

**HRA-INCOSE BoD Meeting Minutes**  
**Tuesday January 16<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 *12:05 PM Meeting ended at 12:59 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	<i>X</i>	
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	<i>X</i>	
Director at Large for University Liaisons	Michael Plumb		
Director at Large for Publications	Dan Fontaine		
Director at Large for Training and Education	John Clark		
<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**

*Numbering of "New Business" items noted as incorrect and will be corrected in meeting minutes.*

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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>Bill indicated he would forward the 4<sup>th</sup> Quarter Chapter report (originally sent to Becky last week) to Chris Orłowski for Chapter Awards purposes.</i>
<b>Vice President</b>	Current Issues to be addressed: <ul style="list-style-type: none"> <li>• Need a copy of the "Gold Chapter" Award submission from prior VP : )</li> </ul> <i>Chris has created a folder "2007 Awards Programs Submission" and Bill will place the package (excel file) Chris requests in this location.</i>
<b>Treasurer's Report</b>	Current Issues to be addressed: <ul style="list-style-type: none"> <li>• <i>Treasury Report (see attached, page 7 Attachment A)</i></li> <li>• <i>Reconciliation of \$15.34</i> <ul style="list-style-type: none"> <li>○ <i>Chris Orłowski requested we add a reconciliation line to bring the balance on the treasury report to match the bank</i></li> </ul> </li> <li>• <i>2007 Budget</i> <ul style="list-style-type: none"> <li>○ <i>Budget discussed (no previous BOD has set a yearly budget)</i></li> <li>○ <i>Bill proposed a splinter group be created to develop graph displaying expenditures in previous years and work on budget: Splinter Group – Sherry, Andy, Bill, Chris</i></li> <li>○ <i>Kelly took an action to provide Sherry with budget graphs from previous BoD meeting minutes.</i></li> <li>○ <i>Andy made a motion we table the budget discussion until next BoD meeting, Bill seconded the motion. Voting was unanimous.</i></li> </ul> </li> <li>• <i>Support for John Clark at International Workshop (IW)</i> <ul style="list-style-type: none"> <li>○ <i>Sherry made a motion that we limit INCOSE membership support to IW to \$500. Bill seconded the motion. Voting was unanimous. For the case of John Clark, if his place of employment picks up costs, HRA-INCOSE will support costs not covered up to \$500.</i></li> </ul> </li> </ul>
<b>Secretary's Report</b>	Current Issues to be addressed: <ul style="list-style-type: none"> <li>• <i>Banner – Kelly ask Andy status of Banner</i></li> </ul> <i>Andy and Kelly will continue this discussion offline.</i>
<b>DaL – Programs</b>	Topics to be addressed for 2006: <i>(DaL – Programs not available, Andy spoke on his behalf)</i> <ul style="list-style-type: none"> <li>• <i>SSEC wrap up – Financial, critique questionnaire (see attached PDF) – went well</i></li> <li>• <i>Dec 7 wrap up – excellent presentations (sic)</i></li> <li>• <i>Xmas Party plans (Kevin) fun had by all</i></li> </ul> Topics to be addressed for 2007: Andy <ul style="list-style-type: none"> <li>• <i>We added SSEC Online tutorial (Jan-Mar for 800 points.) – 86 paying attendees, we do not know how many NG employees attending.</i></li> <li>• <i>Acteva website is taking reservation. Treasurer, Secretary and Programs should have a telecom to discuss our new process for meeting reservations, payment and reconciliation – Andy and Kelly will coordinate on use of future Acteva usage (id and password)</i></li> <li>• <i>See the schedule in attachments</i> <ul style="list-style-type: none"> <li>○ <i>IEEE 2/15/2007 program discussed</i></li> <li>○ <i>1<sup>st</sup> General meeting discussed. Bill to organize the meeting.</i></li> <li>○ <i>Process for fliers will be discussed by Andy, Kelly and Steve Forehand offline</i></li> </ul> </li> </ul>
<b>DaL - Membership</b>	<b>Draft Membership Report for January 2007 BOD</b>  As an overview of the previous membership year (2006), this chart shows how many new members joined each month:

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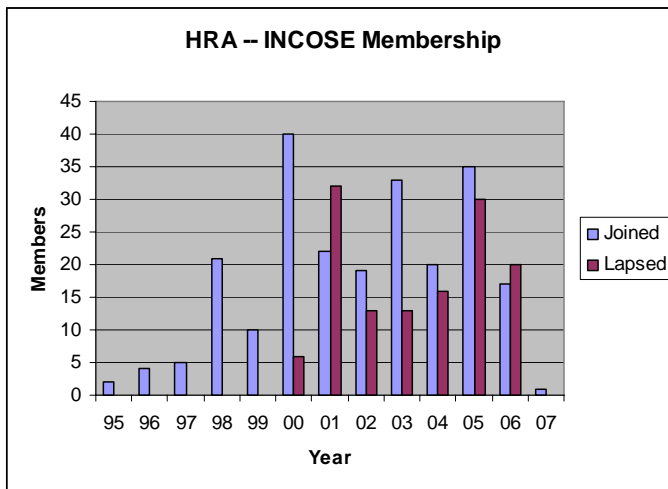
**Report & Discussion**

Month (2006)	Jan - Feb	Mar	Apr	May	June	July	Aug-Sept	Oct	Nov	Dec	Tot
<b>New Members</b>	5	1	4	0	0	3	0	1	2	1	

Current membership statistics are as follows:

- Current Members as of January 10, 2007 = 83
- ***New members*** joined since January 1, 2006 = 16
  - This includes 2 since December 1, 2006
    - Dr. David A Dryer – City of Virginia Beach, IT Architect (December 22<sup>nd</sup>, 2006)
    - Mr. Mickey Vollmer – Visense Inc., President (January 6<sup>th</sup>, 2007)
      - *New Member Welcome letter will be sent soon.*
- Lapsed – no renewal since August 18, 2006 = 20
  - Note: This number is larger than the number of new members for 2006!

The graph to the right shows the number of members that have joined and/or had a lapse in membership each year since 1995. The membership data available 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. Because the graph would not be able to appropriately reflect the fluctuations in a given membership year, a total membership tally is not reported in this graph.



