

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.

Baltimore Section

March Executive Committee Meeting Report

14 March 2016

This report summarizes the proceedings of the IEEE Baltimore Section Executive Committee (ExCom) meeting held on Monday, 14 March 2016 at the National Electronics Museum (NEM, <http://www.nationalelectronicsmuseum.org>), Linthicum, MD.

1. CALL TO ORDER (@ 6:34 p.m.)

2. INTRODUCTIONS

3. ATTENDEES

Rob Rencewicz (Baltimore Chair)
Ben Menachery (Baltimore Vice-Chair)
Sherwood Olson (Baltimore Secretary)
Bill Semancik
Collin Krepps
Robert Berkovits
Neville Jacobs
Jay Gberman
John Dentler
Jeffrey Friedhoffer
Elie Rosen
Yu Hong
Dave Kisak
Kate Duncan
Barin Nag
Sasha Wood

4. APPROVAL OF PRIOR EXCOM MINUTES

February's ExCom minutes were approved.

5. Executive Reports

Chair:

Rob discussed issues that were presented at the Region 2 meeting, 12-13 March, in Pittsburgh, PA. The issues focused IEEE membership including Student membership, Women in Engineering (WIE), and Young Professionals (YP). The state of student membership was discussed based on a report during the Region 2 meeting that student membership plunged in the last year. One idea that was put forward was that student membership dues could be graduated over several years so that membership costs are reduced while the student graduate moves into a job and becomes acquainted with the profession over several years.

Kate then shifted the focus to industry members and presented options for retaining their membership. One of those options may be to implement a model that was successfully used by the Japanese where IEEE offered a corporate membership rate. Further discussion occurred on the advantages of company-wide IEEE memberships; Rob discussed Northrup-Grumman's interest and Bob presented an historical context of providing companies a reduced rate to get their employees IEEE membership. Rob plans to follow up on this idea.

Rob mentioned that the IEEE Section Congress is being held in Sydney, Australia. IEEE will pay for the chair to attend.

Vice-Chair:

Ben provided a reminder to sign up for robot challenge written report judging and has made arrangements at Northrop Grumman for the Robot Challenge report judging event on April 11th from 5pm to 9pm. Ben also request that Neville provide the list of judges attending the event he can pass the names through NGC security. **Action: Neville will provide the names of the judges to Ben for the Robot Challenge report judging at least one week before the event.**

Ben provided a draft list of funds requested by various committees, societies and affinity groups. The list will be updated as more information is provided. The draft list is attached.

Treasurer:

Matt provided the Treasurer's Report (see attachment).

Rob mentioned that he is working on a resolution to the request for money made by UMBC and will follow up with two actions: **1. Find out if UMBC has an account set up to receive the money; and 2. Find the motion in previous ExCom minutes that approved allocating money to UMBC.** Collin stated that he believes a motion passed to provide money to UMBC.

There is a need to verify the advisors and students for university societies. **Action: Rob will reach out to the university societies through email and confirm POCs and student members and also inquire about their funding.**

Rob stated that the organizations listed in the budget should be reviewed to ensure they are still valid organizations and their identified funding is appropriate.

A draft 2016 budget was presented and discussed. Gaps were identified. The consensus was that more work is needed before it is finalized. Two specific items were identified that needed to be included:

1. Add \$1500 contribution to the National Electronics Museum (NEM).
2. Add Robot Challenge charge of \$5840.

Bill mentioned that he is working the engineering dinner and will submit his cost estimate when available. Collin mentioned that there are income items that need to also be added to the budget. **Rob requested that an updated budget with a narrower expense projection be submitted.**

It was suggested that Baltimore Section reach out to D.C. and NoVA sections to review their previous budgets to see if anything needs to be added to the Baltimore Section budget.

Rob discussed Baltimore Section's use of NEM and how often the section's activities conflict with NEM's paying customers. The hope is that if conflicts arise, the section can be flexible on where it can meet, such as using the smaller Conference Room instead of the large Pioneer Hall when possible.

Secretary:

Sherwood presented the three-month calendar. The committee requested that the ExCom meeting date each month be sent to the section's membership using eNotice. **Action: Sherwood will send an eNotice to the Baltimore Section membership announcing the ExCom meeting each month.**

6. Committee/Society/Affinity Reports

Committee Reports:

Educational Activities:

Student Activities and Robot Challenge Program:

Neville provided an update on Robot Challenge program (See attachment) and the Robot Challenge competition. The competition will be held at the Baltimore Museum of Industry. Food will be offered in the museum's lunchroom for lunch and after the competition where participants, judges, and families may socialize. The awards ceremony will follow. Food will be provided using a food cart service. The service requires \$750 of sales; if sales are less than \$750, then the section will have to cover the difference, but if sales exceed \$750 then the section pockets the extra money.

Society Reports:

Aerospace and Electronic Systems: Yu Hong stated that he is starting a local chapter of Aerospace and Electronic Systems Society. Anyone interested in joining or helping with the society is encouraged to contact Yu at: yhong2006@gmail.com.

ComSoc: Jeff stated that kits for the Howard County College STEM Festival (5 Jun 1-5 p.m.) have been ordered. They will be delivered to Chimes in Baltimore County for assembly. PACE funds were requested and approved by Carole. Rob then approved the request and forwarded it to Emilio, the Region 2 PACE funds coordinator.

