

HRA-INCOSE BoD Meeting Minutes

Thursday June 15, 12:00-1:00 PM BOD Teleconference

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1. Call To Order

The meeting to Order at *12:00 sharp*

2. Roll Call & Quorum

A simple majority Chapter Officers is required for a Quorum.

Officers (Quorum of	Name	Present	Other
President	Becky Reed	Yes	
Vice President	Bill Olson		<i>In DC on Travel</i>
Treasurer	Jean Tolley		
Secretary	Andy Schuster	Yes	
Past President	Kevin Topp		<i>In DC on Travel</i>
Web Master	Christy Mazza	Yes	
Director at Large for Programs	Chris Orłowski		
Director at Large for Membership	Kelly Moses	Yes	
Director at Large for University Liaisons	Mike Podolsky	Yes	
Director at Large for Publications	Dan Fontaine	Yes	
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		

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.

No one had an agenda item change.

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	<ul style="list-style-type: none"> <i>Request for sponsorship of \$725 to attend the INCOSE Conf to attend chapter planning meetings?</i> <i>Some sort of joint meeting with Maryland chapter, "Airship Integration" in which we hold as part of an ongoing conference cooperation. We may want to simultaneously broad cast information.</i>

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Report & Discussion	
Vice President	<i>No report provided.</i>
Treasurer's Report	<p><i>No report provided.</i></p> <p><i>Note from Secretary: Last balance reported \$9,200 March BoD with commitments to Clark for \$1000 and \$130 for the 6/16/06 Dinner Meeting, \$500 for June Wine and Cheese social, balanced by a due check of about \$1200 (80x\$15) from INCOSE in July or August. So with Becky's request the balance in the treasury should be about \$8,700.</i></p> <p><i>Motion by Dan Fontaine to fund becky at \$725, 2nd by Podolsky. Passed by a voice vote</i></p>
Secretary's Report (5/31/06)	<ul style="list-style-type: none"> • <i>Mail Box checked on May 16 – No Mail.</i> • <i>Approve Mtg Min – review and approve the 5/31/06 Rev 1 minutes (to be posted)</i> • <i>Sent out lean event announcement to membership</i>
DaL – Programs	<i>No report provided.</i>
DaL - Membership	<p><i>The matrix provided in the attachments is in response to A/I 5/31/06-1 and revealed lots of insights</i></p> <ul style="list-style-type: none"> • <i>27 out of 85 members consider themselves SEs</i> • <i>17 out 33 NG members consider themselves SEs</i> <p><i>BoD agreed to call members to encourage attendance and speakers.</i></p> <p><i>1 – Call members to talk about SE at their company</i></p> <p><i>2 – Call other members to find out if they are interested in:</i></p> <ul style="list-style-type: none"> • <i>Attend meeting</i> • <i>Sitting on a panel or speak at a dinner meeting</i> • <i>Volunteer for a conference planning meeting</i>
DaL - University Liaison	<i>Mike had no news at this time.</i>
DaL – Publication Report	<i>Dan has the latest copy of MS Publisher, so the Newsletter should complete quickly</i>
DaL – Training & Education	<i>No report provided.</i>
PEC Representative	<i>No report provided.</i>
Web Master	<i>No report provided.</i>
Chapter Brief from INCOSE	<p><i>Quick Hits for Chapters - #8-06</i> <i>(Editors note - if you are keeping track, I think I skipped # 5 and #6. MDE)</i></p> <p><i>INCOSE Central Reporting - Notification and Reminder</i> <i>Chapter Officer Rosters; A number of chapters have not updated their officer rosters with the Central Office. Please send the current slate of officers to chaptersupport@incose.org.</i></p> <p><i>Associated with this, a number of chapters have not submitted the required 2005 Financial Reports. As of May 31, 2006 they are:</i></p> <ul style="list-style-type: none"> * <i>Central Arizona</i> * <i>Chesapeake</i> * <i>Inland Empire</i> * <i>Liberty</i> * <i>North Texas</i> * <i>Snake River</i> * <i>SOC - Canada</i> * <i>Texas Gulf Coast</i> * <i>Tri-Cities</i> * <i>Vancouver</i> <p><i>Please contact INCOSE Central as soon as possible; chaptersupport@incose.org with your report and necessary wire transfer information to receive the chapter portion of membership renewals.</i></p>

