

Huntsville Regional Chapter of INCOSE Meeting Minutes July 19, 2007

1. Chester Williams, President of INCOSE HRC, welcomed the attendees who had gathered at the SAIC Millennium Room for this Semiannual Board Meeting. The meeting was opened at 6:00 PM
2. all board members introduced themselves: President Chester Williams, Vice President Bill Sowder, President Elect Larry Smith, Treasurer Eric Schacht, Government representative George Matty, Active Past President Rick Leonard, Past President Wanda Carswell, Membership Chair Bob Robinson, and Secretary John Jellicorse. Not in attendance were Industry Representative Jana Killebrew, and Academic Representative Dr. Paul Componation.
3. The first order of business as a presentation by the Engineers without Borders organization, describing their mission and the specifically their upcoming trip to Kenya to help a village improve their water supply. The EWB students and advisors, including current INCOSE Huntsville Chapter member and past Chapter Secretary, Walter Hammond of SAIC/bdSystems, came to the Huntsville Chapter's July Board Meeting with a presentation and an appeal for our support. They gave a power point presentation, handed out copies of recent newspaper articles, and discussed their cost goals and current status. Following the presentation and lively discussion, Chester thanked the group for coming to visit our chapter and they departed.
4. The board then discussed old business, which included.
 - Options for investment of Chapter Funds. We currently have approximately \$3K in checking and \$12K in savings. Annual operating expenses are around \$3K and the up front cost of putting on a tutorial is approximately \$6K. After discussion, it was motioned and seconded to place \$5K in a money market fund.

After discussion, the board the Huntsville Chapter of INCOSE agreed to sponsor UAH of Engineers Without Borders (EWB) student group with a check for \$1,000 to support their efforts.

5. New business was then opened and included:
 - Consideration for hosting another Tutorial this year. Main reason for discussion was to decide if we needed the points. Ideas included to have one on Risk Management or to hold a "mini" tutorial. Final decision was that the amount of time left in this year did not accommodate the effort it would take to put one on. The decision was to look at the January to April timeframe for next year.
 - Plans of the remaining speaker docket for this year. Bill Sowder agreed to talk in August. September and October were still open, while November was filled and December was the next Board Meeting. Chester will run the election as past president. Need to look for speakers for January, February and March now. Risk is to look at the list of UAH out of town professors. The ICNOSE speakers list does not have many good ones. Wanda to contact Beck Read to do a CSEP prep course.

- A review of the Chapter calendar. Handouts were provided. Discussed placement of Big Events including tutorials and Huntsville conference for next year.
 - Presenting a Chapter Recognition Award to Foster Perry. Foster is TBE manager and long time supporter of the Huntsville INCOSE Chapter. It was motioned, seconded and approved to provide a plaque at the next chapter meeting.
 - New Chapter Banner used for conferences and meetings.. Discussed need to redo due to poor condition. It was motioned, seconded and approved to obtain a new Chapter Banner. Wanda to have graphics done.
6. The next special topic was a presentation and discussion of the Chapter Awards Points Matrix by Larry Leonard. A handout with the points for the 2006 period was provided to provide a guide for discussion for this year's assessment.
 7. The meeting was adjourned at 7:45 p.m.