

Chesapeake Chapter
INCOSE

International Council on Systems Engineering

International Council on Systems Engineering

Chesapeake (CSPK) Chapter

2008 Operating Plan

January 2008

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1. INTRODUCTION

This operating plan is written for the Chesapeake Chapter (CSPK) of the International Council on Systems Engineering (INCOSE). The plan provides the detailed operating activities for the 12-month period beginning January 1, 2008 and ending December 31, 2008. Activities, revenues, expenses, etc. which have already been completed, incurred, or accrued, will be identified as such.

2. OPERATING YEAR

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

3. ORGANIZATION AND COMMITTEES

The CSPK Board of Directors (BOD) consists of the following elected positions: President, President-Elect, Secretary, Treasurer, Past President, and three Directors at Large positions.

The President oversees three permanent committees: (1) Programs, (2) Communications, and (3) Membership. Each committee will operate under the direction of one of the Directors at Large with goals and objectives, budgets, subcommittees, teams, and volunteers established as required. Responsibilities overlap when necessary to accomplish the goals and objectives of the chapter at large. Each area of responsibility has the mission and goals set forth in the Chapter Strategic Plan for 2004-2009. Other permanent or *ad hoc* committees may be formed as required.

3.1 Current Activities

The Chesapeake Chapter's vision is to achieve significant growth and recognition in becoming a world-class locally, nationally, and internationally recognized systems engineering organization. Also, the vision includes providing a forum for industry, government, and academic organizations to meet and discuss systems engineering technology, the systems engineering process, its application to present and future technologies, and the management of systems engineering activities.

The chapter's development requires maintaining the existing members' support and participation. The goal is to continue to monitor the chapter's membership needs and to provide interesting and challenging systems engineering discourse on relevant topics. Of key importance is the continued need for effective communications within and outside the chapter. This includes chapter activities and the latest advances in systems engineering.

An aspect of the chapter's development is to promote awareness and visibility in the engineering community (locally, nationally, and internationally); develop communication among academia, industry, and government with a focus on innovative professional training courses and

academic curricula; and solicit new members at all levels of experience, including students and faculty from academic institutions.

One avenue for developing the chapter is for the membership to be involved, beyond attending the monthly membership meetings. To that end, the chapter needs volunteers for several assignments.

1. Authoring papers for the INCOSE International Conference.
2. Organizing seminars and technical exchanges
3. Organizing Membership drives
4. Organizing study sessions for INCOSE Systems Engineer certification

3.2. Officer Activities

Chapter officers have the duties and responsibilities stated in Article VI of the Chapter Constitution and the Bylaws. In addition to those duties specified in the Constitution and the goals outlined in the 2004-2009 Strategic Plan, the officers have, but are not limited to, the following specific goals and objectives for 2008.

2008 President: (Robert Levin)

- Coordinate all activities of the Chapter
- Preside at Chapter and BOD Meetings
- Attend the January 2008 INCOSE Business Meeting at the International Workshop.
- Coordinate CSPK meeting and activity schedules with the Washington Metropolitan Area and Southern Maryland Chapters
- Write the “Presidents Corner” column for each Newsletter
- Work with INCOSE and Region V directors to coordinate CSPK activities as necessary
- Verify 2008 Chapter Calendar of Events and prepare meeting agendas in coordination with the Programs Committee chairman, the BOD, and the other members of the chapter, as appropriate
- Recommend to the BOD, the chairman (traditionally the Past President) and members of the Nominations and Elections Committee
- Collect and distribute mail designated for CSPK; ensure post office box checked for mail each month

2008 President-Elect: (Tony Gigioli)

- Maintain, update, and interpret the Chesapeake Chapter Operating Plan
- Act as point-of-contact for revisions to the Constitution and Bylaws
- Work with the Programs Committee Chairman and Past President on meeting schedules and presentations
- Work with the Membership Committee Chairman on membership drives and CSPK member services
- Write newsletter articles as needed
- Track, document the items, generate and deliver the report for verification of the chapter awards to be delivered to the INCOSE Chapters Committee Chair

- Collect and distribute mail designated for CSPK; ensure post office box checked for mail each month

2008 Past-President: (Carol Ann Hutchinson)

- Verify CY 2008 Secretary's and FY 2008 Treasurer's Reports
- Support the execution of the 2008 Operation Plan
- Lead chapter election activities
- Write newsletter articles as needed

2008 Treasurer: (David Griffith)

- Draft CY 2008 Budget based on inputs from officers and prepare final 2008 Budget
- Prepare monthly reports on income and expenses against the budget
- Prepare the annual financial report to INCOSE headquarters and work with the Audit Committee
- Pay all bills for CSPK
- Act as point of contact for all CSPK events for reservations and the receipt of monies
- Backup for Collection and distribution of mail designated for CSPK

2008 Secretary: (Marianne DeVarona)

- Prepare minutes of all 2008 Board of Directors and Chapter meetings, and distribute to CSPK members via email and post on the INCOSE Connect website for CSPK
- Prepare final summary report (Annual Report) of 2008 Chapter activities
- Maintain an archive and file of all meeting minutes and permanent records
- Send list of chapter officers to the INCOSE Business Manager
- Establish and maintain the history of the chapter for use by the BOD and other committees
- Advise the CSPK Board of Directors of required administrative actions and reports and maintain required administrative reports

3.3 Director Responsibilities and Activities

Responsibilities for each Director at Large are listed in the sections below. In addition, specific 2006 objectives and activities are included at the end of each section.

3.3.1. Programs

The 2008 Directors at Large James Starkey and Dannette Tinnin co-chair the Programs Committee and organize the committee, conduct its meetings, oversees its activities, and reports committee activities to the Board. The Programs Committee has the following responsibilities:

1. Planning CSPK meetings to include establishing meeting locations, finding speakers, and setting up any amenities; and make gift presentation to speakers.
2. Organizing and administering up to two tutorials
3. Planning and executing all other CSPK program activities of special, technical, and social natures not specifically assigned to another CSPK Committee.

