

Baltimore Section
June Executive Committee Meeting Report
8 June 2015

This report summarizes the proceedings of the IEEE Baltimore Section Executive Committee (ExCom) meeting held on Monday, 8 June 2015 at the National Electronics Museum (NEM, <http://www.nationalelectronicmuseum.org>), Linthicum, MD.

1. CALL TO ORDER (@6:34pm)

2. INTRODUCTIONS

3. APPROVAL OF PRIOR EXCOM MINUTES

- March – The March minutes will be approved at the September meeting
- April – The April minutes will be approved at the September meeting

4. Executive Reports

- Chair (Robert Rencewicz gave the chair report)
 - The meeting room is reserved through December. The next meeting is September 14. There are no meetings in July or August.
 - Collin Krepps, Rob, and Vinod Mishra met via conference call about getting officers more involved. The goal is to get at least 50% of the officers together to talk about anything they have planned, work out a schedule, and learn from each other. Some possible topics are where to start and what meetings can they attend to get started. They may be able to meet in July, August or both. Fall may be another option, and they will try to align with vacations.
 - Pam Jones discussed the computer society leadership. She will no longer be able to take over the computer society, and brought up some concerns about getting potential officers the information and support that they need to become more involved with the section. She would also like to see more support for underserved communities such as a robotics program that she started in the Robinwood neighborhood of Annapolis. It was successful and the mayor gave a citation. She wanted money instead of robots. Snap circuits are a good way to learn about electricity. Somebody was willing to come down from New York but they couldn't get anyone from Baltimore.
 - Collin sent a lot of history to Rob and Vinod about the reimbursement request from Wally Lee and Monica Mallini. This will not be voted on at this meeting and will instead be tabled for the September meeting. Collin, Vinod, and Rob will discuss this in another call and bring more information to the next meeting.

- Vice Chair – nothing to report
- Treasurer –
 - Matt Stryjewski has been going through transactions for the year, and some are missing receipts from before Matt took over. Matt will work through this with Vinod. Collin has a receipt for the YP event that he will submit.
 - The financial report from last year still has not yet been submitted. At this point the section has lost the extra money from IEEE for submitting on time. Matt also needs the checkbook, deposit slips, and the 2014 binder.
 - The L51 is not completed and accepted yet. According to Kate Duncan, everything will need to be balanced with headquarters.
- Secretary – Rachel still needs to submit L31s. She will coordinate with Collin to have all minutes posted once they are approved. This will be done before the next meeting.

5. Chapter Reports

- Communications Society – The chair left after about 8-9 years, and a new chair is needed. Vinod or Rob can reach out to people to encourage them to take over the office.
- PES – PES was not present at the meeting, but is still active.
- EMBS – EMBS was not present at the meeting, but the chapter is still active.
- Reliability – The Reliability Society is dormant, and nobody is picking it up. They are not interested in being active anymore. Some companies in the area have groups that basically provide the same function as this society.
- PELS – There is no active PELS chapter.
- Signal Processing – Rob is trying to get some signal processing meetings together. He will contact David Price to see if he has ideas or can provide any support.
- AES – AES was not present at the meeting, but is still active.
- Electron devices – Electron Devices was not present at the meeting, but is still active.
- IPS (photonics) – IPS was not present at the meeting, but is still active.
- MTT/AP - Antennas and propagation was not present at the meeting, but is still active.
- EMC – There is a new member from Texas who may be interested in chairing the EMC society. She will contact Rob later once she is settled in the Baltimore area.
- Young professionals – There was a YP meeting at Greene Turtle, and 8 people attended. Many were new, so some may be interested in volunteering. Another meeting will be scheduled in 6 weeks or so. There is no active chapter in NoVA or Washington, DC right now.
- Consultant Network – The Consultant Network is not active right now.
- WIE – Jiah Song is the new WIE chair who took over from MingMing Liu. They held some activities with high schools and are planning an event at Johns Hopkins.
 - Pam presented information about a code camp that she is planning.

