

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.

Baltimore Section December Executive Committee Meeting Report 22 January 2018

This report summarizes the proceedings of the new IEEE Baltimore Section Executive Committee (ExCom) meeting held on Monday, 22 January 2018, at the National Electronics Museum (NEM, <http://www.nationalelectronicmuseum.org>), Linthicum, MD.

1. CALL TO ORDER (@ 6:31 p.m.)

Per the Chair, the primary objective of the meeting was to discuss the budget. The main goal is to approve the budget NLT 12 Feb 2018.

2. INTRODUCTIONS

New committee members were introduced to the chapter. The new team is Sherwood Olson (Chair), Dan White (Vice-Chair), Ken Wong (Treasurer) and Farhat Shah (Secretary).

3. ATTENDEES

The following members attended the meeting:

Sherwood Olson (Baltimore Chair)
Dan White (Baltimore Vice-Chair)
Ken Wong (Baltimore Treasurer)
Farhat Shah (Baltimore Secretary)
Ben Menachery
Barin Nag
Ram Bhagat
Roger Catitla
Rob Rencewicz
Jim Smith
Tom Burke
Carol Carey
Bill Semancik
Fred Chen
David Kisk
Hong Yu
Boris Gramatikov
Tim Cask

4. APPROVAL OF PRIOR EXCOM MINUTES

Motion was presented to approve minutes from the last meeting. Any changes can be incorporated NLT 12 Feb 2018.

EXECUTIVE REPORTS

Chair:

Sherwood mentioned that a few meetings taking place this year will require changes. The April meeting will be moved to the 24th due to the Robot Challenge Competition. There will be no May meeting. October meeting will be held on the 22nd. November meeting will be moved due to Veteran's day. The chapter's dinner and picnic will also be held this year. The intent is to hold both social events.

Sherwood also mentioned that there was good feedback on the EMBS and the Cyber lectures.

He also stated that all new members should have received notice on the IEEE training. All should complete the training.

Sherwood is also the webmaster and can help post events and related information on the chapter's website.

Vice-Chair:

Dan White mentioned roles for secretary. The secretary and vice chair will speak at a later point to discuss the responsibilities.

Dan also mentioned using WebEx for future meeting minutes and archiving notes.

Treasurer:

Ken presented the budget. The report was dated 27 December 2017.

First slide was the spreadsheet that captures all accounts which are listed by chapters. The second slide presented the main accounts. Monthly funds and details were listed for all accounts. He also mentioned that each account has its own checkbook. Ken clarified the difference between expenses vs income. There was some miscommunication with the robotic challenge last year due to expense's listed rather than income.

Secretary:

The secretary introduced herself to the team. The vice chair and the secretary will get together at a later time to discuss the roles and responsibilities.

5. COMMITTEE/SOCIETY/AFFINITY REPORTS

Committee Reports:

Educational/Student Activities: Per Boris, award and plaques are being worked on that will be provided to students. Baltimore chapter member vs nonmember fees were discussed. Per Barin, invoices totaling \$6,128 were sent to schools. There is help needed with regards to organizing student's activities such as volunteer judges for the events.

Emphasis will be to encourage students to get involved in all activities this year. One suggestion was to propose to UMBC that the chapter help cover membership dues for the students.

R2 Area South: The point of contact is requesting volunteers for the University event to be held on Feb 17th. There will be a College Park meet and greet to be held on Feb 3rd. R2 Meeting to be held during the span of two days on the Feb 24th and 25th. Hotel expenses will be covered for the chair and the vice chair.

Society Reports:

EMC: Per Tim, there will be a Modeling and Simulation workshop to be held on 12th Feb 2018.

6. OLD BUSINESS

NTR

7. NEW BUSINESS

The following motions were approved.

1. Fund UMBC \$250 for the FFT.
2. Reimburse \$970 for the Loyola IOT workshop as well as pursue student contributions.

8. MEETING ADJOURNMENT

Sherwood motioned to adjourn meeting at 8:21 p.m.

9. ACTIONS

All chapter funding input is due to Sherwood and Ken NLT 5th Feb 2018. Members can use last year's numbers for comparison if needed.