Programs shall primarily focus on technical and educational aspects of systems engineering, but shall include such social and public service programs as the BOD approves. In the technical

domain, programs have the objectives of stimulating discussion and thinking, and supporting the Council efforts in the following areas:

1. Systems Engineering Process - analyzing and developing accepted systems engineering processes applicable to all industries and government. These will be accepted at the local, regional, and international levels;
2. Systems Engineer Growth - establishing requirements and measurements for developing and maintaining the skills needed by systems engineers;
3. Methodologies and Tools - identifying methods, techniques, models, terms, and tools for performing systems engineering;
4. Body Of Knowledge - developing and maintaining a library of knowledge for use by CSPK systems engineers;
5. Benchmarks - developing benchmark processes, metrics, and templates for systems engineering; and
6. Standards Review - establishing contact and supporting the interaction with standards-developing and -approving organizations and their products that affect systems engineering.

Specific 2008 activities are as follows.

- Initiate, guide, track, and support the OOSEM working group activities with a focus on providing worthy and useful products and presentations
- Develop and organize meeting formats and coordinate speakers, topics, moderators, and locations to promote wider chapter participation in technical activities (e.g., panel discussions, debates, brainstorming sessions, etc.); see Section 4
- Maintain liaison with the Council's Technical Board
- Promulgate technical information of interest to the chapter (e.g., handouts, announcements of conferences and workshops, newsletter articles, solicitations for volunteers)
- Coordinate with the Washington Metropolitan Area Chapter and Southern Maryland Chapter on technical presentations and meeting announcements and provide CSPK Communications Committee Chairman with notices or information for CSPK distribution
- Prepare a Program Committee guide for use by subsequent Program Committee chairs

3.3.2. Communications

A 2008 Director at Large (Glenn Townson) chairs the Communications Committee and organizes the committee, conducts its meetings, oversees its activities, and reports committee activities to the Board. The Communications Committee has the following responsibilities:

1. Disseminate information among CSPK members, publicize the events and activities of the CSPK, publicize open committee slots, disseminate election material, and provide electronic notification of chapter meetings to the membership;
2. Develop and implement methods to communicate within the chapter and with the outside world;
3. Organize a "*Communications Team*" of volunteers from the chapter or corporate sponsors (includes government & academia) to establish, maintain, and support the chapter web site and any special e-mail services required;

4. Establish and update the Communications Committee's mailing list(s) from data [database(s)] provided by the Membership Committee; or, as required, provide mailing list(s) for special programs sponsored by the Programs Committee;
5. Electronically publish and distribute the Chapter Newsletter; and
6. Maintain the chapter Web site.

Specific 2008 activities are as follows.

- Develop and implement methods of communication within the chapter and with the outside world
- Obtain INCOSE briefing materials for chapter promotion
- Prepare marketing package of letters/information for distribution to companies, government agencies and academia
- Prepare, edit and distribute CSPK Newsletter, or as required
- Work with the CSPK President, the BOD, and Region V directors as necessary to promote and improve the CSPK
- Distribute meeting schedules, announcements, etc., for CSPK, Washington Metro, and Southern Maryland Chapters as provided by Programs Committee or as directed by the BOD, by e-mail or in the Newsletter, as appropriate to CSPK
- Provide a schedule of chapter meetings and other information to *INCOSE Insight* editors, as appropriate, or as directed by the BOD
- Exchange announcements with other professional organizations (e.g., IEEE, AFCEA, PMI) as directed by the BOD
- Make announcements easy to read and attractive
- Maintain the CSPK web page on a timely basis (involve other members by delegating the webmaster activities)
- Prepare a Communications Committee guide for use by subsequent Communication Committee Chairs

3.3.3. Membership

2008 Director at Large (Bhanu Sunkara and Cynthia Starkey) chair the Membership Committee and organize the committee, conduct its meetings, oversee its activities, and reports committee activities to the Board. The Membership Committee has the following responsibilities.

1. Develop and implement methods to expand the membership of the Chesapeake chapter. This includes, but is not limited to, invitations to potential new members, solicitations and programs (a joint activity with the Programs Committee) to corporate, government, and academic sponsors; follow-up to convert interest to membership, and retention of existing members. The Membership Committee will meet quarterly as a minimum.
2. Conduct outreach activities to students and young engineers by defining and implementing methods to nurture systems-engineering career goals in graduate and undergraduate students, as well as in young engineers.
3. Establish, maintain, and update the membership database on a regular basis. Provide the database to the BOD and committees.
4. Coordinate the chapter membership database with the INCOSE Membership Managing Executive.

5. Prepare a welcome letter for each new chapter member.

Specific 2008 activities are as follows.

- Update and maintain the chapter membership and mailing lists and provide soft copy to all board members
- Prepare and mail a welcome letter to each new chapter member
- Send a reminder e-mail in June/July time period about paying INCOSE dues
- Update the chapter activities and dates in the Operating Plan
- Prepare information package for new members, sponsors, and INCOSE representatives
- Solicit corporate, government, and academic sponsors to support CSPK membership expansion
- Maintain an e-mail distribution list for forwarding e-mail messages to chapter members
- Conduct an annual membership survey to solicit opinions on chapter issues
- Write newsletter articles
- Prepare a Membership Committee guide for use by subsequent Membership Committee Chairs

4 ACTIVITIES

This operating plan covers the period from January 1, 2008 to December 31, 2008. The following table lists the planned 2008 activities.

CSPK will hold its chapter meetings at Johns Hopkins University / Applied Physics Laboratory. Unless stated differently for a specific meeting, CSPK encourages attendees to make advanced reservations with a discounted cost, while welcoming walk-ins from members and non-members. The normal schedule: Dinner and conversation at 6:00 p.m.; business meeting at 6:45 p.m; program at 7:00 p.m..

