

HRA-INCOSE BoD Meeting Minutes

Wednesday, June 17, 2009, 12:00 – 1:00 PM Teleconference

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1. Call To Order (1 minute)

The meeting was called to Order at *12:04pm*.

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	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		
Director at Large for Training and Education	John Clark		
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		

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 cannot attend the meeting.

Report & Discussion	
<p>President (4 minutes)</p>	<p>> <u>Holiday Party at Becky and Steve's House</u> <i>Becky said that it's okay if we have the Holiday party at her house this year. By September, she would like to secure the date. We have not yet agreed on a dollar amount for next week's meeting. Action: Bill will ask Becky how much money she anticipates needing, and then we will poll the BoD.</i></p> <p><i>At the last meeting, the BoD decided to increase the amount for the Wine & Cheese to \$600. This action has been added to last month's meeting minutes, which will be sent out soon.</i></p> <p>> <u>Fall Decision Analysis Conference Planning</u> <i>Covered in Programs section.</i></p> <p>> <u>Update on Scholarship Issues/Findings</u> <i>See University Liaison section.</i></p> <p>> <u>Telecon Number Reminder</u></p>
<p>Vice President (4 minutes)</p>	
<p>Treasurer's Report (7 minutes)</p>	<p>> <u>See Attachment A</u> <i>At the last dinner meeting, HRA paid for hors d'oeuvres and the dinner for the speaker, which have not yet been added to the spreadsheet in Attachment A1.</i></p> <p><i>Not included in Attachment A2 is a check from ACTEVA, a check from Chris Orłowski, and a check from a company called Artisan. The regional conference committee is in the hole because it cannot afford to pay the other chapters back what they have paid into the conference. Sherry is leaving it up to Karl the percentage that will be paid back to each chapter. Karl wants the ACTEVA account finalized before he makes a decision.</i></p>
<p>Secretary's Report (2 minute)</p>	<p><i>Nothing to report at this time.</i></p>

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Report & Discussion	
DaL – Programs (7 minutes)	<p>> <u>See Attachment B</u></p> <p>> <u>July Dinner Meeting</u> <i>Josh Jackson is requesting July 22nd for the Innovation dinner meeting in Suffolk. River Stone Chophouse was suggested, but Kelly thinks that it may be too expensive. Action: Ask BoD to suggest other options.</i></p> <p>> <u>Joint Activities with Society for Cost Estimating and Analysis</u> <i>Our chapter currently has no activities planned for August; however, the Society for Cost Estimating and Analysis invited us to attend a Tides Game with them in August. They are interested in supporting the DA Conference with their labor. This should allow us additional points for our Chapter Award submission.</i></p> <p>> <u>Decision Analysis Conference</u> <i>Signed Contract with OMNI for November 17 & 18. We made the decision to move the dates so it would not conflict with Veterans' Day. DA Conference Flier updated and send to Bill Olson <i>and Robin Smith</i> (TBD). Working with Futron (Jill Jahn) to coordinate Program Risk Management course offered November 19 at OMNI. <i>Futron will have separate registration for pricing of the training and contracting the space for the training. We will only assist them with advertising.</i></i></p> <p><i>Solidifying separate call for papers email with details of abstract and paper requirements (TBD). Kelly is considering 300 words as a limit for the abstracts.</i> Action: Kelly welcomes comments/suggestions from the BoD for the abstract and paper requirements.</p> <p><i>Current sponsorship commitment is BAH for \$1000. Working with Tad to determine price of conference attendance (TBD). BoD discussion to set pricing structure for conference. If we anticipate 60 folks attending (including speakers) and set aside roughly \$1000 for speaker gifts, we will likely have to charge \$100-120 for non-members and \$75 for members, plus a small fee for students. This is aimed at keeping the costs for the speakers free.</i> Action: Kelly will recheck her numbers (with the assumption that Futron will sponsor with \$1000). Figen has asked Kelly to take a look at the detailed reports in ACTEVA for the fees associated with previous conferences. Action: Figen suggested that Kelly ask Kevin for help (and sponsorship dollars) from Northrop Grumman.</p> <p><i>Working with Mike Podolsky to solidify student poster presentation competition (TBD). The OMNI has a few easels we can use, and lattice work that we can hang things from. If we rent easels, it will be \$10 each from Amy Lovings's supplier.</i> Action: Kelly will check with BAH, and has asked Robin/Michele to check with Futron to find out if they have any easels we can use. Action: Kelly will explore the cost of push-pin boards for posters. Action: Kelly will work with Mike to answer his questions on the poster presentation.</p> <p>Action: Figen has asked Kelly to take a look at the detailed reports to look at the fees for ACTEVA for previous conferences.</p> <p>> <u>June 20 is Wine and Cheese at Becky's</u> <i>See you there!</i></p>

