

HRA-INCOSE BoD Minutes
Thursday October 26, 11:30-1:00 PM Luncheon @ McFaddens,
 1990 Power Plant Parkway, Hampton, VA 23666
Minutes in blue Italics

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1. Call To Order

The meeting to Order at *11:45*.

2. Roll Call & Quorum

A simple majority Chapter Officers is required for a Quorum.

Officers (Quorum of	Name	Present	Other
President	Becky Reed	<i>X</i>	
Vice President	Bill Olson	<i>X</i>	
Secretary / Treasurer	Andy Schuster	<i>X</i>	
Past President	Kevin Topp		
Web Master	Christy Mazza		
Director at Large for Programs	Chris Orłowski	<i>X</i>	
Director at Large for Membership	Kelly Moses	<i>X</i>	
Director at Large for University Liaisons	Mike Podolsky	<i>X</i>	
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		

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 changes were proposed.


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4. BoD Member Reports

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

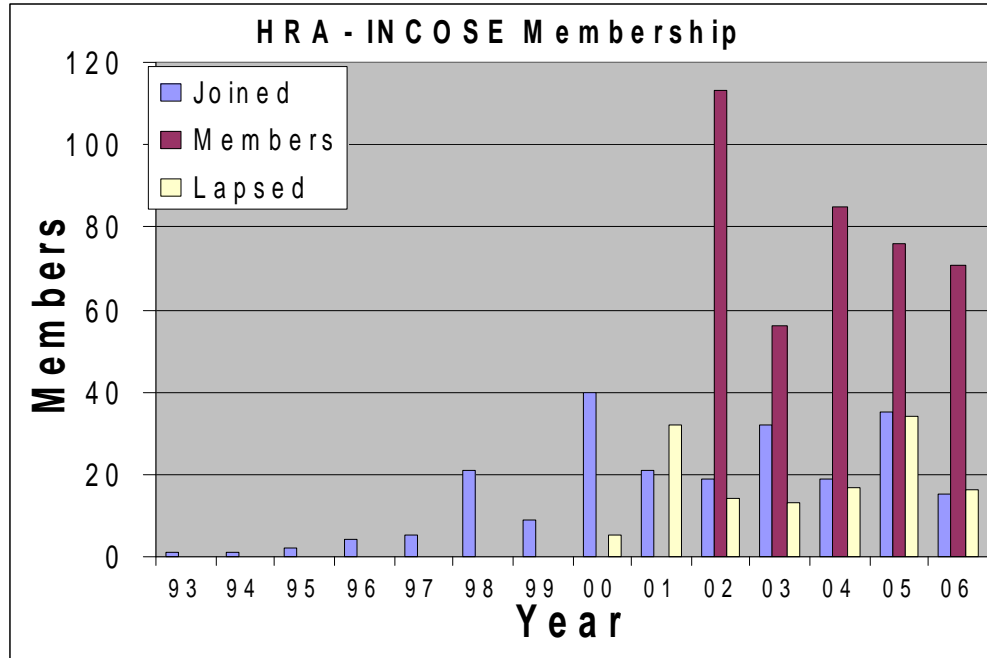
Report & Discussion	
President	No pre BoD Meeting report provided
Vice President	<i>Bill asked the officers to review the score sheet to add what they can. Bill also said that he needs to spend some time collecting the supporting materials for the awards package. BoD accepted the report.</i>
Treasurer's Report	<p>Transfer responsibility:</p> <ul style="list-style-type: none"> • Andy Schuster has visited the BB&T bank and transferred signature to his name, the account statements to the PO Box 149. He now needs checks. • Jean sent all the treasury materials by USPS to our P.O. Box. Andy has picked up the materials. • On Sept 19 Jean reported: Just wanted to pass on the fact that I did receive a letter from HQ that indicates our chapter share check for Mar - Aug '06 was: \$1424. I'll call BB&T to verify the funds were deposited. <p>Financial report:</p> <div style="border: 1px solid black; background-color: #e0ffe0; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">HRA-INCOSE Chapter Board of Directors Meeting Treasurer's Report August - September 2006</p> <p><u>Previous Checking Account Balance (BB&T):</u></p> <p>Statement Balance (as of 01-11-06): \$ 9,508.87 Statement Balance (as of 02-10-06): \$ 9,201.61 Statement Balance (as of 03-13-06): \$ 8,871.12 Statement Balance (as of 04-11-06): \$ 8,876.84 Statement Balance (as of 05-10-06): \$ 8,737.86 Statement Balance (as of 06-12-06): \$ 7,057.52 Statement Balance (as of 07-12-06): \$ 7,160.02 Statement Balance (as of 08-11-06): \$ 6,068.42 Statement Balance (as of 09-11-06): \$ 5,303.42**</p> <p>** Does not include chapter share check deposit in the amount of \$1,424.00. Balance is \$6,727.42 with this included.</p> <p><u>August 2006 Income:</u> None</p> <p><u>August 2006 Expenditures:</u> \$ 1,091.60 Ck #2557 John Clark – INCOSE Intl Symposium 2006 \$ 515.00 Ck #2558 Becky Reed – INCOSE Intl Symposium 2006 \$ 250.00 Ck #2559 Becky Reed – 2006 Wine & Cheese Social</p> <p><u>September 2006 Income:</u> ** \$ 1,424.00 Chapter Share CK - Mar – Aug 2006</p> <p><u>September 2006 Expenditures:</u> None</p> <p><u>Other Items:</u></p> </div>

