Baltimore Section
February Executive Committee Meeting Report
08 February 2016

This report summarizes the proceedings of the IEEE Baltimore Section Executive Committee (ExCom) meeting held on Monday, 8 February 2016 at the National Electronics Museum (NEM, http://www.nationalelectronicsmuseum.org), Linthicum, MD.

1. CALL TO ORDER (@ 6:30 p.m.)

2. INTRODUCTIONS

3. ATTENDEES
Rob Rencewicz (Baltimore Chair)
Ben Menachery (Baltimore Vice-Chair)
Sherwood Olson (Baltimore Secretary)
Tim Cash (Annapolis Chair)
Bill Semancik
Robert Berkovits
Neville Jacobs
Jay Gamerman
John Dentler
Jeffrey Friedhoffer
Raenita Fenner
Duy Tang
Sanmi Kalesanwo
Elie Rosen
Fred Chen
Hong Yu
Dave Kisak
Karen Burnham
Boris Gramatikov
Jonathan McGee
Kate Duncan
Anthony Plumber
Sandra Hyland
Barin Nag

4. APPROVAL OF PRIOR EXCOM MINUTES

Rob motioned to approve the December ExCom minutes and Bill seconded the motion. Motion passed to approve December minutes.

Jeff motioned to approve the January ExCom minutes and Neville seconded the motion. Motion passed to approve January ExCom minutes.

5. Executive Reports

Chair:
Rob stated that he will attend the IEEE Region 2 (R2) meeting in March, in Pittsburgh, PA. It is expected that R2 will pay his expenses as the Baltimore Section chair.

There was discussion on sending a second person to the R2 meeting. Jeff made a motion to send a second person from the section to the R2 meeting. Kate seconded the motion. Discussion followed as to how much it would cost the section to send a second person to the R2 meeting. It was mentioned that Tim Kurzweg, R2 Director, could be approached to request partial funding. Additional discussion centered on whether the section's budget could accommodate the expense of the R2 meeting at this time. The motion was tabled until the end of the meeting to give time to research the cost of sending someone to Pittsburgh, PA for two nights.

Rob sent emails to society leadership members requesting they report on their sections' activities. Section is still tracking down missing L31 reports. The L31 reports are required for the section to receive its annual rebate. The following are still outstanding for applying for the rebate:
- Require L31 from AP/MTT Society.
- Require L31 from IA Society.
- Conflict of interest forms need to be filled out; Chair and Treasurer need to fill them out, and it was recommended that the Vice-Chair and Secretary also complete them.

Vice-Chair:
Ben stated that Rhonda Farrell has set up shared folder, which will be used to post documents and other correspondence.

Ben reported on the section's activities as received through the L31 reports:
- There are 9 active societies
- There are 7 non-active societies
- There are 2 active affinity groups
- AP/MTT conducted one meeting in 2015; all other societies conducted at least two meetings to meet the IEEE annual requirement.

An IEEE training session for leadership was conducted on Feb 6 in Virginia. Slides have been post and are available at:
https://drive.google.com/a/ieee.org/folderview?id=0B4kI2R29fNKRNWhiTkpsVnI2TzQ&usp=sharing
The link may require a username/password.

Treasurer:
Matt provided his treasurer's report, which is attached. Financial reports remain on target. **Matt will send to Neville the robot program's spending from the last three years by 12 Feb. Matt will also send the Baltimore Section's draft 2016 budget to Rob by 12 Feb and Rob will forward to the section's leadership shortly thereafter. Rob will ask Matt/Collin if they included Signal Processing & Electromagnetic Compatibility Society receipts for October and December meetings.**

Secretary:
Sherwood presented December and January meeting minutes to the committee for approval. Both monthly minutes were approved (See Section 4). Sherwood then presented a brief overview of the Section's three

month calendar after which there were discussions on posting the calendar to the Baltimore Section's webpage as well as updating the minutes section and other web support issues. Jeff said that he would like Sherwood to have access to the minutes section of the webpage so he can upload meeting minutes as necessary. Jeff stated he would request permission for Sherwood to gain access to the Baltimore Section minutes page, URL: http://ewh.ieee.org/r2/baltimore/agenda_files/minutes/list.html

Annapolis Subsection:
Tim Cash stated that he is in the process of setting up the subsection. His stated goal is to get five meetings for 2016 and additional discussions were held on where to hold the meetings. Bill discussed the composition of the meetings to make the goal of five meetings easier to reach.

6. Committee/Society/Affinity Reports

Committee Reports:

Educational Activities:
Boris stated that the Drones meeting held on 6 Feb was successful. About 18 people attended and most will receive PDUs. February Fourier Talks (FFT) will be held on Thursday and Friday (18-19 Feb). Also mentioned was the next continuing education event on 26 Mar at the National Electronics Museum, which is on the topic of *Design and Analysis of Embedded Automotive Networks*, URL: https://meetings.vtools.ieee.org/meeting_view/list_meeting/37479. Finally, there was discussion that about a year ago the section promised some financial support to the IEEE student branch at UMBC; no resolution to this issue was presented.

