



Northern Virginia Section  
Executive Committee

Meeting Agenda for June 13, 2018

Dolley Madison Library Meeting Room 1&2

1244 Oak Ridge Ave., McLean, VA, 22101-2818

<https://www.fairfaxcounty.gov/library/branches/dolley-madison>

WebEx Meeting

The WebEx log in is:

Meeting URL: <https://ieeemeetings.webex.com/ieeemeetings/j.php?MTID=mbfe161d1852c1acef376de9528bfcf11>

Meeting number (access code): 252 030 617

Join by phone: +1 866 282 7366 (US Toll Free) or +1 210 606 9466 (US Toll) - Access code: 252 030 617

CALL TO ORDER: 06:30 pm

QUORUM\*: Yes | No ( \_ members are present)

\*Quorum is defined as 51% of elected Executive Committee members with voting rights.

Item	Estimated Time	Cumulative Ending Time
Introductions (All)	5 min	6:35 pm
Changes to the Agenda (All)	3 min	6:38 pm
Approval of Previous ExCom Minutes	2 min	6:40 pm
<b>NoVA Leadership Team Reports</b> <ul style="list-style-type: none"> <li>▪ Chair’s Report: (Chandra Curtis) - see <a href="#">Addendum</a></li> <li>▪ Vice-Chair’s Report : (Barry Douglass)</li> <li>▪ Secretary’s Report: (Michaela Iorga)</li> <li>▪ Treasurer’s Report: (Mike Olex)</li> </ul>	10 min	6:50 pm
<b>Committee, Chapter, and Affinity Reports</b> <ul style="list-style-type: none"> <li>▪ Chapter Chairs (all)</li> <li>▪ Affinity Group Chairs (all)</li> <li>▪ Membership committee (Marc Apter)</li> </ul>	15 min	7:05 pm
<b>Old Business</b> <ul style="list-style-type: none"> <li>▪ Committee Appointments/Vacancies (Chandra Curtis)</li> <li>▪ <a href="#">National Capital Area Picnic</a> - July 21, 2018 (Jerry Gibbon)</li> <li>▪ Motion to send a representative to International Conference on Communications (ICC) 2018 (Jerry Gibbon) – see <a href="#">Appendix 1: ICC 2024 Proposal – Pre-Conference Expenses</a></li> </ul>	7 min 7 min 6 min	7:25 pm
<b>New Business</b> <ul style="list-style-type: none"> <li>▪ Implementation of GDPR policy Status Report (Barry Douglass)</li> <li>▪ GMU Student Reimbursement for travel to SAC2018 (Chandra Curtis)</li> <li>▪ Financial Support for ISTAS 2018 Conference (Murty Polavarapu)</li> <li>▪ Audit Committee Status Report (Arye Ephrath)</li> </ul>	5 min 5 min 7 min 8 min	7:50pm
<b>What’s on Your Mind?</b> <ul style="list-style-type: none"> <li>▪ What’s Working, What’s Not, where do you see Focus being Needed, Ideas for Improvement Member Leader or Volunteer Referrals</li> </ul>	5 min	7:55 pm
<b>Action Item Review (Secretary)</b> <ul style="list-style-type: none"> <li>▪ Per the meeting</li> </ul>	5 min	8:00 pm
<b>Deferred Topics – None</b>	N/A	N/A

ADJOURNMENT: 8:00 pm



## Northern Virginia Section 2018 Calendar

Item	Date
Officer Reporting	January, 2018
2017 Financial & Section and Chapter Meeting Reporting	February, 2018
DCCEAS Luncheon & Banquet (Engineer's Week)	February 21 (luncheon) February 24 (Banquet), 2018
Region 2 Winter Section Meeting	February 24-25, 2018
NoVA Awards Banquet	May 5, 2018
Science & Engineering Festival	May, 2018
Summer Picnic	June 21, 2018
Region 2 Student Activities Meeting	TBD
Officer Elections	November/December, 2018

**Notes:**

- 1) Chapters and Affinity Groups need two meetings per year so the Section receives credit for them.
- 2) Section AdCom Meeting held typically on the second Wednesday of each month.

## Committee Appointments

# IEEE Northern Virginia Officers

## Voting Members

<p><b><u>Executive Committee</u></b>          Chair – Chandra Curtis          Vice Chair - Barry Douglass          Treasurer - Mike Olex          Secretary - Michaela Iorga          Past Chair – Kikki Ikossi</p>	<p><b><u>AdHoc Committee Chair</u></b>          Student Activities - Martin Schulman          Professional Activities - Vacant          Membership Development – Marc Apter          Awards &amp; Recognition Committee – Kikki Ikossi          Picnic Committee Chair – Vacant          Banquet Committee Chair - Vacant</p>	<p><b><u>Chapter Chairs</u></b>          Signal Processing – Penny Hix          Communications – Kafi Hassan          Control Systems – Chiman Kwan</p>
<p><b><u>Directors</u></b>          2018-2019          Joel Goodman          Arye Ephram          Martin Schulman          Iram Weinstein          2017-2018          Seddick Benhamida          Bill Scheible          Manori Nadesalingam          Kafi Hassan</p>	<p><b><u>Joint Sections Chapter Chairs (NoVA Lead)</u></b>          Computational Intelligence - Joel Goodman          Computer – <b>Jorome Gibbon</b>          Social Implications of Tech – Murty Polvarapu          Nanotechnology – Nadim Haddad          Power and Energy – Yonael Teklu          Education – Melissa Stange</p>	<p><b><u>Joint Sections Chapter Chairs*</u></b>          Nuclear &amp; Plasma Sciences – Harry Sauberman          Microwave Theory &amp; Techniques – Robert Benoit          Systems Council – Barry Douglass          Vehicle Technology – Karl Berger</p>
<p><b><u>*Non-voting Members</u></b></p>	<p><b><u>Affinity Group Chairs</u></b>          IEEE-WIE – Chandra Curtis          Life Members – Marc Apter          Young Professionals – Raghav Thanigaivel          Consultants Network - Vacant</p>	

