

<b>INCOSE-HRA BoD Meeting Minutes</b>		
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 21JUL16	Time: 5 PM – 8 PM	Location: ODU Conference Room 2121

**1. Call To Order**

The meeting was called to order at 5:00 PM EDST by Secretary Chad Peyton.

<b>2. Roll Call &amp; Quorum</b>		
A simple majority of Chapter Officers (7) is required for a Quorum. 7 out of 14 were present.		
Officer	Name	Present
1-President	Mary Stuczynski	No
2-Vice President	Ben Hudson	Yes
3-Treasurer	Figen Baysal	No
4-Secretary	Chad Peyton	Yes
5-Past President	Dennis Perry	No
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	No
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	Yes
14-Webmaster	Jeff Rowell	Yes (Called into the meeting.)
Members and Invited Guests in Attendance	Name	Organization
1	Bre'Shauna Brown DaL-Programs Backup	NNS

### 3. Topics and Discussion

1. The BoD moved, discussed, and passed Motions **M-JUN16-1**, **M-JUN16-2**, and **M-JUN16-5**.
2. Tammy said that she will inform our NASA Ambassador Kevin "Vip" Vipavetz of the BoD's decision to accept NASA-LaRC's invitation. They will discuss scheduling a kickoff meeting between NASA-LaRC representatives and the BoD to work out the preliminary requirements. Once this is accomplished, the BoD will inform the Chapter members of opportunities for them to participate in future meetings as well as to participate in the Conference itself as a volunteer or presenter. See Action Item **AI-JUL16-5**.
3. Ben said that the working versions of the 2016 Chapter Plans are in the HRA collaboration folder on INCOSE CONNECT.
4. Bre'Shauna discussed the Fall Picnic. The BoD moved, discussed, and passed Motions **M-JUN16-3** and **M-JUN16-5**. The BoD discussed possible dates in SEP for the event and decided on a tentative date of SUN 11SEP16. Check the main page or Events section of the Chapter Website for the official announcement and event flyer.
5. Bre'Shauna said that the Paragon Theater holds corporate events and could be a possible location for a future Dinner Meeting. Comfort discussed having a catered event at ODU and Duron discussed having one at CNU. If you have any ideas for other possible locations for future Dinner Meetings, please send them to Comfort Bell ([comfort.bell@incose.org](mailto:comfort.bell@incose.org)).
6. The BoD discussed the upcoming 2017 BoD Officer elections. They discussed which BoD Officers plan to run for their current office again, which ones plan to run for another position, and names of other Chapter members that the BoD thinks have the potential to become BoD Officers.
7. Duron suggested merging the Director at Large for University Liaison, Director at Large for Corporate Liaison, and Director at Large for Government Liaison into one position. See Motion **M-JUL16-2**.
8. Duron and Comfort discussed the topic of not needing a backup for every BoD Officer position.
9. Duron discussed the INCOSE e-mail distribution system.
10. Tammy discussed the idea of the Chapter conducting Systems Engineering outreach.
11. Tammy discussed the idea of the Chapter participating in NASA events and vice versa.
12. Duron suggested that in the future, no Dinner Meeting be scheduled in AUG. Instead, the BoD should schedule a retreat to conduct future planning for the Chapter.

4. Motions			
Number	Seconded	Carried	Discussion
M-JUN16-1	Y*	Y*	Approve Minutes from the previous meeting (THU 19MAY16 BoD Meeting). (From Chad)
M-JUN16-2	Y*	Y*	Accept NASA's invitation to INCOSE-HRA to hold a Conference in 2017 to coincide with the 100th anniversary of the Langley Research Center. (From Chad)
M-JUN16-3	Y*	Y*	Hold a Fall Picnic. (From Bre'Shauna)
M-JUN16-4	Y*	Y*	Pay a \$750.00 sponsor fee to Reed Integration for their AUG Wine & Cheese Summer Event. (From Mary Stu.)
M-JUN16-5	Y*	Y*	Set aside \$225.00 for the budget for the Fall Picnic. (From Ben)
M-JUL16-1	**	**	Approve Chad's proposed 2017 BoD Meeting Schedule. (From Chad)
M-JUL16-2	**	**	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)
*Votes were taken by the members present and electronically.			
**Postponed until the THU 18AUG16 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.
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.