Membership Development:
Jeff stated that there are many new members in the Baltimore area and that he has been contacting them to welcome them to the section. For those that have yet to pay their yearly membership dues, members must pay by 20 Feb to avoid being placed in arrears. Jeff will contact those that fall into arrears.

Nominations and appointments:
Dave mentioned that anyone interested in serving in an elected position for the Baltimore Section should contact him for more information.

Student Activities and Robot Challenge Program:
Neville provided an update on the Robot Challenge program, which is attached.

Awards and Recognition:
Bill was asked about this year's chapter dinner. It was left to the end of the meeting and discussed under New Business.

GlobeCom2016:
Rob stated that there was a GlobeCom 2016 planning meeting on 30 Jan but that he has not seen a report of what transpired. **He also stated that the GlobeCom planning schedule should be included in the newsletter and will approach Ryan about it.**

Society Reports:

ComSoc: Jeff said that February's ComSoc meeting may be cancelled due to weather. Check the section website for updates.

EMC: Bob stated that a joint meeting with PES is desired and the date is still to be determined, but hopefully this spring. It was also mentioned that the EMC Symposium in 2017 will be held at the National Harbor, MD.

SSIT: Rob stated that the SSIT chair expects there will be two joint meetings with NoVA and D.C. Rob will send Tim Cash contact info for Michael Cardinale, who chairs SSIT.

PES: In late March, PES is inviting the regional organization that monitors the electric grid to discuss the technology they use for monitoring.

Affinity Reports:

WIE: Raenita discussed the "Introduce a girl to engineering" day and stated that they now have all the volunteers they require. She also mentioned that WIE is planning a speed mentoring night at Loyola and would like volunteer mentors for the night. The date is TBD, but probably in late March.

YP: Elie stated that YP held an event on Wednesday December 30, 2015, at the Green Turtle in Hanover.

7. Old Business

Rob stated that a committee has been established to discuss reimbursement to two members of the NoVA section for expenditures they made in 2009/10 in their attempt to bring GlobeCom to the Washington D.C. area. Members selected for the committee are Collin, Matt, Rob, and Kate. See Baltimore Section January 2016 meeting minutes for details regarding the issue.

Rob presented calculations on the cost impact that the Baltimore Section's approximately 19 meetings had on the National Electronics Museum in 2015. The total daily/hourly costs were given as a range based on variable staff costs.
- Conference room rent is $100/day
- Pioneer Hall is $750/four hours or $675/four hours.
- Staff costs are additional and are charged at a top rate of $20/hour.

Discussions then followed on how the section can defray the cost impact to the museum; methods that were mentioned to defray costs included monetary reimbursement, avoiding conflicts with paying customers of the museum, and obtaining permission to perform certain staff functions so that the museum does not need to provide their own paid staff during meetings. It is expected that the Baltimore Section will hold approximately 20 meetings at the National Electronics Museum in 2016: 11 meetings in Pioneer Hall and 9 meetings in the Conference Room.

8. New Business

On Sunday June 5, at the Howard County STEM Festival, there will be an event for primarily middle school kids where they can build projects that contain LEDs and other basic electronics. The goal of the event is to get kids interested in electronics by providing hands on projects to inspire them. The parts need to be purchased and then the kits assembled. **Jeff motioned to allocate up to $400 for purchasing and assembling the kits; Neville seconded the motion.** Additional discussions followed: Kate suggested that the section request PACE funds to offset the cost. **The decision was to request $200 from PACE.** Kits need to be ordered soon since it is estimated that three months are needed to order and receive the parts and then assemble the kits. Tim brought up discussions on what other opportunities there might be to get middle school students interested in current technologies beyond basic electronics**. The motion of allocating up to $400 for the kits was put to a vote and the motion passed with no objections**.

Bill discussed the chapter chair dinner that was tabled during the committee reports. Last year 65 people attended the 2015 dinner and the event cost about $7300 which did not include the give-away prizes or trophies. There is concern that the cost, when considering the attendance and the section's yearly reimbursement, does not justify a sit-down dinner. Further, there is concern that the target audience of the dinner has not traditionally attended. Bill suggested considering a buffet instead to help reduce costs; although, there were discussions on whether a buffet style dinner would in fact be less expensive. John asked about the cost of catering the dinner at the National Electronics Museum and Bill said it was estimated to be about $4000. Neville suggested that the Robot Challenge Competition Awards Ceremony be separated from the Chapter Chair Dinner. Then the Robot Challenge Competition Awards Ceremony could be held the same day as the Robot Challenge Competition at the Baltimore Museum of Industry with the benefit being that the students and judges will already be there having just completed their competition. Furthermore, the cost to offer food at the Baltimore Museum of Industry would be substantially less than at the Chapter Chair Dinner since it would be a less formal affair. It was estimated that severing the Robot Challenge Competition Awards Ceremony from the Chapter Chair Dinner would reduce the number of people attending the Chapter Chair Dinner by about 25. Bill took the action to come up with some alternatives that will serve about 80 people. Neville took the action to provide a cost estimate for providing a meal and awards ceremony after the Robot Challenge competition.

