

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.

**Baltimore Section**  
**January Executive Committee Meeting Report**  
**11 January 2016**

This report summarizes the proceedings of the IEEE Baltimore Section Executive Committee (ExCom) meeting held on Monday, 11 January 2016 at the National Electronics Museum (NEM, <http://www.nationalelectronicmuseum.org>), Linthicum, MD.

**1. CALL TO ORDER**

Meeting called to order at 6:30 p.m.

**2. INTRODUCTIONS**

**3. APPROVAL OF PRIOR EXCOM MINUTES**

No prior minutes were submitted.

**4. EXECUTIVE REPORTS**

**Chair:**

Rob mentioned Engineering Week (week of 22 Feb) activities. Carol added that volunteers are needed for the IEEE-USA engineering family day at D.C. Smithsonian National Building Museum on Feb 27. Activities for the event are free. More information is attached at the end of the minutes.

No. VA section (NoVA) reached out to Baltimore Section and invited the section's members to attend officer training on Feb 6 in Northern Virginia. The goal of the training is to discuss IEEE's expectations of its officers. Collin expanded on the training and recommended the elected officers attend. Collin will be attending the training – contact him for more information.

2016 dates for the monthly ExCom meetings have been established. Each month there will be a pre-meeting from 5 to 6 p.m. to discuss the Robot Challenge Program and the main meeting will be from 6 to 8:30 p.m. See the Section's website for specific dates: <http://ewh.ieee.org/r2/baltimore/>.

National Electronics Museum (NEM), which hosts our monthly ExCom meeting as well as society meetings and other activities, has asked for additional donations. NEM staff approached Jeff Friedhoffer seeking additional funds for the NEM facility. There was discussion on the support that NEM provides the section. Rob asked for additional information on what impact the Section's activities have on NEM staff and what additional help the section could provide to defray those impacts. This led to extensive discussion on the history of Baltimore Section's relationship with NEM. **Action: Rob will follow up with Bill Dixon (who was involved with starting the meetings at NEM circa 1996) on the historical agreement between the Section and NEM.**

There is a need to formally identify the non-elected positions: What are those positions and who is filling them? **Action: Ben and Sherwood will research that various non-elected positions in the Baltimore Section.**

There is a need to formally identify who chairs the active societies in the Section. **Sherwood and Ben took the action to research the societies and who chairs them.**

New Section officers need to be reported to IEEE through v-tools. **Sherwood took action to report the new officers through the v-tools site.**

**Suspense: Financial report is due by February 19.**

#### **Vice-Chair:**

Ben discussed the treasurer's report provided by Matt. The report is attached. Bottom line recommendation is that no additional funds should be spent until the 2016 budget is finalized.

As part of the financial discussion, Neville discussed the robot bills. He requested information on all Robot Challenge Program bills for the last several years. He also mentioned that comparing the Section's finances with the Robot program's finances is challenging because the former is over the calendar year while the latter is on the academic year. **Rob will take action to email Matt and request Robot Challenge Program budget information for 2013-2015.**

Matt requested that IEEE expense receipts be submitted to him ASAP.

#### **Treasurer:**

See Vice-Chair's discussion

#### **Secretary:**

Sherwood asked if there was a reason why recent Baltimore Section meeting minutes have not been posted to the web site. No particular reason was given but it was agreed that they should be posted.

Sherwood then asked a follow on question on whether there were any ongoing efforts to update the Baltimore Section's website. The response was that various members had looked into it but no one was actively working on it. It was recommended that Jeff Friedhoffer be contacted for more information on updating the site and possibly adapting it to IEEE's format. Boris mentioned his concern that Continuing Education URLs currently used in the website be maintained during any website changes to avoid broken links.

Ed Colbert (web administrator) requested photos of the officers for the website.

Sherwood and Rob discussed how meeting minutes would be approved and disseminated. **Sherwood took the action to meet with Rob and discuss the way ahead.**

## **5. COMMITTEE AND SOCIETY REPORTS**

### **Committees:**

#### **PACE:**

Carol discussed activities necessary for reestablishing the Annapolis Subsection. Baltimore Section chair has the power to appoint officers for the new subsection pending elections. Requirements were discussed for maintaining an active section; one of those requirements was that the section must host five meetings annually and these may include virtual meetings. It was recommended that the IEEE regulations regarding sections be referenced from the MGA Operations Manual. **Decision: Baltimore Section Chair appointed Tim Cash (who stated his willingness to become subsection chair) as the interim chair of the Annapolis Subsection. Action: Rob will add Tim Cash to v-tools as the chair of the Annapolis Subsection.** It was suggested that the new subsection should try to recruit members from Maryland's Eastern shore.

