

HRA-INCOSE BoD Meeting Agenda
Tuesday May 8th, 12:00-1:00 PM Teleconference
Minutes in Blue Italic Text

Table of Content

1. Call To Order (1 minute) 1

2. Roll Call & Quorum (2 minutes) 1

3. Perfect the Agenda (2 minutes)..... 1

4. BoD Member Reports (35 minutes)..... 2

5. Old Business (5 minutes) 3

 Action Items..... 3

6. New Business (15 minutes) 4

 Topics of discussion..... 4

Attachment A – Treasurer’s Report (unchanged from March 2007)..... 6

Attachment B –HRA-INCOSE Program for 2007..... 7

Attachment C - Membership Report for April 2007 BOD 11

1. Call To Order (1 minute)

The meeting *was called* to Order at *12:05 PM*
The meeting was Adjourned at 12:53 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	X	
Treasurer	Sherry Maclay	X	
Secretary	Kelly Moses	X	
Past President	Becky Reed		
Web Master	Christy Mazza		
Director at Large for Programs	Tad Walls		
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	X	
Members & Invited Guests in attendance	Name	Present	Other
G2SEBOK:	Al Motley		
Peninsula Engineers Council - Representative	Kevin Topp		
Director Media Relations	Steve Forehand		

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.

HRA-INCOSE BoD Meeting Agenda
Tuesday May 8th, 12:00-1:00 PM Teleconference
Minutes in Blue Italic Text

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>Bill will continue to speak with Tad about the November Event</i>
Vice President (3 minutes)	Coordinated with Treasurer on <i>sample</i> Budget Template. See Appendix A (Treasurer's Report) <i>Chris reported on the work he and Sherry did on the budget and ledger. Chris will update the budget.</i>
Treasurer's Report (8 minutes)	Appendix A - <i>The \$3.07 discrepancy in the treasure's report was discussed. Possibly, this is an interest amount. Sherry will check on it.</i>
Secretary's Report (0 minutes)	4-10-07 #21 – from "Bylaws of the INCOSE – HRA Chapter" "Article X – Vacancies: Vacancies will be filled by nomination of the President and approval of the Board" Thus, Tad as Director at Large for Programs is a "go" – <i>Kelly reported the action to purchase a new banner is still open and that she and Tad along with Mike P. had discussed the issue. The question was raised as to why we need a new banner. Kelly explained that INCOSE HQ changed their banner last year and our current HRA-INCOSE banner needs to be updated to reflect this change.</i>
DaL – Programs (7 minutes)	Current Calendar – Appendix B November's Advanced Risk Management seminar. It will require help from many on the BOD and other chapter members. Planning is very much in its infancy right now. We can also advertise the 31 May Dinner Meeting. <i>Kelly spoke briefly on behalf of Tad on the above two topics. Bill will continue to keep in touch with Tad regarding the upcoming Fall Event. The "go ahead" was given to send out the information to the membership regarding the 31 May Dinner meeting.</i>
DaL - Membership (3 minutes)	Membership report – Appendix C <i>Michele reported on the membership statistics and will begin sending out both the New Member Survey and the Lapsed Member Survey during the May/June timeframe. Lapsed Member Surveys will be sent to members who opted not to renew their membership over the past 2 years. New Member Surveys will continue to go out to new members with the "New Member Welcome Letter" as they join during 2007. (Secretary Note: This is timely as we approach the membership renewal season!)</i>
DaL - University Liaison (2 minutes)	<i>John reported that Michael has been very busy</i>
DaL – Publication (2 minutes)	<i>Bill reported Dan is doing a great job.</i>
DaL – Training & Education (2 minutes)	a. Four tutorials upcoming: NGC SEAG (14 May) <i>[31 currently registered]</i> , IEEE/INCOSE So MD (12-13 June) <i>[too early to know the number of registrants]</i> , SSTC (16-17 June) <i>[1 currently registered]</i> , and INCOSE IS (23-24 June) <i>[16 currently registered]</i> . <i>Bill will assist with this event and has booked a flight. Bill may be rooming with John during this event, if not, Bill will request assistance from HRA-INCOSE chapter for cost of room (John has an extra room reserved for Bill to use). John requests early reimbursement of the INCOSE IS advanced registration fee to pay his credit card bill due by 1 June (\$760). INCOSE does not waive the tutorial speaker registration like the SSTC does. Bill took the action to speak with Becky and INCOSE HQ on this issue. Kelly took an action to check on what BoD agreed to contribute for IS participation. Bill indicated Reed Integration will pay for Becky's attendance.</i> b. Discuss ways to improve poor attendance at monthly meetings by both the BoD and non-BoD members. c. <i>Attended the LEAN seminar at ODU Webb Center on Tuesday 8 May, 8-12am.</i>

