

HRA-INCOSE BoD Meeting Minutes
Tuesday September 23, 2008 5:00 PM Face-to-Face
Yukon Steak House, Newport News, VA
Meeting Minutes in Blue Italics

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1. Call To Order (1 minute)

The meeting was called to Order at *5:00 PM. The meeting was adjourned at 6:09 PM*

2. Roll Call & Quorum (2 minutes)

A simple majority Chapter Officers is required for a Quorum.

Officers (Quorum of 5)	Name	Present	Other
President	Chris Orlowski	<i>X</i>	
Vice President	Tad Walls		
Treasurer	Sherry Maclay	<i>X</i>	
Secretary	Kelly Moses	<i>X</i>	
Past President	Bill Olson		
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 Training and Education	John Clark	<i>X</i>	
Members & Invited Guests in attendance	Name	Present	Other

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)	<i>The focus of this month's meeting is on the November Conference. Good news, we have 10 presentations.</i>
Vice President (3 minutes)	<ul style="list-style-type: none"> • Finalizing Kelly's PEC EOY Package (due to the PEC by 1 October). Tad will present to the PEC board in November. Would like to identify an alternate in case Tad is on travel. <i>Chris indicated either he or Bill Olson will provide back up</i> • Michele King accepted our nomination for the 2009 Young Engineer of the Year Award. Package is due <i>December 1</i> after the letter comes out in early Jan <p><i>(Chris spoke on Tad's behalf)</i></p>
Treasurer's Report (8 minutes)	<p>Appendix A</p> <p><i>Sherry provided John with a check for \$1600 per the BoD decision regarding tutorial honorarium. John expressed his thanks to the BoD.</i></p> <p><i>Sherry discussed recent expenses related to the purchase of speaker gifts. Sherry discussed that she and Bill had attended the Spring 09 planning meeting. Currently, Sherry is listed as the only treasurer for the Spring '09 event. Chris indicated the group is reorganizing and this should not be an issue in the future.</i></p>
Secretary's Report (1 minutes)	<ul style="list-style-type: none"> •

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Report & Discussion	
DaL – Programs (7 minutes)	<p>Draft Agenda:</p> <p style="text-align: center;">November 4th</p> <p>09:30 a.m. - 11:00 a.m. Opening Plenary Session Guest Speaker: Kevin Forsberg</p> <p>11:00 a.m. - 12:00 p.m. Technical Sessions Presentation 1</p> <p>12:00 p.m. - 1:00 p.m. Lunch</p> <p>1:00 p.m. - 3:00 p.m. Technical Sessions Presentation 2 Presentation 3</p> <p>3:00 p.m. - 3:30 p.m. Break</p> <p>4:00 p.m. - 6:00 p.m. Technical Sessions Presentation 4 Presentation 5</p> <p style="text-align: center;">November 5th</p> <p>7:30 a.m. - 8:30 a.m. Continental Breakfast</p> <p>8:30 a.m. - 10:00 a.m. Opening Plenary Session Guest Speaker: Ivy Hooks</p> <p>10:00 a.m. - 10:30 a.m. Break</p> <p>10:30 a.m. - 12:00 p.m. Technical Sessions Presentation 6</p> <p>12:00 p.m. - 1:00 p.m. Lunch</p> <p>1:00 p.m. - 3:00 p.m. Technical Sessions Presentation 7 Presentation 8</p> <p>3:00 p.m. - 3:30 p.m. Break</p> <p>3:30 p.m. - 5:30 p.m. Technical Sessions Presentation 9 Presentation 10</p>
DaL - Membership (3 minutes)	<p>Membership report – Appendix C <i>Michele sent regrets – unable to attend.</i></p>
DaL - University Liaison (2 minutes)	<p><i>Kelly took action to review HRA – INCOSE by laws to see what has been captured as University Liaison duties</i></p>
DaL – Publication (2 minutes)	<p><i>Chris has all of Dan’s old files Chris will coordinate with Bill to see if quarterly publication was sent out as planned. Dan and Pat were honored after BoD meeting with a dinner. Dan has served HRA-INCOSE over 10 years. We greatly appreciate all his contributions.</i></p>

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Report & Discussion	
DaL – Training & Education (2 minutes)	<ul style="list-style-type: none"> ▪ Continued SE Handbook Webinar – Last class of this series is Sept 26th. ▪ Next SE Handbook Webinar series will start Nov 7, 2008. ▪ INCOSE HQ approved SE Handbook Webinar without HRA sponsorship. ▪ Attended INCOSE HQ training on the new Live Meeting webinar tool. ▪ LA Chapter declined the \$400 check from HRA for 2 tutorial attendees. – <i>HRA BOD needs to vote on this issue</i> ▪ STSC submitted the MOA (between the SSTC and INCOSE) to INCOSE. ▪ Submitted 2 presentations to the HRA Requirements Mgmt Conference. ▪ Presented 3 briefs to the annual GEIA Conference in Pittsburgh PA. ▪ Presented the Stand on Standards tutorial at NSWCDN. ▪ Selected as SE Deputy for the new GEIA Technical Reviews standard. ▪ Became a CSEP (finally) and a Certification Application Reviewer (CAR).
PEC Representative (2 minutes)	
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Becky's Corner	
Technical Committee	Nothing New to Report