There is a conference on Connected Health 27-29 Jun that is being sponsored by the Computer Society. More information is attached. Carol asked that the Naval Academy be included in the conference because of their interest in wearable technology. **Action: Rob will forward the chair's (Christopher Panuski) and counselor's (Christopher Anderson) contact information to Carole so she can ask them for volunteer help.**

"Introduce a Girl to Engineering" Day is being held on 24 Feb 2016 and is part of Engineering Week. Howard County Public Schools is seeking volunteers for this event. More information may be found in the attachment.

### **Continuing Education:**

Boris stated that there are two continuing education course being offered at the NEM:  
Drones - Principles, Components, Design and Control, February 6 from 1000-1400  
Design and Analysis of Embedded Automotive Networks, March 26 from 1000-1400

Both courses provide CEU credits. See the Continuing Education web site under the Baltimore Section's homepage. [http://ewh.ieee.org/r2/baltimore/continuing\\_education/CEEE.htm](http://ewh.ieee.org/r2/baltimore/continuing_education/CEEE.htm)

Rob asked about February Fourier Talks. Boris replied that there is no registration fee and to sign up on the web at <https://www.februaryfouriertalks.com>. Rob asked about whether they had received the money that Baltimore Section had submitted to help defray costs and Boris replied that they had.

### **Awards:**

Nothing to report

### **Student activities:**

Nothing to report

### **Robot Challenge Program:**

Robot Challenge Program charges between \$4-5K per year for administrative costs. This is no longer believed true. Neville requested data on finances required to properly execute the robot program. His submitted report is attached.

Neville reported that 86 teams have signed up from across 7 schools for the Robot Challenge Program. He also stated that Gilman school had signed on to the program and this will hopefully help get the other surrounding schools to also signup.

A training program has been created for teachers and judges participating in the Robot Challenge that will be held on 30 Jan. This year's robot competition is 16 and 17 April and is in need of volunteers to include judges. Contact Neville via email for more information and to volunteer. Additional information may be found in the attachment.

Collin asked about Robot Challenge Program financials and if additional income needs to be generated to cover costs. John stated that the Robot Challenge Program traditionally split the cost with Region and absorbed \$2000 as a community service. More discussion needs to happen but Neville requested all the Baltimore Section's financial information as it pertains to the program be evaluated before any decisions are made.

### **Societies:**

Rob mentioned that each society should present a budget to the ExCom.

### **Representatives present:**

EMBS – Carol  
EMC – Bob  
Signal Processing – Rob

### **Signal Processing:**

Bob discussed the DSP/EMC joint meetings and future joint meetings with Power Systems.

### **NoVA:**

Monica Mallini and Wally Lee attended the meeting to request reimbursement for funds spent in 2009-2010. These funds were spent in an attempt to bring GlobeCom 2013 to Washington D.C. Efforts were not successful for 2013 but were successful for 2016. Monica stated that there is an informal agreement between NoVA, Washington, and Baltimore sections to split the expenses three ways; Baltimore's one-third amounts to \$2350. Monica emailed the section starting in 2014 but received no response. She also attended a previous meeting. Collin was present at that meeting. It was stated that Vinod (2015 Chair) was to close out a summary report on this issue, but that has yet to happen. Collin stated that there are regulatory/procedural issues that must be resolved before a decision can be made on whether to provide funds. The next steps are to close out the summary report, settle the 2016 budget, identify and solve any regulatory/procedural issues. **Action: Rob will be the POC for this issue and work with Monica.** More information may be found in the attachment.

## **6. ATTENDEES**

Rob Rencewicz (Chair)  
Ben Menachery (Vice-Chair)  
Sherwood Olson (Secretary)  
Monica Mallini  
Wally Lee  
Bill Semancik  
Bob Berkovits  
Neville Jacobs  
Jay Gamerman  
Boris Gramatikov  
Carole Carey  
Tim Cash  
Anna Romaniuk  
Sandra Hyland  
John Dentler  
Collin Krepps

## **7. MEETING ADJOURNMENT**

Rob motioned to end the meeting at 8:20 p.m. – Anna seconded it.