On 8/18/2006, we had 30 members LAPSE and NOT renew. Eight of these members have since renewed, bringing the loss for 2006 down to 22. Of the 17 members that have joined us since January 1, 2006, 3 of those have already lapsed (on 8/18/2006).

I would like to propose that I be allowed to draft and pass to the BOD for approval, a letter to these lapsed members nudging them to reinstate, with a brief survey asking them what they expected from our organization and why they opted to not return. I would also like to 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.

- *Chris asked if what Michele was proposing was in accordance with the "Member Retention Plan" drafted by Andy in 2006. Andy confirmed.*
- *Bill made a motion that Michele draft the survey's as proposed, Kelly seconded the motion, voting unanimous. Chris clarified that new member survey would be a part of*

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Report & Discussion	
	<i>the new member letter. Michele confirmed.</i>  Best regards, Michele
<b>DaL - University Liaison</b>	<i>No report, officer unavailable.</i>
<b>DaL – Publication</b>	<i>No report, officer unavailable.</i>
<b>DaL – Training &amp; Education</b>	Topic to be addressed ( <i>Andy spoke for John Clark who was unavailable</i> ): <ul style="list-style-type: none"> <li>• 2007 Winter 07 On-Line SSEC – <i>Andy reiterated there are 86 attendees with an unknown number of NG employees</i></li> <li>• <i>SSTC to be held June 2007 in Florida. John needs to present to the HRA-INCOSE BD his plans for teaching at this event.</i></li> <li>• 2007 Fall SSEC</li> </ul>
<b>PEC Representative</b>	Topic to be addressed ( <i>Andy spoke for Kevin Topp who was unavailable</i> ): <ul style="list-style-type: none"> <li>• <i>We are in the process of Ordering the Booth for Engineering Week career days being held at NASA LaRC</i></li> <li>• <i>PEC Banquet tickets discussed. Chris took an action to get with Kevin. BoD leaning toward purchasing a table.</i></li> </ul>
<b>Web Master</b>	Transfer web site to INCOSE will be done in 2007, when time permits. <u>SSEC Critique</u> questionnaire, ( <i>Andy spoke for Christy who was unavailable</i> ) FTP problems from NG NNSY are causing delays in website updates. Christy is working on the problems.
<b>Chapter Brief from INCOSE</b>	<i>None at this time</i>
<b>INCOSE Contact</b>	<i>None at this time</i>
<b>Kitterman's Corner</b>	<i>None at this time</i>
<b>Technical Committee</b>	<i>(Andy spoke for Kevin Topp who was unavailable)</i> <i>Kevin is working on a rules for the committee (i.e. game plan). BoD members should refer all standard review and other technical projects to Kevin so he can apply resources</i>

**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	<i>Ongoing</i>	Buy a new banner with the new logo Nov – Logo has been revised
10-26-06 #3	Nov 15	Everyone	<i>Done</i>	Review the Chapter Awards Score sheet and submit items w/supporting material to Bill Olson
11-17-06 #3	Nov 27	Bill	Done	Assemble a draft of the chapter award package (See attached pdf file)
11-17-06 #8	Nov 27	Bill	<i>Combined with action 11-17-06 #9 for new action</i>	Provide budget assumptions and thoughts to Sherry

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Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
			<i>11-17-0 #4</i>	
11-17-06 #9	Dec15	Sherry	<i>Combin d with action 11-17-0 #8 for new action 11-17-0 #4</i>	Assemble the budget for 2007 with what ever has been provided.
1-16-07 #1	Jan 19	Kelly		<i>HRA-INCOSE expenditures graph: Kelly will review 2006 meeting minute and provide graph to Sherry.</i>
1-16-07 #2		Michele		<i>Membership surveys: Send lapsed member survey to 2006 lapsed members, Revise current New Member Letter to include new member survey</i>
1-17-07 #3		Chris		<i>Booth for Career Days at LaRC: Chris get with Kevin Topp and work out details.</i>
1-17-07 #4		Bill & Sherry		<i>Draft Budget: for February BoD meeting (include Chris and Andy on appropriate/applicable budget topics) Andy has a budget estimate on all program items.</i>
1-17-07 #5		Kelly		<i>SSEC Tutorial Slide Update – Kelly will coordinate with John and see what needs to be done for Chapter 6 contents</i>
1-17-07 #6		Michele & Steve		<i>HREE Calendar – 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.</i>
1-17-07 #7		John		<i>Presenting at SSTC with John: Andy and Bill interested. Andy will coordinate with John</i>
1-17-07 #8		Bill		<i>HRQMC Seminar: Bill will call Mike Plumb and coordinate.</i>

#### 6. New Business

##### Topics of discussion

New Business	Discussion & Decision
1. SSEC Tutorial Slide Update	Initiator: John Clark
2. Technical Committee	Initiator: Clark <i>Andy spoke for John. See action 11-17-07 #5 assigned to Kelly</i>
3. INCOSE International Workshop	Initiator: Schuster & Olson <i>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.</i>
4. CAB Membership	Initiator: Schuster & Clark <i>Andy spoke and reported that the interpretation is that all NGC employees receive Corporate Advisory Board benefits.</i>
5. Move Website	Initiator: Schuster <ul style="list-style-type: none"> <li>• See webmaster report.</li> </ul>
6. SE Cert Prof Training	January Event online by John Clark
7. Posting HRA-INCOSE events on HREE	Initiator: King <i>Michele explained the HREE Yahoo Group and associated calendar. A motion was made by Michele that HRA-INCOSE post their events on this calendar. Sherry seconded the motion. Michele took action 1-17-07 #6.</i>

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New Business	Discussion & Decision
<b>Calendar</b>	
<b>8. 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.  <i>Andy and Bill expressed interest in assisting John. Andy took action 1-17-07 #7</i></p>
<b>INSERT NOTE</b>	<p><i>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.</i></p>
<b>9. Minutes on Website – Password Protected</b>	<p><u>Initiator: Dan Fontaine and Andy Schuster</u></p> <p><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. What is the requirement that drives the functional allocation of a password protected folder?</li> <li>2. Why is a password protected folder the best solution to meet the requirement?</li> </ol> <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>Suggest we set up an area on the HRA INCOSE web site to store business items such</p>