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Report & Discussion	
	<p>International Symposium Planning - Notification <i>Plans are coming together for the chapter related meetings at the International Symposium. Here are several that you should consider attending and participating in. The planned room assignments are included below.</i></p> <p><i>Saturday, July 8th, 2006</i> 0800 - 1800; Member Board Meeting, Royal Dublin B (Meeting will adjourn during Joint Meeting. Open to chapter leadership) 1300 - 1700; Joint TLT/CAB/Chapters/Member Board meeting, International Ballroom I</p> <p><i>Sunday, July 9th, 2006</i> 0800 - 1200; Chapters Meeting, Royal Dublin B</p> <p><i>Monday, July 10th, 2006</i> 1200 - 1300; New INCOSE Members' Introduction, National Ballroom D</p> <p><i>Wednesday, July 12th, 2006</i> 1130 - 1330; Chapter Leadership Meeting, Congressional A (Training session and Q&A) 1330-1500; Member Board Meeting, Congressional B (Open to Chapter Leadership).</p> <p><i>Quick Hits for Chapters is provided by the INCOSE Member Board to highlight or quick hit items to help assure that we are all informed. Your Member Board representatives are:</i></p> <p><i>Region 1 - Neill Radke <mailto:neill.radke@incose.org> Region 4 - Dan Surber <mailto:dan.surber@incose.org></i> <i>Region 2 - John Hsu <mailto:john.hsu@incose.org> Region 5 - Dick Kitterman <mailto:richard.kitterman@incose.org> , Gunter Daley <mailto:gunter.daley@incose.org></i> <i>Region 3 - Doug Cowper <mailto:douglas.cowper@incose.org> , Jorg Lalk <mailto:jorg.lalk@incose.org> Region 6 - Joe Kasser <mailto:joseph.kasser@incose.org></i> <i>Chair - Mike Eagan <mailto:michael.eagan@incose.org> Co-Chair - Bruce Shelton <mailto:Bruce.Shelton@incose.org></i></p> <p><i>For your reference, an archive file of past Quick Hits is being maintained in the Chapters Connect Shared Documents area.</i></p> <p><i>Michael D Eagan</i> <i>Member Board Chair</i> <i>Board of Directors, International Council on System Engineering</i> michael.eagan@incose.org</p>
<p>INCOSE Contact Any officer can report any contact with INCOSE Central, Dick Kitterman or other INCOSE group. This is place for Dick Kitterman to give us some information.</p>	<p>From: <i>Kitterman, Richard W</i></p> <p>To: <i>Andy Schuster ; Mike podolosky ; Kevin Topp ; Kelly Moses ; Jean Tolley ; Dan Fontaine ; Clark, John O. (DMS) ; Christy Mazza ; Chris Orłowski ; Bill Olson ; Becky Reed ; Al Motley ; Steve Forehand</i></p> <p>Sent: <i>Friday, June 09, 2006 7:51 AM</i></p> <p>Subject: <i>RE: HRA-INCOSE June 1?, 2006 BoD Mtg Agenda</i></p> <p><i>Thanks very much for sharing this with me, Andy. I really like the structure and clarity of the agenda and I appreciate having a parking slot for things I might contribute as Regional Representative. I don't have anything to put there this month, but you have now given me an incentive to look for things.</i></p> <p><i>Regards,</i> <i>Dick</i></p>

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5. Old Business - Action Items

Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
3/15/06-4	April BoD Meeting	Jean		Treasurer has action to update the bank signature cards for 2006.
3/15/06-7	April BoD Meeting	Andy & Chris		Look in to bring Hockberger down to NGNN area to give his 8 hour SE Class, developed for SNAME. This could be joint meeting with SNAME in the fall or in early 2007.
3/15/06-8	April BoD Meeting	Andy	Done 6/6/06	Develop a policy for Travel Expense Honorarium and Gifts for speakers, and instructors, for review and approval by the BoD. <ul style="list-style-type: none"> • 6/14/06- A draft is presented in the attachments section.
3/15/06-9	April BoD Meeting	Andy	Done 6/6/06	Develop a checklist for dinner and luncheon meetings so we don't forget things, for review and approval by the BoD. <ul style="list-style-type: none"> • 6/14/06- Andy has a draft for BoD review.
3/15/06-10	April BoD Meeting	Andy & Christy		Resurrect or develop a simple procedures page that is password protect. The procedures page will provide links to all our checklists, WBS, Ops Mnls, lesson's learned, etc. <ul style="list-style-type: none"> • 3/21/06- Andy provides a list of changes to Christy to clean up the Administrative section of the web page. • 4/20/06 – Changes not complete yet.
3/15/06-11	April BoD Meeting	Andy & Bill		Develop a draft of a By-Laws change to rewrite Article XIV to include: SE of the Year should be nominated for the PEC EOY Award
3/15/06-12	June BoD Meeting	Dan, Andy & Christy		Develop a Chapter Document Revision Schedule that reflects new officers, INCOSE procedures, and laws changes.
4/20/06-5	May BoD Meeting	Jean		Develop a budget for the year with help from Bill, Becky and especially Chris
4/20/06-6	May BoD Meeting	Andy		Order INCOSE Promotional Items, including Bookmarks, Luggage tags, folders and brochures, from INCOSE HQ
5/31/06-1	June BoD	Kelly	done	to report who are membership is currently employed by.
5/31/06-2	June BoD	Bill		Find out if we can have a sticky note on our webpage that highlights the next event.
6/15/06-1	July BoD	Chris		DAL Programs is asked to present the POA&M or the IMP Maryland chapter is interested in collaboration.
6/15/06-2	July BoD	All		<i>Call members to talk about SE at their company</i>
6/15/06-3	July BoD	All		<i>Call other members to find out if they are interested in:</i> <ul style="list-style-type: none"> • <i>Attend meeting</i> • <i>Sitting on a panel or speak at a dinner meeting</i> • <i>Volunteer for a conference planning meeting</i>