## **8. ATTACHMENTS**



## FAMILIES / TEENS

Everyday Activities

Free Festivals

The Big Build

Discover Engineering

Cherry Blossom Festival

Teens & Young Adults

Summer Camp

Birthday Parties

Activities to do at Home

### January 2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[Browse Full Calendar](#)

VOLUNTEER

CONTRIBUTE

SHOP

BUY TICKETS

## Discover Engineering Family Day

Become an engineer for a day!

Feb 27

Saturday, February 27, 2016

10 am–4:30 pm, FREE

Engineers design the bridges you drive across, improve the food you eat, perfect the fabrics you wear, and even build computers like the one you're looking at right now. Discover how professional engineers turn ideas into reality and do some engineering and problem solving of your own. Celebrate Engineers Week, February 21 - 27, by participating in this free, hands-on, and fun-filled family day with over 20 activities designed for kids.

*Discover Engineering Family Day* is a FREE, drop-in program. \$5 donation suggested. Recommended ages 6 to 12.

- EXPLORE the forces behind roller coasters
- BUILD a structure that withstands a tsunami
- DISCOVER what makes popcorn pop
- LAUNCH a rocket
- CONSTRUCT a towering newspaper skyscraper

What will you engineer this year?

### Scouts

Activities at the Festival may assist Scouts in fulfilling some requirements for the following Badges:

- Tiger Cub Scouts: Make a Model
- Wolf Cub Scouts: Family Fun, Spare-Time Fun, and Machine Power
- Bear Cub Scouts: Family Fun, Build-a-Model, and Aircraft
- WEBELOS: Craftsman, Engineer, and Scientist
- Boy Scouts: Engineering
- Brownie Girl Scouts: Building Art, Science in Action, Listening to the Past
- Junior Girl Scouts: Aerospace, Science Discovery, Discovering Technology, Sky Search, Careers

Visit the [Discover Engineering Family Day website](#) to learn more.

### Sponsors

IEEE★USA

DISCOVER  
  
LET'S MAKE A DIFFERENCE

NORTHROP GRUMMAN  
Foundation

*Discover Engineering Family Day* is generously sponsored by DiscoverE, Design Squad Global, IEEE-USE, the National Science Foundation, Northrop Grumman, Tekla Research, and WETA.



Sherwood Olson &lt;sherwood.l.olson@ieee.org&gt;

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**RE: [EXTERNAL] Baltimore Section January**

1 message

**Stryjewski, Matthew J:(BGE)** <Matthew.Stryjewski@bge.com>

Mon, Jan 11, 2016 at 2:08 PM

To: Rob Rencewicz &lt;r.rencewicz.us@ieee.org&gt;

Cc: "benaud.menachery@ngc.com" &lt;benaud.menachery@ngc.com&gt;, "sherwood.l.olson@ieee.org" &lt;sherwood.l.olson@ieee.org&gt;

Rob,

I am confirmed to be absent from the meeting tonight. Sorry I can't be there. Here is a brief Treasurer's report:

- December 2015 Ledger
  - Income
    - § Received PACE funding for 3 events totaling \$2,075
    - § Deposits for Robot Challenge totaling \$1,349
    - § Interest of \$11.07
  - Expenses
    - § \$122.61 for COMSOC meeting expenses
    - § \$1,918.33 for GlobeCom travel expenses
    - § \$8,911.69 for Robot Challenge expenses
    - § \$425 for ITEEA Conf in March 2016
    - § \$500 for 2016 Region 2 IEEE SAC Support
    - § \$250 for University of Maryland FFT Conference Support
    - § \$72.64 for ExCom Meeting Refreshments
- 2015 Accounting
  - Financial reporting is due by February 19
  - Section report is complete, but not yet entered into NetSuite
  - Next step is finalizing Chapter accounting
  - At this time, financial reports are on target
- 2016 Budget

- The first step here is to understand what we spent in 2015 and prior
- I have not had time to look at 2014 because the accounting never got done, but I created categories and added up the income and expenses
- Here is what I got:

Category	Income	Expense
Conferences	\$ -	\$ 5,270.22
Dues	\$ -	\$ 3,057.13
ExCom	\$ -	\$ 9,668.25
Interest	\$ 163.40	\$ -
PACE	\$ 2,325.00	\$ -
Robots	\$ 14,810.85	\$ 31,644.00
Society	\$ 150.00	\$ 1,951.95
Students	\$ -	\$ 1,794.83
<b>TOTAL</b>	<b>\$ 17,449.25</b>	<b>\$ 53,386.38</b>

