   |                       |  |                      |
| 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.                 |                       |  |                      |
| 5.C         | Host a systems engineering activity/presentation for pre-college individuals.   | 250                  | 250                | Chapter newsletter   |                       |  |                      |
| 5.D         | Join and participate in local engineering club/council of technical societies.  | 200                  | 200                | Membership letter and description of participation   |                       |  |                      |
| 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; |                       |  |                      |
| 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          |                       |  |                      |
| 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   |                       |  |                      |
| 6.B         | Provide unpaid speaker to other INCOSE chapters.  | 100 per event        | 500                | Chapter newsletter   |                       |  |                      |
| 6.C         | Articles (excluding letters to the editor, notices, and chapter summaries) published in INSIGHT.                                | 50 per article       | 250                | Full reference to article  |                       |  |                      |

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|-------------|--|--------------------|-------------------------------|---|--|----------------------|
| 6.D         | Chapter member attends INCOSE International Symposium.   | 50 per attendee    | 750                           | List of chapter attendees                       |  |                      |
| 6.E         | Chapter member attends INCOSE International Workshop.  | 50 per attendee    | 750                           | List of chapter attendees                       |  |                      |
| 6.F         | Chapter donates to INCOSE.   | 50 per \$100       | 500                           | Chapter newsletter or letter of acknowledgement |  |                      |
| 6.G         | Chapter donates to another INCOSE Chapter.   | 50 per \$100       | 500                           | Chapter newsletter or letter of acknowledgement |  |                      |
| 6.H         | Submit nominee for individual INCOSE award (Founder, Fellow, Service).   | 100 per nomination | 300                           | Copy of nomination                              |  |                      |
| 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                                  |  |                      |
| 7.B         | Chapter officers remain members in good standing throughout their term.  | 25 per officer     | 100                           | Report from Headquarters                        |  |                      |
| 7.C         | Mail list of chapter officers to INCOSE Headquarters within 30 days after election.  | 50                 | 50                            | Report from Headquarters                        |  |                      |
| 7.D         | Submit Chapter financial report to INCOSE Headquarters by May 30 <sup>th</sup> .   | 50                 | 50                            | Report from Headquarters                        |  |                      |
| 7.E         | Chapter president or representative attends Chapters Committee meeting at International Workshop.                                    | 50                 | 50                            | Name of representative                          |  |                      |
| 7.F         | Chapter president or representative attends Chapters Committee meeting at International  | 50                 | 50                            | Name of representative                          |  |                      |

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|-------------|--|--------------------|-------------------------------|--|--|----------------------|
|             | Symposium.   |                    |                               |  |  |                      |
| 7.G         | Conduct separate board meeting for chapter leadership.   | 25 per meeting     | 250                           | Meeting minutes  |  |                      |
| 7.H         | Set up chapter display or banner at chapter events.  | 10 per event       | 100                           | None   |  |                      |
| 7.I         | Maintain schedule of chapter events at least 3 months in advance.  | 50                 | 50                            | Chapter newsletter   |  |                      |
| 7.J         | Prepare annual awards packet and submit to Chapters Committee (via HQ) in January  | 250                | 250                           | None. Submission confirmed with HQ/Chapters Committee.                         |  |                      |
| 7.K         | Present certificates/letters/tokens of appreciation to speakers.   | 25                 | 300                           | Chapter newsletter   |  |                      |
| 7.L         | Present formal awards to member.   | 100                | 100                           | Chapter newsletter   |  |                      |
| 7.M         | Present certificates/letters/tokens of appreciation to local supporting organizations.   | 50                 | 250                           | Chapter newsletter   |  |                      |
| 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  |  |                      |
| 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 |  |                      |