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Report & Discussion	
	<ul style="list-style-type: none"> •Treasurer has action to update signature cards for the bank for 2006-07 •Confirmed that our direct deposit for chapter share checks is in place. Received official notification from the bank that the transaction had taken place. •Until we've done a changeover w/ the bank, forward receipts to me below and I will send you a reimbursement check. Please be sure to include your address information! <p>Jean M. Tolley P.O. Box 56 Fort Walton Beach, FL 32549-0056</p> <p><i>BoD accepted the report.</i></p>
Secretary's Report	<p>Mail Box: Checked on 10-24-06, we received the Treasurer's care package Announcement Nos. # - 32-36 Membership file- See attached. Only four people responded to my email to lapsed members, that I will continue to send them emails unless they tell me stop. Is the next step is to call lapsed members, and who will you call? <i>Each officer was assigned a group of lapsed members from the membership plan for a follow phone call. Officers should complete check back with Andy with the results of their phone calls, by Nov 7th and</i> Banner – No progress has been made. <i>Because he has not made phone calls</i> Logo – New logo has been created using MS Visio. Please review the logo below for quality and content.</p> <p>From the SSEC announcement</p> <div style="text-align: center;">  <p>Hampton Roads Area www.hra-incose.org</p> </div> <p><i>The BoD preferred the logo with the website address.</i> Andy will work with Christy to promulgate final version</p> <p><i>BoD accepted the report.</i></p>
DaL – Programs	<p>Summary of events Including, summary of the expected income, expense, speaker, meals, publicity status, registration, RSVP, income received, set up plans, etc.</p> <p>September Event - Sept 22nd Reed Integration events <i>It went well. All the promotional items were appreciated</i></p> <p>October Event - Oct 31-Nov 2 Event Our October event is the So. Maryland Battlespace SE Workshop, has been POSTPONED</p> <p>November Event - Nov 30 & Dec 1st SSEC 2006 Flyer see attached <i>BoD discussions focused on exhibitor arrangements, publicity, registration and plans for social activities.</i></p> <p><i>December Dinner Meeting – The president asked and the DaL Programs accepted to hold a Chapter meeting with a guest speaker in early December.</i></p>
DaL - Membership	The roster was last uploaded to the web on: 10/6/2006

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Report & Discussion



Membership Report for October 2006 BOD

- Current Members as of September 6, 2006 = **71** (including 0 students)
- New Members since September BOD report = **1**
- New members joined since January 1, 2006 = **15**
- **Lapsed – members lost during renewal period = 16**
- Corrections since last meeting = 0
- Welcome Letter has been sent to the one new October member
- **Proposed Action:** Lapsed Member Surveys need to be revised, peer reviewed and sent.
- New Member joined 10/06/2006: Mr. William LaMarsh of NASA Langley Research Center.

It is interesting to note the following new membership

Month	Jan - Feb	Mar	Apr	May	June	July	Aug-Sept	Oct	Total
New Members	4	2	3	2	0	3	-16	1	-1

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 data for previous years that displays only peak membership information. The graph does not appropriately reflect the fluctuations in a given membership year.

Thanks for all your help, Kelly

BoD accepted the report.