Reservations:

Mr. James Starkey James.starkey@ngc.com	Ms. Dannette Tinnin Dannette.Tinnin@jhuapl.edu	Mr. Dave Griffith d.griffith@ngc.com (410) 993-2806
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2008 Chesapeake Chapter Program Schedule

Month	Day	Day of the Week	Type of Meeting	Topic
			Location	Presenter
Jan	18	Wed	General Chapter Meeting Installation of Officers Presentation Location: APL/JHU	L. Mark Walker Senior System Engineer Lockheed Martin Corporation "ISO & Other Architecture Standards, Relationships and Evolution"
Feb	15	Wed	Presentation Location: APL/JHU	Eric Hoffman Chief Engineer (Retired) Johns Hopkins University, Applied Physics Laboratory "Effective Design Reviews: Technologies and Tips"
Mar	15	Wed	Presentation Location: APL/JHU	Enterprise Systems Engineering (ESE) Panel Presentation and Discussion Panel: L. Mark Walker, Lockheed Martin Steven Biemer, JHU/APL Steven Sutton, Northrop Grumman
April	19	Wed	Presentation Location: APL/JHU	Mark Wilson CEO Strategy Bridge International, Inc. "The Art of the Trade Study"
May	17	Wed	Presentation Location: APL/JHU	Steven Edwards President & CEO Edwards Industries "Using Earned Value to Track Progress – The PB&J Project"
Jun	21	Wed	Presentation Location: APL/JHU	Gan Wang Principal Investigator BAE Systems "Architecture Based Drivers for System-of-Systems and Family-of-Systems Cost Estimating" & INCOSE Requirements Working Group Overview and Status
Jul	19	Wed	Presentation Location: APL/JHU	Victor Harrison Partner, CSC Federal Consulting "SOA, Technical Risks and Emerging Standards"
Aug	16	Wed	Presentation Location: APL/JHU	Dr. Jonathan Lazar Professor, Towson University A Study in Usability Engineering – "What Frustrates Blind Users On the Web: Research on 100 Blind Users"
Sep	20	Wed	Presentation Location: APL/JHU	John Noble Principal Staff John Hopkins University Applied Physics Laboratory "What is 'Net Centric' Anyway?"
Oct	18	Wed	Presentation Location: APL/JHU	Timothy J. Tritsch Principal Systems Engineer ViTech Corporation "Introduction to CORE Systems Engineering and Architecting Software"
Nov	15	Wed	Presentation Location: APL/JHU	To Be Announced
Dec	TBD	Wed	Social – Holiday Event Location: To Be Determined	Annual Chapter Holiday Dinner and Presentation of the Systems Engineer of the Year Award

In addition to the specific chapter activities listed in the table, the following events will occur:

Each month: A BOD meeting in the second Wednesday of each month. A general membership or working group meeting in the third Wednesday of each month. (Usual exceptions: The month of IS, and December.)

Semi-Annual: In the last week of April, publish on the website the spring issue of the chapter newsletter. In the last week of October, publish on the website the fall issue of the chapter newsletter. Contributors submit newsletter inputs to Newsletter Editor prior to the end of the month preceding the month of publication.

January: Installation of BOD members for the upcoming year. Finalize 2008 Budget. Finalize the Chapter Operating Plan for the current fiscal year (published on the web site and downloadable). Chapter approves current fiscal-year budget. Audit Committee publishes its report on the previous fiscal year's financial records by January 31 (published on the web site). Treasurer prepares, BOD approves, and CSPK submits previous year's financial report to International Council.

January/February: INCOSE International Workshop, for all INCOSE members.

February: Secretary publishes annual report of previous year's activities. Publish the annual approved Operating Plan and Budget

June/July: Annual International Symposium and local presentation of papers accepted from CPSK members. E-mail reminder to members to pay annual INCOSE dues.

September: Call for nominations for BOD positions. Nominations presented to the BOD in October. .

October: Nominations for BOD positions for the succeeding fiscal calendar year presented to the membership by the Nominations and Elections Committee. Ballot cut off date, October 31. Ballots electronically sent to CSPK membership.

November: Begin preparation of succeeding year's chapter Operating Plan, Strategic plan revision if necessary, and budget

December: Post office box rental fee due December 31. Social event in lieu of regular membership meeting. Announcement of officers for the succeeding year. Deliver annual Chapters Award Report to the Chapter's Committee chair.

5 BUDGET

General

The CSPK will provide the CY2008 Chapter Budget to the chapter membership. The budget will show expected revenue and expenses for all function areas, officers, and directors. Assumptions associated with the expected revenue and/or expenses will be detailed as appropriate.

Budgets for the next fiscal year are developed during the period of September through December. All officers participate in the budgetary process, with review and approval by the BOD and final approval being granted by the general membership. The Treasurer is the focal point for all budget data. Officers submit projections for revenue and expenses to the Treasurer; the Treasurer prepares a program income statement and balance sheet for the coming year and submits it for review and approval to the BOD. The BOD-approved budget is included with the next year's operating plan and submitted to the general membership for final approval.

All officers who submit budget requests will provide data in two areas (revenue and expense), and separate the requests based on urgency (e.g., needed now, desired over time).

Areas of revenue will include, but not be limited to: chapter share of membership dues, chapter dinner meeting revenues, fund raising events, special donations, company assistantships, corporate memberships, conference registrations, training course fees, and proceeds from the sale of published papers/articles/books.

Areas of expense will included, but not be limited to: chapter meeting expense, reproduction, postage, mailing supplies, working- or special-interest-group expenses, incorporation expense, bank expense, meeting and conference preparations, and printing.

Appendix A presents the CSPK CY2008 Budget.

