

HRA-INCOSE BoD Meeting Minutes
Thursday August 14, 2008, 4:30 PM
Face-to-Face / Alexander's on the Bay
Meeting Minutes in Blue Text

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1. Call To Order (1 minute)

The meeting was called to Order at *4:34 PM Adjourned at approximately 5:20 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	X	
Vice President	Tad Walls	X	
Treasurer	Sherry Maclay	X	
Secretary	Kelly Moses	X	
Past President	Bill Olson	<i>Telecon</i>	
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		
Members & Invited Guests in attendance	Name	Present	Other
PEC Representative	Kevin Topp		
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.

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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.

Report & Discussion	
President (4 minutes)	<ul style="list-style-type: none"> • Experiment: "Keeper of the Clock" – Chris kept time throughout the meeting to keep the topics moving. • Web Site Maintenance / Updates – Calendar is not updated. Figen will get with Christy • Chapter Awards Points – Tad will review points criteria and provide an update on where we stand at the next BOD meeting • Concerned over Spring Conference Planning – Chris action to call Phil. We have not heard from Karl Geist in a while. • Thank you BoD for being leaders in your area of responsibility while I have been traveling. – Chris expressed thanks • Newsletter: See section "Director at Large for Publications" for additional details and discussion.
Vice President (3 minutes)	<ul style="list-style-type: none"> • Young Engineer of the Year award. – What do we use to submit for that. Reiterated that Tad was nominated for Young Engineer of the Year. Need to check requirements. After the meeting, Tad found out that the requirements are, "A candidate must be less than 35 years of age and have less than 15 years of professional experience as of December 17, 2007. The Peninsula area of Virginia is defined as the cities of Hampton, Poquoson, Newport News, and Williamsburg and the counties of James City and York." The BOD will need to determine whether we want to nominate another candidate. <ul style="list-style-type: none"> • PEC Engineer of the Year: Becky, Kelly, Hank Jarrett. Tad drafted email for Bill to send to membership to request nominations. Not a lot of responses in the past – packages due October 1. We have examples. Bill sent out email requesting nominations on 8/15. • General discussion about fall rqmts conf and spring conf – will get to this when Figen Speaks •
Treasurer's Report (8 minutes)	<p>Appendix A</p> <p>Did receive last check from Acteva regarding John's tutorial. Check was reissued. Last check is ~\$270. Check will be deposited some time this week. When we create new events, do not use an old/established Acteva account.</p>

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Report & Discussion	
Secretary's Report (1 minutes)	<ul style="list-style-type: none">• Results of vote concerning honorarium:<ol style="list-style-type: none">1. John is requesting an honorarium of \$400 for the CSEP tutorial presented in LA. \$400 was received (total) from the 2 members of the LA Chapter who attended the tutorial. John indicated the \$400 covers less than his costs of presenting the tutorial. <p>Votes :</p> <p>2 1A: John should receive the \$400 1: \$200 1B: John should receive an amount other than the \$400 (list amount) <u>4</u> 1C. John should not receive payment for delivering the CSEP tutorial in <u>LA.</u></p> <p>Discussion: NG paid for John's travel and time in CA, which was location of tutorial.</p> <ol style="list-style-type: none">2. John is requesting 1/2 of the income from the CSEP webinars. The requested honorarium amount is \$1600. These tutorials are provided during extended lunch times (approximately an hour and a half) from May '08 through September '08 <p>Vote:</p> <p><u>4</u> 2A: John should receive the \$1600 3 2B: John should receive an amount other than the \$1600 (list amount) 0 2C. John should not receive payment for delivering the CSEP tutorials via webinar.</p> <p>For 2B, the recommended amounts were: \$200, \$500, \$800</p> <ul style="list-style-type: none">• Discussion followed:• Fee structure never was resolved. The current tutorial guidance is still in draft form and should be considered guidance.• Discussion: Tabled for now to stay on schedule• Fee structure no longer effective until officially passed – only guidance for right now.• Announced change of position: Kelly going to BAH – start date, September 2, 2008. Kelly will provide new email address to the BOD as soon as her BAH account is created.• Kelly to check old minutes regarding John's request for honorarium for 2007

