

Baltimore Section
April Executive Committee Meeting Report
18 April 2016

This report summarizes the proceedings of the IEEE Baltimore Section Executive Committee (ExCom) meeting held on Monday, 18 April 2016 at the National Electronics Museum (NEM, <http://www.nationalelectronicmuseum.org>), Linthicum, MD.

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

2. INTRODUCTIONS

3. ATTENDEES

Rob Rencewicz (Baltimore Chair)
Ben Menachery (Baltimore Vice-Chair)
Matt Stryjewski (Baltimore Treasurer)
Sherwood Olson (Baltimore Secretary)
Bill Semancik
Vinod Mishra
David Garratt
Boris Gramatikov
Collin Krepps
Ryan Klein
Danny DeLiberato
Ben Tripe
Neville Jacobs
Benjamin Schreib

4. APPROVAL OF PRIOR EXCOM MINUTES

Motion to accept March's ExCom minutes was initiated by Bill and seconded by Matt. The motion passed and March's minutes will be posted.

5. EXECUTIVE REPORTS

Chair:

Rob stated that the D.C. and NoVA sections will be holding a picnic on August 6, from 1200 to 1530, at the Knights of Columbus private club. **Rob took the action to contact the POC, Martin Schulman, and ask if they would like Baltimore participation.**

Lei Zong from the American Society of Mechanical Engineers (ASME) contacted Rob inviting Baltimore Section members to participate in tours setup by the ASME. If Baltimore Society wishes to participate in future ASME tours they requested we contact the POC: Frank Regan (fregan@keytechinc.com).

Northrop-Grumman Corp held a membership drive meeting to recruit IEEE volunteers. Rob, with help from Collin and Ben, is working with Jeff to see where volunteers can assist with section activities.

Vice-Chair:

Ben mentioned the Conference Leadership Workshop held at DeVry University in Arlington, VA, on May 7. Contact Murty Polavarapu (murtyp@ieee.org) for more information and register through vTools at: <https://meetings.vtools.ieee.org/m/38882>.

Region 2 is holding their quarterly teleconference on May 2 using WebEx.

Treasurer:

Matt stated that the Baltimore Section's finances are in much better shape after the section received reimbursement for the robot kits from schools. Furthermore, Region reimbursed \$140 to the section based on the section's IEEE Senior Member activity. The section paid \$250 to the Norbert Wiener Center of the University of Maryland for the February Fourier Talks (FFT). A \$250 deposit was provided to Olive Grove Restaurant as a down payment for the May awards dinner.

Requests for funds for the year have been calculated and it appears that the Baltimore Section's budget is capable of meeting all requests.

Matt worked out the details on how to get UMBC an account that is authorized to receive IEEE funds. The details were forwarded to Boris who then forwarded them to UMBC. UMBC must open the account, as IEEE cannot do this. When the account is opened, Baltimore Section will transfer funds into the UMBC account. As a reminder of what prompted this issue, Rob read the motion that was passed in Oct 2014 and recorded in the minutes.

Finally, there was discussion on identifying all the financial transactions related to the Robot Challenge competition from previous years. Matt has worked vigorously on identifying the pertinent transactions and stated that he has reached the limit of what details can be harvested from previous years' data held in Netsuite. Moving forward, the necessary detail for identifying transactions is being captured and future information requests will result in more detailed reports.

Secretary:

Sherwood presented the three-month calendar.

Rob asked that the calendar be placed in the minutes. **Action: Sherwood will research the best way to include the calendar details in the minutes.**

Calendar for the month of April attached.

Sherwood announced that there will be a speed mentoring night at Loyola University, Wednesday, April 20, from 7 – 9 p.m. He provided an information sheet to the ExCom members. Raenita Fenner (rafenner@loyola.edu) is the POC for the event, which is sponsored by WIE and SWE. See the Baltimore Section calendar entry for more information. Information sheet is attached.

6. COMMITTEE/SOCIETY/AFFINITY REPORTS

Committee Reports:

Educational Activities:

Student Activities and Robot Challenge Program:

Neville reported that the Robot Challenge was a success. He was especially please how the light dinner and awards ceremony came together and it is expected that they will use the same format next year. Also being considered is to hold next year's competition on Sunday only. Neville's report is attached.

Neville reported that it cost \$2000 to rent the Baltimore Museum of Industry for the Robot Challenge Competition. He was pleased with the support he received from the museum.

Neville reached out to the Naval Academy for judges, but unfortunately, they were not available for helping to judge the Robot Challenge Competition.

