

HRA-INCOSE BoD Meeting Minutes
Thursday December 14th, 12:00-1:00 PM Teleconference
Minutes in Blue Italic Text

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1. Call To Order

The meeting to Order at *12:05 PM Meeting ended at 1PM.*

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	Sherry Maclay	x	
Secretary	Andy Schuster	x	
Past President	Kevin Topp	x	<i>Part time</i>
Web Master	Christy Mazza		
Director at Large for Programs	Chris Orłowski	x	<i>Part time</i>
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	
Members & Invited Guests in attendance	Name	Present	Other
G2SEBOK:	Al Motley		
Peninsula Engineers Council - Representative	Kevin Topp	x	
Photographer	Steve Forehand		
DaL - Membership-Elect	Michele King	x	
DaL - University Liaisons	Micheal Plumb		

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3. Perfect the Agenda

4. BoD Member Reports

BoD members should provide a short report to the secretary even if they can not attend the meeting.

Report & Discussion	
President	
Vice President	<p>Current Issues to be addressed:</p> <ul style="list-style-type: none"> • Current Chapter Awards count, that is documented • <i>Chapter SE of the Year citation has been completed</i> • <i>Bill's highest priority is to complete the awards package. Everyone should turn to help him.</i> • Turnover to 2007 incoming VP <p>From Bruce Shelton & Dick Kitterman (see full email below under Kitterman's corner) The 2006 INCOSE Chapter Circle Awards submissions must be received by the review committee no later than 23.59.59 Pacific Standard Time (GMT - 7) on 13 January 2007. Instructions for submitting your forms will be provided later in a separate announcement.. This will allow the review committee two full weekends to do the initial screening on all of the packets.</p> <p>https://connect.incose.org/mb/chapters/Lists/Announcements/DispForm.aspx?ID=16&Source=https%3A%2F%2Fconnect%2Eincose%2Eorg%2Fmb%2Fchapters%2Fdefault%2Easpx</p>
Treasurer's Report	<p>Current Issues to be addressed:</p> <ul style="list-style-type: none"> • Treasury report (see attached) • NGC CAB – Free INCOSE products to all NG employees?
Secretary's Report	<p>Current Issues to be addressed:</p> <ul style="list-style-type: none"> • Banner – No Action • Online Dinner Reservation System 2007 set up for \$100 • Turnover to 2007 incoming Secretary
DaL – Programs	<p>Topics to be addressed for 2006: Chris</p> <ul style="list-style-type: none"> • SSEC wrap up – <ul style="list-style-type: none"> ○ Financial, critique questionnaire ○ Kudos for a job well done. <p>From: Orlowski, Christian T. To: Andy Schuster ; Podolsky, Michael J. ; Topp, Kevin (E47) ; Kelly Moses ; Jean Tolley ; Fontaine, Dan ; Mazza, Christy L. (E47) ; Orlowski, Christian T. ; Bill Olson ; Becky Reed ; Steve Forehand ; Clark, John O. (DMS) ; Hill, Larry V. (E47) ; Wolke, Lois Sent: Wednesday, December 06, 2006 3:58 PM Subject: FW: Seminar on Systems Engineering Certification</p> <p>Fellow INCOSE Team Members, Awesome job at the Seminar. Appreciate everyone's support and the presenters were A+. I too enjoyed the presentations. Please see Bernice's comments below.</p> <p>Thanks! Chris.</p> <hr/> <p>From: Narvaez, Bernice W. [mailto:BERNICE.W.NARVAEZ@saic.com] Sent: Tuesday, December 05, 2006 6:00 PM To: Orlowski, Christian T. Cc: Schuster, Andy Subject: RE: Seminar on Systems Engineering Certification</p> <p>Chris,</p> <p><i>Thank you for the seminar that you held last weekend. The information was timely</i></p>

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Report & Discussion

and well done; and the lunches were very good.
Now all I have to do is buckle down and study for the exam. ☺

Please send my greetings and thanks to the presenters (Mr. Clark of Northrop Grumman and Reed Integration) for their presentations.

Many thanks,
Bernice Narvaez
240-353-9488 (cell)

- Dec 7 wrap up - *All went well. It was a great site. Andy appreciated the gift.*
- Xmas Party plans (Kevin) – *Currently 32 people of signed up with 16 INCOSÉ members and guests. RSVP has been extended to Monday afternoon.*

Topics to be addressed for 2007: Andy

- See the schedule in attachments
- Need BoD meeting dates for 2007 from Bill
- Need to discuss our support of IW, see new business
- *12-14 Becky asked that we add the Wine & Cheese Party to the schedule.*

DaL - Membership

Current Issues to be addressed:

- *Access to the INCOSÉ Membership Database has been changed to include: Kelly, Michelle, Andy and Bill by Becky Reed*
- *Turnover to 2007 incoming DaL – Membership is underway.*
- **Membership Report for December 2006 BOD**

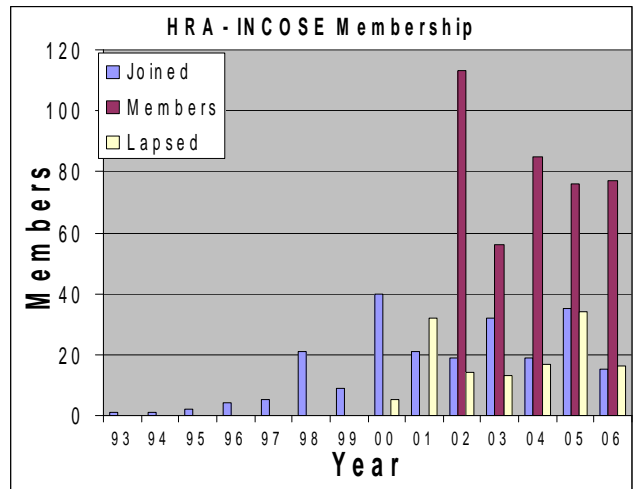
Current Members as of December 14, 2006 = 77 (including 0 students)

New Members since November BOD report = 1

New members joined since January 1, 2006 = 17

Lapsed – members lost during renewal period = 14

Corrections since last meeting = none



Letter has been sent to the one new December member, Mr. Shawn Jones of Space Naval Warfare Systems Center, Norfolk

It is interesting to note the following new membership

Month	Jan - Feb	Mar	Apr	May	June	July	Aug-Sept	Oct	Nov	Dec	Total
New Members	4	2	3	2	0	3	-14	1	1	1	3

Below is a table displaying in what year our current membership joined.

