

**International Council on Systems Engineering (INCOSE)**  
**Western States Regional Conference (WSRC)**  
**Memorandum of Agreement (MoA)**  
**for Participating Chapters**

Version 1.0

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\*See the "INCOSE CONNECT > Chapters > Wasatch > WSRC 2018 > 05 – Finance > MoA" folder for signatures.

**Revision History**

<b>Revision</b>	<b>Date</b>	<b>Author(s)</b>	<b>Description</b>
1.0	12 Jan 2018	Paul White	Initial version based on 2017 GLRC-11 MoA and reviewed by WSRC Committee

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# 1. Introduction

## 1.1 Western States Regional Conference (WSRC)

The INCOSE Americas Sector western chapters will host the WSRC in 2018. (Americas Sector western chapters are chapters that cover areas of the United States and Canada in the Pacific or Mountain time zones.) The conference will follow the successful pattern of the Great Lakes Regional Conferences (GLRCs), the regional mini-conference held in Los Angeles in 2016, and the Texas Gulf Coast Chapter (TGCC) systems engineering conference held in Houston in 2017.

The WSRC Committee will present the WSRC on 20-22 September 2018 at the Orbital ATK Conference Center located at 890 Ogden Canyon, Ogden, Utah, 84401. WSRC will consist of meals, networking events, seminars, tutorials, and workshops.

We will refer to the WSRC as “the conference” and the WSRC Committee as “we” or “the committee” from this point forward. We will also distinguish the locations by referring to the Orbital ATK Conference Center as “on-site location” and any other location as “remote location”.

We will store all MoA materials in INCOSE Connect at Chapters > Wasatch Chapter > WSRC 2018 > 05 – Finance > MoA. We will refer to this folder as the “MoA folder” from this point forward.

## 1.2 Memorandum of Agreement (MoA)

We will organize the conference with INCOSE Americas Sector western chapter volunteers. To encourage and reward participating chapters for their efforts, we have prepared this Memorandum of Agreement (MoA) to define the criteria for determining each chapter’s share of the conference’s monetary surplus.

We will allocate 100% of the conference’s total monetary surplus to participating chapters upon completion of the conference.

We recognize this MoA can increase the likelihood and potential amount of a surplus. However, you should not interpret this MoA as a guarantee of a surplus. The realization of a surplus is directly dependent on the efforts, both from the committee and participating chapters, to plan and promote the conference. The Wasatch Chapter, as host chapter, will assume liability for covering an overall conference deficit.

The MoA Author (Paul White) created this MoA with input from the committee, the host chapter (Wasatch), and lessons learned from past GLRCs. The MoA author is responsible for:

- Maintaining electronic copies of the MoA.
- Storing and distributing electronic copies of the MoA.
- Uploading electronic copies with signatures.
- Serving as the conference MoA focal point for providing information and answering questions.
- Tracking GLRC participation and promotion.
- Ensuring all participating chapters receive their respective MoA benefits.

## 2. Surplus Sharing Criteria

### 2.1 MoA Approval

We have listed the participating chapters, along with their respective representatives, in the approval table located on this MoA's cover page. We will follow a two-staged MoA approval process.

First, we will e-mail the MoA to chapter representatives for review. We will give chapter representatives thirty days from the date of the e-mail to review the MoA and provide feedback. We will review feedback and change the MoA as necessary.

Second, we will e-mail the MoA to chapter representatives for agreement. We will give chapter representatives thirty days from the date of the e-mail to do the following:

- Print the MoA cover page.
- Sign your chapter's signature block.
- Scan the signed MoA cover page.
- Email the signed MoA cover page to the MoA Author.

We will keep the signed MoA cover pages in the MoA folder.

### 2.2 Minimum Chapter Sponsorship

We require a participating chapter to sponsor the conference for at least the Professional Society Chapter (\$750) level. (We can consider exceptions on a case-by-case basis for smaller, newer, or struggling chapters.)

You can purchase a sponsorship via the conference chapter sponsorship website at <https://incose-wsrc-chapter-sponsorship.eventbrite.com>. We have also provided a sponsorship invitation, which describes sponsorship levels and benefits, via the conference website.

We encourage participating chapters to support the conference with a generous sponsorship. They should determine an appropriate level based on chapter strength and budget. We will secure a sponsorship commitment from participating chapters by 31 January 2018. We will follow up to ensure they provide their committed funds by 28 February 2018.

