



Huntsville, AL Chapter

Chairperson: Glenn Shelby - glenn.shelby@nasa.gov
Co-Chairperson: Tom Perry - thomas.a.perry@nasa.gov
Secretary: Tim Travis - ttravis@rttc.army.mil

Minutes of Meeting

Date: February 9, 2006
Location: Adtran East Tower

Attendance:

Total: 26
IEEE Members: 14
Other attendees: 12
Students: None

1. Meeting was chaired by Glenn Shelby. Glenn welcomed everyone and introduced chapter officers.
Glenn Shelby: Chairperson
Tom Perry: Co-Chairperson
Tim Travis: Secretary
2. Glenn provided a Power Point presentation concerning chapter business. The following old business items were discussed:
 - a. March meeting topic selection was discussed. Daryl Gerke of Kimmel Gerke Associates has agreed to speak at March 9th meeting. An email poll selected "The Mysteries of Grounding" as the topic
 - b. An announcement was made concerning the three day seminar held in Huntsville by Kimmel Gerke Associates on Grounding, Shielding and EMC and Signal Integrity in Printed Circuit Boards. The seminar is to be held from March 8-10 2006.
 - c. At the previous January meeting, a call was issued for a new chapter webmaster. Jonathan Mack volunteered for this position. Glenn thanked him for his willingness to serve.
 - d. Discussion was made concerning the one day EMC table top event to be held in Huntsville on Tuesday July 11, 2006. Location will be the Beville Conference Center and Hotel. Event to be put on by chapter, profits will be used by chapter for future chapter activities, full day seminar, and Clayton Paul will be the only speaker. Currently the hotel contract is being reviewed, the signing is expected NLT 2/17/2006. The Huntsville IEEE section has agreed to fund \$3000 in seed money. Tasks in need of volunteer support were discussed.
 - e. Glenn reviewed the options related to having an EMCS Distinguished lecturer for our September monthly meeting. The IEEE EMCS will reimburse \$750 for DL travel expenses per engagement. Five DL speakers were discussed and a website was provided for more information on them and their topics. Speaker and topic selection are to be made via email poll in February.
 - f. Tom Perry's new member drive was reviewed. He is in the process of updating several older chapter lists. Methods of contributing to the member drive were discussed. Steps included providing Tom with contact information, identifying sources of Huntsville company listings, coordinating with new companies and contacting UAH and A&M student chapters.
 - g. Another call was made for volunteers to develop a chapter brochure to advertise our chapter's existence.
 - h. The 2006 Meeting Schedule was presented before the chapter.
3. The following new business items were discussed:
 - a. A call was made for a Chapter Treasurer. Qualifications were given. These include: must be an IEEE member, decent record keeping skills and time to perform the job. The duties were also presented. These include making deposits and writing checks on the chapter's IEEE account, maintaining receipts and supporting a year end audit.
 - b. 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.
4. Glenn closed the business meeting and welcomed Tom Sertic to the podium.
5. Tom Sertic from Communications and Power Industries (CPI) discussed his company's profile and presented an excellent presentation on "Introduction to the Traveling Wave Tube". CPI was the refreshment sponsor.
6. After Tom concluded his presentation the meeting ended.

The above is true record of the meeting:

Signed: _____
Chairperson
Date: _____

Signed: _____
Secretary
Date: _____