

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.

Baltimore Section February Executive Committee Meeting Report 13 February 2017

This report summarizes the proceedings of the IEEE Baltimore Section Executive Committee (ExCom) meeting held on Monday, February 13, 2017 at the National Electronics Museum (NEM, <http://www.nationalelectronicmuseum.org>), Linthicum, MD.

Attendees:

Ben Menachery (Chair)
Sherwood Olson (Vice-chair)
Ken Wong (Treasurer)
Dan White (Secretary)
Jeff Friedhoffer
Robert Rencewicz
Ram Bhagat
Matt Stryewski

Tim Cash
Neville Jacobs
Vincent Pagan
Erica McConnell (non-member)
Duy Tang (UMBC – Student)
Jonathan McGee (UMBC – Student)
Adb Wudenhe (UMBC – Student)

I. Call to Order

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

II. Introductions

III. Approval of Prior ExCom Minutes

Sherwood O. motions to accept minutes from December 2016 Jeff F. seconds the motions. Motion passes unanimously.

Neville J. motions to accept minutes from January 2017. Sherwood O. seconds the motion. Motion Passes unanimously.

IV. Executive Reports

a. Chair: Ben M. discusses his executive report

- i. L31 report is up to day for 2016, we should get bonus for having this done
- ii. Leadership Training involving Region 2 South Sections, Feb 25th location @ College Park
- iii. Sections congress needs to know who is going from section. Jeff mentions this form is used to recommend changes to the organization as a whole. Ben to draft email to solicit input from the section on what topics to bring up, this will be voted on next meeting (March).
- iv. Section wants to send two delegates. Rob will check if region will supplement section on sending second delegate.
- v. Rob motions to cover expenses for second person at regionals in DE. Dan seconds. Motion passes unanimously

- vi. Jeff motions to send second person to sections congress. Rob seconds.
Motions passes unanimously
- vii. IEEE WIE Forum USA East 2017, (Nov.30th to Dec. 2nd) MOU sent to leadership to sign and approve
- viii. For Engineers' week there will be a film shown at the Baltimore Science Center

b. Vice-chair: Sherwood discusses his executive report

- i. Officers are listed on the website
- ii. Student Branches are being reached out to see how we can support them
- iii. Website will have information posted seeking volunteers for vacancies
- iv. Sherwood will act as webmaster until EOY

c. Treasurer: Matt S. briefed finances handed over treasury responsibilities to Ken W.

- i. January only had one expense, one check not cleared.
- ii. Question on if GlobeCom expenses had come in yet, these are still not expected to hit books for few more months

V. Committee, Chapter and Affinity Group reports

a. Annapolis Subsection Chair

Tim C. NTR

b. Awards & Recognition

Bill S. (through email) ask to pick giveaway item for awards ceremony. Multi-tool won the discussion

c. Student Activities/ Robot Challenge

Neville J. briefed student activities (see Appendix A.)

d. Member Development

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VI. Old Business

NTR

VII. New Business

- a. Jeff stated there will be a Sr. Member drive in May. Will be held in NEM

VIII. Announcements

IEEE President

IEEE President Karen Bartleson today released the following statement in response to concerns expressed by IEEE members around the world:

- IEEE, The Institute of Electrical and Electronics Engineers, Incorporated, believes that governments of all countries must recognize that, in a world of increasing global connectivity, science and engineering are fundamental enterprises, for which openness, international collaboration, and the free flow of ideas and talented individuals are essential to advancement.
- Every country benefits from attracting, and competing for, the best and brightest scientists and engineers from around the world to study, teach, conduct and collaborate on research, innovate new technologies, and start commercial endeavors. Science and engineering lead to enhancements in quality of life and ultimately build economic prosperity and security. All countries should develop and maintain immigration and visa policies that encourage, facilitate, and protect the ability of people, from around the world, to engage in these types of science and engineering activities.
- Diversity is an important and valued strength; IEEE is committed to the realization and maintenance of an environment in which scientists and engineers, regardless of ethnicity, religion, gender, or nationality, have the right to pursue their careers without discrimination. Science, engineering - and humanity - prosper where there is freedom of movement, association, and communication.

REXEL

- Rexel would like to invite you to our inaugural trade show event, **Tech Tour 2017**.
- The IEEE has been selected to participate in this event.
- We have a space reserved for the IEEE and we are hoping you will accept our invitation.
- Tech Tour 2017 will be a very good opportunity to interact with our customers, and to promote the benefits of joining the IEEE.
- There is no cost to your association to participate.
We look forward to seeing you at the first Rexel-Baltimore Tech Tour event

NFMT

- National Facilities Management and Technology (NFMT 2017)
 - Baltimore Convention Center March 7 – 9. www.nfmt.com/baltimore
 - Conference theme is "All things facilities under one roof for free"
 - Opportunity to attend 125 dynamic educational sessions over the 3 day event
 - NFMT is America's #1 FM conference and expo.
- NFMT is designed for facilities professionals seeking to advancing their awareness and understanding of the newest trends and technologies.
- The 3-day educational attracts 5,000 senior-level facilities professionals and 500 leading suppliers.
Baltimore Chapter of IEEE was identified as one of our potential participating organizations.