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6. New Business for discussion

New Business	Discussion & Decision
1. INCOSE IW Mtg Debreif	John Clark to give a debriefing of the IW in Arizona. BoD noted that John wrote an article for the newsletter on the subject.
2. Chapter Logo	<i>Andy was authorized to replace the banners official logo.</i>
3. Fall Event	<i>DAL Programs is asked to present the POA&M or the IMP Maryland chapter is interested in collaboration.</i>
4. Banner offer	<p><i>INCOSE will pay for a banner (Bruce.Shelton@anser.org), however is that what we want?</i></p> <p><i>We need a price to modify or replace our flag with the a price from US Flag & Signal – Lorrie Wilconson.</i></p>
5. Chapter Meeting Topics at the IS	<p><i>1. The email below describes an important meeting that someone from our leadership should attend. We should discuss who should attend this meeting!</i></p> <p><i>2. Based in item 5 and the email below, the secretary should revise our Communications Plan (Comm Plan) to include information passed from INCOSE Central, Membership Directors and other sources.</i></p> <p>From: Michael Eagan [mailto:michael.eagan@frontiernet.net] Sent: Tuesday, June 06, 2006 11:22 AM To: rreed@reedintegration.com Subject: [Chapters] Chapters Meeting Topics</p> <p>Good Morning,</p> <p>The Chapters Meeting during the International Workshop is scheduled for Sunday morning at 0800. The program will be in the Royal Dublin room at the Omni and is scheduled for 4 hours.</p> <p>Given the amount of time for this forum to allow Chapters Leaders to discuss their issues, I want to do everything I can to make it valuable for you and address your topics. A quick recap of the topics from the meeting at IW included:</p> <ul style="list-style-type: none"> > Sharing of specific information with Chapters > Chapter leadership engaging more members to participate > Chapter Newsletter - Content > Developing knowledge/skills to the level of Certification > Chapter involvement with INCOSE projects <p>RESPONSE REQUEST: Would you please let me know topics that you would like to have addressed by the forum, or specific people you'd like to hear from. Input requested by July 1, 2006.</p> <p>REPSONSE REQUEST: Please let me know whether your chapter will be represented at the forum and who is expected to be in attendance.</p> <p>Thank you very much for your prompt reply. Mike</p> <p>Michael D. Eagan Member Board Chair; Board of Directors International Council on Systems Engineers 585-426-0621 michael.eagan@incose.org</p>
6. Co Sponsors	<i>Was anyone aware that we have a co-sponsor relationship with ICAM? If so, what are the details? Do we have other arrangements?</i>

