

**HRA-INCOSE BoD Meeting Minutes**  
**Tuesday February 13<sup>th</sup>, 12:00-1:00 PM Teleconference**  
*Minutes in Blue Italic Text*

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**1. Call To Order**

The meeting to Order at *12:06 PM Meeting ended at 12:53 PM*

**2. Roll Call & Quorum**

A simple majority Chapter Officers is required for a Quorum.

<b>Officers (Quorum of</b>	<b>Name</b>	<b>Present</b>	<b>Other</b>
President	Bill Olson	<i>X</i>	
Vice President	Chris Orłowski	<i>X</i>	
Treasurer	Sherry Maclay		
Secretary	Kelly Moses	<i>X</i>	
Past President	Becky Reed		
Web Master	Christy Mazza		
Director at Large for Programs	Andy Schuster	<i>X</i>	
Director at Large for Membership	Michele King		
Director at Large for University Liaisons	Michael Plumb		
Director at Large for Publications	Dan Fontaine	<i>X</i>	
Director at Large for Training and Education	John Clark	<i>X</i>	
<b>Members &amp; Invited Guests in attendance</b>	<b>Name</b>	<b>Present</b>	<b>Other</b>
G2SEBOK:	Al Motley		
Peninsula Engineers Council - Representative	Kevin Topp		
Director Media Relations	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.

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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.

<b>Report &amp; Discussion</b>	
<b>President</b>	<i>Reminded all to register for Thursday joint dinner meeting with IEEE. Discussed legality of e-mail voting. Andy took an action to investigate (2-13-07 #8).</i>
<b>Vice President</b>	<i>Positive comment on agenda items associated with approximate time limit Expressed need to establish 2007 operating budget. Discussion mentioned current calendar contains dollar figures, is this a budget? Bill took an action (Secretary revised and deleted action 1-17-07 #4, it is now updated in 2-13-07 #9)</i>
<b>Treasurer's Report</b>	<i>Discussed:</i> Sent email to INCOSE HQ requesting information on where to send the CD with the receipts for the annual financial report which did not get through (the receipt copies were on JPEG files and are too big to send). <ul style="list-style-type: none"> <li>o See Appendix C (page 10) for Treasure's report – <i>reviewed</i></li> <li>o <i>Andy mentioned this balance does not include an approximate \$2000 from Acteva</i></li> </ul>
<b>Secretary's Report</b>	Current Issues to be addressed: <ul style="list-style-type: none"> <li>• Duration of BoD meetings and prioritization of topics – working this with Bill - <i>discussed</i></li> </ul>
<b>DaL – Programs</b>	<p><u>Calendar</u> – <i>Andy asked everyone to note, the calendar is always evolving</i>  The calendar of events is presented as an attachment D (page 11) to the agenda. The calendar is split between confirmed events and the proposed events. The confirmed events can be published in newsletters, websites etc. I need help maturing the proposed events</p> <p><u>Reservation System</u></p> <ul style="list-style-type: none"> <li>• I would like to set up an online training teleconference for Kelly and Sherry with Acteva so they can take full advantage of the reservation reporting features and will know when to expect checks from Acteva.</li> <li>• The acteva service is working well. It cost us 2.5% for a credit card processing fee and \$1.50 per transaction</li> <li>• Acteva statistics for SE Handbook Tutorial (see Attachment A page 7 &amp; 8)</li> </ul> <p><u>Dinner Pricing</u>  Dan Fontaine expressed a sentiment that "what do members get for their dues" while discussing the funding issues for travel to the IW. Well my policy is to set the meal price at 25% less than cost for dinner meetings, so members who are active will receive a price break on dinner. Also by having set dinner menu's we should shorten the length of the meetings. <i>Dinner meetings cost less as a result of INCOSE supporting membership. Good meal, good speakers, good camaraderie – Members are getting a deal.</i></p> <p><u>Online Training</u>  I have received a proposal from an ISP for online training services that are an order of magnitude more sophisticated than our current capability. Would the board be interested in considering this technology for the Fall SSEC Tutorial?</p> <p><u>Pod Casts</u>  Again, Dan Fontaine expressed a sentiment that "what do members get for their dues", well here is another Idea that I am working on. Why not record our dinner meeting speakers and then sell the presentation as a downloadable podcast and/or WMF to those who missed our meeting or to other chapters. This will give young people and members who missed the dinner presentation the opportunity to learn from the experience. I would price the pod casts to be equal to the price</p>