Year Joined	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Current Members	2	5	2	4	4	4	11	9	19	13

Note: 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

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	<p><i>data for previous years that displays only peak membership information. The graph does not appropriately reflect the fluctuations in a given membership year.</i></p> <p><i>Thanks for all your help,</i></p> <p><i>Kelly</i></p>
DaL - University Liaison	<i>No report at this time</i>
DaL – Publication	<p>Topic to be addressed:</p> <ul style="list-style-type: none"> • Newsletter feedback – see attachments • <i>Dan has benchmarked our newsletter and found that other chapters use announcements to broadcast news in between newsletters.</i>
DaL – Training & Education	<p>Topic to be addressed:</p> <ul style="list-style-type: none"> • 2006 SSEC slide plans review and update process (see attached) • 2006 SSEC feed back? • 2007 SSEC in the fall via Teleconference? • Instructor critique summary? • NGC is a CAB member. CAB members are allowed to use all INCOSE products for internal purposes. This as several significant consequences. Which should be discussed (see new business) • <i>John has set a date for the 3rd Annual SSEC for Thursday and Friday, Sept 13 & 14, 2007. John contacted Tim Barry at ODU Norfolk to check the availability of the ODU Norfolk Webb Center. Tim responded that he will do it. John will also check with Nauticus and the Virginia Beach Library as backups.</i>
PEC Representative	<p><i>Kevin Topp Reported:</i></p> <ul style="list-style-type: none"> • <i>Young Engr nominees due to PEC by Dec 22th – no submissions at this time, however, two organizations are likely to submit . INCOSE doesn't have a nominee at this time.</i> • <i>EOY winner is from AIAA, Dr Stanley, NASA. 13 of the 22 societies voted. Voting was close and both AIAA and INCOSE were recognized for their outstanding nominees</i> • <i>PEC Banquet is Saturday, 24 Feb 07, at Pointe Plaza in Newport News. Tickets will be \$30pp and will go on sale in January.</i> • <i>Career Days at NASA will be 21-22 Feb 07. HRA-INCOSE will need to reserve a booth, and possibly contribute ~\$50 for a pizza lunch for the high schoolers.</i> <p><i>DAN thanked the chapter for selecting him as our System Engineer of the Year and nominating him for a second time for PEC Engineer of the Year.</i></p>
Web Master	<p>Website down time, has been episodic to intermittent. Some issues that we have uncovered include:</p> <ul style="list-style-type: none"> • Domain Name permission controlled by Al Motley • ISP (Brinkster) POC is Bill Olson <p>Proposed Solution: Transfer web site to INCOSE where the domain and ISP are controlled by a benevolent authority. No additional cost to HRA, but will take some of Christy's time.</p> <p><u>SSEC Critique</u> questionnaire,</p> <ul style="list-style-type: none"> • Was it a success? Should we plan to do this for Chapter Dinner Meeting Speakers and other events? <p><i>The BoD approved moving the website from Brinkster to INCOSE when Christy has the time to get it done</i></p>
Chapter Brief from INCOSE	<i>No report at this time</i>
INCOSE Contact	<i>No report at this time</i>
Kitterman's Corner	<p>-----Original Message-----</p> <p>From: Kitterman, Richard W [mailto:Dick.Kitterman@mdnt.com]</p>

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Report & Discussion

Sent: Wednesday, November 29, 2006 8:13 AM

To: Becky Reed; Carol Hutchinson; Dave Wiskochil home; Dave Wiskochil work; Hilda Coleman; James Lynch; joseph.krupa@srs.gov; Mary Redshaw; Terry Kuykendall

Cc: Shelton, Bruce

Subject: FW: [MemberBoard] Chapter Awards

I want to echo Bruce's message below: the chapter awards program is important for at least two reasons. First, chapters receive due recognition for the good things they have done over the year, whether large or small and, second, each chapter has a chance to see where they have done well or not so well and adjust their plans for the coming year accordingly. So, whether you plan to use the award framework for a diagnostic or for recognition (or both), there is value to you and your chapter's membership, so I strongly encourage you to address this area early and seriously. Regards,
Dick

From: Shelton, Bruce [<mailto:Bruce.Shelton@anser.org>]

Sent: Wednesday, November 29, 2006 8:08 AM

To: mb@incose.org

Subject: [MemberBoard] Chapter Awards

Dear Colleagues,

As we near the end of the year, it is very important for each of you to personally contact each of your chapters regarding inputs for the Chapter Awards Program. If a chapter isn't planning on submitting, this could be an indicator of possible problems or issues that require further attention. In the Chapter Reporting and Awards folder on INCOSE Connect under Chapters is the submittal form for the 2006 INCOSE Chapter Circle Awards. The 2006 INCOSE Chapter Circle Awards submissions must be received by the review committee no later than 23.59.59 Pacific Standard Time (GMT - 7) on 13 January 2007. Instructions for submitting your forms will be provided later in a separate announcement.. This will allow the review committee two full weekends to do the initial screening on all of the packets. [Hyperlink](#)

When you contact your chapters, please ensure that the contact info as shown on the INCOSE web site is accurate and current. I intend to send out a reminder to all of the chapter presidents as soon as we have an arrangement for the team receiving the inputs.

Please remember to register early for the IW07 since the fee increases on Dec 16.

Bruce

Bruce Shelton, CSEP, Member Board Co-Chair

Board of Directors, International Council on Systems Engineering (INCOSE)

ANSER (Analytic Services, Inc.)

Senior Systems Research Analyst

703-416-3576

bruce.shelton@incose.org

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5. Old Business - Action Items

Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
05-15-06 #2	June 15	Andy		Buy a new banner with the new logo June – we need to revise the logo Nov – Logo has been revised
10-26-06 #3	Nov 15	Everyone		Review the Chapter Awards Score sheet and submit items w/supporting material to Bill Olson
11-17-06 #1	Nov 20	Andy	Done	Send out a copy of the chapter logo to non E47 folks. 11/17 – send out a MS Visio and MS Word (jpeg) versions
11-17-06 #2	Nov 20	andy	Done	Send out the SE 2020 Vision to all members. 11-19 Sent out announcement #39
11-17-06 #3	Nov 27	Bill		Assemble a draft of the chapter award package
11-17-06 #4	Nov 20	Bill	Done	Send Dan Fontaine a copy of the citation for HRA INCOSE SE Engineer of the Year 12-4 Newsletter was published
11-17-06 #5	Nov 20	Bill	Done	Send Dan Fontaine a copy of the slate officers for the newsletter. 12-4 Newsletter was published
11-17-06 #6	Nov 20	Andy	Done	Send a reminder for the SSEC to chapter members. 11-19 Sent out announcement #38
11-17-06 #7	Nov 20	Becky	Done	Advise INCOSE HQ that the dues wire transfer will costs HRA \$15. 11-19 sent email to Sherry at INCOSE HQ 11-30 received response: From: INCOSE Administrator [mailto:Mary.Klein@incose.org] Sent: Monday, November 20, 2006 2:34 PM To: 'Becky Reed' Subject: RE: Wire Transfer of Chapter Dues - Hampton Roads Becky, we are working on that issue. We either are going to add \$10 to each wire transfer since it's only once a calendar year or go with direct deposit. The problem with direct deposit is INCOSE has to pay a monthly fee for the service and since we use it only once a year we need to evaluate which will be cheaper to do. We will have an answer before the next chapter share is sent. Regards, Mary . Administrator, mary.klein@incose.org , 800-366-1164
11-17-06 #8	Nov 27	Bill		Provide budget assumptions and thoughts to Sherry
11-17-06 #9	Dec15	Sherry	Done	Assemble the budget for 2007 with what ever has been provided. 12-14 a draft budget was presented to the BoD.
12-14-06 #1	Jan 3	<i>John & Christy</i>		<i>SSEC Critique questionnaire should be posted online,</i>
12-14-06 #2	Feb 15	<i>Bill</i>		<i>Establish a "Technical Committee" including mission, committee chair, membership and other resources.</i>
12-14-06 #3	Jan 3	<i>Bill</i>		<i>Develop budget priorities to provide support for HRA members to attend the International Workshop and Symposium.</i>
12-14-06 #4	Jan 15	<i>Kelly</i>		<i>Send out the Netcentric Conference announcement to members.</i>
12-14-06 #5	Jan 3	<i>Bill</i>		<i>Establish plans for support of the HRQMC – CoP Workshop II, including an INCOSE booth and possibly a speaker or two.</i>
12-14-06 #6	<i>Tbd</i>	<i>Christy</i>		<i>Move the INCOSE website from Brinkster to the INCOSE web server.</i>
12-14-06 #6	<i>12/3/06</i>	<i>Andy</i>		<i>Add the Wine & Cheese Party to the 2007 program.</i>