Kelly said that Michelle King might be interested in serving as chapter secretary

The additional information presented here is AFTER the 10/26/2006 BOD meeting and reflects from the INCOSE Connect site a roster was last uploaded to the web on: **10/23/2006 8:09:21 AM**

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Report & Discussion	
	<p>Information of interest in BLUE</p> <p>Please do not consider this an official BOD Membership report, I will include the information below in our November report.</p> <p>GRAPH NOT UPDATED for this report is an amendment addressing specific BOD questions that arose</p> <ul style="list-style-type: none"> • Current Members as of October 27, 2006 = 73 (it was 71 on October 6, 2006) • New Members – not updated in this amendment • New members joined since January 1, 2006 – not updated in this amendment • Lapsed – members lost during renewal period (these are folks on the roster, listed as having been members but are now lapsed and that lapse date is 8/18/2006) = 25 • There are 6 members who lapsed on 8/18/2006 BUT have renewed between 8/22/2006 and 9/27/2006. Their last names are as follows: Brignoni, Giaccio, Hughes, Maclay, Plumb, Reck. They are NOT part of the 25 mentioned above. • There are 25 members who are still listed as having NOT renewed. Their last names are as follows: Asaka, Asfaw, Bloomfield, Foley, Forehand, Foster, Francis, Gillespie, Gunn, Jennison, King, Kubica, Kufro, Kuhn, Kunsch, Lundy, McKinney, Needy, Olson, O'Rourke, Orr, Owusu, Podolsky, Richarson, White. Waddell is still listed as having lapsed, but the date is prior to 8/18/2006. • The total number of names on our roster is 224 with 151 “Lapsed” and 73 “Members” <p>Please keep in mind, this is a very dynamic count and I firmly believe there is a significant delay in HQ getting these numbers updated.</p> <p>Please let me know if there are any more statistics you would like for me to clarify and thanks to everyone for their interest in our membership numbers and your support!</p> <p>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 data for previous years that displays only peak membership information. The graph does not appropriately reflect the fluctuations in a given membership year.</p> <p>Thanks for all your help, Kelly</p>
DaL - University Liaison	No pre BoD Meeting report provided
DaL – Publication	<p>Andy: If appropriate, please share that I hope to put out a newsletter next month and ask folks to start submitting articles to me (meeting since last newsletter, meet chapter members, membership status, president’s article, meeting articles and photos, etc), Dan</p> <p><i>BoD accepted the report. Bill suggested that the photos and biographies of the 2007 officers should be included in the November issue of the Newsletter.</i></p>
DaL – Training & Education	<p>10/24 –</p> <ul style="list-style-type: none"> • <i>John reported that he has submitted a proposal to give two tutorials at the INCOS E IS in San Diego.</i> • <i>He has spent some time reefing SE HndBk Training slides. He has added more notes to each page</i>

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Report & Discussion	
PEC Representative	<p>Dan Fontaine's PEC EOY Nomination has been submitted and we have confirmation of receipt from Ken Hoffman.</p> <p><i>Chris Orłowski will presentation Dan at the November PEC meeting</i></p> <p><i>Bill Olson has prepared a certificate and citation for the SE Engineer of the Year.</i></p>
Web Master	No pre BoD Meeting report provided
Chapter Brief from INCOSE	No pre BoD Meeting report provided
INCOSE Contact	No pre BoD Meeting report provided
Kitterman's Corner	No pre BoD Meeting report provided