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New Business	Discussion & Decision
	<p>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,  <b>Dan Fontaine</b>            CVN 70 / 71 RCOH Knowledge Sharing Focal Point            Northrop Grumman Newport News            Systems Engineering            (757) 688-2103            Pager: (757) 875-3329  <a href="mailto:Daniel.Fontaine@ngc.com">Daniel.Fontaine@ngc.com</a></p>
<p><b>10. 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.</p>
<p><b>11. Laptop Purchase</b></p>	<p><u>Initiator: Bill Olson</u></p> <p><b>From:</b> Olson, B. A. [<a href="mailto:B.Olson@ngc.com">mailto:B.Olson@ngc.com</a>]  <b>Sent:</b> Tuesday, January 09, 2007 1:15 PM  <b>To:</b> Maclay, Sherry (Planner I X89); Kelly Moses  <b>Subject:</b> RE:</p> <p>What do you think about the chapter purchasing a laptop to manage our records, correspondence and budget?</p>
<p><b>12. 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 Plan 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 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>13. HRQMC Seminar at ODU</b></p>	<p><u>Initiator: Mike Plumb</u></p> <p>Measuring What's Important/Lean Accounting Thursday, 25 January 2007 - Web Center at ODU            - 0730 to noon Host: ODU Lean Institute Sponsor: Northrop Grumman Newport News Shipbuilding Sponsoring Professional</p>

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<b>New Business</b>	<b>Discussion &amp; Decision</b>
	<p>Societies: ASQ, SME, AME, SWE, PMI, INCOSE This is the second event in the Community of Practice agenda to deploy process excellence among regional organizations. Workshop discussions give us an opportunity to both share best practices on 3 critical topics, and establish an agenda by which the initiative may be sustained. Involvement of organizations is the key to sustained process improvement. Best practices are of great value to each of us as staff workers and managers, but must always be manifested through our organizations. <i>Bill will call Mike and possibly attend.</i></p>

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**7. Attachments**

**Attachment A**

**Account Reconciliation**

Item (Check No or Description)	Budget	Credit	Debit	Balance
<b>JANUARY thru DECEMBER 2006</b>				<b>\$ 9,508.87</b>
#2543 - Ralph Hill, E-Week			\$100	\$ 9,408.87
#2544 - Brinkster INC. WebSite Prof Pkg-7.95 X 24 mths (1-24-06)			\$191	\$ 9,218.07
#2545 - Bill Fox Book for K Topp (1-26-06)			\$32	\$ 9,186.57
#2546 - Topeka's Steak House- Jan Dinner Meeting (1-26-06)			\$85	\$ 9,101.61
#2547 - A Schuster EOY Frames & Engraving (2-8-06)			\$20	\$ 9,081.12
#2548 - PEC Dinner Tickets 2006 (\$30 X 7) (2-25-06)			\$210	\$ 8,871.12
#2549 - A Schuster Apple Bees-BOD (3-15-06) and P.O. Box fees			\$87	\$ 8,783.84
#2550 - Calvin Peterson SAWE Treasurer (4-21-06)			\$16	\$ 8,767.84
#2551 - Robert Krane April Meeting Speaker Expenses			\$100	\$ 8,667.84
Deposit - April Luncheon		\$ 12.00		\$ 8,679.84
#2552 - Jean Tolley-Reimburse B. Reed -Basket (5-8-06)			\$51	\$ 8,628.86
#2553 - Thomas Tytula (5-30-06 Tutorial-Reqmts & Compl)			\$1,500	\$ 7,128.86
Deposit-Reqmts & Compl Tutorial May 2006		\$ 240.00		\$ 7,368.86
#2554 - Bill Olson-AppleBees BOD 5-31-06			\$56	\$ 7,312.86
#2556 - GHRAC- SOLE June Dinner Meeting(shared costs)			\$138	\$ 7,175.36
#2557 - John Clark INCOSE Intl. Symposium 2006			\$1,092	\$ 6,083.76
#2558 - Becky Reed Symposium Registration(8-14-06)			\$515	\$ 5,568.76
#2559 - Becky Reed May 2006 Wine/Cheese Social(8-14-06)			\$250	\$ 5,318.76
SHARE?- Deposit by Wire Transfer 9-15-06		\$ 1,424.00		\$ 6,742.76
Wire Transfer Charge			\$14	\$ 6,729.26
#2560 - Kevin Topp 2006 Christmas Party	\$ 1,000.00		\$1,000	\$ 5,729.26
#2561 - Anchor Services-SE Seminar (11-30 & 12-1)			\$476	\$ 5,252.82
#2562 - Andy Schuster (Door Prize SE Seminar)			\$18	\$ 5,235.02
#2563 - Sherry Maclay(A.Schuster-speaker @ dinner meeting 12-7)			\$15	\$ 5,220.02
#2564 - PEC Dues	\$ 25.00		\$25	\$ 5,195.02
Refund Wire Transfer Charge (11-16-06)			\$ 13.50	\$ 5,208.52
Reed Integration (SE Hndbk Seminar Donation 11-30)			\$ 500.00	\$ 5,708.52
Futron (SE Seminar Hndbk Seminar Donation 11-30)		\$ 1,000.00		\$ 6,708.52
<b>Account Balance 12-13-06</b>				<b>\$ 6,708.52</b>
				12-11-06 Bank Statement= 6227.42+1000-476.44-17.80-15.00-25.00=6693.18
				<b>\$ 6,693.18</b> difference of \$15.34