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6. New Business - Topics of discussion

New Business	Discussion & Decision
<p>1. MECS Forum</p>	<p><u>Initiator: Reed</u> The first forum will be held on 9/13. Kelly Moses and Mike of Futron and John Clark of NGMS are planning to attend. <i>12-14-06 John attended the MECS and he and Becky reported, that the ODU SE and EM departments have contracts with the Joint Forces.</i></p> <ul style="list-style-type: none"> • <i>1st conference in Sept 06 to identified requirements</i> • <i>2nd conference in March 07 to confirm requirements</i> • <i>3^d conference in September 07 to identified solutions</i> <p><i>This could be the great topic for the spring newsletter.</i></p>
<p>2. Technical Committee</p>	<p><u>Initiator: Clark</u> The HRA BoD is overworked, and should focus on leadership issues. However, we are getting more involved with technical projects such as Standards reviews.</p> <p>Perhaps we should consider creating a “DaL – Technical Committee” who is responsible for leading tasks such as standards review. Membership on this committee would be open to anyone, but assignments would be made so that work would be done and members could grow in their professional experience. This could be the first and only committee position a member holds. This would let the BoD focus on implementing the President’s vision, rather than on technical details of SE.</p> <p>10-26 BoD took no action - Perhaps this should be an item passed on to Bill Olson for review and integration in his vision for the chapter in 2007? <i>12-14 Bill Olson was assigned an action to establish a committee</i></p>
<p>3. INCOSE International Workshop</p>	<p><u>Initiator: Schuster & Olson</u> Who will attend? Who will represent HRA? Will we sponsor the person? Should we discuss any issues ahead of time, so our representative can make our position known? What type of report do we expect?</p> <p><i>12-14 John will attend the IW, and Becky may attend. John requested HRA funding support for the travel cost.</i> <i>12-14 Bill Olson was assigned an action to develop a funding scheme for HRA members.</i></p>
<p>4. CAB Membership</p>	<p><u>Initiator: Schuster & Clark</u> NGC is a CAB member. CAB members are allowed to use all INCOSE products for internal purposes. This raises several questions?</p> <ul style="list-style-type: none"> • What is an INCOSE Product? Is it the items listed on the INCOSE website under products, or is any than INCOSE creates? • What is meant by internal use? Are all NGNN employees entitled to a copy of the SE Journal, handbook, and seminar attendance etc. for free? Who is responsible for distribution? • If the International Symposium and the training classes at the IS are INCOSE products, is the registration fee for the INCOSE IS waived for all NG employees? <p><i>12-14-06 Considerable discussion ensued. Answers to the three bullet questions are as follows: INCOSE Products are those which receive a formal technical review by INCOSE (e.g., the SE Handbook and our Tutorial). Otherwise they are called Technical Data (e.g., an informational presentation). Yes, NG employees have free access to all INCOSE products because NG is an INCOSE CAB member. No, NG members must pay the IW and IS registration fees like anyone else. Further discussion focused on how HRA-INCOSE provides training to NG, for no compensation to John C, INCOSE, or HRA-INCOSE. No action was taken or</i></p>

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	<i>assigned. John subsequently volunteered to inquire to the NG CAB representative..</i>
5. Move Website	Initiator: Schuster <ul style="list-style-type: none"> See webmaster report.
6. SE Cert Prep Training	<p>Should we ask to make this a HRA event available to NG and other chapters?</p> <ul style="list-style-type: none"> NG audience, <i>John John Clark plans to offer the SSEC in January to NGC SEs Online.</i> <p><i>Yes, if HRA-INCOSSE wants to share on a NG event. ODU could even participate. Not sure how to have non-NG INCOSSE members participate. We could post the slides on INCOSSE Connect for these members, and they could pay for their own toll call to the NG conference bridge in LA (limit 30 callers). Otherwise, would HRA like to setup and pay for an INCOSSE conference bridge?</i></p> <p><i>John</i></p> <ul style="list-style-type: none"> WMA chapter has inquired if the SSEC is offered to other chapters? From: Bruce R Dalrymple [mailto:bdalrymp@csc.com] Sent: Wednesday, December 06, 2006 3:22 PM To: secretary@incose-wma.org Cc: Schuster, Andy Subject: Fw: HRA-INCOSSE Announces 2nd Annual Seminar on Systems Engineering Certification benjamin.kim@lmco.com <p><i>Mr. Mosier,</i></p> <p><i>Do you know if the Washington Metro Area chapter has anything like this? I would like to recruit a number of fellow systems engineers into INCOSSE, and I think bringing them in the direction of certification is a method likely to be successful. I would be interested in getting a copy of the INCOSSE-reviewed charts, if that can be done.</i></p> <p><i>Regards,</i></p> <p><i>Bruce Dalrymple (CSEP)</i> <i>Welkin Associates, Ltd.</i> <i>703-633-8123</i></p> <p><i>12-14-06 - John Clark plans to offer the SSEC in 11 weekly Thursday brown-bag sessions beginning in January 2007 to NGC SEs and to non-NGC INCOSSE SEs online. John contacted Tim Barry at ODU Norfolk to schedule the 2007 SSEC at the ODU Webb Center on September 13 & 14, 2007. Tim responded that he will do it.</i></p>
7. Netcentric Conference	Should we promote this? See attachment <i>12-14 BoD agreed asked Kelly Moses to send out the announcement in early 2007.</i>
8. QMC Support	From: Waddell, Steve Sent: Monday, December 11, 2006 12:53 PM To: 'seth pillsbury'; Olson, B. A.; Orłowski, Christian T. Cc: Schuster, Andy; Kelly Moses; Becky Reed; Clark, John O. (DMS) Subject: RE: HRQMC - COMMUNITY OF PRACTICE WORKSHOP II Bill, Chris - As the incoming chapter leadership, please take a look at the email from Seth Pillsbury below.

