

**The Institute of Electrical and Electronics Engineers, Inc.**  
**BALTIMORE SECTION**

**Executive Committee Meeting Minutes**

\*\*\* MARK YOUR CALENDARS, PLEASE \*\*\*

**DATE:** December 11, 2000  
**TIME:** **6:34 to 8:43 P.M.; 10 members attended.**  
**PLACE:** **Historic Electronic Museum (HEM), 1745 W. Nursery Rd., Linthicum, MD (410) 765-2345**

1. Report and Approval of Minutes from Previous Meeting-  
Randy started the meeting at 6:34 P.M. by amending the agenda to remove item 4, reports from chapter chairs. Chapter chairs are required to provide reports during the January, Mar, May, September and November meetings only. He then announced that inputs to the newsletter are due to Dave Stevens not later than Jan 12, 2001. A postcard announcing the newsletter publication in the web site only will be mailed to members.  
The minutes for the last meeting was presented, discussed, and approved. Minutes for the October meeting is not yet available from Bob Berkovits.
2. Report from Audits and Bylaws Committee: Approval of New Bylaws – Mel Hotz. Mel passed along the final version of the amended Section By Laws. The Bylaws was accepted and unanimously approved by the attendees. Mel announced that he is retiring from his section duties after the 2000 financial audit. His replacement will have to be appointed by the next section chair.
3. Report from Annapolis Sub-Section - David Boyd reported that the subsection had two meetings- an executive meeting and a meeting at ARINC. Their next meeting will be a soldering techniques class for the student members at the Academy.
- 4.. Report from Vice-Chair - Carole Carey -absent
5. Report from Secretary - Vil Arafiles - Vil reported that the 2000 reports will be due in February 22, 2001. On time reporting will again get us 10% bonus to our HQ IEEE rebate.
6. Report from Treasurer -
  - a. Dec Financial Report- Bob Berkovits. Bob reported that the section has \$19854.44 in funds left. His report in the records. He mentioned that check #5181 (\$264.25) to Neville have not been cashed yet.
  - b. 2000 IEEE License Plate Program. Bob had not processed any of the license plate applications dating back to Feb 2000. Vil Arafiles asked for the MVA folder and volunteered to process the papers. Bob made a \$100 check to MVA to cover processing fees for 4 applicants.
7. New Priority items requiring action:
  - **Approval of 2001 Budget Proposal – Bob Berkovits. Bob did not have a budget proposal ready. The group used a draft from the 2000 budget (which included 2001 data current to November 6, 2000) to develop the 2001 budget. Vil created a spreadsheet of the new budget and mailed a PDF version to attendees that night.**
  - **Discussion on postcard mailing for announcing the newsletter. Cost estimate is around \$500.**
  - **Group approved to donate \$500 to HEM for next year and ask HEM for continuing use of HEM facilities for meetings.**
8. Report from Directors
  - a. Program - Chris Nemarich (IMTC 2000) absent
  - b. Student Activities - Neville Jacobs- provided a report for the 2000 activities. He questioned the income and expenditure data on the budget, commenting that these may be too low. Difference may be on the accounting dates- CY for the section, school year for Neville. He gave Bob checks for deposit (\$196, \$39, and \$372). He also asked to get a replacement of check #5181 (\$264.25), a new check for \$179.43 to cover expenses, and \$253.18 to Kelvin Electronics. His request was unanimously approved.
  - c. Newsletter Editor - Dave Stevens - absent

d. Educational Activities - John Dentler - He attended a Baltimore Community College curriculum review, a prerequisite for BCC to obtain accreditation. He also reported that contact information was provided to student chapter advisors.

e. Membership - Jim Gillin - absent

f. Chapter/Awards - Tom Patton- absent

g. PACE - Bill Dixon - Bill reported that he has sent his request for Robot Project Funding to R2.

He submitted a PACE rreport.

9. Report from Engineers Council of Maryland and Associate Society Council (ESB - ASC) - Joe Pollitt-absent.

10. Report from Maryland Board of Registration - Mel Hotz - absent. He had to leave after item 2.

11. Report from Nominating Committee - Bill Dixon: 2001 Officers. He presented the results of the officer election. All officers in the list of candidates were elected. Four write-in candidates for treasurer, four declined. Group asked David Boyd to re-consider and he will come back to us at a later date. For continuing education, Mel Hotz declined, John Dentler accepted the position.

12. **New Business**

**Bob Berkovits suggested that we consider initiating lecture activities to be presented at the chapter meetings. Action tabled for next meeting.**

13. Next Meeting – January 8, 2000, 6:30pm. Meeting adjourned at 8:43 p.m. This is Randy's last meeting as 2000 Section Chair. Congratulations and thanks to Randy!!