EMC: Bob discussed that EMC is looking for a meeting place. Tim Cash is planning to contact the Naval Academy and inquire if they have any locations available to meet. Bob is also working on a potential topic for presentation.

Affinity Reports:

WIE: Kate mentioned the WIE conference 23-24 May and the WIE Summit in Boston in the 1st week of December. For those interested in more information about the Loyola Speed Networking event please contact the WIE chair, Raenita Fenner.

YP: Collin mentioned Young Professional events: There will be an event to attend a spring baseball game and a picnic this summer. May 21, 10 a.m. - 2 p.m., there is a tour scheduled at the NSA Cryptologic Museum.

7. Old Business

Baltimore Section is working to recognize those NEM employees that support IEEE events. More information to come.

The NoVA/D.C. Reimbursement Committee met and reviewed the reimbursement request for funds expended trying to bring GlobeCom to the local area. See previous meeting minutes for the history of this topic. The committee met with the R2 Director and R2 Treasurer. Then the R2 Treasurer talked with Larry at IEEE headquarters. A decision was reached and it will be announced to Monica and Wally first before being disseminating to a larger audience.

8. New Business

Rob opened new business with a discussion on the way forward for the member dinner. The first step is to put together a budget and he will work with Bill on that. The invitation list was discussed and Bill suggested all those in officer positions be invited plus those who served in those positions during the previous year. **Action: Sherwood will put together list of possible invitees based on the aforementioned criteria and send to Rob and Bill.**

Region 2 covered the hotel costs for participants at the Region 2 meeting in Pittsburgh, PA.

A local chapter of the Circuits and Systems Society is being formed. For more information on the society please contact Pamela Ann Abshire. It was also announced that the 2017 International Symposium on Circuits and Systems (ISCAS) will be held in Baltimore.

Rob mentioned that he received an email inquiring about Maryland's Professional Engineering (PE) requirements and encouraging IEEE to recommend changes to state requirements. Contact Rob for information on this request.

There was a brief discussion on the section's website and the concern that it needs to be updated. A section member expressed interest with helping to update the site's format and content. It was expressed again that currently active links must be preserved through any changes. This will prevent broken links in case users have bookmarked the end-site URL.

It was announced at the Region 2 meeting that Wolfram Betterman and Murty Polavarapu were selected as the R2 director-elect candidates for 2019-20.

Computer Society is sponsoring the IEEE 12th International Conference on eScience, happening 23-27 October, 2016, in Baltimore. Volunteers are needed. For more information, please contact Lenalee Fulton at: lfulton1@jhu.edu.

9. Meeting Adjournment

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

10. Appendix

Draft List of funds and Treasurer Report may be requested from the Baltimore Section Secretary by Email.

Status Student Activities 3-14-16

1. We will be going to the Robot Challenge this year with 73 2-leg and 13 4-leg teams, which is somewhat higher than last year, but we won't know how many may drop out until we receive the results of the final registration process which will occur at the end of the month.
2. We will be having closed loop automation this year for the first time, so the score sheets have been modified to accommodate it.
3. Written Reports are due on April 1, by when we expect to know how many teams are planning to come on Saturday and Sunday, and at what times. Jeff Friedhoffer has the registration sheets ready to go, and instructions will be sent out tomorrow.
4. The Registration form is significantly improved over last year's data entry system, and we hope to have better and quicker results as a result.
5. So far we have 13 judges for the Written Reports (need 18), 14 judges for Saturday (need 18) and 17 judges for Sunday (need 22). There are several people we expect will attend, but have not heard from, and will still need a few more.
6. In lieu of inviting the winning teams to the Chapter Chairs dinner in May, we are planning a small celebration at the Baltimore Museum of Industry. This presents us with 3 benefits: 1. It provides teams and judges with the opportunity to socialize after the competitions, while Jay, Scott and Rachel prepare the documentation for the Awards Ceremony. 2. It helps us reach the minimum required to offset the costs for the lunch wagon, and 3. It reduces the number of people and the cost of the Chapter Chairs' dinner. We will probably hold this activity in the Lunch room rather than the Radio room.
7. The presentation of the Robot Challenge paper at the ITEEA conference went well with 18 attendees from at least 6 states – Wisconsin, Connecticut, Pennsylvania, North Dakota, Arkansas, and of course Maryland. A lot of effort went into setting up for this event, including preparing a paper: The “Robot Challenge” makes Students think like Engineers’ that is now posted on our web-site.
8. At the very last minute my wife became very ill, and John and Katie Dentler did a heroic job getting the materials and handouts pulled together not just for the Presentation but for the Showcase that was held an hour later, and which was also well attended. Alex Dulce and Shanice White, teachers from Charles Herbert Flowers High School did a great job supporting them, and overall I heard that the event was a great success. John is the ideal person to make contact with IEEE sections in these locations, and we may have a synergistic effect that we hope to hear more of in the future. He has prepared a short report, which he will present this evening.
9. On a financial note: John made use of my \$360 registration, we paid \$200 for part of Alex's registration (as previously approved), Shanice was given a pass to attend the afternoon at no charge, and we cancelled the overnight stay at the hotel.
10. We received a \$288 payment from Beth Tfiloh High School, \$2500 from New Jersey Coastal, and \$3176.06 from Southern New Jersey. My expenses this month were \$774.27, mostly for Registration and expenses for the ITEEA conference. John has some printing expenses.
11. We are still waiting for financial data from Section for the years 2013, 2014, 2015.

Neville Jacobs