



THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.

Baltimore Section

Executive Committee Meeting Report
January 19, 2007



This report summarizes the meeting of the IEEE Baltimore Section Executive Committee (ExCom) held on January 8, 2007. Appendix 1 is the January 2007 ExCom Meeting Agenda.

1 Introductions

Bob Cuellar called the meeting to order. The newly elected officers were introduced:

- Chair: Robert Cuellar
- Vice Chair: William Semancik
- Treasurer: Helen Garrison
- Secretary: David Kisak

The introduction of officers was followed by a general introduction of all attendees; there were 13 people in attendance. Appendix 2 is a listing of attendees.

2 Executive Reports

2.1 Chair Report

- Bob Cuellar requested a summary of expenses for 2006 and Bill Semancik took action to provide this summary. Bob took action to send out a notice to the chapters for their 2007 budget requirements.
- The Engineering Week Awards Dinner was discussed. Baltimore Section supported the full amount of the dinner last year. The Power Engineering Society (PES) sponsors the event and Baltimore Section is looking to the Industrial Applications Society (IAS) for significant funding support.

2.2 Vice Chair Report

- The Engineer of the Year Award was identified as action that needs to be completed.

2.3 Treasurer Report

Bill Semancik, outgoing Treasurer, summarized the status of end-of-year reporting for the Baltimore Section. Highlights are as follows:

- The account balance at the end of 2006 was \$51,481.85. Expenditures for the year were \$42,101.00 and exceeded receipts by about \$7k. Significant expenditures were \$16k for the Robot Challenge against a budget of \$10k and \$8k

for the Student Awards Banquet which was not budgeted (Power Engineering Society (PES) was to sponsor this event but Baltimore Section covered full cost).

- Statement of Accounts is due by 1/31/2007. Last year no units had investment accounts that were separate from the IEEE Concentration Accounts. Confirmation from all units that this has not changed is required in order to complete the Statement of Accounts filing.
- Geographic Unit Financial Report (Form L50) is due by 2/23/2007. This report provides Geographic Unit financial balances at the end of 2006 (Unit fiscal year corresponds to the calendar year).
- Taxable Payments to Individuals filing is due by 1/31/2007. This filing reports all taxable income in excess of \$600. Taxable income is cash or cash equivalents for all awards, prizes, and honorarium (e.g., speaker fees, gift cards, etc.). Scholarships and Fellowships are taxable to the extent that they exceed qualified tuition and related expenses. Reporting requirements include the recipients Name, Address, Social Security Number, and value.

Last, Bill is to meet with Helen Garrison to coordinate transfer of Treasurer's responsibilities and financial records. This meeting will occur prior to February ExCom Meeting.

2.4 Secretary Report

Outgoing Secretary, David Sherman, was not present. Bill Semancik presented the following reports:

- The Officer Reports are due from the various chapters. All chapters have been contacted and reports are being filed. As the reports come in the complying chapters are being dropped from reminder notices.
- Meeting Reports (Form L31) are in good order. Three ExCom L31's were not submitted last year; this shortage is being corrected. Also, L31's have not been provided by Aerospace and Electronics Society (AES) and Electromagnetic Compatibility Society (EMC); both societies are required to have held a minimum of two technical meetings during the year.

3 Report Highlights from Directors and Chapter Chairs, R2 Area Chair

3.1 Former Chair

Boris Gramatikov discussed email that he received from Mr. Charles Lord inquiring about the possibility of the Baltimore Section hosting a Tutorial Workshop on ZigBee (high level communication protocols based on IEEE Standard 802.15.4 for Wireless Personal Area Networks) that he would present. Mr. Lord proposes 50 attendees and is offering \$75 per attendee back to the Baltimore Section. Member concerns regarding cost to member (especially if not picked-up by their employer – a fee structure of \$299 for members and \$349 for non-members was discussed), venue for

course, who covers cost of venue and other expenses, and others were raised. Boris is to contact Mr. Lord for clarification.

