INCOSE-HRA BoD Meeting Minutes
Changes can be proposed by any BoD member, but require the President's approval or a ¾ majority vote of those present to be added.

Date: THU 15SEP16	Time: 12 PM – 1 PM	Location: Teleconference

1. Call To Order

The meeting was called to order at 12:01 PM EDST by Secretary Chad Peyton.

2. Roll Call & Quorum

A simple majority of Chapter Officers (7) is required for a Quorum. 8 out of 14 plus one guest were present.

Officer	Name	Present
1-President	Mary Stuczynski	Yes
2-Vice President	Ben Hudson	Yes
3-Treasurer	Figen Baysal	No
4-Secretary	Chad Peyton	Yes
5-Past President	Dennis Perry	Yes
6-Director at Large for Programs	Comfort Bell	Yes
7-Director at Large for Membership	Mary Claire McLaughlin	No
8-Director at Large for University Liaison	Dr. Holly Handley	Yes
9-Director at Large for Corporate Liaison	Bettina Soost	Yes
10-Director at Large for Government Liaison	Tammy Blaser	Yes
11-Director at Large for Publications	Kelly Moses	No
12-Director at Large for Training and Education	John Clark	No
13-Director at Large for Communications	Duron Shearn	No
14-Webmaster	Jeff Rowell	No
Members and Invited Guests in Attendance	**Name**	**Organization**
1	Bre'Shauna Brown DaL-Programs Backup	NNS

3. Topics and Discussion

1. Chad, Ben, and Tammy discussed the THU 01SEP16 NASA-LaRC/INCOSE-HRA Workshop Committee Kickoff Meeting. Comfort asked why NASA did not provide a budget for the Workshop. Tammy said that we need to make a Goals and Objectives list, agree on it, and take it to the next Workshop Committee Meeting.
2. Dennis said that he will get with Dwight to get an update on the new INCOSE-HRA logo before the next meeting.
3. Mary said that she still wants to do the picnic this fall. Ben and Dennis will help with the Picnic Committee. Mary is to create a supplier spreadsheet.
4. With regards to updating the 2016 Chapter Plans, Ben said that he wants individual BoD members to volunteer to update specific plans. Chad ask what deadlines for points we have missed. Ben said that he needs help uploading event flyers and other artifacts to INCOSE CONNECT.
5. With regards to the 2017 BoD Officer elections, Dennis suggested sending out a spreadsheet to the BoD members consisting of the BoD positions, who still wants their current position, who wants a new position, and the available open positions. Ben said that the BoD needs Officers from organizations other than Newport News Shipbuilding.
6. With regards to the 2016 Member Survey, Ron Murray has an ASQ survey that we could use as a template.
7. Chad suggested that for 2017 we establish a goal of having a Collaborative Dinner Meeting once a quarter.
8. Ben proposed Motion **M-SEP16-2**. It was seconded and tabled until the OCT BoD Meeting.
9. Comfort discussed the WED 14SEP16 INCOSE-HRA/ASQ Hampton Roads Section Collaborative Dinner Meeting. He said that we need to work on logistics items between the organizations before a future meeting. He said that it was a good collaborative meeting. He wants a Lessons Learned document, possibly in the form of a checklist. Chad asked Dennis for a list of ASQ members who could be speakers for future Collaborative Dinner Meetings with ASQ. Chad said that we should consider other technical societies for 2017 Collaborative Dinner Meetings. Dennis suggested creating a Checklist for conducting a Collaborative Dinner Meeting.
10. Chad suggested that the NOV BoD Meeting be in-person to plan the Q1 2017 events (Dinner Meetings, Social Events, and BoD Meetings). He suggested that events be minimized in FEB 2017 due to snow. He also suggested having a Spring Picnic.
11. The BoD discussed Motion **M-JUL16-2**. It was seconded, but **not carried**.
12. The BoD discussed Motion **M-AUG16-2**. Holly discussed content versus distribution of content and suggested re-naming the Director at Large for Publications as the Director at Large for Social Media. Bre'Shauna said that she will talk to Jeff about the level of work required to be the Webmaster. She also wants to talk to him about which social media options to consider. She said that she is still interested in the Social Media position. See Action Item **AI-AUG16-1**. The Motion was **not carried**.
13. Ben proposed Motion **M-SEP16-3**. It was seconded and tabled until the OCT BoD Meeting.

