International Council on Systems Engineering
Enchantment Chapter (New Mexico, University of Texas at El Paso [UTEP] Student Chapter and Texas Tech University [TTU] Student Chapter)
2025 Operating Plan

Digital Approval and Signature (January 27, 2025)
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Amy Moy
President

Digital Approval and Signature (January 27, 2025)
_____
Jennifer Giang
Vice President and President Elect

Digital Approval and Signature (January 27, 2025)
_____
Ann Hodges
Secretary

Digital Approval and Signature (January 27, 2025)
_____
Mary Compton
Treasurer

Contents

Purpose

This operating plan provides detailed activities for the INCOSE Chapter (hereafter called Chapter). The purpose of this operating plan is to outline the approach to achieving the Mission, Goals, Objectives, and Activities (initiatives) outlined in the Strategic Plan.

Operating Year

The fiscal and operating year of the Chapter runs from January 1 through December 31 of each year.

2025 Board of Directors and Responsibilities

The Chapter organization and responsibilities are presented below. The Chapter President is responsible for assigning tasks to accomplish specific activities and/or developing new committees as deemed required by the chapter by-laws. The current year's officers can be found on the Chapter's website at this link.

At any time, by a vote of the Board, non-elected, non-voting Committee Chairs and Committee Members may be appointed and encouraged to attend and be heard at Board and Strategic Planning meetings.

January 2025

Position	Duties
Board of Directors	The Board of Directors (BoD) shall consist of the President, Vice-President/President-Elect, Secretary, Treasurer, recent Past President, and four Directors at Large. The affairs of the Chapter shall be managed by the BoD under such rules as the BoD may determine, subject to the Bylaws. The BoD shall take the necessary actions to provide the day-to-day operations and management of the Chapter. Under this responsibility the BoD may, at its option, appoint non-voting committee members and chairs, Program Directors, and administrative staff; and approve contracting of administrative and support functions.
Immediate Past President Jose Parga	The Past President shall provide advice and counsel to the BoD and participate in Chapter business as a voting member of the Board. The Past President may, at their discretion and with Board approval, chair Chapter committees.
President Amy Moy	The President shall have general supervision of INCOSE Chapter affairs. The President shall preside at INCOSE Chapter meetings and at meetings of the BoD. The President shall represent the INCOSE Chapter with INCOSE. The President, as Director of Chapter Effectiveness, takes responsibility for the periodic review of Goal 4 activity progress evaluation, and recommendations for performance improvement if needed.
Vice President/President Elect Jennifer Giang	The Vice-President/President-Elect shall assist the President and shall assume the duties of the President when the President is unable to perform these duties. The Vice-President/President-Elect shall succeed to the position of the President upon completion of her/his term of office or if the President resigns. The Vice President shall serve on the Operations Committee and assist with committees and/or Chapter Awards as needed.
Secretary Ann Hodges	The Secretary shall prepare the minutes of the BoD meetings and shall maintain all permanent records. The Secretary shall provide communication between the BoD, the INCOSE Chapter membership, and INCOSE.
Treasurer Mary Compton	The Treasurer shall be responsible for the financial affairs of the Chapter. The Treasurer shall receive all funds paid to the Chapter and shall approve and make payment of all bills incurred by the Chapter as approved by the BoD. The Treasurer shall develop an annual operating budget and make quarterly financial reports to the BoD and make an annual report of the Chapter's financial affairs to INCOSE.

Directors at Large • Cheryl Bolstad • Greg Chavez • Quinn Fatherley • TBD	The Board may include some number of at-large voting Directors as it sees fit, subject to any Bylaw constraints.

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Activity	Responsible
Committee	**Chair**
Technical (TechCom)	Ann Hodges
Professional Development (PDCom)	Ann Hodges
Engagement (EngageCom)	Cheryl Bolstad
Operations (OpsCom)	Amy Moy/Jennifer Giang
Program	**Director**
Chapter Effectiveness	Amy Moy, Jennifer Giang
Circle Awards	Jennifer Giang, Quinn Fatherley
Communications (Website [using INCOSE-provided webpage templates, open and members-only], event notices [e.g., meeting invitations, Yammer])	Ann Hodges
Social Events	Mary Compton
Knowledge Management (Teams Repository)	Ann Hodges
Governance	Amy Moy
Newsletter	Jennifer Giang, Jose Parga
Membership Surveys	Cheryl Bolstad, Amy Moy
Professional Development & Programs	Ann Hodges
Regional Interaction Coordinator	Amy Moy, Jennifer Giang
Student Division UTEP	Sergio Luna
Student Division TTU	TBD
Webmaster	Ann Hodges, Gabe Moy
2025 WSRC	Team: Ann Hodges, Amy Moy, Jen Giang, Jose Parga, Raymond Wolfgang