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Report & Discussion	
DaL – Programs (7 minutes)	<p>2008 Program Schedule : Please see Appendix B</p> <p>Speakers gifts- Requirements Seminar</p> <p>Date:</p> <p>Sponsors: Reed Integration, Futron</p> <p>Timing: Flyers- Speakers invitation etc.</p> <p>Fee Structure:</p> <p>Registration site prepared.</p> <p>Only 4 abstracts right now. Tad spoke to Fred Rojek after the BOD mtg, and he plans to submit an abstract.</p> <p>Possibly compress to one day.</p> <p>Two days gets you more points. Board of Director's conference.</p> <p>Working Meeting for September to look at abstracts for conference</p> <p>October: Speaker</p> <p>Gift card for speakers. For seminar, INCOSE signature gifts. Figen requested input of ideas. AMEX card approach is appropriate.</p> <p>Drawing at the end of the meeting – good idea. Door prize needs to be put on the flyer.</p> <p>Tad recommended one more week for abstracts and then we need to make a decision.</p> <p>Sent to other associations (by Figen). Speaker list needs to be populated. Put it on the website so people can see it.</p>
DaL - Membership (3 minutes)	<p>Membership report – Appendix C</p> <p>Page 10 – count for July is 1 not 3.</p> <p>We are down to 73. Went from 95 to 73. Lots of members lapse in July. 24 members lapsed. Chris asked that the BoD members be checked. Renew on website.</p> <p>Send an email to lapsed members. (?)</p>
DaL - University Liaison (2 minutes)	N/A
DaL – Publication (2 minutes)	<p>Chris reported. We have only released one newsletter this year. WE are two behind. We have no one who has stepped up to the newsletter. We went out for a call for Publications.</p> <p>Maybe we need a one page newsletter.</p> <p>Take an action for a section in our area for the Board Members. For second quarter write short synopsis. For 3rd quarter, do the same. ACTION to be completed in two weeks by each board member. Put on a piece of paper and call it a snapshot. This affects our points for the end of the year.</p> <p>Treasurer: Focused on returning value to our members. (example)</p>

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Report & Discussion

**DaL – Training
& Education (2
minutes)**

Page 1 of 3

- Continued SE Handbook Webinar
- Drafted the MOA between the SSTC and INCOSE
- Submitted CSEP application (finally)
- Wrote the following emails regarding the tutorial honorarium issue:

From: Clark, John O. (DMS) [mailto:john.o.clark@ngc.com]

Sent: Wednesday, August 13, 2008 1:51 PM

To: Kelly Moses

Subject: RE: 8-13-08 DRAFT HRA-INCOSE BoD Meeting Agenda_V1.doc

I want all my emails on this subject to be input to the agenda for the BoD meeting. I was not informed that the BoD meeting was voted to be tomorrow. I will be out of town. The BoD meeting is scheduled for the 20th. I move that it be the 20th.

From: Clark, John O. (DMS)

Sent: Wednesday, August 13, 2008 1:47 PM

To: 'Kelly Moses'

Subject: RE: BoD Email Vote for Honorarium

Taking this vote isn't valid because there was no second, discussion, or vote at the meeting to take this vote. Therefore taking this vote is not in accordance with Robert's Rules of Order. Also, taking this vote is not in accordance with my motion to have a separate BoD meeting and discussion prior to any vote.

If it were valid, 1A and 2A.

From: Kelly Moses [mailto:kmoses@futron.com]

Sent: Wednesday, August 13, 2008 1:34 PM

To: Clark, John O. (DMS)

Subject: RE: BoD Email Vote for Honorarium

I need your official vote please.

From: Clark, John O. (DMS) [mailto:john.o.clark@ngc.com]

Sent: Thursday, August 07, 2008 4:31 PM

To: Kelly Moses; Orłowski, Christian T.; Walls Jr., Thomas [USA]; Maclay, Sherry C. (Newport News); Sherry Maclay; Olson, B. A. (Newport News); Bill and Sheila Olson; Mazza, Christy L. (Newport News); Baysal, Figen (Newport News); Figen; Michele King; Andres Sousa-Poza; Fontaine, Dan R. (Newport News); fontaine

Subject: RE: BoD Email Vote for Honorarium

Kelly,

The motion that was made by Chris at the July BoD meeting was: "*Chris moved that we resolve this via email. BoD to review and put out a formal email vote.*" However, there was neither a second nor a vote on Chris' motion at the July BoD meeting, nor a review.

