

ITEA--RMC Chapter meeting

7 April 2009 Time: 1717-1847

Location: InfoZen Conf Room.

Attendees:

Mike Sansone, Ned Carroll, Chris Mayette, Darrin Talbott, Terry Miller, Tim Schulte, Kirk Moen

Conference Call Participants:

None

Agenda

1. Hotwash of Luncheon (Mike Sansone)

Spoke to Sansone's luncheon After Action Report (AAR) notes.

Issues discussed included:

- Proceeds underrun
- Event Timing – speaker appearance & food delivery coordination
- Speaker communication / coordination of alternates / speaker retention
- Suggestion of a post speaker Q/A session
- Review of gift /award item costs (Chapter cost mitigation)

Action Item:

- Ned to send 'Thank You' letter to speaker and speaker's CC @ Huntsville.
- Tim Schulte to look for replenishment of ITEA gifts for speakers.
- Kirk Moen to provide planning 'lessons learned' information from INCOSE to ITEA for idea "cross-pollination" .
- Use Mike Sansone's AAR as the format for luncheon planning.

2. 2009 Spring Workshop (Trish Ratterree)

Discussed travel expense reimbursement for speaker.

Kirk Moen reiterated need to provide current, relevant information to the audience in order to increase attendance.

Another issue discussed was the cost of printing materials for the workshop. Printing for the 2008 workshop constituted the largest portion of the event cost. How can we mitigate this cost item?

Action:

- Authorized up to 300.00 for travel reimbursement for workshop speaker.

3. 2009 Space & Missile symposium (Ned Carroll)

Chad Broussard, via e-mail, presented concern about the current financial outlook of the economy/industry, and how symposium attendance may decline to a point where it would not be economically feasible for Chapter to host one this year.

Ned spoke about possibly holding a smaller symposium (2 day)/super workshop (1 day) but at a higher classification to lure attendees.

Issues with the classified event idea are: Clearance possession, event site hosting/classification, NDAs, SSO support etc. Other issues include – meals/snacks, sundry item costs

Potential alternate symposium ideas – model-based systems engineering or cyber systems testing

Action:

- Ned to continue pursuit of government 'sponsor'. - AFOTEC Det4 Commander.
- Ned to continue pursuit of an industry host. (SCITOR expressed reluctance)
- Chris Mayette. to investigate SAIC interest in hosting event

4. Budget review (Chad Broussard)

Balance as of April 7, 2009: \$ \$2346.41

5. Membership/Scholarship (Tim Schulte)

One scholarship awarded at \$1000.00.

Action:

Tim - obtain availability and names of scholarship recipient for potential invite to next ITEA event.

6. Non-regular discussion items:

ITEA sponsored job fair? Job position postings on RMC website?

7. Additional action items:

Action: Tim and Terry to checkout golf tournament availability at Carson golf course for 18 or 9-hole fundraising event. Could be executed individually or in conjunction with Symposium.

Action: Mike – post pictures of luncheon awardees on web site.

Action: Board members find/nominate candidate to perform Membership/Sponsorship position.

NEXT MEETING – First Tuesday of month: 4 May 2009. Time and location to be determined by Chris Mayette.

Meeting Adjourned 1847

//s// ESCarroll, President. ITEA-RMC