**Budget 06-07**

Item (Commitment Date - Title)	Credit	Budget	Balance
			<b>\$6,693</b>
Jan - Officer Installation, officer plaques, food, etc.		\$ 100	\$6,593
Jan 12-30 Online - Tutorial on the INCOSE System Engineering Handbook in Preparation for SE Certification - John Clark	\$ 1,175		\$7,768
Jan 25 Hampton Roads Quality Management Council Community of Practice Seminar #2		\$ 150	\$7,618
Jan 27-31 2007 INCOSE International WorkshopJ. Clark & B Reed have requested funding from HRA		\$ 1,000	\$6,618
Feb 15- Speaker Gift and Travel Expenses (from D.C.) Joint Dinner Meeting-"Engineering Professional Certification", by Jim Lowe, General Council HSMM - Committees House is INCOSE, IEEE is Program		\$ 138	\$6,483
Feb - Mail Box		\$ 60	\$6,423
Feb 24 PEC's National Engineers Week Award Banquet		\$ 160	\$6,263
March 17 One Day Seminar - Systems Engineering in Ship Design - One Day seminar jointly held with ASNE & SNAME - with Hockberg as speaker		\$ 750	\$5,513
April 18 - Speaker Gift and Travel Expenses (from D.C.) Dinner Meeting "CMMI and Agile Software Development: There is a Middle Road" Steve Randolph, Innova Systems		\$ 138	\$5,378
May 16 - Speaker Gift and Travel Expenses (from D.C.) Dinner Meeting "Transportation Technology and Systems Engineering Relationship" Dr. Mike Fontaine, ODU...		\$ 138	\$5,243
June 16 - Tutorial - Achieving Effective Risk Management by Ed Conrow July 21, 2006 Speaker Gift and Travel Expenses (from D.C.)		\$ 750	\$4,493
Wine & Cheese Party - General Membership Mtg		\$ 300	\$4,193
July - Speaker Gift and Travel Expenses (from D.C.) Dinner Meeting - Configuration Management Six Sigma Process - Bettina Agnor (6 Sigma)		\$ 138	\$4,058
Sept 13-14 - 3rd Annual SSEC, a 2 Day Review Seminar on the INCOSE Hndbk, Vr ZA		\$ 1,500	\$2,558
TBD ? 10-12 ? - Battle Space with INCOSE MD Chapter		\$500	\$2,058
11-28-07 - Dinner Meeting - Risk Assessment Methods - Uncertainty, Monte Carlo, SWAGS and other methods - Futron or NGC engineer		\$ 180	\$1,878
12-15 - Christmas Party Bill's House?		\$ 1,000	<b>\$878</b>
			<b>BALANCE</b>

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**06-07 Membership Renewal Plan - Summary**

*Attachment B – Not Discussed.*

**Have you made your phone calls?**

1 - Cull email list of lapsed Members		2 - Send out reminder on 9/12 to the following Email address	3 Initial	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	6 - Will fill in a Lapsed Member Survey
Last	First						
Norton	Claude	can@spawar.navy.mil	nr	Andy	686-7950		-----
moody		john_moody@earthlink.net	nr	Andy	836-6194		-----
Hyon	Ji	jmun@odu.edu	nr	Andy		10/30 - Kelly - not on current list - let me look into	Yes
Waddell	Steve	steve.waddell@ngc.com	nr	Becky	688-7475		-----
Kunsch	Greg	gwk99@hotmail.com	nr	Becky	688-1914		-----
Gunn	Kevin	KGUNN@MITRE.ORG	nr	Becky	896-8574		-----
Gillespie	Jay	jgilles4@ford.com	nr	Becky	494-2273		-----
Southerland	James	james.southerland@jfc.com.mil	nr	Bill	836-9718		-----
Sisti	Joseph	joseph.sisti@navy.mil	nr	Bill	646.2676		-----
salas		a.o.salas@larc.nasa.gov	nr	Bill	864-5790		-----
podolosky	Mike	mike.podolsky@ngc.com	nr	Chris	688-9827		-----
McKinney	George	ghm57@aol.com	nr	Chris	688-9420		-----
Jones	Robert	bljones@ngc.com	nr	Chris	688-4289		-----
Forehand	Steve	scforehand@charter.net	nr	Chris	688-6855		-----
burdette	Brian	bkburdette@cox.net	nr	Chris	688-5796		-----
bloomfield	Pete	petjbloom@cox.net	nr	Chris	688-9294		-----
brown	Kennerly	KennerlyGB@cox.net	nr	Chris	664-3413		-----
Asaka	Chris	chris.asaka@frit.frb.org	nr	Chris	804-697-7941		-----
Ruszala	Rondy	rruszala@cox.net	nr	Kelly	538-9866	10/30 - no longer at this work number - I sent an	Yes
richardson	Beth	bmrchar@vbgov.com	nr	Kelly	426-5782	10/30 - left a voice mail message	-----
O'Rourke	Shawn	shawn.o'rourke@2asc.com	nr	Kelly	424-3711 x 3100	10/30 - left a voice mail message	-----
mulholland	David	mulholdj@cox.net	nr	Mike	252-330-5555		-----
Kubica	David	kubica_david@bah.com	nr	Mike	620-8958		-----
English	Lloyd	lenglis@nswc.navy.mil	nr	Mike	540-653-3277		-----
Frazier	Eugene	gfraz1@poepc.com	nr	Mike	801.580.0856		-----
Hagberg	Gary	ghagberg@caci.com	nr	Mike	673-0517		-----
<b>Completed Membership Renewal Process</b>							
Delaney	Emily	tdelaney3@cox.net	nr	Becky		O - 10/30 no work number provided	Yes
Flemming	Mike	mwfleming@hotmail.com>	nr	n/a		R - 9/12, INCOSE On-Line, Order Renewal, Reference # VXGA0B387584, Invoice 12585	-----
Jim	Francis	francis_jl@juno.com	nr	Andy	380-4846	W - 10/31 - Called, 11/7 stated he will pass on	Yes
Jacobs	Norm	Norman.Jacobs@ngc.com	nr	Chris		W - sees no value	Yes
King	Michele	mking@futron.com	nr	Kelly		O - continues to reassure me she is going to renew	-----
Kroger	Brian	Brian.Kogger@ngc.com	nr	Andy	688-1617	W - didn't get much out of it, perhaps too basic - Do not send Mtg announcements	Yes
Kroll,	Adrienne	atrent17@hotmail.com	nr	Chris		W - enrolled as a student, dues are too high, Kelly is checking into student rate for new hire Ses	-----
Needy	Mat	Matthew.Needy@ngc.com>	nr	n/a		W, 9/12, Moved on beyond SE in management, according to Dan	-----
Olson	micheal	olson@cs.odu.edu	nr	Bill		W - 10/26 Has other interests	-----
Orr	Joel	joel.orr@gmail.com>	nr	n/a		OT, 9/12, Moved to Mountain View CA	-----
rainey	Jennifer	challenderj@msn.com	nr	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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*Minutes in Blue Italic Text*

**HRA-INCOSE Program for 2007**

Notes:

