

<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 18AUG16	Time: 12 PM – 1 PM	Location: Teleconference

**1. Call To Order**

The meeting was called to order at 12:08 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. 5 out of 14 were present. Therefore, a Quorum was not 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	No*
7-Director at Large for Membership	Mary Claire McLaughlin	No
8-Director at Large for University Liaison	Dr. Holly Handley	No
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	No
14-Webmaster	Jeff Rowell	Yes
Members and Invited Guests in Attendance	Name	Organization
1	*Bre'Shauna Brown DaL-Programs Backup	NNS

### 3. Topics and Discussion

1. Ben said that 14-16 INCOSE-HRA members have sent RSVPs for the Reed Wine & Cheese Social and that approximately 60 people overall had sent RSVPs.
2. Ben thanked Jeff for helping Duron with INCOSE e-mail graphics.
3. Bre'Shauna said that the Picnic is still tentatively scheduled for SUN 11SEP16 from 11 AM – 2 PM. She has not yet met with Comfort to discuss the details.
4. Chad suggested the BoD needs to have a 2-3 hour in-person meeting to update the 2016 Chapter Plans. Ben agreed and Ben said that he needs to upload evidence for points.
5. Tammy said that NASA wants to have a Workshop versus having a Conference. In light of this, Chad said that it should only be between INCOSE-HRA and NASA versus his idea of inviting the other technical societies in the Hampton Roads area to participate. Ben authorized Tammy to communicate with NASA-LaRC to set up a Kickoff Meeting. Mary Stu./Ben, Chad, and Tammy will represent INCOSE-HRA at the meeting. Chad will take minutes and inform the BoD and the rest of the Chapter of the meeting results. Tammy said that NASA recommended meeting at County Grill & Smokehouse. See Action Item **AI-JUL16-5**.
6. Chad suggested changing the Webmaster to Director at large for Social Media. Bre'Shauna said that she is interested in implementing this idea. See Motion **M-AUG16-2** and Action Item **AI-AUG16-1**.
7. Chad brought up Duron's idea to merge the three DaL positions. Ben said that he would like to leave as three positions. See Motion **M-JUL16-2**.
8. Chad asked if we plan on holding a networking social/happy hour event every month in addition to the monthly Dinner Meeting. Ben said the goal is one Dinner Meeting and one Social Event every month.
9. Chad discussed the numerous carryover items from the last several months that need to be updated and completed. Ben agreed that these items need to be accomplished. Chad said that we would need three meetings worth of in-person meetings to do all of them. Bre'Shauna suggested meeting at GWU's Oyster Point location. She said that she will check on this. Ben suggested County Grill and Smokehouse.
10. Since a Quorum was not present, Motions **M-JUL16-1**, **M-JUL16-2**, **M-AUG16-1**, and **M-AUG16-2** will be deferred until the THU 15SEP16 BoD Meeting.

4. Motions			
Number	Seconded	Carried	Discussion
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)
M-AUG16-1	**	**	Approve Minutes from the THU 16JUN16 and THU 21JUL16 BoD Meetings. (From Chad.)
M-AUG16-2	**	**	For the 2017 BoD and beyond, change the title of the Webmaster to Director at Large for Social Media. (From Chad)
<p>*Postponed until the THU 18AUG16 BoD Meeting.  **Postponed until the THU 15SEP16 BoD Meeting due to a quorum not being present at the THU 18AUG16 BoD Meeting.</p>			

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	<p>Research the process for charging for advertisements in the Chapter Newsletter.</p> <p>JUL 16 Update: The task has not been completed.</p> <p>AUG16 Update: The task has not been completed.</p>
AI-MAY16-2	Mary Stu, Figen, and Ben	THU 19MAY16	Figen, Ben, and Mary Stu.	THU 16JUN16	<p>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.</p> <p>JUL16 Update: The task has not been completed.</p> <p>AUG16 Update: The task has not been completed.</p>

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.  AUG16 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.
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.
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.
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.

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
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.
AI-AUG16-1	Chad	THU 18AUG16	Bre'Shauna and Jeff	THU 15SEP16	Decide which two social media platforms (Facebook, LinkedIn, Twitter, YouTube, etc.) that INCOSE-HRA will implement starting in JAN17.  Contact INCOSE-Proper 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	<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_kWUfKks9H5zhY9abQ">https://www.youtube.com/channel/UCAul_kWUfKks9H5zhY9abQ</a>	INCOSE YouTube Channel.

### 7. Adjournment

**The meeting was adjourned at 12:40 PM EDST by Secretary Chad Peyton.**

**Attachment A – Chapter Points Summary for JUL 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
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
No input was given for this section.					

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.
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.
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> ).				