

**Baltimore Section**  
**Executive Committee Meeting Report**  
**09 February 2015**

This report summarizes the proceedings of the IEEE Baltimore Section Executive Committee (ExCom) meeting held on Monday, 9 February 2015 at the National Electronics Museum (NEM, <http://www.nationalelectronicmuseum.org>), Linthicum, MD.

- 1. CALL TO ORDER (@ 6:30 pm)**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF PRIOR EXCOM MINUTES**
  - o Minutes not available. Minutes will be approved at March meeting.
- 4. EXECUTIVE REPORTS**
  - o Chair: Vinod Mishra
    - Reporting deadline for NetSuite coming up. Secretary and transaction reports are complete. There are 6 or 7 total. If all match, reporting is complete.
  - o Vice-Chair: Robert Rencewicz
    - Nothing to report
  - o Treasurer: Matthew Stryjewski
    - Checkbook is required to obtain signature authority. The past treasurer will bring it to the next meeting.
  - o Secretary: Rachel Krepps
    - Nothing to report
- 5. COMMITTEE REPORTS**
  - o Continuing Education (Boris)

- March Continuing Education event
  - March 21 from 10 am to 2 pm in the conference room at the NEM
  - Babatunde Fashola will present on Android programming
  - 30 to 40 people expected, free for IEEE members
  - Needs budget approval of \$300. The motion by Robert Rencewicz (second John Dentler) to approve budget of \$300 for the meeting passed.
- Robot Challenge (Neville)
  - Johns Hopkins APL runs a MESA program that includes a national robot competition. They will be participating in two events, including the Baltimore IEEE robot challenge. The other event will have slightly different rules, but they will follow robot challenge rules for the IEEE event. They purchased 50 kits including 18 spare and will have their own judges.
  - IEEE has 0 kits remaining.
  - Jeff Friedhoffer is handling the registration.
  - Approximately 80 judges will be needed. There is an INCOSE science fair, and they may have some leads on engineer volunteers.
  - 16 people showed up for an information session
  - Walt Willing reliability essay contest information sent out to schools and published in newsletter
  - There have been some issues with invoices being paid on time.
  - The science center is also looking for volunteers to set up an event.
  - Neville provided the following report

Status Student Activities 2-9-15

1. We picked up 5 additional 2-leg teams this past month, 2 from Charles Flowers, and 3 from South River High School. This brings the total for 2-leg teams to 88, and 15 for 4-leg teams, for a total of 103 teams from 38 schools. Comparing this with last year at this time when we had 71 2-leg teams, 13 4-leg teams and 11 schools, shows an increase of 23% over last year, not as dramatic an increase as we had anticipated. However, we will have many more teams expecting to do automation.
2. Of concern is that the MESA teams seem to have started significantly later than expected due to weather induced school closures, so we'll have to see how many teams are able to complete the automation in time.
3. What was something of a surprise was that MESA are expecting their teams to also perform at MESA competitions, some of which are expected to take place as early as March 27. Due to time limitations the days of these events, they are planning to run only in Automation mode. A concern I have expressed is that these robots may be unable to perform in automated mode leading to some disappointed students. We are hoping that MESA will try to be a little more flexible.
4. This situation is unlikely to occur at our event at the BMI, as all our teams perform first in Manual mode, and the PIT will ensure that all teams are operational at least in this mode. Even if they cannot perform in automated mode, they will still have had a noteworthy experience.
5. Also of concern is that the rules are different for MESA to ours. Though we were informed that their rules would be based on ours we are finding that for:

	IEEE points	MESA points
Design and Construction	20	25
Performance (Track)	40	25
Written Report	25 Written Reports and Oral Pres are	
Oral Presentation	15 combined:	50
# of metrics checked	28	15

Our judges are engineers, theirs are teachers. Our metrics seem more objective. We are concluding that their events will simply be different to ours, and that's OK. The important thing is that we should be sure that all the MESA teams participate in our event, which we believe will be the most helpful to the students.
6. 16 Teachers and Mentors attended the Training session held at the BMI on January 31. There were an additional 5 drop-ins.
7. The Newsletter with a call for volunteers for Judges has not yet been released, and this could delay preparing the roster of judges we'll be needing for the Robot Challenge. Have spoken to Ryan Klein about the urgent need to get the information sent out. We also have notices for the Walt Willing Essay Contest and the request for volunteer retirees to help at the Science Center.
8. Expenses for the past 2 months were \$1118.67.

