

HRA-INCOSE BoD Meeting Minutes

Wednesday, December 16th, 2009, 12:00 – 1:00 PM Teleconference

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1. Call To Order (1 minute)

The meeting was called to Order at *12:03pm*.

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	x	
Treasurer	Mandie Corriveau		
Secretary	Michele King	x	
Past President	Chris Orłowski		
Director at Large for Programs	Kelly Moses		
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 ¾ 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.

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Report & Discussion	
President (4 minutes)	<p>> <u>Holiday Party Reminder</u> At Becky & Steve's house this year. 86 people have RSVP'd; 15-20 from INCOSE. John Clark will be able to attend; Robin will not.</p> <p>> <u>Installation of New 2010 Officers Meeting</u> Kelly is coordinating; possibly in Norfolk so that it's central to everyone. Looking at first week in January.</p> <p>> <u>INCOSE Tutorials</u> Want John to provide summary of John's plans for these going forward. Will they be free? (Covered in John's section.)</p> <p>> <u>PEC Banquet Tickets</u> Do we want to order tickets again this year? Price goes up every year. Tad will find out if we have to order certain quantities.</p> <p>> <u>Thanks to all of the 2009 BOD for a terrific year!</u> Everyone worked hard this year with both conferences. We are well positioned for the Gold Award this year.</p>
Vice President (4 minutes)	<p>> <u>PEC Awards Status</u> As of yet, we do not know who has won the Engineer of the Year Award. We should find out soon. DEA will be decided on January 15th.</p> <p>> <u>2009 Points Status</u> Please review the file that Michele sent out and send her any documentation you have for any points items.</p>
Treasurer's Report (7 minutes)	<p>> <u>See Attachment A</u> Acteva money should show up very soon, and our account balance should go up to around \$14k.</p> <p>Residual account from Spring Conference; all money returned to chapters as necessary. Some of the money is ours. We will put the balance in our account, but leave the Conference account open for future use. Kelly still needs to check the mailbox for funds from Acteva (this is covered in an <i>Action</i> from last month).</p> <p><i>We will cover dinner for attendees at the Installation Meeting in January.</i></p> <p>Invite for telecom expires this year. Figen can figure out the schedule for next year's meeting and put it on the calendar. We need to be sure not to double book with John's tutorials.</p>
Secretary's Report (2 minute)	<p>> <u>INCOSE Chapter Awards Points</u> Michele is still working on compiling the chapter awards points items. Please send any points items to michelemybelle3@yahoo.com. Please submit pictures as well!</p>
DaL – Programs (7 minutes)	<p>> <u>See Attachment B</u> for remainder of the year events</p> <p>> <u>Decision Analysis Seminar Wrap-Up</u> We had roughly 45 attendees. Good discussion. We are still in the process of closing this out. <i>A/I #1: Kelly will post the presentations on the website.</i></p>

