

HRA-INCOSE BoD Meeting Agenda

Wednesday 02/16/06, 12-1 PM Telecom

Table of content

1. Call To Order.....	1
2. Roll Call & Quorum.....	1
3. Perfect the Agenda.....	2
4. Old Business & BoD member reports.....	2
5. Action Items.....	3
6. New Business.....	3
7. Next Meeting Date, Time & Location	5
8. Attachments.....	6
2005 Chapter Award Score Sheet	6
Chapter Calendar.....	9

1. Call To Order

The meeting to Order at Hrs, by ,

2. Roll Call & Quorum

A simple majority Chapter Officers is required for a Quorum.

Officers (Quorum of	Name	Present	Other
President	Becky Reed	x	
Vice President	Bill Olson	x	
Treasurer	Jean Tolley		
Secretary	Andy Schuster		
Past President	Kevin Topp		
Web Master	Christy Mazza		
Director at Large for Programs	Chris Orłowski	x	
Director at Large for Membership	Kelly Moses	x	
Director at Large for University Liaisons	Mike Podolsky		
Director at Large for Publications	Dan Fontaine		
Director at Large for Training and Education	John Clark		
Members & Invited Guests in attendance	Name	Present	Other
G2SEBOK:	Al Motley		
Peninsula Engineers Council - Representative	Kevin Topp		
Photographer	Steve Forehand		

A quorum was not established

HRA-INCOSE BoD Meeting Minutes Wednesday 02/16/06, 12-1 PM Telecom

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 & BoD member reports

Officer Reports	Report & Discussion
Vice President	<ul style="list-style-type: none"> • Chapter Award current and projected score for 2006. • See item 8 for a copy of the blank score sheet for 2005. • Awards activities reported at this BoD: <ul style="list-style-type: none"> ○ John Clark will be presenting my tutorial on SE standards at the Systems and Software Technology Conference (SSTC) in May, and I submitted it to the INCOSE IS 2006 committee for their review and possible acceptance for presentation in July. Trying to rack up points for HRA this year! •
Treasurer's Report	\$11,460.54 current balance (as of 10/12/05)
Secretary's Report	<ul style="list-style-type: none"> • Mail Box – MT on 02/16 • Approve Mtg Min - 11/30/05 minutes to be reviewed at meeting. • No Get Well Cards or Sympathy cards were sent
DaL – Programs	See the calendar on the www.hra-incose.org Updates <ul style="list-style-type: none"> • February Dinner Meeting with SNAME INCOSE to subsidize member dinners at \$5 per person, which means the dinner cost is 50% of the normal price. • March Dinner meeting with SAWE Bob Keane has been invited. • May tutorial with Dr. Tytula will be on the 19th, according Beckly Ready We need to authorize payment of Dr Tytule's travel expenses.
DaL - Membership	Member Statistics Current Members as of November 11, 2005 = 75 New members jointed since January 1, 2006 = 32 Lapsed – no renewal since January 1, 2005 = 34 Feedback from the New Member Welcome: None at this time 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 Full report with a statistical view of membership is on page 4.
DaL - University Liaison	<ul style="list-style-type: none"> • Status of Student Chapter at the NGNN Apprentice school
DaL – Publication Report	January 06 Newsletter was published
DaL – Training & Education	I sent the SE Handbook Tutorial sections to INCOSE Tech Board on 2/3/06 for their review and approval. I estimate 6-8 weeks till we hear comments, if any, and then we'll have to address them and re-submit.

HRA-INCOSE BoD Meeting Minutes Wednesday 02/16/06, 12-1 PM Telecom

Officer Reports	Report & Discussion
	I see that I'm on the hook to present a summary of the IW. The presentations at the IW are on the INCOSE web site in the Members Only area.
PEC Representative	<ul style="list-style-type: none"> • Status of Career Day Plans – Olson • Status of Banquet Plan & Ticket Sales. – Topp <ol style="list-style-type: none"> 1. INCOSE will have a booth, and volunteers are ready • Several members are planning to attend the PEC banquet, using INCOSE Tickets: Al Motley, Kevin Topp, Dan Fontaine, Bill Olson and Chris Orlowski, for a total of 9 free tickets.