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

Date	Event Type – Event Title – Presenter	Location	Points	Budget	Assumpti
			3940	\$ -3,350	
Jan 09	<b>Dinner Meeting – Installation of Officers</b>	Gus’s at Ramada Plaza in VB	0	-250	50+10*\$20 Plc Officers
Jan 16	BOD 12-1	Telecom	25	0	
Jan 12 - Mar 30	<b>Online – Tutorial on the INCOSE System Engineering Handbook in Preparation for SE Certification</b> - John Clark	Teleconference <a href="https://connect.incose.org/tut/sehandbook/">https://connect.incose.org/tut/sehandbook/</a>	800	0	Charging \$25/c so potentially \$ not optimistic.
Jan 25	<b>Hampton Roads Quality Management Council Community of Practice Seminar #2</b>	Web Center ODU	0	0	HRA-INCOSE
Jan 27- 31	<b>2007 INCOSE International Workshop</b> J. Clark & B Reed have requested funding from HRA	<b>Albuquerque, New Mexico</b>	100	-1000	50 points per a
Feb 15	<b>Joint Dinner Meeting – “Engineering Professional Certification”, by Jim Lowe, General Council HSMM – Committees House is INCOSE, IEEE is Program</b>	Al Fresco Ristorante 11710 Jefferson Newport News VA	100	-120	=35+25+60 Speaker’s Gift,
Feb 13	BOD 12-1	Telecom	25	0	
Feb 21,	<b>PEC’s Career Day at NASA LARC, 9-12</b>	Reid Conf Ctr	200	0	Kevin has lead
Feb 22,	<b>PEC’s Career Day at NASA LARC, 9-12</b>	Reid Conf Ctr	200	0	Kevin has lead
<i>Feb 22</i>	<i>General Membership Mtg 5-7</i>	<i>Local University</i>	<i>0</i>	<i>0</i>	<i>Mike Plumb to</i>
Feb 24 Sat	<b>PEC’s National Engineers Week Award Banquet</b>	Plaza in NN	240	-160	Kevin has ticke
3/13/07	BOD 12-1	Telecom	25	0	
<i>3/17/07</i>	<i>One Day Seminar – Systems Engineering in Ship Design – One Day seminar jointly held with ASNE &amp; SNAME – with Hockberg as speaker</i>	<i>Norfolk</i>	<i>200</i>	<i>0</i>	<i>Expenses \$600 Honorarium, &amp;</i>
<i>3/29/06</i>	<i>General Membership Mtg</i>	<i>Local Restaurant</i>	<i>0</i>	<i>0</i>	<i>Andy to choose</i>
4/10/07	BOD 12-1	Telecom	25	0	
4/18/07 Wednesday	<b>Dinner Meeting “CMMI and Agile Software Development: There is a Middle Road”</b> Steve Randolph, Innova Systems	<i>southside</i>	100	-120	Need bio, abstr
<i>4/24/07</i>	<i>General Membership Mtg @ Futron</i>	<i>@ Futron</i>	<i>0</i>	<i>0</i>	<i>Kelly Moses to</i>
5/8/07	BOD 12-1	Telecom	25	0	
5/16/07	<b>Dinner Meeting “Transportation Technology and Systems Engineering Relationship”</b> Dr. Mike Fontaine, ODU...	<i>Chesapeake or ODU Main Campus</i>	100	-120	<i>Title, Biograph and</i>
<i>5/24/07</i>	<i>General Membership Mtg @ NGMS</i>	<i>Virginia Beach</i>	<i>0</i>	<i>0</i>	<i>John Clark to n</i>
6/12/07	BOD 12-1	Telecom	25	0	
<i>6/16/07</i>	<i>Tutorial - Achieving Effective Risk Management by Ed Conrow July 21, 2006</i>	<i>Norfolk</i>	<i>200</i>	<i>-750</i>	<i>= \$600+150 Honorarium, &amp;</i>
6/28/07	<b>Wine &amp; Cheese Party</b> - General Membership Mtg	Reed/Waddell Residence	100	0	<i>To be confirme</i>
7/10/07	BOD 12-1	Telecom	25	0	
6/24-28	<b>INCOSE – International Symposium</b>	San Diego	100	-1000	50 points per a
7/18/07	<b>Dinner Meeting - Configuration Management Six Sigma Process</b> - Bettina Agnor (6 Sigma)	VB	100	-120	<i>Title, Abstract,</i>

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<b>Date</b>	<b>Event Type – Event Title – Presenter</b>	<b>Location</b>	<b>Points</b>	<b>Budget</b>	<b>Assumpti</b>
7/26/06	<b>Golf Outing</b> - General Membership Mtg	Smithfield	0	0	<i>Bill Olson to or</i>
8/14/07	BOD 12-1	Telecom	25	0	
<i>8/22/07</i>	<i>Dinner Meeting - Requirements for Naval Ship Dr Raines of NAVSEA</i>	<i>VB</i>	<i>100</i>	<i>0</i>	
8/30/07	<b>Tides Baseball Game</b> - General Membership Mtg	<i>Norfolk</i>	<i>0</i>	<i>0</i>	
9/11/07	BOD 12-1	Telecom	25	0	
<i>Sept 13 &amp; 14</i>	<i>3<sup>rd</sup> Annual SSEC, a 2 Day Review Seminar on the INCOSE Hndbk, Vr 2A</i>	<i>ODU Peninsula Center</i>	<i>800</i>	<i>1500</i>	<i>John Clark is L of the Jan-Mar</i>
10/9/07	BOD 12-1	Telecom	25	0	
<i>10/tbd/07</i>	<i>Battle Space with INCOSE MD Chapter</i>	<i>Solomons?</i>	<i>100</i>	<i>0</i>	<i>Tentatively for</i>
<i>10/25/07</i>	<i>General Chapter Meeting</i>	<i>tbd</i>	<i>0</i>	<i>0</i>	
11/11/07	BOD 12-1	Telecom	25	0	
<i>11/28/07</i>	<i>Dinner Meeting - Risk Assessment Methods – Uncertainty, Monte Carlo, SWAGS and other methods – Futron or NGC engineer</i>	<i>Norfolk</i>	<i>100</i>	<i>-120</i>	<i>=2*35+4*25 Speaker's Gift,</i>
12/11/07	BOD 12-1	Telecom	25	0	
<i>12/15/07</i>	<i>Christmas Party Bill's House?</i>	<i>Suffolk or IW</i>	<i>0</i>	<i>-1250</i>	

