

HRA-INCOSE BoD Meeting Minutes

Wednesday, February 25, 2009, 12:00 – 1:00 PM Teleconference

Call into **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 *12:02pm*.

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		
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	X	
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.

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4. 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.

Report & Discussion	
President (4 minutes)	<p>> <u>HRA-INCOSE Scholarship</u> <i>Tad suggests we offer a scholarship to college undergraduates. We could make a flyer to send out, similar to what we've used for conferences, asking for an essay and application for anyone that is a high school senior in their first 3 years of college. (A/I #1)</i></p> <p><i>ODU would be a good venue for offering the scholarship because we have so many trainings coupled through them already. Tad suggested leaving the scholarship opportunity open for individuals to use at any school with an accredited Engineering program.</i></p> <p><i>We could target magnet schools in the Hampton Roads area, such as Landstown (technology school).</i></p> <p><i>Figen suggests we speak to the ODU Systems Engineering department to see if they will match our scholarship amount (possibly \$1000). Mike will work with the university (Dr. Unal) to see if they are interested (A/I #2)</i></p> <p>> <u>Congrats again to Michele for receiving the 2009 Doug Ensor Award at the PEC banquet</u></p> <p>> <u>HRA-INCOSE Equipment</u> <i>Bill made a suggestion to spend some of our funds to get some equipment that we always seem to need: projector screen and wireless mouse laser pointer. Bill had also suggested a laptop, but there was some concern over the depreciation of the laptop. It is usually not a problem to have a laptop available. The BoD decided to look into pricing of a projector screen and a wireless mouse laser pointer. (A/I #3)</i></p> <p>> <u>Spring Conference</u> <i>Tad requests that we all volunteer for helping to coordinate the Spring Conference. Please note that everyone who wants to attend the conference must register and pay.</i></p>
Vice President (4 minutes)	<p>> <u>Thank you to Kelly for yesterday's dinner meeting. The location was nice and the presentation was very interesting.</u></p> <p>> <u>Dinner Meeting Lessons Learned</u> <i>One member walked away without paying and the chapter had to cover the bill. This is a lesson's learned to make sure that we don't let this happen in the future.</i></p>

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Report & Discussion	
Treasurer's Report (7 minutes)	<p>> <u>See Attachment A</u></p> <p>Included in the Attachment are the 2009 Spring Mid-Atlantic Regional Conference as well as the HRA-INCOSE Chapter Treasurer Report.</p> <p><i>Sherry deposited a check for the 2009 conference. Sherry received check for \$2000 from another chapter (not sure which one).</i></p> <p>> <u>CD's from Ivy Hooks</u></p> <p>Request to the BOD to contact Ivy Hooks for more copies of her companies' CDs. We could hand them out as freebies at the Spring Conference?</p> <p><i>Sherry will review the CD's and make sure they are not a marketing pitch. If they are not, we will request more to be used as giveaways for the Spring Conference. (A/I #4)</i></p>
Secretary's Report (2 minute)	<p>> <u>Agenda Format Change</u></p> <p>Please notice the slight change in the Agenda format. The Old and New Business sections have been combined with the BoD Member Report sections. The Action Items section is no longer called "Old Business."</p> <p>> <u>Thank You HRA-INCOSE BoD for the Doug Ensor Award Nomination!!</u></p>
DaL – Programs (7 minutes)	<p>> <u>See Attachment B</u></p> <p>> <u>Decision Analysis Conference</u></p> <p>Conference details and potential teaming arrangement with the Hampton Roads Society of Cost Estimating and Analysis (SCEA) chapter.</p> <p><i>The BoD agreed to proceed with the Decision Analysis Conference. Tad will get back with Kelly and let her know that it's okay to release the sponsorship flyer.</i></p> <p><i>Addition to the minutes: Kelly attended one of the Risk Management Working Group telecons during the IW. The hot topic is opportunity management and incorporating that into the risk management section. At this time, Kelly does not have any actions but has volunteered to write/edit, comment as the working group moves forward with this initiative.</i></p>
DaL - Membership (4 minutes)	<p>> <u>See Attachment C</u></p> <p><i>Robin will start keeping attendance of Dinner Meetings to gauge any possible trends. We had 19 in attendance at last night's Dinner Meeting; Kelly has already sent the names of the attendees to Robin.</i></p>
DaL - University Liaison (2 minutes)	<p>> <u>See President's section above about the scholarship.</u></p>
DaL – Publication (2 minutes)	<p>> <u>Newsletter Info</u></p> <p><i>Any members receiving awards need to capture and forward information specifics to add to the newsletter. Tim will put together DRAFT letter so that it can be used in conjunction with the flyers. Tim has been sending out emails to promote the conference.</i></p>