Revenues

The Council rebates to CSPK a portion of each CSPK member's INCOSE annual dues. CSPK receives a check quarterly from the Council Treasurer for all local dues received during the quarter. Currently CSPK receives \$20 of the INCOSE \$105 annual membership for each member affiliated with CSPK.

Chapter dinner meetings will be funded through registration fees for each meeting supplemented by a CSPK subsidiary. The meeting registration fee will be \$10 for members (\$15 for late registration) and \$15 for non-members. Any residual revenues from the dinner meetings will be held in reserve to cover future meeting expenses including, but not limited to, meeting cost deficits and guest-speaker-related expenses/fees. Shortfalls will be covered from general revenues.

Special fund-raising events are a revenue option for the funding of CSPK expenses.

Special donations are a revenue option for funding for specific expenses of the CSPK. At the current time, no special donations are planned.

Other potential sources for future revenue include, but are not limited to, corporate underwriting, conference registrations and related proceeds, newsletter ads, training course fees, and proceeds from the sale of published papers, articles, and/or books. At the current time, we anticipate corporate underwriting and conference participants.

The CSPK shall solicit the following companies for corporate underwriting:

Large Companies: Boeing, Booz Allen Hamilton, CSC, General Dynamics, Lockheed Martin, Northrop Grumman ES/IT/MS; L3-COM/Titan, BAE, Man-Tech, IBM, Harris, SAIC, Red Arch, Hewlett Packard, Raytheon, APL/JHU (supplies meeting site)

Small companies: AST, ESD, Essex, LED, Praxis, Proteus, Windermere, I2S, ProObject

Expenses

Chapter dinner-meeting expenses will include, but not be limited to, meal-related expenses, location-reservation expense, guest-speaker-related expenses/fees, and a nominal gift in recognition of the guest speaker.

Mailings to the chapter membership will occur on an as-required basis. Communications such as the newsletter, membership meeting announcements and the minutes from the previous meeting will be posted on the chapter web site. Costs associated with any mailings will include: reproduction, postage, and miscellaneous mailing supplies.

Other expenses will include: bank expense, meeting and conference preparations, dues and expenses associated with affiliations with associations such as the Engineering Society of Baltimore, and printing costs associated with activities such as new-member promotions.

Audit and Reporting

In accordance with the bylaws, the newly elected President will appoint an Audit Committee (includes the Past President) that will audit, in collaboration with the Treasurer, the previous year's CSPK financial records and prepare a report to be posted on the chapter web site by 31 January of each year. The Treasurer will prepare, and the Past President will verify, an annual financial report for the previous fiscal year and submit it to the International Council by 31 January of each year.

6 MEETINGS

6.1 General Membership Meetings

Nominally CSPK will hold general membership meetings a minimum of six times per year. CSPK will reserve months not used for the general membership meetings to host Special Interest or Working Group meetings.

Election of officers and directors for the coming year will be conducted by mail during the month of November. The newly elected officers and directors will be presented at the December meeting. The January meeting installs the new officers and directors.

6.2 Board of Directors Meetings

The BOD will meet at the direction of the President who establishes the agenda. The officers and directors will report on applicable agenda items at each meeting.

6.3 International Business Meetings

The President and the Past President of CSPK will attend the annual INCOSE International Workshop for 2008. If possible at least one chapter officer will attend in order to stay abreast of international activities and allow the chapter to adjust its activities accordingly.

6.4 International Symposium

The Annual 2008 INCOSE International Symposium will have tutorials and the academic forum. CSPK will take advantage of local authors with accepted papers by asking them to present their papers at a chapter meeting prior to or after the symposium. This meeting can be a vehicle to honor our local authors and to attract new members.

7 MEMBERSHIP

7.1 Membership Dues

Membership dues are in accordance with the policies set forth by the Council. In specific, dues are set on a sliding scale in accordance with the level of membership available, i.e., student and individual.

7.2 Membership Targets

INCOSE was originally founded by a group of aerospace executives from the California area. The organization officers quickly realized that in order to be effective in communicating and effecting change in international systems engineering policies and practices, the membership would need to be broad-based, representing a variety of systems-engineering and related disciplines.

The CSPK has adopted this philosophy in targeting the membership at the local level. The established goal for the CSPK is to achieve 10% growth in membership each year, which means we should double our membership approximately every 7 years. The following table presents the CSPK membership total history.

Year End (December 31)	Target Growth	Actual # Of Members
1993, upon incorporation	-	35
1994	-	50
1995	-	70
1996	-	79
1997	-	64
1998	-	57
1999	-	57
2000	-	96
2001	-	106
2002	-	174
2003	-	210
2004	-	206
2005	-	279
2006	310	307
2008	331	

7.3 Membership Drive

CSPK focus for membership this year will include large government agencies, industry and academic institutions that practice and teach systems engineering. The CSPK membership area includes government employers such as NASA's Goddard Space Flight Center and the National Security Agency, and academic institutions such as the University of Maryland at Baltimore County, Johns Hopkins University, and the U. S. Naval Academy. In 2006, the Membership Committee will continue to implement the adjunct to the strategic plan created in 2005 that

describes how and when we will approach each institution over the next five years. CSPK began this activity in 2001, and in 2002 the chapter cultivated a mutually beneficial relationship with NASA Goddard Space Flight Center and the National Security Agency. The National Security Agency became an official Corporate Advisory Board (CAB) member in 2003. Northrop Grumman Information Technology (TASC) became an official Corporate Advisory Board (CAB) member in 2004. Booz Allen Hamilton became an official Corporate Advisory Board (CAB) member in 2005.

8 PROCESSES

8.1 Budget

The budget preparation for the next year will occur from September through December of each operating year with the finalized budget presented to the BOD for review and approval in December.