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	We will have a pre-meeting with the Programs Director for 2010 at the beginning of the Officer Installation Meeting to brainstorm our activities for next year.
DaL - Membership (4 minutes)	> <u>See Attachment C</u> Currently 110 members as of November 1 st . Robin will send out welcome packages and lapsed member packages. Bill asked that Robin "cc" him on those emails.
DaL - University Liaison (2 minutes)	> <u>ODU Decision Analysis Certificate Program</u> Dr. Adrian Gheorghe may offer a week long DA Certificate Program and he'd like INCOSE's involvement. Wants to kick this off next year, possibly in the March-June timeframe. Either main campus in Norfolk or VMASC facility in Suffolk. Mike will continue to work with Dr. Georgia.
DaL - Publication (2 minutes)	We have been lacking a publication person for some time. Bob (?) will step in next year.
DaL - Training & Education (4 minutes)	<p>> <u>INCOSE SE Handbook Webinar</u> – Initiated on Nov 19, 2009. It is now free for all INCOSE members and CAB employees.</p> <p>Pat Hale (INCOSE President) and John worked together to iron out the conditions for offering a free webinar. Pat and Art Pyster (INCOSE CAB Chair) were very interested in having John offer this webinar as a service to all INCOSE members at no cost. As long as John is not charging a fee, there is no conflict with other companies that are advertising their training on the INCOSE website, and no conflict with using INCOSE resources.</p> <p>John's conditions to Pat Hale were as follows:</p> <ol style="list-style-type: none"> 1. The tutorial development/maintenance project will remain the responsibility of the HRA Chapter under the INCOSE Technical Operations. 2. The tutorial webinar will return to the responsibility of the HRA Chapter. 3. INCOSE will allow the HRA Chapter (with me as the instructor) to use its resources. 4. The HRA Chapter will be designated as a CSEP Training Provider when that program is in effect and will not be charged any fees. 5. The CAB will assume the responsibility of advertising the tutorial webinar (via the Current News, eNotes, INSIGHT, and Chapter presidents), hosting the tutorial webinar on the INCOSE LiveMeeting site, and increasing the LiveMeeting license to accommodate participants above 125 if needed. 6. The INCOSE webmaster will open-up the tutorial webinar site to all INCOSE members. See https://connect.incose.org/tut/sehandbook/default.aspx 7. I will be totally free to present the tutorial at other conferences and at special courses contracted to me. 8. I will be allowed to present the tutorial for a fee at the ISs and, if INCOSE wants, at the IWs; my registration fee for these ISs and IWs will be waived; INCOSE will administrate, advertise, and host the tutorial; and I will receive the net proceeds. 9. INCOSE will allow me to initiate and lead a Training Working Group under Technical Operations. <p>Pat Hale's response was as follows:</p> <p>"I'm afraid that your list of 'conditions' is not something we are ready to negotiate. The terms of the Registered Training Provider program are under the cognizance of the Technical Director and The Board, and are in progress at present, so no</p>

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	<p>guarantees regarding specific providers are possible. We will be happy to publicize your tutorial via the INCOSE Central Office, but can make no commitments for future IS, IW or other conferences. Any discussions regarding a Training working group should be with Regina Griego, the Technical Director."</p> <p>John accepted Pat's responses. John has refunded \$2200 to all registrants who are in the current session. Acteva will charge John \$150 for credit card refund fees. There has been a large increase in participation.</p> <p>John would like to charge a fee to deliver this tutorial at the IS10, as well as have his expenses paid. The Chapter would not receive proceeds. This would be an agreement between John and the IS10 committee.</p> <p>> <u>INCOSE-IEEE Int'l Systems Conference MOA</u> – IEEE sent the signed MOA to the INCOSE Executive Committee for signature. Initiating Call-for-Abstracts in collaboration with Regina Griego, INCOSE Dir of Tech Ops. This will take place in April. Trying to get collaboration among Systems Engineering Societies.</p> <p>> <u>Tutorial Abstract for INCOSE IS10</u> – Submitted the 2-day SE Handbook Tutorial and one presentation. Working to get the tutorial out. This will take place in July.</p> <p>> <u>INCOSE IW</u> - John requests HRA fund up to \$500. NG will fund the rest. <i>A/I #2: BoD needs to decide if they will fund up to \$500 for John. BoD voted "Yes." John will contact Mandie for the funds.</i></p> <p>> <u>SSTC</u> – The INCOSE-SSTC MOA was signed. Selected the presentations for the 2-day INCOSE track. Will present the 2-day SE Handbook Tutorial again.</p> <p>> <u>SSTC-IEEE MOA</u> – IEEE is still working on the draft MOA.</p> <p>John says "Thank you" to the BoD for sending flowers.</p>
PEC Representative (2 minutes)	
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Becky's Corner	
Technical Committee	<p>> <u>SE Handbook V3.2 Review</u> – Submitted 85 comments to the development team. V3.2 is a major improvement over V3.1. Draft was sent out for review. John reviewed about ½ of the 350 pages and submitted 85 comments. It's a major improvement over V3.1 to remove redundancy. <i>A/I #3: John will send the SE Handbook V3.2 Draft to the BoD.</i></p>
Final Comments	

