

**THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.**

**Baltimore Section**

**October Executive Committee Meeting Report  
17 October 2016**

This report summarizes the proceedings of the IEEE Baltimore Section Executive Committee (ExCom) meeting held on Monday, 17 October 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)  
Matthew Stryjewski (Baltimore Treasurer)  
Sherwood Olson (Baltimore Secretary)  
Bill Semancik  
Neville Jacobs  
Sanmi Kalesanwo (Power and Energy Society Chair)  
Clement Potoki  
Barin Nag (Computer Society Chair)  
Boris Gramatikov  
Jeff Friedhoffer  
Dan White

**4. APPROVAL OF PRIOR EXCOM MINUTES**

Approval for September's minutes was deferred until November's meeting.

## 5. EXECUTIVE REPORTS

### Chair:

Baltimore Section signed an MOU for GLOBECOM 2016 that identifies the section's financial commitment to the conference. The section's commitment is 6.67% of any profits or losses up to \$100,000. The MOU is attached.

Engineering in Medicine and Biology (EMB) society is hosting an event on 17 December. There was discussion on funds designated for the event. It was determined that the \$800 in question was already identified in the budget to support the event and that no motion was necessary to allocate the funds.

There is a STEM event for girls at Bryn Mawr on November 12. The WIE is participating in this event and wishes to obtain sponsorship status. Neville motioned to provide \$500 to sponsor the event at the Silver level. Ben seconded the motion. There was additional discussion about the Baltimore Section staffing an IEEE booth at the fair and Neville would like the section to email WIE about that opportunity. **Action: Identify someone from WIE to lead the effort to provide an IEEE booth at the fair.** The motion to provide \$500 for sponsoring the Bryn Mawr STEM fair on November 12 passed.

Ballots for Officer elections are expected to open on 1 November and go through 11 December. Results should be available on 12 December at the ExCom meeting.

### Vice-Chair:

Ben mentioned that society meetings must take place on or before 31 Dec to be credited toward 2016. Be sure to record all society meetings on an L-31 so that the section and society receive credit when we submit the rebate request in 2017.

### Treasurer:

Matt provided an update on the section's finances. All finance data are up to date through September. PES made \$70 from their last meeting and the section credited the money back to PES's account.

The section deposited the promised \$2000 into UMBC IEEE Student Chapter's concentration banking account. The expectation that the student chapter provide a report to the Baltimore Section on how they spend the funds was reiterated.

The section reimbursed \$1504 to PES for travel expenses at their annual conference in Boston and also refunded their PayPal fees.

The funds that Prince Georges's County Public Schools (Flowers High School) is planning to transfer to the section for Robot Challenge costs is still outstanding.

### Secretary:

Sherwood presented the three-month calendar for the section.

Sherwood notified the committee that on 5 October he noticed the existing Baltimore Section website URL was redirecting to the section's new website. The new website was not supposed to go live until 2017; however, after investigating why this happened it was decided that the new site would stay active. The section still has access to the information on the old site through FTP login.

## 6. COMMITTEE/SOCIETY/AFFINITY REPORTS

### Committee Reports:

**Educational Activities:** Boris discussed that IEEE is changing its fee policy for issuing certificates. The IEEE Certificates Program will start charging a fee for issuing CEU/PDH certificates on 1 January 2017. The email with a link to the policy is attached. The section presented a motion stating that it would be left up to each potential certificate recipient if they would like to request a certificate and pay the required fee. There were discussions on whether special consideration will be given based on special events or individual concerns. Power and Energy Society raised concerns that passing the certificate costs on to the attendee may reduce participation in events. The motion passed with one dissent (PES chair) and the recipient of a certificate will be required to cover its costs.

**Student Activities:** Neville provided an update on the Robot Competition, which is attached.

### Society Reports:

**Computer Society (CS):** Rob forwarded an email from Rhonda Farrell to the Computer Society chair on an upcoming Oct 25th event.

**Power and Energy Society (PES):** Sanmi discussed the possibility of merging Power & Energy Society and Power Electronics Society into a joint Baltimore chapter. **Rob indicated that he'll reach out to IEEE Region 2 Director (Tim Kurzweg) to get more clarity on the process.** Sammi also requested that a notice be sent to all IEEE Baltimore Section members about the upcoming IEEE PES event.

**ComSoc:** Jeff mentioned that the company that has assembled kits for the section in the past was not willing to participate again and so he is asking for help to assemble the kits for the next event.

### Affinity Reports:

NTR

## 7. OLD BUSINESS

NTR

## 8. NEW BUSINESS

The NEM is hosting an event for Engineer's Week in 2017. Jeff mentioned that the Baltimore Section should help support it.

Rob discussed the email that Baltimore Section received from a UMBC student requesting travel funds to an IEEE conference in Las Vegas so that he may present his poster that was accepted for display. The committee considered all the facts surrounding the request and decided that the section could not support the request. **Rob took the action to write an email to the requestor regarding the section's decision.** Much discussion revolved around the decision and the facts considered are summarized as follows:

- The requestor is not an IEEE member.
- It is a poster presentation, which is not as prestigious as a paper presentation. This led to discussions about what is reasonable to expect for an undergraduate presentation at an IEEE conference.
- The section does not currently have procedures for providing travel funds for student presentations at conferences.
- The institution that sponsored the research should also sponsor the researcher's travel.

