

HRA-INCOSE BoD Meeting Agenda
Tuesday February 26, 2008, 12:00 – 1:00 PM Teleconference
Call into 757-534-3969, PW 343969 or
Meet in Conference Room D Bldg 600 @ NGNN

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1. Call To Order (1 minute)

The meeting was called to Order at
12:03 pm

2. Roll Call & Quorum (2 minutes)

A simple majority Chapter Officers is required for a Quorum.

Officers (Quorum of	Name	Present	Other
President	Chris Orłowski	✓	
Vice President	Tad Walls		
Treasurer	Sherry Maclay	✓	
Secretary	Kelly Moses		Robin Smith
Past President	Bill Olson	✓	
Web Master	Christy Mazza		
Director at Large for Programs	Figen Baysal	✓	
Director at Large for Membership	Michele King	✓	
Director at Large for University Liaisons	Steve Forehand		
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	Bill Olson		
Technical Committee - Lead	John Clark	✓	

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.

- There were no changes proposed.

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BoD Member Reports (25 minutes)

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

Report & Discussion	
President (4 minutes)	<ul style="list-style-type: none"> • 2008 Budget Plan (see Appendix D) – <ul style="list-style-type: none"> • The format given reflects what is sent to INCOSE every year. The budget was determined by the actuals from last year. A suggestion was made to clear out the ledger of 2007 and begin a new sheet. • The budget for travel and expense was general guideline. It does include some support for the IW. The final financials were submitted a few weeks ago. Two things that we don't have, which are sometimes tracked are Fundraising/Interests and Grants/Contributions. • Tutorial Guide <ul style="list-style-type: none"> • The Tutorial Guide was sent out for comment and review. Feedback was given. The guidelines regarding expenses had the most feedback. The final review will be submitted and any future revisions will be documented for a release next year. The guidelines are just that...guidelines, and can be modified as needed.
Vice President (3 minutes)	<ul style="list-style-type: none"> • Discussion of Banner <ul style="list-style-type: none"> • Members were given the opportunity to vote on the Banner via e-mail. Steve sent out an updated version of the banner choices. The majority of the members liked Steve's banner design. • A suggestion was made to buy two banners of different designs. A banner costs \$450.00 plus the cost of the hard case for transportation. This suggestion will be discussed with Tad and a final vote will be made.
Treasurer's Report (8 minutes)	<p>Appendix A</p> <ul style="list-style-type: none"> • A note within the Treasurer's report is that check 2603 has not cleared the bank. The last balance is the correct balance. There are enough funds to purchase two banners, if desired.
Secretary's Report (1 minute)	<ul style="list-style-type: none"> • No report was given.

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Report & Discussion									
DaL – Programs (7 minutes)	<p>1. INCOSE HRA Chapter SE Certification (CSEP) Seminar at ODU Norfolk</p> <p>For 30 people the approximate costs per day would be</p> <table style="margin-left: 20px;"> <tr> <td>Continental Breakfast</td> <td style="text-align: right;">\$135.00</td> </tr> <tr> <td>Boxed lunch</td> <td style="text-align: right;">\$270.00</td> </tr> <tr> <td>Break (cookies/brownies)</td> <td style="text-align: right;">\$37.50</td> </tr> <tr> <td>Sodas/water</td> <td style="text-align: right;">\$50.00</td> </tr> </table> <p>The menu is 28 pages long and in an email sent to the BoD on February 22, 2008 at 12:14 PM Eastern Time.</p> <ul style="list-style-type: none"> • Figen reported on catering expenses for the upcoming Seminar in Norfolk. The BoD briefly discussed charging members \$50 dollars and non-members/students \$50 dollars plus the cost of membership. • There was a question about the processing fee with the Acteva activity agreement. Chris will investigate this further. Apparently, the processing fee is higher than what was initially expected. • There was some discussion as to what type of gift should be given to presenters and/or speakers at INCOSE meetings. For now, Sherry will buy a few \$25 gift cards to keep in reserve. Eventually, Chris would like to give them a small trinket that represents systems engineering. Ideas are welcomed. 	Continental Breakfast	\$135.00	Boxed lunch	\$270.00	Break (cookies/brownies)	\$37.50	Sodas/water	\$50.00
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DaL – Membership (3 minutes)	<p>Membership report – Appendix C</p> <ul style="list-style-type: none"> • Five members joined in January and 1 in February. Currently, there are 84 active INCOSE members. We are steadily growing. All bios of new members will be sent to Dan for the newsletter. 								
DaL – University Liaison (2 minutes)	<ul style="list-style-type: none"> • No report given 								
DaL – Publication (2 minutes)	<ul style="list-style-type: none"> • The Winter Newsletter is in the works. Address concerns or questions to Dan. 								