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Report & Discussion	
DaL - Membership (4 minutes)	<p>> <u>See Attachment C</u> <i>We have 110 members!!</i></p>
DaL - University Liaison (2 minutes)	<p>> <u>Scholarship Fund</u> Does the BOD want to pursue the creation of a "HRA Foundation" to manage funds, judge, and award of scholarships? If so, who will participate on the HRA-INCOSE Foundation BOD?</p> <p>If no, does the BOD want to contribute to, or work with, the INCOSE International Foundation to support a scholarship for HS students in the Hampton Roads Area (award of \$2K to use at any college or university while enrolled in an engineering program)</p> <p><i>BoD wants to know what is involved in creating a "Foundation." We can email to discuss this further. We would prefer to make a decision when Mike and Tad are both available, possibly at the next BoD meeting.</i></p> <p>> <u>Poster Presentation</u> Do we not have a format for past poster presentations? I recall posters at past events. Will we be supplying tripods for the posters? If so, how many? Or, will the posters be table top tri-folds? If so, how many tables will be provided?</p> <p><i>Kelly has an aforementioned action to discuss this with Mike before the next BoD meeting. We would prefer to make a decision when Mike and Tad are both available, possibly at the next BoD meeting.</i></p>
DaL – Publication (2 minutes)	
DaL – Training & Education (4 minutes)	
PEC Representative (2 minutes)	
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Becky's Corner	
Technical Committee	
Final Comments	

5. Action Items (10 minutes)

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
9/23/08 #10	5/21/09 7/15/09	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—<i>We will wait for Tad to discuss this further.</i></p>
11/19/08 #12	09/30/09	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—<i>Michele will send Bill an email to request an update on this action.</i></p>
02/25/09 #1	03/22/09 07/15/09	Mike		<p><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).</p> <p>3/18/09—Will wait for Mike to proceed.</p> <p>4/15/09—Will wait as to how to proceed after discussing with Tad.</p> <p>6/17/09 – <i>We will wait for Mike to discuss this further.</i></p>
02/25/09 #2	03/22/09 06/17/09	Mike		<p><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.</p> <p>3/18/09—<i>Will wait for Mike to proceed.</i></p> <p>4/15/09—Will wait as to how to proceed after discussing with Tad.</p> <p>6/17/09 – <i>We will wait for Mike to discuss this further.</i></p>
02/25/09 #6	03/22/09	Sherry	06/17/09	<p><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.</p> <p>3/18/09—Sherry will work this (see above).</p> <p>4/15/09—Sherry left the meeting early.</p> <p>6/17/09—Close this. Kevin has been paid.</p>