- Bottom line: We have to manage our money better!!!
- I'll be able to come to the February meeting with even more information from which we can start making better decisions
- I would be extremely hesitant to approve any spending until the budget for 2016 is finalized

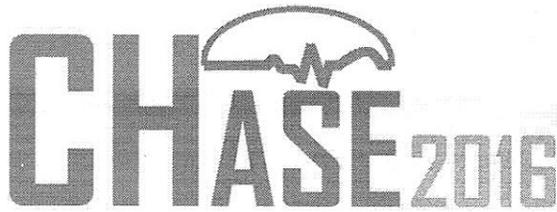
**Matt Stryjewski**

Manager-Engineering

BGE Electric Distribution Engineering & Standards

Phone 410.470.7713

[bge.com](http://bge.com)



# The First IEEE Conference on Connected Health: Applications, Systems and Engineering Technologies

June 27-29, 2016, Washington DC, USA

[Home](#)[Committees](#)[Call for Submissions](#)[Program](#)[Workshops](#)

IEEE CHASE 2016 is a leading international conference in the field of connected health. It aims at bringing together researchers worldwide working in the smart and connected health area to exchange innovative ideas and develop collaborations.

Connected health can be defined as the use of Internet, sensing, communications and intelligent techniques in support of health related Applications, Systems and Engineering. Connected health brings together multidisciplinary technologies to provide preventive or remote treatments by utilizing digital health information structure such as body sensor networks and intelligent techniques such as from Data to Knowledge to Decisions, while at the same time connecting patient and caregivers seamlessly in the loop of the healthcare ecosystem. Future Connected health will be realized by providing rich medical information to each individual through replacing infrequent, clinic-based measurements with unobtrusive, continuous sensing, monitoring and assessment. Connected health technologies will enable preventive health and personalized medicine and may significantly reduce healthcare costs. However, a number of challenges still need to be addressed to enable connected health worldwide.

Prospective authors are cordially invited to submit their original contributions covering completed or ongoing work related to the connected health area. IEEE CHASE positions itself as a venue for science and engineering researchers to publish their research and discovery, including those have potential to enable innovations but not yet ready for clinical study.

The topics include but are not limited to:

## Applications

- Public health and Home Monitoring
- Electronic medical records (EMR) and electronic prescription
- Healthcare Data processing, Data Analytics, Data mining
- Medical imaging
- Personalized Medicine
- Preventive Treatment
- Evolutionary and longitudinal patient and disease models
- Wearable Computing
- Security, privacy and trust for connected Health services/applications

## Systems

- Biomedical Sensor Monitoring System

## Important Date

**Regular paper submission due: January 15, 2016 (firm deadline)**

**Demo and poster paper submission due: March 11, 2016**

**Notification for regular papers: March 18, 2016**

**Notification for demo and poster papers: April 18, 2016**

**Camera ready papers: April 15, 2016**

**Conference: June 27-29, 2016**

## Announcement

**- 11/23/2015, Dr. Insup Lee from University of Pennsylvania will deliver a keynote at CHASE 2016.**

**- 11/30/2015, Extended versions of selected papers will be considered for publication in IEEE Internet of Things Journal.**

Feb 24

The Howard County Public School System is seeking your help for an “Introduce a Girl to Engineering” Day supported by Women in Engineering, on February 24, an “Engineers Week” Event. It will be held at the Howard County Public School System’s Applications and Research Laboratory, located at 10920 Clarksville Pike (Rt 108) Ellicott City, MD 21042<sup>1</sup>. Roy Rosnik, a “Project Lead the Way” (PLTW) teacher, is planning a day-long event for approximately 100 female students who are currently enrolled in PLTW to encourage them to complete the program and continue to pursue engineering. The objective of the day is to provide an opportunity for the students to interact with female engineers.