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New Business	Discussion & Decision
	<p><i>Should we track these agreements some where?</i></p> <p>From: Alok K. Verma [mailto:averma@odu.edu] Sent: Thursday, June 08, 2006 2:11 PM To: Marshall, Glenn Cc: McCuiston, Jacqueline M.; Maggiore, Joe (J.C.) Subject: Re: FW: ICAM Conference</p> <p>Glenn and Joe,</p> <p>We are offering 10% discount to members of those societies that decide to cosponsor ICAM-2006. Is it possible to get approval from these societies? The sponsoring societies are not in any financial obligation but agree to post the conference information on their web site and distribute the information among their membership.</p> <p>In return, we provide 10% discount to their members and recognize their sponsorship during conference.</p> <p>It is a win-win for all. Since ASQ Hampton Roads has already agreed to cosponsor the event, we will be able to offer the discount to all members of other chapters as well.</p> <p>If we can get similar commitments from INCOSE, APICS and PMI, that will be great. We will need a graphics file of their logo for the website.</p> <p>Alok</p> <p>Dr. Alok K. Verma, P.E., CMfgE Ray Ferrari Professor Chief Technologist - Lean Institute Director - MET Program Engineering Technology Department, KH-214 Old Dominion University Phone (757) 683-3766 Fax (757) 683-5655 e-mail averma@odu.edu http://www.lions.odu.edu/~averma</p>
<p>7. New Southside Meeting Location</p>	<p><i>For those of you who don't believe that anyone reads our meeting announcement in the newspaper.</i></p> <p><i>A Louis Simon, Catering Manager of <u>Poncho Via's on Laskin Road</u> call to invite use to hold our next meeting at their restaurant. They have:</i></p> <ul style="list-style-type: none"> <i>• a banquet room that can hold 85, with a podium</i> <i>• complete dinners /w desert for less that \$15 per person</i> <i>• happy hour pricing on Margarita's for our event</i> <i>• padio attached to the banquet room</i> <i>• Board Room that seats 20.</i> <p><i>Louis is sending me some literature.</i></p>

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7. Attachments

3/15/06-8	April BoD Meeting	Andy	Done 6/6/06	Develop a policy for Travel Expense Honorarium and Gifts for speakers, and instructors, for review and approval by the BoD. <ul style="list-style-type: none"> 6/14/06- Andy has a draft for BoD review.
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HRA-INCOSE Travel Expenses, Honorarium and Gifts for speakers, and instructors – policy

Rev 1.0, 6/10/06, By Andy Schuster

It is our policy to provide a memento to each speaker to confirm our appreciation of their contribution to our professional development and to make the expense of their presentation reasonable.

General

- It is the responsibility of the DaL-Programs to identify these expenses to the BoD, and recorded in the BoD minutes, when the program schedule is first presented to the BoD.
- The BoD can authorize another policy on a case by case basis as long as the decision is recorded in the BoD meeting minutes.

Speakers Gifts

Generally, we provide the speakers with the following:

- Gift worth \$10-\$35. This could be a book, gift certificate, , logo item form NGNN, NASA etc. The gifts should be similar for all the speakers at dinner meetings, seminars, and symposiums sponsored by the chapter.

Travel Expense

Generally, we provide the speakers with the following:

- No travel expense for speakers living or working within the are covered by HRA-INCOSE
- One night hotel stay and gas money for speakers driving from Washington D.C. or other areas. A receipt is not required for per diem rate travel.
- Airfare, one night hotel stay and gas money for speakers traveling from out of town. We assume the travel will fly Southwest, AirTran or purchase the ticket early enough (60 days) to get similar discount rates. A receipt is not required for per diem rate travel.

Honorarium

- Dinner Meetings
 - A free meal for the speaker and their family members, at Dinner Meetings
- Tutorials
 - Instructor's honorarium shall be \$75 per hour.

Seminars & Symposiums

- Speakers that stay for one or more events at a seminar or symposium shall pay a registration fee if one is charged
- Speakers will not receive travel expenses unless authorized by the BoD.

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Dinner Meeting Checklist

Who will?	Before Meeting
	Secure and bring a:
	Screen (4x5 or larger)
	Projector
	PC
	Speaker's Gift
	Speaker's Certificate
	Prepare Meeting Agenda with times
	call Speaker for their meal Choice?
	call Speaker to confirm everything is OK?
	ask speaker if they will bring a guest?
	Call the Restaurant with our reservation
Who will?	At Meeting
	Collect dinner fee (Cash, Check, ??)
	Pay Restaurant
	Point of Contact with Restaurant
	Master Ceremonies
	Speaker Introduction
	Speaker, Certificate of Appreciation for
	Speaker Gift, who will hand it out
	Set up INCOSE display
	Set up Banner
	Set up Screen, Projector & PC
	Welcome guests as they enter room
	When will the host committee arrive
	Chris Orłowski - INCOSE Meetings
	Carl Lilieberg - SOLE Meetings
	???? ??????? - SOLE Pres
	Becky Reed - INCOSE Pres
	Andy Schuster - RSVP list
	SOLE Treasurer
	INCOSE Treasurer
	Take down all INCOSE materials
Who will?	After the Meeting
	reconcile restaurant bill
	chase the "no shows" for payment