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	<p>Seth heads up the Hampton Roads Quality Management Council, and would like HRA participation in their upcoming workshop. It would be a good opportunity for a joint activity.</p> <p>Please contact Seth and let him know if HRA INCOSE would be interested, thanks.</p> <p>Best Regards, Steve Waddell J. Steven Waddell, PMP®, MBA Project Manager Ph - (757) 688-RISK (7475) Cell - (757) 810-0314</p> <hr/> <p>From: seth pillsbury [mailto:hrqmc@verizon.net] Sent: Monday, December 11, 2006 12:13 PM To: Waddell, Steve Subject: HRQMC - COmmunity of Practice Workshop II Steve,</p> <p>Would like INCOSE participation in our 25 Jan workshop to develop a community of practice among regional staff/managers.</p> <ul style="list-style-type: none">• Chapter registration - the bigger the group the better!• Society table presentation - can you provide a display/sign with handouts and representative during the break?• Presentation in one of the sessions - spokesperson to provide a best practice or background on the topic from the Society's perspective <p>The idea is to have this become a means for Societies to network with the community to both attract members and provide knowledge useful for folks across the region.</p> <p>Seth, 203-6185</p> <p><i>12-14 Bill Olson was assigned the responsibility to create a plan to support the HRQMC.</i></p>

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7. Attachments

06-07 Membership Renewal Plan - Summary

Have you made your phone calls?

1 - Cull email list of lapsed Members		2 - Send out reminder on 9/12 to the following Email address	3 Initial	4 - Assign Action Officer	4- Phone No. (Work)	5 - Final Disposition Status, date, Explanation; Status: W=will not renew, R=renewed, NR=no response, O=other, OT=other, transferred to another chapter OK=keep on email lists	6 - Will fill in a Lapsed Member Survey
Last	First						
Norton	Claude	can@spawar.navy.mil	nr	Andy	686-7950		-----
moody		john_moody@earthlink.net	nr	Andy	836-6194		-----
Hyon	Ji	jmun@odu.edu	nr	Andy		10/30 - Kelly - not on current list - let me look into	Yes
Waddell	Steve	steve.waddell@ngc.com	nr	Becky	688-7475		-----
Kunsch	Greg	gwk99@hotmail.com	nr	Becky	688-1914		-----
Gunn	Kevin	KGUNN@MITRE.ORG	nr	Becky	896-8574		-----
Gillespie	Jay	jgilles4@ford.com	nr	Becky	494-2273		-----
Southerland	James	james.southerland@jfc.com	nr	Bill	836-9718		-----
Sisti	Joseph	joseph.sisti@navy.mil	nr	Bill	646.2676		-----
salas		a.o.salas@larc.nasa.gov	nr	Bill	864-5790		-----
podolosky	Mike	mike.podolsky@ngc.com	nr	Chris	688-9827		-----
McKinney	George	ghm57@aol.com	nr	Chris	688-9420		-----
Jones	Robert	bl.jones@ngc.com	nr	Chris	688-4289		-----
Forehand	Steve	sforehand@charter.net	nr	Chris	688-6855		-----
burdette	Brian	bkburdette@cox.net	nr	Chris	688-5796		-----
bloomfield	Pete	petjbloom@cox.net	nr	Chris	688-9294		-----
brown	Kennerly	KennerlyGB@cox.net	nr	Chris	664-3413		-----
Asaka	Chris	chris.asaka@frit.frb.org	nr	Chris	804-697-7941		-----
Ruszala	Rondy	rruszala@cox.net	nr	Kelly	538-9866	10/30 - no longer at this work number - I sent an	Yes
richardson	Beth	bmrchar@vbgov.com	nr	Kelly	426-5782	10/30 - left a voice mail message	-----
O'Rourke	Shawn	shawn.o'rourke@2asc.com	nr	Kelly	424-3711 x 3100	10/30 - left a voice mail message	-----
mulholland	David	mulholdj@cox.net	nr	Mike	252-330-5555		-----
Kubica	David	kubica_david@bah.com	nr	Mike	620-8958		-----
English	Lloyd	lenglis@nswc.navy.mil	nr	Mike	540-653-3277		-----
Frazier	Eugene	gfraz1@popeoplepc.com	nr	Mike	801.580.0856		-----
Hagberg	Gary	ghagberg@caci.com	nr	Mike	673-0517		-----
Completed Membership Renewal Process							
Delaney	Emily	tdelaney3@cox.net	nr	Becky		O - 10/30 no work number provided	Yes
Flemming	Mike	mwfleming@hotmail.com>	nr	n/a		R - 9/12, INCOSE On-Line, Order Renewal, Reference # VXGA0B387584, Invoice 12585	-----
Jim	Francis	francis_jl@juno.com	nr	Andy	380-4846	W - 10/31 - Called, 11/7 stated he will pass on	Yes
Jacobs	Norm	Norman.Jacobs@ngc.com	nr	Chris		W - sees no value	Yes
King	Michele	mking@futron.com	nr	Kelly		O - continues to reassure me she is going to renew	-----
Kroger	Brian	Brian.Koger@ngc.com	nr	Andy	688-1617	W - didn't get much out of it, perhaps too basic - Do not send Mtg announcements	Yes
Kroll,	Adrienne	atrent17@hotmail.com	nr	Chris		W - enrolled as a student, dues are too high, Kelly is checking into student rate for new hire Ses	-----
Needy	Mat	Matthew.Needy@ngc.com>	nr	n/a		W, 9/12, Moved on beyond SE in management, according to Dan	-----
Olson	micheal	olson@cs.odu.edu	nr	Bill		W - 10/26 Has other interests	-----
Orr	Joel	joel.orr@gmail.com>	nr	n/a		OT, 9/12, Moved to Mountain View CA	-----
rainey	Jennifer	challenderj@msn.com	nr	n/a		OT, 9/13, Moved to a MD Chapter chapter	-----
Manzer	Kenneth	kmanzer@futron.com	nr	n/a		W. Ken has moved to Connecticut and is working in the insurance industry	-----
Hughes	Richard	richard.w.hughes@navy.mil	nr	n/a		R - Is listed as a member	-----

HRA-INCOSE BoD Meeting Minutes
Thursday December 14th, 12:00-1:00 PM Teleconference
Minutes in Blue Italic Text

HRA Program for 2007- Working Draft

Notes:

- Blue italic text indicates proposed or planned activities
- Black regular text indicates confirmed plans