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Report & Discussion	
DaL – Training & Education (4 minutes)	<p>> <u>IW09</u></p> <p>John attended the IW09 in San Francisco. The presentations are not yet on incose.org. John could only attend parts of the Chapters meeting. Contact Jonette Stecklein or Phil Simpkins for the notes. Phil had no questions on our award points submission. John attended the following Working Group meetings and made one presentation: Architecture, SE-ROI, SE Process Improvement, and Lean SE.</p> <p><i>Presentations are not on the website yet. Phil didn't say he had any issues with our points submission. We should find out our award status at the International Conference.</i></p> <p>> <u>HRA Chapter Meeting Locations</u></p> <p>John recommends that the BoD discuss the location of the events and meetings. The current distribution is:</p> <ul style="list-style-type: none">7 Northside3 Suffolk1 Norfolk <p><i>Robin has sent John and Kelly a list showing the distribution of where our members live, so that we can plan event locations accordingly.</i></p> <p>> <u>Request for Partial Funding for John to Present the SE Handbook CSEP Tutorial at the INCOSE IS</u></p> <p>Will the HRA Chapter partially fund John to present the SE Handbook CSEP Tutorial at the INCOSE IS in Singapore this July? See http://www.incose.org/symp2009/ A related question is: Does HRA want to be involved as in IS07, and if so how?</p> <p>John received a formal acceptance letter on 13 February from the IS09 Technical Committee that the 8-hour version of the INCOSE SE Handbook Tutorial was accepted for presentation at the IS09 (referred to as the "as-is" version). A signed commitment letter is due back from John to the IS09 Technical Committee by 28 February.</p> <p>However, the as-is compensation is only a free registration for the IS.</p> <p>John pointed out to an IS spokesperson at the IW that the proposal that he submitted to the IS Committee was the 16 hour version and included the stipulation that the IS Committee fund him on a break-even basis including all his travel expenses, teaching labor cost, and travel labor cost, by charging a registration fee like they did at IS07 (referred to as the "to-be" version). John also told the spokesperson that Northrop Grumman (NG) policy was not to fund foreign symposia, and that he could not fund it himself.</p> <p>The IS Committee considered the to-be version, and the spokesperson told John that they rejected it because they don't have the resources (personnel) to support it. However, the IS Committee will want to know if he will present the as-is version. The question is whether HRA will fund part of John's trip? He needs to know before 28 Feb. John's boss says NG won't fund his trip, but agreed to ask up the chain when that chain is defined in NG's recent re-org. To date that chain is not defined and all indications are that NG will not fund the trip.</p> <p>One alternative is for John to go on his own nickel, arrange the to-be version with a Singapore university, charge a fee, hope for the best, but cancel if there are insufficient registrations to cover the cost. The spokesperson said to talk to the IS09 Committee about this alternative. John talked to the IS09 Chairman at the IW and</p>

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Report & Discussion

the Chairman is willing to provide one POC and advertise the tutorial, but can't provide any other resources. John has been emailing with the Chairman and the Chairman will provide cost estimates to John in a few weeks.

Thus, in summary, there are 4 possible versions, and maybe more:

1. The as-is 8 hour version with only a free registration (no HRA funding).
2. The as-is 8 hour version partially funded by HRA.
3. The 16 hour version partially funded by HRA.
4. The 16 hour version funded by John by charging a fee (no HRA funding).

Will HRA fund a portion of John's trip? Does HRA want to be involved as it was in IS07, and if so how? In prior emails regarding the IS08 in Amsterdam, Chris said HRA would consider \$2000.

NG will not fund any foreign symposia; this is their policy. John is working with the chairman of the symposium to figure out a cost estimate for a 2-day weekend tutorial. Based on the estimate, John will set a price for the registration fee to make sure he can at least break even. The tutorial will not be a conference event, but it will be associated with the conference; the university will advertise it and handle the funding, registration. Two options: 1) 8-hour version inside the conference, or 2) outside at tail-end of conference as a 2-day tutorial. In San Diego, we had 40 people attend. We do not know how much interest there will be in Singapore. If John covers it 100% alone, he will keep profits. In IS07, profits were split 50/50 with chapter and IS07. If HRA contributes to John's fees, there will be some profit sharing with the chapter, if there is any profit. Hotel fees are a few hundred dollars per night; no idea yet on cost of space, food, etc.