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| <b>HRA INCOSE 2005 - Events Calendar</b>             |  |  |
|--|--|--|
| <b>January 13, 2005, BoD Meeting Minutes Version</b> |  |  |
| <b>Date(s)</b>                                       | <b>Proposed Event</b>  | <b>Location</b>  |
| Jan 13   | Board of Directors Induction Meeting                             | Hampton Roads Continuing Education Center  |
| Jan 24   | <del>Board of Directors Meeting</del>                            | <del>TDB Restaurant</del><br><del>POC Bill Olson</del>   |
| Jan 30 – Feb 1                                       | INCOSE International Workshop 2005                               | Tampa Florida<br><a href="http://www.incose.org/iw2005">http://www.incose.org/iw2005</a> .   |
| Feb 10   | <del>HRA-INCOSE and ASM International joint dinner meeting</del> | <del>Mariner's Museum</del><br><del>POC Dan Fontaine</del>   |
| Feb 24   | Board of Directors Meeting                                       | TDB Restaurant<br>POC Bill Olson   |
| MARCH 23-25  | Conference on Systems Engineering Research (CSER)                | Stevens Institute of Technology, Hoboken, New Jersey<br><a href="http://www.stevens.edu/cser/">http://www.stevens.edu/cser/</a>        |
| Mar 24   | Board of Directors Meeting                                       | TDB Restaurant<br>POC Bill Olson   |
| April <b>TBD</b>                                     | SE Certification 2 day event                                     | VASCIC – POC Bill Olson  |
| Apr 18-21  | Systems & Software Technology Conference (SSTC)                  | Salt Lake City, Utah<br><a href="http://www.stc-online.org">www.stc-online.org</a> .   |
| Apr 22   | Board of Directors Meeting                                       | TDB Restaurant<br>POC Bill Olson   |
| Apr 26-27  | ASNE Day   | Virginia Beach Pavilion<br>POC Dan Fontaine  |
| May 1-5  | PMI Risk SIG's Project Risk Symposium 2005                       | Loews L&E™Enfant Plaza<br>Washington, DC<br><a href="http://www.iirusa.com/projectrisk">www.iirusa.com/projectrisk</a>                 |
| May 19   | Board of Directors Meeting                                       | TDB Restaurant<br>POC Bill Olson   |
| June <b>TBD</b>                                      | Chapter SE Certification Training                                | TDB Restaurant<br>POC Bill Olson   |
| June 23  | Board of Directors Meeting                                       | TDB Restaurant<br>POC Bill Olson   |
| July <b>TBD</b>                                      | Chapter SE Certification Training                                | TDB Restaurant<br>POC Bill Olson   |
| July 10-15   | INCOSE 2005, the 15th International Symposium                    | Rochester Riverside Convention Center, Rochester, New York<br><a href="http://www.incose.org/symp2005/">www.incose.org/symp2005/</a> . |
| July 21  | Board of Directors Meeting                                       | TDB Restaurant<br>POC Bill Olson   |
| Aug <b>TBD</b>                                       | Chapter SE Certification Training                                | TDB Restaurant<br>POC Bill Olson   |
| Aug 18   | Board of Directors Meeting                                       | TDB Restaurant<br>POC Bill Olson   |
| Sep <b>TBD</b>                                       | Chapter SE Certification Training                                | TDB Restaurant<br>POC Bill Olson   |
| Sep 22   | Board of Directors Meeting                                       | TDB Restaurant<br>POC Bill Olson   |
| Oct <b>TBD</b>                                       | Chapter SE Certification Training                                | TDB Restaurant<br>POC Bill Olson   |
| Oct 20   | Board of Directors Meeting                                       | TDB Restaurant<br>POC Bill Olson   |
| Nov <b>TBD</b>                                       | Chapter SE Certification Training                                | TDB Restaurant<br>POC Bill Olson   |
| Nov 17   | Board of Directors Meeting                                       | TDB Restaurant<br>POC Bill Olson   |
| Dec <b>TBD</b>                                       | Chapter Holiday Dinner   | TDB Restaurant<br>POC TBD  |

