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**Orlando Section**

**Executive Committee Meeting**

**November 14, 2017**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EXCOM Meeting Places and Dates for 2017 | | | | | | | | | | | | |
| Date | JAN  10 | FEB  21 | MAR  21 | APR 22 | MAY 16 | JUN 20 | JUL  ---- | AUG 29 | SEP  19 | OCT 17 | NOV 14 | DEC 19 |
| Place | DeVry | UCF | Valencia | \*Park | DeVry | DeVry | \*\* | Valencia | UCF | Valencia | UCF | DeVry |

\*Picnic – Jay Blanchard Park: 10501 J Blanchard Trail, Orlando, FL 32817

\*\*No meeting is set for July

**Chair Call Meeting to Order: 1900 Hours**

**ExCom Member Attendees:** Deb Hall, Joe Juisai, Genevieve Sapijaszko, Chris Nergard

**Location:** UCF, Harris Engineering Corporation (HEC) building, Room HEC 356

**Proxy Notifications**: Genevieve Sapijaszko, Chris Nergard, Jorge Medina, Joseph Lias presented proxies to Vice-Chair.

**Quorum:** Quorum achieved - unknown

**Meeting Agenda**

Welcome - Chair vrajaravivarma@valenciacollege.edu Ravi Rajaravivarma

Vice Chair – Current Affairs dhall@valenciacollege.edu Deb Hall

* The next meeting will be held on Tuesday, December 19th, 2017. Time: 6:30 pm - 7:00 pm: Social and Dinner; 7:00 - 8:00 pm. Place: Red Lobster Restaurant, 3552 E. Colonial Drive, Orlando, FL, 32803.
* The January meeting will be held on Saturday, January 20, 2018. Building 10-3rd Floor CDC on Valencia's West Campus. The following have been invited: Genevieve Sapijaszko, Chris Nergard, Joe N., Jorge Medina, ktagye@valenciacollege.edu, Michael Orlovsky, Veeramuthu Rajaravivarma

Secretary – Minutes Review gsapijaszko@ieee.org Genevieve Sapijaszko

* Not present

Financial Treasurer cnergard@ieee.org Chris Nergard

* Not present
* 2018 budget will be presented by Chris at December meeting
* Note: Add to next year's budget the student graduation stoles and officer training for next year's budget

**November 2017** **Financial Report:**

|  |  |  |
| --- | --- | --- |
| **IEEE CBRS Checking and Savings Account** | |  |
| IEEE CBRS Checking Account | |  |
| Opening Balance | Nov. 1, 2017 | $23,468.10 |
| Interest Income | Nov. 2017 | $11.30 |
| Deposits | Nov. 2017 | $0.00 |
| Checks Paid Out | Nov. 2017 | $6,107.83 |
| Credit Card Transactions | Nov. 2017 | $0.00 |
| IEEE Transfer | Nov. 2017 | $0.00 |
| Closing Balance | Nov. 30, 2017 | $17,371.57 |
| Long Term Savings | Oct. 31, 2017 | $132,773.95 |

**CHAPTER REPORTS**

**Chapter Chair Joseph Lias**

**No update reported.**

**Membership Development Chair Joe Jusai**

**AESS** (Aerospace and Electronics Systems) **Chris Geiger**

**No update reported.**

**AP/MTT** (Antennas & Propagation/Microwave Theory & Techniques) **Michael Trampler**

**No update reported.**

**TEMS** **Mike Orlovsky**

**No update reported.**

**C** (Computer) **Warren Macchi**

**No update reported.**

**CSP** (Communications/Signal Processing) **Genevieve Sapijaszko**

**No update reported.**

**CSRASMC** (Control Systems/Robotics & Automation/Systems, Man and Cybernetics) **Donghui Wu**

**No update reported.**

**ED** (Electron Devices) **Hang Li (new)**

**No update reported.**

**EP** (Electronics Packaging) **Scott Clary**

**Photonics** **Shin-Tson Wu**

**No update reported.**

**PES/IAS/PELS** (Power Energy/Industry Applications/Power Electronics) **Simon Echeverry**

**No update reported.**

**Valencia Students Marcelo Abrantes**

**DeVry Students Neal Williams**

**No update reported.**

**UCF Students Danny …**

**UCF Photonics Yuan Jiamin**

**No update reported.**

**AFFINITY GROUP REPORTS**

**CN (**Consultants Network) **open**

**Junior Past Chair Michael Orlovsky**

**No update reported.**

**Young Professional Affinity Group** **-**

**No update reported.**

**Life Member** **David Flinchbaugh**

**No update reported.**

**WIE** (Women in Engineering) **Parveen Wahid**

**No update reported.**

**UCF Student WIE UCF** (Women in Engineering) **Sydney Munro**

**No update reported.**

**COMMITTEE REPORTS**

**Awards** **Michael Orlovsky**

**No update reported.**

**Bylaws/Communications/Publications** **Jorge Medina**

Website communications update: <http://www.ewh.ieee.org/r3/orlando/2016/Nov/index.html>

**ExCom Nominating Committee Scott Clary/Joe Jusai/Mike Orlovsky**

**OLD/NEW BUSINESS**

**OLD BUSINESS:**

* Confirmation of the Officer Nominations Slate:

**Orlando Section Officers 2018: Presentation to the Slate**

* + Chair - Deb Hall
  + Vice-Chair - Chris Nergard
  + Treasurer - Genevieve Sapijaszko
  + Secretary - Warren Macchi

**EMAIL BUSINESS:**

* The Excom is proposing an amendment to the Section Operating Procedures, an email was sent by Genevieve Sapijaszko to the Excom members. This will be voted on December 19, 2017 meeting.
* Wei Liang sent an email stating that he has left the Orlando area. The new chair of IEEE EDS Orlando Chapter now is Mr. Hang Li.
* Josey Nieto at [nieto@gmail.com](mailto:nieto@gmail.com) has asked to be removed from the mailing list.
* One of the UCF IEEE students, Evelin Santana, has ordered a large batch of IEEE blue colored stoles that an IEEE student member from any Central Florida college or university could use for this year’s graduation or for their future graduation year. You should be receiving a receipt soon from Evelin Santana in order to reimburse her.
* Jorge Medina has taken the IEEE ExCom mailing list and has purged it based on Joe Juisai’s list.

