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Baltimore Section EXCOM Meeting Minutes

Place: Historic Electronic Museum (HEM), 1745 W. Nursery Rd., Linthicum, MD (410) 765-2345

Date: November 13, 2000 **Time:** 6:30pm - 9:30pm

Prepared By: Carole C. Carey, (Section Vice-Chair) for Vil Parafiles (Section Secretary)

Presiding Officer: Chair, Baltimore Section, Randy Bruce

Attendees: there were 13 participants (Attendance Sheet on file)

Report and Approval of Prior Meeting Minutes

October meeting minutes was approved with minor modifications.

- Item 5. Change spelling from Bill Nixon to Bill Dixon.
- Item 8. Change spelling from Bill Glock to Bill Gluck. Change ASC Chair to Engineer's Week Chair.

September minutes is not yet available. Bob Berkovits (acted for Vil).to bring minutes to December 11 meeting.

Report/Notes from Chair - Ralph Bruce

- 2002 Section Congress will be held in DC. Washington section is the lead, Baltimore section to assist. Remind Randy to send an invitation to the Washington group to talk about the 2002 Section Congress. Copy Dan Benini (?) -- Add this item to the December 11 meeting agenda.
- Modify future agenda (order of reporting) -- Report from Annapolis sub-section should precede reports from Chapters.
- Add item to agenda -- PES to make a presentation regarding Engineers Week activities.
- The proposed Section 2001 budget should be in place by Tuesday, November 28. Must vote on the proposal in the December meeting.
- Section needs a Treasurer for 2001. Vil has volunteered to act (interim) while the search continues. David Boyd is a possible candidate.

- Add to next month's agenda. -- Discuss and vote on By-Laws. ***** [Mel has noted that the By-laws committee will ask for ratification of the updated By-laws during the December meeting. We need to do this if we are to meet the December 31, 2000, deadline to complete the By-laws update.]

Reports from Annapolis Sub-Section and Chapters (Note: See specific websites for planned technical meetings for the rest of 2000)

Annapolis Sub-Section - David Boyd

- 2001 Budget request was sent by e-mail a couple of months ago. Supplement from the Section has not been received. [The request was for \$750.00. Randy had also suggested putting some \$\$ for outreach to the EE branches at Salisbury State/ UMES.]

Aerospace and Electronic Systems (AES-10) - Mark Brown

- 2001 Budget submitted and the request from section support was for \$500; Started majordomo [AES-10]; Plans to submit application forms for Concentration Banking.

Anten. and Propag./Microwave Theory and Techniq. (AP-03/MTT-17) - Howard Fudem [Absent]

Communications(COM-19) - Jeff Friedhoffer

- 2001 Budget submitted and the request from section support was for \$1450. They expect \$600 funding from Comm Society for a total of \$2,050.

Computer (C-16) - [Vacant] Bill Dixon has not been able to make contact yet to activate chapter.

Electron Devices/Solid State Circuits (ED-15/SSC-37) - Paul Potyraj

- The 2001 Budget request from section support was for \$500. Indicated that proposed budget has been submitted a while back but supplement from Section has not been received. Referred to Bob Berkovits. Chapter will participate in Concentration Banking.

Electromagnetic Compatibility (EMC-27) -John Anderson

- Seeking ideas to increase attendance in technical meetings; putting a list together; group suggested contacting Len Bathgate who maintains a list for the section. Other suggestion is to conduct joint meetings with other Chapter/Section.
- 2001 Budget request was for \$400 (a verbal request). A hard copy of the proposed budget should be submitted to Treasurer before a check can be issued.

Engineering in Medicine and Biology (EMB-18) - Boris Gramatikov [Absent]

Industry Applications (IA-34) - Scott Gordon [Absent]

Power Engineering (PE-31) - Rob Biagiotti attended for Stephen Woerner

- 2001 Budget projection submitted. No support requested from Section.
- Engineers' Week - need sponsors for student participation/attendance, \$20. Randy suggested that PES talk about the Engineers' Week activity in the December meeting.

Reliability (R-07) - Walt Willing

- 2001 Budget request was for \$300.

Report from Vice-Chair - Carole Carey

- Reported on the pre-audit of the Section's financial status to balance the checkbook and money market account. This was conducted on 11/6/00 at the Marriott Hotel lobby next door and attended by Vil Parafiles, Bob Berkovits and Carole Carey between 6:30 - 9:30pm. As of 10/31/00, both accounts are reconciled with the bank statements. Checking = \$2765.25 and MM = \$21,247.23 with a total of \$24,012.48. There was one uncleared check #5181 issued to N. Jacobs in the amount of \$264.25.
- Bob needs to add the IEEE assigned financial codes and sort the spreadsheet to generate the expenses. These numbers will be used to estimate the 2001 Budget for the Section. We have not received this information, thus no proposed budget was available for discussion at the meeting.
- [Note: Carole will not be able to attend December meeting (on travel). Vil to act for Carole]

Report from Secretary - Vil Arafiles [absent].

Report from Treasurer - Bob Berkovits

- Bob distributed (1) a summary of the Financial Statement based on the pre-audit including the spreadsheet we generated {Register}, and (2) the 2000 budget [we need 2001].

Report from Directors

Programs - Chris Nemarich [absent].

Student Activities - Neville Jacobs [Summary Report on file]

- The following requests were approved by the board: (1) \$2983 made out to Kelvin for 70 new kits [\$41.90 each + \$50.00 S&H]; (2) \$385 made out to Neville for printing costs of additional manuals [55 sets at \$7.00]; (3) \$348.51 made out to Neville for IEEE paying the difference in the Automation controller project (\$275.51) + \$73 for payment to Morgan State for spare parts.
- There was a discussion regarding hard copy manuals vs. CD distribution.

Newsletter Editor - Dave Stevens

- Send in any announcements for next publication (electronic version). Randy suggested that subsequently the Manuals for the Robot project should be considered a publishing activity. Dave has the software already and is well suited to prepare the manuals. Dave agreed. We should make them available in CD format. Web download was also mentioned. Neville was concerned about "proprietary" information. The majority seems to favor the CD version.

Educational Activities John Dentler (absent)

Membership - Jim Gillin [Absent]

Chapter/Awards - Tom Patton [Absent]

PACE - Bill Dixon (no report).

Report from Engineers Council of Maryland - Joe Pollit [still on hold]

Report from Associate Society Council (ESB - ASC) [did not attend the last meeting]

Report from Maryland Board of Registration - Mel Hotz

- The board is looking at changes on the fee structure [increase from \$10 per year to about \$25-\$30]

- Looking for EE to participate in the Hand Gun Control Board (MD legislature) to address mechanical/electrical locks.

Report from Audits and Bylaws Committee - Mel Hotz --

- The Section has not addressed the revised By-Laws. Need to vote on it [to be added to next month's agenda].

Report from Nominating Committee - Bill Dixon (ballots deadline 11/30/00)

New Business - none

Next Meeting - Monday, December 11, 2000 at 6:30pm

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