

HRA-INCOSE BoD Meeting Agenda
Wednesday June 13, 5:30 – 7:30 PM
Ruby Tuesday's
College Drive, Suffolk
Minutes in Blue Italic Text

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1. Call To Order (1 minute)

The meeting *was called* to Order at *5:59 PM*.
The meeting was adjourned at 7:01 PM.

2. Roll Call & Quorum (2 minutes)

A simple majority Chapter Officers is required for a Quorum.

Officers (Quorum of	Name	Present	Other
President	Bill Olson	X	
Vice President	Chris Orłowski		
Treasurer	Sherry Maclay	X	
Secretary	Kelly Moses		
Past President	Becky Reed		
Web Master	Christy Mazza		
Director at Large for Programs	Tad Walls	X	
Director at Large for Membership	Michele King	X	
Director at Large for University Liaisons	Michael Plumb		
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		
Director Media Relations	Steve Forehand		
Technical Committee - Lead	Kevin Topp		

3. Perfect the Agenda (2 minutes)

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 (35 minutes)

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

Report & Discussion	
President (4 minutes)	<i>Dan Fontaine is looking for newsletter input. He wants to get the newsletter out by the end of the month, so if anyone has anything, please send it to Dan. Sherry suggested that INCOSE do a career day at a local school and Bill agreed that it is something our chapter could do. Bill informed the BoD that the Chapter was awarded the Silver Award for 2006, but it is being contested because they didn't take into account that we have an official INCOSE product.</i>
Vice President (3 minutes)	
Treasurer's Report (8 minutes)	Appendix A <i>The Treasurer's Report was accepted. Payment of \$300 to Becky Reed for the Wine & Cheese Party was discussed and approved. Reimbursement to John Clark for the I.S. was also discussed. Depending on how much John is requesting, there may be some money left to help with an additional attendee's expenses, if someone else would like to go.</i>
Secretary's Report (0 minutes)	
DaL – Programs (7 minutes)	Current Calendar – Appendix B <i>John, Becky, Bill, and Chris (??) will attend the INCOSE International Symposium (June 24-26). The Cross SYSCOM Systems Engineering event will possibly be held at Johnny Carinos. Attendance will be on a first-come, first-served basis. We may need to look into asking PMI to co-sponsor the August event, "Comparison of INCOSE and PMI Risk Management practices." It was suggested that we add the "3rd Annual SSEC, a 2-Day Review Seminar" (originally scheduled for September 13-14) and Fred Rojek's "Model Based Systems Engineering" (originally scheduled for November 7) to the Risk Seminar (November 8-9) instead of having them as a separate events. Tad will speak with the OMNI about prices and booking for the Risk Seminar. The BoD approved Tad to use up to \$2000 for deposits for this event. Possible speakers for this event include: Steve Waddell, Becky Reed, Louis Fussell (Futron), and possibly someone from NASA LaRC. Sponsors for this seminar should be able to set up a booth and have a few employees attend for free.</i>
DaL - Membership (3 minutes)	Membership report – Appendix C <i>The membership report was reviewed. The response received from the Lapsed Member Survey was reviewed. Michele will respond to the lapsed member with information about recent and upcoming events.</i>
DaL - University Liaison (2 minutes)	
DaL – Publication (2 minutes)	
DaL – Training & Education (2 minutes)	<i>Presented the tutorial at the NG SEAG Symposium in Baltimore on 14 May to 33 attendees. Presented the tutorial at the IEEE/INCOSE Region 5 Seminar on 12 & 13 June in Waldorf MD (only 4 registrants to date). Will present the tutorial at the SSTC on 16 & 17 June in Tampa FL (only 3 registrants to date) and at the INCOSE IS on 23 & 24 June in San Diego (over 10 registrants to date). Awaiting previously requested HRA reimbursement for John's IS registration fee. Nothing heard back from ODU on scheduling the fall tutorial.</i>

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Report & Discussion	
PEC Representative (2 minutes)	
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Becky's Corner	
Technical Committee	

5. Old Business (10 minutes)

Action Items

Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
05-15-06 #2	June 15	Tad/Kelly	Ongoing	Buy a new banner with the new logo Nov – Logo has been revised <i>No change.</i>
1-16-07 #2	May 1	Michele	<i>6-08-07</i>	Membership surveys: Send lapsed member survey to 2006 lapsed members, Revise current New Member Letter to include new member survey <i>Complete.</i>
1-17-07 #7		John	<i>Closed -Not Participating</i>	Presenting at SSTC with John: Andy, Bill, and Jean interested. Andy will coordinate with John 6/7/07: Bill will not attend. John extended a welcome to the Central Florida Chapter to participate. Nothing heard from them, Andy, or Jean. The SSTC reports only three registrants to date. <i>(John has an extra room reserved for anyone to use).</i>
1-17-07 #8		Bill		HRQMC Seminar: Bill will call Mike Plumb and coordinate.
2-13-07 #15		Kelly		Work on Communication Plan revision to incorporate Acteva capabilities – <i>Kelly asked Bill where the Communication Plan might be located, it is not on the disk provided to Kelly by Andy in January 2007</i>
3-20-07 #17	4-17-07	Bill		Find Chairperson for RM Seminar <i>On-going</i>
3-20-07 #18		Andy/Tad	Partial	Develop management plan for RM Seminar <i>On-going</i>
<i>6-13-07 #1</i>	<i>6-21-07</i>	<i>Tad</i>		<i>Write an article on the Mike Fontaine event and send it to Dan Fontaine for inclusion in the newsletter.</i>
<i>6-13-07 #2</i>	<i>6-21-07</i>	<i>Bill</i>		<i>Write an article on the Wine & Cheese social and send it to Dan Fontaine for inclusion in the newsletter.</i>
<i>6-13-07 #3</i>		<i>Bill/John</i>		<i>Get product under official configuration control.</i>

