

**Baltimore Section**  
**September Executive Committee Meeting Report**  
**12 September 2016**

This report summarizes the proceedings of the IEEE Baltimore Section Executive Committee (ExCom) meeting held on Monday, September 12, 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)  
Bob Berkovitz  
David Kisak  
Neville Jacobs  
Jay Gammerman  
Joshua Lowe  
Ram Bhagat  
Tim Cash  
Cory McNamara (Power & Energy Society Treasurer)  
Boris Gramatikov

**4. APPROVAL OF PRIOR EXCOM MINUTES**

Motion to accept June's ExCom minutes was initiated by Dave and seconded by Ben. The motion passed and June's minutes will be posted.

## **5. EXECUTIVE REPORTS**

### **Chair:**

Rob mentioned that he received two requests for job postings to the Baltimore Section Newsletter. Dave and Bob provided background on requests to advertise jobs in the Newsletter. There have not been many requests in the past but it may be necessary to ask for a nominal fee to control the number of advertising requests. There is no action at this time.

Rob received much feedback on how Baltimore Section should respond to and present the issues surrounding IEEE's constitutional amendment that is presently on the ballot. Region 2 has strongly advocated for a neutral presentation. Tim Cash inquired as to what the concern was and discussion ensued about how IEEE communications resources should be used to support the organization and present issues in a nonpartisan manner.

Rob expressed his gratitude for NOVA's and D.C.'s support to the Baltimore Section. The latest opportunity between the three sections is to consider beginning a joint chapter of the Information Theory Society (ITS). Fred Chen reached out to Marty, chair for NoVA, about this and the desire is to put forth a petition to initiate a new joint chapter.

National Electronics Museum (NEM) will host an event for Engineers Week, which is scheduled to be held 25 February 2017. For further questions and to support the event, please contact John Walstrum at: nem.education@gmail.com.

### **Vice-Chair:**

Ben reviewed the L-31 report for society meetings that have been held or are scheduled. He encouraged societies to schedule their meetings as soon as possible to avoid a last minute rush to meet the two-meeting requirement.

Region 2 Director will be publishing an electronic newsletter and Baltimore Section was asked to provide input. The Region 2 newsletter will be published quarterly. Ben provided to the Region 2 Director (Timothy Kurzweg) Baltimore Section's input for the first newsletter, which is attached.

### **Treasurer:**

Matt stated that all accounts in Netsuite have been reconciled. It is time to start thinking about creating a budget for Calendar Year 2017 and deciding what to fund. Finances are in good shape.

There was a discussion on student chapters and how many are in the Baltimore Section. Boris stated that there were about five student chapters in the section at this time.

There was a request to transfer funds from Prince George's County Public Schools (Flowers High School) to the Baltimore Section to pay for costs associated with the Robot Challenge.

There was discussion about online payments for society activities. The Power & Energy Society accepts online payments through PayPal for their activities and these payments go to the Baltimore Section's concentration banking account. The section currently pays the Paypal transaction fee that is approximately 5%. This led to additional discussion on whether the section should continue to pay transaction fees. Dave presented a motion that the section continue to pay the Paypal transaction fee for the Power & Energy Society for the rest of the calendar year. Sherwood seconded the motion. The motion passed and the Baltimore section will continue paying the society's PayPal transaction fees through CY2016.

Cory made a request for additional funds for the person they sent to the Power & Energy Society 2016 meeting (<http://pes-gm.org/2016/>) in Boston, MA. Total costs were higher than expected because of hotel prices. The society had requested \$1200 in their initial budget request, and requests funds to cover the additional costs. A motion was made to provide \$304.85 to the Power & Energy Society to cover the additional costs of the meeting. Dave seconded the motion. Additional discussion was presented and it was agreed that this support benefits the Baltimore Section. Rob verified the amount and Cory concurred. The motion passed and the funds will be provided to the Power & Energy Society.