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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 10/14/09 01/15/10	BoD		<p><u>The BoD needs to review/edit/approve the Tutorial Guide</u> - This should be completed by the BoD this year.</p> <p>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>08/19/09—Tad will setup a separate meeting to review and close this action over the next month.</p> <p>09/16/09—Tad will address this within the next month.</p> <p>10/28/09—On hold until first of the year 2010.</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 10/14/09	Bill		<p><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.</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>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.</p> <p>09/16/09—Bill was absent from September meeting.</p> <p>10/28/09—Goal is to have these in hand for officer installation 2010.</p> <p>Action: Ask Bill if he wants to continue as communications POC</p> <p>11/10/09— Tad to follow up with Bill about the shirts.</p>
08/19/09 #4	09/16/09 11/30/09	Michele & Figen	12/16/09	<p><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.</p> <p>11/10/09— Will get together and discuss points.</p> <p>12/16/09 –We are working the points items now. This action is closed.</p>
08/19/09 #5	09/16/09 10/14/09 11/10/09	Michele & Mike Podolsky		<p><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.</p> <p>11/10/09— Will get pushed off to calendar year 2010.</p>

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10/28/09 #1	11/10/09 09	Mandie & Tad		<p><u>Transfer of Treasurer Items / Duties</u> - Mandie and Tad need to synch up to transfer physical treasurer items as well as go to the bank to get Mandie on bank account. 11/10/09—Items have been transferred, but still need to go to the bank to change the account name. Kelly needs to get the post office box checked.</p> <p>12/16/09 -- Mandie's name is now on the account. We also need to get Figen on the account and take Tad off. Kelly needs to check the post office box.</p>
10/28/09 #2	11/1/09	Figen & Robin	11/10/09	<p><u>DEA Package</u> - Figen contact Robin to start putting DEA package. Complete package due December 1, 2009. -Sent to Robin already</p> <p>12/16/09 – This action is closed. The DEA package has been submitted.</p>
10/28/09 #3	11/10/09	BoD	12/16/09	<p><u>BoD Positions for 2010</u> - Consider current BoD position and whether or not each of us will remain in that position or adjust to another BoD position. Existing BoD 'holes' need to be considered and recommended members for filling those holes.</p> <p>12/16/09 – This action is closed. All positions have been filled.</p>
10/28/09 #4	12/10/09 12/31/09	Tad & Bill		<p><u>Email for New BoD Member Approval</u> - Tad and Bill Generate email: Incoming BOD members need to be approved by current membership of HRA-INCOSE.</p> <p>12/16/09 – This is still open.</p>
10/28/09 #6	12/15/09 12/31/09	Kelly		<p><u>2010 BoD Installation</u> - Coordinate time and location for 2010 installation of officers for HRA-INCOSE.</p> <p>12/16/09 – This is still open.</p>
12/16/09 #1	01/15/09	Kelly		<p><u>Decision Analysis Conference Papers</u> – Post the papers/presentations on the HRA-INCOSE website.</p>
12/16/09 #2	12/16/09	BoD	12/16/09	<p><u>INCOSE IW Funding for John</u> –BoD needs to decide if they will fund up to \$500 for John. BoD voted "Yes." John will contact Mandie for the funds.</p>
12/16/09 #3	12/31/09	John		<p><u>DRAFT SE Handbook V3.2</u>— John will send the SE Handbook V3.2 Draft to the BoD.</p>

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Attachment A – Treasurer’s Report for December 2009