1. There is a need to get young women more involved in computer science activities and coding. She put together a proposal and sent it to Northrop Grumman, who sponsored a girls coding camp. Intel is also a sponsor, and WIE is supporting. The first annual one week coding camp that targets a beginner coder will held at the Archdiocese of Maryland Notre Dame Prep in Towson. It will be take place July 13-17. The event has a website through EventBrite. They still need mentors, and mentors do not have to be software engineers. Pam will send the dates in an email. Jeff Friedhoffer will send it out to people who live near the zip code. Pam will also submit it for the newsletter.
 2. The event has funding for a main mentor to have their expenses paid, but they can't afford more than about \$100 for other mentors.
 3. Jeff mentioned the Girls Coding program in Howard County. He will send Pam more information.
 4. Kate made a motion to cover partial expenses with a maximum of \$600 for 2 mentors for this event. They would start with funding for Baltimore and then expand to other areas. Bill Semancik suggested an amendment to pass a contingency motion that would offer a certain amount and let Pam use up to that amount to get the volunteers. They need 10 mentors for up to 30 students. 27 are currently signed up and they need approximately 50 person days of volunteer work. Pam said that people who volunteer for the week get priority, followed by one day volunteers, then half day volunteers. Someone coming from further away would need more funding. Boris Gramatikov suggested getting volunteers from Towson University, UMBC, etc. Pam previously reached out to the Center for Women in Technology and offered a \$100 stipend for transportation. Kate suggested pulling the motion, but Pam would like to keep it in case they can't get enough students due to summer vacations. Jeff suggested \$500 to cover expenses and that we'd like to see receipts. He made a motion that the Baltimore Section allocates up to \$500 for expenses for mentors starting with those from Baltimore and then expanding. Pam will need to submit receipts and talk to the officers before going outside Baltimore. Kate seconded. None opposed. The motion passed.
- The Women in Engineering flagship conference (ILC, International Leadership Conference) will take place in Philadelphia November 6-8, 2015. It will be a joint event with Region 1 and Region 2 with an inspirational track, leadership track, and new hands on workshop track for someone who is new to STEM fields.
 1. They are requesting sponsorship from the sections in Regions 1 and 2 that have WIE chapters. Philadelphia sponsored \$2500, which is going to help offset cost of venue, food, and some

travel expenses for speakers, and discounted rates for sections that help. There are probably about 50 sections in the two regions and about 20 of the sections are being asked for funding, including Philadelphia, Southern New Jersey, Northern Virginia, Pittsburgh, and Dayton. Region 1 has approximately 10 sections with WIE chapters. Some of the companies are already paying for their people to attend and talk, but not every company can do this. The budget is roughly \$40,000 for the event and will be split between Region 1, Region 2, IEEE-USA, and WIE. They would like about half to come from the regions. Both members and non-members attend. There is a document that shows the different levels of sponsorship for companies who donate.

2. Anna Romaniuk suggested donating \$500 with a possibility of increasing it once the section has a better understanding of the finances. Additional funding can also be approved through email. Anna made a motion to approve up to \$500 for the November 6-8 Women In Engineering Summit. We can revisit this amount later in the year. Neville Jacobs seconded the motion. Matt raised one item of discussion on this motion. Since the section finances are currently unknown and reports were not filed for last year, there is no way to track how much money is available right now. These are good causes, but we need to be careful, and we already missed the rebate for last year. Dave Kisak pointed out that we typically have quite a bit of money in the account rolled over. In the fall of 2014 we gave \$2000 for UMBC students, but they haven't followed up. They are now asking for more money, but we will need to watch our expenses more carefully. The vote was taken on Anna's motion and none opposed. The motion passed.

6. Committee Reports

- Robot challenge –
 - There are no new details from the Robot Challenge. Neville reiterated that they were short on teams on Saturday, but Sunday was well-attended. MESA only had 3 teams, and they mutually agreed to not continue next year.
 - This year had some of the best qualified teams ever. The pit had a remarkably slow day on Sunday with only about 10 teams visiting it. The shipping containers, costumes, etc were very well done. Charles Flowers High School was especially impressive. Two of their teams attended the chapter chair dinner and were examples of how well the robot challenge is working. Hopefully a number of these students will go into engineering.
 - Next year's Robot Challenge dates are April 16-17 2016. There is a conflict with the Washington, DC section, but there are no known conflicts in Baltimore, and they are the target audience.

- Jeff suggested that they consider this a satellite event for the science and engineering festival.
- The reports will be due April 1, and there will be judges training on November 19 and January 30. Charles Flowers sent the last big check. Neville's expenses were \$1091. They received an invoice from the Baltimore Museum of Industry for \$2k. Jay Gamerman is expecting checks to come in. As soon as they get those checks they would like to close the books for the academic year. They need accounting and expenditure for the last academic year and previous academic year. It is difficult to estimate future expenses without knowing past expenses.
- Jay and Neville are organizing kits for next year. They sold every kit this year. They had enough kits for everyone, but they typically have 30-40 left. They will need about 200 kits, and the order needs to be placed in July for delivery in October-November.
- There is a local manufacturing house that they use for board assembly. Jay will talk to them about assembling the whole kit to try to reduce volunteer involvement. This has saved money in the past because IEEE is not buying parts retail. They can send a copy of the stats to anyone who would like them
- They are working on a 3D printing option for the wood block. The block is currently carved by students using dimensions from the drawing. The plastic block would need to have a weight between 67% to 100% of the wood block. They are also adding an option of feedback automation in addition to the original timed automation that would give teams an additional bonus.
- Dave Kisak asked about the cost per unit. Neville estimates that they spend about \$10k on kits. Each kit costs about \$35 before the cost of the venue, shipping costs, automation kits, etc. PACE provides some funding. Automation kits are reusable, although the robot kit is expendable. The robot challenge typically just about breaks even. Automation kits run about \$165 for a 2 leg and \$240 for a 4 leg robot. Jay and Neville will provide the actual numbers. They typically get the first batch in October, 2nd in November, 3rd in December or January with payment due upon receipt. This year cost about \$22k. The 50 MESA kits were about \$10k, and they sent a check for it. Checks will also come in at about the same time as schools pay for the kits. They used to cost the section a net of about \$5k, but numbers for recent years are unknown. The Baltimore Museum of Industry payment is new for last year and this year, but we were making contributions to another engineering society that was against this amount. Southern NJ section contributed to the increase in kits required – close to 50 kits on top of our usual number. This may continue to increase.
- Chapter Chairs dinner – The dinner occurred as planned and was well attended. They had arrangements for 58 attendees, and 6 did not show up. Bill will provide the numbers for the L31. The speaker, Noah Cowen, was very good.
- Operations Manual review – The review of the operations manual was tabled for the next meeting.