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5. Old Business

5.1 Action Items

Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
3/15/06-4	April BoD	Jean	Done	Treasurer to update the bank signature cards for 2006. 10-16-06 – Andy has copy of treasurer reports, signature authority, and is awaiting checks.
7/27/06-4	Aug BoD	Andy	Done	Transition the Treasurer position 8-16-06 – Jean and Andy have discussed the transition, see New Business Item #1 below for more details 10-16-06 – Andy has copy of treasurer reports, signature authority, and is awaiting checks. 10-24-06 – Received box of treasury materials
9/12/06-#1	Sept 30	Chris & Dan	Done	Revise and resubmit the PEC EOY nomination for Dan
9/12/06-#2	Oct 1	Becky	Done	Contact Jean Tolley for a plan to transfer the INCOSE bank account to Andy Schuster
9/12/06-#3	Oct 1	Bill	Done	Establish a nominating committee and prepare a slate of officers. 10-26-06 – Bill has identified a full slate of officers for the new year.
9/12/06-#4	Sept 28	John	Done	Establish a committee and break 12207 and 15288 into manageable pieces for each committee member to review. Received thanks from D. Kitterman
9/12/06-#5	Oct BoD	John		Provide a report on the MECS Summit to the BoD along with any recommendation of action by the BOD.
9/12/06-#6	Sept 21	All	Done	Review Karl Crisp's email to determine what we can contribute to the MD conference.
9/12/06-#7	Sept 30	Chris and Mike	Done	Prepare an announcement for the November SE Certification Tutorial including: <ul style="list-style-type: none"> • Select a south side site either ODU in Norfolk, the library in Virginia Beach, or TCC in VB. • Find a keynote speaker for day 2 • Arrange for drinks and meals • Contact potential exhibitors to cover costs Mike can help with university contacts.
10-26-06 #1	Nov 1	Andy		Work with Christy to determine how to implement the new chapter logo.

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5.2 Topics of discussion

New Business	Discussion & Decision
1. Treasurer	-Need for a new Treasurer to replace Jean Tolley who moved 10-16-06 – Andy has copy of treasurer reports, signature authority, and is awaiting checks. Andy will work with the incoming treasurer to make the transition simple. See action items 9/12/06-#2. <i>BoD took no action, since it was Jean has past all the records to Andy. Andy would like the 2007 Treasurer to take over a month early.</i>
2. 2007 Technical Program Plans	Andy and Bill have met, refined the agenda and are now looking for speakers. See our notes in the attachments <i>BoD took no action</i>
3. MECS Forum	The first forum will be held on 9/13. Kelly Moses and Mike of Futron and John Clark of NGMS are planning to attend. John Clark has been asked to brief the BoD, on any opportunities that he perceives. See action item 9/12/06-#5 <i>BoD took no action</i>
4. Online Registration	Andy has used an on line registration service which costs \$100 per event plus a 3% handling fee. Features <ul style="list-style-type: none"> o The registration information is available 24/7 for any officers from the web o Down loads emails and registration info to MS Office o Limits ticket sales to match our capacity, sale dates etc. o Can “sell” FREE events o Can cut & paste our logos, event descriptions o Takes 1 hour set up, and o Will eliminate E47 overhead for registration website setup o Will eliminate most of the traditional “registration committee” work A sample site for an upcoming SAWE event is www.acteva.com/go/cbrc06 <i>BoD approved the use of Acteva site as may be required. Andy will set up an online registration page for 2007 events website</i>
5. Technical Committee	The HRA BoD is overworked, and should focus on leadership issues. However, we are getting more involved with technical projects such as Standards reviews. 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. <i>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>
6. 2009 IS	Andy and Dan have reviewed the Meeting Planner contract from the 2006 conference. The Meeting Planners dramatically cut the amount of host chapter work that is required to support the conference. One could possibly get away with an executive committee of 6-12 chapter members to run the whole thing. The Meeting Planner does the “grunt work” that we asked volunteers to do at our 1996-2002 training seminar/conferences.
7. Support SAWE	<i>The local chapter is helping the local chapter of SAWE, with conference supplies such as extra badges, banner stand, flip chart easle with flip charts.</i>

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6. Attachments

06-07 Membership Renewal Plan – Do we agree with the assignment of action officers?