Please recall that I sent a subsequent email to the BoD requesting a special BoD meeting to discuss this issue prior to the email vote. My request remains to be answered. I believe a discussion is warranted prior to the email vote, in

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DaL – Training & Education (2 minutes) Page 2 of 3	<p>BoD,</p> <p>Attached are my recommended corrections/additions to the minutes.</p> <p>I strongly disagree with the BoD taking a vote after I had to leave the meeting at 1230. Before 1230, we had some limited discussion of the honorarium. Chris moved to table the discussion as follows:</p> <p><i>"Chris moved that we resolve this via email. BoD to review and put out a formal email vote."</i></p> <p>Then I had to leave the meeting at 1230 for another meeting.</p> <p>However, the minutes contain a New Business item which occurred after I left at 1230 as follows:</p> <p><i>1. Honorarium -</i></p> <p><i>The BoD considered several factors while weighing the alternatives of the honorarium decision. Those factors include but are not limited to: IRS considerations, costs not covered by other sources, efforts of other chapter volunteers, revenue needs of HRA-INCOSE chapter, etc.</i></p> <p><i>It was decided John Clark will be paid a \$500 honorarium for his much appreciated efforts on the CSEP/SE Handbook Tutorial Sessions from May 2008 - September 2008. There will be no honorarium provided for the SEAG related tutorials.</i></p> <p>I strongly disagree with the above BoD decision for the following reasons:</p> <ol style="list-style-type: none">1. It was done contrary to Chris' motion.2. It was done without a quorum.3. It was done after I left and I was not present to represent my views.4. It is inconsistent with the precedence established last year by the BoD.5. It is inconsistent with the final Tutorial Guide and Fee Structure Table as follows, which Chris distributed and which I re-sent to all the BoD:

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Report & Discussion		
DaL – Training & Education (2 minutes) <i>Page 3 of 3</i>	<u>FEE STRUCTURE TABLE</u>	
	INCOSE Chapter Tutorial	
	Registration (minimum 10 attendees)	
	Members	\$25 - \$100 per day
	Non-Members	Current Membership Fee + Member Rate
	Honorarium	
	Out of Town	\$500 - \$1000
	In Town (HRA)	\$0
	Conference / Symposium Tutorial (CONUS)*	
	Registration	
	Members	\$350 per event** (Host sets fee)
	Non-Members	\$500 per event (Host sets fee)
	Honorarium	
	Symposium (daily rate)	\$500-\$1000 (Host sets honorarium)
	Online Tutorial (Webinar)	
	Registration	
	CAB Member Affiliation	\$0 per event
	Member	\$25 per event
	Non-Member	\$100 per event
	Honorarium	
Webinar	50% Registration	
<p>*Guidance Only (Hosting Symposium and/or Conference will establish fee structure)</p> <p>**Benchmark IEEE CSDP Course</p> <p>6. The BoD did not follow the following statement in the Tutorial Guide:</p> <p>"Although it is possible to change the tutorial fees on a per tutorial basis, this is not recommended. It is far better to standardize on a fee structure and adjust it only when absolutely necessary."</p> <p>Therefore, I request the BoD provide the honorarium in accordance with past precedence and the Tutorial Guide as follows:</p> <p>Honorarium: Out of Town: \$400. Webinar: 50% Registration.</p> <p>Lacking the above, I request a special meeting of the BoD to present my views, after which an email vote be taken of all the BoD members and the individual votes be posted in the minutes.</p> <p>Regards, John</p>		

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

5. Old Business (10 minutes)

Action Items

Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
06/25/08 1	07/16/07 (BoD meeting)	Chris Orlowski	In work	Work with Phil and Karl (and BoD) to determine the location for the Spring Conference. Chris called Phil Simpkins (Regional Officer)...Phil took action to follow-up with Karl and get us some decisions by Aug. 30th
06/25/08 2	07/16/07 (BoD meeting)	BoD		Let Chris know if you have any INCOSE assets (i.e. giveaway items such as INCOSE folders, speaker gifts, etc).
06/25/08 3	07/16/07 (BoD meeting)	Figen	Completed (when)	Investigate whether the flash drives available (as potential speaker gifts) have fold-out USB plugs or require a cap.
06/25/08 4	07/16/07 (BoD meeting)	Sherry	Completed (when)	Follow-up on the check we should be receiving from ACTEVA for the SE Handbook Tutorial.
7/23/08 2	August meeting	Figen	Completed (when)	Develop rate structure for November Requirements Seminar
7/23/08 3	August meeting	Chris	Completed August 08	Send out criteria for PEC Engineer of the Year (including Jr. Engineer of the Year). Sent out via email in August 2008
8/14/2008	28 August	BoD		Write short synopsis of the second and third quarter happenings for each BoD responsibility to be incorporated into a HRA-INCOSE Newsletter