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Report & Discussion	
DaL – Training & Education (2 minutes)	<ul style="list-style-type: none"> • SE Certification past quarter presentations/tutorials: INCOSE LA Chapter, So CA SPIN, NPS Monterey <ul style="list-style-type: none"> • John reported that these 3 presentations were done in January and went well. • Update of SE Certification Tutorial to SE Handbook v3.1 <ul style="list-style-type: none"> • John will send an e-mail requesting help. The tutorial must be ready to present at the ODU seminar in April. • SE Certification upcoming presentations/tutorials: ODU, SSTC, NG SEAG <ul style="list-style-type: none"> • John may have the opportunity to become an adjunct professor at ODU teaching Master's level courses. • The SSTC is a 2-day event in April and the NG SEAG is a 1-day event in May. • Other upcoming presentations/tutorials: SSTC, NG SEAG, IS08 <ul style="list-style-type: none"> • John will present several other SE presentations and tutorials at the SSTC, SEAG, and possibly the IS08. • IS08 SE Certification Tutorial <ul style="list-style-type: none"> • John requested and the BoD approved his continuing to try to provide this tutorial by locating a lower risk/cost venue. John requested help from the BoD to research this venue, but the BoD declined. The BoD recommended John contact the Netherlands Chapter for assistance. Financial support will be needed to present the tutorial and John's paper. As more information is available, John will report to the BoD. • SE Certification Training Provider's Certification <ul style="list-style-type: none"> • John attended the Registered Education Providers (REP) and Endorsed Educational Product (EEP) kickoff meeting at the INCOSE IW. The INCOSE CSEP Program is planning on requiring certification for the training providers (e.g., chapters, companies, universities) and the training products (e.g., tutorials). John and others expressed concerns whether a Chapter should pay the fees and whether there are potential conflicts of interest (e.g. with CSM). • Tutorial Guidelines Development <ul style="list-style-type: none"> • John reported that he agreed with the guidelines for local tutorials, but he would continue to apply the same guidelines regarding expenses as he did in 2007 for webinars and remote tutorials.
PEC Representative (2 minutes)	<ul style="list-style-type: none"> • NASA Career Day Brief <ul style="list-style-type: none"> • The career day went and the Chris appreciated everyone's support. • PEC Banquet Brief – fantastic <ul style="list-style-type: none"> • There was a great turnout at the Banquet. It was a success.
Web Master (2 minutes)	<ul style="list-style-type: none"> ▪ Website is www.incose.org/hra. <ul style="list-style-type: none"> ▪ A recommendation was made to use the website to post large files instead of e-mailing them to members. A feature where individuals can upload files will be best. The INCOSE connect may be the appropriate venue to upload files.
Chapter Brief from INCOSE	<ul style="list-style-type: none"> • No report given
INCOSE Contact	<ul style="list-style-type: none"> • No report given

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Report & Discussion	
Becky's Corner	<ul style="list-style-type: none"> No report given
Technical Committee	<ul style="list-style-type: none"> No report given. (The BoD was unaware that Kevin had transferred this role to John. John delivered review comments via NG as requested by the AIA on the DoD SoSE Guide, and will be providing review comments on ISO TR 24748 via NG as requested by the US Air Force AFIT.)