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).
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
<i>9/23/2008 #1</i>	<i>10/3/2008</i>	<i>Figen</i>		<i>Figen will speak with speakers to set expectations</i>
<i>9/23/2008 #2</i>	<i>10/3/2008</i>	<i>Kelly</i>		<i>Kelly will contact Daily Press to get advertisement rates</i>
<i>9/23/2008 #3</i>	<i>10/3/2008</i>	<i>Figen</i>		<i>Figen will contact Steve Waddell and ask him to do some marketing of the event to PMI</i>

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Action Item Mtg Date & A/I No	Due Date	Assigned To	Finish Date	Title - Description
<i>9/23/2008 #4</i>	<i>10/3/2008</i>	<i>Bill</i>		<i>Bill will be asked to send another email announcement to HRA – INCOSE membership as well as regional INCOSE chapters.</i>
<i>9/23/2008 #5</i>	<i>10/3/2008</i>	<i>Kelly</i>		<i>Kelly took an action to email Futron re: sponsorship</i>
<i>9/23/2008 #6</i>	<i>10/3/2008</i>	<i>Figen</i>		<i>Figen will check with Kevin Topp</i>
<i>9/23/2008 #7</i>	<i>10/3/2008</i>	<i>Kelly</i>		<i>Kelly took action to review HRA – INCOSE by laws to see what has been captured as University Liaison duties</i>
<i>9/23/2008 #8</i>	<i>10/3/2008</i>	<i>Chris</i>		<i>Chris will coordinate with Bill to see if quarterly publication was sent out as planned.</i>

6. New Business (20 minutes)

Topics of discussion

New Business	Discussion & Decision
1. Tutorial Honorarium	The HRA BoD voted to send John a \$1600 honorarium for the current tutorial. What are the HRA BoD's plans for sending it? – <i>Taken care of</i> The LA Chapter President declined the \$400 check from the HRA BoD for the 2 LA Chapter attendees to the SE Handbook Tutorial presented by John in LA in May. What are the HRA BoD's plans for the \$400? – <i>Will take off line</i>
2. Tutorial Guide	<i>The HRA BoD needs to review/edit/approve the Tutorial Guide.</i>
3. Christmas Party	<i>The HRA BoD needs to solicit locations for the Christmas Party.</i>
4.	
5.	
6.	

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Attachment A – September 2008 Treasurer’s Report

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		\$16,999.40		
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		
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/ Joeseph 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	balance as of 7-18-08 \$19,003.93	
7/24/2008	ISE		Deposit Acteva: John Clark Tutorial SE	\$279.24		\$18,784.53	Balance as of 7-24-08 \$19,283.17	
8/15/2008	ISE		Deposit Acteva: John Clark Tutorial SE ref 142095 chk# 105649 chk dated 8-4-08 (for time period thru 5-20-08)	\$234.86		\$19,019.39		
8/15/2008	SUB	2614	Dinner Meeting Alexanders on the Bay		\$260.00	\$18,759.39		

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9/10/2008	GFS	2615	Reimbursement Sherry Maclay VISA Gift cards- + see chk 2618--\$30 gift cards instead of \$25 (qty 10)		\$300.00	\$18,459.39		
9/17/2008	GFS	2616	Void- Sears refused check		\$0.00	\$18,459.39		
9/17/2008	GFS	2617	Reimbursement Sherry Maclay- Sears Purchase of 2GB Flash Drives- Speaker Gifts (qty 18)		\$200.00	\$18,259.39		
9/20/2008	GFS	2618	Reimbursement Sherry Maclay VISA Gift cards- + see chk 2615--\$30 gift cards instead of \$25		\$30.00	\$18,229.39		
9/21/2008	HIT	2619	John Clark SE cert. Webinar Honorarium		\$1,600.00	\$16,629.39		

Attachment B –HRA-INCOSE Program for 2008

HRA-INCOSE Program for 2008			
Date	Proposed Event	Location	RSVP and Contact
Sep 23 2008	Board of Directors (BOD) Meeting Dan's Appreciation Dinner	YUKON Steak House	Figenbaysal@cox.net
Oct 16 2008	Dinner Meeting TBD Presenter: Dave Dryer PhD	TBD	Figenbaysal@cox.net
Nov 4 2008	Day One: <u>Requirements Management Conference</u>	OMNI Hotel Newport News, VA	Figenbaysal@cox.net
Nov 5 2008	Day Two: <u>Requirements Management Conference</u>	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 September 2008 BOD

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