

# HRA-INCOSE BoD Meeting Minutes

## Wednesday, September 16<sup>th</sup>, 2009, 12:00 – 1:00 PM Teleconference

### Table of Contents

1.	Call To Order (1 minute) .....	1
2.	Roll Call & Quorum (2 minutes) .....	1
3.	Perfect the Agenda (2 minutes).....	1
4.	BoD Member Reports—Old & New Business (45 minutes).....	1
5.	Action Items (10 minutes).....	4
	Attachment A – Treasurer’s Report for September 2009 .....	8
	Attachment B – HRA-INCOSE Program for 2009 .....	9
	Attachment C – Membership Report for September 2009 .....	10

### 1. Call To Order (1 minute)

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

### 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	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		
Director at Large for University Liaisons	Mike Podolsky		
Director at Large for Training and Education	John Clark	X	
Director at Large for Publications	<del>Tim Goodrich</del>		
Director at Large for Communications	Bill Olson		
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 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.

<b>Report &amp; Discussion</b>
--------------------------------

# HRA-INCOSE BoD Meeting Minutes

Wednesday, September 16<sup>th</sup>, 2009, 12:00 – 1:00 PM Teleconference

Report & Discussion	
<p><b>President (4 minutes)</b></p>	<p>&gt; <u>DA Conference Planning</u>  <i>Still underway. Abstracts and attendees slow to register. We have 4 abstracts and 1 registrant so far. Still up in the air on how to proceed. Abstracts are due by 9/25. We will assess where we stand at that point, and we may need to cancel the conference.</i></p> <p>&gt; <u>Closeout of Spring 09 Conf</u>  <i>Still holding the money. We need to return this to the chapters. <b>A/I#1: Tad will follow up with Karl.</b></i></p> <p>&gt; <u>Holiday Party – 19 Dec</u>  <i>Tad has worked with Becky to establish this date. We should see more from Becky on this soon.</i></p> <p>&gt; <u>2010 BOD Positions</u>  <i>Reminder that if you plan to vacate or change positions, you need to try to find a replacement for your current position. We may want to reach out to Bob Eure, who is a very active member of our chapter.</i></p> <p>&gt; <u>2008 Gold Circle Plaque</u>  <i>Tad received this in the mail and will give it to Chris for his presidency term last year.</i></p> <p>&gt; <u>Tad will cover Kelly's updates since Kelly will be on travel</u></p>
<p><b>Vice President (4 minutes)</b></p>	<p>&gt; <u>PEC EOY Package</u>            PEC EOY package is ready and Figen is waiting comments from Tad and Kelly. When she receives go ahead from them, she'll submit the package. We have time until October 1<sup>st</sup>. <i>Figen has organized Jerry Hill's package. The only weakness Figen sees is that he hasn't be very active in professional organizations over the past few years. Tad suggested that we ask Jerry to present at a dinner meeting or our DA Conference, so he can include that in his package. May see if he's interested in joining our BoD next year.</i></p> <p><i>We believe that the Doug Ensor Award criteria will be released October 1<sup>st</sup>. We will consider nominating Robin Smith. ☺</i></p>
<p><b>Treasurer's Report (7 minutes)</b></p>	<p>&gt; <u>See Attachment A</u>  <i>Sherry is working on her Master's degree and is asking the BoD to help find someone to take over as Treasurer.</i></p>
<p><b>Secretary's Report (2 minute)</b></p>	<p>&gt; <u>Possible Joint Activities with SWE</u></p> <p>&gt; <u>INCOSE Chapter Awards Points</u>            We need to setup a meeting to discuss our current Points posture. Is there a date that works for the BoD next month?</p> <p><i>Tad indicated that we still have time to pull all of this information together. Michele will follow up on her existing action to initiate a meeting with the BoD on this.</i></p>
<p><b>DaL – Programs (7 minutes)</b></p>	<p>&gt; <u>See Attachment B</u></p>

## HRA-INCOSE BoD Meeting Minutes

Wednesday, September 16<sup>th</sup>, 2009, 12:00 – 1:00 PM Teleconference

Report & Discussion	
	<p>&gt; <u>Guest Speakers</u></p> <p>Kelly has asked Nadine Syrett and Dave Beals if they want to be our guest speaker for Sept. <i>They may present "Opportunity Management."</i></p> <p>Josh is not looking promising.</p> <p><i>One of the VP's of BAH would like to give a dinner meeting in October for his perspective on SE.</i></p> <p><i>Figen will check with Kelly on what month might be good for Jerry Hill to present.</i></p> <p>&gt; <u>Decision Analysis Conference Update (November)</u></p> <p>Also report that we are receiving about an abstract a day beginning late last week for the decision analysis conference (YEAH!).</p> <p>We have one person registered (Virginia Beach resident ... local)</p> <p><i>(See Tad's comments above.)</i></p>
<b>DaL - Membership (4 minutes)</b>	> <u>See Attachment C</u>
<b>DaL - University Liaison (2 minutes)</b>	> <u>Scholarship Fund</u>
<b>DaL – Publication (2 minutes)</b>	

