

HRA-INCOSE BoD Meeting Agenda

Wednesday, July 15, 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) | 2 |
| 5. Action Items (10 minutes) | 5 |
| Attachment A1 – Treasurer’s Report for July 2009 | 8 |
| Attachment A2 – HRA-INCOSE Conferences Account 2009 | 8 |
| Attachment B – HRA-INCOSE Program for 2009 | 10 |
| Attachment C – Membership Report for July 2009 | 11 |

1. Call To Order (1 minute)

The meeting was called to Order at [12:06 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 | | |
| Treasurer | Sherry Maclay | | |
| Secretary | Michele King | | |
| 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 | 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 | | |
| 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.

[There weren't any changes to the agenda.](#)

HRA-INCOSE BoD Meeting Agenda

Wednesday, July 15, 2009, 12:00 – 1:00 PM Teleconference

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>Fall DA Conference Planning, Getting the Word Out</u> The planning for the Fall DA conference is going well. Bill Olson sent out a flyer via email. However, some of the Northrop Grumman employees are unable to view it because it was in a zip file. Bill will send an unzipped version in the near future. When INCOSE members disseminate information concerning the conference, Kelly Moses would like to know which organizations this information is passed too. ** Action for bill to send the files unzipped.</p> <p>> <u>Findings/Lessons Learned from Scholarship Investigation</u> Mike will brief at his section</p> <p>> <u>Holiday Party at Becky and Steve's in Dec</u> Becky and Steve agreed that we can have the Holiday Party at their home. They are requesting that we provide a date within the month of August. The intent is to commit to contribute the same dollar amount as last year, which was \$500. At the August meeting a decision will be made on the exact contribution amount.</p> <p>> <u>Protecting the HRA INCOSE Teleconference Number</u> In order to protect the Teleconference Number, we are advised not post the number on the Internet. If the agendas or minutes are posted, the number will need to be removed.</p> <p>> <u>Chapter Newsletter</u> Tim Goodrich has resigned from the Board of Directors due to personal conflicts. He still wants to work on the newsletter and plans on being involved in the chapter, if he is able.</p> <p>Chapter Points Awards Chapter Point structure is changing for submission this year. It will be more strict and more criteria. Discussion about the criteria at the August BoD. Michele was been doing a great job keeping spreadsheet of points.</p> <p>INCOSE is doing some training for new officers to see if officers are on the same page. As a look ahead for BoD next year, start thinking about positions and any vacancies.</p> |
| <p>f</p> | |

HRA-INCOSE BoD Meeting Agenda

Wednesday, July 15, 2009, 12:00 – 1:00 PM Teleconference

| Report & Discussion | |
|---------------------------------------|--|
| Treasurer's Report (7 minutes) | <p>> <u>See Attachment A</u></p> <p>The check out from Acteva—suggest INCOSE covers that so that process continues. Although, we are a little in the red, everyone complies on covering this check. This is the last remaining item on the Conference. Fall Conference Budget</p> <p>Kelly says we have 5 sponsors as oppose to 4. The numbers may adjust somewhat. The fee structure will change as well (discounts, students, presenters, posters). Figen and Kelly will need to get the structure into Acteva to get it going. With additional sponsorship the budget is \$120 for non members, \$60 for members, \$20 for students. With each paper, there will be up two free registration slots. Excess numbers will fall off to the buckets. Students presenting posters get in for free. Got food budget from Omni and it the pricing is pretty good.</p> |
| Secretary's Report (2 minute) | <p>There was nothing to report.</p> |
| DaL – Programs (7 minutes) | <p>> <u>See Attachment B</u></p> <p>The schedules for July and August have switched. Kelly still coordinating with Josh Jackson and he still wants to speak, but his schedule is tight. We need to think of a backup.</p> <p>A Baseball game is scheduled for August 4. RSVP is required.</p> <p>There is a face-to-face BoD meeting in September with flexible dates. Dave Beals and Nadine Syrett will speak at September' Dinner meeting. For October, still need confirmation. If Jackson and October falls through, we don't have anything in the queue. Need to brainstorm some possible plans.</p> <p>> <u>Decision Analysis Conference</u></p> <p>It is important to get the word out about this conference to anyone interested in Decision Analysis and/or Systems engineering. We also need speakers and sponsors. We are co-sponsoring with SCEA. As of now, we only have 1 abstract. Once we get a broader distribution, we hope to have more abstracts.</p> <p>Kelly and Figen are working on Acteva. As we receive papers, volunteers will be needed to review abstracts and papers and judge posters. If submissions are stagnant in September, then this will be issue that needs more serious attention.</p> |
| DaL - Membership (4 minutes) | <p>> <u>See Attachment C</u></p> <p>There weren't any new members added in the month of July.</p> |