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<b>Report &amp; Discussion</b>	
	<p>of dinner, to encourage people to come to meetings. I'm currently completing a technology surveying at this time for SAWE.</p> <p><i>Wine and Cheese at Becky's is set for June 2, 2007 (different from attached calendar of programs in agenda).</i></p> <p><i>Andy indicated others are getting better attendance at general membership meetings by holding the meetings via netmeeting (or other technology) and around 5:00 as opposed to 7:00 PM Dinner meetings. Andy took an action to look into the technology of net meetings for general membership meetings (2-13-07 #10)</i></p> <p><i>Dan noted that the May meeting will feature Dr. Mike Fontaine. Andy took an action to find a location for this meeting (2-13-07 #11)</i></p>
<b>DaL – Membership (3 minutes)</b>	<p>Membership Report for February 2007 BOD – <i>Kelly Presented Membership Report. Volunteered Michele to explain to BoD calculation of "Lapsed" membership values (2-13-07 #12)</i></p> <p>See Appendix B.</p>
<b>DaL – University Liaison (2 minutes)</b>	<i>N/A</i>
<b>DaL – Publication (2 minutes)</b>	<i>Dan will send out request for articles for upcoming newsletter. He will get the photos from the officer installation meeting.</i>
<b>DaL – Training &amp; Education (2 minutes)</b>	<p>Topic to be addressed</p> <ul style="list-style-type: none"> <li>• 2007 Winter 07 On-Line</li> <li>• Seminar Tutorial Slides</li> </ul> <p>Section 8 – Dave – Add notes to each slide that has none.            Section 10 – Bill – Add notes to each slide that has none.            Appendix A – Bill – Add notes to each slide that has none.            Appendix D – Volunteer? – Resolve the comments.</p> <ul style="list-style-type: none"> <li>• <i>2 Day Tutorial Accepted at Systems Engineering Conference - Discussed Allowing students to undergo Testing at Symposium prior to completing other required paperwork.</i></li> <li>• <i>Current Tutorial Effort has 90 INCOSE members and approximately 200 NG employees. Currently on Section 8.</i></li> <li>• <i>Technical difficulties of last week's tutorial were explained. Lessons Learned.</i></li> <li>• <i>John Thanked the Board for supporting his attendance at the IW</i></li> <li>• <i>John mentioned there is a new revision of the ISO documents that we as a chapter should be reviewing</i></li> </ul>
<b>PEC Representative (2 minutes)</b>	<ul style="list-style-type: none"> <li>• <i>John Need Coordinator for our booth at NASA Career Days 21-22 Feb. 1000 – 1200 each day. Also need volunteers to man booth.</i></li> <li>• <i>PEC Banquet is 24 Feb. with Chapter paying for up to 12 BOD members and guests. Final Count may be adjusted downward depending on NGNN sponsorships</i></li> <li>• <i>Bill will man the booth</i></li> <li>• <i>Kelly took an action to coordinate the set up of the booth on the morning of the 21<sup>st</sup> and will obtain INCOSE materials from Michele King (2-13-07 #15)</i></li> </ul>
<b>Web Master (2 minutes)</b>	<i>Transfer web site to INCOSE will be done in 2007, when time permits.</i>
<b>Chapter Brief from INCOSE</b>	
<b>INCOSE Contact</b>	
<i>Becky's Corner</i>	
<b>Technical Committee : Kevin Topp</b>	