Chapter Events

The Chapter holds monthly chapter meetings on the second Wednesday of each month; any deviation from this schedule will be announced on the Chapter Website. All monthly chapter meetings utilize a webinar capability to engage remote presenters and reach our chapter audience, which extends from El Paso, Texas to northern New Mexico and southern Colorado. The meetings are open to all INCOSE members and other interested individuals. Feedback is collected from Chapter membership in a periodic survey to monitor the performance of our meetings and selection of topics. Scheduling of monthly speakers is done at least 3 months in advance, providing a 3-month forward roster of scheduled speakers.

To support the Enchantment Chapter's UTEP and TTU student chapters, the Chapter strives to include an event focused on soliciting and addressing student-supplied questions.

January 2025

The Chapter aims to schedule at least one tutorial, typically a full day. The topics are derived from surveys of Chapter member interest, suggestions by Board of Directors members, and the availability of visiting experts in the systems engineering field. Tutorials are normally conducted at the Central New Mexico Community College Workforce Training Center. Special activities such as the Socorro Systems Summit will be supported as often as possible.

The Chapter typically offers two social networking events in the Spring and Fall. These events are open to Chapter members, the Chapter's student chapter members, and non-members. In addition to networking, it is an opportunity for new member recruitment and recognizing member accomplishments.

The Enchantment Chapter Board of Directors meets monthly, typically on the fourth Wednesday of each month. The Faculty Advisors of the Chapter's affiliated student chapters are also invited to attend the meetings as non-voting attendees.

Annual General Meeting Consideration

The Chapter Board has debated the concept of an Annual General Meeting (AGM), and concluded that a dedicated meeting, or even an AGM occurring at the conclusion of a monthly professional development meeting, would have little appeal or participation by the membership. So, with the AGM intent of reviewing Chapter accomplishments and plans and soliciting input from the membership, we opt to employ other mechanisms to the same ends.

Annually we hold a social where we review Chapter activities and accomplishments for the year, typically with a PowerPoint slide loop, and ask the attendees for any input they may have about the previous year or what they would like to see in the future. We also review the Chapter accomplishments in the Winter Newsletter, and we do an annual Membership survey asking for input on Chapter operational and strategic plan execution performance as well as suggestions for the future. Operational and strategic plans for the year are reviewed, revised, and posted each year no later than April 15.

Officer Training

New Officers and Directors are required to be trained. This is accomplished no later than the first quarter of a new Officer's/Director's tenure and certified by the Officer/Director with an email to the President testifying to the nature of the training and the date of training. Training occurs either at International Workshop and International Symposium training sessions, during an Enchantment Chapter Board of Directors meeting or by individual viewing of the INCOSE Officer training videos and materials.

Chapter Communications

Chapter events (including monthly meetings, tutorials, and social events) are announced via the Chapter website, through email distribution lists (using the appropriate INCOSE-supported Chapter members and leaders email lists, and a separate "information" email list), and in the periodic newsletter. The Chapter's public website is used to announce upcoming events, and as a repository for presentations and recordings of past Chapter meeting events, subject to authorization by the presenters. The Chapter also maintains a members-only website (hosted on INCOSE iNet).

Operating Plan

The Operating Plan is informed by the criteria contained in the INCOSE Circle Awards, which contains guidance for operational excellence. The Operating Plan is derived from the Chapter's Strategic Plan, and provides additional details on attaining the goals to achieve the Chapter Mission: *Provide professional development value to members*. For each goal, details are included for Need, Intent, Measures of Effectiveness (MOE), and Plan considerations.

Some Activities are present under multiple goals with different Needs, Intents, MOEs, and Plans aligned to a specific Goal. Parties responsible for each Activity are not designated specifically in this Plan, as a responsible party is named for each Goal, and specific activity tasks are determined by the Board periodically.