In September and October, each elected officer submits a plan of expected revenues and expenses to the Treasurer for incorporation into an overall CSPK budget. During November, the Treasurer develops the program income statement and balance sheet, and reconciles any discrepancies with the officers. The Treasurer submits the final program income statement and balance sheet to the entire BOD for review and approval in December. Once approved, the final budget is submitted to the general membership in December, along with the yearly operating plan and strategic plan, for final approval. After membership approval, the budget is submitted into the Chapter minutes for the record, and then becomes the baseline budget for operations during the next calendar (chapter fiscal) year.

8.2 Membership Dues

Members send their dues directly to Council, who provides a per-member credit to the CSPK. The Membership Committee Chairman and Treasurer are responsible for the reconciliation of membership dues, applications, and member information.

8.3 Meetings

The CSPK schedules BOD meetings and general membership meetings as called out in this plan. *Ad hoc* meetings may also be held as needed by committees or subcommittees of the CSPK and may or may not fall under the general Operating Plan. The following table presents the normal operating meetings of the CSPK, along with the target month in the operating year:

MEETING	MONTH(S)
BOD Meetings	Monthly
General Membership Meetings	Monthly
Working Group Meetings	As established by the working groups
International Workshop	January 2008
International Symposium	June 2008

8.4 Elections

The Nominations and Elections Committee, chaired by the Past President, call for nominations for officers and directors during August and present its validated slate to the general membership at the September meeting. Elections will be conducted by mail during October. Newly elected officers and directors are installed at the November general membership meeting. Newly elected officers and directors take office on 1 January at the beginning of the new operating year. Terms of office for Chapter Officer and Directors for 2008 are as follows:

Officers:

President:	Jan 1, 2008 - Dec 31, 2008, plus 1 year (2008) as Past President
Past President:	Jan 1, 2008 - Dec 31, 2008
President-Elect:	Jan 1, 2008 - Dec 31, 2008, plus 1 year (2008) as President and 1 year (2009) as Past President
Treasurer:	Jan 1, 2008 - Dec 31, 2008 (2 year term)
Secretary:	Jan 1, 2008 - Dec 31, 2008 (2 year term)

Directors:

Program Chair:	Jan 1, 2006 - Dec 31, 2008 (2 year term)
Membership Chair:	Jan 1, 2008 - Dec 31, 2008 (2 year term)
Communications Chair:	Jan 1, 2008 - Dec 31, 2008 (2 year term)

8.5 Member Communications

Information deemed pertinent by the CSPK BOD will be disseminated throughout the membership of the CSPK. This includes, but is not limited to, all meeting minutes, communications from the Council, and announcements of technical and/or business symposia related to systems engineering and INCOSE.

8.6 Newsletter

The CSPK Newsletter will be published semi-annually. The Newsletter will contain information of interest to the general membership about activities within the CSPK, within the INCOSE region, and at the International level. The Newsletter will be posted on the web site for all members of the CSPK. It will also be distributed to universities within the CSPK boundaries, to the Washington Metro Area Chapter (officers, directors, and committee chairs), and to individual prospective members for a six-month period.

8.7 Mail Handling

The Secretary will oversee the handling of all mailings. The President will collect the mail from the Post Office Box in Burtonsville.

8.8 Working Groups/Interest Groups

Under the direction of the BOD, the following Working and Interest Groups are currently operating with membership from the CSPK Chapter: (1) the Object-Oriented Systems Engineering Methodology Working Group; (2) the Anti-Terrorism International Working Group. Each is bound by the INCOSE standards of operation for technical groups and is obliged to provide knowledge and/or products to the chapter membership and, if applicable, to INCOSE at large.

8.9 Process Guides

8.9.1. Programs

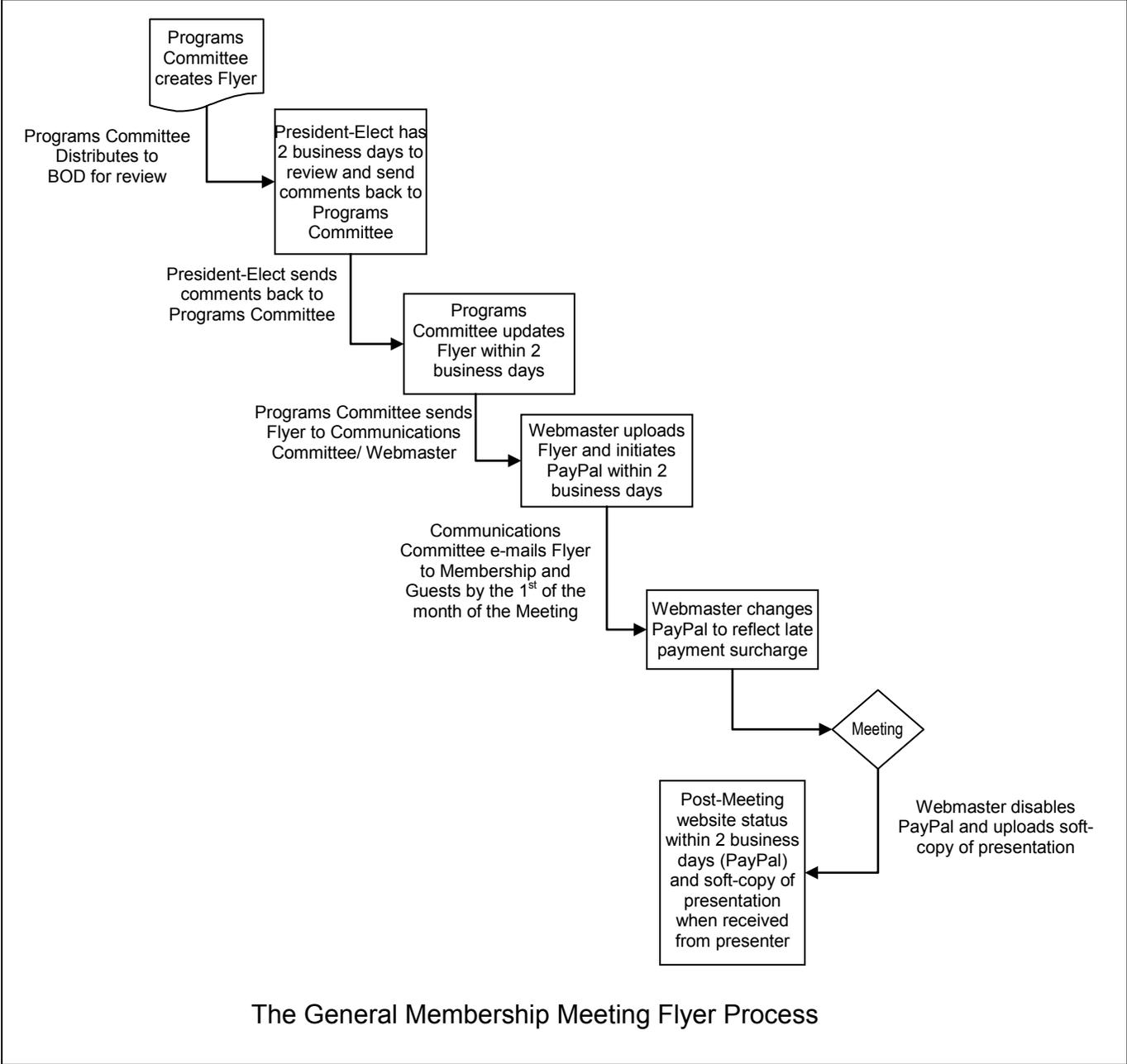
The Program Chair will prepare and update a process guide for the Programming Committee. The guide will be available on the chapter web site.