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6. New Business (20 minutes)

Topics of discussion

New Business	Discussion & Decision
<p>1. CSEP Tutorial Discussion</p>	<p>Discussion: What is the best think to do with this INCOSE CSEP training? We have looked at PMI for guidance. How much should we charge? Thought 1: Use it as professional development. We have matured it. Thought 2: Now we have funding – now we can give back to the society members. SWE example. Put it in a fund and got \$1000 per year that was capped on a per year expenditure. Not comfortable IRS implications and non profit status of HRA. Outside comfort area. Thought 3: Should this be handed over to John? Honorarium should be a fixed amount to show our appreciation for volunteered work. Tutorials are good. We need to be thinking of how to return value to the members. Thought 4: Are scholarships an option? Yes. SWE example provided. WE used to have systems engineering refresher. Drop some of the fees. Also get more BoD members involved Thought 5: If John wants to get paid, then, he does not need to be a BoD member. It is a COI. Thought 6: No more honorariums this year is one thought. Maximum honorarium topic. Clearly specify: Honorarium Revisit Fee Structure. Pass the \$1600 in recognition. Will revise Fee structure. But will cover costs.</p>
<p>2. Tutorial Honorarium</p>	<p>The BoD agreed to proceed with the vote results regarding an honorarium for John Clarks efforts for now, but ALL FUTURE honorariums need to go through the BOD first until we have clear & approved guidelines. No clear resolution on this in the BOD meeting. Additionally NO honorariums for local events. If there is travel to another location, the host organization/society should pay the honorarium NOT HRA-INCOSE.</p> <p>Regarding Pass the \$1600 in recognition. Will revise Fee structure. But will cover costs"</p> <p>The intent of the last statement is to cover actual costs of gas, hotel, and air fare incurred to specifically attend / speak at an HRA event.</p>
<p>3.</p>	
<p>4.</p>	
<p>5.</p>	
<p>6.</p>	

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Attachment A – August 2008 Treasurer's Report Jan- July

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	
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- Incoese Share	\$273.00		\$16,999.40	
4/16/2008	SUB	2607	McFaddens- BOD Appetizers		\$22.28	\$16,977.12	
4/16/2008	SIT	2608	Thomas Walls- #1 Banner Purchase		\$400.00	\$16,577.12	
4/28/2008	SIT	2609	Thomas Walls- #2 Banner Purchase with Hard Case		\$540.00	\$16,037.12	\$17,106.06
5/28/2008	SUB	2610	Reimbursement/ Dinner Meeting/ Pizza		\$30.00	\$16,007.12	
5/28/2008	BNK		Bank Service Charge		\$14.00	\$15,993.12	\$15,999.78
5/11/2008	ISE		Deposit Personal Check: CSEP Tutorial 5-11-08/ Joeseeph Brian Dewitt 660 Tabor Lane; Santa Barbara, CA 93108-1536	\$200.00		\$16,193.12	
5/11/2008	ISE		Deposit Personal Check: CSEP Tutorial 5-11-08/ Samuel Bertic III; Phone 909-463-6973; Rancho Cucamonga, CA 91739	\$200.00		\$16,393.12	
6/16/2008	ISE		Deposit Acteva: John Clark Tutorial SE certification 4/22/08 (Ref# 153739)	\$83.12		\$16,476.24	
7/7/2008	ISE		Deposit Acteva: John Clark Tutorial SE certification 4/22/08 (Ref# 142095) (Deposited with CSEP Tutorial 5-11-08 \$400= total \$3,238.69 on Deposit Slip dated 7-7-08)	\$2,838.69		\$19,314.93	
7/9/2008	SEW	2611	OMNI Hotel- RoomDeposit for Fall Requirements Seminar		\$250.00	\$19,064.93	
7/9/2008	MTG	2612	Capt Georges: Jill Prince Dinner Meeting		\$59.64	\$19,005.29	
7/9/2008	SWC	2613	Becky Reed- Wine & Cheese Social 2008		\$500.00	\$18,505.29	

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Attachment B –HRA-INCOSE Program for August 2008

