

Baltimore Section
October Executive Committee Meeting Report
9 November 2015

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

1. CALL TO ORDER (@6:40 pm)

2. INTRODUCTIONS

3. Presentation to Mike Simons at the National Electronics Museum

- \$1500 contribution and certificate
- Mike accepted the check and noted that the NEM was invited to an IEEE conference in South Africa, where they will be partnering with other institutions to promote the cause around the world.

4. APPROVAL OF PRIOR EXCOM MINUTES

- Minutes will be approved at the November meeting

5. Executive Reports

- Chair
 - Wally and Monica trip – Vinod started a presentation and will send it to the ExCom. It will be presented at the next meeting.
- Vice Chair
 - Naval Academy student branch– Rob filed for PACE funding for the last event, but needs a final report to get the \$75 reimbursement. The student branch has requested another \$130 for November 12, and Rob will submit a request for more PACE funding. Rob made a motion to provide \$130 to help fund the naval academy and the chair Chris Panuski for their upcoming event November 12 that they will use to help fund their meeting. Jeff seconded the motion. Discussion - We need to watch finances, so Rob requested that Chris attend the December meeting to provide more details and let us know how much they will need next year. They have IEEE materials, but we should make sure they don't need more. They are trying to reactivate the chapter. All voted in favor of the motion, and the motion passed. Rob will let Chris know and submit for PACE funding.

- There is a member development best practices case study webcast on November 20. Jeff will be discussing Baltimore membership retention.
- There was discussion about the status of other student chapters. UMBC may be interested in doing more, and there was a chapter at Johns Hopkins. Kate will let the section know how much IEEE provides directly to student chapters. Historically the section has given them approximately \$500 each year as long as they are using it. Student branches are often willing to help volunteer for events such as robot challenge. Loyola was interested before but never followed through. There may be others in the area.
- UM and Capital College are in Washington, DC section. Frederick, Cecil, and Montgomery County are part of other sections. A little bit of the Eastern Shore is in the Annapolis subsection of the Baltimore Section, but they are not active.
- Treasurer –
 - Matt gave Jay a robot challenge check.
 - PES uses the IEEE online payment which gives all money to the section. The section then needs to give the money back to PES. The section also pays the Paypal or credit card fees of less than \$1.
 - Matt provided checks for WIE meetings, MESA for the robot kit buy-back, the Communications Society, robot expenses, Bryn Mawr career fair, Galaxy electronics (robots), Engineers Club.
 - Receipts for several transactions from 2014 and early 2015 are still missing.
 - 2014 is still not resolved. Matt just got Net Suites working and will work on it. He has some of the 2014 receipts, but not all of them.
- Secretary – Minutes will be approved at the next meeting.

6. Chapter Reports

- Com Soc
 - The Communications Society agenda through May 2016 is complete. They had a planning meeting earlier this year to find out what people want to hear about.
- EMC
 - Karen Burnham presented at the last meeting. It was a very interesting topic.
 - Tim Cash is preparing another talk in December. It may be a joint meeting with another chapter.
 - Kathleen Foster is the NEM contact about availability of conference rooms. There can be conflicts, and you may need to reserve a ways out. There are companies that will volunteer their location.
 - There may be a speaker from Exelon at Three Mile Island who can speak at a future meeting.
- Two technical meetings are required for each chapter each year. Rachel will check L31s to verify and remind any that are not meeting that they still have time.
- There will be a meeting with all chapter chairs to coordinate dates and speakers to try to have joint meetings.

- Signal Processing
 - Signal Processing is planning a joint meeting with EMC
- The EMC officers are setting up a planning meeting for 2016.
 - Both chapters that participate in a joint meeting need to submit L31s for both to get credit for the meeting.
- Other chapters exist until MGA dissolves them. In many cases they have hundreds or thousands of members but are not active.

7. Committee Reports

- Robot Challenge
 - Neville's notes are attached.
 - New kits – There are 90 kits from Calvin, 18 from MESA, 80 new kits coming in. 48 new kits will go to Southern NJ and 32 will go to Baltimore. There should be enough automation kits for next year.
 - Robot Challenge is considered a good STEM program by schools in the area
 - Neville requested \$360 for the conference in Washington, DC and \$65 for membership listed as a robot challenge expense before the end of this month. He will be presenting a paper at the conference for tech ed teachers. Jeff made a motion to approve \$425 for Neville to attend the conference in Prince Georges county. Rob seconded. Discussion – John Dentler suggested taking a teacher from Flowers to have representation from someone who has participated in the past and had a good experience. This is one of the local organizations that Neville participates in TEAAM (tech ed, Maryland only), and ITEEA (a national conference). John Dentler amended the motion to fund 50% of costs for a teacher to go too. Discussion – The conference cost is \$485 if they are not a member. We can offer 50% of the member price, \$180, and encourage them to join. Jeff agreed with the amended motion. Rob seconded the amended motion. This is a total of \$605 for both people. All in favor. Motion passed.
- Elections
 - Elections start next Saturday. Dave needs access to SAMIEEE. Jeff will run the query to send out the email. The elections will run through the Sunday prior to the next meeting.
 - We do not currently have a full slate. There is one person running for secretary, one person running for vice chair, three people running for treasurer, and nobody running for chair.
 - If the vice chair ends up filling in for chair, someone can be appointed vice chair later
- WIE
 - The WIE Summit was November 6-8. It was a very successful event that at least broke even and may have had a surplus. There was some representation from Baltimore.
 - Next year's WIE Summit will be the last weekend in October in Boston
 - The Young Innovators Fair, which is similar to a makers fair, is geared for K-12 students. It will be held at the Greater Philadelphia Expo Center