HRA-INCOSE BoD Meeting Agenda
Tuesday May 8th, 12:00-1:00 PM Teleconference
Minutes in Blue Italic Text

Report & Discussion	
	<i>Approximately 60 attendees, mostly shipbuilding folks.</i> d. The ODU Webb Center is not available in September due to classes being held there due to other renovations on campus. Checking on availability of the Webb Center in Nov/Dec and on availability of Ted Constant Center. How flexible are we on the location (Webb Center vs Ted Constant Center?) and date (Sept vs later in the year)? <i>(The BoD responded: very flexible)</i>
PEC Representative (2 minutes)	
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Kitterman's Corner	
Technical Committee	John submitted comments on ISO 15288, ISO TR 24748, and ISO 12207 to Dick Kitterman. <i>John reported on this activity. Dick said the TR documents are free.</i>

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
1-16-07 #1	Jan 19	Kelly	4-25-07	<u>HRA-INCOSE expenditures graph</u> : Kelly will review 2006 meeting minute and provide graph to Sherry.
1-16-07 #2	May 1	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 #7		John		<u>Presenting at SSTC with John</u> : Andy, Bill, and Jean interested. Andy will coordinate with John 5/7/07: Only Bill has confirmed. John extended a welcome to the Central Florida Chapter to participate. Nothing heard from them, Andy, or Jean. The SSTC reports only one registrant to date. Early registration fee ends 18 May.
1-17-07 #8		Bill		<u>HRQMC Seminar</u> : Bill will call Mike Plumb and coordinate.
2-13-07 #10	3-13-07	Bill	4-16-07	<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. Sherry worked with Chris. Chris sent out a draft budget to BoD in an email on 4-16-07
2-13-07 #15		Kelly		Work on Communication Plan revision to incorporate Acteva capabilities – Kelly asked Bill where the Communication Plan might be located, it is not on the disk provided to Kelly by Andy in January 2007
3-20-07 #17	4-17-07	Bill		Find Chairperson for RM Seminar
3-20-07 #18		Andy/Tad	Partial	Develop management plan for RM Seminar
4-10-07#19	5-1-07	Andy/Tad	Closed	Contact Acteva and transfer capability to Tad

HRA-INCOSE BoD Meeting Agenda
Tuesday May 8th, 12:00-1:00 PM Teleconference
Minutes in Blue Italic Text

Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
4-10-07#20	4-19-07	Andy/Tad/ Chris	closed	Meet re: calendar and to transfer duties
4-10-07 #21	5-30-05	Kelly	4-25-07	Check by laws for rules on transferring Tad to DaL Programs in mid season.
<i>5-08-07 #22</i>	<i>6-12-07</i>	<i>Chris</i>		<i>Update Budget</i>
<i>5-08-07#23</i>	<i>6-12-07</i>	<i>Kelly</i>		<i>Check on past BoD meeting minutes and confirm what BoD agreed as support for IS participants</i>
<i>5-08-07#24</i>	<i>6-12-07</i>	<i>Bill</i>		<i>Contact Becky and INCOSE HQ to confirm reason for charging tutorial instructors/speakers conference registration</i>
		<i>Kelly</i>		<i>Check on what BoD agreed to contribute for IS participation.</i>

6. New Business (15 minutes)

Topics of discussion

New Business	Discussion & Decision
1. Support for IS and other conferences/workshops 12 & 13.	Clarify how we will support these type of events in the future. <i>Sherry has requested the BoD establish a process for receiving reimbursement as well as a process for determining selection of attendees we (HRA INCOSE chapter) will support on future events.</i> <i>Bill noted next year (2008) the BoD's first order of business should be to establish a budget</i>
2. Joint IEEE / INCOSE So MD, DC, & HRA Chapter Seminar, June 12 & 13.	-----Original Message----- From: Karl C. Geist [mailto:Karl.Geist@SVTNSG.COM] Sent: Monday, May 07, 2007 3:38 PM To: Clark, John O. (DMS) Subject: RE: SE Newsletter for May 2007 John, We are planning to do the 12-13 June. I still am short some instructors. Our Board thought it was fine to reimburse the instructors and to base the division of profits (?) on chapter participation. We need to get some sponsors and vendor to make this work. They also thought the \$200-300 range would work. I am in the middle of a big task, but wanted to let you know that it is a go! Karl BoD, I participated in the telecon yesterday with IEEE and INCOSE, including Karl Geist. Another one is planned for tomorrow. Regarding the SE Certification tutorial portion of the seminar, Karl said: 1. It would be 2 days and be part of a larger seminar (i.e., other topics).

