

HRA-INCOSE BoD Meeting Minutes

Wednesday, August 19, 2009, 12:00 – 1:00 PM Teleconference

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1. Call To Order (1 minute)

The meeting was called to Order at *12:07pm*.

2. Roll Call & Quorum (2 minutes)

A simple majority Chapter Officers (6) is required for a Quorum.

Officers (Quorum of)	Name	Present	Other
President	Tad Walls	X	
Vice President	Figen Baysal		
Treasurer	Sherry Maclay		
Secretary	Michele King	X	
Past President	Chris Orłowski	X	
Director at Large for Programs	Kelly Moses		
Director at Large for Membership	Robin Smith	X	
Director at Large for University Liaisons	Mike Podolsky		
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.

4. BoD Member Reports—Old & New Business (45 minutes)

BoD members should provide a short report to the secretary even if they cannot attend the meeting.

Report & Discussion

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President (4 minutes)	<p>> <u>Discuss Nominations for Upcoming Awards</u></p> <p style="padding-left: 40px;">- <u>Engineer of the Year</u></p> <p><i>Figen will be putting together the awards package this year. Nominations include: Chris Orłowski, Hank Jarrett, Jerry Hill. PEC tends to sway more towards technical accomplishments. We need to ask Kelly for input about these candidates (specifically Hank and Jerry). Chris would like for us to focus on the other two candidates for consideration. Suggesting John Clark could be a candidate since he could make a case that he's worked on the Peninsula for more than 2 years (it was approximately 4 years ago). A/I #1--Tad can reach out to the awards chair, Phillip Williams, to find out if we could submit John.</i></p> <p style="padding-left: 40px;">- <u>Doug Ensor Award</u></p> <p><i>We have another month before the criteria comes out for this award, so we have time to brainstorm nominees. So far, Robin Smith has been nominated. (Yea! ; ^)</i></p> <p>> <u>Holiday Party at Becky and Steve's in Dec – Discuss HRA Contribution/Logistics</u></p> <p><i>In the past we have contributed: '08-\$1000 (Kevin); '07-\$500 (Becky); '06-\$1000; '05-\$500, '04-\$785. There were approximately 10 INCOSE members last year, and possibly 5 others in attendance. BoD voted to give Becky \$600. A/I #2—Tad will communicate this amount back to Becky, and request a date. A/I #3—Michele will ask Kelly who was there from INCOSE last year.</i></p> <p>> <u>Chapter Points</u></p> <p><i>A/I #4—Michele will ask BoD to meet.</i></p> <p>> <u>Another Potential Regional Conference – HRA INCOSE Interest?</u></p> <p><i>This conference would be less risk. Johns Hopkins has a facility available. Bob Mosier is the Washington POC. BoD is interested pending further details...Tad will pass this information along.</i></p> <p><i>Tad is moving at the end of the year, and will likely be able to finish his term on the Board.</i></p>
Vice President (4 minutes)	<p>> <u>No Updates</u></p>
Treasurer's Report (7 minutes)	<p>> <u>See Attachment A</u></p>
Secretary's Report (2 minute)	<p>> <u>Possible Joint Activities with SWE</u></p> <p><i>A/I #5—Michele will contact Kelly to see if we could incorporate SWE to any of our existing meetings.</i></p> <p>> <u>INCOSE Chapter Awards Points Overview Meeting?</u></p> <p><i>There have been quite a few changes to the Chapter Awards Points Criteria. I would suggest that the BoD take time to review the changes as well as our current points-posture to make certain that we are prepared to submit the required documentation. Can the BoD support a telecon in late September or early October?</i></p>

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DaL – Programs (7 minutes)	<p>> <u>See Attachment B</u></p> <p>> <u>Tides Game (August 4th-who attended?)</u></p> <p>> <u>September Dinner Meeting</u> There is a face-to-face BoD meeting in September with flexible dates. Dave Beals and Nadine Syrett will speak at September' Dinner meeting.</p> <p>> <u>October Dinner Meeting</u> For October, still need confirmation. If Jackson and October falls through, we don't have anything in the queue. Need to brainstorm some possible plans.</p> <p>> <u>Decision Analysis Conference</u> It is important to get the word out about this conference to anyone interested in Decision Analysis and/or Systems engineering. We also need speakers and sponsors. We are co-sponsoring with SCEA. As of now, we only have 1 abstract. Once we get a broader distribution, we hope to have more abstracts.</p> <p>Kelly and Figen are working on Acteva. As we receive papers, volunteers will be needed to review abstracts and papers and judge posters. If submissions are stagnant in September, then this will be issue that needs more serious attention.</p> <p><i>The call for papers has been sent out. Acteva should be up and running soon. We need to market this as much as possible.</i></p> <p>> <u>August Dinner Meeting</u> <i>Robin and Kelly will not attend. Michele may be on travel. Figen (per Tad) should be able to get the INCOSE equipment to the meeting.</i></p>
DaL - Membership (4 minutes)	<p>> <u>See Attachment C</u></p>
DaL - University Liaison (2 minutes)	<p>> <u>Scholarship Fund</u></p>
DaL – Publication (2 minutes)	

