

# HRA-INCOSE BoD Meeting Minutes

**Wednesday, April 15, 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

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

The meeting was called to Order [at 12:05 pm](#).

### 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		
Vice President	Figen Baysal	<a href="#">x</a>	
Treasurer	Sherry Maclay	<a href="#">x</a>	
Secretary	Michele King		
Past President	Chris Orłowski		
Director at Large for Programs	Kelly Moses	<a href="#">x</a>	
Director at Large for Membership	Robin Smith	<a href="#">x</a>	
Director at Large for University Liaisons	Mike Podolsky	<a href="#">x</a>	
Director at Large for Training and Education	John Clark	<a href="#">x</a>	
Director at Large for Publications	Tim Goodrich		
Director at Large for Communications	Bill Olson		
Members & Invited Guests in attendance	Name	Present	Other
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  $\frac{3}{4}$  majority vote of those present to be added.

[There weren't any changes to the agenda.](#)

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BoD Member Reports—Old & New Business (45 minutes)  
 BoD members should provide a short report to the secretary even if they can not attend the meeting.

<b>Report &amp; Discussion</b>	
<p><b>President (4 minutes)</b>  (Figen will be covering for Tad)</p>	<p>&gt; <u>Spring '09 Conference</u>            Thanks to everyone who volunteered and attended the Spring 09 conference at the VMASC! Despite the attendance being less than expected (~100), we had a very successful conference.             The Spring conference went very well with about 100 people in attendance.</p> <p>&gt; <u>Region V Chapter Call</u>            Tad participated in a Region V chapter call on Tuesday. Will update the BOD next month w/ any relevant information.</p> <p>&gt; <u>IS09</u>            Sorry John won't be able to make the IS09.             (see Education and Training section)</p> <p>&gt; <u>HRA-INCOSE Equipment</u>            Tad has not yet purchased the projector screen and laser pointer/slide turner. Hope to make the purchase (&lt;\$400 total, as agreed to in the last BOD meeting) by the next BOD meeting.             Kelly will need a screen for the next dinner meeting on April 20<sup>th</sup>. Figen will reserve the screen and either she or Sherry will bring it to the meeting site.</p> <p>&gt; <u>Additional Items</u>            Tad asked that we be sure to cover the following:            - Update on Fall Decision Analysis conference (see Program Section)            - Scholarship updates? Need to resolve this ASAP if we have a chance of giving it this school year. (See University Liaison Section)            - April 20<sup>th</sup> dinner meeting in Williamsburg (see Program Section)</p>
<p><b>Vice President (4 minutes)</b></p>	<p>Figen did not have any further information to add.</p>
<p><b>Treasurer's Report (7 minutes)</b></p>	<p>&gt; <u>See Attachment A</u>             From the Spring Conference 2009, HRA may not make a profit from the event. There aren't any discrepancies within the Treasurer's report. Sherry was receiving payments from registrants and had to make sure they aligned with people who registered online. Figen suggested that Sherry review the ITEVA list to ensure that all payments have been received of those who registered. Figen will send the ITEVA list to Sherry.</p>