8.9.2. Communications

The Communications Chair will prepare and update a process guide for the Communications Committee. The guide will be available on the chapter web site.

8.9.3. Membership

The Membership Chair will prepare and update a process guide for the Membership Committee. The guide will be available on the chapter web site. The process for creating, approving, and delivering a flyer to the membership that announces membership-meeting details is summarized in Figure 8.9.3-1.



9 INTERNATIONAL INTERFACES

9.1 Operations

All CSPK operations will adhere to the CSPK Constitution and Bylaws as agreed to by the International level of INCOSE. Any deviation, deletion, or addition must be coordinated with and approved by the Council. Operations at the CSPK will fall under the general guidance of comparable committees at the Council. Yearly Operating Plans will be approved by the general membership of the CSPK, and then sent to the Council for concurrence. Any changes to the CSPK Strategic Plan will also be concurred with by the Council.

9.2 Membership

The membership database is always reconciled with the Council database before the close of the current operating year (December time frame) by the Membership Committee Directors at Large. Periodic updates (quarterly) will be performed with the cooperation of the Council. In the interim and until such time as the Council places an electronic database on-line through the efforts of the Council membership committee, all membership reconciliation will be performed with the assistance of the International Managing Executive.

New-member applications and dues may come through the local chapter or through the Council. Membership applications submitted at the chapter level will be forwarded to the INCOSE Central office. Submittals directly to the Council will require CSPK to collect member data from the Council and apply the appropriate discount on chapter membership dues sent to the Council.

9.3 Communications

External communications with INCOSE is the responsibility of the CSPK Communications Committee Chairman, who will handle all direct communications with the Council, unless otherwise necessary for the normal and direct execution of CSPK operations. The Chairman (or a designated Communication Committee member) will be the direct point-of-contact with the Council for CSPK formal communications (e.g., newsletters, local chapter articles for international publication) and for dissemination of Council information to the local membership as required. The president of CSPK or his/her designate will approve all communications between the local chapter and the Council.

APPENDIX A: CSPK-APPROVED CY/FY2008 BUDGET

Chapter Budget

Calendar Year 2006



Item	No. of Occurrences	Units/ Occurrence	Cost/Unit	Extended Amt.
Balance, 01Jan06				\$16,213.00
Revenues				
Membership Dues	1	250	\$20.00	\$5,000.00
Chapter Member Meetings	11	25	\$10.00	\$2,750.00
Social Events	1	40	\$10.00	\$400.00
Checking Acct Interest	12	1	\$1.00	\$12.00
CD Acct Interest	1	1	\$150.00	\$150.00
PayPal Acct Interest	12	1	\$20.00	\$240.00
Special Fund Raising Events	1	0	\$1,000.00	\$0.00
Tutorial	1	1	\$2,500.00	\$2,500.00
Special Donations	0	1	\$0.00	\$0.00
Total Revenues				\$11,052.00

Chapter Budget

Calendar Year 2006



Chesapeake Chapter
INCOSE
International Council on System Engineering

Item	No. of Occurrences	Units/ Occurrence	Cost/Unit	Extended Amt.
Expenses				
Past President's Budget				
Discretionary	1	1	\$100.00	\$100.00
Outreach	1	1	\$2,000.00	\$2,000.00
President's Budget				
BoD Meetings	10	0	\$75.00	\$0.00
Social Event	1	40	\$80.00	\$3,200.00
Management Reserve	12	1	\$40.00	\$480.00
INCOSE Support	1	1	\$500.00	\$500.00
President's Elect's Budget				
Update Annual Operating Plan	1	1	\$50.00	\$50.00
Track & Report activities for awards	1	1	\$50.00	\$50.00
Treasurer's Budget				
Supplies	1	1	\$50.00	\$50.00
Secretary's Budget				
Supplies	1	1	\$50.00	\$50.00
Program Committee Budget				
Chapter Dinner Meetings - Dinner Cost	11	30	\$19.00	\$6,270.00
Honoraria - Monthly Meeting (Speakers)	10	1	\$25.00	\$250.00
OOSEM WG Expenses	1	1	\$300.00	\$300.00
Tutorial (Speaker, food, drinks)	1	1	\$1,500.00	\$1,500.00
Membership Committee				
Advertising	1	1	\$0.00	\$0.00
Coffee Mugs	1	0	\$0.00	\$0.00
Ten-Year Recognition Awards	1	5	\$8.00	\$40.00
SE Achievement Award	1	1	\$100.00	\$100.00
Communications Committee				
Mailbox	1	1	\$58.00	\$58.00
Supplies	1	1	\$50.00	\$50.00
Website Upgrade	1	1	\$5,000.00	\$5,000.00
Website Maintenance	12	0	\$50.00	\$0.00
Total Expenses				\$20,048.00
Net Cash Flow -- Surplus (Deficit)			Surplus:	\$7,217.00
Projected Balance, 31Dec06				\$23,430.00

Chapter Budget

Calendar Year 2006



Item	No. of Occurrences	Units/ Occurrence	Cost/Unit	Extended Amt.
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For approval, see Minutes of January 11, 2006 Board of Directors meeting.