HRA-INCOSE BoD Meeting Agenda
Tuesday May 8th, 12:00-1:00 PM Teleconference

Minutes in Blue Italic Text

New Business	Discussion & Decision
	<p>2. Approx 12 speakers would be solicited from all participating chapters, including us. Many would be CSEPs who are best qualified in that section of the Handbook.</p> <p>3. A nominal registration fee in the \$25-\$50 range is possible.</p> <p>4. After deducting expenses (e.g., food and speaker travel; the Holiday Inn is free), the profit COULD be shared among the participating chapters on an attendee pro-rated basis (I believe it should be on a speaker pro-rated basis).</p> <p>The registration fee for the rest of the seminar COULD run \$125 (early) to \$175 (late), etc.</p> <p>Karl also mentioned they held a seminar last week, and would like us to join them in a fall seminar. (We could do this instead of our SE Certification fall seminar.)</p> <p>Let's add this to the agenda for our next BoD meeting.</p> <p>John</p> <hr/> <p>From: Clark, John O. (DMS) Sent: Subject: FW: EMC Expo telecon</p> <p>BoD,</p> <p>Karl Geist called me today to ask if we'd be interested in a joint IEEE and INCOSE DC, Southern Maryland, HRA, etc. Chapter 2-day seminar on SE Certification on June 5 th & 6th at the Waldorf MD Holiday Inn. They could provide some of the CSEPs as instructors.</p> <p>I said tentatively "yes if our expenses were paid and we make a few dollars in addition." I asked if HRA could clear \$50 per attendee after expenses?</p> <p>I will join in the telecon below to learn more and report back to you.</p> <p>r/ John</p>
3. <u>CSEP Tutorials - John</u>	5/7/07: To date, the NGC SEAG Symposium CSEP tutorial registration is over 30 and the INCOSE IS CSEP tutorial registration is over 10.
4.	
5.	
6.	
7.	
8.	
9.	
10.	

HRA-INCOSE BoD Meeting Agenda
Tuesday May 8th, 12:00-1:00 PM Teleconference
Minutes in Blue Italic Text

Attachment A – Treasurer’s Report

				Budget	Credit	Debit	Balance
			January- March 2007				\$ 6,693.18
Date	CAT	Check number					
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			\$69.17	\$6,602.01
2/7/2007	ADV	2567	Donation to NASA Eng Week			\$100.00	\$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
			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	EXM	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 Reimbhurement for Dinner Meeting		\$50.00		\$9,858.13
5/2/2007	INC	2574	Scott McLellan			\$130.00	\$9,728.13
						4/11/07 Bank Bal	9695.06
							\$33.07

Please Note: Budget Categories:

EXM= ??

ICD= Chapter Dues

INC Chapter Meeting

GFS= Gift for Speaker

SUB= Chapter Meeting Member Subsidy

ADV= Advertising

Please Note - \$33.07. The Budget for the PO Box is \$30; I paid the fee but lost the receipt.

I know that the amount I paid was less than \$30.

Not sure how to find the \$3.07 difference?

HRA-INCOSSE Program for 2007

Rev 21, dated 4/13/07, by Andy Schuster HRA-INCOSSE DaL-Programs 2007 (resigned)

Example 2007 Budget Template



Hampton Roads Area

CY 2007 Budget

Approved April __, 2007

	YTD	
	BUDGET	ACTUAL
INCOME		
Chapter Dues (ICD)	\$1,700.00	\$1,745.13
Chapter Mtg - (INC)	\$2,300.00	\$15.00
Sponsorship (ISP)	\$1,230.00	\$0.00
Tutorials (ITT)	\$1,000.00	\$2,191.13
TOTAL INCOME	\$6,230.00	\$3,951.26
EXPENSES		
Chapter Mtg - (MTG)	\$2,300.00	\$658.84
Chapter Mtg - Members Subsidy (SUB)	\$200.00	\$69.17
Chapter Mtg - Speaker (SPK)	\$200.00	\$20.98
Gifts for Speakers (GFS)	\$100.00	\$22.00
Speaker Travel Reimbursement (STR)	\$400.00	\$0.00
Postage (BOX)	\$30.00	\$30.00
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 and Cheese (SWC)	\$300.00	\$0.00
Sponsored Event - Christmas Party (SCP)	\$1,000.00	\$0.00
TOTAL EXPENSES	\$6,230.00	\$1,556.99
BALANCE	\$0.00	\$2,394.27

As of April 16, 2007

Attachment B –HRA-INCOSSE Program for 2007

Upcoming Events - Confirmed HRA-INCOSSE Program ideas for 2007					
Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Notes
May 8	BOD 12-1	Telecom	25	0	
May 31	Dinner Meeting <u>Transportation Technology and Systems Engineering Relationship</u> Dr. Mike Fontaine, ODU	Orapax in Ghent	100	-30	Booked side room at Orapax. Registration coming soon.
June 2	<u>Wine & Cheese Party</u> - General Membership Mtg	Reed/Waddell Residence	100	-250	Confirmed by Becky 2/9/07
June 12	BOD 12-1	Telecom	25	0	
June 24-	<u>INCOSSE – International</u>	San Diego	100	-1000	

