

HRA-INCOSE BoD Meeting Minutes
Thursday August 28, 2008, 12:00 – 1:00 PM
Special Meeting on CSEP Tutorial topic
Meeting Minutes in Blue Text

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1. Call To Order (1 minute)

The meeting was called to Order at *12:09 PM concluded at 12:54 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	<i>X</i>	
Vice President	Tad Walls		
Treasurer	Sherry Maclay	<i>X</i>	
Secretary	Kelly Moses	<i>X</i>	
Past President	Bill Olson	<i>X</i>	
Web Master	Christy Mazza		
Director at Large for Programs	Figen Baysal	<i>X</i>	
Director at Large for Membership	Michele King		
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	<i>X</i>	
Members & Invited Guests in attendance	Name	Present	Other
PEC Representative	Kevin Topp		
Technical Committee Lead	John Clark	<i>X</i>	

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.

NOTE: These minutes must be viewed in the “Normal View” of Word to see all the text.

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4. Special Topic Discussion

Report & Discussion	
President – Overview of Discussion Topics	<ul style="list-style-type: none"> * BoD Decision Regarding Current Honorarium Request from J. Clark * BoD Decision Regarding Tutorials Going Forward * BoD Recommendations Regarding Alternatives to HRA-INCOSE Sponsored Tutorials
Detailed Discussion of Topics by Chris, John, and Bill	<p>Chris discussed the two items from John last time. Recap: At the last BoD meeting, the BoD:</p> <ul style="list-style-type: none"> • Disapproved \$400 for LA CSEP tutorial • Approved \$1600 for webinar CSEP tutorial <p>Bill asked John if he charged the LA chapter. John indicated he did not bill LA; however, LA had their members make out their checks to our chapter. NG paid airfare and hotel over the weekend and on Monday, and NG paid labor on Monday, but no labor over the 2-day work weekend required to significantly improve the suitability of the tutorial material by Monday.</p> <p>Next, Chris discussed the path forward: Only pursue tutorials when the BoD is onboard to participate and will make decisions as to whether they want to endorse the event or not. John stated that he had sent the BoD an advance email and a flyer for the LA tutorial, and has informed the BoD in advance of other tutorials.</p> <p>Also, Chris discussed no honorariums for BoD or local members. Other chapters are welcome to consider honorariums for our members and we (HRA) will consider honorariums for individuals outside of the HRA area we invite. We will always cover travel expenses. We will only cover the costs of expenses and risks. : An example - expenditure of money; a cost. Risk: Contingency expenses; for example a taxi that never gets used by our guest speaker.</p>

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Report & Discussion

John Clark reply and discussion by all.

John appreciates us holding this meeting and the opportunity to participate and present the tutorials. John believes these are a win-win situation. John indicated his heart is in training and expresses thanks.

In accordance with the Guide, John requested continued following of the precedence set last year using the Guide. John believes he has followed the Guide. John wants this to be a win-win situation. He indicated that \$18K was raised for HRA-INCOSE last year. John has not seen where the HRA board has utilized this funding and returned the value to the HRA membership.

John feels he is having restrictions laid upon him. He expressed he wants very clear direction from the board moving forward.

Remote tutorials: In case of the IS07 tutorial, IS wrote two checks, one to chapter, one to John. In case of the Picatinny tutorial, the HRA chapter received funds and then chapter reimbursed John, including an honorarium. In the case of webinars, everything goes through the chapter. Precedence has been that HRA provides an honorarium to John. In the case of the LA chapter, John saw the need to go through the board and John anticipated HRA would continue with precedence. John indicated the honorarium is independent of anything NG has provided regarding expenses.

John will henceforth have all remote events provide funding directly to John.

Chris: Up to discretion of hosting chapter.

John: The LA chapter routed checks through HRA because this was precedence, what the LA chapter suggested, and he did not anticipate HRA keeping 100% of the funding. John indicated he does not understand why the board is having a "turn around" from precedence.

Chris: The guide is a GUIDE. It has helped guide us with respect to how we consider the webinars as well as how we go forward.

\$400 discussion: There is confusion regarding LA and HRA "co-hosting" the LA event.

John indicated the email and flier were sent to the HRA BoD in advance.

Chris: The board had put energies into these events and we have had companies donate money for the local HRA tutorials in the past.

Bill Olson: The way the board is going in the future, when someone goes to another chapter and provides a service, the other chapter is responsible for determining if and amount of honorarium. Other chapter would handle all profit and it is their business. Honorarium will go directly to speaker. If other chapter were to send us the funds, what happens to the funding?

Sherry reiterated the chain of events specific to the LA tutorial.