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
04/18/09 #1	05/21/09 07/15/09	Figen Sherry		ACTEVA List - Figen will send the ACTEVA list to Sherry to make sure that all payments have been received with regards to the Spring Conference. <i>6/17/09—Sherry has emailed ACTEVA and expects to hear from them today or tomorrow.</i>
06/17/09 #1	07/15/09	Bill		<u>Holiday Party Funds</u> – Bill will ask Becky how much money she anticipates needing, and then we will poll the BoD.
06/17/09 #2	07/24/09	BoD		<u>July Dinner Meeting Location</u> – Suggest options in Suffolk other than the River Stone Chophouse.
06/17/09 #3	07/15/09	BoD		<u>DA Conference Abstract/Paper Requirements</u> – Kelly welcomes comments/suggestions from the BoD for the abstract and paper requirements.
06/17/09 #4	07/15/09	Kelly		<u>DA Conference Attendance Pricing</u> – Kelly will recheck her numbers for attendance pricing after reviewing the ACTEVA fees associated with previous conferences.
06/17/09 #5	07/15/09	Kelly		<u>Contact Kevin about NG Sponsorship</u> – Figen suggested that Kelly ask Kevin for help (and sponsorship dollars) from Northrop Grumman.
06/17/09 #6	07/15/09	Kelly/ Michele/ Robin		<u>BAH or Futron Easels for Poster Competition</u> – Kelly will check with BAH and has asked Robin/Michele to check with Futron to find out if they have any easels we can use for the poster competition.
06/17/09 #7	07/15/09	Kelly		<u>Cost of Push-Pin Boards for Poster Competition</u> – Kelly will explore the cost of push-pin boards for posters.
06/17/09 #8	07/15/09	Kelly/ Mike		<u>Discussion of Poster Competition</u> – Kelly will contact Mike to discuss the alternatives for the poster competition.

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Attachment A1 – Treasurer’s Report for June 2009

May 2009 HRA INCOSE Treasurer Report							
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance
		2642	Kevin Forsberg from 11-4-09 never cashed \$175 - see chk# 2628		\$175.00	\$14,018.88	
	ESIT	2640	to Tad Walls for Reception/ Beer Run		\$130.00	\$13,888.88	April Conference Loan
	ESIT	2641	Gourmet Gang Reception		\$1,692.99	\$12,195.89	April Conference Loan
	ESIT	2643	Eric Honour- Hotel Reimbursement		\$101.57	\$12,094.32	April Conference Loan
	ESIT	2644	Sarah Sheard for Tutorial		\$1,125.00	\$10,969.32	April Conference Loan
	ESIT	2645	Holly-Letty-Mann Tutorial		\$625.00	\$10,344.32	April Conference Loan
	ESIT	2646	Gabrielle Belle for Tutorial		\$625.00	\$9,719.32	April Conference Loan
	ESIT	2647	Joe Krupa CD Production		\$335.86	\$9,383.46	April Conference Loan
	ESIT	2648	John Walker for Domain Name/ Website		\$14.95	\$9,368.51	April Conference Loan
			Owe HRA for Ck# 2640 to Tad Walls for Reception/ Beer Run repaid w/ck#1007	\$130.00		\$9,498.51	Loan Repaid
			Owe HRA for ck# 2641 Gourmet Gang Reception repaid w/ck#1008	\$1,692.99		\$11,191.50	Loan Repaid
			Owe HRA for ck# 2643 Eric Honour- Hotel Reimbursement repaid w/ck#1009	\$101.57		\$11,293.07	Loan Repaid
			Owe HRA for ck# 2644 to Sarah Sheard for Tutorial repaid w/ck#1010	\$1,125.00		\$12,418.07	Loan Repaid
			Owe HRA for ck# 2645 to Holly-Letty-Mann Tutorial repaid w/ck#1011	\$625.00		\$13,043.07	Loan Repaid
			Owe HRA for ck# 2646 to Gabrielle Belle for Tutorial repaid w/ck#1012	\$625.00		\$13,668.07	Loan Repaid
			Owe HRA for ck# 2647 to Joe Krupa CD Production repaid w/ck#1013	\$335.86		\$14,003.93	Loan Repaid
			Owe HRA for ck# 2648 to John Walker for Domain Name/ Website repaid w/ck#1014	\$14.95		\$14,018.88	Loan Repaid
			Deposit \$433.00 from INCOSE Share	\$433.00		\$14,451.88	
4/15/2009		2649	Postmaster PO Box 907		\$26.00	\$14,425.88	
5/18/2009			Deposit From BAH for 2009 Fall Seminar at OMNI	\$1,000.00		\$15,425.88	
4/28/2009		2650	Tad Walls Reimbursement Projector Screen & Presenter Remote		\$210.00	\$15,215.88	
5/15/2009			May 2009 Service Charge		\$15.00	\$15,200.88	\$14,364.51

