

HRA-INCOSE BoD Meeting Minutes

Wednesday, January 21, 2009, 12:00 – 1:00 PM Teleconference

Call into [1-888-240-4148](tel:1-888-240-4148), PW [743330](#) or

Meet in Conference Room D Bldg 600 @ NGNN

Table of Contents

1.	Call To Order (1 minute).....	1
2.	Roll Call & Quorum (2 minutes)	1
3.	Perfect the Agenda (2 minutes)	1
4.	BoD Member Reports (25 minutes).....	2
5.	Old Business (10 minutes)	4
6.	New Business (20 minutes)	7
	Attachment A – Treasurer’s Report for January 2009	8
	Attachment B – HRA-INCOSE Program for 2009	9
	Attachment C – Membership Report for January 2009	11

1. Call To Order (1 minute)

The meeting was called to Order at [12:01 p.m.](#)

2. Roll Call & Quorum (2 minutes)

A simple majority Chapter Officers is required for a Quorum.

Officers (Quorum of)	Name	Present	Other
President	Tad Walls	X	
Vice President	Figen Baysal	X	
Treasurer	Sherry Maclay	X	
Secretary	Michele King	X	
Past President	Chris Orłowski		
Director at Large for Programs	Kelly Moses	X	
Director at Large for Membership	Robin Smith	X	
Director at Large for University Liaisons	Mike Podolsky	X	
Director at Large for Training and Education	John Clark	X	
Director at Large for Publications	Tim Goodrich		
Director at Large for Communications	Bill Olson	X	
Members & Invited Guests in attendance	Name	Present	Other
Technical Committee Lead	John Clark	X	

3. Perfect the Agenda (2 minutes)

Changes can be proposed by any BOD member, but require a president approval or a $\frac{3}{4}$ majority vote of those present to be added.

HRA-INCOSE BoD Meeting Minutes

Wednesday, January 21, 2009, 12:00 – 1:00 PM Teleconference

Call into 1-888-240-4148, PW 743330 or

Meet in Conference Room D Bldg 600 @ NGNN

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"> Welcome to new BOD officers! – <i>Almost everyone was at the Officer Installation meeting in the beginning of January.</i> 2009 Trifold – <i>Updated with new BoD and just a few editorial changes. The trifold has been uploaded to our website. This is a good marketing tool for our events this year or to send to anyone we know that may be interested in INCOSE.</i> 2008 awards package submitted with over 13,000 points. Thanks to everyone for your inputs. – <i>Chapters need 8,000 points for the Gold Award. We will probably get partial points on some of the items we submitted, but we're in good shape to get the Gold Award again this year!</i>
Vice President (3 minutes)	<p><i>Figen thanks everyone who submitted the awards items. Figen asked whether Kelly needed any additional volunteers for NASA Career Days; Kelly does not know yet. Figen can volunteer for a couple of hours on either day. BoD had a discussion about keeping it to 2 or 3 at the booth at any given time, so that it does not get too crowded.</i></p>
Treasurer's Report (8 minutes)	<p><i>See Attachment A – A few new deposits are shown in the attachment, including the check from Futron for the Requirements Seminar. The draft shown is the \$1000 check that was written to Kevin for the Christmas Party. (Members of the BoD were in some disagreement about whether the \$1000 check written to Kevin was put to a BoD vote. The BoD concurred that this is water under the bridge.) Lessons Learned: Document any financial commitment that the HRA-INCOSE BoD makes and stick to it. Suggestions for the next Christmas Party include: provide funding proportionally with attendance (this discussion will be tabled until a date closer to the next Christmas Party).</i></p> <p><i>We received the first check from CA for our Spring Conference. Sherry mentioned that we should see a 2:1 return on our investment for the conference. The BoD voted and a quorum agreed upon \$2000 as a reasonable amount to donate for the conference. (Another chapter is donating \$3000, but Sherry could not recall which chapter.) Tad noted that we will also get chapter points for manpower at the conference. Tad took an action to sign the MOU and send it to Phil (see Actions section).</i></p> <p><i>The Sponsorship Chair and Publicity Chair for the Spring Conference are still open. Anyone interested in volunteering should contact Sherry.</i></p> <p><i>Note: Kevin Forsberg has not cashed check from November Seminar- has he lost the check—do I need to send a replacement? I do not have his address. – Bill mentioned that Kevin will likely not cash the check, as he has done this in the past.</i></p>