January 2-3, 9 am-6 pm. If the section participates, free passes and a space will be provided. The website is www.younginnovatorsfair.com. Philadelphia will participate. This is a good chance to show off robots and similar things for kids and is more hands on than handing out literature.

- NoVA/DC formed a joint affinity group. This used to include Baltimore until Baltimore had enough people to form a separate affinity group. NoVA may split off as well now that they have enough people participating.
- Continuing Education
 - They are still looking for speaker on Internet of Things. It is hard to find people who actually work on it.
 - Another suggestion for a topic is drones.
 - Last year a group of students from UMBC gave a presentation at the ExCom meeting and requested support for an embedded systems club. The section agreed to consider further funding and Boris recruited them to speak at a workshop. They did not receive the money from last year yet. They now have an account that is not concentration banking. Collin and Matt will work with them on this. The section needs to be able to account for all money that comes and goes. A concentration banking account could be created for UMBC. The students can incur expenses and submit for reimbursement. Another option is that they can create an account through the SGA account and have money transferred into that. A sub-account for the UMBC chapter is suggested. There are forms that they can fill out. Chapter advisor should be the signer. If they do this, they need to work with the section treasurer to provide all expense details for the section L51. This is required by mid-January at the latest. The money is already approved, so no vote is needed.
- Neville would like to spend one night at the conference. The meeting is in March, so he has time to determine expenses and make the request at the next meeting
- Jeff has a math festival at Long Reach High School next week.
- Jeff was a proctor for 3 students who participated in IEEE Extreme Programming. They came in 4th in US and 61st worldwide.
- Jeff representing IEEE-USA at DiscoverE meeting for National Engineers Week.
- The meeting adjourned at 7:52.

8. Attendees

- Rachel Krepps
- Collin Krepps
- Karen Burnham
- Robert Rencewicz
- Matthew Stryjewski
- Bill Semancik
- David Semancik
- David Kisak

- Sherwood Olson
- Jeff Friedhoffer
- Robert Berkovits
- Neville Jacobs
- Jay Gamerman
- Vinod Mishra
- Benand Menachery
- Tim Cash
- John Dentler
- Kate Duncan
- Sekor Kulandaivel
- Sheung Lu
- Fow Sen Choa
- Boris Gramatikov

Attachments

Status, Student Activities, 11-9-15

1. We've received firm orders from Charles Herbert Flowers, Wilde Lake High School, Notre Dame, Beth Tfiloh, and the Coastal New Jersey Section; and Friendly High School and Catholic High School have expressed their intention to become involved this year as well. We've had a number of orders for Automation kits.
2. We have also received orders for the End-Stop kits that allow teams to perform both Open Loop and Closed Loop feedback operation in the Automation mode, and will be looking forward to some interesting performances at next year's Challenge Event.
3. Our first Training session will be held Thursday, November 19, at the Baltimore Museum of Industry. It will begin at 4:15 and end at 7 PM. Mentors and Teachers are encouraged to attend.
4. The Robot Challenge presentation at the MAST /TEEAM conference (Feedback Sensing - Making Robots Smart) was quite well attended, and at least one of the school representatives (from Friendly High School) indicated they would purchase kits during the Training Session.
5. We also demonstrated our Robots at the Maryland STEM Festival held at Catholic High School on November 7. Scott Goedeke and I had a great time talking to both students and teachers, and are looking forward to some interest from the High School, as well as from Catholic Middle school seniors who will be going to various high schools the following year. It's worth noting that several Catholic High Schools are already participating in our activity, the most notable being Notre Dame, Maryvale Prep and Elizabeth Seton (though the latter dropped out last year).
6. Our next activity is next Saturday at Bryn Mawr, also a girls school, where we'll be demonstrating the robots and talking to students and teachers. WIE will also have a stand there to talk about IEEE and WIE.
7. I will be presenting a paper at the ITEEA conference in Washington, DC ("Robot Challenge" makes all students into Engineers) on March 2 to 4, and hope this may expand our audience a little. The registration fee is \$360 for the conference and \$65 for membership (\$425 total), and would appreciate it if the Section would be willing to pick up this expense.
8. We've received a bill from Kelvin for \$3026.10 this month for 50 Robot kits and 10 Export/Spare parts kits. Would appreciate it if this bill be paid directly. My own expenses have been minor, and will be submitted next month when we will have printing costs for manuals.

Neville Jacobs