5. Action Items

Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
09-15-05 #1		Andy	Done	Set up joint meeting with SAWE. This will be the April 19 th Meeting, with Bob Keane form Ship Design Manger with NAVSEA as a guest speaker
10-21-05 #1	Nov 1	All	Done	Configuration Manage the presentation slides.
11-30-05 #1	Dec 16	All Authors		<p>Please send revised briefs to John Clark for QA. Advise me now if you can not make this date. Please review all of your slides for typos and also check for left justification of the text.</p> <p>Thanks for all your excellent work on the tutorial slides,</p>

6. New Business

New Business	Discussion & Decision
1. INCOSE IW Mtg Debreif	John Clark to give a debriefing of the IW in Arizona.
2. Additional Seminar	<p>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. SNAME offers the 8 hour class for \$150 per person.</p>
3. INCOSE Speakers Bureau	<p>We received the following email. The basic framework for a new INCOSE Speakers Bureau has been established in the Chapters area of INCOSE Connect.</p> <p>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.</p> <p>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.</p> <p>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.</p>

HRA-INCOSE BoD Meeting Minutes Wednesday 02/16/06, 12-1 PM Telecom

New Business	Discussion & Decision
	<p>If your chapter is interested, please contact Valerie Gundrum (gundrum@incose.org) for more information. Provide a point of contact who will lead the project.</p> <p>*****</p> <p>Michael D. Eagan Corporate Engineering Eastman Kodak Company 585.722.5044</p>
4. Speaker Fees	<p>Should we discuss the authorization of speaker travel fees? In 2005 we gave a couple fo speakers \$100 to cover travel costs from Washington DC, Should we establish a nominal fee that can be offered by the DaL or who ever is soliciting a speaker? Should we create an annual budget line item for speaker travel?</p>
5. Meeting Arrangement Check List	<p>Should we establish a checklist for planning our various meetings? The check list could include: announcement information requirements, acknowledgement of a reservation, seating, A/V equipment, whiteboard, pointers, agenda, typical time table, materials (banner, name tags?, gavel, etc), speaker's gift, travel expense, photograph requirements, meeting minutes, etc.</p>
6. Chapter Procedures Web Page	<p>Perhaps we should think about posting all our guidelines on the chapter web site for connivance and Configuration Management. This way we can quickly write, borrow or steal best practices from a variety of sources but make them available to all. Some things that we could include are Kelly's membership procedure, a dinner meeting planning guide (see above), Steve Waddell's tutorial guidelines, the by-laws, the HRA-INCOSE Symposium WBS, etc. I'm thinking about something like the INCOSE procedure web page http://www.incose.org/about/policies.aspx?MENUID=8</p>
7. Chapter Calendar	<p>We received the email listed below. The sample calendar is attached on page 8 <i>From: michael.eagan@kodak.com [mailto:michael.eagan@kodak.com]</i> <i>Sent: Thursday, February 02, 2006 8:35 PM</i> <i>To: Topp, Kevin (E47)</i> <i>Subject: [Chapters] Chapters Calendar</i></p> <p>All,</p> <p><i>During the Chapters meeting at IW, I mentioned that we were pulling together a "Chapters Calendar". The calendar contains regular deliverables or events that chapter leadership should plan on. The calendar is attached.</i></p> <p><i>Additions and suggestions are welcome.</i></p> <p><i>Mike</i></p> <p>*****</p> <p><i>Michael D. Eagan Corporate Engineering Eastman Kodak Company 585.722.5044</i></p>
8. TRI-FOLD	<p>Review and approve the chapter's Trifold publicity brochure. Ideally we should prepare the tri-fold in December with the HRA calendar of events for the coming year. This could be a goal for Bill Olson and the new secretary for 2007.</p>
9 Daily Press NEW Engineer of the Year (EOY) Ad	<p>Review the content and approve the expenditure for the advertisement congratulating PEC EOY, PEC Young EOY and HRA-INCOSE's EOY Mr. Dan Fontaine.</p>

HRA-INCOSE BoD Meeting Minutes Wednesday 02/16/06, 12-1 PM Telecom

7. Next Meeting Date, Time & Location

Calendar detail changes:

March 17th BoD Meeting – it should be a dinner or in person meeting.

