

INCOSE New England  
Monthly Chapter Officer Meeting  
March 5, 2019  
Attendees: Amy Thompson, Kiron Bhaskar, Ed Medri

Vision for 2019:

- Building a highly collaborative group of SE's supporting each other in attaining their professional goals

Goals for 2019:

- Serving current membership better
- Engaging more members in chapter operations to build a sustainable chapter
- Bring in new members from SE and all engineering disciplines
- Provide high quality networking opportunities for relationship building
- Provide high quality opportunities to share and learn from each other
- Share and learn best practices in SE and SE Leadership

Structured working groups around chapter initiatives:

- Define initiative with goals
- Establish committees aligned with initiatives
- Recruit chairs and people: groups of 4: Director/Officer + Chair + 2 people = committees of 4
- Priorities for Committees and Initiatives – Foundation of Is Good: Recruitment of people, expectation on one committee – bring up

Committees:

High Priority – Running by End of April

1. Programming
2. Communications
3. Member Outreach
4. Operations – strategy, operations, finance

Moderate – Long Term Priority – Running by end of June

5. INCOSE Certifications, Workforce Development, and Training
6. Mini Conference Planning
7. Working Group Promotion & Coordination
8. Elections
9. Others?

Discussion Items:

- Vision, Goals, State of the Chapter - Amy
- Introductions - All
- Workshop for Strategic and Operations Planning
  - Strategic and operation plan Task – show best practices – ½ day – group
  - 1<sup>st</sup> week of May – for BOD meeting strategic and operations

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- ½ day workshop on mapping out initiatives
  - Framework: ½ day workshop –
  - Introductions: What do you do, interest, what are you hoping to get out of serving?
  - Presentation – Goals and Responsibilities of Officers and Board – Training, Bylaws
1. Programming – Committee – monthly programming – recruiting –
    - Speakers: topics – Tony
    - Recommend speakers based upon “best of” from conferences
  2. Chapter Communications – Secretary – Communications Chair 2 other support
    - Email communications, web site, social media, maintain records
  3. Operations, strategy, finances
    - Schedule – deliverables to chapter – punch list
    - Finance - Christine, Bank – membership contributions for year – 2 payments
    - How to best get new directors involved .....
  4. Member Outreach & Development