



## Baltimore Section January Executive Committee Meeting Report 9 January 2017

This report summarizes the proceedings of the IEEE Baltimore Section Executive Committee (ExCom) meeting held on Monday, January 9, 2017 at the National Electronics Museum (NEM, <http://www.nationalelectronicmuseum.org>), Linthicum, MD.

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### Attendees:

Robert Berkovits	Matt Stryewski
Ram Bhagat	Dan White (Secretary)
Luke Cox	Ken Wong (Treasurer)
Boris Gramatikov	Sherwood Olson (Vice-chair)
Neville Jacobs	John Dentler
John Mack	Barin Nag
Ben Menachery (Chair)	Tim Cash
Chris Nemarich (BSA)	Madhin Marriselly
Bill Semancik	

### I. Call to Order

Ben M. call meeting to order at 6:30 pm

### II. Introductions

### III. Approval of Prior ExCom Minutes

Sherwood O. no meeting minutes from December 2016 ExCom, will have them ready for February

### IV. Executive Reports

#### a. Chair: Ben M. discusses his executive report

- i. ExCom meetings are hosted at National Electronics Museum (NEM): Conference room is available from 5pm to 8:30pm. Robot Challenge Program discussion is from 5pm to 6 pm and ExCom meeting from 6:30pm to 8:30pm. We will have 9 ExCom meeting this year. All our meetings will be in the CR except the March one which will be at the Library.
- ii. NEM hosts ExCom & Chapter meetings and IEEE associated activities. We can make use of their Projector and Wi-Fi. We give donation to NEM in September for using their services.
- iii. IEEE Baltimore website: <http://sites.ieee.org/baltimore/>. ExCom 2017 monthly meetings dates are available on the website.
- iv. Reporting Section Officers: Section Officers are updated for 2017 with IEEE Region 2. Sherwood took the action to update Student Branches. There are 10



active Chapters and two Affinity groups. Power & Energy Society and Power Electronics Society are planning to become Joint Chapter. Webmaster position is vacant. Sherwood agreed to be the acting Webmaster.

- v. IEEE Baltimore Section Sponsor: February Fourier Talks 2017 (Feb. 16-17, 2017) and Wilde Lake HS Robotics Club.
- vi. IEEE Section Rebate: Deadline February 28, 2017. Eligible for 10% bonus for timely reporting is February 17, 2017.
- vii. Engineering Week (Feb. 19th – 25th) activities at Maryland Science Center & NEM: Events at Maryland Science Center related to “Dream Big”. Jeff is planning activities at NEM on Feb 25th. Looking for Volunteers
- viii. Engineering Society of Baltimore (ESB) honor awards: Nominations are due Feb 15th. We will notify our members using notice.
- ix. Requested budget estimates from committee, Chapters and Affinity Groups. Matt/Ken created a budget for approval by the section according to all section funds.
- x. All qualified Section/Chapter activities should submit request for PACE funding
- xi. Chapter, Affinity Group Meetings should try to use WebEx to cover more audience. Have joint meetings with multiple chapters, affinity groups and student branches. Record the meetings using V-Tools
- xii. Conduct Senior Membership elevation event in May: Encourage qualified members to apply for Senior Member (SM) elevation. Form senior member nominating committees

**b. Vice-chair: Sherwood discusses his executive report**

- i. Working on inputting the 2017 officers into IEEE reporting tools
- ii. Will be acting web-master until replacement found
- iii. Announcements for elections will be kept on website for another month
- iv. Award announcement will be kept on website until April
- v. Sherwood will update student chapter officer information

**c. Treasurer: Matt S. briefed finances handed over treasury responsibilities to Ken W. (see Appendix C)**

- i. Bill S. brought up conflict of interest forms, these should be email out automatically to primary IEEE email address
- ii. Tim C. asked about reimbursement of web training to members. There was no discussion because it was covered in October 2016 meeting.
- iii. Neville J. talked about Robot Challenge income from 2016. There was a cache of unused kits from 2015 which may have skewed cash flow
- iv. 2017 proposed budget was opened to discussion
  1. John M. brought up a possible need for more funding to hold six meetings at LPS (UM College Park) for speakers
  2. Student chapters should come back to brief ExCom on their use of funds



3. Adjustments were made to budget based off Matt S. recommendation of past funding
- v. Bill S. motions to pass 2017 budget (request budget from ExCom officer if details needed), motion was seconded by John D. Ben M. opens for discussion and no further discussion had, Ben M. called for vote. Vote passed unanimously

## **V. Committee, Chapter and Affinity Group reports**

### **a. Annapolis Subsection Chair**

Tim C. looking into holding joint meetings and using WebEx to get more participation.