April 19-20 dinner meeting - would be the Port Authority (side note – these guys are swamped right now due to the Dubui port authority deal). Plans have not been confirmed. Note the SAWE meeting has replaced by this meeting.

May Tutorial was confirmed (the 19th) we still needed to find a location to find a location (which now set for the ODU Higher Education Center). The topic will be “Requirements and Compliance” by Dr. TomTytula

**HRA-INCOSE BoD Meeting Minutes
Wednesday 02/16/06, 12-1 PM Telecom**

8. Attachments

2005 Chapter Award Score Sheet

Maximum Point Score is 24,950 points

Item		Points	Max. Points	Required Documentation
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 distribution) providing public relations and advance notice of chapter activities, t	100 per newsletter	1,200	Chapter newsletter
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 Regional Directors.	250	250	Copy of survey and results
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

HRA-INCOSE BoD Meeting Minutes Wednesday 02/16/06, 12-1 PM Telecom

Item		Points	Max. Points	Required Documentation
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
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 a 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
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

HRA-INCOSE BoD Meeting Minutes Wednesday 02/16/06, 12-1 PM Telecom

<i>Item</i>		<i>Points</i>	<i>Max. Points</i>	<i>Required Documentation</i>
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 th .	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 Symposium.	50	50	Name of representative
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

**HRA-INCOSE BoD Meeting Minutes
Wednesday 02/16/06, 12-1 PM Telecom**

Chapter Calendar

INCOSE Chapters Calendar		
Date	Deliverable or Event	Description
Wk 1 Jan	Circle Award Submission	Annual Circle Award packet due to review team. Template on the Chapters Connect site
Wk 1 Jan	Q4 Chapter/Regional Report	Chapter report on health, status, notable accomplishments, and notable futures (for chapters and individuals as appropriate). Should note any significant changes in chapter status (start-ups, dormant, recovering)
Wk 4 Jan	Chapter Financial Report	Chapters financial reports to INCOSE Central. Different forms used for US and non-US chapters. All chapters must file. Templates on the Chapters Connect site
Wk 4 Jan	International Workshop	
Wk 1 April	Q1 Chapter/Regional Report	Chapter report on health, status, notable accomplishments, and notable futures (for chapters and individuals as appropriate). Should note any significant changes in chapter status (start-ups, dormant, recovering)
Wk 1 July	Q2 Chapter/Regional Report	Chapter report on health, status, notable accomplishments, and notable futures (for chapters and individuals as appropriate). Should note any significant changes in chapter status (start-ups, dormant, recovering)
July / August	International Symposium	
July / August	Circle Award Preparation	Review Circle Award template, assure that chapter is collecting materials for current year. Template on the Chapters Connect site
Wk 1 Sept	Chapter Membership	Pull chapter membership from Roosters for Chapter Leadership on the Chapter Resources area of INCOSE web. Review for correctness, follow up with Lapsed members
Wk 1 Oct	Q3 Chapter/Regional Report	Chapter report on health, status, notable accomplishments, and notable futures (for chapters and individuals as appropriate). Should note any significant changes in chapter status (start-ups, dormant, recovering)
Oct - Nov	Chapter Elections	Based on chapter by-laws hold Chapter elections (timeframe may be different, adjust as appropriate)
Wk 4 Nov	Election Results	Send Chapter election results to INCOSE Central (chaptersupport@incose.org) and Communications for posting on Web (comms@incose.org)
Wk 1 Dec	Circle Award Preparation	Finalize chapter submission for Circle Award, review with chapter leadership, Template on the Chapters Connect site