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Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
<i>6-13-07 #4</i>	<i>6-30-07</i>	<i>Bill</i>	<i>6-18-07</i>	Ask INCOSE IS Chair to waive John's IS registration fee in compensation for presenting the tutorial. Otherwise, approve John's previous request for HRA reimbursement of his IS registration fee so he can pay his credit card bill. <i>Call John Clark to find out how much money he is requesting be reimbursed. Send an e-mail vote to the BoD. – Vote was taken and John will be reimbursed for his IS registration fee.</i>
<i>6-13-07 #5</i>	<i>7-30-07</i>	<i>Tad</i>		<i>Use up to \$2000 to book a space for the Risk Management Seminar.</i>
<i>6-13-07 #6</i>	<i>6-30-07</i>	<i>Michele/ Kelly</i>		<i>Can Futron do an Open House?</i>
<i>6-13-07 #7</i>	<i>6-30-07</i>	<i>Bill</i>		<i>Write email to INCOSE to ask for speakers for the Risk Management Seminar.</i>
<i>6-13-07 #8</i>	<i>6-30-07</i>	<i>Michele</i>		<i>Reply to the lapsed member who completed the Lapsed Member Survey.</i>
<i>6-13-07 #9</i>	<i>6-30-07</i>	<i>Michele</i>		<i>Find out how many INCOSE members signed up for membership at the Tutorial in Sept/Oct 2005 and are still members.</i>
<i>6-13-07 #10</i>	<i>7-10-07</i>	<i>Michele</i>		<i>Review the Requirements in Section 3: Membership of the 2004 Chapter Awards Submission sheet. Report on what we're meeting/not meeting at the next meeting.</i>

6. New Business (15 minutes)

Topics of discussion

New Business	Discussion & Decision
1. CSEP Tutorial	Consider making the Tutorial an official INCOSE product <i>Bill has an action to get this product under official configuration control.</i>
2. OMNI for Nov 2007 Risk Seminar	All Day Conference for November 8-9, 2007: Primary Room for 50 people theatre style - Rental \$175 + 5 % tax per day 3 Additional Rooms to accommodate up to 20 people each - Rental \$75 + 5% tax each per day Any Food Ordered would be additional, I have attached our break menus as well as possible lunch options. If you would like to add lunch and can use your primary room to eat in (we could set possible at round tables), I can waive the rental with a minimum of 40 people guaranteed for the lunch. (Menus in Attachment D) <i>The use of up to \$2000 has been approved for booking/reservations. Tad was given an action on this.</i>
3.	<i>Agenda Item for Next Meeting: Discuss the Christmas Party.</i>
4.	
5.	
6.	

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Attachment A – Treasurer's Report

		YTD		
INCOME		Budget	Actual	
Chapter Dues	ICD	\$1,700.00	\$2,021.13	
Chapter Mtg	INC	\$2,300.00	\$505.00	
Sponsorship	ISP	\$1,230.00	\$0.00	
Tutorials	ITT	\$1,000.00	\$2,230.52	
Total Income		\$6,230.00	\$4,756.65	Difference IAW Budget \$1,473.35
EXPENCES				
Chapter Meeting	MTG	\$2,300.00	\$658.84	
Chpt Mtg Subsidy	SUB	\$200.00	\$69.17	
Chpt Mtg Speaker	SPK	\$200.00	\$55.69	
Gift for Speaker	GFS	\$100.00	\$22.00	
Speaker Travel Reimbursement	STR	\$400.00	\$130.00	
Postage Box	BOX	\$30.00	\$0.00	
Advertising	ADV	\$0.00	\$100.00	
Sponsored Event- PEC Banquet	SEB	\$200.00	\$210.00	
Sponsored Event- Workshop	SEW	\$500.00	\$446.00	
Sponsored Event- Symposium	SES	\$1,000.00	\$0.00	
Sponsored Event- Wine & Cheese	SWC	\$300.00	\$0.00	
Sponsored Event- Christmas Party	SCP	\$1,000.00	\$0.00	
Total Expences		\$6,230.00	\$1,691.70	Difference IAW Budget \$4,538.30
Balance of Total Actual Income and Total Actual Expences			\$3,064.95	

