

**HRA-INCOSE BoD Meeting Minutes**  
**Wednesday May 21, 2008, 12:00 – 1:00 PM Teleconference**  
**Call into 757-534-3969, PW 343969 or**  
**Meet in Conference Room D Bldg 600 @ NGNN**  
*Minutes in Blue Italics*

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**1. Call To Order (1 minute)**

The meeting was called to Order at *12:05 PM. Meeting adjourned at 12:50 PM*

**2. Roll Call & Quorum (2 minutes)**

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	Chris Orłowski		
Vice President	Tad Walls	X	
Treasurer	Sherry Maclay	X	
Secretary	Kelly Moses	X	
Past President	Bill Olson		
Web Master	Christy Mazza		
Director at Large for Programs	Figen Baysal	X	
Director at Large for Membership	Michele King	X	
Director at Large for University Liaisons	Andres Sousa-Poza		
Director at Large for Publications	Dan Fontaine		
Director at Large for Training and Education	John Clark	X	
<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	Bill Olson		
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 (25 minutes)**

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 (4 minutes)</b>	<ul style="list-style-type: none"> <li>• <i>Tad has four points:</i></li> <li>• <i>- Requirements Management Conference this fall. Are we still going to have it? Need to start marketing it if we are going to have the event</i></li> <li>• <i>- Figen will need to begin reserving rooms at OMNI</i></li> <li>• <i>Tad and Figen will tag up.</i></li> <li>• <i>- Tad indicated we need to begin considering sponsors</i></li> <li>• <i>- Banners have been received in the mail.</i></li> <li>• <i>- Strike a long term deal to agree to put name on the HRA – INCOSE banner. Needs further discussion. .</i></li> <li>• <i>Need to work on sponsors now so we do not go at risk.</i></li> <li>• <i>Tad recommends we send out the call for papers as well.</i></li> </ul>
<b>Vice President (3 minutes)</b>	<ul style="list-style-type: none"> <li>• <i>Received the two banners and hard carrying case. The banners look very professional and should serve us well for years to come. Figen/Bill are storing the banners at NG. Total is \$900 to \$1000. Well worth the investment. Banners currently in VASCIC if anyone needs it. Hard case included.</i></li> <li>• <i>Wizards of Modern Society dinner meeting on 15 May was very interesting – we had 6 attendees. Telecon dial in.</i></li> </ul>
<b>Treasurer's Report (8 minutes)</b>	<p>Appendix A</p> <p><i>Sherry reported that actual balance is 15491.12</i></p> <p><i>Discussed how much we can have in the bank as a nonprofit organization.</i></p> <p><i>Sherry gave the example of SWE offering scholarships.</i></p> <p><i>Sherry mentioned perhaps we can use it to cover expenses of members to go to society events.</i></p> <p><i>Need to return benefits to membership. Brainstormed having raffles at dinner meetings to increase attendance.</i></p> <p><i>Bottom line, we are financially stable.</i></p>
<b>Secretary's Report (1 minutes)</b>	<ul style="list-style-type: none"> <li>• <i>Kelly took action to coordinate with HRA INCOSE HQ regarding <a href="http://www.hra-incose.org">www.hra-incose.org</a>. Real website is <a href="http://www.incose.org/hra">www.incose.org/hra</a></i></li> </ul>
<b>DaL – Programs (7 minutes)</b>	<p>Appendix B for further details</p> <p><i>Dinner event for May.</i></p> <p><i>Wine and Cheese is June 28. Figen will update calendar</i></p>
<b>DaL - Membership (3 minutes)</b>	<p>Membership report – Appendix C</p> <p><i>Michele indicated we have a very healthy membership and the highest we have had in recent history.</i></p>
<b>DaL - University Liaison (2 minutes)</b>	
<b>DaL – Publication (2 minutes)</b>	