HRA-INCOSE BoD Meeting Agenda

Wednesday, July 15, 2009, 12:00 – 1:00 PM Teleconference

| Report & Discussion | |
|--|---|
| <p>DaL - University Liaison (2 minutes)</p> | <p>> <u>Scholarship Fund</u> This is an official INCOSE foundation that does work putting scholarships together. If we want to create at Hampton level, need to form another foundation to do that. Need to figure out if we have money to donate and do a local level or tap into the national fund. The question is how hard it is to sit up our own foundation? There are some legal things to consider if we restrict to a particular area. It will take some leg work to do it right. Volunteers will be needed to sit on the HRA INCOSE board to do this foundation, distribute funds, and select winners. It will be involved. At national route, we would just contribute to their cause. If we do a local foundation, need to be on it now, to have it in place for 2010 graduates. We would need to set up application, thorough rules, and post information on our website. With the BoD focus on the DA conference, handling a foundation may be too much. Mike go to INCOSE site and look up the scholarship and see how they are set up. HRA INCOSE may just donate to INCOSE National.</p> |
| <p>DaL – Publication (2 minutes)</p> | |
| <p>DaL – Training & Education (4 minutes)</p> | <p>> <u>CSEP Training</u> Continued the CSEP Tutorial Webinar using the INCOSE Live Meeting and NGC SameTime tools. 15 sessions, Thursdays 1200-1400, thru November. Presented the 2-day CSEP Tutorial at Scitor, Inc., Herndon for Honourcode, Inc. Provided review comments to OUSD(Office of Secretary of Defense) on the draft Defense Acquisition Guidebook. Issued as an interim and will continue to work for next few months Participated in the TechAmerica Quarterly Working Group (WG) meetings in Manchester NH as a member of the G-47 WG developing the EIA-632A SE Standard and as the co-lead of the combined G-33/G-47 WG developing the Tech Reviews and Audits document. Point worthy Continued as co-lead of the technical committee of the IEEE International Systems Conference in San Diego in April 2010. Responded to request from ODU to conduct a “fireside chat” of the future of SE. Inquired of ODU regarding their plans to begin the CSEP Course this year. Submitted an abstract to the NDIA SE Conference this October in San Diego. Briefed the NG Corporate Learning & Development (L&D) Council (via VTC at NGNN) and presented a proposal to conduct multi-sector SE Training (continue CSEP training and add Stand on Standards, etc. training). Received the following email on 6/14/09 from Dave Walden, INCOSE CSEP PM, that the requirements for ASEP have changed: Dear Training Provider, This letter is being sent to you because a link to your training is provided on the INCOSE certification website as a courtesy to people interested in ASEP/CSEP preparation training. The Certification Advisory Group (CAG) made a recent change to the ASEP program that I wanted to be sure you were aware of so that your training materials can be updated appropriately.</p> |

HRA-INCOSE BoD Meeting Agenda

Wednesday, July 15, 2009, 12:00 – 1:00 PM Teleconference

| Report & Discussion | |
|---------------------------------------|---|
| | <p>Effective immediately, the ASEP program has been changed as follows:</p> <ul style="list-style-type: none"> - There is no longer any degree requirement (this was felt as too restrictive for an entry-level certification) - The one-year comp INCOSE membership has been eliminated - Applicants must be INCOSE members to apply (the requirement to retain their INCOSE membership for as long as they are an ASEP remains unchanged) - ASEPs now have up to 15 years to transition from ASEP to CSEP (this is to allow for the case where someone with no degree needs 15 years of experience, with at least 5 in SE, to qualify for CSEP) (the five year renewal for ASEP remains unchanged, so now they can renew at most two times) <p>An updated overview presentation is posted on the certification website that reflects these updates.</p> <p>Please ensure this information gets to your course designers and instructors.</p> <p>I appreciate your on-going support of the INCOSE certification program. Please feel free to contact me if you have any questions or need more information.</p> <p>Regards,</p> <p>Dave Walden, CSEP INCOSE Certification Program Manager</p> <p>Other things to note: Systems Conference in April in Salt Lake City to oversee the tract International Symposium is going on in Singapore Booz Allen is the now the world's leader in systems engineer and signed a letter with INCOSE to continue to qualify people for CSEP.</p> |
| 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)

| Action Item Mtg Date & A/I # | Due Date | Assigned To | Finish Date | Title - Description |
|------------------------------------|-------------|----------------|----------------|---------------------|
| | | | | |