HRA-INCOSE Program for 2007

				Budget	Credit	Debit	Balance
Date	CAT	Check number	January- March 2007				\$ 6,693.18
1/30/2007	GFS	2565	BOD Install/ Frames/ Kelly Moses reimburse-hor deurves			\$22.00	\$6,671.18
1/30/2007	SUB	2566	BOD Installation/ S Maclay reimb for pre-dinner finger food			\$69.17	\$6,602.01
2/7/2007	ADV	2567	Donation to NASA Eng Week			\$100.00	\$6,502.01
2/15/2007		2568	VOID			\$0.00	\$6,502.01
2/15/2007	SPK	2569	Andy Schuster Reimbursement Gift Card and Badges			\$34.71	\$6,467.30
2/15/2007	SPK	2571	Andy Shuster Reimbursement Feb 15 Speaker Dinner			\$20.98	\$6,446.32
2/16/2007	SEB	2572	PEC Banquet Table (check 2568 Void) Carmen Boelte			\$210.00	\$6,236.32
2/14/2007	INC		Patrick Kennedy-12-22-06 Xmas party		\$15.00		\$6,251.32
2/14/2007	ITT		Colleen Farrell SE Handbk tutorial 1-12-07		\$25.00		\$6,276.32
2/14/2007	ITT		Acteva-(qty= 4)Tutorial INCOSE SE Hndbk-SE certif		\$91.48		\$6,367.80
	BOX		HRA INCOSE --P.O.Box Payment	\$30.00		\$30.00	\$6,337.80
3/8/2007	SEW	2573	IW 2007/ John Clark	\$500.00		\$446.00	\$5,891.80
3/15/2007	ICD		Deposit Check-Reimbursement of HRA INCOSE from WMA INCOSE for MARC04		\$1,745.13		\$7,636.93
3/15/2007	ITT		Acteva Tutorial INCOSE SE Hndbk-SE certif		\$68.61		\$7,705.54
3/15/2007	ITT		Acteva Tutorial INCOSE SE Hndbk-SE certif		\$108.00		\$7,813.54
3/15/2007	ITT		Acteva Tutorial INCOSE SE Hndbk-SE certif		\$1,914.56		\$9,728.10
3/19/2007	ICD		Deposit from Wire Transfer/ INCOSE Share		\$276.00		\$10,004.10
2/15/2007	MTG	2570	IEE Dinner Meeting Payment to Restaurant			\$658.84	\$9,345.26
2/16/2007	INC		IEE Dinner Meeting (cash Payment)		\$280.00		\$9,625.26
2/16/2007	INC		IEE Dinner Meeting (2 checks--2 cks & cash dep together= 320 deposit slip)		\$40.00		\$9,665.26
2/16/2007	INC		IEE Dinner Meeting (Acteva online payment)		\$120.00		\$9,785.26
			Flowers to Funeral -Mother in law of Bill Olson via FTD \$76.48 SC Maclay paid (Repaymt of PEC Dinner tickets=\$70) Therefor No reimbursement for flowers.	\$0.00		\$0.00	\$9,785.26
4/25/2007	ITT		Acteva Tutorial INCOSE SE Hndbk-SE certif		\$22.87		\$9,808.13
5/4/2007	INC		IEEE Reimbhursement for Dinner Meeting		\$50.00		\$9,858.13
5/2/2007	STR	2574	Scott McLellan			\$130.00	\$9,728.13
					4/11/07 Bank Bal		9695.06
							\$33.07

HRA-INCOSE Program for 2007

Attachment B –HRA-INCOSE Program for 2007

HRA-INCOSE Program for 2007

Upcoming Events - Confirmed HRA-INCOSE Program ideas for 2007					
Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Notes
June 13	BOD 530-?	Ruby Tuesday's; College Drive in Suffolk	25	0	Dinner Meeting
June 24-28	<u>INCOSE – International Symposium</u>	San Diego	100	-1000	
July 10	BOD 12-1	Telecom	25	0	
July 26	<u>Cross SYSCOM Systems Engineering</u> , Chris Utara	Location TBD (NN or Hampton)	100	-120	Tad organizing with Chris Utara; Title may change
Aug 14	BOD 12-1	Telecom	25	0	
Aug TBD	Dinner Meeting “Comparison of INCOSE and PMI Risk Management practices”, Becky Reed & Steve Waddell	Portsmouth, Location TBD	100	-150	Tad scheduling with Becky Reed
Sept 11	BOD 12-1	Telecom	25	0	
Sept 13 & 14	3rd Annual SSEC, a 2 Day Review Seminar 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
Sept 18	Dinner Meeting - <u>Configuration Management</u> – NGNN SE/CM Group Representative	VB, Location TBD	100	-120	
Oct 9	BOD 12-1	Telecom	25	0	
Oct 10	AICHe/INCOSE Dinner Meeting - <u>V&V of a new Chemical Engineering Process</u> - Jale Akyurtlu, Hampton U,	Al Fresco Risterante, Newport News	200	-100	Abstract and title are due on July31st – TW sent email on 6/4 to confirm.
Nov 7	Dinner Meeting: Fred Rojek <u>Model Based Systems Engineering</u> ; Booz Allen Hamilton	Norfolk, Location TBD	100	-50	Tad confirmed on 4/18
Nov 8-9	Advanced Risk Management Seminar Speakers: NASA LARC project Risk Mgr- moses SAWE – Weight Cntrl Risk – Cerro Waddel/Reed	TBD	2000	8000?	Planning started 3/1/07 WBS on G Drive. Mike Podolsky has potential sponsor.