Neville requested that Matt provide more detail for Robot Challenge transactions. Specifically, he wants each transaction to be tagged with who initiated it. **Action: Matt will identify who is responsible for each transaction in Netsuite.**

Cory asked what the IEEE rules are regarding fees that industry professionals request when they come to speak at society meetings. The Power & Energy Society has in the past requested a speaker who was willing to offer his speaking time for free. However, for the latest request, the speaker has requested a speaking fee. **Action: Matt asked Cory to send him the specifics of the request and will then research the IEEE rules for paying speakers for their speaking time.**

### **Secretary:**

Sherwood presented the three month Calendar and that he is researching new calendar platforms to host the Baltimore Section's calendar. Currently, the Baltimore Section calendar is hosted on Sherwood's IEEE email calendar and when a new secretary is elected they will not have access to the current calendar platform.

## **6. COMMITTEE/SOCIETY/AFFINITY REPORTS**

### **Committee Reports:**

**Continuing Education:** Rob asked Boris if he was going to support February Fourier Talks (FFT) this year. Boris responded that he is planning to support. Boris also stated that he is searching for speakers for the continuing education courses he sponsors such as the Saturday Tutorials.

**Student Activities:** Neville presented his monthly report, which is attached.

**Elections:** Dave mentioned the upcoming section election. There is a candidate for each of the four positions and additional nominations will be accepted for the next month. Voting will begin sometime in November and the results released at the December ExCom.

### **Society Reports:**

There were no society reports.

### **Affinity Reports:**

**Young Professionals:** 44 people bought tickets for the YP sponsored baseball game.

**Women in Engineering:** Rob reported that Rhonda Farrell from Region 2 sent out emails about WIE and that he forwarded them on.

## 7. OLD BUSINESS

Baltimore Section presented a \$1500 check to the NEM Director to show the section's appreciation for the generous support that the Museum provides to the section.

It is requested that the Baltimore Section keep the NEM in mind when announcing events. The NEM is looking for opportunities to offer its members.

## 8. NEW BUSINESS

Engineers week is 19 - 25 February 2017. Jeff mentioned that the Baltimore Section wants to do a joint activity with NEM on 25 February.

IEEE day is October 4. It was mentioned that previous events were held at the Baltimore Engineers Club.

**Action: Rob will obtain more information on possible venues.**

17 September Update: Rob provided the Engineers Club Catering Menu for future reference. The menu will be posted to an accessible web location. Unfortunately, the Baltimore Section will not hold an event for IEEE day.

**Rob and Ben took an action to review the L-31 reports and ask the societies if they need any help scheduling meetings.**

Sherwood presented to the ExCom the newly designed Baltimore Section webpage. The new site is compliant with IEEE's website hosting location and employs Wordpress using an IEEE standard template. The website has basic information that will be filled out as stakeholders provide updated information.

## 9. MEETING ADJOURNMENT

Tim motioned for the meeting to adjourn at 8:20 pm and Boris seconded it.

## 10. APPENDIX

Draft list of funds and treasurer report may be requested from the Baltimore Section Secretary by Email.

**Menachery, Ben (ES) <benaud.menachery@ngc.com>** Aug 30

to Timothy, Rob, Benaud, me, Matthew

Tim,

I am listing below IEEE Baltimore section events, conferences, continuing education and outreach to the community for this year.

### **IEEE Baltimore section**

#### **Events:**

- Annapolis Subsection was reinstated early this year.
- A Joint Section (Baltimore, Washington, and Northern Virginia) for Circuits and Systems Society Chapter was formed in February of this year.
- In the process of bring the Computer Society active and trying to start the Information Theory Society.
- Part of the Engineer's Week participated at the IEEE-USA engineering family day held at D.C. Smithsonian National Building Museum on Feb 27.
- Northern VA section (NoVA) organized a Region 2 officer training workshop on Feb 6 in Northern Virginia and members from Baltimore, Washington DC and NoVA sections attended.
- Chapter chair dinner was conducted in May 2016 to honor chapter representatives and executive committee members.