Board agreed that we cover John's travel, but if he makes a profit exceeding \$2000, he will return the \$2000 to HRA. The BoD would like to note that this is a special agreement because of the location of the event. The \$2000 will not be a precedent. John will have to decide on whether to do the 8-hour or the 2-day tutorial. John has agreed to book the airfare after he is certain that he will attend the conference and do the 2-day tutorial. Labor during John's time shall not be included as part of John's "expenses" when calculating the profit. Expenses for the profit calculation shall be based on actual costs, not per diem rates. John needs to provide complete documentation of the event (receipts, attendance rosters, etc.) to Sherry and the Board after the conference. John shall attend the conference (not just the training after the conference) as part of this agreement to represent HRA INCOSE.

> Engineers Club of Hampton Roads

There is an Engineer's Club on the Southside like the PEC is on the north side, and it covers ALL of Hampton Roads. John requests that HRA INCOSE get as involved in it as we are in the PEC. See the flyer extract below:

"On the Southside of Hampton Roads, the Engineers Club of Hampton Roads (ECHR) will host their 2009 Engineering Excellence Banquet on February 20, 2009. This annual event celebrates the achievements of Hampton Roads Engineers. It is the culmination of National Engineer's Week activities in the Hampton Roads area. All engineers are encouraged to attend regardless of discipline or membership. Come and enjoy the fellowship and camaraderie as they honor the outstanding engineers in our community. This years Engineering Excellence Banquet will be held at the Town Point Club in Norfolk. For tickets and information contact Rick Martinec at rmartine@vbgov.com or (757) 385-8339."

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Report & Discussion	
	<p><i>Tad will to introduce HRA-INCOSE to Rick Martinec of ECHR. (A/I #5)</i></p> <p>> <u>Kevin Forsberg's Travel Check</u></p> <p>At the IW, John reminded Kevin to please cash his travel check.</p> <p><i>Kevin 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. (A/I #6)</i></p> <p>> <u>NG Software Engineering Symposium Presentations</u></p> <p>John will present 2 tutorials and a paper at this symposium next week in LA.</p> <p>> <u>INCOSE LA Chapter Presentation</u></p> <p>John will present his IEEE and NIST published paper on "System of Systems Engineering (SoSE) and Family of Systems Engineering (FoSE) from a Standards, V-Model, and Dual V-Model Perspective" to the LA Chapter at their meeting next week in LA.</p> <p><i>John is working with the LA chapter in setting up for next Wednesday night, similar to what he did last May. NG will pay the cost.</i></p>
PEC Representative (2 minutes)	
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Becky's Corner	
Technical Committee	<p>> <u>Upcoming INCOSE Webinar</u></p> <p>Recommend attending the INCOSE webinar on February 18th from 11am-12pm EST. Garry Roedler will give a presentation on "What is ISO/IEC 15288 and Why Should I Care?" All past webinars are available for later viewing in the Product Area at www.incose.org.</p> <p><i>This is a must-see for all engineers.</i></p> <p><i>The next webinar series given by John will start either the end of April (23rd or 20th) or early May.</i></p>
Final Comments	<p>> <u>BoD Dinner Meeting for May</u></p> <p><i>Tad suggested having a BoD Dinner Meeting for the month of May instead of a telecon. (A/I #7)</i></p>

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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	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. We will table this discussion until after the Spring Conference.
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. <i>2/25/09—Bill will get options on shirts, prices, etc. We can finalize next month on how we'd like to proceed.</i>
1/21/09 #1	2/25/09	Sherry	<i>2/25/09</i>	<u>Tax Submission for Chapter Points</u> 1/21/09--Forward the tax submission email to Tad; to be included in next year's chapter points. <i>2/25/09—This action item is complete.</i>
1/21/09 #3	2/25/09	Kelly	<i>2/25/09</i>	<u>Events Info for Website</u> 1/21/09--Get information to Christy Mazza regarding those events that are secured on our calendar so she can keep our website up to date. <i>2/25/09—This action item is complete.</i>
<i>02/25/09</i> <i>#1</i>	<i>03/22/09</i>	<i>Mike</i>		<u>HRA-INCOSE Scholarship Flyer</u> – <i>Mike Podolsky will put together a flyer, similar to what we've used for conferences (request for application and essay).</i>
<i>02/25/09</i> <i>#2</i>	<i>03/22/09</i>	<i>Mike</i>		<u>University Partnership for Scholarship</u> – <i>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.</i>