John indicated Sherry was correct. Only two individuals attended, even though 6 expressed interest. Fee was set for \$200 per person for a one-day event for registration purposes because IS07 had set \$400 for a two-day event. LA attendees purchased their own lunch. Snacks were provided by another entity. Chris expressed concern of the combination of a NG sponsored event and an INCOSE event.

John asked what concern, but Chris didn't answer specifically. Chris offered a second on John's motion for a reconsideration of the \$400 request by John.

Bill also expressed concern regarding the combination with an NG event; however, Bill feels that this falls under the "new rule."

John expressed that this fell under precedence.

Chris recommended that HRA-INCOSE return the \$400 back to the LA chapter. Bill seconded this recommendation.

Sherry reiterated the checks were not from the LA chapter, they were from individuals. Sherry expressed concern regarding tax purposes for a non-profit organization.

John said that Becky said last year that there were no tax consequences to the chapter in the case of an honorarium.

Bill made a motion that we cut the checks and return them to the LA chapter (the

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Continuation of discussion by all	<p>John feels his time spent on tutorials is far over and above his normal HRA BoD duties. If there were 30 LA chapter members who showed up, would it be the same decision by the HRA BoD?</p> <p>Bill indicated we are still operating as a chapter without a lot of funding. John indicated when he joined HRA-INCOSE; there was \$10K in the bank. Sherry agreed. If it had not been for his work, John feels there would only be \$3K to \$4K in the bank.</p> <p>Sherry indicated current funding would be focused on the Fall 08 event and Spring 09 event.</p> <p>Bill expressed thanks to John for his contributions, John expressed thanks to the HRA chapter for their support</p> <p>.</p> <p>Chris: Board has come to conclusion, John is welcome to teach the tutorials and ensure INCOSE HQ is ok with releasing the training material. In his own interest, he should get something in writing so he can use the materials. HRA feels if we need funding, we have the means to do it.</p> <p>At the end of the day, this honorarium discussion has taken a lot of time and energy. We would like to cut this CSEP tutorial loose, but keep a CSEP tutorial hosted by the HRA chapter once a year as we have done in the past.</p> <p>Oct 2008 webinar: Reduce the registration fee. If HRA sponsors it, then no cost for webinar. If John wants it to not be sponsored by HRA, then John is welcome to take it and go.</p> <p>John requested explanation of webinar "new rules."</p> <p>Chris: We are not going to pay honorariums for webinars. Registration will cover expenses only, if any exist.</p> <p>John: You don't want any income from any tutorial?</p> <p>Chris: Only the income to cover the expenses.</p> <p>John: Am I free to say I am the HRA Director of Training and Education?</p> <p>Chris: On resume and in the advertisements, but do not express that the event is sponsored by HRA.</p> <p>Sherry: Indicated this is not co-sponsored by HRA.</p> <p>Chris: IF HRA sponsors it, no honorariums.</p> <p>Bill: We may need to pay for telephone expenses.</p> <p>John: Does not believe the INCOSE national organization will advertise the tutorial if it is not associated with a chapter.</p> <p>Bill: Had to depart. Bill's motion reiterated to return. Sherry seconded motion.</p> <p>Vote: All "aye" no "nay."</p> <p>Figen: Next time, if HRA hosts a tutorial in another town, do we give all income to hosting chapter? Answer is yes. Any costs we incur, we would expect our costs to be covered.</p> <p>John expressed that he can set up Acteva and have Acteva checks come directly to him.</p> <p>Sherry reiterated it couldn't be connected to HRA. IF HRA is not hosting it nor promoting it, if John is going to do this on his own, he cannot circumvent taxes. John indicated he is paying full income taxes.</p> <p>John again expressed thanks to the BoD.</p>

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Actions	<p>Actions for BoD:</p> <p>HRA will send a \$1600 check to John. HRA will send a \$400 check back to LA with a note. John is more than welcome to pursue any tutorial event. If using any HRA INCOSE training materials, John needs to get permission from INCOSE HQ.</p> <p>Actions for John:</p> <p>Draft an announcement and run it through Chris for the webinars. John would like to continue to mention that he is the HRA Director of Education and Training and the leader of the HRA tutorial project.</p> <p>Chris: Does INCOSE HQ announce third party training events membership wide?</p> <p>John: Yes. INCOSE HQ advertised the CSM training course in preparation for the V3.1 Beta exam at the IW and DAU. Also, HRA, CSM, Reed Integration, and others are advertised on the INCOSE HQ CSEP Training Provider's site. Christian Tulodieski is the director of INCOSE HQ Communications, but is on the fence about advertisements.</p>

5. Old Business (10 minutes)

Action Items

Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description

6. New Business (20 minutes)

Topics of discussion

New Business	Discussion & Decision
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