

HRA-INCOSE BoD Meeting Minutes

Wednesday, March 18, 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 [12:02pm](#).

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	X	
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	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		

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>Spring '09 Conference</u></p> <p><i>Things are starting to come together, but registration is lower than expected, so anything we can do to get the word out would be helpful. The technical presentations look strong and we need to get some bodies behind it. Chris--Do we know what our obligations are? Karl will let us know. Figen would also like to volunteer for the Spring Conference and will send Tad the timeframes that she is available. Karl is just trying to gauge how many people are available to help.</i></p> <p>> <u>HRA-INCOSE Scholarship</u></p> <p><i>Mike Podolsky is not online, but we need to get started on this soon for the 2009 year. Mike pushed back on teaming with ODU because it restricts who could receive the scholarship and it may also drag the process out because they would need to be on the review committee.</i></p> <p>> <u>Purchasing equipment for the chapter</u> (screen and mouse/laser pointer pricing)</p> <p><i>Tad didn't bring specific information to this meeting. Screens have varying costs depending on the variety. Tripods cost \$200-3; rollups cost \$600-700, wireless mouse and laser pointer is \$100 (?). Board voted to go ahead with spending up to \$400 for equipment. Approved. Tad took an action to get this within next 60 days.</i></p>
Vice President (4 minutes)	
Treasurer's Report (7 minutes)	<p>> <u>See Attachment A.1 and A.2</u></p> <p>Both the HRA-INCOSE treasurer's report and the Spring Conference Financial report are included.</p> <p><i>Everything that has cleared the bank is in green. The balance is \$14,303. Sherry does not have Kevin Forsberg's contact information; Figen will forward Kevin's email address to Sherry.</i></p> <p><i>Reminder from Tad that someone left the last Chapter meeting without paying. We can ask the servers to bring each person a check. We can also state a reminder at each meeting that everyone will need to pay at the end of the presentation.</i></p> <p><i>Make checks out to HRA-INCOSE Conference Account for registration. Figen says that the registration page shows who to make the checks out to. A lot of people are sending in checks instead of registering online. The registration site says that people should try to register with checks.</i></p> <p><i>Please send Sherry any suggestions we have for keeping track for the conference money. She will send out a spreadsheet.</i></p>

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Report & Discussion	
Secretary's Report (2 minute)	<p>> <u>Chapter Awards Submission</u></p> <p>I have volunteered to send out the Chapter Awards Submission Spreadsheet with the meeting agendas each month (starting next month), requesting that BoD members fill-in and provide documentation for any possible points. This will keep the BoD aware of our points-status and serve as a reminder to get supporting information submitted.</p>
DaL – Programs (7 minutes)	<p>> <u>See Attachment B</u></p> <p><i>Kelly stated that robin and Michele are working to get metrics on who attends meetings.</i></p> <p><i>Next dinner meeting is March 31. Kelly has confirmed April meeting.</i></p> <p><i>Becky Reed confirmed 6/20 for wine and cheese. We can table discussion of sponsorship for this event for April (Ted suggests that we limit it to \$500.)</i></p> <p><i>Working with OMNI hotel for November 10-11 for the Decision analysis Conference. Week prior is also open, so we could switch weeks if there are any foreseeable conflicts. Election day is week before 10-11, so we need to try to keep away from that week.</i></p>
DaL - Membership (4 minutes)	<p>> <u>See Attachment C</u></p> <p><i>Membership is up to 99 people. To recap what Kelly said, we will start taking attendance at the dinner meetings.</i></p>
DaL - University Liaison (2 minutes)	<p>> <u>Newsletter</u></p> <p><i>We have a newsletter coming out in the next month or so. Robin requests bio and photos from new members. She forwards any responses to Tim.</i></p> <p>> <u>Career Days Write-Up</u></p> <p><i>Kelly is working with NASA POC to polish up report on NASA Career Days. Kelly will send the final copy to the entire BoD so that we can track it for points.</i></p>
DaL – Publication (2 minutes)	
DaL – Training & Education (4 minutes)	<p>> <u>CSEP Webinar</u></p> <p>Continued the webinar. Completed session 13 of 16. Next course will start late April or early May.</p> <p>> <u>IW09</u></p> <p>The presentations are at: https://connect.incose.org/eventarchive/default.aspx in the 2009 IW Folder.</p> <p>> <u>IS09</u></p> <p>Awaiting cost estimates from the IS09 Chairman for the 2-day Tutorial. Declined presenting the 1-day Tutorial based on 28 Feb deadline. Offered to substitute a different 1-day Tutorial if John goes to IS09. John doesn't recall agreeing not to include his labor as a cost.</p>