October 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	
7/24/2009			Deposit Futron ck# 36849 (\$500) Bronze level Sponsorship 2009 Nov OMNI Seminar	\$500.00		\$14,884.38	
7/24/2009			Deposit The George Wahington University Bronze Membership	\$500.00		\$15,384.38	\$15,378.22
8/12/2009			Bank Service Charge		\$4.00	\$15,380.38	\$15,374.22
9/29/2009			Deposit HRA IncoSE Share	\$1,468.00		\$16,848.38	
9/15/2009		2654	Figen Baysal - Reimbursement for Dinner Meeting		\$115.00	\$16,733.38	
11/17/2009		2655	OMNI Hotel Newport News - Decision Analysis Conference Nov 2009		\$2,860.76	\$13,872.62	
12/8/2009		2656	The INCOSE Foundation - IW 2010 Wine Tasting		\$100.00	\$13,772.62	
12/8/2009		2657	Ralph Copley		\$600.00	\$13,172.62	
12/9/2009		2658	Peninsula Engineers Council (PEC) - dues		\$25.00	\$13,147.62	

October 2009 HRA IncoSE Conferences Acct								
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance	Bank Statement Date
5/5/2009	ESIT	1017	Karl Geist- reimbursement for his payment of hotel for Sarah Sheard as he had agreed		\$1,055.00	\$7,388.79	May 30, 2009 Bank Statement Balance= \$7433.79	
6/22/2009	IRMARC		Chris Orlovski Payment chk #1307	\$50.00		\$7,438.79		
6/23/2009	IRMARC		Acteva chk#122085	\$116.84		\$7,555.63		
6/23/2009	IRMARC		Artisan Software Tools chk# 24658	\$200.00		\$7,755.63	June 30, 2009 Bank Statement = \$7755.63	
7/15/2009	IRMARC		Acteva chk#124276	\$3,952.17		\$11,707.80		
7/24/2009	IRMARC		Deposit from HRA IncoSE to cover last ACTEVA check	\$46.29		\$11,754.09	July 31, 2009 Bank Balance= \$11,754.09	
8/21/2009	ESIT		Bank Service Charge		\$4.00	\$11,750.09	August 31, 2009 Bank Balance = \$11,750.09	
9/30/2009						\$11,750.09	Sept 30, 2009 Bank Balance	
11/1/2009		1018	CRSA INCOSE		\$430.60	\$11,319.49	T Walls sent to Joe Krupa	
11/1/2009		1019	INCOSE Orlando		\$1,614.41	\$9,705.08	T Walls sent to Ed Smith	
11/1/2009		1020	INCOSE Atlanta		\$861.20	\$8,843.88	T Walls sent to D B Gunter	
11/1/2009		1021	INCOSE WMA		\$3,188.32	\$5,655.56	T Walls sent to Kevin Weinstein	
11/1/2009		1022	INCOSE Southern Maryland		\$2,394.62	\$3,260.94	T Walls sent to Steve Mckeown	
11/3/2009		1023	John Bates - BAH		\$60.00	\$3,200.94		
11/4/2009		1024	INCOSE Chesapeake		\$1,587.41	\$1,613.53	T Walls sent to Phil Simpkins	
11/17/2009		1025	Figen Baysal - DA Conference Speaker Gift Cards		\$585.00	\$1,028.53		
11/18/2009		1026	DA Conference Student Poster Presentation Award		\$170.00	\$858.53		
11/18/2009		1027	Robin Smith - John Clark sympathy flowers		\$79.98	\$778.55		

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Attachment B – HRA-INCOSE Program for 2009

HRA-INCOSE Program for 2009			
Date	Proposed Event	Location	RSVP and Contact
Dec 16 2009	Board of Directors (BOD) Meeting	Teleconference	
Dec 19 2009	Holiday Party	Becky & Steve's House	
January 2010	Officer Installation	TBD	

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Attachment C – Membership Report for December 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	2	1	3	3	2	26

- **Members Joined since November 1, 2009 = 5**
 - Edward Tanner
 - troytanner@cox.net
 - Brandon Weiss
 - Brandon.J.Weiss@ngc.com
 - Robert Smole
 - Robert.Smole@ngc.com
 - Chad Peyton
 - chadepeyton3516@aol.com
 - Robert Borchardt
 - rpborchardt@cox.net

- **Total Active Members as of December 15, 2009 = 110**

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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