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DaL – Training & Education (4 minutes)	<ul style="list-style-type: none"> > <u>Systems and Software Technology Conference in Salt Lake City in April</u> Coordinating the INCOSE Track with Dick Kitterman. <i>Anyone who has a paper they'd like to present can coordinate with John.</i> > <u>IEEE International Systems Conference in San Diego in April</u> Coordinating the INCOSE portion with Dick Kitterman. > <u>International Symposium ended in Singapore</u> <i>John heard from Ralf Hartmann (INCOSE Director for Strategy) that John received the Outstanding Service Award. Congratulations John! Bill confirmed that HRA-INCOSE received the Gold Award for last year. Chris will get to keep the plaque. A/I #6—Chris will check to see if he has already received it.</i> > <u>Booz Allen is the now the world's leader in Certified Systems Engineering Professionals (CSEPs) and signed a letter with INCOSE to continue to qualify people for CSEP. Many attend the CSEP webinars.</u> <i>Congratulations to BAH! BAH has ~60 CSEPs compared to NG's ~40 CSEPs.</i> > <u>SAWE (Andy Schuster) Requested a 1-day CSEP Tutorial</u> To be held at their regional conference in Va Beach on October 8-10. http://www.sawe.org/files/2009ChesapeakeBayRegionalConferenceTraining.pdf <i>Will be held at the Hilton in Virginia Beach.</i> > <u>Continued the Current CSEP Webinars</u> <i>Current series will end October 22nd. The next series will start November 19th.</i>
PEC Representative (2 minutes)	
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Becky's Corner	

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Technical Committee	<p>> <u>Received the 1st Draft of the following:</u></p> <ol style="list-style-type: none"> 1. ISO/IEC Technical Report (TR) 24748-2, Error! Reference source not found., received from Dick Kitterman for review & comment by Oct 21st. 2. ISO/IEC TR 24748-3, Systems and software engineering — Life cycle management — Part 3: Guide to the application of ISO/IEC 12207 (Software life cycle processes), received from the US TAG for review & comment by Sept 7th. <p><i>A/I #7—John requests that Bill please issue an email to the HRA membership requesting participation and to contact him.</i></p> <p><i>John is the TechAmerica (formerly GEIA) working group chair to develop a guidance document on technical reviews and audits. The TechAmerica EIA 632A update is ongoing. John is trying to obtain funding from NG to complete these tasks and attend the TechAmerica SE Conference in September.</i></p>
Final Comments	<p><i>Dinner flyer to be sent out by Bill.</i></p> <p><i>A/I #8--Action for Sherry to request seed money for spring regional conference.</i></p>

5. Action Items (10 minutes)

Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
9/23/08 #10	05/21/09 07/15/09 09/16/09	BoD		<p><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. We will table this discussion until after the Spring Conference.</p> <p>4/15/09—Another meeting to review and comment on the Tutorial Guide will need to be set.</p> <p>6/17/09—We will wait for Tad to discuss this further.</p> <p>7/22/09 Tad to set up a separate meeting to review this and close this action.</p> <p><i>08/19/09—Tad will setup a separate meeting to review and close this action over the next month.</i></p>

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
11/19/08 #12	09/30/09	Bill		<p>Purchase HRA Shirts for BoD Members -- Tad seconded golf shirts or professional button down shirts. Bill should get cost on both types. Tad vote: no denim shirts.</p> <p>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.</p> <p>2/25/09—Bill will get options on shirts, prices, etc. We can finalize next month on how we'd like to proceed.</p> <p>03/18/09—Bill will talk to the guy who does the golf shirts when he's available.</p> <p>4/18/09—Bill was absent from April meeting.</p> <p>6/17/09—Michele will send Bill an email to request an update on this action.</p> <p>7/22/09 Haven't seen any action on this lately. Ask bill for an update.</p> <p><i>08/19/09—Bill will get information by the next BoD meeting. Tad suggested a possible alternative of getting INCOSE polo shirts that are already available, although they do not have the HRA logo.</i></p>
04/18/09 #1	05/21/09 07/15/09 <i>09/16/09</i>	Figen Sherry		<p><u>ACTEVA List</u> - Figen will send the ACTEVA list to Sherry to make sure that all payments have been received with regards to the Spring Conference.</p> <p>6/17/09—Sherry has emailed ACTEVA and expects to hear from them today or tomorrow.</p> <p>7/22/09 Get remaining funds distributed to Karl and for Sherry to follow up on ACTEVA on the check.</p> <p><i>08/19/09—Received last remaining check. Confirm with Sherry and then close action.</i></p>
06/17/09 #1	07/15/09	Bill	<i>08/19/09</i>	<p><u>Holiday Party Funds</u> – Bill will ask Becky how much money she anticipates needing, and then we will poll the BoD.</p> <p>7/22/09 Keep open until get the results.</p> <p><i>08/19/09—This is complete. The BoD voted to provide \$600 to Becky for the Holiday Party.</i></p>
06/17/09 #3	07/15/09	BoD	<i>08/19/09</i>	<p><u>DA Conference Abstract/Paper Requirements</u> – Kelly welcomes comments/suggestions from the BoD for the abstract and paper requirements.</p> <p><i>08/19/09—This is complete.</i></p>
07/22/09 #1	08/19/09	Bill	<i>08/19/09</i>	<p><u>DA Conference Files</u> - Action for Bill to send the files unzipped.</p> <p><i>08/19/09—This is complete. (Gov't emails can't receive zipped files.)</i></p>