- Continuing Education – Boris reported on the last course at the last meeting. Preparations are underway for the next course. The topic is hardware and software embedded systems. He is looking for a speaker, and some students from UMBC said they would present their projects. Many people are interested. Jay has a board from the robots that would count as an embedded system. Arduino was given as another example.
- Senior Member Drive – Jeff spoke about the senior member drive. 26 people applied, and about 12 volunteers helped. It cost about \$170 for food. The section receives \$260 for nominating the senior members.
- IEEE-USA meeting – Jeff brought in the award that he received at the annual meeting. He learned a lot of interesting things and will write up his notes and send them out. He also mentioned an option for a maker space. There is one nearby called Unallocated Space. This space could be useful in the future.
- STEM festival – The STEM festival took place June 7 for middle school and elementary school children. They used about 80 kits that were provided by the section. Neville took pictures, and Bill Semancik, Carole Carey, and a few other people volunteered. They have 10 or so kits left and they'd like to have 100 on hand. Jeff also showed the kit at the IEEE-USA meeting. A handicapped workshop puts them together for \$2.25 per kit and the kits cost less than \$2 each. Others in IEEE-USA interested, but most will wait to see how the financials work before purchasing them.
- Awards - Anna encouraged the group to nominate people for IEEE-USA awards by July 31. Senator Mikulski won an award. Anna will ask Ryan Klein to put it in the newsletter.

7. New Business

- This year's elections – Dave Kisak reminded everyone to think about future officers. All existing officers are interested. Dave will send examples of bios. Officer and voter participation have been very low. Only about 1.5-2% of the members vote. This is true across IEEE in the US. He would like to have candidates by end of September. The election will take place in November with new officers announced in December.
- Philadelphia activities – Vicky Drury discussed the Philadelphia section activities. WIE would like to work together with Baltimore to have events. They host a three hour class for middle school students that went well. They will provide slides as an example. Philadelphia WIE also has a meeting scheduled for the end of June on salary negotiation. Neville would like to know how well attended it is. They will also share information about some programs for girls that they participate in. They are working with Drexel University to do something like the robot challenge. Drexel will donate two classrooms for free for it, but there are some challenges with legal paperwork and proof of insurance that are required to use the space. This is an issue with many colleges.
- Jeff made motion to adjourn the meeting. Anna seconded the motion. The meeting adjourned at 8:44 pm.

8. Attendees

- Rachel Krepps
- Collin Krepps
- Robert Rencewicz
- Matthew Stryjeski
- Kate Duncan
- Vicky Drury
- Jeff Friedhoffer
- Bob Berkovits
- Dave Kisak
- Bill Semancik
- Pam Jones
- Boris Gramatikov
- Neville Jacobs
- Jay Gamerman
- Anna Romaniuk

Attachments

Status, Student Activities, 6-8-15

A report on the Robot Challenge was presented at the 4-20-15 EXCOM meeting. We had fewer teams than expected on Saturday, whereas on Sunday we had just the right balance of teams and judges, and everyone had a wonderful time.

We were disappointed that only 3 of the 33 MESA teams participated, despite having invested a lot of effort to try to make the partnership work. We have mutually agreed to discontinue the relationship next year.

Our regular schools did a great job sending in some of the best qualified teams we have seen in a long time, and on Sunday the PIT had a remarkably quiet day. Some of the costumes and shipping containers were amazing!

Two of the Charles Flowers teams participated in the Chapter Chairs Dinner, and they left a very good impression of the types of young people that this event is developing.

The dates for next year are as follows:

Next year's Robot Challenge will be held April 16 and 17 at the Baltimore Museum of Industry, with the Written Reports being judged at Northrop Grumman on Monday April 11, 2016.

The Written Reports will be due April 1 at 4 PM.

Training will be held at the BMI on November 19, 2015 and January 30, 2016.

We have received a check from Charles Flowers High School this month for \$2941, my final expenses were \$1091.86, and we have received an invoice from the BMI for \$2000. Other than an outstanding bill from the New Jersey section, most of the invoices sent to schools and to MESA have been paid. We would very much appreciate an accounting of income and expenditures from our Treasurer for the past academic year, which we can say began last July, and is ending today.

Jay and I will shortly be preparing the orders for kits needed for the 2015-16 school year - this year we shipped out every single kit we had in stock, largely because of requests by the two New Jersey sections and MESA. Though we won't have MESA next year, the orders we'll need to place will still be significant.

Statistics of the event are available by request, please send me an e-mail.

Neville Jacobs