HRA-INCOSE Program for 2007

Upcoming Events - Confirmed HRA-INCOSE Program ideas for 2007					
Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Notes
Nov 11	BOD 12-1	Telecom	25	0	
Dec 11	BOD 12-1	Telecom	25	0	
Dec xx	Holiday Party	TBD			Bill Olson's House?
Jan TBD (08)	Dinner Meeting Installation of Officers	TBD	0	-250	Free Dinner for Officers

HRA-INCOSE Program for 2007

Completed HRA-INCOSE Program ideas for 2007					
Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Assumptions
			1740	\$ 1,007	
Jan 09	Dinner Meeting <u>Installation of Officers</u>	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 <u>Tutorial on the INCOSE System Engineering Handbook in Preparation for SE Certification</u> - John Clark	Teleconference https://connect.incose.org/tut/sehandbook/	800	2075	Charging \$25/attendee, net to HRA is 23.50. Net to HRA-INCOSE 2/2/07
Jan 25	Seminar <u>Hampton Roads Quality Management Council Community of Practice Seminar #2</u>	ODU	0	0	HRA-INCOSE involvement is unknown
Jan 27- 31	<u>2007 INCOSE International Workshop</u> J. Clark & B Reed have requested funding from HRA	Albuquerque, New Mexico	100	-500	50 points per attendee
Feb 15	IEEE/INCOSE Dinner Meeting <u>Engineering Professional Certification</u> , by Jim Lowe, General Council HSMM	Al Fresco Ristorante 11710 Jefferson Newport News VA	100	-108	=30+30+48 Speaker's Gift, Dinner, and member price difference (8*6)
Feb 13	BOD 12-1	Telecom	25	0	
Feb 21,	<u>PEC Career Day, NASA LARC 10-12</u>	Reid Conf Ctr	200	-50	Kevin has lead, we buy PIZZA for kids
Feb 22,	<u>PEC Career Day, NASA LARC 10-12</u>	Reid Conf Ctr	200	-50	
Feb 24 Sat	<u>PEC's National Engineers Week Award Banquet</u>	Plaza in NN	240	-160	Kevin has tickets assume dan plus 3 or 4*\$35
Mar 20	BOD 12-1	Telecom	25	0	
Mar 29	General Membership Meeting <u>CSEP Application Overview</u>	Tidewater Community College	0	50	Mike Plumb and Andy Schuster to arrange, with John Clark as speaker
Apr 13	BOD 12-1	Telecom	25	0	
May 2 Wed	Dinner Meeting <u>NAVY Risk Exchange</u> , Scott McClean, NAVAIR	China Buffet, Military Hwy	100	-130	
May 8	BOD 12-1	Telecom	25	0	
May 31	Dinner Meeting <u>Transportation Technology and Systems Engineering Relationship</u> Dr. Mike	Orapax in Ghent	100	-30	Booked side room at Orapax.

HRA-INCOSE Program for 2007

Rev 1.0, 6/7/07, by Tad Walls HRA-INCOSE DaL-Programs 2007

Completed HRA-INCOSE Program ideas for 2007					
Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Assumptions
	Fontaine, ODU				
June 2	Wine & Cheese Party - General Membership Mtg	Reed/Waddell Residence	100	-250	

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
- INCOSE CSEP Exam and Tutorial overview
- Potential HRA Seminar on the DoD Architecture Framework (DoDAF) by Dr James Martin, INCOSE SE Standards Committee Chair

From Andy Schuster - Joint Meetings:

SOLE – Dan
 SNAME – Hockberger Seminar
 SAWE – SE to NA interface
 PMI - Steve

Potential HRA-INCOSE Program ideas for 2007					
Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Assumptions
			700	\$ -2,990	
tbd	<u>One Day Seminar – Systems Engineering in Ship Design</u> – One Day seminar jointly held with ASNE & SNAME – with Hockberg as speaker W.hockberger@verison.net	Norfolk	200	-750	Expenses \$600+150 Honorarium, & travel expenses
tbd	<u>General Membership Mtg</u>	Tbd	0	0	Andy to choose location
tbd	<u>General Membership Mtg @ NGMS</u>	NGMS in VB	0	0	John Clark initial POC
tbd	<u>Tutorial – Achieving Effective Risk Management</u> by Ed Conrow July 21, 2006	Norfolk	200	-750	=\$600+150, Honorarium, & travel expenses
tbd	<u>Joint Symposium Battle Space Symposium with INCOSE MD Chapter</u>	Solomons?	100	0	Tentatively for 10/12
tbd	<u>Christmas Party Bill's House, TBD?</u>	Chesapeake,	0	-1250	

Attachment C - Membership Report for May 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
New Members 2005	4	2	1	4	2	1	3	4	6	4	4	1	36
New Members 2006	3	2	1	4	0	0	3	0	0	1	2	1	17
New Members 2007	2	1	1	1	1								6