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Report & Discussion	
<b>DaL – Training &amp; Education (2 minutes)</b>	<ul style="list-style-type: none"> <li>• Please see <a href="#">Prepare for Certification with an Online Tutorial in Current News at <u>http://www.incose.org/</u></a></li> <li>• Many thanks to everyone who worked on slide preparation.</li> <li>• Briefed NG Board in Vegas. Charged \$200 a piece for non NG attendees.</li> <li>• Online webinar starts May 30, 2008. goes until September 19, 2008</li> <li>• - now open to employees employed by CAB organizations who are not INCOSE members.</li> <li>• ODU is processing John as an adjunct professor. Will be teaching CSEP programs for ODU.</li> <li>• John will not be attending International Symposium. Too many negatives. There are upfront nonrefundable costs associated with this. NG does not support international symposia. Not much interested in CSEP in Europe. More income to be made via webinar.</li> <li>• John will most likely attend International Workshop.</li> <li>• John will be in Monterey, IEEE Systems of Systems Conference</li> </ul>
<b>PEC Representative (2 minutes)</b>	
<b>Web Master (2 minutes)</b>	
<b>Chapter Brief from INCOSE</b>	
<b>INCOSE Contact</b>	
<b>Becky's Corner</b>	
<b>Technical Committee</b>	

**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		Tad	<b>Completed</b>	Buy a new banner with the new logo Nov – Logo has been revised <i>Tad has completed – GREAT JOB Tad!</i>
<i>04-16-08 #1</i>	<i>05-30-08</i>	<i>Bill</i>		<i>Go to bank and put Tad's name on checking account</i>
<i>04-16-08 #2</i>	<i>05-30-08</i>	<i>Bill</i>		<i>Bill will ask Becky if she has taught tutorial on 3.1 –</i>
<i>04-16-08#3</i>	<i>04-30-08</i>	<i>Kelly</i>		<i>Check with Christy on finalized minutes and agendas on website. Coordinate with HRA INCOSE HQ regarding <a href="http://www.hra-incose.org">www.hra-incose.org</a>. Real website is <a href="http://www.incose.org/hra">www.incose.org/hra</a></i>
<i>04-16-08 #4</i>	<i>05-30-08</i>	<i>Bill</i>		<i>Look into ordering INCOSE shirts for BoD members. Bill will look up old order form.</i>
<i>04-16-08#5</i>	<i>05-30-08</i>	<i>Figen</i>		<i>Look into other forms of speaker gifts than gift card. Tad mentioned \$25 - \$50. Tad recommended memory sticks.</i>

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Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
<i>05-21-08#1</i>	<i>06-30-08</i>	<i>Chris</i>		<i>Email INCOSE HQ regarding how much can we have in the bank for a nonprofit organization</i>
<i>05-21-08#1</i>	<i>06-30-08</i>	<i>Figen</i>		<i>Estimate from Hotel for Requirements Management Conference</i>

**6. New Business (20 minutes)**

**Topics of discussion**

New Business	Discussion & Decision
1.	J
2.	
3.	
4.	
5.	
6.	

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**Attachment A – May 2008 Treasurer’s Report**

Month	Statement Date	Beginning Balance	Checks-Total Amount	Total Deposits	Ending Balance
January	1/11/2008	\$22,765.62	\$5,585.97	\$1,874.05	\$19,053.70
February	2/12/2008	\$19,053.70	\$1,250.00	\$0.00	\$17,803.70
March	3/12/2008	\$17,803.70	\$760.00	\$0.00	\$17,043.70
April	4/11/2008	\$17,043.70	\$210.64	\$273.00	\$17,106.06

Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance	
12/31/2007						\$19,332.01		
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		
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	
3/10/2008	SEB	2604	PEC Engineer Week- Langley/ Career Day		\$100.00	\$17,057.04		
3/10/2008	GFS	2605	AM Express- Gift Card		\$120.00	\$16,937.04		
3/13/2008	SUB	2606	Alexanders' on the Bay-Dinner Event		\$210.64	\$16,726.40	\$17,043.70	
3/25/2008	ICD		Deposit Wire Transfer- Incose Share		\$273.00	\$16,453.40		
4/16/2008	SUB	2607	McFaddens- BOD Appetizers		\$22.28	\$16,431.12		
4/16/2008	SIT	2608	Thomas Walls- #1 Banner Purchase		\$400.00	\$16,031.12		
4/28/2008	SIT	5609	Thomas Walls- #2 Banner Purchase with Hard Case		\$540.00	\$15,491.12	\$17,106.06	