This would involve making your members aware of the event and, in return, Trade Press would provide your Chapter with recognition, visibility, and expo floor space.

- **Typical Attendee Job Functions**

Facility Management - 39% Construction/Engineering Management – 15%
Executive/Property/Asset Management -14% Maintenance/Grounds Management -13%
Energy/Sustainability Management -10% Operations/Security Management - 9%
Contact person: David Brady, 832-594-5291. david.brady@tradepress.com

EOC

- Election Oversight Committee (EOC) Procedures
- The EOC Document Package was presented to the IEEE Board of Directors at their November Board Meeting for discussion, and then posted on-line asking for member input.
- The Document Package includes ByLaw changes, Policy Changes, and an initial Operations Manual for the EOC.
- **Go to ta.ieee.org/eoc to access the documentation**
- Issue will be discussed during the February 2017 OU meeting.
- Planned motion to be presented to the IEEE Board of Directors at its meeting in June 2017.
- Brian Sequeira brought this to ExCom member's attention.
- Marc Apter : (Those who have read all 34 pages of the documents, feel that if approved)
- **ALL** IEEE volunteers being nominated for election or selection to a leadership position will have to be screened by the EOC and IEEE Corporate Staff first.
- This would be down to Section and Chapter Chairs, at least.

IX. Meeting Adjournment

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

Appendix A

Status, Student Activities, 2-13-17

From Neville Jacobs

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1. Registration is now closed for the Robot Challenge, and we have 63 2-leg teams and 4-leg teams (81 total), from 8 schools, compared to 73 2-leg teams and 13 4-leg (86 total), from 7 schools last year. That's a bit less than last year, but we have an extra school, so that's close enough. We expect to have more teams doing automation this year.
 2. Jay Gamerman, assisted by John Dentler, Jeff Friedhoffer and Barin Nag handled the Training program held on January 28 at the Baltimore Museum of Industry. 5 teachers attended the event, and it went very smoothly.
 3. We have been inviting IEEE members through the Newsletter to participate as Judges in the Robot Challenge, and have received positive responses from 3 engineers. That's a great start but will be needing more new judges, so please contact your associates. The date is Sunday, April 23, though we expect a small group on Saturday, April 22, as well.
 4. Registration for the event will begin next month, and Jeff Friedhoffer will be preparing the procedure for doing so on-line.
 5. Collin Krepps has been working on the new Real Time Scoring system and we expect to be reviewing a demo today.
 6. Last year's Treasurer, Matt Stryjewski, presented a spread-sheet of 2016 expenses at the last meeting (1-9-17), including those of the Robot Challenge (see next paragraph). He also discussed the proposed budget for 2017. In a separate e-mail he gave us our expenses for 2015, as well as a month-by-month analysis of our income and expenditures from August 2015 to July 2016 (our typical Academic Year). The latter provides more consistent data year-to-year, but since the Section is governed by Calendar Year data, the following explains the wide fluctuations in the Calendar year data for 2015 and 2016 that occurred as a result of a partnership we formed with MESA, an offshoot of JHU APL, in mid-2014, for the purpose of expanding our school base. Because of the high cost of the kits (\$10,700) we asked MESA to pay for them in 2014 rather than making payment the following year, and this impacted 2015. We believe that this partnership resulted in additional income to the section in 2014, but there are no Section records for that year.
 7. In 2015 the section was out-of-pocket almost \$17,000, while in 2016, the section had a net income of \$5000. Considering 2015 and 2016 together, the annual cost of the program would have been \$6000 per year. The figures for the Academic year 2015/16 showed a cost to the section of \$1636, which may be low because when our relationship with MESA fell through, we bought back 17 sets of kits at a discount instead of buying kits at full price.
 8. Part of the reason for the favorable 2016 data was an invoice for 40 kits (\$1720) that was not paid till 2017, adding to the 2017 expense. If that is added to the \$6000 average for 2015 & 2016, we reach \$7700, which is close to the budget of \$7450 submitted for 2017.
 9. By July or August we hope to have accurate Academic year data for 2016/17, though the Calendar year 2017 data may still be subject to fluctuation.
 10. Checks received: Beth Tfiloh (\$485), Notre Dame (\$735) & NJ. Expenses were **\$199.43**.