LMO Board Meeting Minutes

Minutes from Lifecycle Modeling Organization Board of Directors Meetings, including Action Items.

# 1. LMO BOD Minutes – 16 April 2025 Web Conference

Board Members:

* Randy Allen (attended via webconference)
* Steve Dam (attended via webconference)
* Bill Scheible (attended via webconference)

# 2. Agenda:

* Minutes and Action Item Review
* MBSE-CON 2025 Planning
* Miscellaneous

# 3. Minutes

## 3.1. Meeting commenced

Meeting began around 4:05 PM EDT. A quorum was present.

## 3.2. Minutes and Action Item Review

* **Bill Scheible** to purchase QuickBooks for accounting, 1 license at $17/month
* **Bill Scheible**  to reimburse Randy for the awards from 2024
* **Steve** **Dam** to request bios, titles, presentations, and head shots by 9 APR. Received most of the bios and headshots.
* **Bill** **Scheible** to contact potential sponsors. No additional sponsors found.
* **Bill** **Scheible** to contact the new President of the local INCOSE chapter, Dr. Ian Phillips, [ian@our-phillips.com](mailto:ian@our-phillips.com). They decided they were not able to support.
* **Steve** **Dam** to ping ANSYS (waiting on reply from ANSYS). Never came back to us.
* **Randy** **Allen** to provide feedback on the Charter (Article 5 BOD, Article 3.2 Dues). Completed and sent to Steve Dam for finalization.
* **Warren** **Vaneman** to search for our next Secretary. Found Sarah Rudder.

## 3.3. MBSE-CON 2025 Planning

Discussed final plans for conference.

## 3.4. Miscellaneous

None.

## 3.6. Next Meeting(s)

Scheduled for Wednesday, May 7, 2025 at 4:00 PM EDT

## 3.7. Meeting Adjourned

Meeting at 4:35 PM EDT.

# 4. Action Items

| Number | Action | Responsible | Date Due | Status |
| --- | --- | --- | --- | --- |
| 2024-1 | Inform John Metcalf of role as chair of Membership Committee | Randy Allen | 7/3/2024 | Closed |
| 2024-2 | Draft Post-MBSE-CON memo | Steve Dam | 7/3/2024 | Closed |
| 2024-3 | Contact Kathy Laskey | Bill Scheible | 8/10/2024 | Open |
| 2024-4 | Create service award for Liz Steiner | Randy Allen | 8/10/2024 | Closed |
| 2024-5 | Obtain slot for LMO/LML paper at IW | Bill Scheible | 8/10/2024 | Open |
| 2024-6 | Send out GMU ROI study | Steve Dam | 8/10/2024 | Closed |
| 2024-7 | Follow-up with George Mukai | Randy Allen | 9/5/2024 | Closed |
| 2024-8 | Contact UCF Rosen Center for MBSE-CON Dates | Randy Allen | 9/5/2024 | Closed |
| 2024-9 | Check for Feedback on MBSE-CON 2024 (Cvent/ HubSpot) | Steve Dam | 10/14/2024 | Closed |
| 2024-10 | Review theme and tracks with LML Steering Committee | Steve Dam | 10/14/2024 | Closed |
| 2024-11 | Draft Call for Presentations and send out for review | Steve Dam | 10/14/2024 | Closed |
| 2025-1 | Contact Potential Sponsors | Bill Scheible and Steve Dam | 4/15/2025 | Open |
| 2025-2 | Review LMO Charter to update | All | 4/16/2025 | Open |
| 2025-3 | Purchase QuickBooks for accounting | Bill Scheible | 4/30/2025 | Open |
| 2025-4 | Request bios, titles, presentations, and head shots | Steve Dam | 4/9/2025 | Closed |
| 2025-5 | Get Nominations for new BOD positions | Warren Vaneman | 4/22/2025 | Open |