



The Institute of Electrical and Electronics Engineers, Inc.
IEEE Baltimore Section
<http://www.ewh.ieee.org/r2/baltimore/>
Executive Committee Meeting Minutes



DATE: September 10, 2001
TIME: 6:00pm -6:27pm Refreshments and Senior Member Applications
6:27pm - 8:00pm Meeting
PLACE: Historic Electronic Museum (HEM), 1745 W. Nursery Rd., Linthicum, MD (410) 765-2345

Attendance: 19 IEEE Members, 17 Baltimore Section Officers

I. 6:27PM – INTRODUCTIONS.

The meeting was started early.

This is to allow Dr. Stephen Frempong from the IEEE Student Branch, Baltimore County Community College, to discuss the upcoming October 27, 2001 Student Professional Action Conference (SPAC) at the BCCC and their need for financial support from the Section. The purpose of the SPAC is for speakers to present ideas and discussions on engineering career management to the BCCC students. Since support for this activity was pre-approved as part of the budget, John Dentler issued a check to Dr. Frempong in the amount of \$500.

II. REPORT FROM VICE CHAIR -

- Discussed approval of the March Meeting Minutes. No copy was available during the meeting, so motion was introduced, seconded and approved to hold review of the March and June minutes until the next meeting in October.
- Vil reported that there are now 16 new IEEE Senior Members from the Baltimore Section, Annapolis Subsection. He encouraged attendees who are not SM to apply.

III. OLD BUSINESS: ITEMS REQUIRING IMMEDIATE ACTION DISCUSSED IN PREVIOUS MEETINGS.

Deferred until next meeting.

IV. REPORT FROM SECRETARY - (Bob Berkovits)

- Bob e-mailed the March report, but did not have copies available for distribution. He is still working on the L-31 summary and asked for chapters to re-send their L-31 reports. Vil requested chapter chairs to cc him on their submittals. He estimated that he would be able to finish this work by the end of the month.

V. 2001 FINANCIAL UPDATES - (John Dentler, appointed 2001 Acting Treasurer). John advised that the

- section is in good financial shape, and he will e-mail details of his report. \$5000 was issued to help - Chapter Treasurer's Training. John presented slides and discussed the new treasurer's report Excel spreadsheet he developed. The spreadsheet has five worksheets that are linked, and automatically calculates a resolved financial report if a treasurer follows the instructions.
- Concentration accounts (action for all chapters). John discussed the IEEE requirement for all Chapters to open IEEE Concentration Bank accounts with Mellon Bank. This needs to be completed as soon as possible, and the Section will maintain a local account to cover petty cash and day to day operating expenses of all local entities.

VI. NEWSLETTER

- Winter 2001 Issue - (Dave Stevens) absent, Len Bathgate is asking for a printed copy to be sent to him so he can distribute about 100 hard copies to members who requested paper copies.

VII. New Item: MAJORDOMO (E-MAIL LIST). Jim Cummins volunteered and have set up a MAJORDOMO

for the section. He provided handouts from the IEEE web on etiquette and rules for using an IEEE MAJORDOMO. He said e-mail for this list should be short. There are 500 members in the Annapolis list, and he requested a closed list – one where requests for inclusion to the list must be made by members

desiring inclusion. An initial list should be the list of Baltimore Section Officers. The objective is to expand this into a group of lists for each chapter, to eventually cover all Section members.

REPORT HIGHLIGHTS FROM DIRECTORS AND CHAPTERS –

Report from Chapter Chairs

- a. Annapolis Sub Section. David Boyd announced a September 20 USNA meeting with Captain Boyd speaking on _____
- b. AES-10. Mark Brown reported that they did not have meetings this Spring and would like to have a joint meeting to help fulfill the 2 meeting minimum requirement.
- c. COM-19. Jeff Friedhoffer was absent due to an emergency trip.
- d. Computer (C-16). Garth McKenzie reports no activity since June, but now has an e-mail list. C-16 has had an organizational meeting in March, and June Technical meeting. He plans to have another technical meeting in October.
- e. ED-15/SSC-37. Dave Burnell reported that they have had 6 meetings this year.
- f. EMC-27, John Anderson reports they have had only one meeting this year and plans to have at least one more meeting, to include an election of officers.
- g. EMB-18. Boris Gramatikov reports that they have had 3 meetings so far and plans to have another meeting in October. He said recruitment of new members is an issue that needs to be addressed.
- h. IA-34. Rob Banas has replaced Scott Gordon as chair. He invited attendees to the IAS annual golf tournament in October 1.
- i. AP-03/MTT-17, PE-31, R-07 and GOLD did not have representation in this meeting.

Report from directors:

- a. Program – Chris Nemarich (absent) John mentioned the \$5K advance to UWBST 2002. Expect refund in 2003, with 25% profit sharing.
- b. Student Activities. Neville Jacobs reports that 70 new kits, plus 10 automation kits have been ordered from Kelvin Electronics, with estimated cost of around \$3500. He had a meeting with Robot volunteers at 5:00 today and plans to have another meeting in October 1. Other “kitting” meetings in September are planned and he will send out a request for volunteers.
- c. Educational activities- John Dentler mentioned the SPAC at BCCC and the \$500 section support.
- d. PACE – Bill Dixon reports that he is working on the yearly request for PACE support for the Robot Project. Carole asked that Bill to request Hoosam and Laura to provide a report on their attendance at the IEEE-USA 2001 Workshop April 27-29. This report should be presented during the October meeting.

VIII. Carole discussed planned future events. The October 1 section meeting and the technical presentation will be separated to allow more time for section business discussions. The plan now is to conduct a joint EMC/AES/AP/MTT technical meeting on Tuesday, October 16.

1. "Measurement of HF Monopole Antenna Array Ground Wave Gain, Antenna Factor, and Antenna Noise Factor" (V. P. Arafiles)
2. "Distributed Spacecraft and Sensor Webs: New Paradigms for Future NASA Earth and Space Science Missions" (Stephen Talabac).

During the Oct 1 meeting, Carole requested Len Bathgate to provide a talk on the SAMEE database. She proposed a separate meeting for the Webmaster team.

Meeting was adjourned at 7:50 p.m. and work on the Concentration Banking signature forms continued for the rest of the scheduled time.