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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/Kelly	Ongoing	Buy a new banner with the new logo Nov – Logo has been revised
1-16-07 #1	Jan 19	Kelly		<u>HRA-INCOSE expenditures graph</u> : Kelly will review 2006 meeting minute and provide graph to Sherry.
1-16-07 #2		Michele		<u>Membership surveys</u> : Send lapsed member survey to 2006 lapsed members, Revise current New Member Letter to include new member survey
1-17-07 #3	<i>2-21-07</i>	Chris		<u>Booth for Career Days at LaRC</u> : Chris get with Kevin Topp and work out details.
1-17-07 #4	<i>2-13-07</i>	Bill & Sherry	<i>Revised 2-16-07</i>	<u>Draft Budget</u> : for February BoD meeting (include Chris and Andy on appropriate/applicable budget topics) Andy has a budget estimate on all program items.
1-17-07 #5		Kelly	<i>2-13-07</i>	<u>SSEC Tutorial Slide Update</u> – Kelly will coordinate with John and see what needs to be done for Chapter 6 contents
1-17-07 #6		Michele & Steve		<u>HREE Calendar</u> – Michele will send HREE email example to Steve Forehand, Bill and Andy. Steve will send HRA-INCOSE information to HREE contact for posting on HREE calendar.
1-17-07 #7	<i>6-01-07</i>	John		Presenting at SSTC with John: Andy and Bill interested. Andy will coordinate with John - <i>Becky will be in San Diego</i>
1-17-07 #8		Bill	<i>complete</i>	<u>HRQMC Seminar</u> : Bill will call Mike Plumb and coordinate.
<i>2-13-07 #9</i>		<i>Andy</i>		<i>Investigate Roberts Rules of Order and legality of email voting.</i>
<i>2-13-07 #9</i>	<i>3-13-07</i>	<i>Bill</i>		<i><u>Draft Budget</u>: for March BoD meeting (include Chris and Andy on appropriate/applicable budget topics) Andy has a budget estimate on all program/calendar items.</i>
<i>2-13-07 #10</i>	<i>5-31-07</i>	<i>Andy</i>		<i><u>Technology</u>: Look into technology of netmeeting for general membership meetings</i>
<i>2-13-07 #11</i>	<i>4-30-07</i>	<i>Andy</i>		<i><u>May Membership meeting</u>: Andy will secure a location.</i>
<i>2-13-07 #12</i>	<i>3-13-07</i>	<i>Michele</i>		<i>Explain lapsed member value on Membership Graph</i>
<i>2-13-07 #13</i>		<i>Chris</i>		<i>Investigate storing HRA – INCOSE Chapter files/information on INCOSE Connect site. – establishing footprint</i>
<i>2-13-07 #14</i>		<i>Kelly</i>		<i>Work on Communication Plan revision to incorporate Acteva capabilities</i>
<i>2-13-07 #15</i>	<i>2-21-07</i>	<i>Kelly</i>		<i>Coordinate set up of INCOSE booth at NASA Career Days.</i>

**6. New Business**

**Topics of discussion**

New Business	Discussion & Decision
<b>1. SSEC Tutorial Slide Update</b>	Initiator: John Clark <i>Dave – Section 8</i> <i>Bill Appendix A &amp; D</i>
<b>2. INCOSE</b>	Initiator: Schuster & Olson

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New Business	Discussion & Decision
<b>International Workshop</b>	Discussion: Are we sending anyone other than John Clark? Chris proposed we develop a criteria to determine who we send to IW in the future.
<b>3. Move Website</b>	<u>Initiator: Schuster</u> See webmaster report.
<b>4. SE Cert Prof Training</b>	<u>January Event online by John Clark</u>
<b>5. Presenting with John</b>	<p><u>Initiator: John Clark &amp; Bill Olson</u></p> <p>Would any of you be interested in co-presenting with me?</p> <p>Also, FYI, in regard to my questions 2 &amp; 3 below, I received the following response from Samantha Brown, INCOSE Technical Director:</p> <p>"Put simply, the fast-track application process you propose is not feasible. This is not a matter of being awkward, but we simply do not have the infrastructure or the flexibility to do this. It may be worth you making contact with John Muelbauer (INCOSE Certification Advisory Group Chair) to explore what we might be able to achieve in the future. I agree that this could be a useful market for Certification."</p> <p>So, that just leaves me doing the Tutorial and Overview, and INCOSE not processing applications or giving the exam.</p> <p>I am considering charging a fee of approx \$400/attendee to offset my expenses and to possibly get HRA some income. Comments?</p> <p>John</p> <p><b>From Bill:</b> John:          Agree with the funding and will put the topic on the agenda for the next BoD. After we will send out a flyer asking for volunteers.</p> <ul style="list-style-type: none"> <li>• Andy and Bill expressed interest in assisting John. Andy took action 1-17-07 #7 – <i>Bill, Andy and John will take this off line.</i></li> </ul>
<b>6. INSERT NOTE</b>	At this point in the meeting it was 12:55. The BoD voted to table all other New Business until next BoD meeting. New business item #13 was briefly discussed and meeting was adjourned. See New Business item #13 for brief discussion.
<b>7. Minutes on Website – Password Protected</b>	<p><u>Initiator: Dan Fontaine and Andy Schuster</u>  <b>From:</b> Schuster, Andy [mailto:Andy.Schuster@ngc.com]  <b>Sent:</b> Tuesday, January 09, 2007 8:52 AM  <b>To:</b> Kelly Moses  <b>Subject:</b> HRA-INCOSE BoD agenda item</p> <p>Store current files on INCOSE Connect          We should consider making access to our HRA-INCOSE electronic files simpler, reduce file server space and permit access to our files 24/7 world wide.          After reading the tutorial, I believe that we can save our current chapter information on the INCOSE Connect website.</p> <p>Dan          The minutes and agenda are stored on the <a href="#">HRA-INCOSE web site</a> completed events.          At the BoD I'm going to ask:</p> <ol style="list-style-type: none"> <li>1. <i>What is the requirement that drives the functional allocation of a password</i></li> </ol>

