



THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.

Baltimore Section

September Executive Committee Meeting Report December 9, 2013

This report summarizes the proceedings of the IEEE Baltimore Section Executive Committee (ExCom) meeting held on December 9, 2013, Monday at the National Electronics Museum (NEM, <http://www.nationalelectronicmuseum.org>), Linthicum, MD.

Appendices include the following:

- Appendix 1 – Student Activities Report
- Appendix 2 - Meeting Attendees

1. CALL to ORDER & INTRODUCTIONS

Dave Price (Chair) called the meeting to order at 6:44 pm. Members introduced themselves. Attendee list is in Appendix 2.

2. APPROVAL of LAST EXCOM MINUTES

Minutes not yet available, to be approved at a later time.

3. PRESENTATION of EXECUTIVE REPORTS

- Chair: Dave Price
 - Meeting room requested for all ExCom meetings next year
- Vice-Chair: Collin Krepps
 - No report
- Treasurer: Kate Duncan
 - No report

4. NEW BUSINESS

February Fourier Talks (FFT) are coming up soon. We should sponsor them with a \$250 donation. Boris motioned, Anna seconded. Motion passed.

5. OLD BUSINESS

- Senior Membership Drive is March 15, 2014 from 10 AM to 2 PM. We need existing Senior Members to help review applications and write references. Dave Price will send email to everybody.
- Scholarship: Kate will send out materials in 1 or 2 weeks.
- Elections: Dave Kisak reports 2% voted, Collin is the new chair, Kate the vice chair, Vinod the treasurer and Charles Johnson Day the secretary.

6. ROUNDTABLE

- (Rhonda) presented tools developed at NoVA that we might find useful.
- (Bob) L31 Report / joint meeting with Microwaves or COM next year.
- (Anna) Don't forget award nominations next year. Also brought up subject of donations for the museum. Bill motioned that we give \$1000 or last year's donation, whichever is larger. Dave K. seconded. Motion passed.
- (Neville) See Appendix 1.
- (Bill) The date for the awards dinner is tentatively set for May 14, 2014. Dave K. motioned that we budget \$5500 for the dinner. Anna seconded. Motion passed.

7. ADJOURNMENT

Motion: Dave K

Seconded by: Boris

Adjourned at: 8:00 pm

Appendix 1: Student Activities Report

Student Activities 12-9-13

1. Seven schools have registered and requested 51 2-leg kits and 9 4-leg kits. Two years ago we had 8 schools registering 54 2-leg teams and 9 4-leg teams – fairly comparable. This year we've expecting 9 2-leg automated robots (with possibly one from a Home School) and 5 4-leg automated - this compares with 6 2-leg and 3 4-leg Automation kits that we shipped in November, 2011. We have received a request for over 50 kits from the New Jersey Section, compared to 25 kits two years ago. We are considering whether to have them order their kits directly from Kelvin.
2. As mentioned last month, one of the schools (Wilde Lake HS) has indicated it does not want its kits till the beginning of January – this is a good indication that the teachers are realizing that it is better to complete the project just before the competition while enthusiasm is high, than start early and have the robots sit around for weeks before the event.
3. We still have 17 robot kits in inventory, with 40 kits due mid-December, for a total of 57. We have printed another 25 manuals bringing inventory up to 65. Inventory is OK on Automation kits, with 12 2-leg and 1 4-leg boards, thanks to the recent batch Jay made up. Taking into account the kits already promised in January, we will still have about 40 kits available for new orders.
4. Jeff Friedhoffer has been able to get IEEE volunteers to help other robotic and educational activities, using our mailing and zipcode lists. We anticipate that these efforts may grow.
5. We held our first Training session this year on November 21 at the Baltimore Museum of Industry (BMI). There were 7 attendees, four of whom were from Charles H. Flowers High School. We would really like to see more of the teachers attending.
6. At a meeting of the Associated Societies Council (ASC) there was some discussion about the financing of the Engineering Challenges at the BMI. We provided detailed costs for our operation, and described the assistance we received from the BMI staff. The Museum is asking the Engineering Society of Baltimore (otherwise known as ESB or the Engineers Club) for \$10,000 a year to partially cover the costs of Melinda Cane's time and that of the museum's employees preparing for each event.
ESB does fundraising for this purpose as well as their own event called "Engineers Week". Engineers Week gets its costs covered, but the leftover falls short of the \$10K that the BMI is requesting. IEEE may need to cover more of the cost of putting on the Robot Challenge. Consensus seemed to be that the \$10K figure was not unreasonable for the work the BMI put in, but how to split up the charge is open to further discussion.
7. Checks were received from Maryvale Prep for \$186 and Elm Creek for \$165.86.
8. Expenses this month: Invoice from Kelvin for \$1570.80 (sent to Kate). My expenses: \$446.07, mainly for printing manuals.

Neville Jacobs

Appendix 2: Attendees

December 9, 2013 Baltimore ExCom Meeting Attendees

NAME	Position	Member (Y/N)	Email
Dave Price	Chair	y	davidprice@ieee.org
Kate Duncan	Treasurer	y	kduncan@ieee.org
Jay Gamerman	Student Activities Vice Chair	y	jay.gamerman@ieee.org
Neville Jacobs	Student Activities Chair	y	Nevilleed@aol.com
Dave Kiskak	Past Chair	y	dkiskak@ieee.org
Boris Gramatikov	Continuing Education	y	bgramat@jhmi.edu
Bob Berkovits	EMC Chair	y	riberkov@verizon.net
Anna Romaniuk	Past Chair	y	aromaniuk@ieee.org
Jeff Friedhoffer	Past Chair	y	jafried@ieee.org
Brian Sequeira	Past Chair	Y	brian.sequeira@ieee.org
Hong Yu		Y	yhong2006@gmail.com
Ron Aloysius	Signal Processing, Newsletter	Y	ron.alloysius@ngc.com
Rhonda Farrell	NoVA Secretary	Y	RhondaFarrell@aol.com
Ryan Klein		y	rmklein539@gmail.com
Sherwood Olson		y	sherwood@novemberstorm.com