### **b. Awards & Recognition**

Bill S. looking for a paid speaker for the awards dinner. Dinner location is tentatively Timbuktu.

### **c. Educational Activities**

Boris G. is looking for speakers for chapter meetings

### **d. Student Activities/ Robot Challenge**

Neville J. briefed student activities (see Appendix B.), 28 Jan 2017 teacher and mentor training asked to be added to the Section calendar.

### **e. Computer**

NTR

### **f. Electromagnetic Compatibility**

Bob is planning to have February or March meeting on power availability. EMC symposium is in August. Looking for an IEEE distinguished lecturer for one of the joint meetings

### **g. Signal Processing**

NTR

### **h. Photonics**

John M. looking for distinguished lecturers for meeting at LPS (see above)

## **VI. Old Business**

- i. Donation of \$500 to Wilde Lake High School for First Robotics League was processed.

## **VII. New Business**

- a. Boy Scouts of America (BSA) looking for a \$2500 donation to support electronics merit badge at the BSA 2017 Jamboree in WV (see Appendix A). Funding only to be



# Baltimore Section



used for materials needed to teach approximately 800 scouts. Will take about \$30K to fully fund. Donations from all regions with IEEE sections sending scouts is being sought. Neville J. makes motion to fund this effort at requested amount (\$2500), John M. seconds the motion. Ben M. opens for discussion and no further discussion had, Ben M. called for vote. Vote passed unanimously.

- b. WIE East Forum [(30 November – 2 December 2017) at Royal Sonesta Harbor Court, Baltimore is looking for a \$2500 buy in for 15% stake in the event. Approximately \$4000 ROI expected from past event performance. Ben M. makes motion to fund WIE at requested amount (\$2500), Bill S. seconds the motion. Ben M. opens for discussion, Sherwood asked about MOU, which will be provided. Ben M. called for vote. Vote passed unanimously.

## **VIII. Announcements**

- a. Annual Conference on Information Sciences and Systems (CISS) asking for sponsorship: The conference is scheduled to be held in Baltimore on 2017 March 24th to 27th. IEEE Information Theory Society participating as a sponsor of this event.
  
- b. IEEE Approved a Conference Registration Application for: 2019 IEEE Industry Applications Society Annual Meeting. Conference is scheduled to be held in Baltimore from Sep. 29th to Oct. 3rd, 2019. IEEE Industry Applications Society participating as a sponsor of this event.

## **IX. Meeting Adjournment**

Bill motioned for the meeting to adjourn at 8:30 pm and Dan seconded it



## Appendix A

### **2017 National Scout Jamboree (Christopher Nemarich)**

- IEEE volunteers teaching on behalf of the IEEE eMeritbadges program
- National Boy Scout Jamboree in Bechtel WV in July 2017.
- Teach Electronics and Electricity merit badges
- Part of the IEEE eMeritbadges Project



## Appendix B

### Status Student Activities 1-9-17

1. The number of teams signed-up increased 57% in the past month: Gilman has 5 two-leg teams, Beth Tfiloh 3, Flowers 23, Friendly 2, Wilde Lake 11, JPMCA STEM 2, and Notre Dame 20, for a total of **66 two-leg teams from 7 schools**. This compares to the 42 teams from 6 schools that we had last month. The number of **4-leg teams** remains the same at **18** (Beth Tfiloh 1, Flowers 17).

2. At this time last year we had **73 two-leg teams and 13 four-leg teams, from 7 schools**, so overall, we're at about the same level (84 vs 86) as last year.

3. The number of teams doing Automation is unchanged from last month, but we are hopeful that with additional mentoring and better documentation, more teams will be successful with closed-loop control using feedback. Only one team was able to make it work as advertised last year, but its performance was truly spectacular.

4. Kit inventories are running a little low. At the moment we have 47 robot kits left, and 20 are committed to Notre Dame. We expect to be receiving an additional 17 kits from Kelvin by the end of January, which will bring our stock up to 44 kits. With one more month for possible registrations, this should be OK. Inventory for Automation boards is OK, but only because we built 16 additional 2-leg Controller Boards for Coastal New Jersey.

