

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.

Baltimore Section

**December Executive Committee Meeting Report
11 December 2017**

This report summarizes the proceedings of the IEEE Baltimore Section Executive Committee (ExCom) meeting held on Monday, 11 December 2017, at the National Electronics Museum (NEM, <http://www.nationalelectronicmuseum.org>), Linthicum, MD.

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

2. INTRODUCTIONS

3. ATTENDEES

Ben Menachery (Baltimore Chair)
Sherwood Olson (Baltimore Vice-Chair)
Ken Wong (Treasurer)
Robert Berkovits
Neville Jacobs
Barin Nag
Dave Kisak
Jeff Friedhoffer
John Dentler
Anna Romaniuk
Boris Gramatikov

4. APPROVAL OF PRIOR EXCOM MINUTES

Motion was presented to approve October's and November's minutes. Sherwood stated that he had provided feedback on changes to the vice-chair section of the November minutes. Motion passed to approve minutes with requested changes.

EXECUTIVE REPORTS

Chair:

Ben stated that the 2018 budget will include consideration of \$500 for Student Activity Conference (SAC) to be held April 6-8, 2018, in Pittsburgh, PA. Discussion followed regarding what has been so far accomplished: John asked if Region 2 has provided any outreach to universities in regards to the conference. Dave clarified that the money provided by the section will go to support planning the conference and not to supporting student attendance directly – opportunity to support student attendance will be offered prior to the conference.

L-31 reports need to be completed for society, section, and affinity group activities.

Women in Engineering (WIE) held a very successful conference in Nov/Dec 2017. Baltimore Section co-sponsored the event and is expected to receive proceeds from the conference.

High school STEM day is 30 Jan. Neville stated Beth Tfiloh High School is looking for volunteers to give talks on engineering and he will provide more information as the date gets closer.

Naval Academy Student Chapter provided a budget request for 2018. **The budget request will be considered during the Section's budget discussions in 2018.**

The Baltimore, Washington DC, and Northern Virginia sections are attempting to bring either GlobeCom or the International Conference on Communications (ICC) to the local area. Baltimore Section needs to

	Travel to	Cost	Support	Payment due	Observations
1.	GC 2017	\$3,500	IEEE DC and COM 19	Q4/2017	\$3000 from COM19 and \$500 from DC Section
2.	ICC 2018	\$2,000	Dr. Paul Cotae	N/A	From other sources
3.	GC 2018	\$2,000	Dr. Paul Cotae	N/A	From other sources
4.	ICC 2019	\$3,000	IEEE NoVa Section	Q1/2019	Should be included in Budget
5.	GC 2019	\$3,000	IEEE Baltimore Section	Q4/2019	Should be included in Budget
6.	ICC 2020	\$3,000	IEEE DC Section	Q1/2020	Should be included in Budget

consider supporting a local representative to travel to one of the conferences and present a proposal to bring a future conference to the local area. The table below shows the contribution schedule for each section/society. Baltimore section's responsibility is scheduled at \$3000 and is due in 2019. Ben suggested that the section allocate funds in blocks: \$1500 in 2018 and \$1500 in 2019. **This budget item will be considered during 2018 budget discussions.** Neville asked for clarification on whether payments will go to costs other than conference travel (e.g. presentation preparation costs). It was stated that section contributions might be used to cover material costs for preparing a presentation, but there was no definitive guidance provided on what are costs are allowed to be covered by the section's contributions. Sherwood asked how the section will remember to allocate the necessary funds in 2019; the treasurer replied that it will be put on the "Treasurer's Spreadsheet" so that there is a record of that decision.

JUICE Club is looking for volunteers.

There was discussion of creating a volunteer web page on the Baltimore Section's website. Since more volunteer opportunities are being mentioned there is a need to advertise all the opportunities in a single location. **Sherwood will look into creating a web page for volunteer opportunities.**

Vice-Chair:

Sherwood mentioned that the SDR workshop scheduled for 9 Dec was cancelled due to inclement weather.

Treasurer:

Ken presented the budget.

Secretary:

NTR

5. COMMITTEE/SOCIETY/AFFINITY REPORTS

Committee Reports:

Student Activities: Neville provided his monthly report on the Robot Competition, which is attached.

There was discussion about a bill that the section needed to pay for robot kits

Elections: Dave reported the election results. The new officers for 2018 are:

Chair: Sherwood Olson

Vice-Chair: Danial White

Treasurer: Ken Wong

Secretary: Farhat Shah

The Baltimore Section thanks Ben for his service to the section as chair and wishes him well as he moves on to other opportunities.

Educational Activities: Boris mentioned that there will be two continuing education activities held in January 2018:

1. EMB society is sponsoring a seminar on [Nanobiotechnology Commercialization](#), January 13, 2018.
2. Baltimore Section Continuing EE Education (CEEE) is sponsoring a seminar on [Global Cybersecurity Trends and Practices](#), January 20, 2018.

Society Reports:

Computer Society: Barin reports that the computer society held three reportable meetings in 2017. Congratulations on successfully resurrecting the society from a multi-year hibernation period.

Affinity Reports:

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6. OLD BUSINESS

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7. NEW BUSINESS

Ben requested that Sherwood set the ExCom meeting dates for 2018 and then put in a request with the National Electronics Museum to reserve the conference room.

8. MEETING ADJOURNMENT

Sherwood motioned to adjourn meeting at 8:26 p.m. and was seconded by Anna.

9. APPENDIX

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

Status. Student Activities, 12-11-17

1. We held our first training session at the Baltimore Museum of Industry on November 16, and it was attended by 12 participants, most of them teachers coming for the first time. Dave Kisak was on hand to help with the details and we distributed a number of kits. Though each only planned to have 1 or 2 teams, bringing in some new schools was very encouraging. Two attendees were representatives from Morgan State University who are considering adopting the Robot Challenge for teacher training.
2. As of this time we have the following teams:
 - Lead for Future Academy: 2 4-leg, 2 auto bds
 - Wheaton HS: 1 2-leg robot, 1 auto bd
 - Atlanticbb: 3 2-leg robots
 - JPM STEM: 1 2-leg robot, 1 auto bd
 - Pehl Home Sch: 1 2-leg robot
 - Paint Branch HS: 2 2-leg robots
 - Pelican Fly: 2 2-leg robots
 - Wilde Lake: 15 2-leg robots, 1 auto bd
 - Charles Flowers HS: 13 2-leg, 6 4-leg, 4 auto bds.
 - Beth Tfiloh: 6 2-leg, 1 4-leg, 3 auto bds
 - Notre Dame Prep: 8 2-leg robots
 - Elizabeth Seton: 8 2-leg robots
3. We now have 60 2-leg teams and 9 4-leg teams from 12 schools and groups participating this year. This compares with 42 2-leg and 18 4-leg teams from 6 schools last year. 12 robots are expected to be automated, the same number we had last year, and 4 will be set up for Closed Loop with Feedback operation.
4. Beth Tfiloh build a "wood block" with a 3-D printer, and was assembled OK. They plan to increase the density a little to meet the weight criteria.
5. One disappointment was to hear that Dru Reynolds, a key player from the IEEE New Jersey Coastal Section has been unwell and had family problems, and consequently they have decided to suspend all robot activity this year. This is a problem for us as after consulting with them earlier this year and ordering material for them, they will no longer be using it.
6. We have received checks for \$392 from Elizabeth Seton HS, and \$97.85 from Southern New Jersey. We have received an invoice for \$3,919.45 from Kelvin for 85 robot kits.
7. My expenses have been minor and will be turned in next month.

Neville Jacobs