Date & 1900 Points	Event Type – <u>Event Title</u> – Presenter etc.	Location	Budget \$ 4240
Jan 09	<u>Dinner Meeting – Installation of Officers</u>	Gus’s at Ramada Plaza in VB	\$250 = 50+10*\$20 Plaques & Free Dinner for Officers
<i>Jan 15</i>	<i>BOD</i>	<i>Telecom</i>	
Jan 25	<u>Hampton Roads Quality Management Council Community of Practice Seminar #2</u>	unknown	\$0.00
Jan 27-31	<u>2007 INCOSE International Workshop</u> To be attended by ??? with funding by HRA???	Albuquerque, New Mexico	\$1000
Feb 15 100 Points	Joint Dinner Meeting – IEEE Working Title “<u>Engineering Licensing Issues</u>”, by Jim Lowe, General Council HSMM - INCOSE is the House Committee, IEEE is program committees	Peninsula - TBD	\$120=35+25+60 Speaker’s Gift, Dinner for wife, & car fare
<i>2/15/07</i>	<i>BOD</i>	<i>Telecom</i>	
<i>3/12/07</i> 200 Points	<i><u>One Day Seminar – Systems Engineering in Ship Design</u> – One Day seminar jointly held with ASNE & SNAME – with Hockberg as speaker</i>	<i>Norfolk</i>	<i>\$750 = \$600+150 Honorarium, & travel expenses</i>
<i>3/15/07</i>	<i>BOD</i>	<i>Telecom</i>	
<i>4/12/07</i> 100 Points	<i><u>Dinner Meeting - Configuration Management Six Sigma Process</u> - Todd Smith or Bettina Agnor (6 Sigma)</i>	<i>VB</i>	<i>\$120=2*35+4*25 Speaker’s Gift, Dinner for guest</i>
<i>4/15/07</i>	<i>BOD</i>	<i>Telecom</i>	
<i>5/12/07</i> 100 Points	<i><u>Joint Dinner Meeting “Proto-type and scale testing of Chemical Engineering Projects”</u> - Jale Akyurtlu CE professor of HU, joint meeting with CE society.</i>	<i>NN Downtown Hampton</i>	
<i>5/15/07</i>	<i>BOD</i>		
<i>6/12/07</i> 200 Points	<i><u>Tutorial - Achieving Effective Risk Management by Ed Conrow July 21, 2006</u></i>	<i>Norfolk</i>	<i>\$750 = \$600+150 Honorarium, & travel expenses</i>
<i>6/15/07</i>	<i>BOD</i>	<i>Telecom</i>	
<i>7/12/07</i>	<i><u>INCOSE – International Symposium</u></i>	<i>San Diego</i>	
<i>7/15/07</i>	<i>BOD</i>	<i>Telecom</i>	
<i>7/18/07</i> 100 Points	<i><u>Dinner Meeting – SE in Offshore Oil Industry Projects</u> - Dr Whitcomb, NGSS SE Chair at UNOs NAME/OE dept.</i>	<i>NN</i>	

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Date & 1900 Points	Event Type – <u>Event Title</u> – Presenter etc.	Location	Budget \$ 4240
8/12/07 100 Points	<i>Dinner Meeting - <u>Requirements for Naval Ship Dr Raines of NAVSEA</u></i>	<i>VB</i>	
8/15/07	<i>BoD</i>	<i>Telecom</i>	
9/12/07 800 Points	<i>3rd Annual SSEC, a 2 Day Review Seminar on the INCOSE Handbook, Vr 2A</i>	<i>VB – JOHN CLARK to lead</i>	<i>Similar to</i>
9/15/07	<i>BoD</i>	<i>Telecom</i>	
10/12/07 100 Points	<i>Battle Space with INCOSE MD Chapter</i>	<i>Solomons?</i>	
10/15/07	<i>BoD</i>	<i>Telecom</i>	
11/12/07 100 Points	<i>Dinner Meeting - <u>Risk Assessment Methods – Uncertainty, Monte Carlo, SWAGS and other methods</u> – Futron or NGC engineer</i>	<i>Norfolk</i>	
11/15/07	<i>BoD</i>		
12/21/07	<i>Christmas Party Bill's House?</i>	<i>Suffolk or IW</i>	<i>\$1250</i>
12/15/07	<i>BoD</i>	<i>Telecom</i>	

Meeting Suggestions:

From Bill Olson

- Feb - Requirements – Kevin Forsberg
- Mar - Risk in Shipbuilding – Dick Kitterman
- May – TPM & EVMS linkage, John Bates
- Aug - Handbook in August – Vr 3.0 v.s. 2.a
- Sept - Repeat all elements in AM with Workshop In PM Theme “How it works together”
- Oct -Battle Space w/MD
- Nov – Karl Giest
- Conrow

From John Clark:

The following briefs are ready to present anytime by John Clark:

- SE from a Standards perspective
- SoSE from a Standards perspective
- Software Reuse Success Story
- INCOSE CSEP Exam and Tutorial overview

From Andy Schuster:

- Look in to bring Hockberger down to NGNN area to give his 8 hour SE Class, developed for SNAME. This could be joint tutorial meeting with SNAME in the fall or in early 2007.
- Look in to bring Whitcomb who holds the NGSS SE Chair in the UNO NA Dept, to NGNN area to give a class or address a joint meeting.
- Dr. Rains on Requirements.
- Dr Jale.Akyurtlu@hamptonu.edu
- Holzer on risk

Joint Meetings:

SOLE -
 SNAME – Hockberger Seminar
 IEEE – Standards
 PMI -

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2006 Chapter Award Score Sheet

HRA-INCOSÉ Chapter Award Point Talley By Becky Reed Sept 2006		Points / Event	Max Points	Required Documentation	HRA Points	HRA Activity date & title
Item	Activity Description		26,950	Required for Gold Award = 8000	12875	= Total Earned to Date
1.A	Conduct chapter meeting with featured speaker.	100 per event	1,200	Meeting flyer/announcement or chapter newsletter	400	Feb 16 w/SNAME on Modeling & Sim; Apr 19 w/SAWE on shipbuilding requirements; June 14 w/SOLE on Human Systems Integration Dec 7 Chptr Mtg on Uncertainty of TPMs
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.	100	Requirements and Compliance w/Dr. Tytula
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	400	Sep 22 "Intro to Systems Thinking" event w/RII in Newport News
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	SSEC Event
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 INCOSÉ page.	500	500	Web address	500	www.hra-incose.org
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	100 per newsletter	1,200	Chapter newsletter	300	3 Chapter Newsletters issued: Spring Winter, Summer and Fall issues available at www.incose.org ; first page of each included in the attached data.
2.C	Execute a chapter publicity plan to broadcast event announcements and reminders.	300	300	Copy of publicity plan	300	Plan developed by A. Schuster; Verify with Andy the plan is still applicable. copy attached
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)	200	Introduction to INCOSÉ for National Science Foundation & TriadPM by B. Reed. Introduction to INCOSÉ info provided in ODU/RII SE Certificate courses for NGNN and NGIT. See attachments.