4. Motions			
Number	**Seconded**	**Carried**	**Discussion**
M-JUL16-1	*	*	Approve Chad's proposed 2017 BoD Meeting Schedule. (From Chad.)
M-JUL16-2	X	**Not Carried**	Merge the Director at Large for University Liaison, Director at Large for Corporate Liaison, and Director at Large for Government Liaison into one position. (From Duron.)
M-AUG16-1	X	X	Approve Minutes from the THU 16JUN16 and THU 21JUL16 BoD Meetings. (From Chad.)
M-AUG16-2	X	**Not Carried**	For the 2017 BoD and beyond, change the title of the Webmaster to Director at Large for Social Media. (From Chad.)
M-SEP16-1	X	X	Approve Minutes from the THU 18AUG16 BoD Meeting. (From Chad.)
M-SEP16-2	X	**	Nominate Mary Claire McLaughlin for Young Engineer of the Year for the Peninsula Engineering Council. (From Ben.)
M-SEP16-3	X	**	Keep the Webmaster and proposed Director at Large for Social Media as two separate positions. (From Ben.)
*Postponed due to time constraints. **Tabled until the OCT BoD Meeting.			

5. Action Items					
Number	**Proposed By**	**Date Created**	**Assigned To**	**Due Date**	**Title – Description Updates**
AI-MAY16-1	Mary Stu.	THU 19MAY16	Mary Stu.	THU 16JUN16	Research the process for charging for advertisements in the Chapter Newsletter. JUL 16 Update: The task has not been completed. AUG16 Update: The task has not been completed. SEP16 Update: The task has not been completed.

					5. Action Items

Number	Proposed By	Date Created	Assigned To	Due Date	Title – Description Updates
AI-MAY16-2	Mary Stu, Figen, and Ben	THU 19MAY16	Figen, Ben, and Mary Stu.	THU 16JUN16	Take a copy of last month's BoD Meeting to the bank to remove the names of former BoD members that are still on the account. JUL16 Update: The task has not been completed. AUG16 Update: The task has not been completed. SEP16 Update: The task has not been completed.
AI-MAY16-3	Jeff	THU 19MAY16	Jeff	THU 16JUN16	Research creating a photo section of the website. JUL16 Update: The task has not been completed. AUG16 Update: The task has not been completed. SEP16 Update: The task has not been completed.
AI-JUL16-1	Chad	WED 20JUL16	Mary Stu.	SUN 14AUG16	E-mail a copy of the draft survey to the rest of the BoD for Review. AUG16 Update: The task has not been completed. SEP16 Update: The task has not been completed.

5. Action Items					
Number	Proposed By	Date Created	Assigned To	Due Date	Title – Description Updates
AI-JUL16-2	Chad	WED 20JUL16	All BoD Officers except Mary Stu.	WED 17AUG16	Provide inputs to Mary Stu. for the draft survey. AUG16 Update: The task has not been completed. SEP16 Update: The task has not been completed.
AI-JUL16-3	Duron	THU 21JUL16	Ben, Comfort, and Duron	N/A	Post scheduled events to the INCOSE calendar. AUG16 Update: The task has not been completed. SEP16 Update: The task has not been completed.
AI-JUL16-4	Comfort	THU 21JUL16	Comfort	THU 18AUG16	Provide details of the WED 14SEP16 Dinner Meeting with ASQ to the BoD and the Chapter members. AUG16 Update: The task has not been completed. SEP16 Update: The Dinner Meeting was held on WED 14SEP16, so this Action Item is now considered COMPLETED.

