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

Date: Wednesday 14 June 2000

Location: Allie's American Grill, Tysons Corner 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 (May) were approved with corrections.

The treasurer's report was presented by Don Rickerson for treasurer, Saj Duranni, and included the following items:
- 2000 Budget Proposal
- Credit card merchants account for Scanner billings/tutorials. To complete the merchant account still required a copy of our license and a picture of our place of business.
- Concentrated banking status
- Line item budget. A motion was passed that approved funding for sending pictures from the annual banquet to each of the award winners.

Chairman's Report - Don Rickerson, Vice-Chair, Satish Aggrawal
- Section Treasurer Meeting for Joint Chapters
- NCAC Tech Course-Web Design- 24 June
- Review NCAC Calendar
- New Scanner
- Life Member Chapter – The chapter chair, Dave Booth, reported that the next quarterly luncheon meeting is scheduled for Tuesday, September 12th at Bentley's restaurant in Falls Church.
- Continuing Ed Courses (Saj Duranni)
- Bylaws review
- NCAC 2001 Nominations
- Section Congress 2002 appointments
- A bylaws committee was established. Appointed to the committee was Ron Aasen, Jerry Gibbons, the NCAC Chair, the NOVA Chair, and the Wash Section Chair.

Standing/Ad Hoc Committee Reports:
- Administrative Office - Don Rickerson
- Program Plans - None
- Awards Banquet - Satish Aggrawal
- Conferences - Jerry Gibbon
  Jerry discussed the upcoming IT Conference.
- Membership Development - Howard Needham
  There were two Senior Member applicants in attendance. *Contact Lists* of individuals, who had expressed an interest in IEEE, were collected from the career fairs. Jim Allen provided the lists and Howard Needham, Greg Strutt, Harvey Newman, and John Margosian volunteered to contact the individuals and attempt to further their interest in the IEEE. - No Report.
- Professional Activities - PACE
  Assign delegates to PACE conf in Sept. - Howard Needham. Tom Tullia, & others
- University Relations- Ed Miller (upcoming SPACS)
- Publications - SCANNER - Bill Kelly/Dave Booth/Ed Gordon
  Bill Kelly reported projected profitability for the current issue of the SCANNER. The editorial team was able to sell ads to more than cover the projected publication costs of this issue, while maintaining the 60/40 relationship. That is, no more than 40% of the content would be paid ads. Bill asked for additional SCANNER content for following issues and Vince suggested developing an editorial plan for Topical issues of future SCANNERS. THE PROJECTED SURPLUS FOR THIS ISSUE IS $564.

Congratulations to the Editorial Team

Liaison Reports:
- Northern Virginia-Vince Williams
- Washington Section-Catherine Jordan
- Consultants Network--Jim Allen
  The Consultants' Network held their annual meeting and elected a new slate of officers. The next meeting will be June 20th in College Park. They will have only one meeting in July (College Park) and one meeting in August (Tysons Corner). See the web site for additional details – www.rebsig.com/ieee.

Unfinished Business
   Contract with Scanner Managing Editor, Karen Winstedt

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.

Please mention our "Web Design Course on" 24 June which is open to everyone, for reservations call Jackie j.hunter@ieee.org 703-803-8701

Next Month's Meeting: NCAC and NOVA Section Joint Meeting- 09 August 2000 – Tysons Corner

Respectfully submitted,
James Allen
Secretary, NCAC

Calendar

Date	Time	Event	Place	POC
24 June	8:30 am	Web Design	Univ of MD	
11-12 July	3:00 pm	Career Fair	Chantilly, VA	
09 August	6:30 pm	NCAC/NOVA Sec	Tysons Corner, VA	
19 Aug		Enhancing your website	Un of Md	Fred Lazarus
21-25 Aug		EMC Symposium		
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		

The IEEE Booth at the Brass Ring Job Fair, 5/22 and 5/23/00

The weather was threatening and I was apprehensive, but the lure of on-the-spot job interviews conquered the obstacles. The Job Fair (JF) attendance and the IEEE Booth location were great. Continuous hits at our booth resulted in 50 new registrants for follow. Each received an employment-oriented IEEE Application Package plus selected literature.

With one week to the JF, I realized that all I had was *Scanners* given to me by Don Rickerson, and I called Jackie Hunter for help. She responded splendidly, called Sharon Strock at Hoes Lane and Bernice Evans at IEEE-USA for suitable IEEE literature. That team provided timely delivery of applications and other pertinent literature. The IEEE Application Package comprised: a Y2K membership application, plus Electronic Information Services, Employment Assistance Services and Careers and Policy brochures. In addition, each client was given a *Scanner* and told to contact chapters of interest to attend a local meeting based on the IEEE Booth Registry and meet the people in their discipline.

The IEEE Booth was located just across the walkway from the Brass Ring (BR) Registration Desk and was a busy location. I was apprehensive about locating the booth in the registration area, offered to Don Rickerson by BR, and deferred the choice to Jim Allen, who had been negotiating with BR for a suitable location. Jim accepted, sight unseen, and lucked out. BR applied icing on the cake by providing a tripod and placards for booth identification. We didn't lack client attention, but client interest took a little more doing.

Jan Aminoff, who has served with me in the past, was in Sweden. He may have reservations at the booth location, notwithstanding the client traffic, because he brings his PC and a projector to the JF and demonstrates JAVA software applications that invariably draw interest clients to the booth. But, we'll adapt and improve our outreach for prospective members.

In conclusion, Jim Allen's efforts to get our booth located in a high-traffic area paid off. A few minor adjustments to allow projection at the booth, a well-considered selection of IEEE literature aimed at JF candidates, and possibly, since Jan brings his PC to the JFs, if we negotiate a phone line at the booth, we can display IEEE Web Sites for discussion with the clients, to complete the productive stance for this phase of our recruitment activities. Additional inducements would help, i.e., reduced membership rate while unemployed, interactive job/client matching, etc.; however, to facilitate registration follow-up with client membership. To the IEEE volunteers who haven't tried a JF, I suggest, try it, like Mike, you'll like it.

J. Margosian, 5/31/00

Attendance List

Don Rickerson	NCAC Chair	703-330-9028	d.rickerson@ieee.org
Jim Allen	NCAC Secretary	703-759-4484	j.d.allen@ieee.org
Ron Aasen	NCAC	703-516-1928	r.aasen@ieee.org
Jerry Gibbon	NCAC Conf Chair	202-482-3501	j.t.gibbon@ieee.org
William Kelly	NCAC SCANNER	703-243-3332	wjkelly@ieee.org
Dave Booth	SCANNER	540-364-1350	dbooth@ieee.org
Vince Williams	NOVA Sec. Chair	703-808-3434	vwwilliams@ieee.org
Robert Munzner	NOVA Secretary	703-620-3120	r.munzner@ieee.org
Michael J. Hurt			
John Margosian	MTT Vice. Chair	301-365-1257	jmargo448@cs.com
Ramona Rosario	Visitor		
James Ruggieri	Sr Member Applicant	202-267-0028	jruggieri@comdt.uscg.mil
Brian Armenta	Sr Member Applicant	202-366-6453	barmenta@msc.uscg.mil
Eric Burger			