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<b>Report &amp; Discussion</b>	
<p><b>Secretary's Report (2 minute)</b></p> <p><b>(Robin will be covering for Michele)</b></p>	<p>&gt; <u>Chapter Awards Submission (In Work for 2009)</u></p> <p>Please review the Chapter Awards Submission Spreadsheet that was sent out with the April BoD Final Agenda. This spreadsheet shows what we submitted last year, along with new columns for what we will submit this year. If you have any items to add to the spreadsheet for 2009, please let me know via email (<a href="mailto:mking@futron.com">mking@futron.com</a>) and provide any supporting documentation (email, flyer, picture, etc).</p> <p>John – I have a flyer entitled "009_March_Flyer SoSE FoSE from a Standards V-Model Dual V-Model Perspective JOC 090303", but I do not know where this fits in the awards criteria. Please let me know. Thanks!</p> <p><i>John will contact Michele to give her further information regarding this paper that was presented at several conferences.</i></p> <p>Our current point count is 4,975 based. (Please note that this includes next week's dinner meeting, as well as the Decision Analysis Conference scheduled for this fall.)</p> <p>&gt; <u>Surveys for Spring '09 Conference?</u></p> <p>Is anyone in the BoD sending out surveys to the conference attendees? If not, is this something we should do? (<i>..think chapter points...</i>) Do we have a list of attendees and their email addresses?</p> <p>BoD members should review the attachment Michele sent a few days ago.</p> <p><i>A Conference survey was within the welcome package, therefore there is no need for HRA to do another survey. The points will not be applied to us.</i></p>
<p><b>DaL – Programs (7 minutes)</b></p>	<p>&gt; <u>See Attachment B</u></p> <p><i>Decision Analysis Conference</i></p> <p>The conference is scheduled from November 10-11, 2009. Kelly has received a contract from the Omni Hotel about reserving rooms and there weren't any issues with the contract. Since the conference is still a few months away, she is opting to wait until either September/October timeframe to sign the contract. If plans drastically change, HRA will be able to remain flexible.</p> <p>She has received 1 abstract (from Dave Hulett) towards the conference. She will contact Bill Olson and request that a call for papers be sent electronically to INCOSE members.</p> <p><i>Upcoming Events</i></p> <p>The next dinner meeting will be Monday, April 20<sup>th</sup> with Dawn Schiable as the guest speaker. The next BoD meeting will be a face-face meeting (May 20<sup>th</sup>) on the Southside. After speaking with Becky and Steve Reed, the wine and cheese social is still on for June 20<sup>th</sup>.</p> <p>Figen indicated that another organization was interested in having a joint meeting with INCOSE. Kelly will contact Ellen Brown about this possibility.</p>
<p><b>DaL - Membership (4 minutes)</b></p>	<p>&gt; <u>See Attachment C</u> (Over 100 members and counting!!!)</p> <p>Robin reported that our current membership is 106. In the month of March, there were 10 new members. Welcome emails, along with requests for bios and a photograph, are sent monthly to new members.</p>

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Report & Discussion	
<b>DaL – University Liaison (2 minutes)</b>	<p>Scholarship for HRA</p> <p>Mike has been doing research on how other organizations handle scholarships. Ordinarily, a separate foundation is established (that has its own BoD) to address scholarships. This allows the foundation to fall under the 501C tax exempt status. Also in his research, he discovered that INCOSE has a scholarship foundation. By looking on the website, it appears that it has been inactive for the last couple of years. The most recent information posted was a budget from 2007. The question still remains as to how HRA should proceed with our scholarship. There were several scholarships posted to the INCOSE website, so HRA could also set up a scholarship under the INCOSE foundation. However, establishing the scholarship there will make it difficult to restrict applicants to the Tidewater area. Also, the rules of application towards the scholarship seem tricky. A lawyer may be needed to assist with establishing the rules.</p> <p>Tad will review Mike’s findings and at the next BoD meeting more direction will be given as to how to proceed. Another meeting (separate from BoD) may be held to solely discuss this topic.</p>
<b>DaL – Publication (2 minutes)</b>	<p>&gt; <u>Chapter Newsletter</u></p> <p>I will be building out the newsletter and captured input for correction/review. These items are overdue on my list of activities to the BOD. Socialization for additional input should be made available to the BOD NLT Sunday. Outline discussions tomorrow to cover more.</p>
<b>DaL – Training &amp; Education (4 minutes)</b>	<p><i>IS09</i></p> <p>John will not be able to support IS09 this year. Initially, John was going to host a two day tutorial during the symposium. The results from a quick survey that the chairmen conducted showed that most persons are not interested in the tutorial. With the interest being low, it may not be financially viable to have it. Therefore, John decided not to attend the IS09. Unfortunately, he will not be able to accept Gold Award on behalf of the HRA and a service award that he also received.</p> <p><i>Past and Upcoming Events</i></p> <p>John presented at an IEEE conference in Vancouver last month. The presentation was on SE and the Vee model. The conference chair asked John to be the chair for the event next year in San Diego. He also has been hired as a consultant (for Honourcode) to do a two day course in MD and at Rutgers University. John will also be presenting the CSEP tutorial this weekend in Salt Lake City. Any INCOSE member can download this tutorial from the website.</p>
<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>	
<b>Final Comments</b>	

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## 4. Action Items (10 minutes)

Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
9/23/08 #10	5/20/09	BoD		<u>The BoD needs to review/edit/approve the Tutorial Guide</u> -- This should be completed by the BoD this year. 1/21/09--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. <b>We will table this discussion until after the Spring Conference.</b> 4/15/09 Another meeting to review and comment on the Tutorial Guide will need to be set.
11/19/08 #12	09/30/09	Bill		<u>Purchase HRA Shirts for BoD Members</u> -- Tad seconded golf shirts or professional button down shirts. Bill should get cost on both types. Tad vote: no denim shirts. 1/21/09--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. 2/25/09—Bill will get options on shirts, prices, etc. We can finalize next month on how we'd like to proceed. 03/18/09—Bill will talk to the guy who does the golf shirts when he's available. 4/18/09 Bill was absent from April meeting.
02/25/09 #1	03/22/09	Mike		<u>HRA-INCOSE Scholarship Flyer</u> – Mike Podolsky will put together a flyer, similar to what we've used for conferences (request for application and essay). 3/18/09—Will wait for Mike to proceed. 4/15/09 Will wait as to how to proceed after discussing with Tad
02/25/09 #2	03/22/09	Mike		<u>University Partnership for Scholarship</u> – The BoD decided that it may be a good idea to see if ODU would partner in providing a scholarship to undergraduate students. Mike will contact Dr. Unal to see if the Systems Engineering Department could co-sponsor a scholarship. 3/18/09—Will wait for Mike to proceed. 4/15/09 Will wait as to how to proceed after discussing with Tad
02/25/09 #4	03/22/09	Sherry		<u>Ivy Hook's CD's</u> – These may be good for giveaways at the Spring Conference. Sherry will review the CD's to make sure they are not a marketing pitch. If not, Sherry will request more CD's for the Spring Conference. 03/18/09—Sherry dropped off the line... 4/15/09 This action item is closed. Kelly indicated that this may be used as back filler

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
02/25/09 #6	03/22/09	Sherry		<u>Contact Kevin Forsberg</u> – Kevin Forsberg has not yet cashed his check. Sherry will contact Kevin and let him know that if he wants a new check to be written, we will do so, but otherwise, we will balance our books for the year. 03/18/09—Sherry will work this (see above). <a href="#">4/15/09 Sherry left the meeting early</a>
02/25/09 #7	03/22/09	Kelly		<u>BoD Dinner Meeting for May</u> – Kelly will coordinate a dinner meeting instead of a telecon for the month of May. Send updates to Christy for posting to the website.
04/18/09 #8	05/20/09	Figen		<u>ITEVA list-</u> Figen will send the ITEVA list to Sherry to make sure that all payments have been received with regards to the Spring Conference.

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**Attachment A – Treasurer’s Report for April 2009**

Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance
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
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
12/22/2009	BNK		Bank Service Charge for Transfer		\$4.00	\$15,639.88
1/5/2009	SUB	2633	Figen Baysal BOD Install/ Frames reimbursement		\$20.00	\$15,619.88
1/15/2009	SEB	2634	PEC Banquet 23 tickets		\$920.00	\$14,699.88
1/20/2008	ISP		Deposit Futron ck# 36181 (\$2000) Gold level Sponsorship 2008 Nov 4 OMNI Seminar	\$2,000.00		\$16,699.88
1/20/2009	SUB	2635	Sherry Maclay Reimbursement BOD Install Dinner at McFaddens on 1-5-09 (receipt filed with BB&T Statement		\$320.00	\$16,379.88
2/23/2009	BNK		Refund of \$4 Bank Fee/ Transfer	\$4.00		\$16,383.88
2/20/2009	MARC	2636	HRA Sponsorship for 2009 Spring Conference		\$2,000.00	\$14,383.88
2/24/2009	SPK	2637	Thai Erwan/ Speaker Meal		\$20.00	\$14,363.88
2/24/2009	SUB	2638	Kelly Moses/ Decorations for Feb Dinner Meeting		\$15.00	\$14,348.88
3/23/1907	SUB	2639	Tad Walls Reimbursement March-room rental and speaker gift & Feb Dinner (dinner not paid) Meetings		\$155.00	\$14,193.88

Following HRA Conference Acct is a work in Progress: balance of \$1,761.43 after re-payment to HRA-INCOSE for funds; just to assure solvency.