The beginning of the operating plan shows the four people responsible for reviewing and evaluating the achievement of the activities under their respective Goal. We don't put names to each activity as they change from time to time as Board members with the time and inclination agree to tackle activities in need of attention and are often other than the Goal-responsible party. The activities under Goal 4 include "Ensure that each Activity has an attentive responsible party." This fluid operational way that Board members have traditionally worked on accepting tasks in need of attention is a valued operating philosophy.

Activities for Goal 1: Contribute technically to Systems Engineering

Activity: Facilitate, support, and report on technical contributions of members and the Chapter to INCOSE, and to the larger engineering community.

Need: Knowledge of what would engage or increase technical contributions within the Chapter and to INCOSE. Member representation in regional events, e,g, Western States Regional Conference events. Increased interaction with regional organizations that provides benefit directly to the members involved, and to all members through a strengthened Chapter.

Intent: Select events to pursue and provide guidance and materials for effective member execution of selected events. These events may be outreach events or technical gatherings (workshops, mini-conferences).

MOE: Post-event feedback from event leaders evaluated for support effectiveness. Improved member leadership and management skills, and personal network growth; increased and diversified Chapter membership. At least three regional organizations express interest in learning more about the Chapter or systems engineering in general.

Plan: During the operational year the Board will select target outreach events, identify a Chapter responsible lead for each selected target, and assist the lead in securing a scheduled event. A value proposition for members to participate in or lead outreach events will be developed, consistent with the Chapter Mission and Goals. Outreach scenario suggestions will be developed. Materials from INCOSE will be obtained for use, and materials employed in completed events will be archived for reuse. Designated leads will develop an interaction plan, lead the event execution, and assemble MOE evaluation evidence. Contribute to Goals 1, 3, and 4. Will also involve tailoring INCOSE's value proposition statements for external organizations. Include discussion of value proposition in Chapter-initiated regional interactions. These may be with other INCOSE chapters, or external discussions.

Activity: Facilitate member collaboration with each other, and outside INCOSE

Need: Collaborative projects and workshops that engage Chapter members actively as participants.

Intent: Professional development through contributory engagement.

MOE: At least one active project or at least one collaborative workshop.

Plan: Develop ConOps for Chapter projects. Publish project ConOps and promote potential project plans and collaborative workshops in Newsletter. Identify and employ collaborative tools that facilitate remote project engagement. Initiate collaborative Chapter projects and collaborative workshop events. Contribute principally to Goal 3.

Activity: Facilitate larger INCOSE participation and certification.

Need: Membership awareness of INCOSE Western States Regional Conference (WSRC) events, WG topics, activities, participation methods, and the SEP certification program.

Intent: Expose and encourage Chapter membership to WSRC events, WGs and participation opportunities. Promote certification and means for obtaining certification.

MOE: Chapter participation in WSRC planning and attendance. Communicated coverage/breadth of WGs. Identify WG participation via informal survey of chapter membership, and observation at INCOSE events such as the International Workshop (IW) and International Symposium (IS). Also: count and trend-evaluation of SEP-certified Chapter members.

Plan: Newsletter and word of mouth will feature at least one WG in each issue. Coverage of relevant certification news and preparation events in Newsletter, at Chapter meetings, and on the Chapter website. Publish names of Chapter SEPs annually. Invite chapter members who are on WGs to present at chapter meetings. Emphasize the importance of WG participation to one's professional growth as well as networking. Contribute to Goals 2 and 3.

Activity: Support and encourage membership in INCOSE student chapters.

Need: Interactions with student organizations that provide benefit directly to the members involved, and to all members though a strengthened Chapter.

Intent: Professional development channel for student members; and enhanced and diversified Chapter membership.

MOE: Stable or growing membership in Chapter-affiliated student chapter(s). Addition of at least one more Chapter-affiliated student chapter.

Plan: Student division liaison(s) develop plan to maintain or increase membership. Provide professional development events free to student division members. Include discussion of chapter divisions in Chapter interactions with academia. Contribute to Goals 1 and 2. Host a dedicated meeting with he student chapters to exchange information: student chapters describe their university's SE programs and the Enchantment Chapter provides INCOSE guidance plus professional counseling and direction.

Activities for Goal 2: Be THE Go-To Place for Systems Engineering Professional Development

Activity: Provide varied and frequent professional development events and opportunities

Need: Educational and professional Chapter talk and tutorial events that are valued by the membership, well-attended, and properly archived for later use.