**2005 HRA-INCOSE Board of Directors Meeting Minutes**  
**4:00PM – 5:00PM February 24th, 2005**

**INCOSE SE HANBOOK V2A TRAINING SIGN UP SHEET** (Dated 2-22-05, by John Clark)

| INCOSE SE Handbook V2a Section<br><i>Dated 2-22-05, by Tom Clark</i>                | Developer | No. Slides | Completion Date      | Remarks   |
|---|-----------|------------|----------------------|---|
| 1. Scope  | Clark     | 17         | 11/17/04             |   |
| 2. Systems Engineering Overview   | Fontaine  | 12         | 07/11/04             |   |
| 3. Mapping the Systems Engineering Process onto System Life Cycles                  | Fontaine  | 10         | 07/11/04             | Handbook text still refers to DoD Milestones 0 through III versus Milestones A through C. |
| 4. Systems Engineering Process  | Fontaine  | 9          | 07/11/04             |   |
| 5. Systems Engineering Technical Management   | Fontaine  | 27         | 07/11/04             |   |
| 6. Risk Management  | Fontaine  | 13         | 07/11/04             |   |
| 7. Organizational Practices   | Topp      | 14         | 9/29/04              |   |
| 8. Requirements Definition Process  | Kovel     | 33         | 12/28/04             | Used paragraph numbers in title   |
| 9. Functional Analysis/Allocation   | Jenkins   | 16         | 12/21/04             | Originally assigned to Olson. Reassigned to Jenkins.                                      |
| 10. System Architecture Synthesis   | Needy     | 90         | 2/22/05              | Originally assigned to Needy. Reassigned to Olson. 90 slides.                             |
| 11. Systems Engineering Analysis  | Moody     | 20         | 08/13/04             |   |
| 12. Integration, Verification, and Validation                                       | Tolley    | 26         | 12/28/04             |   |
| A. Quality Function Deployment (QFD)  | Olson     | 9          | 011305               |   |
| B. Human Systems Engineering  | Jenkins   | 16         | 10/14/04             |   |
| C. The Systems Engineering Management Plan Including SE Schedules                   | Kovel     | 33         | 12/25/04             |   |
| D. Methods for Functional Analysis and Allocation with Key Supporting Methodologies | Jenkins   | 24         | 10/14/04<br>11/08/04 | Jenkins & Fontaine tweaking Appx D as they do Section 9.                                  |
| E. Glossary and Definitions   | N/A       |            |                      | Handout Only  |
| F. Acronym List   | N/A       |            |                      | Handout Only  |

Notes:

1. The figures in Handbook Version 2a were unchanged from the figures in Version 2, so use the figures from Version 2 that are in Version 2a. Use only those figures from Version 2 that are in Version 2a.
2. The template, guidelines, and sample module on Risk have received approval of the INCOSE SE Technical Board (TB). All of the draft modules will need to be reviewed and approved by the TB prior to finalizing.

## 2005 HRA-INCOSE Board of Directors Meeting Minutes

### 4:00PM – 5:00PM February 24th, 2005

#### Comments on SE Handbook Tutorial Sections

| Comments on SE Handbook Tutorial Sections, dated 2-22-05 by John Clark |       |      |     |   |
|--|-------|------|-----|---|
| No.  | Slide | Para | Fig | Comment   |
| <b>Section 1 - John Clark</b>  |       |      |     |   |
| 1  | 2     |      |     | Add a Contents slide as the 2nd slide, one bullet per subsection (e.g., 1.1), indent lower levels   |
| 2  | All   |      |     | Make slide titles closely match the subsection and figure titles.   |
|  |       |      |     | Add paragraph numbers to slide titles.  |
| <b>Section 2 - Dan Fontaine</b>  |       |      |     |   |
|  |       |      |     | Add a Contents slide as the 2nd slide, one bullet per subsection (e.g., 1.1), indent lower levels.  |
|  |       |      |     | Make slide titles closely match the subsection and figure titles.   |
|  |       |      |     | Have at least one slide per subsection (e.g., missing 2.2)  |
|  |       |      |     | Add paragraph numbers to slide titles.  |
| <b>Section 3 - Dan Fontaine</b>  |       |      |     |   |
|  |       |      |     | Add a Contents slide as the 2nd slide, one bullet per subsection (e.g., 1.1), indent lower levels.  |
|  |       |      |     | First slide is a figure, but it should be bullets from the paragraph.   |
|  |       |      |     | Comparison Between Commercial and Government Phases is from V2. Don't use figures from V2. Use the figures from V2a. Cut & paste.                                 |
|  |       |      |     | Make slide titles closely match the subsection and figure titles.   |
|  |       |      |     | Add paragraph numbers to slide titles.  |
| <b>Section 4 - Dan Fontaine</b>  |       |      |     |   |
|  |       |      |     | Add a Contents slide as the 2nd slide, one bullet per subsection (e.g., 1.1), indent lower levels.  |
|  |       |      |     | Discuss Stakeholders/Participants, Recommended Activities, End Results, and Methods/Techniques under each applicable subparagraph (e.g., Acquisition and Supply). |
|  |       |      |     | Make slide titles closely match the subsection and figure titles.   |
|  |       |      |     | Add paragraph numbers to slide titles.  |
| <b>Section 5 - Dan Fontaine</b>  |       |      |     |   |
|  |       |      |     | Make slide titles closely match the subsection and figure titles.   |
|  |       |      |     | Need a slide for paragraph 5.4.   |
|  |       |      |     | Add paragraph numbers to slide titles.  |
| <b>Section 6 - Dan Fontaine</b>  |       |      |     |   |
|  |       |      |     | Add a Contents slide as the 2nd slide, one bullet per subsection (e.g., 1.1), indent lower levels.  |
|  |       |      |     | Include all figures.  |
|  |       |      |     | Add paragraph numbers to slide titles.  |
|  |       |      |     | Make slide titles closely match the subsection and figure titles.   |
| <b>Section 7 - Kevin Topp</b>  |       |      |     |   |
|  |       |      |     | Add a Contents slide as the 2nd slide, one bullet per subsection (e.g., 1.1), indent lower levels.  |
|  |       |      |     | Include all Steps.  |
|  |       |      |     | Discuss Pitfalls of using IPDT.   |
|  |       |      |     | Add paragraph numbers to slide titles.  |
|  |       |      |     | Make slide titles closely match the subsection and figure titles.   |
| <b>Section 8 - Dave Kovel</b>  |       |      |     |   |