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HRA IncoSE Conferences Acct								
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance	Bank Statement Date
3/11/2009	IRMARC		Jim Campbell ck# 6166	\$125.00		\$14,116.03		
3/17/2009	ADV	0091	WHRO Radio Ads		\$1,860.00	\$12,256.03		
3/17/2009	IRMARC		Cyrus Afshar Registration chk# 1059	\$125.00		\$12,381.03		
3/17/2009	IRMARC		David Walden Registration chk# 1119	\$125.00		\$12,506.03		
3/22/2009	ESIT	1001	Karl Giest		\$108.49	\$12,397.54		
3/22/2009	ESIT	1002	Fairwids Embroidery		\$1,620.00	\$10,777.54		
3/22/2009	ESIT	1003	VMASC, ODU Researcg Fdn; Sheila Flanagan		\$2,300.00	\$8,477.54		
3/25/2009	IRMARC		Karl Geist ck# 2452	\$125.00		\$8,602.54		
3/25/2009	IRMARC		Sandra Sheard ck # 0659	\$125.00		\$8,727.54		
3/25/2009	IRMARC		Robin Smith ck# 1065	\$125.00		\$8,852.54		
3/25/2009	IRMARC		David Takacs ck#11196	\$125.00		\$8,977.54		
3/25/2009	IRMARC		Kelly Moses ck#1035	\$50.00		\$9,027.54		
3/25/2009	IRMARC		Thomas Walls	\$50.00		\$9,077.54		
3/25/2009	IRMARC		David Thompson ck# 2845	\$125.00		\$9,202.54		
3/25/2009	IRMARC		Phil Simpkins ck#896	\$125.00		\$9,327.54		
3/25/2009	IRMARC		Tim Olson -LSI-Silver Sponsorship= 1 free registration			\$9,327.54		
3/25/2009	ISP		Lean Solutions Institute, Inc. Silver Sponsorship/ Tim Olson	\$1,000.00		\$10,327.54		
3/25/2009	ISP		Futron ck# 36471	\$1,000.00		\$11,327.54		
3/25/2009	ISP		Atlanta IncoSE Chp ck# 1015	\$1,000.00		\$12,327.54		
3/27/2009	ISP		ODU Silver chk# 00251419??	\$1,000.00		\$13,327.54		
4/2/2009	IRMARC		David Zellmer ck # 521	\$100.00		\$13,427.54		
4/2/2009	IRMARC		Dr Janet Gill ck# 745	\$250.00		\$13,677.54		
4/2/2009	IRMARC		Bryan Herdlick ck# 3076	\$50.00		\$13,727.54		
4/2/2009	IRMARC		Oktay Baysal ck# 3447	\$150.00		\$13,877.54		
4/2/2009	IRMARC		Brian Butts ck# 1014	\$100.00		\$13,977.54		
4/2/2009	IRMARC		Capt. Walter Carter ck# 4425	\$50.00		\$14,027.54		
4/2/2009	IRMARC		Brian Bazil ck# 276	\$100.00		\$14,127.54		
4/2/2009	IRMARC		Jeff Loren ck# 1751	\$50.00		\$14,177.54		
4/2/2009	IRMARC		cash- Presenter/ non-member	\$100.00		\$14,277.54		
4/3/2009								
4/8/2009	ISP		Washington Group Intl, Inc	\$2,000.00		\$16,277.54		
4/8/2009	IRMARC		Sonya Lee ck# 784	\$200.00		\$16,477.54		
4/8/2009	IRMARC		TLT Leadership Inc. ck# 4287	\$50.00		\$16,527.54		
4/8/2009	IRMARC		John Walker ck# 3393	\$125.00		\$16,652.54		
4/8/2009	IRMARC		Bill Olson ck# 4017					
4/8/2009	IRMARC		\$50 1 day \$15 shirt	\$65.00		\$16,717.54		
4/8/2009	IRMARC		Abe Meilich ck# 763	\$50.00		\$16,767.54		
4/8/2009	IRMARC		Timothy Goodrich ck#3428	\$50.00		\$16,817.54		
4/8/2009	IRMARC		David Zellman ck#522	\$100.00		\$16,917.54		
4/8/2009	IRMARC		Owe me \$5: 20-5 change= 15 cash deposit	\$20.00		\$16,937.54		
4/2/2009	ESIT	1004	Void to VMASC- rewrite chk to Caterer			\$16,937.54		
4/2/2009	ESIT	1005	Gourmet Catering / 3days		\$10,480.74	\$6,456.80		
4/2/2009	ESIT	1006	Steve Mckeown: Michaels Receipts		\$45.00	\$6,411.80		
	ESIT		Owe HRA for Ck# 2640 to Tad Walls for Reception/ Beer Run		\$130.00	\$6,281.80		
	ESIT		Owe HRA for ck# 2641 Gourmet Gang Reception		\$1,692.99	\$4,588.81		
	ESIT		Owe HRA for ck# 2643 Eric Honour- Hotel Reimbursement		\$101.57	\$4,487.24		
	ESIT		Owe HRA for ck# 2644 to Sarah Sheard for Tutorial		\$1,125.00	\$3,362.24		
	ESIT		Owe HRA for ck# 2645 to Holly-Letty-Mann Tutorial		\$625.00	\$2,737.24		
	ESIT		Owe HRA for ck# 2646 to Gabrielle Belle for Tutorial		\$625.00	\$2,112.24		
	ESIT		Owe HRA for ck# 2647 to Joe Krupa CD Production		\$335.86	\$1,776.38		
	ESIT		Owe HRA for ck# 2648 to John Walker for Domain Name/ Website		\$14.95	\$1,761.43		