### 2.3 Division of Surplus

We will execute this MoA in a cooperative and positive manner consistent with INCOSE's mission. We, in turn, expect the participating chapters to put forth their best efforts to support the conference.

We will keep a budget for the conference stating income and expenses. For example, income could come from sponsorships and registrations; and expenses could include location, food, equipment, and proceeds for future conferences. We will calculate the conference net by subtracting expenses from income. We will interpret a positive conference net as a conference surplus.

We will divide the conference surplus as follows:

- 60% for committee effort as defined in Table 1.
- 40% for chapter region promotional effort as defined in Table 2.

We will determine each chapter's percentage of the surplus as follows:

1. Complete Table 1 and Table 2.
2. In each table, separately, calculate the total percentage earned by each chapter.
3. To get the overall percentage for each participating chapter, multiply the total percentage in Table 1 by 0.60, multiply the total percentage in Table 2 by 0.40, and add the two quantities together.
4. To get the monetary amount for each participating chapter, multiply the conference surplus by the overall percentage allocated to each chapter (#3).

We will allocate 100% of the conference surplus among participating chapters using this formula.

## **2.4 Tracking of Progress**

We will use the spreadsheet “MoA\_INCOSE\_WSRC.xlsx” in the MoA folder to track the allocation of points and percentages as per Table 1 and Table 2. We will use the spreadsheet to determine the final allocation of the conference surplus among participating chapters. We will maintain the spreadsheet in the WSRC repository.

## **2.5 MoA Tracking Review and Approval of Surplus Sharing**

We will update this agreement, as necessary, to ensure a fair surplus sharing in line with participating chapter efforts. We will send out and give chapter representatives thirty days to review updates, provide feedback, and indicate approval. We will request formal approval, via signature, of updates from chapter representatives. After enacting due diligence to contact a nonresponsive chapter representative, we will regard the failure to respond as agreement with the changes.

We will disperse the conference surplus as per the final version of this agreement. We will request final evidence from chapters, as per section 4.1, for our review. We will send chapter representatives the final determination of the monetary amount for each participating chapter. We will give chapter representatives thirty days to review the final determination, provide feedback, and indicate formal approval.

In the event of disagreement from participating chapters, we will offer them the opportunity to present their concerns to the committee. The committee will review their concerns and will make a binding decision. We will announce the decision confidentially to those chapters.

We will exert due diligence to contact all participating chapters for formal approval. We may, at our discretion, interpret failure to respond as formal approval so that we can proceed forward with payments.

After obtaining formal approval, we will pay each participating chapter their share of the conference surplus within sixty days of WSRC conclusion. We will then consider the matter closed.

### 3. WSRC Committee Participation

We have provided the committee participation point allocations in Table 1.

**Table 1 WSRC Committee Participation Allocation**

Role	Chapter	Name	Points	%
Conference Chair			30	
Conference Co-chair			20	
Conference Coordination			10	
Technical Program Chair			20	
Technical Program Co-chair			10	
Paper Review Lead			10	
Paper Reviewer (Each Reviewer)			5	
Conference Emcee			10	
Session Chair (Each Chair)			5	
STEM Coordinator/Host			10	
STEM Chaperone			5	
SEP Exam Proctor			10	
Team Support			5	
Integrated Operations Chair			20	
Host Site Co-chair			10	
Satellite Site Co-chair			10	
Technology Co-chair			10	
Satellite Site Lead (Each Site)			10	
Satellite Site Co-lead (Each Site)			5	
Team Room Set-up			5	
Registration/Check-in			5	
Signage			5	
Catering Coordinator			10	
Photographer			5	
Team Room Tear-down			5	
Tech Assistants/Runners			5	
Team Support			5	
Outreach Chair			20	



Role	Chapter	Name	Points	%
Webmaster Co-chair			10	
Publications Co-chair			10	
Marketing Co-chair			10	
Team Support			5	
Finance Chair			20	
Host Chapter Finance Representative			10	
Co-chair			10	
Chapter MoA Lead			10	
Chapter MoA Liaison (Each Chapter)			5	
Team Support			5	
Sponsorship/Exhibits Chair			20	
Sponsorship/Exhibits Co-chair			10	
Exhibit Hall Monitoring / Security			5	
Team Support			5	
Other – Add as agreed later			TBD	
Totals			Sum of all roles	100

We have allocated points for committee participation based on the following guidelines:

- Conference Chair ..... 30 points
- Conference Co-chair ..... 20 points
- Subcommittee Chairs..... 20 points
- Subcommittee Co-chairs and Key Players ..... 10 points
- General Team Support Roles and Chapter Liaisons..... 5 points

We have provided a description of committee roles—the “INCOSE Western States Regional Conference (WSRC)” briefing, latest version—in INCOSE Connect at Chapters > Wasatch Chapter > WSRC 2018 > 01 – General Info.

