

September Meeting Minutes for  
Institute of Electrical and Electronics Engineers (IEEE) National Capital Area Council (NCAC)

Date: Tuesday 05 September 2000

Location: Allie's American Grill, Pooks Hill Marriott

Time: Dinner 6:00 PM, Section & NCAC meetings beginning at 6:30 PM

The NCAC meeting was called to order by chairman, Don Rickerson, with a request for approval of the proposed agenda.

The previous meeting minutes (August) were approved with corrections.

The treasurer's report was presented by treasurer, Saj Durrani, and is included as an attachment.

Comments included the observation that National was less than timely in forwarding monthly statements.

Chairman's Report - Don Rickerson, Vice-Chair, Satish Aggrawal

- NCAC Tech Course listing
- Review NCAC Calendar
- New Scanner – 2 issues published  
    Congratulatory again to the editorial staff
- Life Member Chapter – The chapter chair, Dave Booth, reported that the next quarterly luncheon meeting is scheduled for Tuesday, September 12<sup>th</sup> at Bentley's restaurant in Falls Church.
- Bylaws review – Awaiting section bylaws
- NCAC 2001 Nominations completed
- Section Congress 2002 appointments
- Brass Ring Career Fair on Sept. 11-12 in Tyson's Corner
- 14 Oct Region 2 Meeting, Pittsburgh, PA

Standing/Ad Hoc Committee Reports:

- Administrative Office - Don Rickerson  
    A motion was made & passed to send a get well card basket of flowers to Vernon Gardner's from the IEEE
- Program Plans - None
- Awards Banquet - Satish Aggrawal  
    Satish distributed pictures from the Awards Banquet free of charge to the awardees.  
    Peter Sypher reported that the Banquet Room of the Fort Myers Officer Club was reserved for April 14 [later this was changed to 21 April at Ft Myers]
- Conferences - Jerry Gibbon  
    Jerry discussed the upcoming Conference on NANOTECHNOLOGY to be held at Capital College.
- Membership Development - Howard Needham  
    Howard wrote a membership article for the SCANNER.
- Professional Activities – PACE  
    H1-B Alert – See IEEE USA web site for up-to-date particulars.
- University Relations- Ed Miller (upcoming SPACS)
- Publications - SCANNER - Bill Kelly/Dave Booth/Ed Gordon  
    Bill Kelly reported that for the latest SCANNER, there was a bulk mailing mix up in the address list. Also, he experimented with color. Everyone seemed to like the new banner. The publication deadline for the next issue is September 22.

Liaison Reports:

- Northern Virginia-Vince Williams
- Washington Section-Catherine Jordan
- Consultants Network--Jim Allen  
    The Consultants' Network is currently sponsoring a series of three (3) marketing and sales seminars. The seminars will be Sept. 12, Sept. 19 and Oct. 3 in Tyson's Corner. See the web site for additional details – [www.rebsig.com/ieee](http://www.rebsig.com/ieee).

Unfinished Business

Contract with Scanner Managing Editor, Karen Winstedt  
Contract with Brass Ring after September

New Business

John Margosian presented a report on the IEEE Booth at the Brass Ring Job Fair in May. Our Booth at the Brass Ring Job Fair is particularly useful at increasing IEEE visibility in the local area. A copy of John's report is provided as an attachment to these minutes.

Next Month's Meeting: NCAC and NOVA Section Joint Meeting- 11 October 2000 – Tysons Corner

Respectfully submitted,  
James Allen  
Secretary, NCAC

Calendar

Date	Time	Event	Place	POC
Sept 5-7		Pace Meeting	Scottsdale	
14 Oct		Java & Animation	Un of MD	Jan Aminoff
Nov		Elections		
		Internet as a Resource		Dr. Mark Pullen
Feb		New Officers Train'g		
		Nat Engrs Week		

Attendance List

*No attendance list was available.*

**NCAC FINANCIAL STATEMENT**  
For the month of August, 2000

**Summary**

1. Beginning Balance .....		\$ 4,978.05 as of 7/31/00
2. Receipts during the month .....	\$ 4,764.48	
3. Disbursements during the month .....	<u>\$ 1,201.33</u>	
4. Net gain (or loss) during the month .....		<u>\$ 3,563.15</u>
5. Ending balance .....		\$ 8,541.20 (Note 1)

**Details of Receipts**

1. Credit Cards: \$ 2,122.50, Less Discount & Fees: \$ 81.10		\$ 2,041.40 (Note 2)
2. <b>SCANNER</b> Ads (Va Tech \$ 622.50, Brass Ring \$1,250.00, EMC \$ 843.75)		\$ 2,716.25
3. Interest: Sun Trust for July \$ 5.93, Mellon for June \$0.90		<u>\$ 6.83</u> (Note 3)
Total		\$ 4,764.48

**Details of Disbursements**

1. Dave Booth, phone calls for <b>SCANNER</b> Ads		\$ 31.72
2. J. Hunter (Office \$ 1,126.11, SC Bus. Mgr. \$ 24.00, Reg 2 Lib \$ 19.50)		<u>\$ 1,169.61</u>
Total		\$ 1,201.33

Submitted by

\_\_\_\_\_  
S. H. Durrani, Treasurer

\_\_\_\_\_  
Date

Notes:

1. The Sun Trust account was closed on 8/29/00. (Earlier, \$ 2K had been transferred from it to Mellon Bank.) SunTrust issued a check for the balance, which was deposited in Mellon Bank. Also, \$ 2K was transferred from First Regional Bank to Mellon Bank. We now have \$ 41.40 in First Regional and the rest of the ending balance is in Mellon Bank, A/c #0029591 BR4915.

2. Credit cards amounts of \$ 2,122.50 (Banquet, Continuing Education and some Ads) were collected by ECHO and deposited in our account with First Regional Bank in California. ECHO deducted a total of \$ 81.10 (Discount \$62.60 @ ~2.95%, Fee \$ 8.50 @ \$ 0.50 per transaction & Service charge \$ 10.00 to maintain the account).

3. Mellon Bank pays the interest for a given month on the first of the following month, and we get the report in the middle of the next month after that. Thus, interest for July was credited on Aug. 1, and the report for August will be received in mid September.

YTD – Total Income \$ 68,495.11 (+\$ 8,743.74 BF from 1999):

NOVA \$ 13,900; WS \$ 8,000; SCANNER Ads \$ 23,136.25+X; Conferences \$ 14,988.22; Cont. Educ. \$ 390+Y; Banq. \$ 4,225+Z; Misc. \$ 1,814.24; (X+Y+Z= \$2,041.40, Credit Cards).

YTD – Total Expenses \$ 68,697.65:

SCANNER \$ 40,459.07; Banquet \$ 11,603.59; Office \$ 9,563.68; Conf. \$ 4,000; Cont. Educ. \$ 1,350; Prof. Acct. \$ 1,449.70; Reg 2 Acct. \$ 156.00; Misc. \$ 115.61.

YTD Balance -- \$ 68,495.11 + \$ 8,743.74 - \$ 68,697.65 = \$ 77,238.85 - \$ 68,697.65 = \$ 8,541.20