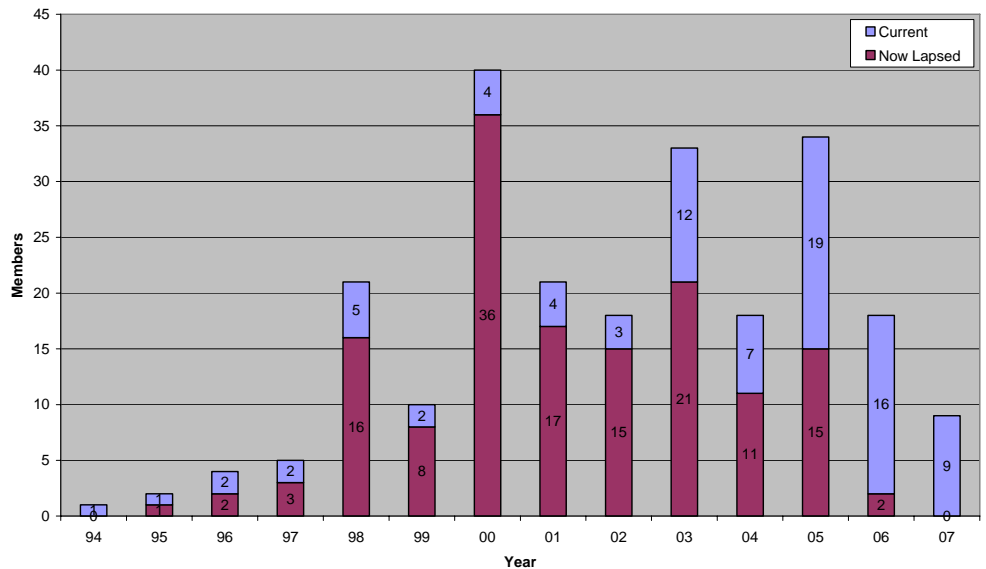
Summary membership statistics are as follows:

- **New Members Joined since May 1, 2007 = 1**
 - Mr. Mark W. Smith (May 22nd) – Logistician, SAIC
- **Transferred Members since May 1, 2007 = 1**
 - Dr. Abe W. Meilich (May 7, 2007) – Certified Systems Architect, Lockheed Martin Simulation, Training, and Support
- Total Members Joined since January 1, 1994 = 230
- Total Members Transferred since January 1, 2004 = 4
- Total Members Lapsed since January 1, 1994 = 147
- **Total Members Remaining as of June 1, 2007 = 87**

The graph to the right 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 have started sending out “New Member Surveys” and “Lapsed Member Surveys.” I have received one response to a “Lapsed Member Survey,” shown on the next page. I ask that the BoD review the lapsed member’s comments and provide feedback that might help me to draft a response. Thank you.

HRA - INCOSE Yearly Membership
Remaining Members vs. Lapsed Members per Membership Year



HRA-INCOSE Program for 2007

Rev 0.13, 1/5/06, by Andy Schuster HRA-INCOSE DaL-Programs 2007

Lapsed Member Survey Comments:

1. How long had you been a member of INCOSE? **3 years**
2. Did you participate in chapter-sponsored events? **Yes**
3. If you answered “yes” to #2, please list those events attended: **Meetings**
4. Were any of the following meeting/event attributes inconvenient:
 - a. Location
 - b. Day of the week
 - c. Time
5. What were your expectations of INCOSE as a professional organization? **I expected to learn the latest SE information (in a usable form — not that horribly dry and worthless magazine). I expected to hear SE-related topics about practical issues discussed at the meetings.**
6. How did we meet or not meet those expectations? **Never understood the point. Exactly what does INCOSE do? There was no SE training, discussion, etc. — just the constant talk about how to grow. Ironically, that was followed by the “Certification” talk, which further EXCLUDED people.**
7. What added benefits did you expect from your membership that you did not receive? **Networking, training, learning more about SE, realistic certification program... The list goes on and on.**
8. Why did you let your membership lapse? **The final straw was the pronouncement about the SE certification process. Some blowhard came down from Washington and announced an arbitrary decision that those without technical degrees would have to wait 10 years before even being *considered* for certification. Bye! Was it something that we can correct? Do away with the exclusionary behavior. You can make something demanding, yet still achievable. Why an arbitrary 10-year wait for eligibility for SE certification for those with non-technical degrees?**
9. Based on your current circumstances, do you think that INCOSE membership could be more useful to you now? **No**
10. Would you be interested in renewing your membership at this point in time? **No**

HRA-INCOSE Program for 2007

Rev 0.13, 1/5/06, by Andy Schuster HRA-INCOSE DaL-Programs 2007

Attachment D – OMNI Menus

OMNI NEWPORT NEWS HOTEL

Dinner a' la Carte

Plated Dinner includes...

