



Huntsville Regional Chapter of INCOSE Officers' Meeting Minutes March 31, 2005

1. Rick Leonard, President of HRC INCOSE, welcomed the attendees.
2. Walter Hammond or his designee will take minutes of the meetings, Rick Leonard/others to review these, and transmit approved version to Bob Robinson for publishing on our web-site.
3. Passing on announcements/eNotes from HQ to members, this continues from David A. Long [dlong@vitechcorp.com]
4. Internet and/or networking improvements ? Is this a Bob Robinson or David Long responsibility ??
5. Our Participation in the DOE SIG (Special Interest Group). Jerry has a bunch of mailings, they are trying to organize this group. INCOSE to participate ? LL/BP from the DOE perhaps ? Jerry on point to gather more information and get back to us.
6. INCOSE Treasurer position. Joel is retiring. He would like to leave by May 2005 and not renew INCOSE membership. We need to fill his job vacancy. There is a candidate—Eric Schacht, and Wanda has also identified somebody that could fill this role. NOTE: Wanda Carswell has the job description for Treasurer and she has write-ups for officer responsibilities & duties.
7. 2005 Alabama Chapter goals and plans. We have official notice that we got a “high” bronze award, Rick said we just missed getting a Silver award by a smidge. But we are shooting for a Silver Award for FY05.
 - The minutes, newsletter, and web-site are essential to getting a silver award.
 - Let Toney speak. Suggestion is to offer a good lineup at meetings, but this will not guarantee good meeting attendance. What about making our meetings “open” to non-members to boost attendance?
8. Training and conference announcements. We get a lot of points for putting up a booth. But the problem is we have to man it. Conferences are best if starting on a Tuesday or Wednesday.
 - o Future TEAMS participation. DAU had an extensive Technology Transfer workshop at TEAMS. But for INCOSE, too late now. Someone said the end of March is a “bad” time for scheduling a conference. But others said that our presence at TEAMS next year would be an excellent opportunity for showcasing INCOSE. Someone thought it was \$1000 for a booth for the whole week? A paid conference is better? The booth at Teams Week should be free for non-profits.
 - o Cost Estimating & Analysis. The new NASA Cost Estimating Handbook is excellent, you can download it from <http://www.CEH.nasa.gov> (381 pp., 25 MB full version). The recent Cost Risk Tutorial had excellent reviews from cost risk and program management types. Technical folks had mixed reviews. Society for Cost Estimating & Analysis (SCEA) was the sponsor.



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Rick Leonard highly recommends it—he will forward both presentations to Bob Robinson to put on the web-site ASAP.

- Risk Assessment, Risk Analysis area. Christian Smart, Ph.D. in mathematics could be a presenter on “Risk Analysis for Dummies”?
- Last year we attended the PMI conference. Project management professional class, was a fire-hose type thing. We threw around some ideas. We had six sessions for our PM prep class. PMI chapter agreed to provide volunteer instructors. . In the PMI case, they had been working with the Education Department at UAH. UAH to handle paperwork and basically everything else. To advance the Project Management as a Chapter. The class was \$895. administered through the Continuing Education department at UAH. We would get \$100 per student. We would get \$200. per student for student numbers over 20. PM Certification is viewed as a key factor in maintaining a competitive advantage. But our goal was only to have enough fund raising to cover our expenses. Lisa Strickland attended the class. What if we could offer a Scholarship ? If you became a member of the PMI chapter (about \$150), you could get a \$400. discount for a scholarship. PM certification requirements include some 60 hours CE per year. 110,000 nationally, certified PMPs. To get certified you have to go before a three-member board. Distinguish between licensing and certification. Distinguish between certification and a certificate. Competency requirements PMP certification only addresses the basic foundation. To advance the SE profession, if you had a 6-8 hour fundamentals review session on SE certification, for example, you could actually raise a significant amount of money. Tony elaborated that we are all over-worked—saying that he had to teach the whole 8-hour PMI class by himself. For PMI information go to <http://www.northalabamapmi.org>. \$65 per member renewal fee, but \$120. per year for non-members

9. Newsletter and Status. Walter is drafting the March newsletter-- two pages plus a list of officers. Ideas: we could render from minutes, announcements, bios, chapter events, who has done what, job openings, etc. Other ideas: introduce a people column, with bio. Solicitation for people, i.e., Sheri Masshah. Bio on each of the Officers, bios needed for the website also. We should put the old newsletters on the web page, in separate folders by calendar year and/or quarter?. They do not need to be extensive. As an example the PMI newsletter goes out to 1300 people each month. It costs \$250. each year for a web site expediter to publish, should we ? Bob will follow up on this.

10. Other issues. Jerry to look at booking a State Senator or Congressman. Jeff Enfinger. We need the local Al State Senator. We all check our brains and wrack our brains for boosting meeting attendance at INCOSE meetings. Tony said we should target the Government leadership. What about Gen. Pillsbury? We need a big draw of a



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Government speaker. Bill Craig. Few high level NASA people speak, Walter on point to provide a suggestion. PEOs and Bill Craig – candidates. Bill Waits in Systems Engineering. Will give us a brief overview of his book.

11. Richard Gallman with the Defense Acquisition University will be our April 21 dinner speaker. Voting on where to hold his DAU presentation:

- SAIC's Millennium Room - 9
- TBE's Training Room - 1
- Other - 1

12. Anything the membership would like to add? Tony supplied information on the Technology Training Corporation. Can they come? If we could sponsor and provide the facility, maybe we could sponsor them?. What about inviting Eric Honour? - Systems Architecture tutorial status. We need a Systems Architecture/Training course? Mark W Maier (author of a Systems Architecting textbook) would be good to invite, Bob is on point to check on his availability and willingness to speak to the Chapter.

Meeting adjourned 6:55 pm.