# HRA-INCOSE BoD Meeting Minutes

Wednesday, September 16<sup>th</sup>, 2009, 12:00 – 1:00 PM Teleconference

Report & Discussion	
<b>DaL – Training &amp; Education (4 minutes)</b>	<p>&gt; <u>TechAmerica SE Conference</u> John is currently attending the TechAmerica SE Conference in Indianapolis, where he is revising EIA-632 and leading the development of a Tech Reviews &amp; Audits guide/standard. <i>NG overhead is very tight nowadays, so this may be the last travel opportunity for John; but he'll keep trying! ☺</i></p> <p>&gt; <u>Systems and Software Technology Conference in Salt Lake City in April</u> SSTC has signed the SSTC-INCOSE MOA, Ralf Hartmann approved it, and sent it to Pat Hale for signature. Submitted a tutorial on Agile SE to the SSTC.</p> <p>&gt; <u>IEEE International Systems Conference in San Diego in April</u></p> <p>&gt; <u>Technical Committee</u> Continuing recruiting members of the Technical Committee.</p> <p>&gt; <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 at the Virginia Beach Hilton. <a href="http://www.sawe.org/files/2009ChesapeakeBayRegionalConferenceTraining.pdf">http://www.sawe.org/files/2009ChesapeakeBayRegionalConferenceTraining.pdf</a></p> <p>&gt; <u>CSEP Webinars</u> Current series will end October 22<sup>nd</sup>. The next series will start November 19<sup>th</sup>.</p> <p>&gt; <u>Outstanding Service Award</u> Received official notification of Outstanding Service Award announced at the 2009 IS in Singapore. See <a href="http://www.incose.org/about/hall/service.aspx">http://www.incose.org/about/hall/service.aspx</a>. We all share in this award.  <i>We will need to coordinate all of these activities with John because it gives points to our Chapter (Thanks John!)</i></p>
<b>PEC Representative (2 minutes)</b>	
<b>Web Master (2 minutes)</b>	
<b>Chapter Brief from INCOSE</b>	
<b>INCOSE Contact</b>	
<b>Becky's Corner</b>	
<b>Technical Committee</b>	
<b>Final Comments</b>	

## 5. Action Items (10 minutes)

## HRA-INCOSE BoD Meeting Minutes

Wednesday, September 16<sup>th</sup>, 2009, 12:00 – 1:00 PM Teleconference

Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
9/23/08 #10	<del>05/21/09</del> <del>07/15/09</del> <del>09/16/09</del> 10/14/09	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—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><i>09/16/09—Tad will address this within the next month.</i></p>
11/19/08 #12	<del>09/30/09</del> 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><i>09/16/09—Bill was absent from September meeting.</i></p>

## HRA-INCOSE BoD Meeting Minutes

Wednesday, September 16<sup>th</sup>, 2009, 12:00 – 1:00 PM Teleconference

Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
04/18/09 #1	<del>05/21/09</del> <del>07/15/09</del> <del>09/16/09</del> 09/30/09	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>08/19/09—Received last remaining check. Confirm with Sherry and then close action.</p> <p>09/16/09—<i>Sherry to reconcile Acteva records with our bank statements to make sure we received all of the funds from Acteva.</i></p>
08/19/09 #1	09/16/09	Tad	08/23/09	<p><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.</p> <p>08/23/09—<b>This is complete.</b> 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</p>
08/19/09 #2	09/16/09	Tad	08/19/09	<p><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.</p> <p>08/19/09—<b>This is complete.</b> Tad contacted Becky. The proposed date for the holiday party is December 19<sup>th</sup>.</p>
08/19/09 #3	<del>09/16/09</del> 10/14/09	Michele		<p><u>Request Roster form '08 Holiday Party</u> - Michele will ask Kelly who was at the INCOSE Holiday Party last year.</p>
08/19/09 #4	<del>09/16/09</del> 10/14/09	Michele		<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>
08/19/09 #5	<del>09/16/09</del> 10/14/09	Michele		<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>
08/19/09 #6	09/16/09	Chris	09/16/09	<p><u>Receipt of Gold Award</u> - Chris will check to see if he has already received it.</p> <p>09/16/09—<i>This is complete. Tad has received the award and will give it to Chris.</i></p>