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HRA-INCOSE Chapter Award Point Talley		Points / Event	Max Points	Required Documentation	HRA Points	HRA Activity date & title
By Becky Reed Sept 2006			26,950	Required for Gold Award = 8000	12875	= Total Earned to Date
Item	Activity Description					
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	250	Chapter Promo Items purchased and distributed at chapter meetings, Sept. Workshop, etc.; one-page chapter info flyer distributed/available at each meeting/event. See attachment.
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	Re-submit fourth Quarter to members. Lapsed member survey letters sent in December 2005 to all non-renewals. New member welcome letters sent throughout year. Membership Process Plan developed by K. Moses and A. Schuster. See attachments.
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	250	Bill Olson write an article for the news letter asking for comments for next year in the end of year newsletter.
3.D	Publish name and brief biography of each new member in the chapter newsletter.	25 per newsletter	300	Chapter newsletter	75	Spring, Summer & Fall Newsletters w/bios; complete versions available at www.hra-incose.org .
3.E	Chapter successfully recruits a new Corporate Advisory Board member.	250	1000	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	0	Check with Andy on any SAWE publications
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	200	J. Clark provided half-day tutorial on standards at IS; A. Schuster to provide presentation at Battlespace SE Conference in Maryland.
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	

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HRA-INCOSE Chapter Award Point Talley		Points / Event	Max Points	Required Documentation	HRA Points	HRA Activity date & title
Item	Activity Description		26,950	Required for Gold Award = 8000	12875	= Total Earned to Date
4.E	Chapter produces an INCOSE technical product.	1,000	1,000	Technical product	3000	<i>Update training Modules for Johns SE certification classes on line SE Cert Tutorial Modules; MPE Section for SE Handbook V3-Schuster – see attachments</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	400	<i>SNAME Feb 16, SOLE Mar 30, SAWE Apr 19, Several others - Wine & Cheese Social June 30</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	<i>SE Certification for local College??</i>
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 2006 (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>Peninsula Engineers Council (PEC): Kevin Topp is INCOSE representative & B. Reed is President of PEC also. HRA submitted Dan Fontaine as Engineer of the Year candidate.</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>Feb: B. Reed to NASA Career Days, Apr 19: B. Reed to SWE Professional Panel; Aug: B. Reed to NGNN SE Open House;</i>
						<i>NGNN SEAG: Topp, Schuster</i>
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	200	<i>B. Reed to SPAWAR Norfolk (new command); B. Reed to Mitre Corp.;</i>
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	300	<i>Joint conferece with Southern Maryland Chapter Battlespace SE Oct 31, Nov 1-2 (3 days)</i>
6.B	Provide unpaid speaker to other INCOSE chapters.	100 per event	500	Chapter newsletter	0	<i>?????</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	<i>Talk to Clark</i>
6.D	Chapter member attends INCOSE International Symposium.	50 per attendee	750	List of chapter attendees	200	<i>B. Reed, K. Topp, C. Orłowski, J. Clark</i>

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HRA-INCOSE Chapter Award Point Talley		Points / Event	Max Points	Required Documentation	HRA Points	HRA Activity date & title
Item	Activity Description		26,950	Required for Gold Award = 8000	12875	= Total Earned to Date
6.E	Chapter member attends INCOSE International Workshop.	50 per attendee	750	List of chapter attendees	50	J. Clark
6.F	Chapter donates to INCOSE.	50 per \$100	500	Chapter newsletter or letter of acknowledgement	0	Do this if we need points for the award
6.G	Chapter donates to another INCOSE Chapter.	50 per \$100	500	Chapter newsletter or letter of acknowledgement	50	Contributed to Silver Star for E-Week?
6.H	Submit nominee for individual INCOSE award (Founder, Fellow, Service).	100 per nomination	300	Copy of nomination	100	D. Fontaine nominated by INCOSE chapter for PEC Engineer of the Year Award(see attachment)
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	Look for Copy of Ballot
7.B	Chapter officers remain members in good standing throughout their term.	25 per officer	100	Report from Headquarters	100	<i>All elected officers are members in good standing</i>
7.C	Mail list of chapter officers to INCOSE Headquarters within 30 days after election.	50	50	Report from Headquarters	50	Completed in January by A. Schuster
7.D	Submit Chapter financial report to INCOSE Headquarters by May 30 th .	50	50	Report from Headquarters	50	Financial report submitted 1st week of ????
7.E	Chapter president or representative attends Chapters Committee meeting at International Workshop.	50	50	Name of representative	50	Verify with Becky
7.F	Chapter president or representative attends Chapters Committee meeting at International Symposium.	50	50	Name of representative	50	Verify with Becky
7.G	Conduct separate board meeting for chapter leadership.	25 per meeting	250	Meeting minutes	300	12 Board of Directors Meetings – see attached calendar
7.H	Set up chapter display or banner at chapter events.	10 per event	100	None	100	SNAME/HRA-INCOSE Joint Meeting, National Engineers Career Day, SAWE joint Meeting, 1 Day Compliance Tutorial, Human Systems, Wine and Cheese Social, Intro to system Thinking, SE Mgmt Panel, Dec Holiday Party
7.I	Maintain schedule of chapter events at least 3 months in advance.	50	50	Chapter newsletter	50	Quarterly Chapter News Letters
7.J	Prepare annual awards packet and submit to Chapters Committee (via	250	250	None. Submission confirmed with HQ/Chapters	250	Submitted Jan 2007

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HRA-INCOSE Chapter Award Point Talley By Becky Reed Sept 2006		Points / Event	Max Points	Required Documentation	HRA Points	HRA Activity date & title
Item	Activity Description		26,950	Required for Gold Award = 8000	12875	= Total Earned to Date
	HQ) in January			Committee.		
7.K	Present certificates/letters/tokens of appreciation to speakers.	25	300	Chapter newsletter	<i>100</i>	<i>Speaker gifts presented to Ship Smart System Design Roger Dougal, Reqmnts & Compliance Dr. Tytula, HIS and Manning Reduction Osborne & Previc Northrop Grumman,</i>
7.L	Present formal awards to member.	100	100	Chapter newsletter	<i>0</i>	
7.M	Present certificates/letters/tokens of appreciation to local supporting organizations.	50	250	Chapter newsletter	<i>0</i>	
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	<i>0</i>	
8.A	Recognition of other noteworthy chapter efforts not covered above.	Discretionary	1500	Description of efforts or activities with estimated points noted for each item	<i>1000</i>	<i>Supported second year of ODU/RII Professional Certificate in SE (first SE Certificate in the Hampton Roads Area) at NGNN.</i>

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Newsletter Feedback

From: Erik W. Aslaksen [mailto:elfierik@bigpond.net.au]
Sent: Tuesday, December 05, 2006 4:05 AM
To: Clark, John O. (DMS); Scheinin, Warren (Mission Systems); Pillay, Suresh (Space Technology); Hefner, Rick (Mission Systems); Mizukami, Diane (Mission Systems); Scott, Dennis; VanGaasbeek, Jim; 'Wray, Richard'; 'Brown, Samantha F (UK)'; 'A.El-Fataty'
Cc: 'Blackwell, Luther M CIV IWS'; william.a.allen@navy.mil; 'Kenney, William P CIV PEO SUB 450'; TJGBUS@aol.com; Cochran, William E.; Bell, Robert S.; Fleming, Jeff R.; Schuster, Andy; 'Becky Reed'
Subject: RE: HR-INCOSE Announcement #41 - Fall Newsletter

John,

Thank you for sending me this newsletter; I am truly impressed! The HRA Chapter must be a shining example to the rest of INCOSE; at least, I have not seen anything like this newsletter and the amount of activity it represents before.