**Students from the 12 high schools in Howard County will arrive at the ARL between 7:30 and 7:45 AM. The planned schedule will be as follows:**

- 7:30 – 7:45 – students arrive to the Applications and Research Laboratory (ARL) from their home schools
- 8:00 – 9:00 – Introductions and Keynote Speaker – Topic yet to be finalized
- 9:00 – 10:00 – Students break into 5 separate panel discussions – 20 girls and 3 to 4 women engineers – Engineers will give a brief summary of their careers and experiences as engineers. This will be followed by a question and answer session.
- 10:00 – 11:00 – Engineers from the panel will “adopt” 5 to 6 girls and provide mentoring as they help the girls start on a project that the girls will take home.
- 11:00 – 11:45 – break for lunch
- 11:45 – 1:00 – Students will return to work rooms to complete hands on project with their mentors.
- 1:00 – 1:30 – A wrap up session for all.
- 1:30 – 1:45 – Students will be able to network with engineers and each other until they have to get back on the bus and return to their home school.
- 2:00 – 3:00 – Engineers meet to discuss the overall effectiveness of the day.

**We are asking if you would be willing and available to participate in this event for the entire day (7:45AM – 3:00PM), or if that is not possible, what amount of time you would be able to devote to the event.**

There will be a planning meeting in January at a date TBD from about 3-5 pm to discuss the event and associated activities.

If you would like to participate, please contact Roy Rosnik, (rmrosnik@hcpss.org ). Also if you have an idea for a hands-on, take-home project that can be completed in a few hours, please send it to Roy.

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<sup>1</sup> Across from the Cedar Lane intersection with Rt 108 in Columbia.

## Status, Student Activities 1-11-16

1. We've added a new school this past month. As mentioned in last month's report, Gilman High School became interested after one of their teachers attended our presentation at Bryn Mawr School. They have decided to limit their involvement with FTC robotics and plan to enter 7 2-leg teams in our event. They will build the robots as part of their curriculum, and have an extensive woodshop. If we can make this a good experience for them, it could open the door for additional schools in this area.
2. This should bring our totals for 2-leg teams to 73, while 4-leg teams remain at 13, from 7 schools. Note that registration closes Monday, February 15.
3. Last year at this time we had 83 2-leg teams and 13 4-leg teams from 37 schools, but that included 32 MESA schools, of which only 3 teams completed their project and showed up at the competition. Subtracting the 29 MESA teams that did not show up, we would have had 54 2-leg teams and 13 4-leg teams from 8 schools.
4. Compared to these numbers, our present figure of 73 2-leg teams looks quite good, though its lower than some of the numbers we've had in the past.
5. Automation is essentially unchanged from last month as we have advised Gilman not to get involved with this until they develop some experience with the manual robots.
6. Our next Training Program will be held Saturday, January 30 at the Baltimore Museum of Industry, from 10 AM to 2 PM. We will provide lunch for the attendees. We are urging teachers to come, and invite any judges and mentors who wish to get more familiar with the program to attend as well. There is no charge.
7. We have adequate inventories of Robot Kits, Automation kits, manuals and spare parts, and looking forward to an interesting year. We have not ordered additional Automation boards. A possible set-back is a quality issue with two parts that Kelvin has been purchasing from China, and which we are currently investigating.
8. We are now seeking judges and other helpers for the Robot Challenge that will be held Saturday AM, April 16, and Sunday PM on April 17. We would appreciate it if anyone able to help could let me know which day you would be available. Whether a new judge or old-timer, please e-mail me at [Nevilleed@aol.com](mailto:Nevilleed@aol.com), Subject: Robot Challenge Judges.
9. Kelvin invoices as well as invoices for automation boards have been submitted to our Treasurer for payment. My expenses have been minor, and will be submitted next month. We received a check for \$539 from Wilde Lake High School.

Neville Jacobs

Walter H. Lee, Jr.  
8017 Lynnfield Drive  
Alexandria, VA 22306

Dear IEEE Baltimore Section,

Monica Mallini and I were part of the proposal team that presented a bid for IEEE GLOBECOM 2013 to be hosted in Baltimore/Washington. For over a year between 2009 and August 2010, our team fleshed out a conference template, recruited key volunteers, negotiated MOUs with the three host IEEE Sections, and made site visits to venues. The team made two invited presentations to the GIMS committee, first during the IEEE GLOBECOM 2009 conference in Honolulu, then a revised template presented at ICC in Cape Town.

Ultimately, the conference was not awarded to Baltimore. With respect to the Cape Town presentation, Baltimore had a sound plan, and it was well presented. A second team bid a proposal by teleconference for an alternate location. That team's initial proposal phoned in to Cape Town had a number of serious deficits, which they were able to correct to the satisfaction of GIMS prior to the final decision in August 2010. The outcome was that the conference was awarded to the team bidding the alternate location.