5. Action Items					
Number	Proposed By	Date Created	Assigned To	Due Date	Title – Description Updates
AI-JUL16-5	Tammy	THU 21JUL16	Tammy and Duron	THU 18AUG16	Notify NASA LaRC of the BoD's decision to accept their invitation to hold a Conference with them. Schedule a kickoff meeting/pizza lunch. AUG16 Update: The task has not been completed SEP16 Update. The Workshop Committee Kickoff Meeting was held on THU 01SEP16. This Action Item has been **COMPLETED**.
AI-JUL16-6	Duron	THU 21JUL16	Duron	THU 18AUG16	Give the BoD an update of using WEBEX to conduct future BoD and Dinner Meetings. AUG16 Update: The task has not been completed. SEP16 Update: The task has not been completed.

5. Action Items					
Number	**Proposed By**	**Date Created**	**Assigned To**	**Due Date**	**Title – Description Updates**
AI-AUG16-1	Chad	THU 18AUG16	Bre'Shauna and Jeff	~~THU 15SEP16~~ THU 20OCT16	Decide which two social media platforms (Facebook, LinkedIn, Twitter, YouTube, etc.) that INCOSE-HRA will implement starting in JAN17. (SEP16 update: Chad: Pending BoD approval of their choices.) Contact INCOSE-Proper and INCOSE-Americas to see if INCOSE-HRA can generate income from our social media sites (selling ads, providing links to other websites, posting sponsored content, etc.). If so, does INCOSE-HRA have to split the income with INCOSE-Proper and INCOSE-Americas Sector?

		6. SE in Action Links to articles, papers, etc. that show the application of Systems Engineering, SE training, SE certification, SE professional development, etc.	
Number	**From**	**Link**	**Description/Application to Systems Engineering**
1	Chad	http://theinstitute.ieee.org/ieee-roundup/blogs/blog/could-augmented-reality-games-have-a-positive-impact	Article about augmented reality.
2	Chad	http://theinstitute.ieee.org/career-and-education/startups/modiface-is-transforming-the-beauty-industry-with-augmented-reality	Article about augmented reality.
3	Chad	http://seir.sei.cmu.edu/sheard/Sheard12Roles%20199.pdf	Twelve Systems Engineering Roles. From the INCOSE Facebook page.
4	Chad	http://www.incose.org/symp2016/videos	Selected videos from INCOSE IS 2016.
5	Chad	http://www.solidthinking.org/	Founder Mack McKinney attended the TUE 26JUL16 Dinner Meeting.
6	Chad	http://santafe.edu/	Santa Fe Institute. Mentioned at the TUE 26JUL16 Dinner Meeting.
7	Chad	http://spartan.ac.brocku.ca/~pscarbrough/dfca1stmod/dfc/dfcst.html http://www.cs.odu.edu/~mln/ltrs-pdfs/conf-35-aace.pdf https://www.linkedin.com/in/designforvalue	Articles and items from and about Edwin Dean (First Five Founding Member-INCOSE HRA).
8	Chad	http://www.bloomberg.com/news/videos/2016-09-21/the-engineer-who-made-panda-express-a-food-court-staple	Talked about having a system and using Systems Engineering to scale Panda Express.

7. Adjournment
The meeting was adjouned at 12:58 PM EDST by Secretary Chad Peyton.

Attachment A – Chapter Points Summary for AUG 2016
No input was given for this section.