HRA-INCOSE BoD Meeting Minutes

Wednesday, January 21, 2009, 12:00 – 1:00 PM Teleconference

Call into **1-888-240-4148**, PW **743330** or

Meet in Conference Room D Bldg 600 @ NGNN

Report & Discussion	
Secretary's Report (1 minutes)	<p>1) HRA INCOSE financial commitment for spring conference 2) Need Sponsorship Chair and a Publicity Chair for spring conference <i>-- Items 1 and 2 were covered in the Treasurer's section.</i></p>
DaL – Programs (7 minutes)	<p>See Attachment B – <i>Tad will not be able to attend a 2/18 BoD meeting. The next BoD meeting will be pushed back a week to 2/25, to allow everyone more free time during the week of NASA Career Days.</i></p> <p><i>Kelly is getting positive feedback from speakers that are interested in presenting in the Feb/Mar/Apr timeframe. Tad suggested Abe Meilich of Northrop Grumman as a speaker; Kelly has contacted Abe via email and is awaiting a reply. John suggested trying a webinar instead of one of our monthly dinner meetings. Other Chapters have had a boost in attendance by providing such webinars.</i></p>
DaL - Membership (3 minutes)	<p>See Attachment C – <i>New member email addresses will be included in Attachment C of each month's BoD Meeting Agenda and Meeting Minutes.</i></p> <p><i>Tad mentioned that this is a good time for Tim to reach out to new people and get their bios and photos. (Please note that Robin will be requesting new member bios and photos through the New Member Welcome Letter. Tim may want to follow up with the members if he does not receive their information in an adequate timeframe.)</i></p> <p><i>It was stated at the BoD meeting that INCOSE requires that students be enrolled full-time to receive the student membership rate. Please note that the INCOSE website actually states that students must be enrolled at least ¾ time to receive the student membership rate.</i></p>
DaL - University Liaison (2 minutes)	
DaL – Publication (2 minutes)	

HRA-INCOSE BoD Meeting Minutes

Wednesday, January 21, 2009, 12:00 – 1:00 PM Teleconference

Call into 1-888-240-4148, PW 743330 or

Meet in Conference Room D Bldg 600 @ NGNN

Report & Discussion	
DaL – Training & Education (2 minutes)	<ul style="list-style-type: none"> Continued SE Handbook Tutorial webinars on Thursdays. Provided backup of HRA Gold Circle Award points to Tad. Continued work on GEIA Tech Reviews & Audits Standard. Will present SE Handbook Tutorial at the SSTC and NGC SEAG Conferences. Will attend INCOSE IW in San Francisco on Jan 31-Feb 3. – NG Approved Will attend GEIA Quarterly meeting in Mesa AZ on Feb 2-5. – NG Approved. – <i>The technical review document is in work.</i> Continued working the INCOSE-SSTC MOA. – <i>This is still in negotiations.</i> Received official appointment to ODU faculty to teach the SE Handbook course. – <i>John will likely be teaching classes this fall. (Congratulations again John!)</i> <p><i>Document 24748 has been approved by all countries participating in ISO. This document, which was mostly written by Dick Kitterman, is a guide for implementing ISO 15288 (Systems Engineering) and ISO 12207 (Software). If any BoD member would like a copy, please contact John Clark.</i></p>
PEC Representative (2 minutes)	<p>Purchased 23 tickets for PEC banquet on Feb 21st. Flyer to be released on Jan 23rd. Need volunteers and material for the HRA-INCOSE booth for NASA Engineer Career Days 18-19 Feb; contact Kelly Moses. – <i>The Dean of UVA Engineering will be the guest speaker at the PEC banquet. Please send menu selection for the PEC banquet to Sherry Maclay.</i></p>
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Becky's Corner	
Technical Committee	<p>A 2nd printing of the SE Handbook was issued by INCOSE fixing only 18 typos. No other significant changes. – <i>The SE Handbook is on the INCOSE website and available for download.</i></p>
Final Comments	