HRA-INCOSSE Program for 2007

Rev 21, dated 4/13/07, by Andy Schuster HRA-INCOSSE DaL-Programs 2007 (resigned)

Upcoming Events - Confirmed HRA-INCOSSE Program ideas for 2007					
Date	Event Type – <u>Event Title</u> – Presenter	Location	Points	Budget	Notes
28	<u>Symposium</u>				
July 10	BOD 12-1	Telecom	25	0	
July TBD	<u>SE Process at NAVAIR</u> , Chris Utara	Location TBD (NN or Hampton)	100	-120	Tad organizing with Chris Utara
Aug 14	BOD 12-1	Telecom	25	0	
Aug 25	Dinner Meeting “Comparison of INCOSSE and PMI Risk Management practices”, Becky Reed & Steve Waddell	Portsmouth, Location TBD	100	-150	
Sept 11	BOD 12-1	Telecom	25	0	
Sept 13 & 14	3rd Annual SSEC, a 2 Day Review Seminar on the INCOSSE 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/INCOSSE 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
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.
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 <u>Installation of Officers</u>	TBD	0	-250	Free Dinner for Officers

HRA-INCOSE Program for 2007

Rev 21, dated 4/13/07, by Andy Schuster HRA-INCOSE DaL-Programs 2007 (resigned)

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, by Jim Lowe, General Council HSMM</u>	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	

HRA-INCOSSE Program for 2007

Rev 0.17, 3/20/07, by Andy Schuster HRA-INCOSSE DaL-Programs 2007

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 Product Line Major Success Story
- INCOSE CSEP Exam and Tutorial overview
- Introduction to the DoD Architecture Framework (DoDAF)
- 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-INCOSSE Program ideas for 2007

Date	Event Type – Event Title – 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									5

A quick summary of the chart indicates that our new membership rates so far this year have been low. Over the past 2 years, we would have seen approximately 10 new members join by the end of April and this year we have only had 5 members join as of April 30th.

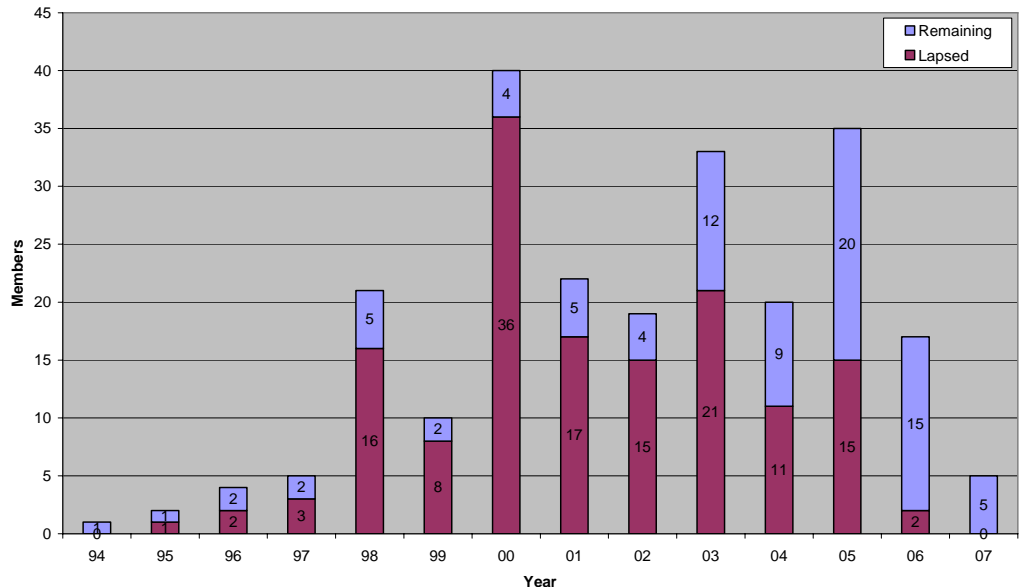
Summary membership statistics are as follows:

- New members joined since April 1, 2007 = 1
 - Robert J. Walter (April 24th) – Lead Systems Engineer, NASA Langley Research Center
- Total Members Joined since January 1, 1994 = 233
- Total Members Lapsed since January 1, 1994 = 146
- Total Members Remaining as of February 12, 2007 = 87

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 have received no comments to the “Lapsed Member Survey” and the “New Member Survey” that were presented at the last BOD meeting. If there are no comments during this BOD meeting,

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



HRA-INCISE Program for 2007

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

I would like approval to send out the surveys.
~Michele