**2005 HRA-INCOSE Board of Directors Meeting Minutes**  
**4:00PM – 5:00PM February 24th, 2005**

| <b>Comments on SE Handbook Tutorial Sections, dated 2-22-05 by John Clark</b> |              |             |            |  |
|---|--------------|-------------|------------|--|
| <b>No.</b>  | <b>Slide</b> | <b>Para</b> | <b>Fig</b> | <b>Comment</b>   |
|   |              |             |            | Add a Contents slide as the 2nd slide, one bullet per subsection (e.g., 1.1), indent lower levels. |
|   |              |             |            | Add more notes to Notes pages.   |
|   |              |             |            | Add Fig 8-5.   |
|   |              |             |            | Add questions list on pg 119 and 120.  |
|   |              |             |            | Discuss shall, will, must, and other forms.  |
| <b>Section 9 - Kathy Jenkins</b>  |              |             |            |  |
|   |              |             |            |  |
| 1   | 3            | Scope       |            | Add item 4) from V2a to Scope.   |
|   |              |             |            | Use FA/A acronym consistently.   |
|   |              |             |            | Add paragraph numbers to slide titles.   |
|   |              |             |            | Make slide titles closely match the subsection and figure titles.                                  |
|   | 7            |             |            | IDEF Diagrams appears twice. Delete the first.   |
|   | 16           |             |            | Add figures 9-4, 9-5, 9-6, and 9-7.  |
| <b>Section 10 - Matt Needy / Bill Olson</b>                                   |              |             |            |  |
| <b>Section 11 - Moody</b>   |              |             |            |  |
|   |              |             |            | Add a Contents slide as the 2nd slide, one bullet per subsection (e.g., 1.1), indent lower levels. |
|   |              |             |            | Add paragraph numbers to slide titles.   |
|   |              |             |            | Why is 11.3, Electromagnetic Compatibility, not discussed?   |
|   |              |             |            | Why is Figure 11-1 missing?  |
|   |              |             |            | Why is Disposal Analysis out of order?   |
|   |              |             |            | Why is 11.5, HSE, not discussed?   |
|   |              |             |            | Use (cont) in title of continued slides.   |
|   |              |             |            | Why is 11.8, Mission Operations, not discussed?  |
|   |              |             |            | Add notes to Supportability and ILS slide.   |
|   |              |             |            | Why is 11.12, Survivability Analysis, not discussed?   |
|   |              |             |            | System Cost/Effectiveness Analysis purposes are incomplete.  |
|   |              |             |            | Describe the purpose of Trade Studies.   |
|   |              |             |            | Why is 11.15, System Security, not discussed?  |
|   |              |             |            | Why is 11.17, Training Analysis, not discussed?  |
| <b>Section 12 - Jean Tolley</b>   |              |             |            |  |
|   |              |             |            | Add a Contents slide as the 2nd slide, one bullet per subsection (e.g., 1.1), indent lower levels. |
|   |              |             |            | Add paragraph numbers to slide titles.   |
|   |              |             |            | Use (cont) in title of continued slides.   |
|   |              |             |            | Use round bullets instead of squares.  |
|   |              |             |            | Some titles are too tall.  |
|   |              |             |            | Some text is the footer.   |
|   |              |             |            | Some slides have too much text. Bulletize.   |
|   |              |             |            | Some slides have no notes. (Figures 12-2, 12-3, 12-4)  |
|   |              |             |            |  |
|   |              |             |            |  |