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Attachment A2 – HRA-INCOSE Conferences Account 2009

HRA IncoSE Conferences Acct								
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance	Bank Statement Date
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		
4/18/2009	ESIT	1007	Owe HRA for Ck# 2640 to Tad Walls for Reception/ Beer Run		\$130.00	\$6,281.80		
4/18/2009	ESIT	1008	Owe HRA for ck# 2641 Gourmet Gang Reception		\$1,692.99	\$4,588.81		
4/18/2009	ESIT	1009	Owe HRA for ck# 2643 Eric Honour- Hotel Reimbursement		\$101.57	\$4,487.24		
4/18/2009	ESIT	1010	Owe HRA for ck# 2644 to Sarah Sheard for Tutorial		\$1,125.00	\$3,362.24		
4/18/2009	ESIT	1011	Owe HRA for ck# 2645 to Holly-Letty-Mann Tutorial		\$625.00	\$2,737.24		
4/18/2009	ESIT	1012	Owe HRA for ck# 2646 to Gabrielle Belle for Tutorial		\$625.00	\$2,112.24		
4/18/2009	ESIT	1013	Owe HRA for ck# 2647 to Joe Krupa CD Production		\$335.86	\$1,776.38		
4/18/2009	ESIT	1014	Owe HRA for ck# 2648 to John Walker for Domain Name/ Website		\$14.95	\$1,761.43		
4/20/2009	IRMARC		Steven Northover/ ?Regina Northover or Non-member	\$250.00		\$2,011.43		
4/20/2009	IRMARC		Acteva: ck#119189/ dates 3-5 thru 3-20-09	\$2,382.36		\$4,393.79	\$2,632.36	
4/20/2009	IRMARC		Sherry Maclay	\$125.00		\$4,518.79		
4/25/2009	ISP		BAH ck# 164107 (on hold for 5 business days)	\$4,000.00		\$8,518.79		
4/25/2009	ESIT	1015	Tip for 2 workers from Gourmet Gang		\$100.00	\$8,418.79		
4/25/2009	ESIT	1016	Sherry Maclay Reimbursement/ Flowers(\$55) for Joe Krupa/ wife Sue: CD Manufacture, stamps, gas etc.		\$100.00	\$8,318.79		
5/1/2009	IRMAC		Dale Raney	\$125.00		\$8,443.79		
5/5/2009		1017	Karl Geist- reimbursement for his payment of hotel for Sarah Sheard as he had agreed		\$1,055.00	\$7,388.79	May 2009 Bank Statement Balance= \$7433.79	\$45.00

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Attachment B – HRA-INCOSE Program for 2009

HRA-INCOSE Program for 2009			
Date	Proposed Event	Location	RSVP and Contact
Jun 20, 2009	Wine and Cheese	Becky and Steve's House	Moses_kelly@bah.com
Jul 15, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
July TBD	Dinner Meeting Josh Jackson Innovation	Suffolk, TBD	Moses_kelly@bah.com
August 2009	Month Off ??		
Sep 16, 2009	Board of Directors (BOD) Meeting	Face-to-Face	Moses_kelly@bah.com
Sep TBD, 2009	Dinner Meeting Nadine Syrett & Dave Beals Opportunity Management at NASA (???)	Williamsburg	
Oct TBD 2008	Dinner Meeting TBD Presenter: Dave Dryer PhD or Abe Meiliech (???)	TBD	
Oct	Board of Directors (BOD) Meeting Conference focus of discussion	Teleconference / Face-to-face	
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 March 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							17

The chart below displays how many persons attend our dinner meetings over the course of the year.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Members	n/a	n/a	n/a	12								
Non Members	n/a	n/a	n/a	6								
Total	n/a	n/a	n/a	18								

Summary membership statistics are as follows:

- **Members Joined since June 15, 2009 = 2**
 - Paul Blessner
 - pblessner@cox.net
 - Stephen Hall
 - Stephen.r.hall@nasa.gov
- **Total Active Members as of June 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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Membership Trend