1 - Cull email list of lapsed Members		2 - Send out reminder on 9/12 to the following Email address	3 - Initial Response	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
Last	First					
Norton	Claude	can@spawar.navy.mil	nr	Andy		
Hyon	Ji	jmun@odu.edu	nr	Andy		
moody		john_moody@earthlink.net	nr	Andy		
Kroger	Brian	Brian.Koger@ngc.com	nr	Andy		
Jim	Francis	francis_jl@juno.com	nr	Andy		
Waddell	Steve	steve.waddell@ngc.com	nr	Becky		
Kunsch	Greg	gwk99@hotmail.com	nr	Becky		
Gunn	Kevin	KGUNN@MITRE.ORG	nr	Becky		
Delaney	Emily	tdelaney3@cox.net	nr	Becky		
Gillespie	Jay	jgilles4@ford.com	nr	Becky		
Southerland	James	james.southerland@jfc.com.mil	nr	Bill		
Sisti	Joseph	joseph.sisti@navy.mil	nr	Bill		
salas		a.o.salas@larc.nasa.gov	nr	Bill		
podolovsky	Mike	mike.podolovsky@ngc.com	nr	Chris		
McKinney	George	ghm57@aol.com	nr	Chris		
Kroll,	Adrienne	atrent17@hotmail.com	nr	Chris		
Jones	Robert	bl.jones@ngc.com	nr	Chris		
Forehand	Steve	scforehand@charter.net	nr	Chris		
burdette	Brian	bkburdette@cox.net	nr	Chris		
bloomfield	Pete	petjbloom@cox.net	nr	Chris		
brown	Kennerly	KennerlyGB@cox.net	nr	Chris		
Asaka	Chris	chris.asaka@frit.frb.org	nr	Chris		
Ruszala		rruszala@cox.net	nr	Kelly		
richardson		bmrichar@vbgov.com	nr	Kelly		
O'Rourke	Shawn	shawn.o'rourke@2asc.com	nr	Kelly		
mulholland		mulholdj@cox.net	nr	Mike		
Kubica	David	kubica_david@bah.com	nr	Mike		
English		lenglis@nswc.navy.mil	nr	Mike		
Frazier	Eugene	gfraz1@popeoplepc.com	nr	Mike		
Hagberg	Gary	ghagberg@caci.com	nr	Mike		
Completed Membership Renewal						
Flemming	Mike	mwflaming@hotmail.com>	Renewed	n/a		R, 9/12, INCOSE On-Line, Order Renewal, Reference # VXGA0B387584, Invoice 12585
Jacobs	Norm	Norman.Jacobs@ngc.com	nr	Chris		W - sees no value
King	Michele	mking@futron.com	nr	Kelly		O - continues to reassure me she is going to renew
Needy	Mat	Matthew.Needy@ngc.com>	Will Not Renew	n/a		W, 9/12, Moved on beyond SE in management, according to Dan
Olson	micheal	olson@cs.odu.edu	nr	Bill		W -
Orr	Joel	joel.orr@gmail.com>	Other - Tranferred	n/a		OT, 9/12, Moved to Mountain View CA
rainey	Jennifer	challenderj@msn.com	Other - Tranferred	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

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Calendar for 2007

Notes:

- Blue italic text indicates proposed or planned activities
- **Blue underline signifies are the title for each event**
- Black signifies completed or confirmed plans
- All dates are tentative.

Date	Event Type – Event Title – Presenter etc.	Location
8/2/06	Planning Meeting (Lunch)	Mona's
8/16/06	Planning Meeting	missed
9/25/06	<i>Planning Meeting</i>	
10/31/06	<i>Election Complete</i>	
11/15/06	<i>Planning Meeting</i>	
1/12/07	<u><i>Dinner Meeting - Intro of officers</i></u>	<i>Poncho Via in VB</i>
1/15/07	<i>BOD</i>	<i>Telecom</i>
01/27-31/07	<u><i>2007 INCOSE International Workshop</i></u>	<i>Albuquerque, New Mexico</i>
2/15/07	Joint Dinner Meeting – IEEE “Application Software Assurance” InCOSE is the House Committee, IEEE is program committees	Topeka, Hampton VA
2/15/07	<i>BOD</i>	<i>Telecom</i>
3/12/07	<u><i>One Day Seminar – Systems Engineering in Ship Design – One Day seminar jointly held with ASNE & SNAME – with Hockberg as speaker</i></u>	<i>Norfolk</i>
3/15/07	<i>BOD</i>	<i>Telecom</i>
4/12/07	<u><i>Dinner Meeting - Configuration Management Six Sigma Process - Todd Smith or Bettina Agnor (6 Sigma)</i></u>	<i>VB</i>
4/15/07	<i>BOD</i>	<i>Telecom</i>
5/12/07	<u><i>Joint Dinner Meeting “Proto-type and scale testing of Chemical Engineering Projects” - Jale Akyurtlu CE professor of HU, joint meeting with CE society.</i></u>	<i>NN Downtown Hampton</i>
5/15/07	<i>BOD</i>	
6/12/07	<u><i>Dinner Meeting - Development of Margin Plans – Andy Schuster NGNN</i></u>	<i>Norfolk</i>
6/15/07	<i>BOD</i>	<i>Telecom</i>
7/12/07	<u><i>INCOSE – International Symposium</i></u>	<i>San Diego</i>
7/15/07	<i>BOD</i>	<i>Telecom</i>
7/18/07	<u><i>Dinner Meeting – SE in Offshore Oil Industry Projects - Dr Whitcomb, NGSS SE Chair at UNOs NAME/OE dept.</i></u>	<i>San Diego</i>
2/12/07	<u><i>Dinner Meeting - Requirements for Naval Ship Dr Raines of NAVSEA</i></u>	<i>VB</i>
8/12/07	<u><i>Joint Dinner Meeting – SoSE from an IEEE Standards Perspective – IEEE and INCOSE (John Clark) speakers</i></u>	<i>NN</i>
8/15/07	<i>BoD</i>	<i>Telecom</i>
9/12/07	<u><i>2 Day Seminar INCOSE Handbook Review - Lead is John Clark</i></u>	<i>Norfolk</i>
9/15/07	<i>BoD</i>	<i>Telecom</i>
10/12/07	<u><i>Battle Space with INCOSE MD Chapter</i></u>	<i>Solomons?</i>
10/15/07	<i>BoD</i>	<i>Telecom</i>
11/12/07	<u><i>Dinner Meeting - Risk Assessment Methods – Uncertainty, Monte Carlo, SWAGS and other methods – Futron or NGC engineer</i></u>	<i>VB</i>
11/15/07	<i>BoD</i>	<i>Telecom</i>
12/21/07	<i>Christmas Party</i>	<i>Suffolk or IW</i>
12/15/07	<i>BoD</i>	<i>Telecom</i>