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Roster for Hampton Roads Area chapter.		
Title	Company	Status
Sr Design Engineer	Federal Reserve	M
Consultant	International Network Services (INS)	M
CCE Dept Technical Director	Joint Futures Laboratory, US Joint Forces Command	M
Systems Engineer	SAIC	M
Systems Engineer 3	Northrop Grumman Corporation	M
Principal Researcher for SAAI	NASA Langley Research Center	M
System Architect/Project Manager	Raytheon Technical Services Company LLC	M
Supervisory Industrial Engineer	Military Sealift Command, Atlantic	M
Vice President	Document Management Company	M
Technical Coordinator	SPAWAR Systems Center Norfolk	M
President	deCloud Inc	M
Chief Engineer	US Army	M
IT Manager	Ford Motor Company-Norfolk Assembly Plant	M
Lead Information Systems Engineer	The MITRE Corporation	M
Senior Research Engineer	Pacific Science & Engineering Group	M
President	MH Consluting, Inc	M
Senior Engineer	CSC	M
Professor	Old Dominion University	M
Systems Engineering Consultant	Century Engineering Consulting, Inc	M
Associate	Booz Allen Hamilton	M
Applications Specialist	UGS	M
Director of Trade Services	We Do Custom Works	M
Quality Leader	Ford Motor Company	M
Systems Engineer	SRA International	M
Group Leader, Safety Systems	Thomas Jefferson National Accelerator Facility	M
President & CEO	Mayoral Systems Analytics, Inc.	M
Research Analyst	JHU/APL	M
Sr. Risk Analyst / Civil Engineer	Futron Corporation	M
Vice President	American Systems Corporation	M
VP Business Development	KollabNet Inc.	M
Military Systems Engineer	Anteon Corporation	M
Associate Professor	Tidewater Community College	M
	Reed Integration, Inc.	M
Applications Support Administrator	Virginia Beach	M
Program/Systems Engineering Manager	Robbins-Gioia, LLC	M
Sr Test Engineer	Sverdrup Technology, Inc.	M
Tech. Director	Expertise Inc	M
System Engr	CDSA	M
Professor	Georgia Institute of Technology	M
Sr Sys Engineer Staff	Lockheed Martin Systems/George Washington University	ST

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	Title:	Sr Design Engineer	Consultant	Engineer (I, II, III, Senior)	Technical Director/Coordinator/Specialist/Architect	Systems Engineer	Engineering Analyst	Project Engineer	Researcher/Engineer	Chief Engineer	Project Planner II	Manager/Project Manager	Supervisory Information Technology Specialist	Research Engineer/Analyst	Director, Special Projects	IT Manager	Information Systems Engineer	Technical Specialist	President/President & CEO	Vice President	Professor	Associate	Applications Specialist	Director of Trade Services	Mechanical Engineer	Quality Leader	Group Leader, Safety Systems	Electronic & Computer Engineer	Risk Manager/Analyst	Scientist	Applications Support Administrator	Sr Test Engineer	
Employer	TOTALS	1	1	4	5	27	1	3	2	2	2	4	1	4	1	0	5	0	4	3	3	2	1	1	1	1	1	1	2	1	1	1	
Federal Reserve	1	1																															
International Network Services (IN)	1		1																														
Northrop Grumman	33			2		17	1	3	1	1	2	2		2										1					1				
Joint Futures Laboratory, US Joint	1				1																												
SAIC	2				2																												
LaRC	3							1				1																	1				
Raytheon	2											1			1																		
Military Sealift Fleet Support Com	1												1																				
Document Management Company	1																				1												
SPAWAR	5				3	2																											
deCloud Inc	1																			1													
US Army	1								1																								
Ford Motor Company-Norfolk Ass	1														x										1								
The MITRE Corporation	5																5																
Pacific Science & Engineering Gro	1													1																			
MH Consulting, Inc	1																			1													
CSC	1			1																													
Old Dominion University	1																				1												
Futron Corporation	2			1																									1				
Century Engineering Consulting,	1					1																											
Booz Allen Hamilton	2																					2											
UGS	1																					1											
We Do Custom Works	1																						1										
SRA International	1					1																											
Thomas Jefferson National Accele	1																			1													
Mayoral Systems Analytics, Inc.	1																																
JHU/APL	1													1																			
Federal Government	1																																
American Systems Corporation	1																				1												
KollabNet Inc.	1																					1											
Anteon Corporation	1					1																											
Tidewater Community College	1																																
Reed Integration, Inc.	1																																
Virginia Beach	1																																
Robbins-Gioia, LLC	1					1																											
Sverdrup Technology, Inc.	1																																
Expertise Inc	1				1																												
CDSA	1					1																											
Georgia Institute of Technology	1																																
Lockheed Martin Systems/George	1					1																											

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