3.2 Student Activities

Neville discussed the 2007 Robot Challenge:

- There are 44 2-leg teams and 26 4-leg teams from 13 schools registered as of this time (compared to 71 and 23, respectively, from last year). Further, 24 teams are doing Automation (compared to 19 teams last year).
- In Canada, 28 2-leg teams have registered (total 2-leg teams are 72 – an increase of one over last year’s total number of 2-leg teams).
- Training Workshop for Teachers and Mentors will take place on Saturday, January 20 at the Baltimore Museum of Industry from 10 AM to 2 PM. Light lunch will be provided. Contact Neville or Jay Gamerman to reserve.
- Financial Summary: Total potential income is \$7457.51 (compared to \$6768.00 for 2005-2006). Expenses are running at about \$8300, with another \$2000 expected in May.

3.3 Graduate of Last Decade (GOLD)

Rachel Andre, GOLD Chair, commented that a GOLD planning meeting was scheduled to be held at DuClaw Brewing Co., Arundel Mills Mall, Hanover, MD, on January 10, 2007. Purpose of meeting was to plan activities for the year. Rachel commented that she had received inquiries by some potential attendees regarding membership in IEEE.

Rachel has provided the Secretary with the names of the other officers of GOLD. These are: Michael Pearse, Vice Chair and Brian Vigna, Secretary.

3.4 Women in Engineering (WIE)

Tina Kohler said that WIE will elect new officers at their February meeting. She also mentioned establishing connections with the National Security Agency’s Women in Science and Engineering.

3.5 Reliability Society

Walt Willing summarized a Technical Meeting of the Reliability Society held on December 13, 2006. Topic of the meeting was “Reliability Block Diagram Modeling – Comparisons of Three Software Packages” presented by Aron Brall of SRS Technologies. Attendance was 10 members and 7 guests. A reimbursement request for luncheon expenses of \$91.69 was submitted to ExCom.

3.6 Electromagnetic Compatibility Society

Bob Berkovitz, EMC Chair, provided the following information:

- Northrop Grumman ES Div. was hosting an Engineers Week event on February 22 for the representatives of the engineering societies. The purpose is for

disseminating information and recruiting new members. The event will be held during the lunch period in the central auditorium. Bob will attend with IEEE information.

- Suggested establishing a web site link to the International Council on Systems Engineering Chesapeake Chapter (INCOSE CC) from the IEEE Baltimore Section Home Page. Bob added that he was invited to the INCOSE CC board of directors meeting held on January 10 to discuss this as their IEEE liaison.
- Suggested that the picture taking of the awardees at the May banquet be earlier in the evening so it could be more orderly and not so rushed.

3.7 Awards

Tom Patton identified May 9, 2007 as the date of the Chapter Chair's Dinner. The dinner will be held at Snyder's of Willow Grove. Tentative schedule of events is: 5:30 – Drinks, 6:30 – Hors d'oeuvres, 8:00 – Speaker.

3.8 Additional Comments

Jeff Friedhoffer provided the following comments:

- Jeff is the Chair for the GlobeCom '07 Designer and Developer's Forum.
- Senior Rodeo is April 15.

4 Old Business and Review of Action Items

4.1 IEEE Baltimore Section Audit of Treasurer's Books

Bill Semancik has action to respond to and coordinate auditing of the Section accounts and Treasurer's books.

4.2 TISP Program

Neville Jacob discussed the Teacher In-Service Training Program (TISP). TISP is being promoted by IEEE Headquarters as a means for teacher enrichment in technology and sciences to encourage pre-university student pursuit of technical careers including engineering. Interest from IEEE Headquarters is for the Baltimore Section to sponsor this program this summer (last summer it was held in Indianapolis). Literature and lesson plans have been distributed and are being reviewed. Material provides 22 topics that span ages 8 to 18. Neville, Bill Semancik, and Neville's Department Chair will review material and provide comments. Bob Cuellar to provide comments to, and request clarifications from, IEEE Headquarters by 1/20/2007 due date.

4.3 ESB Participation

Bill Semancik discussed meeting he attended at the Engineering Society of Baltimore (ESB) held in November. Purpose of the meeting was efforts to revitalize the ESB. Three focus areas were identified: Legislation, Educational Outreach to Schools, and Continuing Education and Professional Development. Question to the Executive

Committee is to determine if the Baltimore Section wants to participate in the ESB. Currently the action is to the ESB to determine what, if anything, they are going to do. Last, it was pointed out that the ExCom Chair has access to the facilities of the ESB.