Crisp Garden Salad and Fresh Vegetables
Chef's Selection of Potatoes or Rice, Warm Rolls
Choice of a Dessert with Freshly Brewed Coffee and Tea

STARTERS

SALADS

Sliced Prosciutto and Melon
Spinach Salad
\$4.00pp
\$2.00pp
Shrimp Cocktail
Artichoke Salad
\$7.25pp
\$2.00pp
Fresh Fruit Cup
Caesar Salad
\$3.00pp
\$2.00pp

SOUPS

Shrimp Bisque
\$4.00pp
French Onion Soup
\$3.00pp
Soup Du Jour
\$3.00pp

DINNER ENTREES

CHICKEN MARSALA **FILET MIGNON**

With Sautéed Mushrooms
Cabernet Sauce
In a Marsala Wine Sauce
Béarnaise Sauce
\$17.95pp
\$27.95pp

***STUFFED CORNISH GAME HEN**

Baked and Stuffed with
Herb Long Grain Rice or a
\$21.95pp

CHICKEN NORMANDY **SIRLOIN OF BEEF**

Stuffed with Apples and
Topped with a
Almond Calvados Sauce
Mushroom Demi Glaze
\$18.95pp
\$19.95pp

ATLANTIC SALMON

Grilled or Poached
in a Shrimp Sauce
\$18.95pp

ROAST

Wild

HRA-INCOSE Program for 2007

Rev 0.13, 1/5/06, by Andy Schuster HRA-INCOSE DaL-Programs 2007

CHICKEN CORDON BLEU YORK SIRLOIN

Stuffed with Ham and Swiss Cheese
Sirloin of Beef

In a Brown Chicken Sauce
d' Hotel Butter

\$19.95pp
\$23.95pp

CHICKEN CHESAPEAKE

Lump Crab Meat Stuffing

White Wine Sauce

\$22.95pp

NEW

Tender

Maitre

CHICKEN WELLINGTON LOIN OF PORK

Wrapped in Puff Pastry
in Roasted Sage

With a Chicken Demi Glaze
Black Bean Sauce

\$22.95pp
\$19.95pp

CHESAPEAKE CRAB CAKES

Seasonal Fresh Crab Patties

Yellow And Red Pepper Coulis

\$Seasonal

Rubbed

With a

CHICKEN BREAST ROAST PRIME RIB

Grilled Tender, Skinless Breast
Prime Rib of Beef

Sautéed in Chardonnay Sauce
Served with Au Jus

\$17.95pp
\$24.95pp

BROILED STUFFED FLOUNDER

Stuffed with Crab

In a Light Lemon Butter Sauce

\$19.95pp

Tender

Desserts

Chocolate Mousse Cake, Carrot Cake, Tiramisu,
Key Lime Pie, Fresh Fruit Pie or Chocolate Torte

* Starch Included In Entrée

All Prices are Subject to 19% Service Charge and Applicable Taxes

All Prices are Subject to Change

OMNI NEWPORT NEWS HOTEL

Dinner a' La Carte

PREMIUM PLATED DINNER DUETS INCLUDE...

Crisp Garden Salad, Chef's Choice of Vegetable and Starch, Warm Rolls
Choice of Dessert with Freshly Brewed Coffee and Tea

STARTERS

Sliced Prosciutto and Melon
\$4.00pp

Shrimp Cocktail

\$7.25pp

Fresh Fruit Cup
\$3.00pp

SOUPS

Shrimp Bisque
\$4.00pp

French Onion Soup

\$3.00pp

Soup Du Jour
\$3.00pp

SALADS

Spinach Salad
\$2.00pp

Artichoke Salad

\$2.00pp

Caesar Salad
\$2.00pp

PREMIUM DUET ENTREES

SLICED BEEF TENDERLOIN WITH BAKED STUFFED SHRIMP

Tender Loin of Beef with Sautéed Wild Mushrooms Accompanied by
Gulf Shrimp Filled with Fresh Crab Stuffing, Lightly Baked in White Wine and Butter
\$35.00pp

BROILED WARM WATER LOBSTER TAIL AND PETIT FILET

Tender Filet Mignon Grilled and Paired with
Warm Water Lobster Tail with Drawn Butter
\$41.00pp

GRILLED CHICKEN BREAST AND CRAB CAKES

A Boneless, Skinless Breast of Chicken
Accompanied with Freshly Prepared Crab Cakes
\$29.00pp

SWORDFISH & CHICKEN BREAST WITH LEMON HERB SAUCE

Swordfish Steak and a Tender Breast of Chicken Lightly Sautéed
With Lemon and White Wine Herb Butter Sauce
\$29.00pp

ATLANTIC SALMON WITH PETIT FILET

Poached, Seared or Grilled Atlantic Salmon in a Light Lemon Butter Sauce
Paired with Tender Filet Mignon, Grilled to Perfection
\$35.00pp

DESSERTS

Chocolate Mousse Cake, Carrot Cake, Tiramisu,
Key Lime Pie, Fresh Fruit Pie or Chocolate Torte

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Dinner Buffets

BUFFET ITALIANO

{Minimum 50 Guests}

Salads and Sides

Plum Tomato and Onion Salad
Caesar Salad with Herb Garlic Croutons
Grilled Eggplant Salad
Roasted Rosemary Potatoes or Rice
Ratatouille or Vegetable Medley
Warm Garlic Bread

Choice of Two Entrees

Green Beans with Onions

Chicken Parmesan
Meat or Spinach Lasagna
Penne Pasta Alfredo
Manicotti

Chicken Marsala
Italian Sausage, Onions and Peppers

Dessert and Coffee

Stew
Assorted Dessert Table
Freshly Brewed Coffee and Tea
\$21.00pp

SOUTHERN BUFFET

{Minimum 50 Guests}

Salads and Sides

Relish Tray
Tossed Garden Salad
Cole Slaw
Country Potato Salad
Hush Puppies, Biscuits and Cornbread