Attachment B – Financial Report Same as AUG16. No new input.						
Date	Check Number	Description	Categories	Credit	Debit	Balance
11/30/2015		Counter deposit	Contributions	$140.00		$13,023.59
12/21/2015		BB&T service charge	Board Expense		$4.00	$13,019.59
1/14/2016	2779	PEC Dues	Board Expense		$25.00	$12,994.59
1/28/2016	2781	Aberdeen Steakhouse-2016 BOD installation meeting	Board Expense		$613.64	$12,380.95
		BB&T service charge	Occupancy		$4.00	$12,376.95
		BB&T service charge	Occupancy		$4.00	$12,372.95
2/25/2016	2782	PEC Banquet Dinner for BOD	Board Expense		$175.00	$12,197.95
3/11/2016	2783	Mary Stuczynski-TSEF award gift cards	Grants to others		$50.00	$12,147.95
3/11/2016	2784	Ben Hudson-Feb speaker dinner & gift	Meetings		$40.25	$12,107.70
3/6/2016	2786	Comfort Bell-March guest dinner	Meetings		$30.00	$12,077.70
4/7/2016	2787	Figen Baysal-PO box renewal	Occupancy		$48.00	$12,029.70
3/30/2016		INCOSE chapter payments	Dues	$1,015.00		$13,044.70
3/21/2016		BB&T service charge	Occupancy		$4.00	$13,040.70
2/27/2016	2788	Figen Baysal-Go Daddy charges	Occupancy		$36.34	$13,004.36
4/21/2016		BB&T Service Charge			$4.00	$13,000.36
4/28/2016		Card Purchase – 37 North Speaker Dinner			$32.62	$12,967.74
5/26/2016	2789	John Clark	Grants to others		$645.85	$12,321.89
5/23/2016		BB&T Service Charge			$4.00	$12,317.89

Attachment C – Schedule of Events for 2016					
Date	**INCOSE-HRA Event**	**Other Organization Event**	**Planned Topic and Speaker for INCOSE-HRA Event**	**Location for Event**	**Backup Topic and Speaker Options**
TUE 25OCT16	OCT Dinner Meeting	N/A	Kevin Vipavetz Interface Management for a NASA Flight Project using Model-Based Systems Engineering (MBSE)	NASA Langley Research Center Hampton, VA	N/A
WED 16NOV16	NOV Dinner Meeting	N/A	John Clark Systems Engineering Handbook and Certification	TBD	N/A

Attachment D – Membership Report
No input was given for this section.

Attachment E – Possible Topics and/or Speakers for the Remainder of 2016				
Suggested By	**Possible Topic**	**Main Speaker(s) or Pre-Main Speaker(s)**	**Possible Speaker(s)**	**Application(s) to SE and/or Reason(s) for Topic/Speaker(s)**
Chad	StrengthsFinder	Main	Tina Howell	Companion lecture to her MBTI lecture from APR16.
Chad	Reed Integration	Main	Becky Reed	How the company uses SE. Current Chapter Sponsor. If possible, we could hold the meeting at their facilities.
Chad	Klett Consulting Group, Inc.	Main	Mark N. Klett	How the company uses SE. Past Chapter Sponsor. If possible, we could hold the meeting at their facilities.
Chad	INCOSE Vision 2025	Pre-Main	TBD	Discuss the future of SE as currently seen by INCOSE.

Attachment E – Possible Topics and/or Speakers for the Remainder of 2016				
Suggested By	Possible Topic	Main Speaker(s) or Pre-Main Speaker(s)	Possible Speaker(s)	Application(s) to SE and/or Reason(s) for Topic/Speaker(s)
Chad	INCOSE Working Groups	Pre-Main	TBD	Discuss the various INCOSE Working Groups to see if anyone has interest in volunteering to join them.
Chad	INCOSE and NASA Systems Engineering Handbooks	Main	John Clark and Tom Shaw (or another NASA Representative)	Compare and contrast the latest editions of both handbooks as well as the processes and procedures that INCOSE and NASA use to conduct SE.
Ben	Cyber Security Risk Management Framework	Main	Representative from Klett Consulting Group, Inc.	How Risk Management is applied to cyber security.
Comfort	Co-Meeting with ASQ	Main	Ron Murray	How quality applies to SE and how SE can be used to create quality. SEP16 Update: Chad: Ron Murray spoke at the WED 14SEP16 INCOSE-HRA/ASQ Hampton Roads Section Collaborative Dinner Meeting, but on a different topic with our very own INCOSE-HRA President Mary Stuczynski. He can speak on the above topic a future Collaborative Dinner Meeting.
If you have ideas for other possible topics and/or speakers or if you would like to be a speaker yourself, please submit your ideas to Mary Stuczynski (mary.stuczynski@incose.org), Comfort Bell (comfort.bell@incose.org), and Chad Peyton (chad.peyton@incose.org).				