Aug 14 2008	Board of Directors (BOD) Meeting	Alexander's on the Bay	Figenbaysal@cox.net
Aug 14 2008	Dinner Meeting: Tad Walls Quality Function Deployment (QFD)	Alexander's on the Bay	Figenbaysal@cox.net
Sep 4 2008	Dinner Meeting: Working meeting: Review Abstracts for Requirements Seminar	TBD	Figenbaysal@cox.net
Sep 17 2008	Board of Directors (BOD) Meeting	Teleconference	Figenbaysal@cox.net
Oct 9 2008	Dinner Meeting TBD Presenter: Dave Dryer PhD		
Oct 15 2008	Board of Directors (BOD) Meeting	In-Person Location: Applebee's (Suffolk)	Figenbaysal@cox.net
Nov 4 2008	Day One: Requirements Management Conference	OMNI Hotel Newport News, VA	Figenbaysal@cox.net
Nov 5 2008	Day Two: Requirements Management Conference	OMNI Hotel Newport News, VA	Figenbaysal@cox.net
Nov 19 2008	Board of Directors (BOD) Meeting	Teleconference	Figenbaysal@cox.net
Dec 17 2008	Board of Directors (BOD) Meeting	Teleconference	Figenbaysal@cox.net

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Attachment C - Membership Report for August 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	0	3	0					14
2008 New Members <i>REVISED</i>	2	0	1	2	1	0	4	0					10

Summary membership statistics are as follows:

- **Members Joined since last Membership Report = 0**
- **Members Transferred in since last Membership Report = 0**
- **Total Active Members as of April 16, 2008 = 73**

The chart to the right and 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.

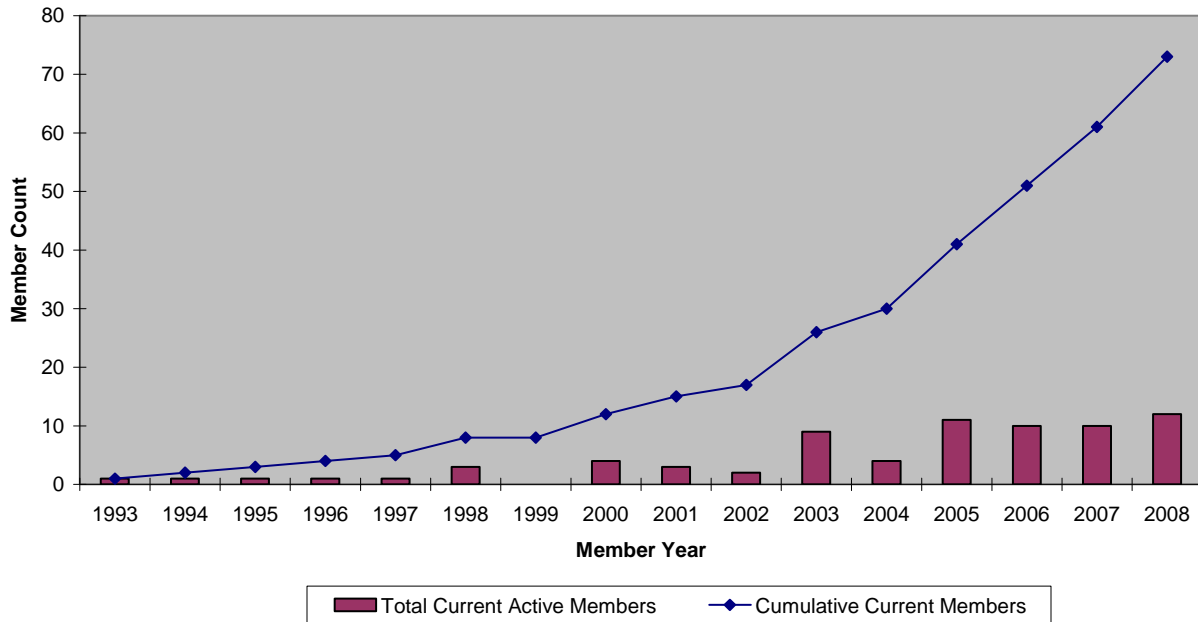
The current member count is down from a total of **95** members last month. Twenty-four members lapsed in July; five of those were members that had joined in 2008. I will be sending out reminder emails to these members to renew their membership.

Year	Joined and Still Active	Joined but Lapsed	Transferred In	Total Current Active Members
1993	1	0	0	1
1994	1	0	0	1
1995	1	1	0	1
1996	1	3	0	1
1997	1	4	0	1
1998	3	18	0	3
1999	0	10	0	0
2000	4	34	0	4
2001	3	18	0	3
2002	2	16	0	2
2003	9	23	0	9
2004	4	14	0	4
2005	11	22	0	11
2006	9	10	1	10
2007	7	12	3	10
2008	8	5	4	12
TOTALS	65	190	8	73

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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.

Membership Trend



*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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