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New Business	Discussion & Decision
	<p>protected folder?            2. Why is a password protected folder the best solution to meet the requirement?            Regards,</p> <p><b>Andy Schuster</b></p> <p>Suggest we set up an area on the HRA INCOSE web site to store business items such as the minutes. We could password protect the folder. May want to include it as a potential agenda item for the next business meeting.</p> <p>Thanks,            Dan Fontaine  <i>Chris: Objective is to start a footprint of our HRA Chapter on the incose connect site and store our folder directories there. Christ took an action (2-13-07 #13 to investigate possibilities)_</i></p>
<p><b>8. HRA level of support for Clark and Reed for IW and IS</b></p>	<p><u>Initiator: Bill Olson, John Clark and Andy Schuster</u></p> <p>“What is HRA’s level support for Clark and Reed for the IW and IS?”</p> <p>Regards,</p> <p><b>Andy Schuster</b>            Systems Engineering (NGNN)            4101 Washington Ave, Newport News, VA 23602            757-380-3411, <a href="mailto:Andy.Schuster@ngc.com">Andy.Schuster@ngc.com</a></p> <p>This item was address during the Treasurer Report. BoD approved \$500 budget for each attendee.  <i>Bill: Becky will be there. Bill will speak with Becky</i>  <i>IS is 4<sup>th</sup> week in June</i>  <i>Chris: Go back to the budget before we decide</i></p>
<p><b>9. Laptop Purchase</b></p>	<p><u>Initiator: Bill Olson</u></p> <p>What do you think about the chapter purchasing a laptop to manage our records, correspondence and budget? Kevin recommended removable drives (?) as an alternative.  <i>Chris: Go back to the budget before we decide. Additionally, INCOSE Connect capabilities may play a large role in this decision.</i></p>
<p><b>10. Split of Secretary Duties</b></p>	<p><u>Initiator: Bill Olson and Andy Schuster</u></p> <p>One of the reasons I've started to use Acteva is reduce the burden on the secretary for meeting registrations, orders etc. Also, we do have a big liability too address. Dan Fontaine has asked for help with or preferably relief from his Newsletter duties.</p> <p>I suggest that we revise our Communications PlanC(<i>Kelly took an action 2-13-07 #14</i>) by first identifying the tasking, channels and resources. Once identified it should be simple to match resources to task and channels. The plan could evolve to an end state, in which we provide training to a volunteer (book or class) to take over dan's role as newsletter editor and to create a new product call a periodic announcement. My off</p>

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<b>New Business</b>	<b>Discussion &amp; Decision</b>
	<p>the cuff lists include:</p> <p>So a short meeting to connect the dots, and create a communications plan would be worth 200 points, and could save everyone time.</p>
<p><b>11. HRQMC Seminar at ODU</b></p>	<p><b><u>Initiator: Mike Plumb</u></b></p>
<p><b>12.</b></p>	
<p><b>13.</b></p>	
<p><b>14.</b></p>	