Best regards,
Erik

----- Original Message -----

From: Kitterman, Richard W
To: Andy Schuster
Sent: Monday, December 04, 2006 7:03 AM
Subject: RE: HR-INCOSE Announcement #41 - Fall Newsletter

Super nice newsletter!
Regards,
Dick

From: Erik W. Aslaksen [mailto:elfierik@bigpond.net.au]
Sent: Tuesday, December 05, 2006 4:05 AM
To: Clark, John O. (DMS); Scheinin, Warren (Mission Systems); Pillay, Suresh (Space Technology); Hefner, Rick (Mission Systems); Mizukami, Diane (Mission Systems); Scott, Dennis; VanGaasbeek, Jim; 'Wray, Richard'; 'Brown, Samantha F (UK)'; 'A.El-Fataty'
Cc: 'Blackwell, Luther M CIV IWS'; william.a.allen@navy.mil; 'Kenney, William P CIV PEO SUB 450'; TJGBUS@aol.com; Cochran, William E.; Bell, Robert S.; Fleming, Jeff R.; Schuster, Andy R. (Newport News); 'Becky Reed'
Subject: RE: HR-INCOSE Announcement #41 - Fall Newsletter

John,

Thank you for sending me this newsletter; I am truly impressed! The HRA Chapter must be a shining example to the rest of INCOSE; at least, I have not seen anything like this newsletter and the amount of activity it represents before.

Best regards,
Erik

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From: A.El-Fataty [mailto:A.El-Fataty@lboro.ac.uk]
Sent: Tuesday, December 05, 2006 10:35 AM
To: Clark, John O. (DMS)
Subject: Re: HR-INCOSE Announcement #41 - Fall Newsletter

Impressive, John
Thanks for the information
Regards
Ayman

*****#####*****
Wishing you all the best for Christmas and 2007
+++++++#####+++++++
BAE Systems, SEIC, + 44 (0) 1509 635203, +44 (0) 7801 717 311

From: andyschuster@cox.net
To: [Simon Hutton](#)
Sent: Tuesday, December 05, 2006 4:44 PM
Subject: RE: HR-INCOSE Announcement #40 - Fall Newsletter

Simon
Thank you for sharing your best practices with us.
We publish quarterly newsletters also, and I use the "HRA-INCOSE Announcement" to pass along late breaking news, like you do with the "ePreview". So far this year I have sent out 42 announcements compared to 54 last year. The world seems too fast for newsletters and websites to service our members need to know.

By the way we had a UK MOD representative at our Seminar for System Engineering Certification on Nov 30 and Dec 1st. He said that he would contact the chaps back home when he returned to the UK. But since I have your attention. His name is Alan Codling, with the UK embassy in Washington DC. email Codling@mod.uk.org, phone in the USA 202-588-6827

I've copied our long time Director at Large - Publications (a.k.a. newsletter editor) Dan Fontaine, and our incoming secretary Kelly Moses with Futron, since they will find your best practices interesting. We have a very small chapter with only 80 members within a 30 mile radius of Jamestown the first English settlement. Dan has so much energy and dedication to create a newsletter that he really motivates us all to contribute something.

You can find out more about our chapter at www.hra-incose.org

Regards

Andy Schuster
757-329-4819 (cell)
757-886-9564 (home)
----- Original Message -----

From: [Simon Hutton](#)
To: andyschuster@cox.net
Sent: Tuesday, December 05, 2006 4:44 PM
Subject: RE: HR-INCOSE Announcement #40 - Fall Newsletter

Andy,
Our UK Chapter president passed on your e-mail and the attached copy of your newsletter - for my sins I am our chapter editor! I may not have time to offer some comments, but can offer links to our newsletters. We produce a quarterly printed newsletter that is sent to each member of the chapter (around 400) every 3 months. You can see the latest at www.incose.org.uk/Downloads/preview_2006Q4.pdf. I find it quite difficult to keep a

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worthwhile newsletter going - often it is difficult to get members to provide original articles, so I tend to fill the newsletter up with articles on recent events. That's one reason why I aim for every quarter. To ensure we keep people in the loop I also issue a regular e-mail bulletin, ePreview, about every 3 weeks. You can see a recent one at <http://www.incose.org.uk/Downloads/ePreview%20no%2016.doc> .

Best regards,

Simon.

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Net Centric Operations Conference

Net Centric Operations Conference <i>"Achieving the Goals for the Net Centric Information Environment"</i>	
Save the Date!!	
	Net Centric Operations Conference Norfolk Waterside Marriott Norfolk, VA March 5-8, 2007 Event #7120
Save the Date!!	
<p>The Purpose: This Conference is about a Net Centric Information Environment: the evolving sets of Processes, Organizations, People, Information and Materiel solutions. The Conference encompasses policy, technical/technological, human and organizational elements of the DoD's move into a net enabled information sharing environment.</p> <p>The Objectives:</p> <ul style="list-style-type: none">• Further the understanding of the NCIE attributes• Accelerate the transition of mind sets and culture to accommodate the requirements of faster, more flexible decision cycles• Understand challenges, approaches, and programs to achieving the goals for the NCIE• Recognize the functional entities of the NCIE and how to engineer them as a virtual System of Systems <p>Who Should Attend:</p> <ul style="list-style-type: none">• Government• Military and Industry Program/Project Managers• Senior Engineering Managers and Personnel• Design Engineers & Support Staff• C31 Specialists, and those involved in major new DoD thrusts involving Information Technology, Precision Strike/Time Sensitive Targeting, Interoperability, and Major Weapon Systems Design. <p>Registration: To register please visit www.ndia.org/meetings/7120. Early registration closes January 22, 2007.</p> <p>Inquiries: Please contact Heather Horan, Meeting Planner at hhoran@ndia.org or at (703)247-2570 with any questions.</p>	

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SSEC or SE Handbook Certification Slides Update Plan

From: Clark, John O. (DMS) [mailto:john.o.clark@ngc.com]

Sent: Wednesday, December 06, 2006 10:00 PM

To: Orłowski, Christian T.; Becky Reed; Schuster, Andy; Fontaine, Dan; Moses, Kelly; Olson, B. A.; Podolsky, Michael J.; Topp, Kevin (E47); Kovel, David

Cc: Mazza, Christy L. (E47); jean.tolley.ctr@eglin.af.mil; Hill, Larry V. (E47); Forehand, Steve

Subject: RE: 2nd Annual Systems Engineering Handbook/Certification Seminar

Seminar Presenters,

Great job to all on the Seminar! Thanks.