- The section could consider partial support.

## **9. MEETING ADJOURNMENT**

Ben motioned to end the meeting at 8:15 p.m. and Jeff seconded it.

## **10. APPENDIX**

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

On Oct 20, 2016, at 12:53 PM, [conference-ops@ieee.org](mailto:conference-ops@ieee.org) wrote:

Congratulations!

The Memorandum of Understanding (MOU) for the GLOBECOM 2016 - 2016 IEEE Global Communications Conference - #31983 which is scheduled to begin on 4-Dec-16 has been approved by all conference sponsors.

Please download a PDF copy of the fully executed MOU for your records at:

[http://www.ieee.org/conferences\\_events/conferences/organizers/conf\\_app.html?pageType=mo\\_uPDF&confRecNum=31983](http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html?pageType=mo_uPDF&confRecNum=31983)

If you have any questions, please contact us at [ieee-mce@ieee.org](mailto:ieee-mce@ieee.org) and reference GLOBECOM 2016 - 2016 IEEE Global Communications Conference and Conference Record Number 31983 in the subject line.

Best Regards,

IEEE Meetings, Conferences & Events (MCE)  
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[www.ieee.org/conference-organizers](http://www.ieee.org/conference-organizers)  
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**THIS MEMORANDUM OF UNDERSTANDING** (this "MOU"), entered into as 18-Aug-2016, by and between IEEE Communications Society ("Financial Sponsoring Party"), Northern Virginia Section ("Financial Sponsoring Party"), Baltimore Section ("Financial Sponsoring Party"), Washington Section ("Financial Sponsoring Party"), (collectively known as the "Sponsors"), sets forth the relationship and obligations relating to the GLOBECOM 2016 - 2016 IEEE Global Communications Conference (the "Conference") to be held on or about 04-Dec-2016, in Washington, DC, USA.

**FINANCIAL LIABILITY:** It is understood that financial liability for the Conference is the responsibility and obligation of the Sponsors as set forth in the IEEE Conference Application. To view the Financial Sponsor(s) liability percentages refer to the [Conference Application URL](#)

**RESPONSIBILITIES OF THE SPONSORS:** The responsibilities of the Sponsors shall be as described in the IEEE Conference Application submitted. The Conference shall be conducted in accordance with IEEE's bylaws and policies, including, but not limited to, the IEEE Conference Organization Manual.

**FINANCES:** Financial sponsorship of the Conference shall be allocated as follows:

IEEE Communications Society	80%
IEEE Washington Section	6.66% *
IEEE Baltimore Section	6.67% *
IEEE Northern Virginia Section	6.67% *

The IEEE Washington Section, IEEE Baltimore Section and IEEE Northern Virginia Section agree to be a financial co-sponsor with the IEEE Communications Society for the Conference as outlined above.

Except as described herein, all surplus funds accrued from the successful operation of the conference will be returned to the Sponsoring Parties and pro-rated according to their percentage of sponsorship after the final accounting of the conference is completed, including the repayment of any loans advanced to the conference. Similarly, any loss from a conference will be shared by Sponsoring Parties and pro-rated according to their percentage of sponsorship.

Only at-the-event surplus and losses will be considered for distribution/sharing among the Sponsoring Parties. Post- event proceeds or losses shall not be distributed to the Sponsoring Parties. Any surplus distributed through this agreement will be used for improving and expanding the activities of the local IEEE Washington Section, IEEE Baltimore Section and IEEE Northern Virginia Section.

The IEEE Washington Section, IEEE Baltimore Section and IEEE Northern Virginia Section commit a 6.66% / 6.67% / 6.67% investment share, respectively, for the Conference. Upon issuance of the Conference's final profit/loss statement, up to the first \$US 100,000.00 of any net surplus will be prorated to the co-financially sponsors in accordance with their investment percentage. Should a net loss occur, IEEE Washington Section, IEEE Baltimore Section and IEEE Northern Virginia Section do hereby agree to reimburse the IEEE Communications Society their investment percentage of the first \$100,000.00 of any net loss incurred. In no case will an entity be liable for any financial losses exceeding the amount of its percentage share. Unless otherwise described in this MOU, any money in excess of the first \$100,000 shall be retained by the IEEE Communications Society.

In addition, the "first \$100,000.00 of any net surplus" may be expanded to "the first \$US 200,000.00 of any

net surplus” at the sole discretion of the Conference General Chair depending upon the degree of participation of the local Sections or Chapters in the administration of the Conference.

**TERMINATION:** Any Sponsor may terminate this MOU at any time by providing at least thirty (30) days' prior written notice to the other Sponsor(s).