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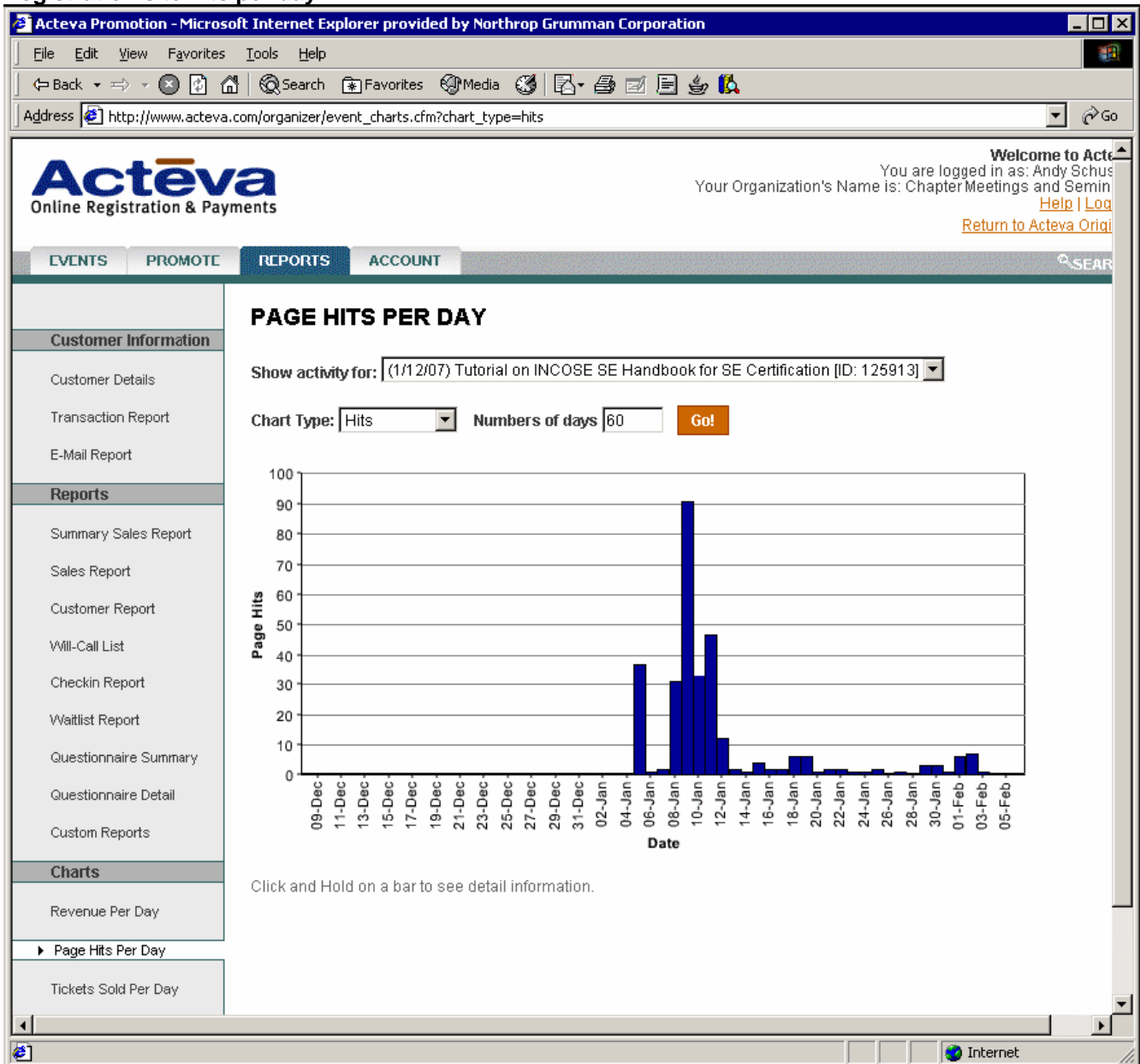
**Attachment A**

"This chart of the sales revenue for the Jan 12- March SSEC on line tutorial is interesting. We continues to "Sell" classes after the class has started." I think this tell us something about the precieved value of the \$25 class to INCOSE membres"