# 2005 HRA-INCOSÉ Board of Directors Meeting Minutes

## 4:00PM – 5:00PM February 24th, 2005

### Membership committee report

HRA-INCOSÉ  
Membership Committee  
2005 Committee Plan

“MEMBERSHIP DRIVE - 2005”

### “MEMBERSHIP DRIVE - 2005”

**Member-o-meter**

- Measure the gain/loss in membership through the year 2005
- Starting point is current membership baseline (Jan 05)
- Goal for 2005 is a “net” increase of 5 new members (realistic after review of statistical membership data)
- Monthly Updates
- Solicit individuals who’s membership has “Lapsed”
- Mailing/Email/Telephone
- Continue effort to update national membership list (for HRA) to ensure member data is current (offer service to assist members in doing this)

### “MEMBERSHIP DRIVE - 2005”

- Goals:
  - Net gain in membership
  - Establish industry membership lead
  - Establish academia membership lead
  - Continue to follow up on new member efforts
  - Create / Revise new member information packets
  - Standardize committee tasks / products

### “MEMBERSHIP DRIVE - 2005”

- Establish industry membership lead
  - Volunteer – Kelly Moses
  - Develop industry membership “package” for distribution
- Establish academia membership lead
  - Work with BOD Member – Mike Podolsky
  - Develop/Revise academia membership “package” for distribution

### “MEMBERSHIP DRIVE - 2005”

- Establish net gain in membership
  - Recruiting effort on “lapsed members”
  - Increase effort to retain members
  - Create Industry recruiting plan
  - Create Academia recruiting plan
  - Establish realistic goal for membership increase for 2005

### “MEMBERSHIP DRIVE - 2005”

- Follow up on new member efforts
  - Review information collected at new member meeting of 2004
  - Review existing information which is geared toward new members
- Create / Revise new member information packets
  - New Member “packet”
    - Key chain?
    - Coffee mug?
    - Information Folder
      - Chapter History
      - Org Chart
      - Committees
      - Schedule of Events

### “MEMBERSHIP DRIVE - 2005”

- Dovetail on preceding efforts to create/standardize committee tasks / products
  - Welcome Letter to New Members
  - Membership Metrics
  - Membership Surveys
  - Membership Bio for each Newsletter
  - New Member Packets
  - Membership Communication
  - Membership Drive Information

**2005 HRA-INCOSE Board of Directors Meeting Minutes**  
**4:00PM – 5:00PM February 24th, 2005**  
**Members' Focus Night Brainstorming Feedback**  
**30 Sep 04**