We will allow team members to receive points for participating in more than one role. We may, at our discretion, increase or reduce the points in response to any of the following:

- A team member puts forth more effort than expected.
- A team member joins a team late.
- A team member drops out early.
- A team member is not able to participate as expected.

We may add, modify, or delete roles and point values to reflect changes in the planning and execution of the conference.

## 4. WSRC Regional Promotion

We have provided the promotion point allocations in Table 2. We will award chapters for promoting the conference within their respective regions. The MoA title page has what we consider each chapter’s region.

**Table 2 WSRC Regional Promotion Point Allocation**

	Cascade	Central Arizona	Colorado Front Range	Enchantment	Los Angeles	San Diego	San Francisco Bay Area	Seattle Metro	Snake River	Southern Arizona	Wasatch
<b>Promotional Effort</b>											
Website											
Newsletters / Emails											
Mtg. Announcements											
Other											
<b>Regional Organization Sponsorships</b>											
Platinum											
Gold											
Silver											
Bronze											
Professional Society											
Basic for Profit											
Educator or Nonprofit											
<b>Chapter Sponsorships</b>											
Silver Chapter											
Bronze Chapter											
Professional Society Chapter											
Smaller Chapter											
New Chapter											
Emerging Chapter											
<b>Attendee Registrations</b>											
Presenter/Tutorial Instructor											
INCOSE Member On-site											
INCOSE Member Remote											
Non-member On-site											
Non-member Remote											
Dinner Only											

	Cascade	Central Arizona	Colorado Front Range	Enchantment	Los Angeles	San Diego	San Francisco Bay Area	Seattle Metro	Snake River	Southern Arizona	Wasatch
INCOSE Student Member											
Student Non-member											
<b>Total Attendee Points</b>											
# of Chapter Members (1 Sep 2018)											
Chapter Weight Factor											
<b>Adjusted Attendee Pts.</b>											
<b>Total Points</b>											
<b>% of Total Points</b>											

## 4.1 Promotional Effort

We have allocated points for committee promotional effort based on Table 3. Chapters will claim points based on their promotional effort and will be prepared to provide evidence to justify their claims.

**Table 3 Promotional Effort Point Allocation**

Promotional Effort	Points	Description
Website Promotion	20-50	We will award 20-50 points for website promotion. For example, if you included on your chapter homepage a summary and a prominent link to the conference website, then we would award you 50 points for website promotion. In contrast, if you merely included a short link that is buried among other chapter events and announcements, then we would award you 20 points for website promotion.
Newsletter Article	5-10 per article (70 maximum points)	We will award 5-10 points per newsletter article up to 70 possible points. (10 points per article in monthly newsletter X 7 months = 70 points)
E-mail Distribution	5-10 per distribution (140 maximum points)	We will award 5-10 points per or e-mail distribution up to 140 possible points. (10 points per e-mail X 2 e-mails per month X 7 months = 140 points)
Chapter Meeting Announcement	5-10 per meeting (70 maximum points)	We will award 5-10 points per announcement at chapter meetings up to 70 possible points. (10 points per chapter monthly meeting X 7 months = 70 points)
Other	5-40	We will award your chapter 5-40 points for other creative ways of conference promotion. We reserve the right to determine how many points are awarded in this category.

## 4.2 Regional Organization Sponsorships

We have allocated points for regional organization sponsorships based on Table 4.

**Table 4 Regional Organization Sponsorship Point Allocation**

<b>Organization Sponsorship Level</b>	<b>Points per Sponsorship</b>	<b>Description</b>
Platinum	1,000	We will award 1,000 points per Platinum sponsoring organization.
Gold	500	We will award 500 points per Gold sponsoring organization.
Silver	250	We will award 250 points per Silver sponsoring organization.
Bronze	100	We will award 100 points per Bronze sponsoring organization.
Professional Society	75	We will award 75 points per Professional Society sponsoring organization.
Basic for Profit	50	We will award 50 points per Basic for Profit sponsoring organization.
Educator or Nonprofit	25	We will award 25 points per Educator or Nonprofit sponsoring organization.