5. Old Business (10 minutes)

Action Items

Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description

HRA-INCOSE BoD Meeting Minutes

Wednesday, January 21, 2009, 12:00 – 1:00 PM Teleconference

Call into **1-888-240-4148**, PW **743330** or

Meet in Conference Room D Bldg 600 @ NGNN

Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
9/23/08 #9	01/23/09	BoD		<p>Tutorial Honorarium - 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> (Nothing was done. This should be resolved by the BoD this year.) – <i>Deposited into INCOSE checking account. Decision: No quorum.</i></p> <p><i>-- A discussion took place about the precedent that has been set by the HRA Chapter with regards to providing tutorial honorariums to John for presenting the SE Handbook Tutorials both as webinars and in person at conferences. Over the last two years, John raised nearly \$18,000 for the HRA Chapter, and the Chapter is very appreciative. John was provided these honorariums by the HRA Chapter regardless of whether Northrop Grumman paid. For example, in 2008, John was provided a \$1600 honorarium by the HRA Chapter for presenting the Tutorial webinar. Also, in 2007 John was provided a similar honorarium for presenting the Tutorial at the International Symposium. However, John was not provided any honorarium for presenting the Tutorial to the Los Angeles Chapter held in conjunction with the Northrop Grumman SEAG Symposium for which Northrop Grumman paid his labor and travel to attend the Symposium that week. John has requested that HRA-INCOSE provide him with a \$400 honorarium for this LA Chapter Tutorial based on the prior 2 years precedence, informing the HRA BoD in advance, and his "above and beyond" volunteer efforts required to develop and present the Tutorial, in particular having to spend 16 hours to revise the Tutorial in an LA hotel on the weekend before the SEAG Symposium. HRA has claimed many Gold Circle Award points for John's efforts over the past 2 years. A BoD email vote was taken this week on whether to provide the returned \$400 to John. The result was 6 to 5 not in favor of giving John the \$400 for the LA tutorial.</i></p>

HRA-INCOSE BoD Meeting Minutes

Wednesday, January 21, 2009, 12:00 – 1:00 PM Teleconference

Call into **1-888-240-4148**, PW **743330** or

Meet in Conference Room D Bldg 600 @ NGNN

Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
9/23/08 #10	5/20/09	BoD		The BoD needs to review/edit/approve the Tutorial Guide. (This should be completed by the BoD this year.) <i>-- Carl and Phil suggested that the presenters be paid a set amount based on the length of the tutorial. Tad made the point that just because HRA is hosting, it does not mean that we should bear the weight of all the decisions made. We will table this discussion until after the Spring Conference.</i>
11/19/08 #11	12/22/08	Sherry	01/21/09	Provide a separate Treasurer's Report for the SE Handbook Tutorials (itemizing only each SE Handbook tutorial since their beginning), and provide Treasurer's Report balances for each FY without them (as if they had not occurred). Contact the IRS to determine the tax implications to the HRA of this income/expense. Report these at the next BoD meeting. (John's tax consultants say that all that HRA has to do is issue John a 1099.) <i>Confirmed we have already contacted INCOSE HQ and we are not required to fill out tax information. Sherry will find emails from parent INCOSE and follow up with them. Chris agreed we coordinate this with INCOSE HQ.</i> <i>-- The BoD agreed that there is no need for Sherry to create another report to show the breakout of the Tutorials. The BoD understands the positive influx of dollars that the tutorials have generated. This action is COMPLETE.</i>
11/19/08 #12	09/30/09	Bill		Purchase HRA shirts for BoD members. - <i>Tad seconded golf shirts or professional button down shirts. Bill should get cost on both types. Tad vote: no denim shirts.</i> <i>-- Bill needs to determine the artwork format (.ai, .cad, etc.) of the logo needed for the shirts. The BoD agreed that it would be beneficial to have the shirts ready prior to the Fall Conference.</i>
1/21/09 #1	2/25/09	Sherry		<i>Tax Submission for Chapter Points – Forward the tax submission email to Tad; to be included in next year's chapter points.</i>
1/21/09 #2	2/25/09	Tad	1/21/09	<i>Spring Conference MOU – Sign the MOU for the Spring Conference and send it to Phil. Tad signed and sent the MOU to Phil on 1/21/09. This action is COMPLETE.</i>