4. 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>
6-13-07 #9	6-30-07	Michele	OPEN Closed	Find out how many INCOSE members signed up for membership at the Tutorial in Sept/Oct 2005 and are still members.
6-13-07 #10	7-10-07	Michele	OPEN Closed	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.
7-10-07 #32	8-14-07	Bill	OPEN Closed on 8/07	Coordinate Sponsorship Information and Dissemination Process
02-26-08		Chris		Investigate the Sign-on activity agreement

5. New Business (20 minutes)

- Received Gold Circle Award at the IW

Topics of discussion

New Business	Discussion & Decision
1. Tutorial Guidelines Development	See President's corner
2. Update of SE Certification Tutorial to SE Handbook v3.1	See Training and Education
3. SE Certification upcoming briefs/tutorials: ODU, SSTC, NG SEAG	See Training and Education

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New Business	Discussion & Decision
4. IS08 SE Certification Tutorial	See Training and Education
5. SE Certification Training Provider's Certification	See Training and Education

[Meeting adjourned 12:57 pm](#)

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Attachment A – February 2008 Treasurer’s Report

Please note that check # 2603 has not cleared yet- this accounts for the final balance discrepancy.

Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance			
8/27/2007	ISP		George Washington University donation (ck# 1981030)	\$1,000.00		\$9,876.47	\$9,883.13	Bank Bal 9-11-07	\$6.66
9/18/2007	MTG	2584	OMNI Hotel Dinner Meeting: Todd Smith ? Guest Speaker (Risk: Reed Corp/ Becky Reed & Steve Waddell)		\$490.90	\$9,385.57			
9/27/2007	INC		OMNI Dinner Meeting (cash)	\$200.00		\$9,585.57			
9/27/2007	INC		ck deposited fpr pymnt of OMNI Dinner Meeting	\$20.00		\$9,605.57			
9/27/2007	ISP		George Washington University donation (ck# 1988886)	\$1,000.00		\$10,605.57			
9/27/2007	ISP		Futron Corporation donation (ck# 34376)	\$2,000.00		\$12,605.57			
10/10/2007	ITT		Deposit SE --Tutorial pymnt John Clark class (chk# 2379)	\$2,900.00		\$15,505.57			
		2585	Void			\$15,505.57	\$15,512.23	Bank Bal 10-11-07	\$6.66
10/21/2007	GFS	2586	Sherry Maclay to purchase: Outback (+20 from Bill Olson to re-pay for Dinner meeting at OMNI 9-18-07)		\$1,230.00	\$14,275.57			
11/8/2007	SIT	2587	OMNI Hotel Risk Management Conference 11-8-07		\$1,489.94	\$12,785.63			
11/9/2007	SIT	2588	OMNI Hotel Risk Management Conference 11-9-07		\$1,820.89	\$10,964.74			
11/9/2007	ADV	2589	Mike Podolsky for Back Drop/ Shipping Tube		\$36.00	\$10,928.74			
11/20/2007	ITT		Deposit Acteva 142095: Tutorial on INCOSE SE Hanbk for SE certification 10-5-07 (chk# 11412)	\$2,140.84		\$13,069.58			
11/20/2007	ITT		Deposit Acteva 142095: Tutorial on INCOSE SE Hanbk for SE certification 10-5-07 (chk # 12341)	\$4,002.44		\$17,072.02		Oct Treas. Bal	
11/30/2007	PEC	2590	PEC DUES		\$25.00	\$17,047.02			
12/5/2007	SCP	2591	Becky Reed- Christmas Party- \$500 VOID (for Exchange of Reed Integration Sponsorship for Risk Management Seminar Nov 2007 at OMNI Hotel)		\$500.00	\$16,547.02			
12/5/2007	ISP		Exchange as above (ck 2591)- no real deposit of funds- Reed Corp Sponsor for Risk Management Seminar @ OMNI Hotel Nov 2007 (VOID)	\$500.00		\$17,047.02			
		2592	VOID			\$17,047.02			
12/5/2007	MPI	2593	Parent INCOSE- Membership- those who joined @ OMNI Risk Conference Nov 2007- designated cptr other than HRA		\$790.00	\$16,257.02			
12/5/2007	SEW	2594	VOID- John Clark- IW attendance- support: wants chk written for 2008			\$16,257.02			
12/5/2007	HIT	2595	Honorarium -CSEP Class - John Clark		\$1,600.00	\$14,657.02			
12/5/2007	HIT	2596	Honorarium- Liberty Chpt INCOSE SE certification Class- John Clark		\$2,800.00	\$11,857.02			
		2597	VOID			\$11,857.02			
12/5/2007	GFS	2598	Speaker Gifts- Val Jonas Nov 2007 Risk Conf -50/ 30 International shipping fee		\$80.00	\$11,777.02			
12/10/2007	ITT		Liberty -deposit of payment for SE Class -Instructor John Clark	\$5,544.78		\$17,321.80			
12/10/2007	ITT		Acteva 142095- Tutorial INCOSE SE handbk SE cert -10-5-07 (chk #90823)	\$186.16		\$17,507.96			
12/10/2007	MTG	2599	Roger Brown Restaurant- Room Reservation Fee (Officer Installation Dinner)		\$50.00	\$17,457.96			
12/19/2007	IST		Acteva- 142028- HRA INCOSE Advanced Risk Management& Applications to SE- 11-8-07 (chk# 91670) (total 2035.00- acteva fee 103.05, refund fee 2.00, Credit card fee 55.90= total for HRA= 1874.05)	\$1,874.05		\$19,332.01	\$19,053.70		(\$278.31)
1/7/2008	TIT	2600	John Clark Travel Reimbursement - 2007-Liberty SE cert. class		\$750.00	\$18,582.01		Nov/ Dec Treas. Bal	
1/7/2008	MTG	2601	Roger Brown Restaurant- Officer Installation Dinner (248.94 + 40 tip)		\$284.97	\$18,297.04			6.66 difference
1/7/2008	SEW	2602	see chk 2594 John Clark- IW attendance- support: wants chk written for 2008		\$500.00	\$17,797.04			
1/7/2008	SEB	2603	2008 PEC Banquet -Reserve 2 Tables (Carmen Boelte- President)		\$640.00	\$17,157.04	\$17,803.70	Feb Bank Bal	(\$646.66)