HRA-INCOSE BoD Meeting Agenda

Wednesday, July 15, 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 | 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—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> |
| 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—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> |
| 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 – We will wait for Mike to discuss this further.</p> <p>7/22/09 Close until we decide what we want to do</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—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 – We will wait for Mike to discuss this further.</p> <p>7/22/09 Overcome by events.</p> |

HRA-INCOSE BoD Meeting Agenda

Wednesday, July 15, 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 | 05/21/09 07/15/09 | Figen Sherry | | <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. 6/17/09—Sherry has emailed ACTEVA and expects to hear from them today or tomorrow. 7/22/09 Evolve get remaining funds distributed to Karl and for Sherry to follow up on ACTEVA on the check. |
| 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. 7/22/09 Keep open until get the results |
| 06/17/09 #2 | 07/24/09 | BoD | | <u>July Dinner Meeting Location</u> – Suggest options in Suffolk other than the River Stone Chophouse. 7/22/09 closed |
| 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. 7/22/09 resolved. |
| 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. 7/22/09 Close action item. Kelly send email to Chris to make sure if NG wants to sponsor. |
| 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. 7/22/09 overcome by events |
| 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. 7/22/09 Overcome by events |
| 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. 7/22/09 – Overcome by events. |
| 07/22/09 #9 | 08/15/09 | Tad | | <u>Separate Meeting</u> – Tad to set up a separate meeting to discuss the Tutorial Guide. |

HRA-INCOSE BoD Meeting Agenda
Wednesday, July 15, 2009, 12:00 – 1:00 PM Teleconference

Attachment A1 – Treasurer’s Report for July 2009

| July 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 | \$15,285.88 |

Suggestion: HRA Deposit \$46.29 to MARC Spring Conference in order to help expedite the final disbursement. I have contacted ACTEVA again regarding this last check which has not arrived at the PO Box.

Attachment A2 – HRA-INCOSE Conferences Account 2009

| HRA Incoase Conferences Acct | | | | | | | | |
|------------------------------|--------|------------|--|------------|------------|-------------|--|---------------------|
| Date | CAT | Chk Number | Item (Check No or Description) | Credit | Debit | Balance | Bank Statement Balance | Bank Statement Date |
| 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 | | \$100.00 | \$8,418.79 | | |
| 4/25/2009 | ESIT | 1016 | Sherry Maclay Reimbursement/ | | \$100.00 | \$8,318.79 | | |
| 5/1/2009 | IRMARC | | Dale Raney | \$125.00 | | \$8,443.79 | | |
| 5/5/2009 | ESIT | 1017 | Karl Geist- reimbursement for his | | \$1,055.00 | \$7,388.79 | May 30, 2009 Bank Statement Balance= | |
| 6/22/2009 | IRMARC | | #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# | \$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 | | |

Have contacted ACTEVA again regarding the last check for \$46.29:

HRA-INCOSE BoD Meeting Agenda
Wednesday, July 15, 2009, 12:00 – 1:00 PM Teleconference

| Date of check | Check Number | Amount of check |
|---------------|--------------|-----------------|
| 6/1/2009 | 122923 | \$46.29 |

HRA-INCOSE BoD Meeting Agenda

Wednesday, July 15, 2009, 12:00 – 1:00 PM Teleconference

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 Meilich (???) | 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 | |

HRA-INCOSE BoD Meeting Agenda
Wednesday, July 15, 2009, 12:00 – 1:00 PM Teleconference

Attachment C – Membership Report for July 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 | 0 | | | | | | 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 | | n/a | n/a | | | | | n/a |
| Non Members | n/a | n/a | n/a | 6 | | n/a | n/a | | | | | n./a |
| Total | n/a | n/a | n/a | 18 | | n/a | n/a | | | | | n/a |

Summary membership statistics are as follows:

- **Members Joined since July 9 2009 = 0**
- **Total Active Members as of July 9, 2009 = 110**

HRA-INCOSE BoD Meeting Agenda

Wednesday, July 15, 2009, 12:00 – 1:00 PM Teleconference

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