Carol Hutchinson, President (2006)
INCOSE - Chesapeake Chapter

David Griffith, Treasurer
INCOSE - Chesapeake Chapter

APPENDIX B: INPUT PACKAGE for the CHAPTER AWARDS and RECOGNITION PROGRAM

B.1. Circle Awards Point System

The Circle Awards are based upon a cumulative point system. This point system consists of objective measures of chapter effort in seven primary areas plus a small subjective component to address other chapter contributions.

The minimum threshold for the Circle Awards is:

Bronze Circle2,500 points
 Silver Circle5,000 points
 Gold Circle.....8,000 points

CIRCLE AWARDS POINT SUMMARY		
<i>Item</i>	<i>Maximum Points</i>	<i>Percent</i>
Section 1. Activities	3,000	16.2%
Section 2. Communications	2,500	13.5%
Section 3. Membership	3,000	16.2%
Section 4. Technical	2,500	13.5%
Section 5. Outreach	2,500	13.5%
Section 6. INCOSE Support	2,000	10.8%
Section 7. Operations	1,500	8.1%
Section 8. Subjective	1,500	8.1%
Total for All Areas	18,500	100%

Summary tables for each of the point areas follow. Each summary includes a basic description of items within the area, a statement of the maximum points associated with each item, and the required documentation for each item. In order to assure that no one area dominates the scoring system, each area has a separate maximum number of allowable points.

Points for an activity (a regional conference, a technical product, etc) that is sponsored by multiple INCOSE chapters shall be divided equally amongst the chapters.

1. ACTIVITIES			
<i>Item</i>	<i>Points per Item</i>	<i>Maximum Points</i>	<i>Documentation</i>
a) Conduct chapter meeting with featured speaker.	100 per event	1,200	Meeting flyer/announcement or chapter newsletter
b) Organize and conduct a local tutorial.	200 per day	1,200	Event flyer/announcement or chapter newsletter
c) Organize and conduct a local seminar or mini conference (an event spanning 1-1.5 days with speakers, panels, tutorials, or exhibits).	400 per day	1,600	Seminar flyer and proceedings
d) Organize and conduct a regional conference (multi-day, multi-track event including speakers, panels, tutorials, and exhibits).	1,000 per day	3,000	Conference flyer and proceedings
Summary for ACTIVITIES		3,000	

2. COMMUNICATIONS			
<i>Item</i>	<i>Points per Item</i>	<i>Maximum Points</i>	<i>Documentation</i>
a) Maintain an active chapter web site for chapter communications. Minimum content includes: list/contact information for chapter leadership team, announcements for upcoming chapter events, link to INCOSE page.	500	500	Web address
b) Publish and distribute a newsletter, in either hard copy or electronic format, of at least two pages (not including space for address, chapter officers, editor's name and distribution) providing public relations and advance notice of chapter activities, technical activities, and general information about chapter members.	100 per newsletter	1,200	Chapter newsletter
c) Execute a chapter publicity plan to broadcast event announcements and reminders.	300	300	Copy of publicity plan
d) Create and maintain an "Ambassador" network to distribute chapter announcements to organizations and societies	50 per organization or society	500	Copy of Ambassador plan and list of organizations/societies (including ambassadors)
Summary for COMMUNICATIONS		2,300	

3. MEMBERSHIP			
<i>Item</i>	<i>Points per Item</i>	<i>Maximum Points</i>	<i>Documentation</i>
a) Development and distribution of a chapter recruitment package available to guests at all chapter events.	250	250	Sample recruitment package and number distributed
b) Development and use of a membership renewal program. Plan should include personal contact with non-renewals (based upon list from Headquarters) and feedback from those who do not renew.	500	500	Copy of program plan and survey results for those who do not renew
c) Survey chapter members to determine chapter direction and member desires. Survey should address chapter and INCOSE-level concerns. Results shared with Chapters Committee and Regional Directors.	250	250	Copy of survey and results
d) Publish name and brief biography of each new member in the chapter newsletter.	25 per newsletter	300	Chapter newsletter
e) Chapter successfully recruits a new Corporate Advisory Board member.	250	Unlimited	Letter from new CAB representative
f) Start or support a student division at a university.	250	1,000	Membership list for student division
Summary for MEMBERSHIP		3,000	

4. TECHNICAL			
<i>Item</i>	<i>Points per Item</i>	<i>Maximum Points</i>	<i>Documentation</i>
a) Referenced article (excluding letters to the editor or notices) published in INCOSE Journal.	200 per article	600	Full reference to article
b) Article on systems engineering (excluding letters to the editor or notices) published/presented in journals or magazines of a non-INCOSE entity.	200 per article	800	Full reference to publication and copy of article
c) Technical papers presented by members in a symposium or seminar sponsored or cosponsored by INCOSE.	100 per paper	500	Full reference to proceedings
d) Chapter sponsors an INCOSE technical group (Interest Group or Working Group).	500 per group	1,000	Letter from technical group chair or Technical Board
e) Chapter produces an INCOSE technical product.	1,000	Unlimited	Technical product
Summary for TECHNICAL		2,500	