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
08/19/09 #1	09/16/09	Tad	08/23/09	<u>Possible Nomination of John Clark for EOY</u> - Tad will reach out to the awards chair, Phillip Williams, to find out if we could submit John as a nominee for the EOY Award. <i>08/23/09—This is complete. Unfortunately, we will not be able to nominate John per the PEC By-laws as clarified by Kenneth Hoffman, Chair of the PEC Nominating Committee</i>
08/19/09 #2	09/16/09	Tad	08/19/09	<u>Request Date for Holiday Party</u> - Tad will request a date for the Holiday Party (and let Becky know that the BoD has voted to provide \$600). <i>08/19/09—This is complete. Tad contacted Becky. The proposed date for the holiday party is December 5th.</i>
08/19/09 #3	09/16/09	Michele		<u>Request Roster form '08 Holiday Party</u> - Michele will ask Kelly who was at the INCOSE Holiday Party last year.
08/19/09 #4	09/16/09	Michele		<u>Arrange a Chapter Points Discussion Meeting</u> - Michele will setup a telecom for the BoD to meet to discuss our current Chapter Points status.
08/19/09 #5	09/16/09	Michele		<u>Determine Possible Joint Meetings with SWE</u> - Michele will contact Kelly to see if we could incorporate SWE to any of our existing meetings.
08/19/09 #6	09/16/09	Chris		<u>Receipt of Gold Award</u> - Chris will check to see if he has already received it.
08/19/09 #7	09/16/09	John/Bill	08/19/09	<u>Member Participation in ISO/IEC Technical Report</u> - John will send an email to Bill to forward to membership for participation. <i>08/19/09—This is complete. John emailed Bill, and then Bill emailed membership.</i>
08/19/09 #8	09/16/09	Sherry		<u>Return of Seed Money from Spring Conference</u> - Sherry needs to request seed money for spring regional conference.

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Attachment A – Treasurer’s Report for August 2009

August 2009 HRA INCOSE Treasurer Report							
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance
			Deposit \$433.00 from INCOSE Share	\$433.00		\$14,626.88	
4/15/2009		2649	Postmaster PO Box 907		\$26.00	\$14,600.88	
5/18/2009			Deposit From BAH for 2009 Fall Seminar at OMNI	\$1,000.00		\$15,600.88	
4/28/2009		2650	Tad Walls Reimbursement Projector Screen & Presenter Remote		\$210.00	\$15,390.88	
5/15/2009			May 2009 Service Charge		\$15.00	\$15,375.88	\$14,364.51
5/22/2009		2651	OMNI Hotel Decisions Analysis Seminar Nov 2009		\$250.00	\$15,125.88	
5/29/2009		2652	Reimbursement for May 2009 Dinner Meeting/ SC Maclay		\$90.00	\$15,035.88	\$15,274.51
7/19/2009		2653	Reimbursement for Becky Reed Wine and Cheese Social		\$600.00	\$14,435.88	
8/3/2009			Transfer to MARC checking Acct/ pay for last ACTEVA payment \$46.29? Plus \$5 fee = \$51.50		\$51.50	\$14,384.38	

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Attachment B – HRA-INCOSE Program for 2009

HRA-INCOSE Program for 2009			
Date	Proposed Event	Location	RSVP and Contact
August 26, 2009	Dinner Meeting John Clark Systems of Systems Engineering and Family of Systems Engineering	Alexander's on the Bay	Moses_kelly@bah.com
Sept 16, 2009	Board of Directors (BOD) Meeting	Face-to-Face	Moses_kelly@bah.com
Sep TBD, 2009	Dinner Meeting Josh Jackson Innovation	Suffolk	Moses_kelly@bah.com
Oct TBD 2008	Dinner Meeting Nadine Syrett & Dave Beals Opportunity Management at NASA (???)	Williamsburg	Moses_kelly@bah.com
Oct	Board of Directors (BOD) Meeting Conference focus of discussion	Teleconference / Face-to-face	Moses_kelly@bah.com
Nov 17 2008	Day One: <u>Decision Analysis Conference</u>	OMNI Hotel Newport News, VA	Moses_kelly@bah.com
Nov 18 2008	Day Two: <u>Decision Analysis Conference</u>	OMNI Hotel Newport News, VA	Moses_kelly@bah.com
Nov 19 2008	Board of Directors (BOD) Meeting	Teleconference	
Dec 17 2008	Board of Directors (BOD) Meeting	Teleconference	
Dec TBD	Holiday Party	Becky & Steve's House	

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Attachment C – Membership Report for August 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	1	2	1	1					18

- **Members Joined since August 17, 2009 = 2**
 - John Reeves
 - John.d.reeves@nasa.gov
 - William Synder
 - wtsnyder07@gmail.com
- **Total Active Members as of August 17, 2009 = 100**

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.

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