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Attachment B –HRA-INCOSE Program for 2008

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Attachment C - Membership Report for February 2008 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, 2007, and 2008. 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:

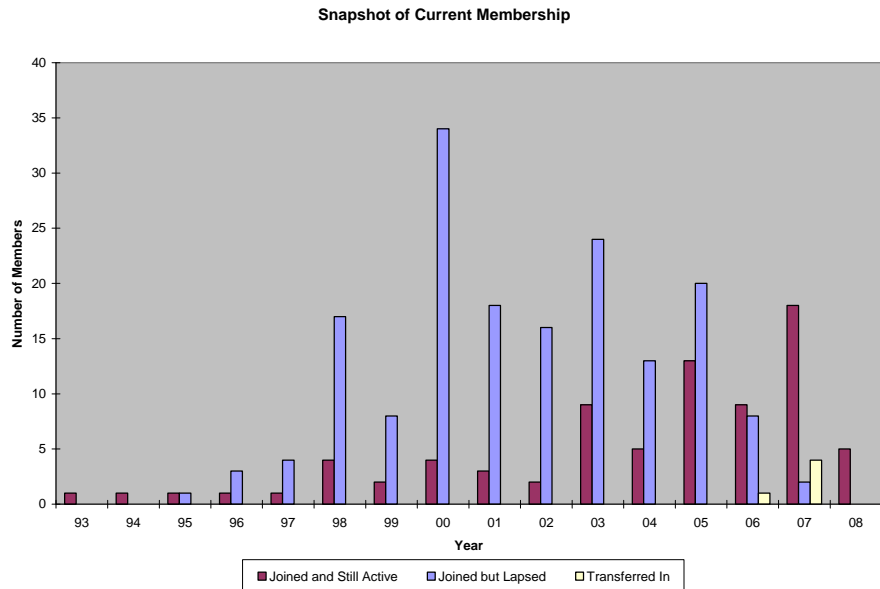
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2005 New Members	4	2	1	4	2	1	3	4	6	4	4	1	36
2006 New Members	3	2	1	4	0	0	3	0	0	1	2	1	17
2007 New Members	0	1	1	3	2	1	1	2	0	3	2	6	22
2008 New Members	5												5

Summary membership statistics are as follows:

- **Members Joined since January 1, 2008 = 5**
 - Mr. Hank Jarrett—Futron Corporation (Lead Safety Engineer)—01/15
 - Mr. Ben Buenviaje—Navy (E3 Systems Engineer)—01/22
 - Mr. Ben Hudson—Northrop Grumman Shipbuilding, Newport News (Communications Engineer V)—01/22
 - Mrs. Nadine Syrett—Futron Corporation (Risk Manager)—01/24
 - Mr. Steve Syrett—NASA Langley Research Center (Senior Project Manager)—01/24
- **Members Transferred in since January 1, 2008 = 0**
- Total Members Joined since January 1, 1993 = 252
- Total Members Transferred in since January 1, 1993 = 5
- Total Members Lapsed since January 1, 1993 = 168
- **Total Active Members Remaining as of December 29, 2007 = 84**

The graph below shows the total number of members that have joined since 1993. For a given year, each total is broken up into the number of members that have had a lapsed, the number of members that joined and are still active, and the number of members that transferred into HRA-INCOSE.