#### **Conferences**

- February Fourier Talks (FFT) was held on Thursday and Friday (18-19 Feb. 2016) at University of Maryland College Park and IEEE Baltimore supported the conference.
- Conference Leadership Workshop held at DeVry University in Arlington, VA, on May 7<sup>th</sup> 2016 organized by NoVA section and Baltimore section participated.
- IEEE CHASE 2016 Connected Health June 27<sup>th</sup> to 29<sup>th</sup>, 2016 was sponsored by the Computer Society.
- Smart Tech Metro Area Workshop Sep. 30<sup>th</sup> to October 1<sup>st</sup>, 2016 to be held at the Renaissance Arlington Capital View Hotel, 2800 S Potomac Ave, Arlington, VA, 22202. Sessions offered include continuing Education sessions on Systems Engineering Body of Knowledge, Systems Engineering Case Studies, Cyber Security, Big Data, Technologies for 5G, Internet of Things and Career Management.
- Computer Society is sponsoring the IEEE 12<sup>th</sup> International Conference on eScience, to be held in Baltimore from October 23<sup>rd</sup> to 27<sup>th</sup>, 2016.
- MILCOM 2016 - Securing Communications at the Speed of Cyber Convention November 1<sup>st</sup> to 3<sup>rd</sup>, 2016 at Baltimore Convention Center.

- IEEE GLOBECOM 2016: Freedom through Communications Dec 4<sup>th</sup> to 9<sup>th</sup>, 2016 at Washington Hilton.

#### **Continuing Education:**

- Organized two continuing education courses which provide CEU credits at National Electronics Museum (NEM):
- Drones - Principles, Components, Design and Control, February 6<sup>th</sup> 2016
- Design and Analysis of Embedded Automotive Networks, March 26<sup>th</sup> 2016

#### **Outreach to the community**

- Robot Challenge organized by IEEE Baltimore was held at National Museum of Industry Baltimore from April 16<sup>th</sup> to 17<sup>th</sup>, 2016. A team project designed to engage high school students and challenge them to be future engineers.
- Speed Mentoring Night at Loyola University organized by WIE on April 20<sup>th</sup> 2016.
- NSA Cryptologic Museum tour May 21<sup>st</sup> 2106 organized by Young Professionals
- "Introduce a Girl to Engineering" Day was held on Feb. 24<sup>th</sup> 2016 part of Engineering Week organized by Howard County Public Schools
- Howard County College STEM Festival was held on June 5<sup>th</sup> 2016. IEEE Baltimore participated in the event.
- R2 South Area baseball game at National's Stadium on Thursday, August 25<sup>th</sup> between Baltimore Orioles and Washington Nationals

Regards,

Ben Menachery

## Status 9-12-16 Student Activities

1. Last year we ordered 210 kits for Baltimore and New Jersey. We sent 125 kits to New Jersey and had 73 2-leg teams and 13 4-leg teams ourselves, which represents 224 kits. New Jersey was treated just like another school in Baltimore.
2. This year we started with an inventory of 42 robot kits, 7 four leg automation boards, 42 automation cables, and 6 spare parts kits. We have ordered 200 kits for Baltimore and New Jersey, but the difference is that New Jersey will be ordering their kits directly from the supplier, instead of the earlier double step of shipping all kits to Baltimore, and then shipping them to New Jersey, or the intermediate step of shipping the kits directly to New Jersey, but having us fund the New Jersey kits until they reimburse us. With 242 robot kits on hand, we should be able to manage the anticipated demand this year.
3. As an economy measure starting this year, though we will continue to order and monitor the quality of the kits, all kits for New Jersey will be purchased and paid for by New Jersey directly.
4. Jay will be ordering 15 2-leg Automation boards, bringing our total to 15 and 7, requiring a total of 58 cables. With 42 automation cables on hand, we will be ordering an additional 20 cables, though we have enough on hand to take care of any immediate requirements.
5. My expenses since the last report have been \$61.99 for ink and \$412 for storage charges.

Neville