



## The Institute of Electrical and Electronics Engineers, Inc.

IEEE Baltimore Section

<http://www.ewh.ieee.org/r2/baltimore/>



### Nov 5, 2001 Meeting Minutes (Joint Section and EMC Chapter) HEM at BWI airport

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**Jeff Friedhoffer recorded the minutes.**

- Senior member applications, refreshments and networking from 6:00 - 6:30 PM.
  - The meeting was called to order by the Chair Carole Carey at 6:30 PM.
  - There were a total of about 30 members and guests in attendance. Approximately half of the attendees remained for the administrative meeting (see summary details below).
  - Three IEEE guests talked about the following topics:
    - Dan Benigni, Chair Steering Committee SC'02 - What is Sections Congress?
    - Thom Tullia, VC Steering Committee, SC'02 and Valorie King - Overview on Regional Activities Sponsored Training Programs (Project Management and Leadership)
  - Technical Presentation (co-sponsored by EMC Chapter of the Baltimore Section
    - Don Witters (FDA/CDRH) presented "Medical Devices in the Wireless World: Concerns and Solutions for Medical Device EMI"
  - At 8:00pm, Carole Carey called the administrative meeting to order.
1. Ballots for next year's officers are in the mail. It is also available on our website (page 2 of the WATT'S NEW Newsletter Fall 2001 Issue (Vol 1, Issue 2). [Note: The correct state is MD, not ME. Zip code is correct which the post office should pick up.] The deadline is November 30.
  2. December 1 is the due date for items for the next issue of the newsletter (Vol. 2 January/February/March Issue)
  3. Region 2 had a meeting in October and Vil Arafles and Carole Carey attended. [Copies of the meeting notes were distributed at this meeting].
  4. Three reports are due by the end of the year by each of the chapters, sub-section and section.
    - a. Meeting reports - L31
    - b. Financial reports- John Dentler requires the last bank statement of the year that goes through 31 December. He has a form on an Excel spreadsheet that he would like all treasurers to follow.
    - c. List of officers for 2002
  5. There will be a Sections Congress in Washington in 2002, October 18 -21. The Baltimore section has been asked to participate as host, a request has been made for a grant to the congress of \$5,000 to match what the Washington and Northern Virginia Sections have given.
    - a. The chapter chairs should attend the congress; registration fee will be \$260 per person (also covers dinner Friday and Saturday, breakfast Saturday, Sunday and Monday, and lunch on Saturday and Sunday). The SC is also proposing an "a la carte" registration form/fee for those individuals who only wish to attend one day or a component of the program.

- b. The section/chapters should be actively involved
  - i) possibly have a booth
  - ii) lead a session
  - iii) a robot booth
  - iv) John Dentler offered to run a session about being a treasurer.
  - v) Do a presentation on the community service track
- c. Carole Carey made a motion to give \$5,000 to the sections congress, which passed. This leaves a remainder of approximately \$23K in the treasury at the end of the year provided we receive our Rebates in March 2002. Otherwise, we may have a cash flow problem.

**NOTE FROM CHAPTER CHAIR:** The Chair strongly encourages active participation and supports subsidizing the registration fee for the Chapter-designated volunteer leader (e.g., Chapter Chair, Vice Chair or future section leader). In order that we may be able to support the Chapters to send a participant in Sections Congress 2002, we strongly suggest that each Chapter submit the required reports and list of officers (see Item 4 above) as early as possible and no later than January 15, 2001.

We can all help accomplish this goal if we meet the IEEE February deadline!! The January deadline will provide adequate time for the Section to complete the consolidated report for IEEE. In meeting the IEEE set deadline, we earn an additional 10% rebate.

- 6. There was a short discussion of an affinity group, Women in Engineering (WIE) in DC/Maryland.
  - a. John Dentler made a motion to give \$200 seed money to this group, which passed.
  - b. Tina Kohler is the liaison from WIE to our section.
  - c. Valorie King, the WIE Affinity Chapter chair of the Washington Area (Baltimore, Washington, D. C. and Northern Virginia Sections) gave a short presentation about WIE building a community of interest.
- 7. John Dentler requested that the chapters provide him with their funding requirement for 2002. He also said that the budget has to be approved at the December meeting. Please be sure to include the SC'02 \$260 registration fee in your request.
- 8. Jim Cummins will set up an interactive mailing list for doing a forum. This is similar to a reflector.
- 9. Neville Jacobs reported on the status of the Robot Challenge Project. The budget request for 2002 was \$5,500. Neville distributed hard copies of his detailed report.
- 10. The meeting ended in record time at 8:50PM

**The next meeting is on December 3 at 6:30pm at HEM (Historical Electronics Museum) BWI Airport. Special Holiday Social Hour from 5:30pm to 6:30pm**

Separate Enclosures (for the Section Records):

- 1. Attendance Sheet
- 2. Report from Neville (including 2002 Budget request)
- 3. Expenditures Budgeted 2001/Actuals Anticipated 2002/ and Recommended Budget for 2002