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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 Giestt*

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*

Joint Meetings:

SOLE -


SNAME – Hockberger Seminar

IEEE – Standards


PMI -

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November Event Announcement



Hampton Roads Area
www.hra-incose.org



INCOSSE
International Council on Systems Engineering



OLD DOMINION UNIVERSITY
FRANK BAYDEN COLLEGE OF ENGINEERING & TECHNOLOGY
www.odu.edu

Seminar on the Systems Engineering Handbook In Preparation for SE Certification

*For those individuals interested in taking the
INCOSSE Certified Systems Engineering Professional (CSEP) exam*

When: Thursday November 30, 2006 - 8 AM to 5 PM
 Friday December 1, 2006 - 8 AM to 5 PM

Concept: This Seminar will complement Systems Engineers' preparation for the SE Certification Examination by providing an overview of the each chapter of the INCOSSE System Engineering Handbook (Ver. 2a) in a study group format. The two day program will cover the Management and Technical Sections of the SE Handbook.

- Day 1 covers the Management sections, Chapters 1-7.
- Day 2 covers the Technical sections, Chapters 8-12.

Host & Location: Old Dominion University Peninsula Center
 Address: 600 Butler Farm Road, Hampton, VA 23666
 Web Site: <http://www.odu.edu/dl/peninsula/>

Cost: FREE for INCOSSE Members, \$50 for non-members to cover lunch, etc.

Program: Refreshment Breaks are planned during the day.

Thursday	Friday
7:30 - 8:00 Registration & Coffee w/ pastry	7:30 - 8:00 Coffee w/ pastry
8:00 - 12:00 Management Chapters	8:00 - 12:00 Technical Chapters
12:00 - 1:00 Lunch – included in cost	12:00 - 1:00 Lunch – included in cost
1:00 - 4:00 Management Chapters	1:00 - 4:00 Technical Chapters

You must Register Online at our website (www.hra-incose.org), by noon on November 29, or pay a \$75 late fee in cash at the door.

Announcement #1.0

HRA-INCOSE BoD Minutes
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 1990 Power Plant Parkway, Hampton, VA 23666
Minutes in blue Italics