Neville Jacobs

- o Next ExComm meeting information
  - Meeting is currently scheduled for 4/13, but this interferes with the robot challenge judge training. There was discussion about a different date. There were some concerns with moving it to the first Monday in April, but there was no final decision. This will be tabled for the March meeting pending NEM availability.

- o Chapter Chairs Dinner (Bill S)
  - The Past Chair of the Baltimore Section will provide a list of last year's officers to Bill
  - There is not enough time to poll previous officers and set something up. There will need to be enough attendees to justify the cost. A venue is still needed. Snyders reopened, so it may be an option.
  - There was a suggestion to move the starting time up to 5 pm so that students can get home earlier. A Sunday afternoon meeting was suggested, but this can interfere with sports.
  - The giveaways are still available from last year.
  - Bill will provide a budget request at the March meeting.
- o Senior Member Drive (Jeff F.)
  - Jeff is working on the details of the next senior member drive
  - A date still needs to be finalized. Limited slots will be available, and it will probably be held at the NEM.

## 6. CHAPTER REPORTS

- Signal Processing (Robert)
  - There was at least one event in 2014. Robert will follow up with Richard H.
  - o A plaque was ordered for a 2014 event that fell through. They plan to award it in Spring 2015.
- Communications Society (Jeff F.)
  - o Next meeting February 10, 2015 at 6 pm in Pioneer Hall. The topic is the New Horizons Pluto mission.
- Morgan State Student Chapter (Babatunde)
  - There are several programs planned at Morgan State including another Android programming lecture.

## 7. OLD BUSINESS

- o Newsletter
  - Dave Kisak coordinates the list serve.
  - o Vinod will send an email to Khan to set up a new mailing list for the newsletter so that it doesn't have to go through IEEE. This will reduce turn-around times. Khan will maintain the list.

- The secretary coordinates all chapter info for the website.
  - Rachel is working on obtaining the updated officer contact information. WIE and PES have already provided chair information.
  - Solid State Electronics is now called EDSS and still holds meetings. Their officer information will be needed.
  - There may be an MTT chapter.
- Pioneer Hall AV improvements (Robert)
  - There have been some complaints about the sound system and equipment in Pioneer Hall locking up. Robert R. will provide a contact at Northrop Grumman to coordinate AV equipment use.

## 7. NEW BUSINESS

- Computer Society Chair (Vinod)
  - Pam Jones would like to become the Computer Society chair. Vinod will reach out to her
- Officer training discussion tabled for next meeting. Carole Carey has additional information.
  - Computer society, communications, signal processing need new leads for 2015.
- Engineers Week
  - PES decided not to pursue E-Week planning this year. There was a request to align it with all of IEEE rather than just PES and it was not making money. The section will try to reorganize it for next year.
- National Building Museum event (Jeff)
  - There is a National Building Museum event with the Washington, DC and Northern Virginia sections on February 28 in the afternoon. Kits are being assembled for about \$200 and are being funded by PACE.
- Payments due (Neville and Jeff)
  - Checks are needed for the Baltimore Museum of Industry (\$2000) for the robot challenge and ESB (\$200) for E-Week.
  - These should be paid one year after the last checks were issued.
  - Vinod will determine the dates and bring the checkbook to the next meeting.
- Region Meeting
  - The Region 2 meeting will take place March 28-29 in Columbus, OH.

- The Region typically pays for the chair or designee, but the section can also sponsor others. Typically the section sends one other officer.
  - The motion by John Dentler (second by Jeff Friedhoffer) to approve expenses not covered by the region and expenses for a second attendee passed.
  - The cutoff for hotel reservations is March 2. The attendees will be determined through email prior to March 2.
- There will be a talk about

## 8. **ADJOURNMENT**

Motion: Collin Krepps  
7:45pm

Seconded by: John Dentler    Adjourned at: about

## 9. **Attendees**

1. Rachel Krepps
2. Vinod Mishra
3. Hong Yu
4. Matthew Stryjewski
5. Robert Rencewicz
6. Robert Berkovits
7. Jeff Friedhoffer
8. Neville Jacobs
9. Ryan Klein
10. Boris Gramatikov
11. Jay Gamerman
12. Collin Krepps
13. John Dentler
14. Babatunde Fashola