**Note: A complete set of statistics showing members that have transferred out of HRA-INCOSE is not available. Therefore, for a given year, what is shown in the above graph as the number of members that joined HRA-

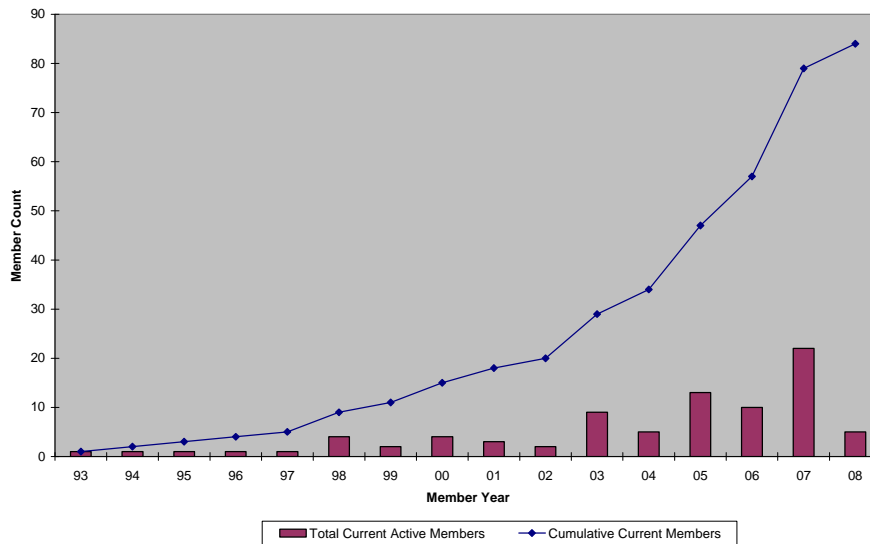


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INCOSE could be less than the number of members that *actually* joined. This helps to explain why at first glance, the graph appears to show more members having lapsed than having joined HRA-INCOSE (it appears that there sum of the blue bars would be greater than the sum of the red bars). Nonetheless, this chart helps to show that fewer members have had a lapse in membership over the past several years than in previous years.

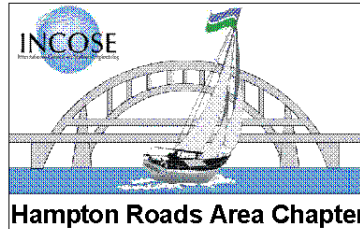
The next graph shows the overall growth trend of HRA-INCOSE membership over the years since 1993. (** However, the note above still applies to this graph—the number of members that *actually* joined in a given year could be greater than what is displayed on the graph.) Regardless, this chart shows a strong trend in membership.

Membership Trend



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Attachment D – 2008 Budget Plan



INCOSE Hampton Roads Area (HRA)
P.O. Box 916
Newport News VA, 23607

World Wide Web URL: <http://www.incose.org/hra>

2008 Budget Plan

RECEIPTS		Budget	Actual
Dues	ICD	\$2,000.00	\$0.00
Meetings	INC	\$10,000.00	\$0.00
Contributions	ISP	\$3,000.00	\$0.00
Fundraising	IFD	\$0.00	\$0.00
Interest	INT	\$0.00	\$0.00
Total Receipts		\$15,000.00	\$0.00

EXPENSES		Budget	Actual
Meetings	MTG	\$13,000.00	\$0.00
Travel	MTR	\$1,000.00	\$0.00
Grants and Contributions	MGC	\$1,000.00	\$0.00
Other	MOT	\$0.00	\$0.00
Total Expenses		\$15,000.00	\$0.00

2008 Starting Balance:	\$TBD	
2008 Ending Balance:	\$TBD	
Reconciliation:	\$0.00	\$0.00

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