**Jan – Mar SSEC Tutorial Registration Statistics**

Dated 2/6/07 by Andy Schuster

**Registration site hits per day**

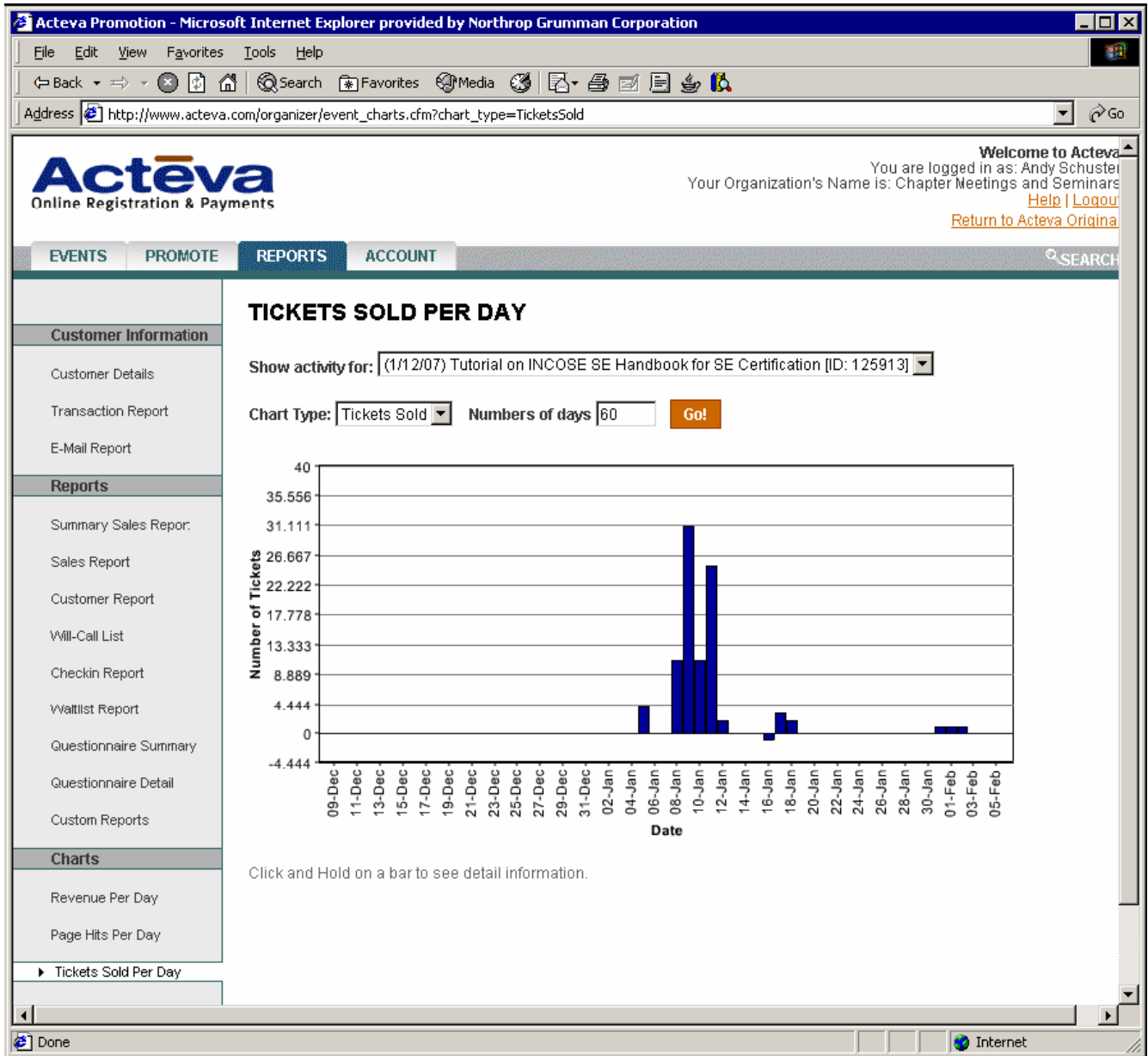


**Registration site sales per day**

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**Attachment B –  
 Membership Report for February 2007 BOD**

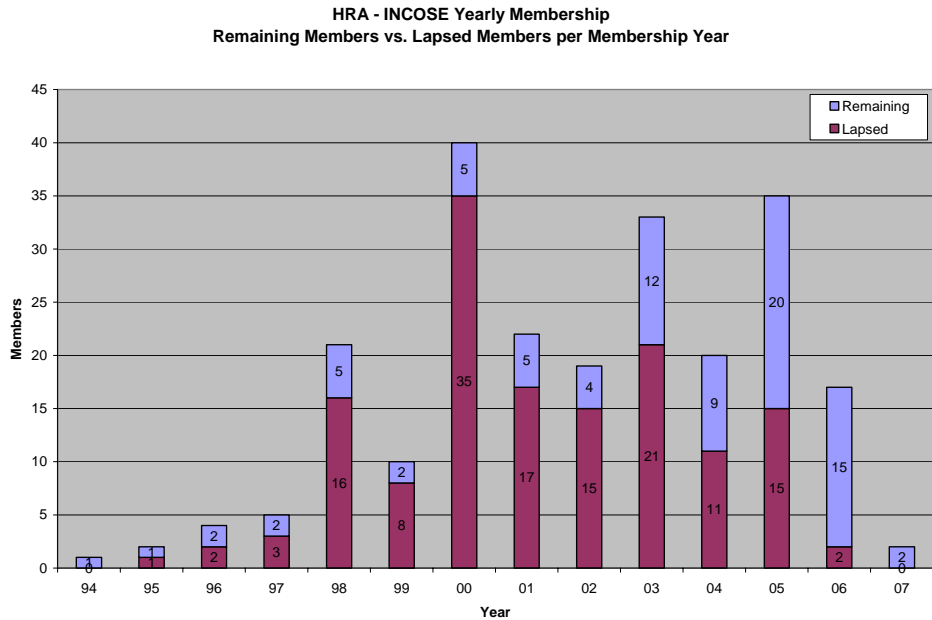
The following chart will be filled out throughout the year to show a comparison of new membership each month for the years 2005, 2006, and 2007. From this chart, the HRA – INCOSE BOD may be able to gauge trends among the specific months new members typically join and plan membership activities accordingly:

Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>New Members 2005</b>	4	2	1	4	2	1	3	4	6	4	4	1	36
<b>New Members 2006</b>	3	2	1	4	0	0	3	0	0	1	2	1	17
<b>New Members 2007</b>	2												2

Summary membership statistics are as follows:

- New members joined since January 1, 2007 = 2
  - Mr. Mickey Vollmer – Visense Inc., President (January 6<sup>th</sup>)
  - Ms. Vanessa R. Lees – City of Virginia Beach, IT Architect (January 18<sup>th</sup>)
- Total Members Joined since January 1, 1994 = 231
- Total Members Lapsed since January 1, 1994 = 146
- Total Members Remaining as of February 12, 2007 = 85

The graph to the below shows the total number of members that have joined since 1994. Each total is broken up into the number of members that have had a lapse in membership and the number of members that we still have remaining. Specific numbers are shown on the graph.