HRA-INCOSE BoD Meeting Minutes

Wednesday, January 21, 2009, 12:00 – 1:00 PM Teleconference

Call into **1-888-240-4148**, PW **743330** or

Meet in Conference Room D Bldg 600 @ NGNN

Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
<i>1/21/09 #3</i>	<i>2/25/09</i>	<i>Kelly</i>		<i>Events Info for Website – Get information to Christy Mazza regarding those events that are secured on our calendar so she can keep our website up to date.</i>

6. New Business (20 minutes)

Topics of discussion

New Business	Discussion & Decision
1.	<p>John will attend the INCOSE IW in San Francisco on Jan 31-Feb 3. He requested HRA funding of \$500 for expenses. – <i>NG is covering John's expenses. In the past, NG has shared with HRA. Defer to 2009. Need to get a firm understanding of what NG will pay.</i></p> <p><i>-- John has unlimited travel funds for conferences through Northrop Grumman. John is requesting that the BoD decide whether to fund him to do the BoD's business at the INCOSE IW as it has in the past. John stated that he will do the BoD's business at the IW regardless of HRA funding. Tad noted that the chapter cannot reasonably support this effort since it is already covered. This does not mean however that in the future HRA would not be open to some type of share-splitting. The intent is to cover those who are not fully covered to go by their company. In the future, the BoD may need to define who they will support to attend. Bill stated that it would make the most sense to send someone who has business to be there. (John and Sherry concurred.) Tad mentioned that it may also be fair to open the funding up to the President two years removed (past-past President). After these individuals are given the option, if they cannot go, we would then open it up to anyone else that is interested. This business is CLOSED for this year.</i></p>
2.	

HRA-INCOSE BoD Meeting Minutes
Wednesday, January 21, 2009, 12:00 – 1:00 PM Teleconference
Call into 1-888-240-4148, PW 743330 or
Meet in Conference Room D Bldg 600 @ NGNN

Attachment A – Treasurer’s Report for January 2009

11/3/2008	SIT	2627	Stella Bondi: Reimbursement of Online Registration- Presenters do not pay registration Nov 4/ OMNI Seminar		\$40.00	\$14,892.57	Balance as of 11-10-08 \$14,906.20
11/4/2008	STR	2628	Kevein Forsberg Travel (total = \$50 + 175 + 111 = \$336) Nov 4/ OMNI Seminar		\$175.00	\$14,717.57	
11/5/2008	STR	2629	Ivy Hooks Travel (total = \$50 +450 + 334= \$834) Nov 4/ OMNI Seminar		\$450.00	\$14,267.57	
11/12/2008	IST		Deposit Acteva Requirements Seminar 11-4-08 at OMNI Hotel (ck# 109726 \$258.68 Acteva +ck # 1142-\$100- may owe reimbursement due to fact he is already a member; + member \$20 + SC Maclay \$20) Nov 4/ OMNI Seminar	\$398.68		\$14,666.25	
11/12/2008	IST		Deposit: Acteva Requirments Seminar; ck# 110626 \$369.38 period 10-6-08 thru Nov 4/ OMNI Seminar	\$369.38		\$15,035.63	
11/12/2008	ISP		Deposit ODU ck# 00247653 (\$2000) Nov 4/ OMNI Seminar	\$2,000.00		\$17,035.63	
11/12/2008	BNK		Check Charge/ Harlan Clarke		\$93.89	\$16,941.74	
11/20/2008	MPI	2630	Chapter Membership to Parent Incose		\$1,050.00	\$15,891.74	
11/25/2008	MARC		Transfer to MARC checking Acct		\$100.00	\$15,791.74	
11/27/2008	PEC	2631	PEC Dues 2008-2009		\$25.00	\$15,766.74	Balance As of 12-11-08 \$15,930.37
12/22/2008	IST		Deposit Acteva Requirements Seminar 11-4-08 at OMNI Hotel total \$877.14	\$877.14		\$16,643.88	
12/22/2008	SCP	2632	Kevin Topp Christmas Party Receipts totaled > \$1000.00		\$1,000.00	\$15,643.88	
1/15/2008	ISP		Deposit Futron ck# 36181 (\$2000) Gold level Sponsorship 2008 Nov 4 OMNI Seminar	\$2,000.00		\$17,643.88	