2006 Chapter Award Score Sheet

From Becky Reed

Item	Points / event	Points Max	Required Documentation	Planned Points	Activity date & title	Earned Points
	Totals=	26,950	Required for Gold Award = Plan Total =	8000 12725	points Total Earned to Date =	2200
1.A	Conduct chapter meeting with featured speaker.	100 per event	1,200	Meeting flyer/announcement or chapter newsletter	300 Feb 16 w/SNAME on Modeling & Sim; Apr 19 w/SAWE on shipbuilding requirements; June 14 w/SOLE on Human Systems Integration	0
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	0
1.C	Organize and conduct a local seminar or mini conference (an event spanning 1-1.5 days with speakers, panels, tutorials, or exhibits).	400 per day	1,600	Seminar flyer and proceedings	400 Sep 22 "Intro to Systems Thinking" event w/RII in Newport News	0
1.D	Organize and conduct a regional conference (multi-day, multi-track event including speakers, panels, tutorials, and exhibits).	1,000 per day	3,000	Conference flyer and proceedings	2000 SE Certification	0
2.A	Maintain an active chapter web site for chapter communications. Minimum content includes: list/contact information for chapter leadership team, announcements for upcoming chapter events, link to INCOSE page.	500	500	Web address	500 www.hra-incose.org	500
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.	400
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	300
2.D	Create and maintain an "Ambassador" network to distribute chapter announcements to	50 per organization or society	500	Copy of Ambassador plan and list of organizations/societies (including ambassadors)	200 Introduction to INCOSE for National Science Foundation & TriadPM by B. Reed.	0

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	organizations and societies					<i>Introduction to INCOSE info provided in ODU/RII SE Certificate courses for NGNN and NGIT. See attachments.</i>	
3.A	Development and distribution of a chapter recruitment package available to guests at all chapter events.	250	250	Sample recruitment package and number distributed	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.	0
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. <i>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.</i>	500
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.	250
3.D	Publish name and brief biography of each new member in the chapter newsletter.	25 per newsletter	300	Chapter newsletter	75	<i>Spring, Summer & Fall Newsletters w/bios; complete versions available at www.hra-incose.org.</i>	0
3.E	Chapter successfully recruits a new Corporate Advisory Board member.	250	1000	Letter from new CAB representative	0		0
3.F	Start or support a student division at a university.	250	1,000	Membership list for student division	0		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		0
4.B	Article on systems engineering (excluding letters to the editor or notices) published/presented in journals or magazines of a	200 per article	800	Full reference to publication and copy of article	0	Check with Andy on any SAWE publications	0

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	non-INCOSE entity.						
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.	0
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		0
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>	0
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	SNAME Feb 16, SOLE Mar 30, SNAME Apr 19, Wine & Cheese Social June 30	0
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>	0
5.C	Host a systems engineering activity/presentation for pre-college individuals.	250	250	Chapter newsletter	250	<i>Booth at Career Days/ NASA LaRC Feb 2006 (copy of confirm. Letter)</i>	0
5.D	Join and participate in local engineering club/council of technical societies.	200	200	Membership letter and description of participation	200	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.	0
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	Feb: B. Reed to NASA Career Days, Apr 19: B. Reed to SWE Professional Panel; Aug: B. Reed to NGNN SE Open House; NGNN SEAG: Topp,	0

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						Schuster	
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	B. Reed to SPAWAR Norfolk (new command): B. Reed to Mitre Corp.;	0
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	Joint conferece with Southern Maryland Chapter Battlespace SE Oct 31, Nov 1-2 (3 days)	0
6.B	Provide unpaid speaker to other INCOSE chapters.	100 per event	500	Chapter newsletter	0	?????	0
6.C	Articles (excluding letters to the editor, notices, and chapter summaries) published in INSIGHT.	50 per article	250	Full reference to article	0	Talk to Clark	0
6.D	Chapter member attends INCOSE International Symposium.	50 per attendee	750	List of chapter attendees	200	B. Reed, K. Topp, C. Orlowski, J. Clark	200
6.E	Chapter member attends INCOSE International Workshop.	50 per attendee	750	List of chapter attendees	50	J. Clark	50
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	0
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?	0
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)	0
7.A	Print biographical sketches of nominees for chapter offices and mail with ballots to members 30 days prior to close of the election.	50	50	Copy of ballot	50	Look for Copy of Ballot	0
7.B	Chapter officers remain members in good standing throughout their term.	25 per officer	100	Report from Headquarters	100		0
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	0
7.D	Submit Chapter financial report to INCOSE Headquarters by May 30 th .	50	50	Report from Headquarters	50	Financial report submitted 1 st week of ????	0

