



## 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: October 26, 2006

Location: Adtran training room

### Attendance:

Total: 11

IEEE Members: 9

Other attendees: 2

Students: None

1. The business meeting was chaired by Glenn Shelby.
2. The 2006 Chapter Officers were introduced to the group.
3. A review of the Chapter meetings held in 2006 was made. The attendance numbers and catering costs were presented. This discussion included a review of the Huntsville EMC 2006 with Dr. Clayton Paul.
4. The 2007 Chapter Officer nominations went out on October 11, 2006. The following nominations were received:
  - Chair: Glenn Shelby
  - Vice-Chair: Tom Perry
  - Treasurer: Jim Stone
  - Secretary: Tim TravisCandidate confirmation will be conducted via electronic mail. The tally will be performed by Paul Stover. The cutoff for confirmation will be November 15<sup>th</sup>.
5. Details concerning the next tabletop show were discussed. It was agreed to have the next tabletop show in April 2008.
6. The following issues concerning the meeting schedule to be held in 2007 were agreed upon:
  - a. Hold 4 technical meetings with local speakers/vendor reps. These meetings would occur on January 11, February 8, March 8, and August 9.
  - b. Hold 2 technical meetings with Distinguished Lecturers (DL). The meetings will be held on April 12 and September 13.
  - c. Hold the annual business meeting on October 11 to plan for 2008.
  - d. Poll chapter members for speaker/topic selection.
  - e. Have meals with technical meetings.
  - f. Solicit meal sponsors from EMC 2006 exhibitor list. The EMC Chapter may help with the cost of the catering during the DL meetings since turn-out is generally higher.
  - g. Meeting location will continue to be at ADTRAN, Inc. The group expressed their gratitude to ADTRAN, Inc for their support.
7. The proposed 2007 chapter budget was discussed.
  - a. Tom Perry read the Treasurer's Report.
  - b. Proposal is to keep expenses to a minimum in 2007.
  - c. Keep a reserve for Huntsville EMC 2008.
  - d. Develop a spreadsheet budget based on Section's example with line items.
8. The issues concerning the surplus funds from the Huntsville EMC 2006 event were brought up and discussed before the group.
9. A proposal was made to add an immediate past-chair as an official chapter officer position.
  - a. This would make an odd number of officers as a tie-breaker for officer votes.
  - b. This would add continuity and corporate knowledge for new officers.
10. The chapter has been granted a list server from the IEEE.
  - a. The list serve would replace the current chapter mailing process.
  - b. List serve would be used to make chapter announcements.
  - c. Only chapter officers would be allowed to post to the list.
  - d. Potential issues include firewalls bouncing the list serve.
  - e. List serve needs to be set up and managed. A call for volunteers was made.
11. Chapter currently operates under the Huntsville IEEE Section bylaws.
  - a. Proposal is to develop chapter bylaws to address officer terms of office, officer election process, checks/balances with the chapter checking account.



- b. Starting point will be a review of the Section bylaws.
- 12. A call was made for chapter volunteers.
- 13. Glenn closed the business meeting.

The above is a true record of the meeting:

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

Chairperson

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

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

Secretary

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