### 4.3 Chapter Sponsorship

We will count each participating chapter's sponsorship (see section 2.2) as a regional sponsorship as shown in Table 5. We believe in awarding chapters for their direct financial support of the conference.

**Table 5 Chapter Sponsorship Point Allocation**

Chapter Sponsorship Level	Points per Sponsorship	Description
Silver Chapter	200	We will award 200 points for a Silver chapter sponsorship.
Bronze Chapter	100	We will award 100 points for a Bronze chapter sponsorship.
Professional Society Chapter	75	We will award 75 points for a Professional Society chapter sponsorship. <b>(NOTE: This is the preferred minimum chapter sponsorship.)</b>
Smaller Chapter	50	We will award 50 points for a Smaller chapter sponsorship.
New Chapter	25	We will award 25 points for a New chapter sponsorship.
Emerging Chapter	25	We will award 25 points for an Emerging chapter sponsorship.

## 4.4 Regional Attendance

We have allocated points for regional attendance based on Table 6.

**Table 6 Regional Attendance Point Allocation**

Attendee Ticket Type	Points per Attendee	Description
Presenter/Tutorial Instructor	200	We will award 200 points per presenter in a workshop, tutorial, or panel discussion.
INCOSE Member On-site	200	We will award 200 points per INCOSE member who attends at the on-site location.
INCOSE Member Remote	100	We will award 100 points per INCOSE member who attends at a remote location.
Non-member On-site	50	We will award 50 points per non-member who attends at the on-site location.
Non-member Remote	25	We will award 25 points per non-member who attends at a remote location.
Dinner Only	20	We will award 20 points per attendee at only the Friday dinner.
INCOSE Student Member	10	We will award 10 points per INCOSE student member regardless of attendance location.
Student Non-member	5	We will award 5 points per student non-member regardless of attendance location.

We expect that larger chapters will garner more attendance from their regions than smaller chapters. This is because larger chapters have more members and resources than smaller chapters. Therefore, we will adjust the attendee registration points based on chapter size. We do this to recognize larger and smaller chapters fairly for their promotional efforts.

We will add each chapter’s attendance points as follows:

$$\begin{aligned}
 \text{Chapter Attendance Points} = & \\
 & (\# \text{ of presenters/tutorial instructors} * 200 \text{ points per presenter/tutorial instructor}) + \\
 & (\# \text{ of INCOSE on-site members} * 200 \text{ points per INCOSE on-site member}) + \\
 & (\# \text{ of INCOSE remote members} * 100 \text{ points per INCOSE remote member}) + \\
 & (\# \text{ of on-site non-members} * 50 \text{ points per on-site non-member}) + \\
 & (\# \text{ of remote non-members} * 25 \text{ points per remote non-member}) + \\
 & (\# \text{ of dinner only} * 20 \text{ points per dinner only guest}) + \\
 & (\# \text{ of INCOSE student members} * 10 \text{ points per INCOSE student member}) +
 \end{aligned}$$

(# of student non-members \* 5 points per student non-member)

We will add each chapter's attendance points to get the conference's total attendance points as follows:

Conference Total Attendance Points = Sum of all Chapter Attendance Points

We will obtain each chapter's membership amount as of 1 September 2018. Then, we will determine the conference's total membership as follows:

Conference Total Membership = Sum of all Chapter Membership Amounts

We will determine each chapter's expected attendance as follows:

Chapter Expected Attendance =

(Conference Total Attendance Points / Conference Total Membership) \*

(Number of Chapter Members)

We will determine each chapter's weight factor as follows:

Chapter Weight Factor =

1 + [ (Chapter Attendance Points – Chapter Expected Attendance) / Chapter Expected Attendance ]

We will adjust each chapter's attendance points as follows:

Chapter Adjusted Attendance Points = Chapter Attendance Points \* Chapter Weight Factor

#### **4.5 Total Promotional Points and Allocation**

We will determine each chapter's total promotional points as follows:

Chapter Total Promotional Points =

Promotional Effort Points + Regional Sponsorship Points + Adjusted Regional Attendance Points

We will add the chapter total promotional points to produce the conference total promotional points as follows:

Conference Total Promotional Points = Sum of all Chapter Promotional Points

We will determine each chapter's percentage of the promotional effort as follows:

Chapter Promotional Percentage =

Chapter Total Promotional Points / Conference Total Promotional Points \* 100