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
<i>02/25/09 #3</i>	<i>03/22/09</i>	<i>Tad</i>		<i><u>HRA-INCOSE Equipment</u> – We always seem to be scrambling for certain items when we have dinner meetings. It was suggested that we look into purchasing equipment for the chapter (projector screen and laser pointer). Tad will get prices on a projector screen and a wireless mouse laser pointer and report at next month's meeting.</i>
<i>02/25/09 #4</i>	<i>03/22/09</i>	<i>Sherry</i>		<i><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.</i>
<i>02/25/09 #5</i>	<i>03/22/09</i>	<i>Tad</i>	<i>02/25/09</i>	<i><u>Contact ECHR</u> – Tad will contact Rick Martinec of ECHR to see if we can cultivate some type of relationship. 2/25/09—This action item is complete.</i>
<i>02/25/09 #6</i>	<i>03/22/09</i>	<i>Mike</i>		<i><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.</i>
<i>02/25/09 #7</i>	<i>03/22/09</i>	<i>Kelly</i>		<i><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.</i>

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Attachment A – Treasurer’s Report for February 2009

February 2009 HRA INCOSE Treasurer Report							
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement 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	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	
12/22/2009	BNK		Bank Service Charge		\$4.00	\$15,639.88	
1/5/2009	SUB	2633	Figen Baysal BOD Install/ Frames reimbursement		\$20.00	\$15,619.88	Balance As of 1-12-09 \$15,803.51
1/15/2008	ISP		Deposit Futron ck# 36181 (\$2000) Gold level Sponsorship 2008 Nov 4 OMNI Seminar	\$2,000.00		\$17,619.88	
1/15/2009	SEB	2634	PEC Banquet 23 tickets		\$920.00	\$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	
2/16/2009	ISP	2636	Spring 2009 MARC Incose Conference		\$2,000.00	\$14,379.88	
11/4/2008	STR	2628	Kevein Forsberg Travel (total = \$50 + 175 + 111 = \$336) Nov 4/ OMNI Seminar		\$175.00		

HRA Incose Conferences Acct							
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance
11/26/2008	ISP		Transfer from HRA Incose/ Open Acct	\$100.00		\$100.00	
12/31/2008	BNK		Bank Service Charge		\$4.00	\$96.00	\$96.00 12/30/2009
1/20/2009	ISP		CSRA Incose	\$500.00		\$596.00	\$596.00 1/30/2009
2/5/2009	ISP		Incose Orlando Chp	\$2,000.00		\$2,596.00	
2/5/2009	ISP		Southern MD Chapter Incose/ chk#795	\$3,000.00		\$5,596.00	
2/5/2009	ISP		The George Washington Univ.	\$500.00		\$6,096.00	
2/5/2009	BNK		First set /Check Order @\$98.00		\$98.00	\$5,998.00	
2/16/2009	ISP		HRA Incose Chapter	\$2,000.00		\$7,998.00	

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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 24, 2009	Dinner Meeting Kate Thomasson Probability of Project Success (PoPS)	Thai Erwan, Hampton Highway Yorktown, VA 5:30 – 8:00	Moses_kelly@bah.com
Mar 18, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
Mar 24, 2009	Dinner Meeting Melissa Soley Mission Engineering	Norfolk TBD	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	Moses_kelly@bah.com
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	VA Beach, TBD	Moses_kelly@bah.com
Jun 17, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
Jun TBD 2009	Dinner Meeting Josh Jackson Innovation	Suffolk, TBD	

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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, TBD	
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 Dec TBD	Board of Directors (BOD) Meeting Holiday Party	Teleconference TBD	

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Attachment C – Membership Report for February 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	12
2006 New Members	1	1	1	3	1	0	2	1	0	2	1	0	13
2007 New Members	0	0	0	1	0	1	0	1	0	1	1	2	7
2008 New Members	3	0	1	0	1	0	3	0	2	1	8	0	19
2009 New Members	4	0											4

Summary membership statistics are as follows:

- **Members Joined since January 20, 2009 = 1**
 - Kara Norman, Booz Allen Hamilton
 - norman_kara@bah.com
- **Members Transferred in since January 1, 2009 = 0**
- **Total Active Members as of February 20, 2009 = 93**

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

