

Baltimore Section

November Executive Committee Meeting Report 14 November 2016

This report summarizes the proceedings of the IEEE Baltimore Section Executive Committee (ExCom) meeting held on Monday, 14 November 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)
Sherwood Olson (Baltimore Secretary)
Kate Duncan
Bill Semancik
Neville Jacobs
Jeff Friedhoffer
Dave Kisak
Barin Nag
Tim Cash
Ram Bhagat
Robert Berkovits
Anna Romaniuk

4. APPROVAL OF PRIOR EXCOM MINUTES

Motion to approve September's minutes was initiated by Sherwood and was seconded by Jeff. The motion passed and September minutes will be posted. It was decided to defer October's minutes until the next meeting.

5. EXECUTIVE REPORTS

Chair:

Rob had nothing significant to report.

Vice-Chair:

Ben requested that L-31s be updated to reflect the meetings that the societies have held in 2016. He mentioned that to get L-31 credit for 2016, the activity recorded on the L-31 must occur before 31 Dec 2016. Ben listed those organizations that currently fall beneath the two annual meeting requirement. A question came up on how credit is given to each organization when two or more organizations hold joint activities (such as those that are sponsored by joint chapters). **Kate stated that she will follow up on how credit is assigned for joint activities.** Post meeting follow up: For activities that are joint sponsored, each sponsor must submit their own L-31 to obtain credit.

Treasurer:

Matt provided the Treasurer report via email and Rob stated that he would provide any updates back to Matt.

Secretary:

Sherwood presented calendar items through the end of 2016. As part of the calendar discussion, it was asked if it was possible to get IEEE email accounts that were position specific instead of individual specific. This would make transitioning officer positions smoother as the email and calendar accounts can be transferred as a position account. **Sherwood will follow up with Khanh Luu on whether IEEE permits position specific accounts.**

Neville requested that the Robot Challenge link on the website be moved to the main menu on the website's landing page. **Sherwood took the action to move the Robot Challenge link to the main menu.**

The ExCom meeting dates for next year need to be determined. When the dates are confirmed they will be added to the website.

Kate requested that all email originating from the Baltimore Section website's contact link be forwarded to her. Tim requested that the website email requesting more information on wireless power be forwarded to him. **Sherwood took the action to forward Kate the current emails that have been received through the section's website. Sherwood took the action to forward to Tim the website email requesting information on wireless power.**

6. COMMITTEE/SOCIETY/AFFINITY REPORTS

Committee Reports:

Student Activities: Neville discussed the Robot Challenge competition and the schedule. It is expected that the next Robot Challenge competition will be held on both Saturday and Sunday, though Saturday is expected to be a smaller event. It is still possible in the future that the Robot Challenge will be consolidated into a single day. There is a Robot Challenge training session for teachers, mentors, and judges that will be held January 28, 2017, 10 a.m. - 2 p.m., at the Baltimore Museum of Industry (lunch included). Neville's report is attached.

Elections: Dave provided an update on the section election. The election ballot opened on November 3rd and will close at 2359 on December 11th. When the election started there was a minor issue with vTools not sending out the email announcing the start of the election. The problem was corrected and first email announcing the start of the election was sent on November 6th. Dave mentioned that the system allows three emails to be sent reminding the electorate to vote. As of 14 Nov, 1% of the Baltimore Section had voted.

Society Reports:

Electromagnetic Compatibility Society (EMC): Bob said he is looking to hold a joint chapter meeting with Antenna Propagation/Microwave Theory and Techniques (AP/MTT) Society. He will get with AP/MTT chair to coordinate.

Communications Society (ComSoc): Jeff reminded the committee of the joint chapter meeting tomorrow (15 Nov) at the NEM. ComSoc, Signal Processing, and Computer societies are hosting a presentation on WWII communications by the NEM Director.

Jeff mentioned that DiscoverE (www.discovere.org) is producing an IMAX film presentation that will be released during Engineers Week 2017. Find more information on the *Dream Big* film at: <http://www.dreambigfilm.com/>. Local *Dream Big* presentations will be held at the Maryland Science Center.