**HRA-INCOSE BoD Meeting Minutes
Wednesday 02/16/06, 12-1 PM Telecom**

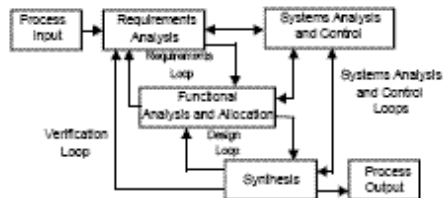
HRA Trifold Flyer - Reduced Size – Changes: 2006 officers in order of precedence, simplified how to join, added chapter awards, corrected contact information for INCOSE Central.

HRA-INCOSE BoD Meeting Minutes

Wednesday 02/16/06, 12-1 PM Telecom

International Council on Systems Engineering (INCOSE)

The Systems Engineering process establishes a proper balance among technical, cost, schedule, and risk by applying top-down iterative, recursive, and concurrent sub-processes of requirements analysis, functional analysis and allocation, synthesis, system analysis and control, and verification. Systems engineering is increasingly important to developing competitive products in today's markets. The basic systems engineering process is shown here:



INCOSE is an international organization formed to develop, nurture, and enhance this systems engineering approach to multi-disciplinary system product development. INCOSE can help you and your company to become a leader by applying the systems approach to solving you and your company's problems.

Do any of these affect you, your job, or your company?

- Crisis management instead of managing risks (Risk Management)
- Inability to manage a baseline (Configuration Management)
- Failure to meet Customer requirements (Requirements Management)
- Inability to measure process improvements (Capability Maturity Models)
- Difficulty managing key technical parameters (Technical Performance Measurement)

Come to a chapter meeting, learn more about INCOSE, get involved, and discover how you can enjoy accelerating your career.

2005 HRA INCOSE Chapter Officers

President: Becky Reed
reed@reedintegration.com

Vice President / President Elect: Bill Olson
B.Olson@ngc.com

Treasurer: Jean Tolley
jean.tolley@zelttech.com

Secretary: Andy Schuster
Andy.Schuster@ngc.com

Past President & PEC Rep: Kevin Topp
kevin.topp@ngc.com

Web Master: Christy Mazza
Christy.Mazza@ngc.com

Directors At Large for Programs: Chris Orłowski
Chris.Orłowski@ngc.com

Membership: Kelly Moses
kmoses@futron.com

University Liaison: Mike Podolsky
mike.podolsky@ngc.com

Publications: Dan Fontaine
daniel.fontaine@ngc.com

Training & Education: John Clark
john.o.clark@ngc.com

How Do I Join INCOSE?

You can join INCOSE online (www.incose.org), or by contacting a local chapter officer. To join the HRA Chapter, designate HRA as your affiliated Chapter when you join INCOSE. Annual membership is \$105 (prorated quarterly to June 1) and just \$20 for students.

INCOSE
 2150 N. 107th St., Suite 205
 Seattle, WA 98133-9009,

Toll Free Phone (US): 800-386-1164
 Email: info@incose.org

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Hampton Roads Area Chapter

HRA INCOSE
 Hampton Roads, Virginia
www.hra-incose.org

International Council on Systems Engineering

2001-2005
 Gold and Silver
 Chapter Award Winner

HRA-INCISE BoD Meeting Minutes

Wednesday 02/16/06, 12-1 PM Telecom

About the HRA Chapter

The Hampton Roads Area Chapter of INCISE seeks to ensure a professional focus for, and to promote, systems engineering in the Hampton Roads by:

- Providing educational and professional growth through regular programs on systems engineering topics.
- Providing a focal point for fellowship and dissemination of systems engineering knowledge.
- Providing focused systems engineering workshops to supplement government and industry training programs.
- Promoting collaboration in systems engineering education and research.
- Supporting establishment of professional standards for integrity in the practice of systems engineering.
- Supporting INCISE technical committees.
- Supporting Chapter members in their efforts to understand, apply, and represent systems engineering in their specific industry, academic, and/or government positions.