Baltimore Section discussed sending two individuals to the IEEE Region 2 meeting. It was estimated that each individual would require $750 for transportation, lodging, and food. Bill suggested that the section send a person who would be in a position to provide a significant knowledge transfer of the information presented at the meeting. Motion for sending a second person to the Region 2 meeting in Pittsburgh was presented and passed with no objections.

9. Meeting Adjournment

Jeff motioned for the meeting to adjourn and Sherwood seconded it.

On Mon, Feb 8, 2016 at 1:34 PM, Stryjewski, Matthew J:(BGE)
<Matthew.Stryjewski@bge.com> wrote:

Guys,

Here is my update for tonight's meeting.

- January 2016 Ledger
    - Income
        - Interest - $9.98
    - Expenses
        - Dec 2015 YP Meeting - $32.95
        - Robot Challenge (Kelvin LP) - $195
        - Robot Challenge (Kelvin LP) - $2,244.32
        - 2016 IEEE R2 Student Activities Conference - $500
    - Additional Early February Items
        - Income - $2,875.52 from Robot Challenge
        - Expenses - $111.10 to Jay Gamerman for Robot Challenge
- 2015 Accounting
    - Financial reporting is due by February 19
    - There are 11 total accounts to reconcile:
        - Baltimore Section – 200300
        - Annapolis Subsection – 200301 (no activity)
        - EMC-S Chapter – 200302 (no activity)
        - AES Society Chapter – 200310 (no activity)
        - LEOS Chapter (Photonics) – 200311
        - Communications Society Chapter – 200319 (no activity)
        - PES Chapter – 200331
        - IAS Chapter – 200334
        - IAS Scholarship Fund – 200355
        - EDS/SSCS Chapter – 200360
        - AP/MTT Society Chapter – 200370
    - This means that there are 7 total financial reports to submit
    - IEEE has a new NetSuite template available for automatic uploading of reporting for 2015
        - As a test, I completed the PES (200331) accounting and submitted the file last week for uploading
        - Confirmed on Feb 8 that the uploading function works
        - The other 6 accounts will be reconciled and submitted to NetSuite for upload before Friday, Feb 12
        - This will allow for one week for any corrections before the reports are due on Feb 19
    - At this time, financial reports remain on target
- 2016 Budget
    - I was unable to make the progress I committed to at the last meeting due to a business trip and the blizzard
    - I will deliver the raw Robot Challenge data to Jay/Neville by Feb 12
    - I will deliver a draft budget to the Section Officers by Feb 12 for their review

Status Student Activities 2-8-16

1. No new registrations since last month, so our registration stands at 73 2-leg teams and 13 4-leg teams, from 7 schools. A number of teams have said they would automate this year – we'll find out the number when we do the actual registration for the Robot Challenge Event*. Excluding the MESA teams (only 3 showed up at our event last year) we have 19 more 2-leg teams registered than last year.

2. We had a low turnout at the training program held on January 30, largely because most of the teachers are now quite experienced. However we were pleased to see that Gilman High School was well represented (they have 7 2-leg teams) as this school is doing it for the first time. One of the new features this year is to allow the "wood" block to be made with a 3-D printer – we are pleased to hear that Notre Dame has decided to do so. Southern New Jersey Section is also interested in this approach.

3. 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 or days you would be available. Whether a new judge, helper or old-timer, please e-mail me at Nevilleed@aol.com, Subject: Robot Challenge Judges.

4. Our next opportunity to present the project to teachers will be at the ITEEA Annual conference (International Technology and Engineering Educators Association) that will be held on March 2 in Washington DC. Alex Dulce and Mrs. White from the Charles Flowers High School will be assisting in this presentation. We intend to add this paper to our web-site.

5. *Last year registration was done with an adaption of IEEE V-tools, and led to some confusion with data entry. Jeff Friedhoffer has advanced this process using a Google sub-routine, and we expect it to be more user friendly, and provide us with better information. Data entry at the competition itself will be similar to last year, when it worked quite well, and kept all teams informed on how they were doing.

6. Treasurer Matt Stryjewski is putting together financial data for the past 3 years, which should be helpful for keeping better track of expenses and identifying opportunities for cost reductions.

7. My expenses this month were $295.41, mostly for printing and storage costs.

   Neville Jacobs