Intent: Identify member and employer interests that Chapter talk, and tutorial events can leverage to enhance professional development among the membership. Select monthly speakers and periodic tutorials that fit membership and employer interests. Plan, communicate, and archive event records for maximum-possible membership access.

MOE: Chapter event attendance, and evaluation of feedback from attendees.

Plan: Membership will be polled for specific interests early in each calendar year, and subsequently throughout the year as further feedback is deemed useful. Board members will conduct informal polling at their places of employment as well as other places where relevant access is available. Speakers and tutorial leaders will be engaged and invited to present on their SME areas. Contribute to Goals 2 and 4. Poll the membership for event timing preferences. Timing, publication, and archival of events will be completed; Webex and other online tools will be deployed as possible to facilitate remote attendance. Website and newsletter will be maintained.

Activity: Facilitate SEP certification

Need: Provide certification opportunities for Enchantment Chapter members and our larger SE community of practice.

Intent: SE Professional (SEP) certification provides recognition for standard SE knowledge, education and experience, and a method for continued professional development achieved through recertification.

MOE: Offer at least one SE certification events during the year. Number of new SEP certifications achieved during the year.

Plan: Determine interest in certification in Chapter member survey and by the Chapter's regional CAB companies (i.e., Sandia National Laboratories, Los Alamos National Laboratory, Lawrence Livermore National Laboratory). If sufficient interest exists (at least one CAB company or at least 5 members), determine a SEP exam proctor, and coordinate with INCOSE Central by filling out the application form at this link at least 3 months prior to the exam date. Conduct the exam following the INCOSE rules, and upload test results to INCOSE Central as directed by INCOSE.

Activities for Goal 3: Collaborative Engagement

Activity: Determine membership needs and interests

Need: Ascertain member interests. Knowledge of project activities that would attract member engagement.

Intent: Identify member interests that Chapter project activities can leverage to initiate projects and engage active participation, consistent with Mission and Goals.

MOE: Membership engagement in project activities.

Plan: Membership demographics will be analyzed for indications of potential interests. Membership will be polled for specific interests from time-to-time throughout the year. Interests will be solicited at Chapter events for follow-on related project activity. Proposals for Chapter projects will be published in the

> Newsletter to gauge interest through requests to participate. Active recruitment of project participants.

Activities for Goal 4: Maintain Reliable and Effective Chapter

Activity: Plan at Strategic and Operational levels.

> Need: A plan to achieve the Chapter mission that is managed for effectiveness.
>
> Intent: Officer-approved Strategic and Operating Plans developed early in the year and evolved subsequently as appropriate.
>
> MOE: Officer approval of annual plans by April 14.
>
> Plan: Yearly strategic planning session will review draft Strategic and Operating Plans. Subsequent refinement will be approvable by the Officers in time for Circle Award submission, should the Board decide to participate in Circle Awards. Plans will be further updated throughout the year if deemed necessary by the Officers. Contribute to Goal 4.

Activity: Review execution effectiveness for all goals.

> Need: Ensure that Activity execution meets effective Needs and Intents.
>
> Intent: Activity progress toward goal achievement is reviewed periodically by the Board, corrective action is taken if needed, and Chapter performance and resources are communicated to the membership.
>
> MOE: Polled membership evaluation that Plans are appropriate and are executed effectively.
>
> Plan: Ensure that each Activity has an attentive responsible party. Rotate through goal achievement-evaluation reviews at monthly Board meetings. Mitigate execution problems and refine the Plans as needed. Communicate the Plans and accomplishment to the membership in Newsletter and website. Conduct membership poll toward the end of each year assessing the value of accomplishments for the year. Contribute to Goals 2 and 4.

Activity: Ensure good operational practices.

> Need: Execution of good Chapter practices
>
> Intent: Board member diversity, effective Board meetings, consideration of circle award criteria, recognition of outstanding personal contributions to Chapter effectiveness.
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> MOE: Operationally effective Board membership and activity recognized in annual membership survey.
>
> Plan: Board succession planning, timely distribution of ballot & bios for elections, board meeting agendas distributed for comment one week prior to final agenda and board meeting, attention to circle award criteria as Chapter practice guidance, awards and letters of appreciation for notable Chapter service. Contribute to Goal 4.