Jeff said he is assembling kits that are used at STEM events.

Affinity Reports:

Women in Engineering (WIE): The WIE event at Bryn Mawr was a great success with a specific thanks to Neville for his robot challenge demonstration.

Raenita wished to remind everyone of the WIE event that will be held at the IEEE World Forum on Internet of Things on 12 Dec. The forum's schedule may be viewed at: <http://wfiot2016.ieee-wf-iot.org/program/> and the agenda matrix has a link to the brochure, which is attached.

7. OLD BUSINESS

Sherwood reviewed with the committee the request that the section received through the website requesting travel funds. See October 2016 ExCom minutes for a more detailed discussion. The ExCom reached a decision on this matter: the section is not able to provide funds for student travel requests. The decision was based on the fact that section policies do not currently support student travel to conferences, and it is customary for the research sponsor to pay costs associated with presenting research. The email was sent to the requestor on 7 Nov notifying him of our decision.

8. NEW BUSINESS

There was no new business to discuss.

9. MEETING ADJOURNMENT

Dave motioned for the meeting to adjourn at 1934 and Jeff seconded it.

10. APPENDIX

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

Status, Student Activities, 11-14-16

1. We have received requests for robot kits from 5 schools so far: Gilman, 6 kits; Beth Tfiloh, 5 kits; Friendly HS, 1 kit; Wilde Lake, 11 kits; and Charles H. Flowers, 54 kits; for a total of 77 kits – a good start for the year. Last year we had signed up Charles Flowers, Wilde Lake, Notre Dame and Beth Tfiloh by this time. We understand New Jersey is doing well, but they are ordering their robot kits directly from Kelvin, though automation kits will still be purchased from us.
2. We also have requests for new automation kits from Friendly HS, 1 kit; and Charles H. Flowers, 7 kits; for a total of 8 new automation kits. This does not reflect the number of teams doing automation this year, as the Controller boards are reusable, and we can expect a number of boards distributed in the past 2 years to be used again this year.
3. We received 3 sample kits followed by a shipment of 37 robot kits from Kelvin, and with the kits carried over from last year, we should have just enough to satisfy most current requests. Charles Flowers will be picking up their kits on Thursday, most of the remainder being delivered to the training session to be picked up there. Kelvin are preparing to send us an additional 40 kits as soon as we have the space to store them. Jay has received 15 Automation kits and 40 cables from Contrax Technologies, and that should take care of the Baltimore requirements, though New Jersey may have additional requests for automation kits.
4. Our first training session for the academic year will be held Thursday, November 17 at the Baltimore Museum of Industry, from 4 to 7 PM. Teachers, Mentors and Judges are welcome to attend.
5. A paper entitled “The Robot Challenge Makes Students Think like Engineers” was presented at the MAST/TEEAM conference at JHU APL on October 21. It was attended by 16 people, and was well received. This was the same paper John Dentler presented at the ITEEA conference on March 2 in Washington (with the assistance of Alex Dulce and Shanice White, teachers at Charles Flowers HS), and this was also well received.
6. We demonstrated our robots as part of the WIE exhibit at the Bryn Mawr STEM Career Fair on November 12. We had 12 groups showing significant interest in the robots on display, and a number of them practiced walking them. We were fortunate that a young IEEE/WIE member (Dawn Reyes) took a special interest in the event, and did a super job with the students.
7. As yet we have not had new schools sign up this year, and this has to be a critical goal, as we are always likely to lose schools as teachers move away or choose other projects. It is very hard to predict when interest will materialize into a decision to participate, but the best we can do is keep working at it.
8. The billing for the 40 kits from Kelvin was \$1720.40, and the 15 2-leg Automation boards from Contrax was \$2741.50 Both invoices were submitted to our Treasurer for payment.
9. My expenses for October and November were \$536.45, and that was mostly for printing robot manuals, storage, mailing, copies and printer ink.

Neville Jacobs



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*A SUGGESTED SCHOLARSHIP DONATION OF \$5 IS APPRECIATED.