**NON-BINDING:** THIS MOU IS NOT INTENDED TO CONSTITUTE A BINDING EXPRESSION OF THE MUTUAL INTENT OF THE PARTIES REGARDING THE SUBJECT MATTER HEREOF. Neither party (nor any of their respective representatives) shall have any legally binding obligations, rights or liabilities of any nature whatsoever to any party hereto or to any other persons pursuant to this MOU.

This MOU shall not be valid until approved and executed by authorized representatives of both the Sponsors and acknowledged by IEEE Conference Services.

**IEEE Communications Society :**

Name: aileen norton

Title : Director Conferences, COMSOC

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Status: Approved

**Northern Virginia Section :**

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**Baltimore Section :**

Name: Robert Rencewicz

Title : IEEE Baltimore Section Chair

Email: [R.rencewicz@ieee.org](mailto:R.rencewicz@ieee.org)

Status: Approved



**From:** Jamie Moesch [mailto:[eab-ceuadmin@ieee.org](mailto:eab-ceuadmin@ieee.org)]  
**Sent:** Monday, October 10, 2016 12:25 PM  
**To:** Boris Gramatikov <[bgramat@jhmi.edu](mailto:bgramat@jhmi.edu)>  
**Subject:** IEEE Certificates Program 2017 Fees and Procedures

Dear Colleagues

I'm writing to advise you that a new fee policy for the IEEE Certificates Program will go into effect as of 1 January 2017.

We've worked with many of you in the past to provide certificates and education credits to the attendees of your educational offerings. For those of you who may be less familiar with the program, Educational Activities manages Continuing Education Units (CEUs) and Professional Development Hours (PDHs) on behalf of IEEE.

Through the IEEE Certificates Program, Educational Activities works with Societies, Sections, Chapters, and other IEEE units to deliver CEU certificates, PDH certificates, and certificates of participation directly to attendees of their educational events via e-mail.

As a result of program growth over the years, we now have to charge a modest fee to ensure financial sustainability and continued program improvement.

Information on the new fee structure is attached and is also available at:  
[http://www.ieee.org/education\\_careers/education/certificates/certificates\\_program\\_guide.pdf](http://www.ieee.org/education_careers/education/certificates/certificates_program_guide.pdf)

We look forward to hearing from you in the coming months about your plans for certificates in 2017, and to continuing to provide you with high-quality service that increases the value of your educational offerings. If you have any questions or concerns, please contact us at [eab-ceuadmin@ieee.org](mailto:eab-ceuadmin@ieee.org).

Regards,  
Jamie

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## Status Student Activities 10-17-16

1. We've received orders for 54 Robot kits from Charles Herbert Flowers High School and 5 kits from Beth Tfiloh, and received our first shipment of 40 robot kits from Kelvin. With the inventory left over from last year, Jay estimates we will still have 23 kits in stock. We will be following up with other schools to get their orders placed. Kelvin will be shipping us an additional 40 kits in early November, and we will be printing the manuals shortly. We will still be charging \$49 per 2-leg kit this year, the same amount we've charged for the past 20 years, but this year, in order to reduce costs, we'll be adding shipping expenses.
2. Jay has placed an order for 15 2-leg Automation kits from Contrax Technologies, and we have 7 4-leg Automation kits in stock. We will need to print manuals for them too. The price of the new 2-leg Controller boards is almost 20% higher than last year – we'll need to absorb the difference this year, but will have to raise prices next year.
3. As mentioned previously, New Jersey will be ordering their kits from Kelvin directly – this will save us and them, time and money.
4. I will be presenting the paper **“Robot Challenge” Makes Students Think like Engineers’** at the MAST-TEEAM Annual STEM Conference at the Johns Hopkins Applied Physics Lab next Friday, October 21. This is the same paper John Dentler presented at the international ITEEA conference in Washington, March 2, but to an audience of local high school Science Teachers.
5. Teacher training will take place on November 17 at the Baltimore Museum of Industry (BMI) from 4 to 7 PM. There will be a second session on January 28 from 10 AM to 2 PM. Our representative at the BMI, Melinda Cane, has retired, and Jamey Keffer will be our new contact.
6. Last year we added the option for schools to use 3-D printers to make the “wood” block. One school did so, and we hope other will follow suite. This year we may encourage schools to use Computer Aided Design (CAD) to create their Robot Body, and offer premium points for teams that do either or both.
7. Work is underway to rework the software that provides the scoring for the Robot Challenge. Sherwood Olson has created some documentation and Collin Krepps has offered to take the lead in this venture – it is important that the results support the effort to make the Award Presentations exciting. Last year we provided snacks, got more participation, had more fun, and saved ourselves from the far greater expense of inviting the award winners to the Chapter Chairs Dinner.
8. Traditionally, the Robot Challenge has been held on a Saturday and the following Sunday in April. Once upon a time the majority of teams came on Saturday, with just a few teams on Sunday. In recent years, most of the teams have come on Sunday, so we may be offering only an abbreviated Saturday activity this year for just those teams who cannot come Sunday. Sunday will be the day we will be concentrating on, and we'll be able to give out most of the awards at that time.

Neville