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**2006 Chapter Award Score Sheet**

**2006 Chapter Awards Submission**  
 (Hampton Roads Area)

Submitted on (Date) by  
 (Becky Reed)  
 President HRA-INCOSE  
 Voice: 757-638-3238  
 Cell: 757-338-3239  
 Fax: 757-638-3239  
 www.reedintegration.com

Summary	
Section 1 - Activities	3,000
Section 2 - Communications	1,450
Section 3 - Membership	1,050
Section 4 - Technical	2,100
Section 5 - Outreach	1,350
Section 6 - INCOSE Support	500
Section 7 - Operations	1,115
Section 8 - Subjective	1,500
<b>Total</b>	<b>12,065</b>

Item	Points per Item	Maximum Points	Required Documentation	Total Points	Description	Documentation Submitted
<b>Section 1 - Activities</b>						
<i>Click for Ref Mt!</i>						
<i>Section 1.A</i>						
1.A	Conduct chapter meeting with featured speaker.	100 per event	1,200	Meeting flyer/announcement or chapter newsletter	Feb 16th "Modeling & Simulation", April 15th "At the Crossroads: Ship Design and System Engineering", June 14th Human Systems Integration/Manning Reduction for Navy Ships", Summer Newsletter, Dec 7th "Technical Performance Measures Uncertainty (TPM)".	<a href="#">Completed Events - HRA-INCOSE</a>
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.	May 19 Dr. Thomas Tytula tutorial "Requirements Compliance".	<a href="#">Completed Events - HRA-INCOSE</a>
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	Sep 22nd "Intro to Systems Thinking", Summer 2006 Newsletter.	<a href="#">Completed Events - HRA-INCOSE</a>
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	Nov 30-Dec 1, 2006, 2-day conference/seminar on SE Handbook/Exam Prep.	<a href="#">Completed Events - HRA-INCOSE</a>
<b>Summary for Activities</b>			<b>3,000</b>		<b>3,000</b>	

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Item	Points per Item	Maximum Points	Required Documentation	Total Points	Description	Documentation Submitted
<b>Section 2 - Communications</b>						
<b>Click for Ref Mtl</b> <i>Section 2/A1</i>						
2.A	500	500	Web address		<a href="http://www.hra-incose.org">www.hra-incose.org</a>	<a href="http://www.hra-incose.org">www.hra-incose.org</a>
				500		
2.B	100 per newsletter	1,200	Chapter newsletter		Four Chapter Newsletters issued: Winter, Spring, Summer, and Fall issues available at <a href="http://www.hra-incose.org">www.hra-incose.org</a> ; first page of each included in the attached data.	<a href="http://www.hra-incose.org/chapterinfo.shtml#Newsletters">http://www.hra-incose.org/chapterinfo.shtml#Newsletters</a>
				400		
2.C	300	300	Copy of publicity plan		Plan developed by A. Schuster; copy attached	<i>Section 2/A1</i>
				300		
2.D	50 per organization or society	500	Copy of Ambassador plan and list of organizations/societies (including ambassadors)		Advertisements of Local Engineering Chapters in HRA-INCOSE newsletters, 2006 Mid-Atlantic Logistics Conference Project Management Institute Project of the Year Society of Allied Weight Engineers American Society of Naval Engineers Peninsula Engineers Council	SOLE Chapter information HRA-INCOSE
				250		
<b>Summary for Communications</b>		2,500		1,450		
<b>Section 3 - Membership</b>						
<b>Click for Ref Mtl</b> <i>Section 3/A1</i>						
3.A	250	250	Sample recruitment package and number distributed		Chapter Promo Pens purchased and distributed at Chapter meetings, Tutorials, and other society meetings we attend. To take advantage of the new INCOSE logo new promotional items were purchased and passed out, Summer 2006 Newsletter. One-page chapter info flyer distributed/available at each meeting/event. See attachment.	<i>Section 3/A1</i>
				250		
3.B	500	500	Copy of program plan and survey results for those who do not renew		Lapsed member contacted by each Board Member to determine if they plan to renew and if not why not (BoD meeting minutes attached) letters sent throughout year. Membership Statistics published in each newsletter. Membership Process Plan developed by K. Moses and A. Schuster. Attachment	<i>Section 3/A1</i>
				500		
3.C	250	250	Copy of survey and results			
				0		
3.D	25 per newsletter	300	Chapter newsletter		26 total new members, names and a brief statement from the member (where they work etc.) were published in this year's news letters. Sample attached, complete list available in HRA-INCOSE 2006 newsletters.	<a href="http://www.hra-incose.org/news/Newspaper2006Summer_B.pdf">http://www.hra-incose.org/news/Newspaper2006Summer_B.pdf</a>
				300		
3.E	250	Unlimited	Letter from new CAB representative			
				0		
3.F	250	1,000	Membership list for student division			
				0		
<b>Summary for Membership</b>		3,000		1,050		