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**Attachment B –HRA-INCOSE Program for 2008**

Apr 16 2008	Board of Directors (BOD) Meeting	In-Person Location: McFadden's (Hampton)
Apr 22-23 2008	<b><u>Tutorial on the INCOSE SE Handbook v3.1 in Preparation for SE Certification</u></b>	NCSOSE ODU Norfolk VA
Apr 27-28 2008	<b><u>Tutorial on the INCOSE SE Handbook v3.1 in Preparation for SE Certification</u></b> at the Systems and Software Technology Conference (SSTC) Presenter: John Clark	Las Vegas NV <a href="http://www.sstc-online.org/">http://www.sstc-online.org/</a>
May 12 2008	<b><u>Tutorial on the INCOSE SE Handbook v3.1 in Preparation for SE Certification</u></b> at the Northrop Grumman Systems Engineering Advisory Group (SEAG) Symposium Presenter: John Clark	Redondo Beach CA <a href="http://seag2008.northgrum.com/">http://seag2008.northgrum.com/</a>
May 15 2008	<b><u>Systems Engineers - the wizards of modern society?</u></b>  Presenter: Prof Joseph Kasser CEng, CM	ODU Peninsula Center
Jun 07 2008	<b><u>Wine &amp; Cheese Social</u></b>	Becky Reed & Steve Waddell's place
June 15-19 2008	INCOSE International Symposium	Netherlands
Jun 18 2008	Board of Directors (BOD) Meeting	Teleconference
Jul 12 2008	Dinner Meeting: Jill Prince, NASA (Young engineer of the year) <b><u>Mars exploration</u></b>	TBD
Jul 16 2008	Board of Directors (BOD) Meeting	In-Person Location: China Buffet (Norfolk)
Aug 20 2008	Board of Directors (BOD) Meeting	Teleconference
Aug 14 2008	Dinner Meeting: Tad Walls <b><u>Quality Function Deployment (QFD)</u></b>	TBD
Sep 4 2008	Dinner Meeting: TBD Presenter: Jale Akyurtlu (HU)	TBD
Sep 17 2008	Board of Directors (BOD) Meeting	Teleconference
Oct 15 2008	Board of Directors (BOD) Meeting	In-Person Location: Applebee's (Suffolk)
Oct 23 2008	Day One: <b><u>Requirements Management Conference</u></b>	OMNI Hotel Newport News, VA
Oct 24 2008	Day Two: <b><u>Requirements Management Conference</u></b>	OMNI Hotel Newport News, VA
Nov 19 2008	Board of Directors (BOD) Meeting	Teleconference
Dec 17 2008	Board of Directors (BOD) Meeting	Teleconference

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**Attachment C - Membership Report for May 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	2	1	2	1								<b>11</b>

Summary membership statistics are as follows:

- **Members Joined since last Membership Report = 1**
  - Mr. Carl A. John, III – Booz Allen Hamilton, Inc. (Associate) – 05/09
- **Members Transferred in since last Membership Report = 0**
- **Total Active Members as of April 16, 2008 = 94**

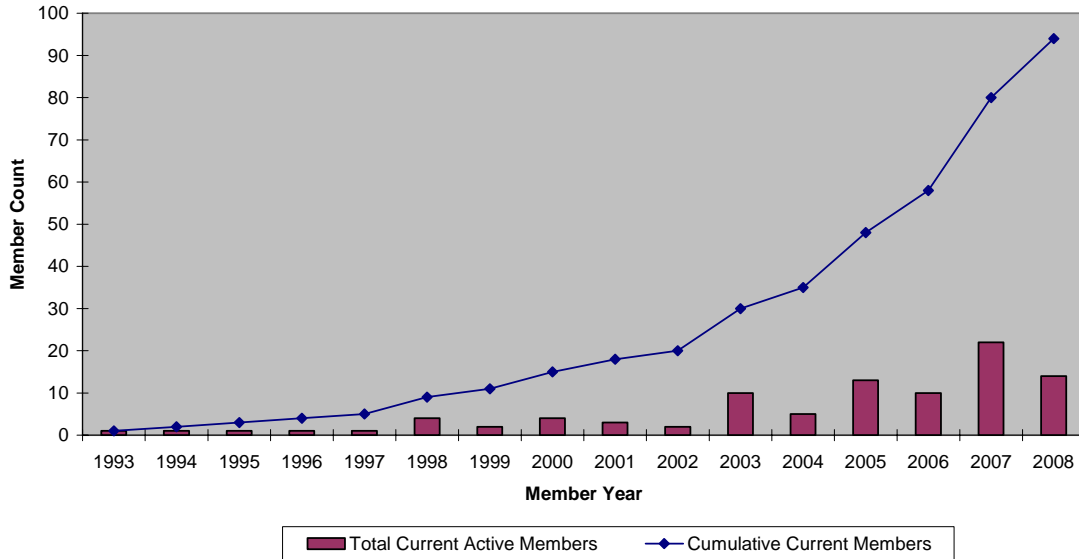
The chart to the right and the graph below shows total number of members that have joined since 1993. For a given year, each total is broken up into the number of members that have had a lapsed, the number of members that joined and are still active, and the number of members that transferred into HRA-INCOSE.