Systems engineering – the engineering of complex systems – is becoming increasingly important as a strategic competitive technical advantage in our global marketplace. HRA INCISE complements other professional societies by providing information and processes to a wide range of engineers, scientists, and managers that help them more effectively integrate and understand customers' needs, and translate those needs into appropriate valued products.

HRA Chapter Meetings

The Chapter holds regular monthly meetings in a variety of formats, including dinner meetings, seminars, and tutorials. Location will vary depending upon the type of meeting and the number of attendees expected. Generally, dinner meetings include a nominal fee to cover dinner, while the seminars are sponsored and are typically free to attend. Members discuss problems of importance in their work, and learn

what is being done in systems engineering in organizations around the area. Networking opportunities abound.

Benefits to HRA Members

As a Member of INCISE

Network with approximately 8,000 Systems Engineering Professionals

Insight, Quarterly Newsletter

Systems Engineering, the Journal of INCISE

Contribute through INCISE Technical Committees

Discounted Registration Fees for Seminars and Tutorials

And more!

Forum for SE Topics & Networking

At the local level, HRA holds regular dinner meetings on topics of interest to our membership. Presentations from local and international speakers, panels, and paper presentations encourage wide and diverse participation from our members. Collaboration with other professional societies on topics of mutual interest has also enriched our professional learning environment.

Focused Tutorials and Seminars

HRA hosts tutorials and seminars each year. These programs allow us to provide affordable systems engineering training for our members. Our seminars are sponsored by companies who, through their sponsorship, allow us to host these events at little or no cost.

Communications to Local, Regional, and International Members

HRA maintains communications with its members in several formats: flyers are distributed, e-mail is sent, and a website is provided. Consequently, interested people obtain information, using the forum of their choice, and contribute in ways most convenient for them for additional focus and discussions with other INCISE members.

Corporate and Professional Support

Corporate

The following organizations have been particularly supportive of the INCISE HRA Chapter:

Northrop Grumman Newport News, Electronic Systems, and Mission Systems; NASA Langley Research Center; Naval Sea Systems Command (NAVSEA) Combat Direction Systems Activity Dam Neck; Zel Technologies, LLC; Hampton University; and Old Dominion University.

Societies

HRA INCISE, in order to better serve our members and community at large, regularly works in conjunction with our sister societies in various ways every year: Mid Atlantic Regional Chapters of INCISE, Peninsula Engineering Council, National Society of Black Engineers, American Society for Quality, and HRA Project Management Institute.

INCISE On-line

INCISE maintains a website (www.incise.org), list servers for systems engineering announcements and discussions, working groups, chapter websites, and other information of interest to systems engineers. From the HRA Chapter website, (hra-incise.org), you can also find information about upcoming meetings, review previous seminars, view archived issues of INCISE INSIGHT, and other SE information.

INCISE Central Office

For information and membership packets, contact:

INCISE
2150 N. 107th St., Suite 205
Seattle, WA 98133-9009,
800-368-1164 Email: info@incise.org




HRA-INCOSE BoD Meeting Minutes Wednesday 02/16/06, 12-1 PM Telecom

Daily Press Newspaper Ad for the National Engineers Week Supplement on Tuesday Feb 21st, in the Daily Press

Need to approve content and size (dollar value).

The Hampton Roads Chapter of the International Council on Systems Engineering congratulates SAWE member **Mr. Ian MacConochie**, as the 2006 Peninsula Engineers Council's selection for Engineer of the Year, and **Dr. Phillip A. Williams** as the 2006 Doug Ensor Award recipient for Young Engineer of the Year. We also proudly congratulate our chapter's nominee for Engineer of the Year and our own Systems Engineer of the Year, **Mr. Dan Fontaine**. These Engineers have established standards of excellence for us all to emulate.



INCOSE
Hampton Roads Area Chapter

www.hra-incose.org