Neville mentioned that the software used to keep track of teams and scoring in the Robot Challenge Competition is woefully inadequate for the task. Although Jay did an admirable job getting the system to perform during the competition, it is time to replace it. Neville requested help replacing the current Visual Basic/Excel based implementation with an updated capability. Several discussions followed on the best way to approach the problem. **Collin took the lead to help provide a solution to automate scoring for the robot competition and determine the hardware needed to implement the solution.**

Jeff stated he is looking for volunteers to help assemble kits and distribute literature at the Howard County STEM festival (June 5). **Action: Rob will send details of Jeff's request to Ryan so he can publish them in the newsletter.**

Rob stated that he would like Carole to provide a presentation on PACE funding to the ExCom. **Action: Rob will talk with Carole about presenting an overview on PACE funding.**

Boris reported on the Design and Analysis of Embedded Automotive Networks continuing education course that was held 26 March at the NEM. It was successful, with between 30 to 35 people attending, and he complimented the presenter for a good presentation. Boris stated he was concerned about the number of no-shows and suggested that maybe a nominal fee be charged to encourage those that register to make an effort to attend. Of those that attended, between 70% and 80% were IEEE members.

Ryan Klein provided an overview of the Baltimore Section's newsletter and initiated discussion on how to distribute the newsletter to the section. Ryan recommends we keep the same distribution method, which is through the SAMIEEE distro list. Ryan will continue to manage the list and honor those requesting to be unsubscribed. He also mentioned that using the SAMIEEE distro list has an advantage over the IEEE distro list because some companies identify email coming from that source address as spam and block it.

Society Reports:

Aerospace and Electronic Systems: NTR

ComSoc: Communications and Signal Processing Societies are having joint meeting tomorrow (19 Apr).

EMC: NTR

Affinity Reports:

Women in Engineering: There is a Speed Mentoring Night at Loyola University on Wednesday, 20 Apr. Contact Raenita Fenner (rafenner@loyola.edu) for more information.

Young Professionals: Young Professionals reported that they have two events planned.

- There is a tour at the Cryptologic Museum on 21 May.
- The 1st Annual IEEE Region 2 South Area Night at the Ballpark will be held on Thursday, 21 August, at the Nationals Park Baseball Stadium. More information may be obtained through Tyler Puckett at 202.640.7651 or tyler.puckett@nationals.com or visit <http://www.nationals.com/ieee>.

7. OLD BUSINESS

The NoVA/D.C. Reimbursement Committee reached a conclusion on the reimbursement request from NoVA and D.C. for funds expended in the quest to bring GlobeCom to the Washington D.C. area. The Baltimore Section decided not to provide reimbursement. The decision was based primarily on the fact that there was no prior approval for reimbursement from the Baltimore Section and providing reimbursement without approval may lead to an audit finding.

8. NEW BUSINESS

Bill discussed the awards dinner. When the invitation list has been completed, he will send out the invitations by Email. He requested that RSVPs be returned by 4 May. The dinner will be held at the Olive Grove Restaurant on Hammond Ferry Road and the restaurant only has space for 50 guests. There will be no music.

Danny introduced himself as a Stewardship Specialist with the IEEE foundation, the philanthropic arm of IEEE. He introduced the foundation and solicited for support and advocacy for the foundation and its grant process. Bill mentioned some opportunities for grants that could be used to enhance various resources of the Baltimore Section (NEM).

Rob talked with Mike Simons (NEM director), who said that it would be beneficial if Baltimore Section let the museum know in advance when meetings would be held at NEM. The NEM would publish this to their members and the local area. This would increase visitors to the museum and provide a benefit to their members.

9. MEETING ADJOURNMENT

Bill motioned for the meeting to adjourn and Sherwood seconded it at 2035.

10. APPENDIX

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	6pm - Robot Challenge	Rock Stars of Risk-based		6pm - Using Light and		9:30am - Robot Challenge
17	18	19	20	21	22	23
11am - Robot Challenge	6pm - Executive Committee	SPIE Defense & Commercial Sensing Expo 2016 @ Baltimore City Convention Center				
		5:30pm - ComSoc:	6pm - 2015-2016 Case			
			7pm - SPEED MENTORING			
24	25	26	27	28	29	30
				9am - National Electronics		10am - Robot Fest @

IEEE Baltimore Section Calendar

Mon Apr 11, 2016

6pm Robot Challenge Written Report Judging

Where: Northrop Grumman- Electronics Systems, 7323 Aviation Blvd, Baltimore, MD 21240, United States

