**Attendees:**

Mike Darby (MD)

John Collins (JC)

Marci Merrick (MM)

Jodi Grgich (JG)

Ron Klingler (RK)

Kirt Jamison (KJ)

Officer Reports (3 to 5 minutes each):

* President-Elect – TBD
  + **Still vacant**
  + **President-Elect assists president to prepare for future role**
  + **Do we have information on previous BoD positions?**
    - **JG: SEHOME may have information, but it is limited. A spreadsheet of BoD positions by year is needed.**
    - **MD: We have hard copies**
* Past President – Kirt Jamison
* Secretary – Devin Imholte
  + **Minutes will be published after iteration between Mike and Devin.**
* Treasurer – Vacant (budget status)
* Budget; Use of funds: community, iSTEM-related entities
  + **Position is still vacant – Kirt will be interim.**
  + **RK: Need to send out a notice regarding vacancy and encourage new-hires to participate on INCOSE BoD**
* Membership – Jody Henley
  + Process for renewal (Marci/Jody)
* Communications and Program – Marci Merrick
* Awards, “Chapter Development” – Phyllis King
* What is needed? Phyllis King: OneNote
  + **MD: Goal: Get “bronze” status**
  + **MD: Strategic plans are due “sometime in April”**
* Certification – John Collins
* Special Projects – Jodi Grgich
* Other ideas?
  + **iSTEM**
    - **Call for proposals is in November**
    - **ITC and ISU offer courses**
    - **Time and travel is not covered**
  + **Non-profit is another idea**
* President – Mike Darby
* SRC Website – photos
  + **Calendar is versatile**
  + **All currently filled BoD positions are updated**
  + **RK’s photo is forthcoming**
  + **Treasurer not updated**
* Chapter plans (Mike/Kirt)
  + **Brown-bag session for new people on INCOSE is needed**
  + **RK: All-hands meeting on April 28th can provide time for brownbag presentation**
  + **RK: A “Basics course” will be in FY17 once we have a significant amount of new-hires**
  + **RK: A 2-day course of system integration will be offered this summer**
* Filling vacant positions – Treasurer/President - Elect
* On-line training for Board Members
  + **Leadership training videos are available for viewing online**
* Spring Social? Golf/Frisbee Golf Scramble?
  + **Shooting? Golf?**
  + **RK’s home is available**
* **Eric Bell – Wet Division Director – Will be invited to future meetings**
* Actions –
  + **MD: Inquire INCOSE membership status to Jody Henley for all department members, not just BoD**
  + **MD: Inquire about a spreadsheet of BoD positions from previous years**
  + **JG: Complete a formal outline of special project (e.g. iSTEM) by May meeting**

Officer Training Unit 1 (26 min)

**Next Board of Directors Meeting is tentatively scheduled in May, 2016, at 11:30 a.m.**

INCOSE Snake River Chapter- Board of Directors FY-16

*President*

**Mike Darby**

*Past President*

**Kirt Jamison**

*Treasurer*

*Membership*

**Jody Henley**

*Awards*

**Phyllis King**

*Certification*

**John Collins**

*President – Elect*

*Secretary*

**Devin Imholte**

*Program*

**Marci Merrick**

*Communications*

**Marci Merrick**

*Special Projects*

**Jodi Grgich**

*INL Liaison*

**Ron Klingler**

Advisor

Nominations

Recruitment

Tracking

Bank Account/AP

Budget

Member Awards

Chapter Awards

Annual Report

Certification Support

PDU Support/Opportunities

Strategic Plans

Community Outreach

By-laws

Constitution

Reports/Minutes

Brown Bags

Special Events

Notifications

Website

Community Projects

Fundraising