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**Attachment B – HRA-INCOSE Program for 2009**

<b>HRA-INCOSE Program for 2009</b>			
<b>Date</b>	<b>Proposed Event</b>	<b>Location</b>	<b>RSVP and Contact</b>
Apr 15, 2009	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Apr TBD, 2009	Dinner Meeting Dawn Schaible NASA Engineering and Safety Center (NESC) Systems Engineering at NASA	Peninsula	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
April, 2009	INCOSE Regional Conference	VMASC, Suffolk	
May 20, 2009	Board of Directors (BOD) Dinner Meeting	TBD	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
May TBD, 2009	Dinner Meeting Bob Eure Knowledge Management	VA Beach, TBD	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Jun 17, 2009	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Jun TBD 2009	Dinner Meeting Josh Jackson Innovation	Suffolk, TBD	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Jun 20, 2009	Wine and Cheese Becky and Steve's house		<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Jul 15, 2009	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
July TBD	Dinner Meeting Nadine Syrett & Dave Beals Opportunity Management at NASA	Williamsburg, TBD	
August 2009	Month Off		
Sep 16, 2009	Board of Directors (BOD) Meeting	Teleconference	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Sep TBD, 2009	Dinner Meeting Abe Meilich Modeling and Simulation	Suffolk	
Oct TBD 2008	Dinner Meeting TBD Presenter: Dave Dryer PhD	TBD	
Oct			

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Nov 10 2008	Day One: <b><u>Decision Analysis Conference</u></b>	OMNI Hotel Newport News, VA	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Nov 11 2008	Day Two: <b><u>Decision Analysis Conference</u></b>	OMNI Hotel Newport News, VA	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Nov 19 2008	Board of Directors (BOD) Meeting	Teleconference	
Dec 17 2008	Board of Directors (BOD) Meeting	Teleconference	
Dec TBD	Holiday Party	TBD	

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## Attachment C – Membership Report for April 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	2	1	0	1	1	0	2	1	3	1	1	0	13
2006 New Members	1	1	0	3	1	0	2	0	0	2	1	0	11
2007 New Members	0	0	0	1	0	1	0	1	0	1	1	2	7
2008 New Members	2	0	1	2	2	0	4	0	2	1	8	0	22
2009 New Members	4	0	10	2									<b>16</b>

Summary membership statistics are as follows:

- **Members Joined since March 20, 2009 = 7**
  - Julio Fonseca
    - [Julio@mitre.org](mailto:Julio@mitre.org)
  - Jimi Ayodele
    - [Folajimi@gmail.com](mailto:Folajimi@gmail.com)
  - Thomas Bersson
    - [Bersson@verizon.net](mailto:Bersson@verizon.net)
  - Robert Byers
    - [Rbyers2k@netscape.net](mailto:Rbyers2k@netscape.net)
  - Jean Johnson
    - [Jmjohnso@nps.edu](mailto:Jmjohnso@nps.edu)
  - Clayton Turner
    - [Clayton.P.Turner@nasa.gov](mailto:Clayton.P.Turner@nasa.gov)
  - Jo Michael
    - [Jo.michael@navy.mil](mailto:Jo.michael@navy.mil)
- **Members Transferred in since January 1, 2009 = 0**
- **Total Active Members as of March 16, 2009 = 106**

# HRA-INCOSE BoD Meeting Minutes

Wednesday, April 15, 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