Now that you are rested up, it's time to finish resolving the comments and revise the slides. The originally assigned presenters need to do this, not the substitutes. It should only take you an hour or so. Andy was kind enough to merge all the comments into one comments file (attached). Thanks again Andy.

Please enter your responses into the attached comments file, update your slides, and return the files to me by **Dec 15th** so I can review them and submit them to the INCOSE TB before Christmas for final approval. I am NOT going to work on them during the Christmas break, so whatever I receive by the 15th will go to the TB.

Remember, these comments are against the March 06 version of the slides which I sent you in my prior email below.

Here's the current status as I understand it:

- Dave needs to add more Notes to the Requirements slides.
- Dan added the Notes to the SEMP Appendix, but didn't have time to resolve the comments.
- Kevin resolved the comments on his section, and revised his slides, but needs to enter the comment resolutions into the comments file.
- Andy resolved the comments on his section, entered them into the comments file, and updated his slides, but they didn't get into the Seminar package. He's done.

Thanks,
John

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Treasurer's Report

Account Reconciliation

Item (Check No or Description)	Budget	Credit	Debit	Balance
Bank Account Balance 4-11-06				\$8,877
# 2547 - John Clark INCOSE IS	\$1,000		\$1,098	\$7,779
# 2548 – Becky Reed INCOSE IS	\$725		\$525	\$7,254
# 2549 – Mike Podolsky – Banner Stand	\$0		\$35	\$7,219
# 2550 – Becky Reed Wine & Cheese Party	\$500		\$250	\$6,969
Bank Account Balance 7-11-06				\$6,969
JANUARY thru DECEMBER 2006				
#2543 - Ralph Hill; E-Week			\$100.00	
#2544 - Brinkster INC. WebSite Prof Pkg-7.95 X 24 mths (1-24-06)			\$190.80	
#2545 - Bill Fox Book for K Topp (1-26-06)			\$31.50	
#2546 - Topeka's Steak House- Jan Dinner Meeting (1-26-06)			\$84.96	
#2547 - A Schuster EOY Frames & Engraving (2-8-06)			\$20.49	
#2548 - PEC Dinner Tickets 2006 (\$30 X 7) (2-25-06)			\$210.00	
#2549 - A Schuster Apple Bees-BOD 3-15-06 and P.O. Box fees			\$87.28	
#2550 - Calvin Peterson SAWE Treasurer (4-21-06)			\$16.00	
#2551 - Robert Krane April Meeting Speaker Expences			\$100.00	
Deposit - Aporil Luncheon		\$12.00		
#2552 - Jean Tolley-Reimburse B. Reed -Basket (5-8-06)			\$50.98	
#2553 - Thomas Tytula (5-30-06 Tutorial-Reqmts & Compl)			\$1,500.00	
Deposit-Reqmts & Compl Tutorial May 2006		\$240.00		
#2554 - Bill Olson-AppleBees BOD 5-31-06			\$56.00	
#2556 - GHRAC- SOLE June Dinner Meeting(shared costs)			\$137.50	
#2557 - John Clark INCOSE Intl. Symposium 2006			\$1,091.60	
#2558 - Becky Reed Symposium Registration(8-14-06)			\$515.00	
#2559 - Becky Reed May 2006 Wine /Cheese Social(8-14-06)			\$250.00	
SHARE?- Deposit by Wire Transfer 9-15-06		\$1,424.00		\$6,969.00
SCMaclay take over of Treasurer-balance above				
#2560 - Kevin Topp 2006 Christmas Party	\$1,000.00		\$1,000.00	\$5,969.00
#2561 - Anchor Services-SE Seminar (11-30 & 12-1)			\$476.44	\$5,492.56
#2562 - Andy Schuster (Door Prize SE Seminar)			\$17.80	\$5,474.76
#2563 - Sherry Maclay(A.Schuster dinner meeting 12-7)			\$15.00	
#2564 - PEC Dues	\$25.00		\$25.00	\$5,434.76
Reed Integration (SE Hdbk Seminar Donation 11-30)		\$500.00		
Futron (SE Seminar Hdbk Seminar Donation 11-30)		\$1,000.00		
1500.00-494.24= 1005.76 aggregate revenue for 11-30-06				
Bank Account Balance 12-13-06		\$3,176.00	\$5,976.35	\$6,934.00

HRA-INCOSE BoD Meeting Minutes
Thursday December 14th, 12:00-1:00 PM Teleconference
Minutes in Blue Italic Text

Budget 06-07

Item (Commitment Date - Title)	Credit	Debit	Balance
Bank Account Balance 7-11-06			\$6,969
June – Chapter Share Check (Mar 06- May 06) 7 new members at \$20 per new member	\$140		\$7,109
Sept – PEC Dues		\$25	\$7,084
Sept – Chapter Share Check (Estimate for 6/06- 8/06)	\$1,700		\$8,784
Oct – Nov Symposium Expenses (Estimate)		\$1,000	\$7,784
Oct – Nov Symposium Revenue (Estimate)	\$3,000		\$10,784
Nov – Nov Symposium Expenses (Estimate)		\$2,000	\$8,784
Nov – Nov Symposium Revenue (Estimate)	\$300		\$9,084
Dec – Xmas Party - for 40 at \$12 per adult		\$500	\$8,584
Jan – Officer Installation, officer plaques, food, etc.		\$200	\$8,384
Feb – Speaker Gift and Travel Expenses (from D.C.)		\$135	\$8,249
Mar – Speaker Gift and Travel Expenses (from D.C.)		\$135	\$8,114
Apr – Speaker Gift and Travel Expenses (from D.C.)		\$135	\$7,979
May – Speaker Gift and Travel Expenses (from D.C.)		\$135	\$7,844
June – Speaker Gift and Travel Expenses (from D.C.)		\$135	\$7,709
July – Speaker Gift and Travel Expenses (from D.C.)		\$135	\$7,574
<i>June – Wine & Cheese Party</i>		<i>\$500</i>	
<i>Feb – Career Days Pizza Lunch for students</i>		<i>\$50</i>	

Asset Report

Description (location)	Initial	# Of	Current	
	Cost		Cost	Value
		(Qty)	(CC)	CC x Qty
Banner (NGNN Bldg 600, Cabinet #22)	\$175	2	\$275	\$550
Banner Stand (NGNN Bldg 600, Cabinet #22)	\$200	1	\$250	\$250
INCOSE Pens (NGNN Bldg 600, Cabinet #22)	\$2	150	\$3	\$450
Badge Holders, 1000 x (NGNN Bldg 600, Cabinet #22)	\$50	1	25	\$25
Portfolio's, leather with NAVAIR embossed (NGNN Bldg 600, Cabinet #22)	\$25	2	\$25	\$50
HRA-INCOSE Black long sleeve shirts (NGNN Bldg 600, Cabinet #22)	\$25	2	\$25	\$50