5. Both New Jersey IEEE sections are signing up many teams and doing well. Due to slight differences in how they operate, Southern New Jersey wanted to issue their own Robot Manual, and we helped them prepare it. It required a lot more effort than either side expected.

6. The next Teacher/Mentor Training Session will take place at the Baltimore Museum of Industry (BMI) on Saturday, January 28 from 10 AM to 2 PM (lunch included). It is important that we communicate this information to all teachers, particularly those doing the Robot Challenge for the first time.

7. We are announcing to all Science teachers, especially those supporting the Robot Challenge, that the Essay Contest sponsored by the IEEE Baltimore Section in memory of Walter Willing, a past Chair of the Section will be held again, with a deadline of April 14. The topic should be "Reliability, Quality or Robotics Engineering, and why they would be worthy career choices". Up to 4 prizes of \$500 each will be awarded each year. Contact me for a copy of the Rules.

8. We are starting to plan the Robot Challenge events, we'll need more judges on Sunday, April 23 than we had last year, but we plan to have just a skeleton crew on Saturday, April 22. We will also need experienced judges for the Written Reports which will be reviewed on Monday, April 17 (6 PM at NGC). Please ask your work associates if they would be willing to help this year, and let me know their contact information.

9. Expenses this past month were \$196.12, for ink, hardware, mailing and storage.  
Neville Jacobs



## Appendix C

November Report: NetSuite upload complete for all 7 accounts

- Reimbursements for COMSOC Meeting, Contrax Technologies (Robot Challenge), and Oct ExCom Meeting

December Report: NetSuite upload to be complete next week when IEEE Finance finalizes the accounts

- PACE Refunds
- Reimbursements for Gilman School (Robot Challenge), Neville Jacobs (Robot Challenge), Neville Jacobs (Robot Challenge), and Jeff Friedhoffer (COMSOC)

### 2016 Final Reporting

- Deadline to submit 2016 financials is February 28, 2017
- To qualify for 10% bonus, the deadline is February 17, 2017
- This includes monthly NetSuite uploads and additional financial documents
- Additional Information – If we compensated individuals or leased office space
- Authorized Signers – If we have a local bank account
- Bank Acct Disclosure – If we have a local bank account
- Bank Statement – If we have a local bank account
- General Information – Certification of Treasurer/Chair for 2016/2017 and confirmation of tax compliance/audit compliance
- 1099 Reporting – If we have compensated individuals (automated through NetSuite)
- IEEE Bank Account Signature Exemption Form – If we have a local bank account
- Three uncashed Checks from 2016

### Final Notes

- The section realized profits of in 2016
- Recognizing that the uncashed checks will count against 2017 finances
- The following Chapters requested funds but did not incur any expenses: EMB, EDS/SSCS, APS/MTTS, SSIT, Annapolis Subsection, Photonics

### 2017 Budget

- Recommend increase in ExCom budget based on 2016 expenses
- Student Activities budget is lower than 2016, but still spent less than half budget in 2016
- Robot Challenge budget is higher than 2016 in include budget for Walt Willing Essay Contest
- Young Professionals budget is lower than 2016, but very little was spent in 2016
- WIE and Computer Society are new budget items
- Recommend significant decrease in Awards Banquet budget based on 2016 experience
- Recommend increase in Sponsorships budget based on 2016 expenses
- Recommend keeping EMB budget the same, but reaching out to Chair regarding expenses
- Continuing Education budget is lower, but still spent less than half in 2016
- EDS/SSCS budget is lower, but spent nothing in 2016



# Baltimore Section



- Recommend increase in PES budget based on 2016 expenses
- Recommend keeping APS/MTTS budget the same, but reaching out to Chair regarding expenses
- Recommend keeping SSIT budget the same, but reaching out to Chair regarding expenses
- Recommend keeping Annapolis Subsection budget the same, but reaching out to Chair regarding expenses
- Photonics budget is higher than in 2016, but spent nothing in 2016
- Signal Processing budget is higher than in 2016, but did not spend entire budget in 2016
- Recommend keeping UMBC budget the same, but reaching out to Chair regarding expenses
- Recommend keeping USNA budget the same, but reaching out to Chair regarding expenses
- ComSoc budget is higher than last year and all of 2016 budget was spent
- Total budget request for 2017 is less than 2016 budget