



MEETING Minutes		Chapter Officers					
<b>Meeting Type:</b>	Business Meeting	<b>Chairperson:</b>	Doug Parker	doug.parker@adtran.com			
<b>Subject:</b>	Annual Business Meeting To Discuss Next Year's Activities	<b>Co-chairperson:</b>	Jeff Whitmire	jeff.whitmire@adtran.com			
<b>Date:</b>	16 Oct. 2008						
<b>Location:</b>	ADTRAN	<b>Treasurer:</b>	Jim Stone	James.A.Stone@us.ul.com			
<b>Champion:</b>	Doug Parker	<b>Secretary:</b>	Jack McFadden	jack.mcfadden@wyle.com			
<b>Attendees: Doug Parker, Jim Stone, Paul Stover, Scott Price, Hansel Cornutt, Matt Travis, Lon Brolliar, Matthew McGrath, Jeff Whitmire, Tom Perry, Glenn Shelby</b>							
<b>IEEE Members:</b>	<b>9</b>	<b>Guests:</b>	<b>2</b>	<b>Students:</b>	<b>0</b>	<b>Total</b>	<b>11</b>
<b>Minutes recorded by</b>		Doug Parker					
<b>Meeting Agenda:</b>							
<ol style="list-style-type: none"> <li>1. Approve minutes of September meeting</li> <li>2. Discuss and approve plans for 2009</li> <li>3. Review treasury statement and budgetary plans for 2009 - 2011</li> <li>4. Create an EMC Chapter subcommittee for community involvement</li> <li>5. Create an EMC Chapter subcommittee for EMC Chapter bylaws creation</li> <li>6. Adjourn</li> </ol>							
<b>Meal Sponsor :</b>		None		None			
<b>Technical Presenter:</b>		None		None			
<b>Discussion</b>							
<b>Item 1;</b> The meeting was chaired by Doug Parker. The minutes for September were approved.							
<b>Item 2;</b> Doug reported on the status of collecting speakers and sponsors for 2009. It was decided to send out the request for officer nominations for 2009 this week. It was also decided to add two "member at large" positions to the executive committee for the chapter. The calendar was discussed and set for 2009 with four technical meetings, two distinguished lecturer meetings and one business meeting.							
<b>Item 3;</b> The treasury report and upcoming budget plans were discussed and approved.							
<b>Item 4;</b> We decided to form a subcommittee responsible for EMC related community involvement. While no one stepped up to chair the committee, we did go ahead and approve the purchase of a large group of EMC related design books for donation to the Huntsville Public Library so that all EMC engineers in Huntsville will have access to a good set of EMC resources. We are compiling a list for Jim Stone to order.							
<b>Item 5;</b> We decided to form a subcommittee responsible for developing EMC chapter bylaws. Tom Perry agreed to chair the subcommittee. Hansel Cornutt, Paul Stover and Glenn Shelby also agreed to serve on the subcommittee. They plan to present the first draft by the end of the year.							
<b>Item 6;</b> New item – It was discussed and decided that the EMC Chapter would join the HATS organization as an independent entity of the IEEE Section. Doug Parker adjourned the meeting at approximately 8:00 pm.							
<b>Action Item List</b>							
<b>Champion Name</b>	<b>Description</b>	<b>Initial Due Date</b>	<b>Status</b>	<b>Close Date</b>			
All	Put together a list of EMC design books to purchase for the Huntsville Public Library	12/31/08	In-Process				
Bylaws Subcommittee	Draft EMC chapter bylaws	12/31/08	In-Process				
Doug Parker	Fill out paperwork to join HATS organization	12/31/08	In-Process				