4.4 Professional Development Program

Boris Gramatikov stated that Part 1 of Continuing Education Unit (CEU) course was held on 1/6/2007. The course, Developing Real-Time, Embedded Products, was presented by Kim Fowler at the Historic Electronics Museum in Linthicum, MD (Part 2 is scheduled for 1/13/2007). There were 17 attendees. Discussion comments included:

- Better advertising might have resulted in increased attendance;
- Consideration might be given to offering a CEU course two or three times per year;

Jeff Friedhoffer suggested sending a column to IEEE Spectrum about this course.

5 New Business

5.1 Appointed Positions

Bob Cuellar requested members currently volunteering in appointed positions continue in those positions. Bob took an action to send out email formalizing his request.

5.2 Required Reporting

ExCom and a few of the Chapters are delinquent in filing L31's for meetings held during 2006. All Chapters are required to have a minimum of two technical meetings per year and therefore must have corresponding L31's on file. Notices have been sent to the Chapter Chairs to complete the mandatory reporting.

Further, year end financial reporting is due according to schedule presented by Bill Semancik during the Treasurer's report. See the summary of the Treasurer's report for details.

5.3 2007 Baltimore Section Budget Review

The Baltimore Section budget review is pending receipt of Chapter budget requests.

5.4 Submission of 2007 Chapter Budget Requests

Bob Cuellar has action to send notices to the Chapters to provide their 2007 budget requirements.

5.5 Engineering Week Dinner Support

Dewayne Daley of PES will be contacted about sponsoring the annual Engineering Week Awards Dinner. IAS will be contacted regarding contributing funding for this event.

6 Adjourn

The next meeting of Baltimore Section ExCom was scheduled for February 12, 2007 at The Historic Electronics Museum from 6:00 to 8:00 PM. The meeting was adjourned at 8:30.

Appendix 1: January 2007 ExCom Meeting Agenda

1. INTRODUCTIONS

2. EXECUTIVE REPORTS

- Chair (Bob Cuellar)
- Vice Chair (Bill Semancik)
- Treasurer (Helen Garrison)
- Secretary (David Kisak)

3. REPORT HIGHLIGHTS FROM DIRECTORS AND CHAPTER CHAIRS, R2 AREA CHAIR

4. OLD BUSINESS AND REVIEW OF ACTION ITEMS

- IEEE Baltimore Section Audit of Treasurer's Books
- TISP Program
- ESB Participation
- Professional Development Program

5. NEW BUSINESS

- Appointed Positions
- Required Reporting
 - L-31, Statement of Accounts
 - Officer Reports
 - Taxable Payments to Individuals
 - L-50
- 2007 Baltimore Section Budget Review
- Submission of 2007 Chapter Budget Requests
- Engineering Week Dinner Support

6. ADJOURN

Next meeting: February 12, 2007 from 6:00 to 8:00 PM at HEM.

Appendix 2: January 2007 ExCom Meeting Attendees

Name	Position	Member	eMail
Dave Kisak	Secretary	Yes	dkisak@ieee.org
Helen Garrison	Treasurer	Yes	helengarrison@ieee.org
Jeff Friedhoffer	Web Master	Yes	jafried@ieee.org
Bill Semancik	Vice Chair	Yes	wsemancik@ieee.org
Tom Patton	Awards	Yes	tpatton@ieee.org
Tina Kohler	WIE	Yes	m.a.kohler@ieee.org
Rachel Andre	GOLD	Yes	andrere@gmail.com
Robert Berkovits	EMC	Yes	rjberkov@ieee.org
Walt Willing	Reliability	Yes	walter.willing@ugs.com
Jay Gamerman	Student Activities	Yes	jay.gamerman@acrodyne.com
Neville Jacobs	Student Activities	Yes	nevilleed@aol.com
Boris Gramatikov	Past Chair	Yes	bgramat@jhmi.edu
Bob Cuellar	Chair	Yes	bobcue@msn.com