

# The Institute of Electrical and Electronics Engineers, Inc., BALTIMORE SECTION

## Executive Committee Meeting Minutes

**DATE:**            **October 16, 2000**

**TIME:**            **6:36-8:19 P.M.**

The meeting was attended by 17 Executive Committee members and guests from the Naval Academy Student Chapter. Thirteen Excom Members remained for the duration of the meetings, as John Dentler conducted separate Student Activities meeting.

**PLACE:**           **Room 726, Marriott's Hotel**

1.       Report and Approval of Minutes from Previous Meeting- Randy Bruce  
Minutes from the last meeting were not yet completed, will be discussed in the Nov 13 meeting.  
Randy suggested changes to the agenda, which were subsequently approved by those present. Revised agenda is followed by the minutes.
2.       Report from Vice-Chair - Carole Carey - NTR, Absent
3.       Report from Secretary - Vil Arafiles: Received e-mail reports from Com 19, Reliability, and AES.
4.       Report from Treasurer - Bob Berkovits
  - Bob provided a report reflecting a bank statement that is higher than the section check book record. Suggested that he needs to reconcile the differences, which is due to uncleared checks and possibly deposits not yet recorded by the bank.
  - Randy mentioned that the Budget Committee needs to submit a budget for approval next meeting. Bob requested a Budget Committee meeting a week before the November Excom Meeting. The budget is a responsibility of the Vice Chair and Treasurer, but Vil, past treasurer is willing to attend the meeting.
  - There was a lengthy discussion on concentration banking. John Dentler reported from the Region 2 meeting he attended that the implementation of the mandatory changeover for all IEEE entities into concentration banking is in doubt and may be delayed by a year. Apparent issues to be resolved includes the following:
    - Procedures for depositing cash
    - Acceptance of Mellon Bank, a regional bank, outside NY, NJ, and PA.
    - Small bank account management and fund commingling
    - Petty cash funds and receipts
5.       New Priority items requiring action  
Bill Nixon requested a \$500 to finance meetings for establishing a computer society chapter. This will cover the cost of an executive planning and strategy meeting and a technical meeting before the end of the year. Motion was seconded and approved unanimously.
6.       Report from Directors
  - a.       Program - Chris Nemarich, IMTC 2000. Randy reported for Chris. In a I&M Society meeting in San Diego, the Society promised to refund the \$5000 Baltimore Section seed money. Negotiations are underway to determine how much more will be paid to the Section. Another issue is if the I&M Society will help cover the conference cost overruns (Publications from \$17 budgeted to \$39K, plus extra, nickel-and-dime charges by the conference contractor)
  - b.       Student Activities - Neville Jacobs. Neville provided a report on the robot project.
    - He seeks volunteers for the Oct 20, Nov 4, and Nov 8 teacher workshops at the Museum of Industry.
    - Received orders from 6 teams for 8 2-legged and 3 4-legged robot kits.
    - He showed a prototype controller kit.
    - He has a volunteer to help build and evaluate a Computer Society Stiquito Robot Kit, but needs a high school volunteer. (Randy's son is a possibility)

c. Newsletter Editor - Dave Stevens: Last newsletter was published, and he will be ready to create pdf version once his hard drive is repaired.

Bob Berkovits added that the Baltimore Section Web page needs an activity calendar, or summary of events for the next 45 days or so in the web. He wants members to be able to plan for possible attendance to more than one chapter activity, ala "Boston" and "Long Island." Attendees suggested that he contact the Web Page Committee.

d. Educational Activities - John Dentler, see PACE report on plans for SPAC.

e. Membership - Jim Gillin (?)

f. Chapter/Awards - Tom Patton, absent

g. PACE - Bill Dixon: Provided a copy of the IEEE Strategic Planning Form for 2001. Main goal is to expand the Section robot project and provide kits to more schools. Other goals include a section PACE web page, develop a joint PACE/GOLD professional activities plan for new engineers, a Student Branch SPAC and Section MPAC. His report also covered a 3-year plan.

7. Report from Annapolis Sub-Section - David Boyd: Annapolis Subsection had a recent meeting with a speaker from EMC.

8. Report from Engineers Council of Maryland and Associate Society Council (ESB - ASC) - Joe Pollitt: ASC needs nominees for Young Engineer of the Year, Engineer of the Year, and Engineering Project of the Year for presentation in the 2001 Engineer's Week celebration. Bill Glock, ASC Chair is also soliciting for volunteers.

11. Report from Maryland Board of Registration - Mel Hotz- Absent

12. Report from Audits and Bylaws Committee - Mel Hotz- Absent. Randy commented that the new Bylaws need to be modified to include the Eastern Shore members.

13. Report from Nominating Committee - John Dentler: No nominee for treasurer yet. We need a volunteer.

14. **New Business**

-Bill Dixon suggested that we consider in the future:

- Section meeting with Region 2 Director Dan Benigni, to help plan for the 2002 Section Congress which will be in Washington.

- Support to the "newspaper format" SCANNER. Perhaps an advertisement of our calendar and web site?

- Possible establishment of an Engineering Management Society Chapter with the help of Ted Foster, Asst Dean of Engineering at UMBC.

15. Next Meeting - Monday November 13, 2000, 6:30pm

**Submitted by:**

**Vil Arafles  
Secretary**

# The Institute of Electrical and Electronics Engineers, Inc., BALTIMORE SECTION

## Executive Committee Meeting Revised Agenda

**DATE:** October 16, 2000

**TIME:** **6:00pm for food, 6:30pm start of meeting**

**PLACE:** **Room 726, Marriott's Hotel**

1. Report and Approval of Minutes from Previous Meeting- Ralph Bruce  
(Minutes will be sent via e-mail and additional copies will be available at the meeting)
2. Report from Vice-Chair - Carole Carey
3. Report from Secretary - Vil Arafles
4. Report from Treasurer - Bob Berkovits
5. New Priority items requiring action
6. Report from Directors
  - a. Program - Chris Nemarich (IMTC 2000)
  - b. Student Activities - Neville Jacobs
  - c. Newsletter Editor - Dave Stevens
  - d. Educational Activities - John Dentler
  - e. Membership - Jim Gillin (?)
  - f. Chapter/Awards - Tom Patton
  - g. PACE - Bill Dixon
7. Report from Annapolis Sub-Section - David Boyd
8. Report from Engineers Council of Maryland and Associate Society Council (ESB - ASC) - Joe Pollitt
9. Report from Maryland Board of Registration - Mel Hotz
10. Report from Audits and Bylaws Committee - Mel Hotz
11. Report from Nominating Committee - Bill Dixon
12. New Business.
13. Next Meeting - Monday November 13, 2000, 6:30pm