HRA-INCOSE BoD Meeting Minutes
Wednesday, January 21, 2009, 12:00 – 1:00 PM Teleconference
 Call into **1-888-240-4148**, PW **743330** or
 Meet in Conference Room D Bldg 600 @ NGNN

Attachment B – HRA-INCOSE Program for 2009

HRA-INCOSE Program for 2009			
Date	Proposed Event	Location	RSVP and Contact
Jan 5, 2009	Installation of 2009 HRA-INCOSE Officers	McFaddens Hampton	
Jan 21, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
Feb 25, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
Feb 18, 2009 Feb 19, 2009	NASA Career Days	NASA LaRC Hampton	Koses_kelly@bah.com
Feb 21, 2009	PEC Banquet	Four Points Newport News	Kevin.Topp@ngc.com
Feb 26, 2009	Dinner Meeting Becky Reed & Steve Waddell Project Management + Systems Engineering = Success	TBD	Moses_kelly@bah.com
Mar 18, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
Mar TBD, 2009	Dinner Meeting Melissa Soley Mission Engineering	Norfolk	Moses_kelly@bah.com
Apr 22, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
Apr TBD, 2009	Dinner Meeting Dawn Schaible NASA Engineering and Safety Center (NESC) Systems Engineering at NASA	Peninsula	
April, 2009	INCOSE Regional Conference	VMASC, Suffolk	
May 20, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
May TBD, 2009	Dinner Meeting Bob Eure Knowledge Management	TBD	
Jun 17, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com

HRA-INCOSE BoD Meeting Minutes

Wednesday, January 21, 2009, 12:00 – 1:00 PM Teleconference

Call into **1-888-240-4148**, PW **743330** or

Meet in Conference Room D Bldg 600 @ NGNN

Jun TBD 2009	Dinner Meeting Josh Jackson Innovation	Suffolk	
Jun 20 or Jun 27	Wine and Cheese Becky and Steve's house		
Jul 15, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
July TBD	Dinner Meeting Nadine Syrett & Dave Beals Opportunity Management at NASA	Williamsburg	
August 2009	Month Off		
Sep 16, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
Sep TBD, 2009	Dinner Meeting Abe Meilich Modeling and Simulation	Suffolk	
Oct TBD 2008	Dinner Meeting TBD Presenter: Dave Dryer PhD	TBD	
Oct			
Nov TBD 2008	Day One: <u>Decision Analysis Conference</u>	OMNI Hotel Newport News, VA	
Nov TBD 2008	Day Two: <u>Decision Analysis Conference</u>	OMNI Hotel Newport News, VA	
Nov 19 2008	Board of Directors (BOD) Meeting	Teleconference	
Dec 17 2008	Board of Directors (BOD) Meeting	Teleconference	
Dec TBD	Holiday Party	TBD	

HRA-INCOSE BoD Meeting Minutes
Wednesday, January 21, 2009, 12:00 – 1:00 PM Teleconference
 Call into **1-888-240-4148**, PW **743330** or
 Meet in Conference Room D Bldg 600 @ NGNN

Attachment C – Membership Report for January 2009

The following chart will be filled out throughout the year to show a comparison of new membership each month for the years of 2005 through 2009. 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	3	0	1	1	1	0	4	0	2	1	8	0	21
2009 New Members	3												

Summary membership statistics are as follows:

- **Members Joined since January 1, 2009 = 3**
 - Robert Swain, Northrop Grumman
 - Robert.swain@ngc.com
 - Morris 'Dan' Carr, US Navy
 - Morris.Carr@wildblue.net
 - Jeryl 'Jerry' Hill, NASA LaRC
 - J.r.hill@nasa.gov
- **Members Transferred in since January 1, 2009 = 0**
- **Total Active Members as of January 14, 2009 = 90**

HRA-INCOSE BoD Meeting Minutes

Wednesday, January 21, 2009, 12:00 – 1:00 PM Teleconference
 Call into [1-888-240-4148](tel:1-888-240-4148), PW [743330](#) or
 Meet in Conference Room D Bldg 600 @ NGNN

The graph below 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