I plan to have a draft membership letter for review at next month’s BOD meeting. This purpose of this letter will be to nudge lapsed members to reinstate and will include a brief survey asking them what they expected from our organization and why they opted to not return. I will also draft a similar survey to be sent out with the “New Member” letters, so that we might take a proactive approach to our members’ needs.

~Michele

**Attachment C:**

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Treasurer's Report

	Budget	Credit	Debit	Balance
				\$ 6,693.18
<b>January 2007</b>				
#2565 BOD Install/ Frames/ Kelly Moses reimb			\$22.00	\$6,671.18
#2566 BOD Installation/ S Maclay reimb			\$69.17	\$6,602.01
#2567 Donation to NASA Eng Week			\$100.00	\$6,502.01
#2568 ??PEC Banquet Table			\$350.00	\$6,152.01
Patrick Kennedy-12-22-06 Xmas party		\$15.00		\$6,167.01
Colleen Farrell SE Hndbk tutorial 1-12-07		\$25.00		\$6,192.01
Acteva-(qty= 4)Tutorial INCOSE SE Hndbk-Secertif		\$91.48		\$6,283.49
HRA INCOSE --P.O.Box Payment	\$30.00		\$30.00	\$6,253.49
IW 2007/ John Clark	\$500.00		\$500.00	\$5,753.49 Balance 2-10-07
SSTC 2007/ Tampa FL (\$1674 normally)				
INCOSE IS 2007/ San Diego CA (\$1834 normally)			\$500.00	
NGC SEAG 2007/ Baltimore MD (\$1204)				
Wine and Cheese 2007 (\$\$??)				

**Attachment D**  
**HRA-INCOSE Program for 2007**

Notes:

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

<b>Confirmed HRA-INCOSE Program for 2007</b>					
<b>Date</b>	<b>Event Type – <u>Event Title</u> – Presenter</b>	<b>Location</b>	<b>Points</b>	<b>Budget</b>	<b>Assumptions</b>
			3440	\$ 585	
Jan 09	Dinner Meeting <b><u>Installation of Officers</u></b>	Gus's at Ramada Plaza in VB	0	-250	50+10*\$20 Plaques & Free Dinner for Officers
Jan 16	BOD 12-1	Telecom	25	0	
Jan 12 thru Mar 30	Online Tutorial <b><u>Tutorial on the INCOSE System</u></b> <b><u>Engineering Handbook in</u></b> <b><u>Preparation for SE Certification</u></b> - John Clark	Teleconference <a href="https://connect.incose.org/tut/sehandbook/">https://connect.incose.org/tut/sehandbook/</a>	800	2075	Charging \$25/attendee, net to HRA is 23.50. Net to HRA-INCOSE 2/2/07
Jan 25	Seminar <b><u>Hampton Roads Quality</u></b> <b><u>Management Council Community</u></b>	<b>ODU</b>	0	0	HRA-INCOSE involvement is unknown