**Brainstorming Team 1 Input in Black; Brainstorming Team 2 Input in Blue**

**1. What should the Chapter be doing to meet your needs?**

- Continue to hold free seminars.
- Publish proceedings and presentation slides from free seminars and low cost tutorials on our website.
- Continue to hold low cost tutorials.
- Foster SE certification program for our Chapter members.
- Hone SE certification training materials to give our members an edge on SE certification and help members advance within their careers.
- Hold regularly scheduled dinner meetings (e.g., same day each month) with good speakers.
  - Food matters....willing to pay more for a good meal. **(Second group had a comment that the quality of the location also matters—private room worth the cost to improve quality of the meeting)**
  - Good speakers essential to get a good draw.
  - Switch between peninsula and southside.
  - Maintain a consistent schedule....people like to know when it starts and finishes (not later than about 8:30)...their time is valuable
- Hold an occasional social...big hit.
  - Wine and cheese night at a convenient location (Steve's, winery, brewery, museum, . . .)
  - Golf outing
- Hold SE Certification Prep Classes
  - Charge enough more to attend that it encourages non-member to join to get member discount.
- Have some meeting on the South side of the river
- Have luncheons (lunch-n-learn style)
- Hold regular, periodic meetings (dependability and forward visibility to help people manage their schedules)
- Give members an overview of the SE Handbook
- Introduce members to the SEBOK and how to use it
- Have member-led discussions as well as outside speakers
- Hold member roundtable discussions

**2. What are we doing well? What could we be doing better?**

- Doing well
  - Free seminars; **Seminars**
  - Low cost tutorials
  - Newsletter **(Newsletter)**
  - Chapter Awards from national
  - Networking with other societies; **Joint meetings with other societies**
  - First ever Peninsula Engineer of the Year from HRA INCOSE
  - Local member involved at National level (Risk SIG, Standards Committee, Membership)
  - Presentation of papers at INCOSE International Symposium.
  - **Website**
  - **Pre-event notices from Bill Olson**
- Not doing well
  - Need to give back to members more
    1. Giveaways (make giveaways with HRA INCOSE logo, e.g., shirts, water bottles, post-its, lapel pins, and commuter mugs)
    2. Raffle larger items from sponsors
  - Need to involve new members in planning activities.
  - Need to distribute a link to newsletter to all chapter chairs to share with their chapters

## **2005 HRA-INCOSE Board of Directors Meeting Minutes**

### **4:00PM – 5:00PM February 24th, 2005**

- Need to further focus on networking with other societies; **Hold events that are purely and openly networking events**
  - Need better speakers to attract a larger audience; **More half-day events**
  - Assist webmaster update website.
  - Need more membership involvement across the board.
  - Recognize membership more.
  - Develop/provide a membership packet to new and non members.
  - Need to do more outreach to new members
    1. Provide name tags with an indicator (e.g., colored dot) that identifies new members and non members.
    2. Need to socialize and mingle more to make new and non members feel welcome; resist comfort of talking with current members/friends.
    3. Recognize new members and guests at meetings.
    4. Highlight new members in newsletter with bio/photo (do more of this).
  - Provide a table where members/new members/non members can place their resume. Recommend local companies with SEs send a representative to look at the resumes and meet potential candidates (mini job fair).
  - Improve outreach to our members
    - Issue – we use e-mail exclusively. Not all members' e-mails are up to date, some screen out attachments, etc. However, snail mail is time consuming and expensive.
  - Further foster our relationship with ASQ, PEC, PMI, NASA, etc and develop new relationships with other societies.
  - Involve students and recent grads.
  - **Identify companies that employ systems engineers and provide an overview recap of members by company on the Web site. Also recap members by location.**
  - **Get corporate members and sponsors**
  - **Develop and maintain a 12-month rolling calendar**
  - **Build member understanding of the parent INCOSE organization and help provide opportunities for them to work in it (e.g., working group projects)**
  - **Change emails so that they come from hra-incose.org to reduce spam filtering loss**
- 3. What is the best committee structure?**
- Develop a formal HRA board/committee structure
  - Publicize formal committee structure, e.g., part of welcome packet to encourage participation.
  - The board of directors takes a more proactive role in soliciting/enlisting members to get involved.
  - Hold board and regular meetings at member place of employment to encourage their involvement and stir the interest of other systems engineers at their company.
  - Develop a succession plan for officer rotation. For example, position a to b to c, or future to present to past.
  - Establish both real and virtual committees (use Web link?)
  - Assume people will be on a committee, then contact to verify which one is their preference, vs. asking who wants to volunteer
  - Create SIGs/COPs
- 4. How do we continue to grow?**
- **to and making them part of what is going on in INCOSE at the various levels** Hold a “bring a friend” contest, where the member that brings the most new members into the chapter by the end of the year wins a cash prize.
  - Focus on free seminars and low cost tutorials.
  - Consider having mini seminars, e.g., around ½ day.
  - Come across professionally to members and guests; convey that we are a professional organization that they want to belong to. (Second group also had comments about location for meetings being part of that—e.g., hold monthly dinner meetings at a professional location where our quality speakers won't have to compete with crying babies, background music, etc.)
  - Expand our efforts to partner with other societies.
  - Leverage enticement from national to grow membership (e.g., award?) to encourage increased focus on membership growth.