**NEW BUSINESS:**

* Missing the IEEE Orlando Section banner. We may need to order one soon if we cannot determine which officer had it last. Need to send out an email request to past officers who might still have it in storage somewhere. Coordinate with Geneviève to get the names and contact information of these past IEEE officers and email out a request.
* Quorum Hurdle: We have 31 named positions and 19 unique individuals. Discussed amending the operations manual to: 3 ExCom officers, 1 society chapter chair, and 1 standing committee chair. We need to let IEEE Headquarters and the 19 unique individuals know.
* Discussed Holiday Year End Event for next December 19th meeting along with potential locations...Red Lobster was the backup plan if other locations do not work out. Budget for 15 folks at $20 per person.
* UCF will order IEEE blue graduation stoles with no graduation year printed on it that the IEEE Orlando Section will give to IEEE students graduating from any local area Central Florida college or university either this year or in future years. The section will be responsible for storing the graduation stoles.
* Dr. Flinchbaugh will be invited to our February 2018 meeting as a guest speaker about patents.
* Jorge will create an electronic ballot for 2018 officers. Need election to close 2 days prior to December 19th meeting. Election results will be presented at December meeting.
* Will 1099 form be required for each scholarship winner? If so, did Chris collect required information from each scholarship winner?
* Does Chris have the IEEE T-shirts?
* IEEE Orlando Section Plan of Action required for 2018
* For 2018 year, we need to select one Central Orlando location that is free to utilize and has free parking for the IEEE Orlando Section to meet up at instead of meeting at UCF, Valencia, and DeVry and request that the Secretary order refreshments for each ExCom meeting as was done in the past.
* Jan 20th IEEE Orlando Section Officer Training from 10AM to 4 PM at Valencia West in Building 10, 3rd floor Collaboration Design Center...IEEE Orlando Section will cover lunch. Meeting space at Valencia is free and the college will provide a staff member for teamwork training.
* Note: Invite 2018 IEEE ExCom Officers, UCF, Valencia, and DeVry Student Branch Chairs and Faculty Advisors, and Chairs from each Technical Society Chapter Chair and give Valencia Teamwork Trainer a $25 gift card. Coordinate with Geneviève to get the names and contact information of all invitees and send out invitation ASAP.
* Joe needs a copy of the Tax Exempt form...Ravi will get this to Joe.
* Ask Geneviève to file a monthly L-31 Report after each meeting from January 2017 to November 2017.
* Why is ED15/EP joined on L-31 Report under Technical Chapters called "Organizational Chapters"?

**Chair Call Meeting Adjourned: 2030 Hours**

**Attendee Addendum**

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| --- | --- | --- | --- | --- |
|  | ***First*** | ***Last*** | ***Affiliation*** | ***Email Address*** |
| **Chair** | Ravi | Rajaravivarma | IEEE Member | [vrajaravivarma@valenciacollege.edu](mailto:vrajaravivarma@valenciacollege.edu) |
| **Vice-Chair** | Deb | Hall | IEEE Member | [dhall@valenciacollege.edu](mailto:dhall@valenciacollege.edu) |
| **Secretary - not present** | Genevieve | Sapijaszko | IEEE member | [gsapijaszko@devry.edu](mailto:gsapijaszko@devry.edu) |
| **Treasurer - not present** | Chris | Nergard | IEEE Member | [cnergard@ieee.org](mailto:cnergard@ieee.org) |
| **Not present** | Donghui | Wu | IEEE Member | [Donghui.wu@ieee.org](mailto:Donghui.wu@ieee.org) |
| **\*** | Warren | Macchi | IEEE Member | wmacchi@abamis.com |
| **\*** | Scott | Clary | IEEE Member | [Scott.a.clary@lmco.com](mailto:Scott.a.clary@lmco.com) |
| **\*** | Joe | Juisai | IEEE Member | [Joe.Juisai@ieee.org](mailto:Joe.Juisai@ieee.org) |
| **Proxy** | Joseph | Lias | IEEE Member | [JLias@ThorntonandLias.com](mailto:JLias@ThorntonandLias.com) |
| **Proxy** | Jorge | Medina | IEEE Member | Jmedina29@cfl.rr.com |
| **Proxy** | Mike | Orlovsky | IEEE Member | [mcorlovsky@ieee.org](mailto:mcorlovsky@ieee.org) |
| **\*** | Edward | Addy | IEEE Member | Edward.addy@lmco.com |
|  | Ricardo | Lovato | IEEE Member | [rlovato@knights.ucf.edu](mailto:rlovato@knights.ucf.edu) |
|  | Daniel | Betancourt | IEEE Member | dbetancourt@knights.ucf.edu |
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\*Regular attendee