5. Action Items					
Number	Proposed By	Date Created	Assigned To	Due Date	Title – Description Updates
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.
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.
AI-JUL16-2	Chad	WED 20JUL16	All BoD Officers except Mary Stu.	WED 17AUG16	Provide inputs to Mary Stu. for the draft survey.
AI-JUL16-3	Duron	THU 21JUL16	Ben, Comfort, and Duron	N/A	Post scheduled events to the INCOSE calendar.
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.
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.
AI-JUL16-6	Duron	THU 21JUL16	Duron	THU 18AUG16	Give the BoD an update of using WEBEX to conduct future BoD and Dinner Meetings.

### 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	<a href="http://www.dailypress.com/business/newport-news-shipyard/dp-nws-shipyard-pokemon-20160717-story.html">http://www.dailypress.com/business/newport-news-shipyard/dp-nws-shipyard-pokemon-20160717-story.html</a>	Article about Newport News Shipbuilding's use of Augmented Reality.
2	Chad	<a href="http://www.defensenews.com/videos/defense/show-daily/sea-air-space-2016/2016/05/18/84543718/">http://www.defensenews.com/videos/defense/show-daily/sea-air-space-2016/2016/05/18/84543718/</a>	Newport News Shipbuilding Moves to Digital Design. Video featuring Mary Claire McLaughlin.
3	Chad	<a href="https://www.youtube.com/watch?v=SdlkmBcpvy8">https://www.youtube.com/watch?v=SdlkmBcpvy8</a>	INCOSE Chicagoland Chapter March 2016 Chapter Meeting – Beyond MBSE: Looking Towards the Next Evolution in Systems Engineering: David Long.
4	Chad	<a href="https://www.youtube.com/watch?v=xhEdVDn57EI">https://www.youtube.com/watch?v=xhEdVDn57EI</a>	Understanding the INCOSE SEP Certification Process.
5	Chad	<a href="http://files.ctctcdn.com/64da251b001/0449433f-865e-4abe-90b0-2a725210a15a.pdf">http://files.ctctcdn.com/64da251b001/0449433f-865e-4abe-90b0-2a725210a15a.pdf</a>	Q2 INCOSE Members Newsletter (Includes John Clark 2016 IS and TSEF judging).
6	Chad	<a href="https://www.youtube.com/channel/UCAul_kWUfKk_s9H5zhY9abQ">https://www.youtube.com/channel/UCAul_kWUfKk_s9H5zhY9abQ</a>	INCOSE YouTube Channel.

### 7. Adjournment

The meeting was adjourned at 8:00 PM EDST by Secretary Chad Peyton.

**Attachment A – Chapter Points Summary for MAR 2016**

No input was given for this section.

**Attachment B – Financial Report**

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

<b>Attachment B – Financial Report</b>						
<b>Date</b>	<b>Check Number</b>	<b>Description</b>	<b>Categories</b>	<b>Credit</b>	<b>Debit</b>	<b>Balance</b>
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

<b>Attachment C – Schedule of Events for 2016</b>					
<b>Date</b>	<b>INCOSE-HRA Event</b>	<b>Other Organization Event</b>	<b>Planned Topic and Speaker for INCOSE-HRA Event</b>	<b>Location for Event</b>	<b>Backup Topic and Speaker Options</b>
No input was given for this section.					

<b>Attachment D – Membership Report</b>
No input was given for this section.

<b>Attachment E – Possible Topics and/or Speakers for the Remainder of 2016</b>				
<b>Suggested By</b>	<b>Possible Topic</b>	<b>Main Speaker(s) or Pre-Main Speaker(s)</b>	<b>Possible Speaker(s)</b>	<b>Application(s) to SE and/or Reason(s) for Topic/Speaker(s)</b>
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.
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.
Comfort	Co-Meeting with ASQ	Main	Ron Murray	How quality applies to SE and how SE can be used to create quality.
Ben	Cyber Security Risk Management Framework	Main	Representative from Klett Consulting Group, Inc.	How Risk Management is applied to cyber security.
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. ( <a href="mailto:mary.stuczynski@incose.org">mary.stuczynski@incose.org</a> ), Comfort Bell ( <a href="mailto:comfort.bell@incose.org">comfort.bell@incose.org</a> ), and Chad Peyton ( <a href="mailto:chad.peyton@incose.org">chad.peyton@incose.org</a> ).				