Tue Apr 12, 2016

All day Rock Stars of Risk-based Security Event (IEEE-CS Sponsored)

Where: The National Conference Center, 18980 Upper Belmont Pl, Leesburg, VA 20176, United States

Thu Apr 14, 2016

6pm Using Light and Materials to Define Space

Where: Towson University Marriott Conference Hotel, 10 Burke Ave, Towson, MD 21204, United States

Sat Apr 16, 2016

9:30am Robot Challenge Competition

Sun Apr 17, 2016

11am Robot Challenge Competition

Where: Baltimore Museum of Industry, 1415 Key Hwy, Baltimore, MD 21230, United States

Mon Apr 18, 2016

6pm Executive Committee Meeting

Where: National Electronics Museum, 1745 W Nursery Rd, Linthicum Heights, MD 21090, United States

Tue Apr 19, 2016

All day SPIE Defense & Commercial Sensing Expo 2016

Where: Baltimore City Convention Center

5:30pm ComSoc: Instantaneous Frequency and time-frequency analysis

Wed Apr 20, 2016

All day SPIE Defense & Commercial Sensing Expo 2016

Where: Baltimore City Convention Center

6pm 2015-2016 Case Review of Legal Decisions Involving Design Professionals Seminar

Where: Olive Grove, 705 North Hammonds Ferry Road, Linthicum Heights, MD, United States

7pm SPEED MENTORING NIGHT

Where: Loyola University Maryland, 4501 N Charles St, Baltimore, MD 21210, United States

Thu Apr 21, 2016

All day SPIE Defense & Commercial Sensing Expo 2016

Where: Baltimore City Convention Center

Thu Apr 28, 2016

9am National Electronics Museum Hosts Bring Your Child to Work Day Activities

Where: National Electronics Museum, 1745 W Nursery Rd, Linthicum Heights, MD 21090, United States

Sat Apr 30, 2016

10am Robot Fest

Where: National Electronics Museum, 1745 W Nursery Rd, Linthicum Heights, MD 21090, United States

SPEED **MENTORING** **NIGHT**

WHEN

**Wednesday April
20th at 7 PM**

WHERE

DS 151

FREE PIZZA TOO!

**ALL STUDENTS ARE
WELCOME!**

RSVP VIA EMAIL:

**Dr. Raenita Fenner
rafenner@loyola.edu**

SPONSORS:

Baltimore/Wash. SWE



Baltimore/Wash. IEEE WIE



Status, Student Activities, 4-18-16

1. The Robot Challenge was held this past week-end, Saturday, April 16 and Sunday, April 17. In the past Saturday has been our busiest day, but in recent years most teams seem to be choosing to come on Sunday, and this was no exception.
2. We kept track of teams through Jeff's registration system, and the final response was 6 teams on Saturday and 31 teams on Sunday. An additional 22 teams completed their robots and written reports, but did not come either day because of conflicts with sports and other commitments.
3. Of the teams that attended, 29 were 2-leg robots and 8 were 4-leg teams.
4. We had 10 judges on Saturday and 20 on Sunday. In addition we had 9 support people Saturday, and 12 on Sunday. Most of these 51 people were IEEE members, many working both days.
5. Everything went very smoothly and both the students and judges seemed to be having a very fulfilling time.
6. As discussed at the last meeting, instead of inviting the winning teams and some of the judges to the Chapter Chairs dinner, we set up a reception between the time the robot activities were concluding and the start of the Awards ceremony, prepared and presented by the same people who were the food providers during the Robot Challenge activities. This had two advantages, it allowed us to meet the minimum sales requirement from the vendor, and he was delighted to make some extra cash.
7. As a result about 80 people attended the reception, and had a very pleasant time chatting and socializing, while Jay, John, Rachel and Scott prepared the data for the Awards. The approx mix was 32 students, 26 parents and 20 were judges and our support people.
8. Though a few people left, 55 people stayed for the Awards ceremony compared to just 25 last year. It was a very enthusiastic and supportive crowd that recognized and applauded the teams in the first 3 places in each category.
9. The cost for this food was \$641, which worked out to about \$8 a person. The general consensus was that it ended the afternoon on a very positive note, and that we should repeat the experience next year.
10. Other expenses were \$4.77 for ribbons, \$236.59 for meals for the Written Report judges, \$28.60 for pizza on Saturday, \$200 for lunch vouchers for the judges and support people on Sunday, \$78.72 for printing, \$122.22 for ink and supplies, and the usual storage charge of \$65, for a total of \$1376.90.

Neville Jacobs