Activity: Increase chapter effectiveness by cultivating a diverse board.

> Need: Active and interested Board members that can increase the effectiveness of our chapter.

Intent: Increase capability of Board and ability of Board to welcome many different types of professionals.

MOE: Board Member gender mix of 50% male and female, and Board Member organizational mix not disproportionately represented by any one organization relative to Chapter membership.

Plan: The board develops a candidate target list and identifies willing chapter members to run for board positions. The board will discuss these candidates and nominate them with a strong backing for the position during the election. Contribute to Goal 4.

Budget

Enchantment Chapter Budget -2025 - Initial

Quarter 1

Receipts	Estimated	Actual
Dues	$1,400.00	
Contributions		
Interest	$10.00	
Social Events		
Fundraising		
Sales of Items (list)		
Other (list)		
Tutorial Registration Fees		
TOTAL	$1,410.00	$0.00

Quarter 2

Receipts	Estimated	Actual
Dues		
Contributions		
Interest	$15.00	
Social Events	$250.00	
Fundraising		
Sales of Items (list)		
Other (list)		
Tutorial Registration Fees		
TOTAL	$265.00	$0.00

Quarter 3

Receipts	Estimated	Actual
Dues	$2,000.00	
Contributions		
Interest	$15.00	
Social Events		
Fundraising		
Sales of Items (list)		
Other (list)		
Tutorial Registration Fees		
TOTAL	$2,015.00	$0.00

Quarter 4

Receipts	Estimated	Actual
Dues		
Contributions		
Interest	$15.00	
Social Events	$250.00	
Fundraising		
Sales of Items (list)		
Other (list)		
Tutorial Registration Fees		
TOTAL	$265.00	$0.00

TOTAL - CY2025

Receipts	Estimated	Actual
Dues	$3,400.00	$0.00
Contributions	$0.00	$0.00
Interest	$55.00	$0.00
Social Events	$500.00	$0.00
Fundraising	$0.00	$0.00
Sales of Items (list)	$0.00	$0.00
Other (list)	$0.00	$0.00
Tutorial Registration Fees	$0.00	$0.00
TOTAL	$3,955.00	$0.00

Quarter 1

Expenses	Estimated	Actual
Board Expense (Strategic Planning Meeting facility rental and lunch)	$300.00	
Speaker Honoraria ($600 budgeted for July - December 2024 Speakers)	$600.00	
Social Events Spring Social		
Service Awards		
Travel		
Grants to others		
Fundraising expense		
Cost of Items Sold (list)		
Other (list)	$275.00	
Post Office Expenses		
Donations (INCOSE Foundation)		
Student Scholarship Fund University of Texas at El Paso (UTEP)	$500.00	
Student Scholarship Fund Texas Tech Univeristy (TTU)	$500.00	
Recruiting Event: Increase Awareness of Enchantment Chapter	$500.00	
Petty Cash (Miscellaneous Expenses for Quarter - List)	$125.00	
Tutorial Expenses (Spring)		
Tutorial Expenses (Fall)		
TOTAL	$2,800.00	$0.00

Quarter 2

Expenses	Estimated	Actual
Board Expense		
Speaker Honoraria	$600.00	
Social Events	$2,000.00	
Service Awards		
Travel		
Grants to others		
Fundraising expense		
Cost of Items Sold (list)		
Other (list)		
Post Office Expenses		
Donations (INCOSE Foundation)		
Petty Cash (Miscellaneous Expenses for Quarter - List)	$125.00	
Tutorial Expenses (Spring)		
Tutorial Expenses (Fall)		
TOTAL	$2,725.00	$0.00

Quarter 3

Expenses	Estimated	Actual
Board Expense		
Speaker Honoraria		
Social Events		
Service Awards		
Travel		
Grants to others		
Fundraising expense		
Cost of Items Sold (list)		
Other		
Post Office Expenses		
Donations (INCOSE Foundation)		
Petty Cash (Miscellaneous Expenses for Quarter - List)	$125.00	
Tutorial Expenses (Spring)		
Tutorial Expenses (Fall)		
TOTAL	$125.00	$0.00