Choice of Two Vegetables

Collard Greens
Stewed Tomatoes
Choice of One Starch
Country Mashed Potatoes with Gravy

Black Eyed Peas Dirty Rice
Cottage Fried Potatoes
Choice of Three Entrees
Virginia Baked Ham Brunswick

Fried Catfish Barbecue Ribs
Carolina Style Pork Barbecue
Fried or Barbecue Chicken
Southern Style Pork Chops

Assorted Dessert Table
Freshly Brewed Coffee and Tea
\$25.00pp

DESIGNER BUFFET

{Minimum 50 guests}

Salads and Sides

Mini Salad Bar, Antipasto Bar
Fresh Fruit Platter and Assorted Cheeses
Warm Basket of Rolls with Butter

Choice of Two or Three Entrees

Sauce Poached Salmon in Shrimp Sauce

Seafood Newburg or Creole
Roast Top Round of Beef
Beef Stroganoff
Roasted Turkey

Choice of One Starch

Grilled Breast Chicken with Marsala

Chicken Penne Pasta Alfredo
Sage Rubbed Loin of Pork
Baked Country Ham
Veal Fricasse

Choice of Two Vegetables

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Scalloped Potatoes
Roasted Red Bliss
Mashed Potatoes
Garlic Mashed Potatoes
Rice Pilaf

Baby Glazed Carrots
Vegetable Medley
Sautéed Green Beans
Garlic Buttered Broccoli

Dessert and Coffee

Assorted Dessert Table with Freshly Brewed Coffee and Tea

Two Entrées \$22.00pp Three Entrées \$25.00pp

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OMNI NEWPORT NEWS HOTEL

Breakfast a' la Carte

PLATED BREAKFAST SELECTIONS

Egg Substitute Available for an Extra Charge.
All Breakfast Selections Include; Biscuits with Butter and Preserves,
Freshly Brewed Coffee, Decaffeinated Coffee,
Hot Tea and Juice

STARTERS

Seasonal Berries \$2.95pp, Melon Wedge \$2.95pp, A Half Grapefruit \$2.95pp,
Diced Fresh Fruit \$1.95pp, Hot or Cold Cereals \$2.95pp, Egg Substitute \$1.00pp

ALL AMERICAN

Fluffy Scrambled Eggs
Toast
Bacon, Sausage or Ham
Syrup
(Choice of One)
Sausage
Home Fried Potatoes
Fruit Garnish
\$9.95pp

FRENCH CONNECTION

Cinnamon Battered Dipped Texas
With Whipped Butter, Warm
Crisp Bacon, Ham or Country
(Choice of One)
Fruit Garnish
\$9.95pp

SIRLOIN STEAK AND EGGS

6 OZ. New York Sirloin
Scrambled Eggs
Home Fried Potatoes
Fruit Garnish
\$12.95pp

LIGHT & LUSCIOUS

Breakfast Quiche
Choice of Ham, Spinach, Bacon
Vegetable or Seafood

HEALTHY START

Fruit Yogurt
Sliced Fresh Fruit
Breakfast Sweet Breads

Breakfast Potatoes and Fruit Garnish

\$7.95pp

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\$9.95pp

BELGIUM WAFFLE STATION

Attendant Required

Crisp Belgium Waffles, Fresh Berries
Whipped Cream and Warm Syrup

Cheeses

\$8.95pp

With Breakfast Purchase

\$3.25pp

OMELET STATION

Attendant Required

Fresh Eggs Cooked to Order
Assorted Vegetables, Meats and

\$8.95pp

With Breakfast Purchase

\$3.95pp

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Attendant Fee \$ 35.00

OMNI NEWPORT NEWS HOTEL

Early Morning Beginnings

OMNI BUFFET

{Minimum 25 guest}

Freshly Brewed Regular and Decaffeinated Coffee
Assorted Teas and Chilled Juices
Freshly Baked Muffins, Danish Pastries and Croissants
Display of Fresh Sliced Seasonal Fruit
Fluffy Scrambled Eggs
Crisp Bacon and Country Sausage
Home Fried Potatoes
Buttered Grits
\$11.95pp

DELUXE BREAKFAST BUFFET

{minimum 25 guests}

Freshly Brewed Regular and Decaffeinated Coffee
Assorted Teas and Chilled Juices
Freshly Baked Muffins, Danish Pastries and Croissants
Display of Fresh Sliced Seasonal Fruit
Assorted Individual Cold Cereals with Whole and Skim Milk

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French Toast
Fluffy Scrambled Eggs
Crisp Bacon and Country Sausage
Home Fried Potatoes
Buttered Grits
\$14.95pp

PREMIUM BRUNCH BUFFET

{Minimum 50 guests}

Freshly Brewed Regular and Decaffeinated Coffee
Assorted Teas and Chilled Juices
Freshly Baked Muffins, Danish Pastries and Croissants
Display of Fresh Sliced Seasonal Fruit
Mini Salad Bar
Domestic and Imported Cheese Display
Chef's Selection of Fresh Vegetables and Starch
Fluffy Scrambled Eggs
Vegetable Quiche
Crisp Bacon and Country Sausage

