



## Huntsville, AL Chapter

**Chairperson:** Glenn Shelby - [glenn.shelby@nasa.gov](mailto:glenn.shelby@nasa.gov)  
**Co-Chairperson:** Tom Perry - [thomas.a.perry@nasa.gov](mailto:thomas.a.perry@nasa.gov)  
**Secretary:** Tim Travis - [ttravis@rttc.army.mil](mailto:ttravis@rttc.army.mil)  
**Treasurer:** Jim Stone - [jim.stone@adtran.com](mailto:jim.stone@adtran.com)

### Minutes of Meeting

Date: April 13, 2006

Location: Adtran East Tower

### Attendance:

Total: 6

IEEE Members: 5

Other attendees: 1

Students: None

1. The business meeting was chaired by Glenn Shelby. A technical presentation was not scheduled.
2. The following old business items were discussed:
  - a. Steve Jones was announced as the new Chapter Photographer. Glenn expressed his gratitude for his willingness to contribute to the chapter.
  - b. The status of the upcoming one day EMC table top event to be held in Huntsville on Tuesday July 11, 2006 was presented. The location will be the Bevill Conference Center and Hotel. The event will be put on by the chapter and profits will be used for future chapter activities. This will be a full day seminar with Dr. Clayton Paul as the featured speaker. The hotel contract was signed on February 28<sup>th</sup>. The attendee and registration forms were sent out March 23<sup>rd</sup>. To date, approximately 63 people plan to attend. Twelve vendors have expressed an interest in providing exhibits.
  - c. The capacity of the Bevill Center was discussed. Stated capacity is 75 people with full size tables being used. The one day event is almost at full capacity already. Half width tables have been priced from Mullins Rental. A "measurement party" will be sent to the Bevill Center during the week of April 17 to determine any potential seating arrangements which may allow an increase in the seating capacity. The lunch room capacity is also near full capacity (80 people max). Ideas to alleviate the lunch room situation include eating in two shifts or possibly allowing attendees to bring their lunch back to the classroom. Estimated exhibitor room capacity is 20 (with full size tables being used). At this time, exhibitor space is not a problem.
  - d. Contingency plans to deal with the high attendance were discussed. Original plan has always been to cut off attendance when capacity was reached. The near-full capacity state was not expected to occur two weeks after the invitations were sent out. Alternate facilities have been investigated. The Marriot is available; however the cost will be 20-30% more than Bevill. The VBC has the capacity and has equal pricing as the Bevill Center. The pros and cons of moving to another facility were broached. It was decided to delay any further advertisements until May 1<sup>st</sup>. At that point, based on the local attendance, the contingency plans will be re-evaluated.
  - e. Areas in need of volunteer support during EMC 2006 were presented. These include: Show setup and teardown (possibly setup tables the night before); Attendee registration team at the show (Liz from NASA may support this); Company to donate 100 copies of event proceedings (no volunteers so far, estimated cost is \$1000.00, may try bartering with exhibitor for vendor table, Wiley Laboratories may be interested); Menu planning (would like female support); Assigning runners to take care of small problems; An attendee survey needs to be created (Tom Perry has volunteered to do this task); Logistics team needs to be created to help direct people around during event.
  - f. Glenn elaborated on the selection process for our EMCS distinguished lecturer for the September monthly meeting. To simplify the process, only U.S. based speakers would be selected. Three DL speakers were discussed and a website was provided for more information on them and their topics. A speaker and topic selection email was sent to 188 people on April 8<sup>th</sup>. Nine responses have been received to date. Response deadline is scheduled for April 21<sup>st</sup> but this may have to be extended.
  - g. The progress of the new member drive was presented. Tom Perry volunteered to head up the drive during the October 27<sup>th</sup> meeting. Tom has melded multiple older chapter lists and contacted numerous companies and individuals for information updates. Out of the 180 email contacts, 57 companies were found to be represented. Approximately 40% of the 180 people are IEEE members. Methods of contributing to the member drive were discussed. These include: providing contact information to Tom, providing sources of company listings, coordinating with new companies and with UAH and A&M student chapters, and asking vendors to supply contact lists.



- h. The Chapter Brochure status was updated. The goal is to advertise our Huntsville EMC Chapter existence. A template has been acquired; however volunteers are still needed to complete the brochure. The brochures have been estimated to cost \$150 for 1000 copies. A one page brochure to be placed on bulletin boards is also desired.
  - i. The updated 2006 Meeting Schedule was presented. It was mentioned that a technical presentation could be added to the October business meeting. It was also discussed to alternate yearly between a table top event and a DL speaker.
  - j. A call was also made for chapter volunteers. At a minimum it was asked that members respond to the periodic chapter emails and that people register their preferences when being polled.
6. Glenn closed the business meeting.

The above is true record of the meeting:

Signed: \_\_\_\_\_  
Chairperson

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_