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Report & Discussion	
	<p><i>It's up to the chairman to decide on the option John offered. Sherry said that if John includes his labor, INCOSE cannot expect to recoup any of the \$2000. The BoD doesn't want John to factor in his labor cost for the calculation in whether or not he makes a profit. John will not go just to do the tutorial—he's going for the entire week; so he is only counting the tutorial time. John does not agree that he needs to stick to per diem. Sherry says that we should be able to depend upon John to be reasonable. Tad says we'll pay for his hotel and food up to per diem; labor should not be part of the cost factor, revenue will be registration fee for tutorial. Tad requested that John send an email to the BoD on how he plans to calculate his revenue and profit. Kelly reiterated that we do appreciate John's efforts and we do not want him to have to take a loss, which is why we are supplying the 2K. We don't want to cross any lines of the not-for-profit.</i></p> <p><i>John will propose something. He says he'll be lucky to find a hotel at per diem over there because there aren't very many. He will provide a cost estimate when he can flesh it out a bit more.</i></p> <p>> <u>HRA Chapter Meeting Locations</u> John appreciates Kelly's efforts to hold an equal number of meetings and conferences on the Southside as on the Northside.</p> <p>> <u>NG Software Engineering Symposium Presentations</u> John presented 2 tutorials and a paper at this symposium in LA.</p> <p>> <u>INCOSE LA Chapter Presentation</u> John presented a new version (soon to be published by IEEE) of his prior IEEE and NIST-published paper on "<i>System of Systems Engineering (SoSE) and Family of Systems Engineering (FoSE) from a Standards, V-Model, and Dual V-Model Perspective</i>" to a joint meeting of INCOSE LA Chapter and NGC Symposium attendees in LA. The presentation also was broadcast using the INCOSE webinar and telecon.</p> <p>> <u>IEEE International Systems Conference</u> John will present an Agile SE tutorial and the above paper at this conference next week in Vancouver BC.</p>
PEC Representative (2 minutes)	
Web Master (2 minutes)	
Chapter Brief from INCOSE	
INCOSE Contact	
Becky's Corner	
Technical Committee	Nothing new to report.
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	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. 2/25/09—Bill will get options on shirts, prices, etc. We can finalize next month on how we'd like to proceed. <i>03/18/09—Bill will talk to the guy who does the golf shirts when he's available.</i>
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). <i>3/18/09—Will wait for Mike to proceed.</i>
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. <i>3/18/09—Will wait for Mike to proceed.</i>
02/25/09 #3	03/22/09	Tad		<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>3/18/09—Close—BoD decided to make purchases up to \$400.</i>

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Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
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. <i>03/18/09—Sherry dropped off....</i>
02/25/09 #6	03/22/09	<i>Sherry</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>03/18/09—Sherry will work this (see above).</i>
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.

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Attachment A.1 – Treasurer’s Report for March 2009

March 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	
							Balance As of 12-11-08
11/27/2008	PEC	2631	PEC Dues 2008-2009		\$25.00	\$15,766.74	\$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 for Transfer		\$4.00	\$15,639.88	
							Balance As of 1-12-09
1/5/2009	SUB	2633	Figen Baysal BOD Install/ Frames reimbursement		\$20.00	\$15,619.88	\$15,803.51
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	Balance as of 2-10-09
2/23/2009	BNK		Refund of \$4 Bank Fee/ Transfer	\$4.00		\$16,383.88	\$17,463.51
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		\$20.00	\$14,343.88	
11/4/2008	STR	2628	Kevein Forsberg Travel (total = \$50 + 175 + 111 = \$336) Nov 4/ OMNI Seminar		\$175.00		

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Attachment A.2 – 2009 Spring Conference Financial Report

HRA Incoase Conferences Acct								
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance	Bank Statement Date
11/26/2008	ISP		Transfer from HRA Incoase/ 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 Incoase chk #1024	\$500.00		\$596.00	\$596.00	1/30/2009
2/5/2009	ISP		Incoase Orlando Chp chk #792	\$2,000.00		\$2,596.00	Deposited 2-6-09 total \$5,500	
2/5/2009	ISP		Southern MD Chapter Incoase/ chk#795	\$3,000.00		\$5,596.00	Deposited 2-6-09 total \$5,500	
2/5/2009	ISP		The George Washington Univ. chk# 2062732	\$500.00		\$6,096.00	Deposited 2-6-09 total \$5,500	
2/5/2009	BNK		First set /Check Order \$108.97		\$108.97	\$5,987.03		
2/20/2009	ISP		HRA Incoase Chapter deposit chk# 2636	\$2,000.00		\$7,987.03	Deposited 2-23-09 total \$2000	
2/21/2009	ISP		Chesapeake Chp Incoase chk # 456	\$2,000.00		\$9,987.03	Deposited 2-23-09 total \$2000	
2/23/2009	BNK		Refund of Bank Fee	\$4.00		\$9,991.03	\$9,991.03	2/27/2009
3/6/2009	ISP		WMA Chp Incoase chk# 1134	\$4,000.00		\$13,991.03		
3/11/2009	IRMARC		Jim Campbell ck# 6166	\$125.00		\$14,116.03		

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Attachment B – HRA-INCOSE Program for 2009

HRA-INCOSE Program for 2009			
Date	Proposed Event	Location	RSVP and Contact
Mar 18, 2009	Board of Directors (BOD) Meeting	Teleconference	Moses_kelly@bah.com
Mar 31, 2009	Dinner Meeting Melissa Soley Mission Engineering	Nawab Military Highway, Norfolk	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) Dinner Meeting	TBD	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	Moses_kelly@bah.com
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 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

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Sep TBD, 2009	Dinner Meeting Abe Meilich Modeling and Simulation	Suffolk	
Oct TBD 2008	Dinner Meeting TBD Presenter: Dave Dryer PhD	TBD	
Oct			
Nov 10 2008	Day One: <u>Decision Analysis Conference</u>	OMNI Hotel Newport News, VA	Moses_kelly@bah.com
Nov 11 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	TBD	

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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	12
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	21
2009 New Members	4	0	5										9

Summary membership statistics are as follows:

- **Members Joined since February 20, 2009 = 5**
 - Austin Bell
 - Abell025@odu.edu
 - Merrill Witzel
 - Witzell_merrill@bah.com
 - Melissa Soley
 - Soley_melissa@bah.com
 - Gilbert Lang
 - Glang@verizon.net
 - Joseph Price
 - Joe.price@cox.net
- **Members Transferred in since January 1, 2009 = 0**
- **Total Active Members as of March 16, 2009 = 99**

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