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- If enticement currently does not exist, have Dick Kitterman suggest to National.
  - Broaden distribution of our HRA INCOSE communication about upcoming events.
- Identify individuals in addition to our members that we should send announcements and the newsletter to.
- Leverage PEC member society relationship developed by HRA INCOSE PEC rep.
  - Hold a raffle at dinner meetings, e.g., Project World (puts on Project Mgmt seminars) provided a couple of tickets to Hampton Roads PMI to attend one of their training seminars.
  - Develop business cards for HRA INCOSE Board, e.g., Hampton Roads PMI has a business card with their logo on the front, mission statement on the back and contact information for the board members on the inside.
  - **Build participation through such things as having routine meetings at predictable times and locations**
  - **Meet at various company sites; bring the members and their companies into the act**
  - **Have a “club store,” where members could buy shirts, caps, promos**
  - **Provide some benefits that are really for members only. For example, a members only part of the Web site with membership directory, company list, job openings (?), . . . Also, linking members**

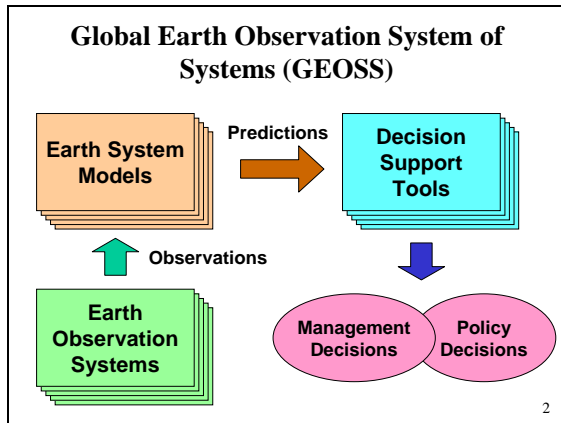
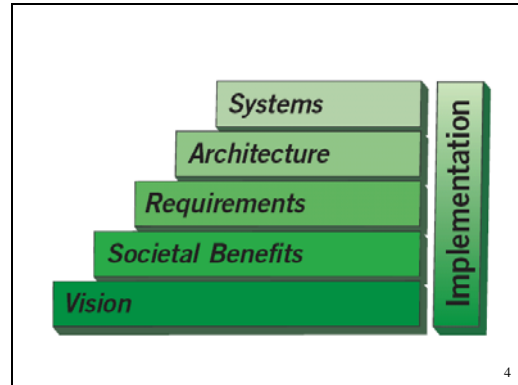
# 2005 HRA-INCOSE Board of Directors Meeting Minutes 4:00PM – 5:00PM February 24th, 2005

## GEOSS Proposal

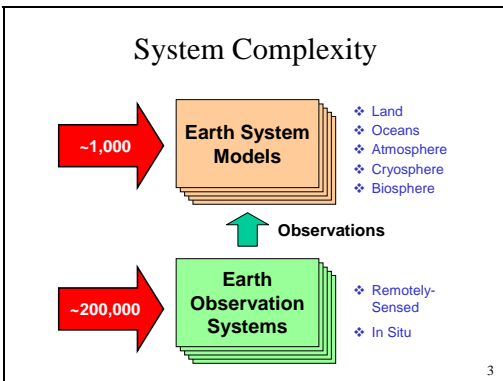
**Global Earth Observation System of Systems (GEOSS)**

A New Initiative for INCOSE  
1 Feb 2005  
James Martin

1



- ### Systems Issues
- How to integrate 1000's of pre-existing systems?
  - How to evaluate candidate architectures?
  - How to adjudicate 1000's of conflicting requirements?
  - How to validate Earth System Models?
  - How to develop better decision processes?
- 5