5. OUTREACH			
<i>Item</i>	<i>Points per Item</i>	<i>Maximum Points</i>	<i>Documentation</i>
a) Participate in a joint meeting with another professional society where systems engineering is addressed.	100 per society	400	Event flyer/announcement or chapter newsletter
b) Perform a systems engineering-related project to assist a community or civic organization.	1,000	1,000	Summary describing in detail the system engineering activities performed by the chapter.
c) Host a systems engineering activity/presentation for pre-college individuals.	250	250	Chapter newsletter
d) Join and participate in local engineering club/council of technical societies.	200	200	Membership letter and description of participation
e) Provide unpaid speaker to universities, career days, civic organizations, or non INCOSE sponsored conferences or seminars.	100 per event	500	Chapter newsletter or letter of appreciation from organization
f) Officer or representative make INCOSE presentation to executive in previously unrepresented (in local membership) organization.	100 per organization	500	Chapter newsletter, copy of presentation, and contact information for presenter(s) and audience
Summary for OUTREACH		2,500	

6. INCOSE SUPPORT			
<i>Item</i>	<i>Points per Item</i>	<i>Maximum Points</i>	<i>Documentation</i>
a) Work with another INCOSE chapter on a joint event or provide assistance to another chapter.	100	400	Event flyer and/or description of collaboration/assistance
b) Provide unpaid speaker to other INCOSE chapters.	100 per event	500	Chapter newsletter
c) Articles (excluding letters to the editor, notices, and chapter summaries) published in <i>INSIGHT</i> .	50 per article	250	Full reference to article
d) Chapter member attends INCOSE International Symposium.	50 per attendee	750	List of chapter attendees
e) Chapter member attends INCOSE International Workshop.	50 per attendee	750	List of chapter attendees
f) Chapter donates to INCOSE.	50 per \$100	500	Chapter newsletter or letter of acknowledgement
g) Chapter donates to another INCOSE Chapter.	50 per \$100	500	Chapter newsletter or letter of acknowledgement
h) Submit nominee for individual INCOSE award (Founder, Fellow, Service).	100 per nomination	300	Copy of nomination
Summary for INCOSE SUPPORT		2,000	

7. OPERATIONS			
<i>Item</i>	<i>Points per Item</i>	<i>Maximum Points</i>	<i>Documentation</i>
a) Print biographical sketches of nominees for chapter offices and mail with ballots to members 30 days prior to close of the election.	50	50	Copy of ballot
b) Chapter officers remain members in good standing throughout their term.	25 per officer	100	Report from Headquarters
c) Mail list of chapter officers to INCOSE Headquarters within 30 days after election.	50	50	Report from Headquarters
d) Submit Chapter financial report to INCOSE Headquarters by May 30 th .	50	50	Report from Headquarters
e) Chapter president or representative attends Chapters Committee meeting at International Workshop.	50	50	Attendee list from Chapters Committee
f) Chapter president or representative attends Chapters Committee meeting at International Symposium.	50	50	Attendee list from Chapters Committee
g) Conduct separate board meeting for chapter leadership.	25 per meeting	250	Meeting minutes
h) Set up chapter display or banner at chapter events.	10 per event	100	None
i) Maintain schedule of chapter events at least 3 months in advance.	50	50	Chapter newsletter
j) Prepare annual report of chapter activities and submit to Regional Director in December.	250	250	Annual Report
g) Present certificates/letters/tokens of appreciation to speakers.	25	300	Chapter newsletter
h) Present formal awards to member.	100	100	Chapter newsletter
i) Present certificates/letters/tokens of appreciation to local supporting organizations.	50	250	Chapter newsletter
j) Send public relations letters to employers recognizing new chapter officers, recipients of INCOSE awards, appointments, or other accomplishments of chapter members.	25 per letter	300	Copies of letters
Summary for OPERATIONS		1,500	

8. SUBJECTIVE			
<i>Item</i>	<i>Points per Item</i>	<i>Maximum Points</i>	<i>Documentation</i>
a) Recognition of other noteworthy chapter efforts not covered above.	Discretionary	1,500	Description of effort or activity
Summary for SUBJECTIVE		1,500	

B.2. Chapter Awards Timeline

Jan 1 – Dec 31	Maintain chapter records and supporting documentation on an ongoing basis throughout the year
Jan 15	Chapter packets including supporting documentation due to INCOSE Headquarters. Electronic submissions preferred with hardcopy supporting materials accepted as required.
International Workshop	Preliminary discussion of good and best practices/innovative ideas and approaches during the Chapters Committee meeting with supporting material extracted from chapter packets and distributed to chapter representatives.
Feb 28	Review of all chapter packets completed by Chapters Committee. Following items submitted to the Awards Board: <ul style="list-style-type: none"> • List of recommended Gold Circle honorees; • List of recommended Silver Circle honorees; • List of recommended Bronze Circle honorees; • Prioritized list of two to five chapters for the Most Improved Chapter award; and • Prioritized list of two to five chapters for the Outstanding Chapter award.
Mar 31	Awards Board completes the final review of the materials provided by the Chapters Committee. Final selections made and notification provided to Chapters Committee and INCOSE Headquarters: <ul style="list-style-type: none"> • Gold Circle honorees; • Silver Circle honorees; • Bronze Circle honorees; • Director’s Award for Most Improved • Chapter (with honorable mentions as appropriate); and • President’s Award for Outstanding Chapter (with honorable mentions as appropriate).
Apr 30	All chapters notified of Chapter Awards and Recognition. Chapters recognized on the INCOSE web site and in an email announcement to all INCOSE members.
International Symposium	Chapter Awards presented at symposium banquet.
Continuing	Discussion and dissemination of good/best practices as well as innovative ideas/approaches among the chapter representatives. This topic will be a key focus during 1 st quarter and during Chapters Committee meeting at International Symposium.