Year	Joined and Still Active	Joined but Lapsed	Transferred In	Total Current Active Members	Cumulative Current Members
1993	1	0	0	1	1
1994	1	0	0	1	2
1995	1	1	0	1	3
1996	1	3	0	1	4
1997	1	4	0	1	5
1998	4	17	0	4	9
1999	2	8	0	2	11
2000	4	34	0	4	15
2001	3	18	0	3	18
2002	2	16	0	2	20
2003	10	24	0	10	30
2004	5	13	0	5	35
2005	13	20	0	13	48
2006	9	8	1	10	58
2007	18	2	4	22	80
2008	11	0	3	14	<b>94</b>
TOTALS	<b>86</b>	168	<b>8</b>	<b>94</b>	

the

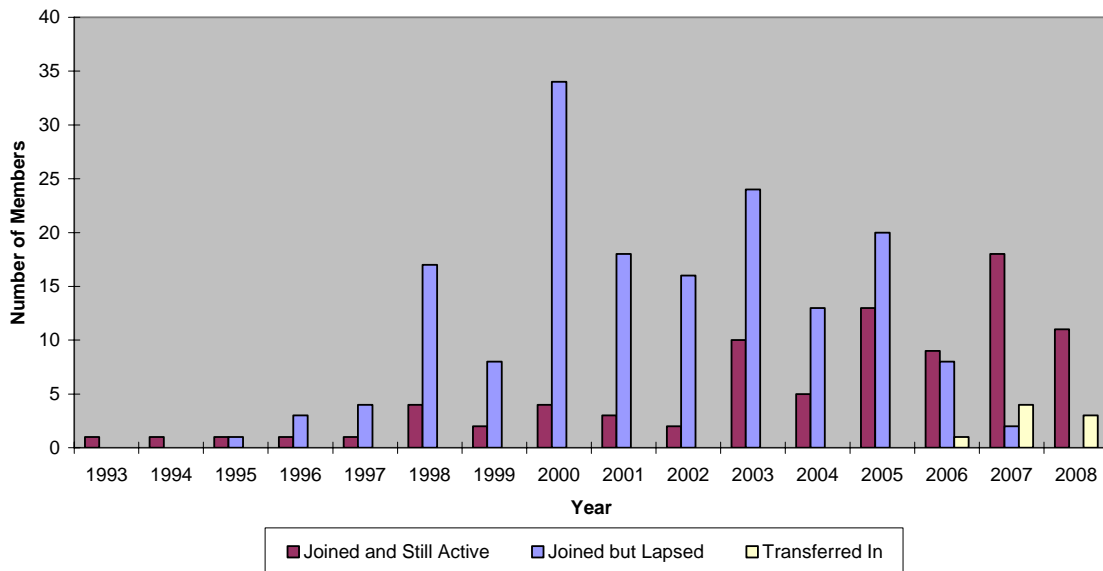
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**Membership Trend**



The next graph shows the overall growth trend of HRA-INCOSE membership over the years since 1993. This chart shows a strong trend in membership growth.

**Snapshot of Current Membership**



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\*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-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.

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