Choice of Two of the Following Items:

Roast Sirloin of Beef
Beef Tips Burgundy
Corned Beef Hash
Roast Loin of Pork
Meat or Vegetable Lasagna

Baked Herb Chicken
Fried Chicken
Baked Cod Fish
Grilled Salmon
Honey Glazed Ham

\$17.95pp

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All Day Package Breaks

GOOD MORNING BREAK

Freshly Brewed Regular and Decaf Coffee
Hot Tea and Herbal Tea
Selection of Chilled Fruit Juices
Assortment of Breakfast Pastries
Country Sausage on Fresh Baked Biscuits
Sliced Fresh Seasonal Fruit
\$8.95pp

THE BAGEL STATION

Freshly Brewed Regular and Decaf Coffee
Hot Tea and Herbal Tea
Selection of Chilled Fruit Juices
Assortment of Fresh Bagels
Cream Cheese, Butter and Assorted Jams
Sliced Fresh Seasonal Fruit
\$7.95pp

THE CONTINENTAL BREAK

Freshly Brewed Regular and Decaf Coffee
Hot Tea and Herbal Tea
Selection of Chilled Fruit Juices
Assortment of Breakfast Pastries
Sliced Fresh Seasonal Fruit
\$7.95pp

HEALTHY HEART

Freshly Brewed Regular and Decaf Coffee
Hot Tea and a Selection of Herbal Teas
Chilled Orange Juice
Granola Bars and Breakfast Bars
Individual Yogurt with Granola
Sliced Fresh Seasonal Fruit
Individual Bottled Water
\$8.95pp

“Better Than Coffee Breaks”

ICE CREAM PARLOR

Vanilla and Chocolate Ice Cream
Ice Cream Cones
M & M's, Sprinkles, Walnuts
Chopped Snickers Bars, Cherries
Chocolate, Butterscotch, Strawberry Sauce
Whipped Cream and Bottled Water
\$8.25pp

BALL PARK

Fresh Popcorn, Soft Pretzels
Peanuts, Sunflower Seeds
Hot Dogs and Italian Sausages
Assortment of Candy Bars
Selection of Chips
Assorted Sodas and Bottled Water
\$8.95pp

CHOCOLATE AFFAIR

Ice Cold Chocolate Milk
Hot Fudge Brownies
Chocolate Chip Cookies
Chocolate Dipped Strawberries
Assortment of Chocolate Bars
Selection of Soft Drinks

BY THE BEACH

Flavored Ice Cream Floats
Milk Shakes
Mini Pizzas and Corn Dogs
Soft Pretzels
Candied Apples and Penny Candies
Chilled Lemonade, Iced Tea and Bottled

Water

\$8.25pp

\$8.95pp

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OMNI NEWPORT NEWS HOTEL

Morning Breaks & Beverages

Refreshments

Freshly Brewed Regular and Decaffeinated Coffee	\$24.00/Gal
Hot Teas and a Selection of Herbal Teas	\$28.00/Gal
Specialty Coffee {Assorted Flavors}	\$26.00/Gal
Steaming Hot Chocolate	\$26.00/Gal
Ice Cold Whole Milk, 2% or Skim	\$10.00/Crf
Brewed Iced Tea with Lemon	\$18.00/Gal
Sweet Lemonade	\$18.00/Gal
Fresh Orange Juice, Grapefruit Juice	\$18.00/Crf
Assorted Chilled Juices	\$16.00/Crf
Plain and Flavored Mineral Waters	\$2.25/each
Assorted Ice Cold Soft Drinks	\$2.25/each
Specialty Fruit Punch	\$18.50/Gal
Champagne Punch	\$35.00/Gal

The Extras

Individual Fruit Yogurt with Granola	\$1.95pp
Assorted Cereals with Whole Milk, 2% or Skim	\$2.75 pp
Fresh Bagels with Cream Cheese and Fruit Preserves	\$14.00Dz
Lox and Bagels with all the Extras	\$3.75pp
Jumbo Bran and Fruit Muffins	\$18.00Dz
Specialty Breads and Fruit Breads	\$18.00Dz
Assorted Danish Pastries	\$18.00Dz
Flaky, Buttery Croissants	\$20.00Dz
Breakfast Fruit Bars	\$14.00Dz
Sliced Fresh Fruit Display	\$2.25pp
Assorted Vegetable Platter	\$2.00pp
Country Sausage and Biscuits	\$14.00Dz
Assorted Domestic Cheese Display	\$2.75pp
Assorted Imported Cheese Display	\$3.00pp
Potato Chips, Pretzels or Tortilla Chip Baskets	\$9.00lb
Trail Mix or Mixed Nuts by the Pound	\$10.00lb
Warm, Soft Jumbo Pretzel Tray	\$25.00Dz
Chocolate Fudge Brownies	\$20.00Dz
Assortment of Candy Bars	\$25.00Dz
Variety of Jumbo Cookies	\$18.00Dz
Assorted Dessert Display	\$6.75pp