## HRA-INCOSE Program for 2007

Rev 0.17, 2/2/07, by Andy Schuster HRA-INCOSE DaL-Programs 2007

Confirmed HRA-INCOSE Program for 2007					
Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Assumptions
	<b><u>of Practice Seminar #2</u></b>				
Jan 27-31	<b><u>2007 INCOSE International Workshop</u></b> J. Clark & B Reed have requested funding from HRA	<b>Albuquerque, New Mexico</b>	100	-500	50 points per attendee
Feb 15	IEEE/INCOSE Dinner Meeting <b><u>Engineering Professional Certification</u></b> , by Jim Lowe, <b>General Council HSMM</b>	Al Fresco Ristorante 11710 Jefferson Newport News VA	100	-120	=35+25+60 Speaker's Gift, Dinner for wife, & car fare
Feb 13	BOD 12-1	Telecom	25	0	
Feb 21,	<b><u>PEC Career Day, NASA LARC</u></b> 10-12	Reid Conf Ctr	200	-50	Kevin has lead
Feb 22,	<b><u>PEC Career Day, NASA LARC</u></b> 10-12	Reid Conf Ctr	200	-50	Kevin has lead
Feb 24 Sat	<b><u>PEC's National Engineers Week Award Banquet</u></b>	Plaza in NN	240	-160	Kevin has tickets assume dan plus 3
3/13/07	BOD 12-1	Telecom	25	0	
3/29/06	<u>General Membership Mtg</u>	@ Futron	0	0	Kelly Moses to confirm date, time, topic
4/10/07	BOD 12-1	Telecom	25	0	
April 18 Wednes day	Dinner Meeting <b><u>CMMI and Agile Software Development: There is a Middle Road</u></b> , Steve Randolph, Innova Systems	<i>southside</i>	100	-120	Need bio, abstract & location
5/8/07	BOD 12-1	Telecom	25	0	
May 16	Dinner Meeting <b><u>Transportation Technology and Systems Engineering Relationship</u></b> Dr. Mike Fontaine, ODU...	<i>Chesapeake or ODU Main Campus</i>	100	-120	Title, Biography & Abstract to be refined. and
6/12/07	BOD 12-1	Telecom	25	0	
6/28/07	<b><u>Wine &amp; Cheese Party</u></b> - General Membership Mtg	Reed/Waddell Residence	100	-600	To be confirmed by Beckly
7/10/07	BOD 12-1	Telecom	25	0	
6/24-28	<b><u>INCOSE – International Symposium</u></b>	San Diego	100	-1000	50 points per attendee
July 18	Dinner Meeting - <b><u>Configuration Management Six Sigma Process</u></b> - Bettina Agnor (6 Sigma)	VB	100	-120	Title, Abstract, Bio are tbd
8/14/07	BOD 12-1	Telecom	25	0	
9/11/07	BOD 12-1	Telecom	25	0	
Sept 13&14	<b><u>3<sup>rd</sup> Annual SSEC, a 2 Day Review Seminar</u></b> on the INCOSE Handbook Vr 2A	ODU Web Center	800	1500	John Clark is Lead, this will be a repeat of the Jan-Mar event, but in a 2 day format

# HRA-INCOSSE Program for 2007

Rev 0.17, 2/2/07, by Andy Schuster HRA-INCOSSE DaL-Programs 2007

## Confirmed HRA-INCOSSE Program for 2007

Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Assumptions
10/9/07	BOD 12-1	Telecom	25	0	
Oct 10	AICHe/INCOSSE Dinner Meeting - <b><u>V&amp;V of a new Chemical Engineering Process</u></b> - Jale Akyurtlu, Hampton U,	Al Fresco Risterante, Newport News	200	100	Abstract and title are due on July31st
11/11/07	BOD 12-1	Telecom	25	0	
12/11/07	BOD 12-1	Telecom	25	0	

### Missing items from Agenda

- Risk Symposium
- Dinner Meeting – SE in Offshore Oil  
Industry Projects - Dr Whitcomb, NGSS SE  
Chair at UNOs NAME/OE dept.

### 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

#### From John Clark:

The following briefs can be presented by John  
Clark:

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

#### From Andy Schuster - Joint Meetings:

SOLE -  
SNAME – Hockberger Seminar  
SAWE -  
PMI -

## Proposed items for the HRA-INCOSSE Program for 2007

Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Assumptions
			700	\$ -2,990	
3/17/07	<u>One Day Seminar – Systems Engineering in Ship Design</u> – One Day seminar jointly held with ASNE & SNAME – with Hockberg as speaker	Norfolk	200	-750	Expenses \$600+150 Honorarium, & travel expenses
4/24/07	<u>General Membership Mtg</u>	Local Restaurant	0	0	Andy to choose location
5/24/07	<u>General Membership Mtg @ NGMS</u>	Virginia Beach	0	0	John Clark to make initial POC
6/16/07	<u>Tutorial – Achieving Effective Risk Management</u> by Ed Conrow July 21, 2006	Norfolk	200	-750	= \$600+150 Honorarium, & travel expenses
8/22/07	<u>Dinner Meeting – Requirements for Naval Ship</u> Dr Raines of NAVSEA	VB	100	-120	=2*35+4*25 Speaker's Gift, Dinner for guest
8/30/07	<u>Tides Baseball Game</u> - General Membership Mtg	Norfolk	0	0	
10/tbd/07	<u>Joint Symposium Battle Space Symposium with INCOSSE MD Chapter</u>	Solomons?	100	0	Tentatively for 10/12
10/25/07	<u>General Chapter Meeting</u>	tbd	0	0	
11/28/07	Dinner Meeting – <u>Risk Assessment Methods – Uncertainty, Monte Carlo, SWAGS and other methods</u> – Futron or NGC engineer	Norfolk	100	-120	=2*35+4*25 Speaker's Gift, Dinner for guest
12/15/07	<u>Christmas Party Bill's House, TBD?</u>	Chesapeake,	0	-1250	

# **HRA-INCOSE Program for 2007**

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