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Item	Points per Item	Maximum Points	Required Documentation	Total Points	Description	Documentation Submitted
<b>Section 4 - Technical</b>						
				<i>Click for Ref Mtl</i>	<i>Section 4 IA1</i>	
4.A	200 per article	600	Full reference to article	0		
4.B	200 per article	800	Full reference to publication and copy of article	0		
4.C	100 per paper	500	Full reference to proceedings in a symposium or seminar sponsored or cosponsored by INCOSE.	100	John Clark, INCOSE International Orlando, "SE Standards Tutorial", <a href="http://www.incose.org/teymp2006/tutorials.php">http://www.incose.org/teymp2006/tutorials.php</a> Sunday 1/2 day tutorial	<a href="http://www.incose.org/teymp2006/tutorials.php#HOD">http://www.incose.org/teymp2006/tutorials.php#HOD</a>
4.D	500 per group	1,000	Letter from technical group chair or Technical Board	0		
4.E	1,000	Unlimited	Technical product	2000	Continued refining and updating HRA-INCOSE CSEP tutorial training material. Updated the slides based on comments from Diok Kitterman, Charlie Carson, and Alex Schmar. (1st page of reviewers comments attached) for the fall HRA-INCOSE training and Certification event. Using SE certification material John Clark established online (Via Net meeting) INCOSE SE Handbook v2a tutorial open	<i>Section 4 IA1</i>
<b>Summary for Technical</b>		2,500		2,100		
<b>Section 5 - Outreach</b>						
				<i>Click for Ref Mtl</i>	<i>Section 5 IA1</i>	
5.A	100 per society	400	Event flyer/announcement or chapter newsletter	400	30 June Wine and Cheese Social with AICHE, SWE, IEEE, and PMI (Summer 2006 Newsletter page 7). 1-3 Nov Joint meeting with the SAWE. (Flyer Attached)	<a href="http://www.hra-incose.org/WineandCheeseSocial6-30-06.pdf">http://www.hra-incose.org/WineandCheeseSocial6-30-06.pdf</a>
5.B	1,000	1,000	Summary describing in detail the system engineering activities performed by the organization.	0		
5.C	250	250	Host a systems engineering activity/presentation for pre-college individuals.	250	Feb 2006 Booth at Career Days/ NASA LaRC	<i>Section 5 IA1</i>
5.D	200	200	Join and participate in local engineering club/council of technical societies.	200	Peninsula Engineers Council: Kevin Topp is INCOSE representative	<i>Section 5 IA1</i>
5.E	100 per event	500	Provide unpaid speaker to universities, career days, civic organizations, or non INCOSE sponsored conferences or seminars.	500	Michele King presented at "Society of Risk Analysis Annual Conference" John Clark presented papers at: Northrop Grumman SE-Symposium SE Standards Tutorial AND SoSE from a Standards Perspective. Chris Orlovski, Andy Schuster, John Clark, Dan Fontaine, and Mike Podolsky, NGNN Systems Engineering Symposium. Becky Reed, SWE Discussion Panel - April 2006. Becky Reed, Virginia Manufacturing Enterprise Meeting at Old Dominion University - March 2006	<i>Section 5 IA1</i>
5.F	100 per organization	500	Officer or representative make INCOSE presentation to executive in previously unrepresented (in local membership) organization.	0		
<b>Summary for Outreach</b>		2,500		1,350		

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Item	Points per Item	Maximum Points	Required Documentation	Total Points	Description	Documentation Submitted
<b>Section 6 - INCOSE Support</b>						
				<a href="#">Click for Ref Mtl</a>	<a href="#">Section 6'A.1</a>	
6.A	100	400	Event flyer and/or description of collaboration/assistance	100	Provided startup support to Mobile/Southern Mississippi Chapter	<a href="#">Section 6'A.1</a>
6.B	100 per event	500	Chapter newsletter	0		
6.C	50 per article, notices, and chapter summaries published in INCOSE	250	Full reference to article	0		
6.D	50 per attendee	750	List of chapter attendees	200	Becky Reed, Kevin Topp, John Clark, Chris Crowski	
6.E	50 per attendee	750	List of chapter attendees	100	A. Motley, J. Clark	
6.F	50 per \$100	500	Chapter newsletter or letter of acknowledgement	0		
6.G	50 per \$100	500	Chapter newsletter or letter of acknowledgement	0		
6.H	100 per nomination	300	Copy of nomination	100	D. Fontaine first annual HRA-INCOSE outstanding System Engineer of the year award and nominated by HRA-INCOSE chapter for PEC Engineer of the Year Award, Fall 2006 newsletter	<a href="http://www.hra-incose.org/news/Newspeter2006/Fall.pdf">http://www.hra-incose.org/news/Newspeter2006/Fall.pdf</a>
<b>Summary for INCOSE Support</b>		2,000		500		
<b>Section 7 - Operations</b>						
				<a href="#">Click for Ref Mtl</a>	<a href="#">Section 7'A.1</a>	
7.A	50	50	Copy of ballot	0		
7.B	25 per officer	100	Report from Headquarters	100	Kevin Topp, Becky Reed, Bill Olson, Kelly Moses, Dan Fontain, John Clark, Andy Schuster, Chris Crowski, Jean Tolley, Al Motley, and Steve Forehand	
7.C	50	50	Report from Headquarters	50	Completed in Jan 2005 by A. Schuster	
7.D	50	50	Report from Headquarters	50		
7.E	50	50	Name of representative	50	John Clark, Al Motley	
7.F	50	50	Name of representative	50	Becky Reed	
7.G	25 per meeting	250	Meeting minutes	250	10 Board of Directors Meetings	<a href="#">Completed Events : HRA-INCOSE</a>
7.H	10 per event	100	None	0	Feb 16th "Modeling & Simulation", (Spring 2006 Newsletter), April 19th "At the Crossroads: Ship Design and System Engineering", (Spring 2006 Newsletter), June 14th "Human Systems Integration/Manning Reduction for Navy Ships", Summer Newsletter, Dec 7th "Technical Performance Measures Uncertainty (TPM)", Flyer Attached, May 19 Dr. Thomas Tytula tutorial "Requirements Compliance", Summer 2006 Newsletter Sep 22nd "Intro to System Thinking", Summer 2006 Newsletter 2-day conference/seminar on SE Handbook/Exam Prep, Nov 31-Dec 1, 2006, Flyer Attached Officer Installation and General Membership Meeting 7 Dec Chapter meeting.	<a href="#">Completed Events : HRA-INCOSE</a>
7.I	50	50	Chapter newsletter	50	Calendar published in the winter, spring, and fall newsletters	