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7.E	Chapter president or representative attends Chapters Committee meeting at International Workshop.	50	50	Name of representative	50	<i>Verify with Becky</i>	0
7.F	Chapter president or representative attends Chapters Committee meeting at International Symposium.	50	50	Name of representative	50	<i>Verify with Becky</i>	0
7.G	Conduct separate board meeting for chapter leadership.	25 per meeting	250	Meeting minutes	250	<i>12 Board of Directors Meetings – see attached calendar</i>	0
7.H	Set up chapter display or banner at chapter events.	10 per event	100	None	100	<i>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</i>	0
7.I	Maintain schedule of chapter events at least 3 months in advance.	50	50	Chapter newsletter	50	<i>Quarterly Chapter News Letters</i>	0
7.J	Prepare annual awards packet and submit to Chapters Committee (via HQ) in January	250	250	None. Submission confirmed with HQ/Chapters Committee.	250	<i>Submitted Jan 2007</i>	0
7.K	Present certificates/letters/tokens of appreciation to speakers.	25	300	Chapter newsletter	100	<i>Speaker gifts presented to Ship Smart System Design Roger Dougal, Reqmnts & Compliance Dr. Tytula, HIS and Manning Reduction Osborne & Previc Northrop Grumman,</i>	0
7.L	Present formal awards to member.	100	100	Chapter newsletter	0		0
7.M	Present certificates/letters/tokens of appreciation to local supporting organizations.	50	250	Chapter newsletter	0		0
7.N	Send public relations letters to employers recognizing new chapter officers, recipients of INCOSE awards, appointments, or other accomplishments of chapter members.	25 per letter	300	Copies of letters	0		0
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	1000	<i>Supported second year of ODU/RII Professional Certificate</i>	0

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					in SE (first SE Certificate in the Hampton Roads Area) at NGNN.	

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HRA-INCOSE 3rd Quarter Input to the Chapter Report

Region V North Report: 3rd Quarter 2006
HRA Input:

Chapter	Recent Events	Future Events	Initiatives	Needs from Central	Overall Health Assessment and Comments	
					Chapter Leadership	Regional Rep
<p>Hampton Roads Area (Hampton, VA)</p> 	<ul style="list-style-type: none"> • Monthly BoD meetings and/or telecons are ongoing. • HRA continues to support other technical societies by distributing their conference & meeting notices to our membership • July – several HRA members attended the IS in Orlando. John Clark provided a half-day tutorial on Standards. Andy Schuster received an award for his contributions to the SE Handbook v3. Becky Reed participated in the Chapters Meeting. The HRA chapter received a Gold Circle Award for 2005. John Clark was in a terrible car accident during the IS but is now recovering from his injuries. • Aug – the summer issue of the HRA INCOSE newsletter was developed and published by Dan Fontaine. • July-Aug – the HRA Treasurer, Jean Tolley, relocated to Florida and a new Treasurer is currently being transitioned into place. • Sep 22 – a one-day “Intro to Systems Thinking” Workshop was provided by HRA INCOSE and Reed Integration, Inc. in Newport News. 	<ul style="list-style-type: none"> • Oct 31- Nov 2: HRA will support a joint event with the Southern Maryland chapter for the Battlespace SE Conference • Nov 30-Dec 1: HRA will provide the 2-day INCOSE SE Handbook v2a Overview for the second year in a row. • Chapter Holiday Party will be held in December 	<p>Primary 2006 Initiatives:</p> <ul style="list-style-type: none"> • Continue to conduct joint Seminars/Meetings with other Professional organizations • Foster Membership Diversity Initiatives by alternation meeting locations to suit the geographic situation 	<ul style="list-style-type: none"> • None currently 	<ul style="list-style-type: none"> • Chapter Leadership is very active and consistently participates in Board meetings and chapter events. 	

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Chapter	Recent Events	Future Events	Initiatives	Needs from Central	Overall Health Assessment and Comments	
	<ul style="list-style-type: none"> • Sep – HRA Membership Chair, Kelly Moses, analyzed lapsed memberships and sent notices out for renewal reminders. • Sep – HRA nominated Dan Fontaine as our candidate for the Peninsula Engineers Council (PEC) Engineer of the Year Award • Sep – John Clark provided comments toward the ISO/IEC 12207 and 15288 harmonization • Sep – Year 2 of the ODU/RII Professional Certificate in SE started at Northrop Grumman Newport News. The program is based upon the INCOSE Handbook and provides a strong source of new members. 	<ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> • 		

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