Quarter 4

Expenses	Estimated	Actual
Board Expense		
Speaker Honoraria	$600.00	
Social Events	$2,000.00	
Service Awards		
Travel		
Grants to others		
Fundraising expense		
Cost of Items Sold (list)		
Other (list)		
Donations (INCOSE Foundation IW2026 Wine Soiree)	$100.00	
Petty Cash (Miscellaneous Expenses for All Quarters	$125.00	
Tutorial Expenses (Spring)		
Tutorial Expenses (Fall)		
TOTAL	$2,825.00	$0.00

TOTAL - CY2025

Expenses	Estimated	Actual
Board Expense	$300.00	$0.00
Speaker Honoraria	$1,800.00	$0.00
Social Events	$4,000.00	$0.00
Service Awards	$0.00	
Travel	$0.00	$0.00
Grants to others	$0.00	$0.00
Fundraising expense	$0.00	$0.00
Cost of Items Sold (list)	$0.00	$0.00
Other (list)	$0.00	$0.00
Post Office Expenses	$275.00	$0.00
Donations (INCOSE Foundation)	$100.00	$0.00
	$500.00	$0.00
	$500.00	$0.00
	$500.00	$0.00
Petty Cash (Miscellaneous Expenses for All Quarters	$500.00	$0.00
Tutorial Expenses (Spring)	$0.00	$0.00
Tutorial Expenses (Fall)	$0.00	$0.00
	$8,475.00	$0.00

Native format for 2025 Chapter Budget:

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Operating Policies

The following policies have been adopted by the INCOSE Enchantment Chapter Board of Directors. These policies may be revised by future actions of the board and will be updated in future editions of this Operating Plan.

1. VOTING BY EMAIL AND SPECIAL MEETINGS: Voting by email is generally discouraged as it does not comply with Robert's Rules of Order (RONR). Instead, a Special Meeting is the preferred method. However, voting through email may be permitted for special topics if a motion is brought forward by a single board member.
   a. To call a **special meeting**, the president & secretary send a **notice** to all board members naming the exact **motion** to be considered, and the **time and date**. The board would require a **quorum** to show up in person or on the phone at the appointed time and approve the motion. This approval would be added to the meeting minutes as a special meeting of the board.
   b. If a board member brings a motion for a special topic to be voted on through email the board will follow a best practice adopted by other groups, namely: that ONLY quorum is sufficient for email approval. Board members must send a "yes" vote to the Secretary. If the quorum is achieved, the decision can proceed. Further, the decision must be ratified by the board at the next scheduled board meeting.
2. ADVERTISING IN NEWSLETTER: The chapter newsletter will not accept advertising that promotes for-profit events and products. Exceptions to the policy allow appropriate INCOSE sponsored events that may be for-profit, such as SEP training, any-Chapter sponsored events, products offered by INCOSE and any-Chapter.
3. PETTY CASH BUDGETS: As indicated in the annual budget in this Operating Plan, the Treasurer has a petty cash budget to accommodate small expenses that do not full voting.
4. INTERIM BUDGET REQUESTS: Any item brought to the board for approval that entails expenditure shall be presented to the board with a Summary Budget Request. The format for the request is shown below. Approved requests are provided to the Treasurer and filed with the minutes of the board meeting to allow accountability and traceability.

INTERIM BUDGET REQUEST

Specific Objective of this Request – Example: Meet with Dr. X, chair of the Electrical Engineering Department at XX Tech to investigate a joint effort to stand up a systems-oriented cross-departmental program at XX Tech

Strategic Goal Area Supported – Example: Goal 1 Outreach

Goal Area Director Endorsement – Example: <goal director's name> endorses.

Metrics – Example: initial assessment of opportunity presented to board; initial plan, action list & milestones schedule if board approves moving forward based on positive assessment; list of named contacts at XX Tech engaged with INCOSE board.

Activities – Example: Dinner meeting with Dr. X; potential follow-up meetings in Albuquerque and/or City X; presentation of plans or options to board.

Requested Budget – Example: initial business dinner for up to four board members and Dr. X - $100; potential follow-up business meal in City X for three board members, Dr. X, and two other XX Tech officials - $120; miscellaneous materials of supplies (buffer) $30; total request NTE $250.

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5. SPEAKER HONORARIA: The Chapter offers an honorarium of $100 to speakers. When a speaker declines the honorarium, it is donated to the INCOSE Foundation. The speaker has two weeks to respond to the speaker honoraria email, if no response is received then the honorarium is automatically donated to the INCOSE foundation.