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Item	Points per Item	Maximum Points	Required Documentation	Total Points	Description	Documentation Submitted
7.J	250	250	None. Submission confirmed with HQ/Chapters Committee.	250	Submitted Jan 2007	
7.K	25	300	Chapter newsletter	75	Speaker gifts presented to: Feb 16, 2006, Snip Smart System Design Roger Dougal, Reqrmts & Compliance May 19, 2006, Dr. Tylua, HIS and Manning Reduction Osborne & Previc Northrop Grumman Dec 7, 2006, Andy Schuster TPM	<a href="#">Completed Events - HRA-INCOSE</a>
7.L	100	100	Chapter newsletter	100	Dan Fontaine "HRA-INCOSE outstanding System Engineer", Fall Newsletter	<a href="http://www.hra-incose.org/files/Newsletter006Fall.pdf">http://www.hra-incose.org/files/Newsletter006Fall.pdf</a>
7.M	50	250	Chapter newsletter	0		
7.N	25 per letter	300	Copies of letters	0		
<b>Summary for Operations</b>		1,500		1,115		
<b>Section 8 - Subjective</b>						
<b>Click for Ref Mtl</b>				<a href="#">Section 8'A1</a>		
8.A	Recognition of other noteworthy chapter efforts not covered above.	Discretionary	1,500	Description of efforts or activities with estimated points noted for each item	Supported second year of ODU/RII Professional Certificate in SE (first SE Certificate in the Hampton Roads Area) at NGNN. HRA-INCOSE supported the review of INCOSE technical documents. Attached letter of thanks from Dick Kitterman. HRA-INCOSE (John Clark) supported the review team for the INCOSE SE handbook v3. HRA-INCOSE members supported the following working groups: SE Standards, Architecture, Return on Investment. Review team for INCOSE handbook v3. Review Team for harmonization of ISO draft 15288 and IEEE 12207, IEEE 1220-2005 Revision	<a href="#">Section 8'A1</a>
<b>Summary for Subjective</b>		1,500		1,500		

**SSEC Feedback**

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**Summary of Evaluation Forms for the 2<sup>nd</sup> Annual SSEC**

Compiled by Andy Schuster, HRA-INCOSE Secretary 2006, dated 1/7/06

Statistic	SSEC Attendees	Online Students	Total
Total number of form sent out	12	5 out of 9	21
Returned forms for bad email	1	0	1
Returned forms with rankings	4 or 33%	1 or 20%	5 or 25%
Returned forms with comments on slides	0	0	0

Scores: 1 = Poor, 2 = Fair, 3 = Average, 4 = Good, 5 = Excellent

Question	Morgan	Moses	Oliver	Spooner	Plumb				
<b>Average Score</b> 3.96	3.13	4.75	4.25	2.67	5				
1. The course objectives were clearly stated	3	5	4	3	5				
2. Instructor was knowledgeable in subject matter	3	5	4	3	5				
3. Seminar material was conveyed in easy-to-learn manner	3	5	4	3	5				
4. Seminar workbooks/materials were complete and useful	5	5	5	3	5				
5. Seminar exercises were useful in applying techniques presented	3	4	4	3	5				
6. Facilities were appropriate and comfortable	2	4	4	0 Used online connection	5				
7. Refreshments/meals were appropriate and of good quality	5	5	5	0 None provided	5				
8. Seminar announcement was timely	1	5	4	1	5				
<b>9 Additional comments</b>									
<p><b>Morgan</b> - It would be really helpful if you could provide a practice exam and tips for completing the application. Some of the speakers did a great job of giving real world examples of the topic and keeping it interesting while some just read from the material (which was very dry). I gave the facilities a 1 rating because of the lack of temperature control but other than that it was very nice. I gave a 1 on the seminar announcement since it seemed to come out very close to the actual event.</p> <p><b>Moses</b> - I spent the bulk of the time working the Futron Booth and did not attend many sessions. The ones I did attend were well presented.</p> <p><b>Oliver</b> - n/a</p> <p><b>Spooner</b> - NOTE - He was a NG Online attendee.</p> <p>I received about a two day notice that the SE class would be hosted on the NG Conferencing Server so I had some scheduling conflicts throughout the 2 day class.</p> <p>I participated online and it was difficult at times following the instructor at</p>									

**HRA-INCOSE BoD Meeting Minutes**  
**Tuesday January 16<sup>th</sup>, 12:00-1:00 PM Teleconference**  
*Minutes in Blue Italic Text*

**Summary of Evaluation Forms for the 2<sup>nd</sup> Annual SSEC**

Complied by Andy Schuster, HRA-INCOSE Secretary 2006, dated 1/7/06

<p>times when it was clear he/she was pointing something out on a slide in the class room. There needs to be a way to have pointer/cursor show up on the slides over the internet.</p> <p><b>Plumb</b> - The seminar was extremely useful as an overview of the SE Handbook, and its contents.</p> <p>I would like to see an application of the handbook tools in a "real-life" scenario conducted by several teams in a competitive situation, with their results measured and a "winner" announced.</p>					
<p><b>10 Please list other systems engineering topics you would like to have offered in the Hampton Roads area:</b></p> <p><b>Morgan</b> – " n/a "</p> <p><b>Moses</b> - Decision Analysis</p> <p><b>Oliver</b> – n/a</p> <p><b>Spooner</b> – none</p> <p><b>Plumb</b> – Any providing application of SE principles.</p>					
<p><b>11 How did you hear about the course?</b></p> <p><b>Morgan</b> - INCOSE Website</p> <p><b>Moses</b> - I am an INCOSE member</p> <p><b>Oliver</b> – via my department</p> <p><b>Spooner</b> – via NG Corporate Email</p> <p><b>Plumb</b> – Member of PMI &amp; INCOSE</p>					

**From:** Clark, John O. (DMS) [mailto:john.o.clark@ngc.com]  
**Sent:** Friday, December 22, 2006 11:54 AM  
**To:** Schuster, Andy **Cc:** Olson, B. A.  
**Subject:** RE: HRA-INCOSE Seminar on System Engineer Certification Preparation - Evaluation Form

*They may have left the company, or so new they're not in the GAL.*

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**From:** Schuster, Andy [mailto:Andy.Schuster@ngc.com]  
**Sent:** Friday, December 22, 2006 6:41 AM  
**To:** Clark, John O. (DMS) **Cc:** Olson, B. A. (Newport News)  
**Subject:** RE: HRA-INCOSE Seminar on System Engineer Certification Preparation - Evaluation Form

John  
 I couldn't find John Shirley, Joseph Bergman, and Paula Talbot in the NGC global address book. I couldn't figure out which Roger Smith of 4 attended the SSEC.

BTW – the other five NGC folks were in Warrington PA, Carson CA, Mclean VA, Reston VA, and Middletown PA. This is a statistic we should report about the 2<sup>nd</sup> Annual SSEC, in our chapter awards point write up.

Regards,

**Andy Schuster**  
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