**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