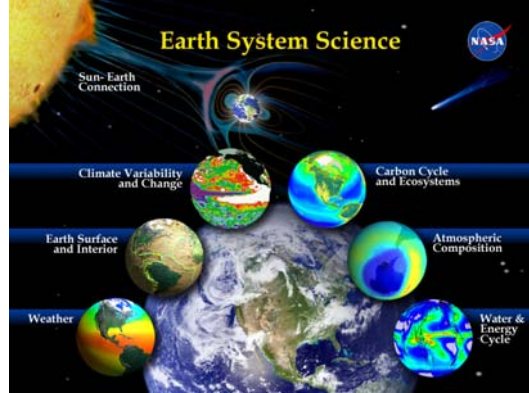
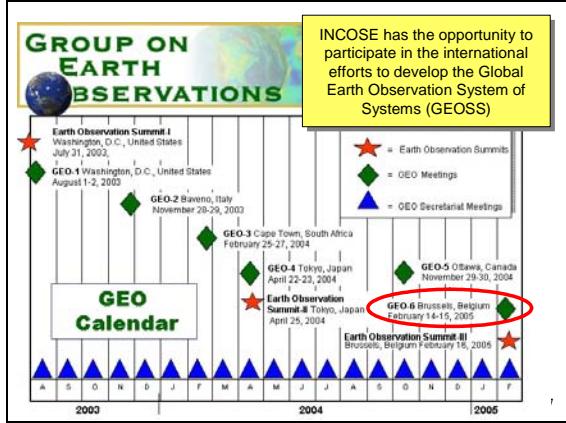


| Earth Observations                                | Societal Benefit Areas |           |        |         |             |              |         |       |        |
|---|------------------------|-----------|--------|---------|-------------|--------------|---------|-------|--------|
|   | Weather                | Disasters | Oceans | Climate | Agriculture | Human Health | Ecology | Water | Energy |
| Land Elevation/Topography                         | M                      | H         | H      | M       | H           | M            | H       | H     | L      |
| Land Use/Land Cover (Crops, Forests, Urban, etc.) | M                      | M         | L      | M       | H           | H            | H       | M     | M      |
| Ecosystem Parameters (Health, Diversity, etc.)    | L                      | L         | H      | H       | H           | H            | H       | M     | L      |
| Fire (Detection, Extent, Severity)                | L                      | H         | L      | M       | H           | H            | H       | M     | L      |
| Soil Moisture                                     | M                      | M         | L      | H       | H           | H            | M       | H     | L      |
| Ice and Snow (Cover and Water)                    | M                      | M         | M      | H       | M           | M            | M       | H     | M      |
| Land and Sea Surface Temperature                  | H                      | H         | H      | H       | H           | H            | H       | M     | H      |
| River Runoff (Water, Sediment, etc.)              | L                      | H         | H      | H       | H           | H            | H       | H     | H      |
| Water Quality (Contaminants, Spills, etc.)        | L                      | H         | H      | M       | H           | H            | H       | H     | L      |

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# 2005 HRA-INCOSE Board of Directors Meeting Minutes

## 4:00PM – 5:00PM February 24th, 2005

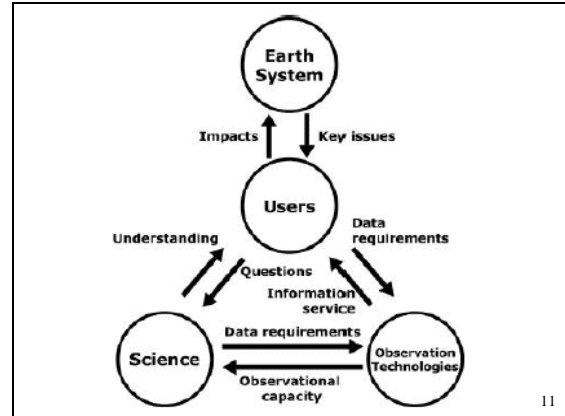


### GEOSS Exploratory Committee

- James Martin
- Rolf Hartmann
- Stan Weiss
- William Mackey
- Eileen Arnold
- Thomas Drake
- Christian Tulodieski
- James Armstrong
- Wim van Leeuwen

Will produce a report at the Symposium in Rochester

If interested, please contact us at [GEOSS@incose.org](mailto:GEOSS@incose.org)



### On the Web @ EarthObservations.org