## HRA-INCOSE BoD Meeting Minutes

Wednesday, September 16<sup>th</sup>, 2009, 12:00 – 1:00 PM Teleconference

Action Item Mtg Date & A/I #	Due Date	Assigned To	Finish Date	Title - Description
08/19/09 #7	09/16/09	John/Bill	08/19/09	<p>Member Participation in ISO/IEC Technical Report - John will send an email to Bill to forward to membership for participation.</p> <p>08/19/09—<b>This is complete.</b> John emailed Bill, and then Bill emailed membership.</p> <p><i>09/16/09—Comments not due for another week or two. John has provided comments to/through NG. Will ask 2 interested members to provide their feedback.</i></p>
08/19/09 #8	09/16/09 <i>09/30/09</i>	Sherry		<p><u>Return of Seed Money from Spring Conference</u> - Sherry needs to request seed money for spring regional conference.</p> <p><i>09/16/09—Sherry to track HRA INCOSE spring conference seed money and spring conference sponsorship funds to ensure they are returned to the HRA INCOSE account.</i></p>
<i>09/16/09</i>	<i>10/14/09</i>	<i>Tad</i>		<p><u>Closeout of Spring Conference</u> – Tad to touch base with Karl Geist on the status of closing out the spring conference financials.</p>

**HRA-INCOSE BoD Meeting Minutes**  
**Wednesday, September 16<sup>th</sup>, 2009, 12:00 – 1:00 PM Teleconference**

**Attachment A – Treasurer’s Report for September 2009**

September 2009 HRA INCOSE Treasurer Report							
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance
			MARC Owe HRA for ck# 2848 to John Walker for Domain Name/ Website repaid w/ck#1014	\$14.95		\$14,193.88	Loan Repaid
			Deposit \$433.00 from INCOSE Share	\$433.00		\$14,626.88	
4/15/2009		2848	Postmaster PO Box 907		\$28.00	\$14,600.88	
5/18/2009			Deposit From BAH for 2009 Fall Seminar at OMNI	\$1,000.00		\$15,600.88	
4/29/2009		2850	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		2851	OMNI Hotel Decisions Analysis Seminar Nov 2009		\$250.00	\$15,125.88	
5/29/2009		2852	Reimbursement for May 2009 Dinner Meeting/ SC Macley		\$90.00	\$15,035.88	\$15,274.51
7/19/2009		2853	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 Washington University Bronze Membership	\$500.00		\$15,384.38	\$15,378.22

September 2009 HRA IncoSE Conferences Acct								
Date	CAT	Chk Number	Item (Check No or Description)	Credit	Debit	Balance	Bank Statement Balance	Bank Statement Date
6/23/2009	RMARC		Acteva chk#122085	\$116.84		\$7,555.63		
6/23/2009	RMARC		Artisan Software Tools chk# 24658	\$200.00		\$7,755.63	June 30, 2009 Bank Statement = \$7755.63	
7/15/2009	RMARC		Acteva chk#124276	\$3,952.17		\$11,707.80		
7/24/2009	RMARC		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	

**HRA-INCOSE BoD Meeting Minutes**  
**Wednesday, September 16<sup>th</sup>, 2009, 12:00 – 1:00 PM Teleconference**

**Attachment B – HRA-INCOSE Program for 2009**

<b>HRA-INCOSE Program for 2009</b>			
<b>Date</b>	<b>Proposed Event</b>	<b>Location</b>	<b>RSVP and Contact</b>
August 26, 2009	Dinner Meeting John Clark Systems of Systems Engineering and Family of Systems Engineering	Alexander's on the Bay	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Sept 16, 2009	Board of Directors (BOD) Meeting	Telecon	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Sep TBD, 2009	Dinner Meeting TBD	TBD	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Oct TBD 2008	Dinner Meeting TBD	TBD	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Oct	Board of Directors (BOD) Meeting Conference focus of discussion	Teleconference / Face-to-face	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Nov 17 2008	Day One: <b><u>Decision Analysis Conference</u></b>	OMNI Hotel Newport News, VA	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
Nov 18 2008	Day Two: <b><u>Decision Analysis Conference</u></b>	OMNI Hotel Newport News, VA	<a href="mailto:Moses_kelly@bah.com">Moses_kelly@bah.com</a>
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	

**HRA-INCOSE BoD Meeting Minutes**  
**Wednesday, September 16<sup>th</sup>, 2009, 12:00 – 1:00 PM Teleconference**

**Attachment C – Membership Report for September 2009**

We will have an updated report in October.