During the course of these activities, the Baltimore proposal team incurred expenses, the majority of which were related to travel to GLOBECOM and ICC. The individual team members covered their own expenses, in anticipation of eventually obtaining reimbursement from the conference budget after the conference was awarded. This seemed like a sound plan due to the fact that Baltimore was the only credible proposal for IEEE GLOBECOM 2013 until some months after the GIMS committee convened in Cape Town in May 2010. The proposed conference budget for GLOBECOM 2013 in Baltimore/Washington included funds intended to reimburse these expenses, and the team's frugal expenditures came in under budget.

Our team could have saved considerable effort and expense by "phoning in," but that was not presented by GIMS as a viable option. In any case, given that the Baltimore proposal was the sole contender, it seemed like a sure thing at the time. We did not count on one or two members of GIMS lobbying the committee to delay the award so that a second proposal could be quickly introduced and entertained by GIMS without that proposal team ever having presented it in person.

Eventually, the conference was not awarded to Baltimore; hence, the anticipated budget never materialized. The proposal team remains out of pocket for sizable expenses. Upon seeking reimbursement for the travel-related and clerical expenses from the Communications Society, we were told that the "current" practice (apparently changed just at that time) was that Communications Society does not cover expenses associated with non-successful bid proposals. It was specifically suggested that the team seek reimbursement from the three hosting IEEE Sections.

There was a problem with this. The prospective IEEE hosting Sections made commitments through their respective MOUs, agreeing to cover shares of financial loss should the conference fail to return surplus revenue. The MOUs did not address exposure to loss at the proposal stage. Members of the proposal team were invited/encouraged/required by GIMS to present the proposal in person, and it was made abundantly clear that otherwise, the proposal would not be entertained (which later turned out to be false).

Walter H. Lee, Jr.  
8017 Lynnfield Drive  
Alexandria, VA 22306

Without a budget to cover the expenses, the volunteers' only recourse was to wait until a GLOBECOM conference was awarded to the three Sections. The same proposal team reinvented its 2013 proposal, specifically changing aspects of the original proposal that GIMS seemed to take issue with, such as the distance between the proposed venue and Dulles airport. The strategy was successful, as the Communications Society awarded GLOBECOM 2016 to Washington/Baltimore in 2013. After the conference was awarded, we requested the proposed General Chairs (Dr. Cotae and Jerry Gibbon) to look into the matter of reimbursement. With guidance from COMSOC, the Chairs again directed us to seek reimbursement directly from the sponsoring Sections and/or Chapters. This time, the situation is different, as the three Sections now have a financial stake in GLOBECOM and stand to gain a healthy share of the conference surplus, which will repay the original investment of the proposal team many times over.

Hence, we request that each Section consider paying 1/3 of the team's unreimbursed expenses. The expenses for which we seek reimbursement total \$7,050, and one-third of that is \$2,350. This is not the sum total of the monies fronted by the volunteers; the remaining expenditures of about \$2000, in addition to the \$7,050, represents the volunteers' personal goodwill donation to the GLOBECOM effort.

In 2013, Northern Virginia Section approved reimbursement of \$2,350, and this amount was paid at the end of the fiscal year. Washington Section expressed a wish to postpone approval of the matter until 2014, to allow time for the Ad Hoc committee led by Dr. Cotae and Jerry Gibbon to investigate the matter and make recommendations. There is currently a motion for reimbursement of \$2,350 that Washington Section will consider at its next AdCom meeting, when Dr. Cotae can be present to make his report.

Specifically, I request that the Baltimore Section consider the matter and decide whether it can entertain a motion to reimburse 1/3 of the volunteers' expenses, in the amount of \$2,350, in anticipation of a sizeable return on these expenses that it will receive from the surplus of GLOBECOM 2016. I apologize for not being able to present the matter in person at the AdCom meeting, but Monica and I would make a point of attending a future meeting to answer questions to the committee's satisfaction.

Copies of the expense reports are attached for your review.

Thank you abundantly for your assistance in this matter.

Best regards,

A handwritten signature in purple ink that reads "Walter H. Lee, Jr." with a stylized flourish at the end.

Wally Lee

IEEE GLOBECOM 2007/2013/2016 Volunteer