## IEEE NATIONAL CAPITAL AREA PICNIC `

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IEEE Washington, Northern Virginia and Baltimore PICNIC!

### [🕒 DATE AND TIME](#) | [📍 LOCATION](#) | [✉ CONTACT](#) | [📅 REGISTRATION](#)

Date: **21 July 2018**  
Time: **11:00 AM to 03:00 PM**  
All times are US/Eastern  
[Add to Google Calendar](#)

EDW Knights of Columbus grounds 5115 Little Falls Road  
Arlington, Virginia  
United States

[Email event contact](#)  
Co-sponsored by Washington Section, Baltimore Section

No Admission Charge  
Starts **09 June 2018 11:35 AM**  
Ends **14 July 2018 03:20 PM**  
All times are US/Eastern

[Register Now](#)



# Appendix 1: ICC 2024 Proposal – Pre-Conference Expenses



## IEEE District of Columbia, Northern Virginia and Baltimore Sections

### Memorandum of Record

August 31, 2017

From: IEEE COM 19 the DC Communication Chapter

Subject: Travel to Globecom 2017, Singapore

1. Regarding the Agenda for the IEEE AdCom Meeting on Thursday August 31, the following members from the above IEEE sections : Kiki Ikossi, Tom Starai, Barry Douglass, Rob Rencenkz, Doug Holly, Paul Cotae, Roger Cutitta, Charles Dietleng, Michael Olex, Benaud Menachery met to discuss the pct 4: Planning future flagship conferences GC and ICC in the DC Metro Area.
2. Dr. Paul Cotae proposed the IEEE ICC to be held in Washington DC in 2023 or 2024 depending on the IEEE GIMS/GITC approval. He mentioned about logistics, volunteers, venue, organizing committee, MOU of the three sections above and, we should capitalize on the success of the GC 2016 held in Washington DC. He is willing to take the lead in organizing the ICC in Washington DC and to travel to Globecom 2017 in Singapore to present a proposal to GIMS/GITC meeting. Members agreed with the above issues and with the amount of \$500 to be paid from IEEE DC Section to support his travel.
3. The purpose of his trip is to submit a proposal on behalf for the BALT, NOVA, and WASH DC COMSOC Chapters to host the 2024 ICC Conference. The proposal that he would carry to the Conference would be the collection of inputs by designated GIMS/GITC Executive Committee members. He will need to secure travel arrangements for the December Conference quickly
4. Mr. Doug Holly asked Paul Cotae to outline the travel expenses to future GIMS/GITC meetings until we will have won the bid. Dr. Paul Cotae presented the following plan which members agreed.

	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

5. If there are any questions regarding this information please feel free to contact me at 210 396 0004 or by e-mail at [pcotae@udc.edu](mailto:pcotae@udc.edu).

Dr. Paul Cotae, IEEE COM 19 Communication Chapter Chair

Attach.

1. Attendance sign sheet.
2. Agenda of the Meeting.

**Dr. PAUL COTAE's NOTES:**

Dr. Cotae did not receive from NOVA section any travel funds for the ICC 2024 from the NOVA section, for his travel to Singapore (G17). The sum of \$3000.00 from NOVA section was reimbursed to Dr. Bijan Jabbari which, unfortunately, did not attend the GIMS meeting.

Out of the \$3700.00 representing the travel to G17, Dr. Cotae was reimbursed only \$1700.00 from DC Section, the rest of \$2000.00 was not covered yet.

There is also a need to cover expenses to G18 - the estimated amount is \$3000.00 and is expected to be covered by all three sections, and therefore the NOVA Section's contribution would be \$1000.00.

Below please find the old expenses for GC16 (including GC10)

	NOVA	Washington	Baltimore	
Cost to pursue GC10	\$2,350	\$2,350		Wally Lee, Monica M.
ICC12 – pitch for GC16		\$2,702.39		Paul Cotae,
GC12- award	\$650.58	\$1,300.78		Jerry Gibbon
GC14 – local support	\$1,683.94			Mike Cardinale

GC15 – local support		\$1,096.37		Carolyn Carroll
Total	\$4,684.52	\$7,449.54		

Next is the required Budget for ICC2024 in Washington DC.

Conf	Local Expenses	Explanations	Observations
GC17 (Singapore)	\$4,700	Dr. Paul Cotae (\$1700 covered) Dr. Bijan Jabbari (\$3000 covered)	Dr. Paul Cotae spent out of pocket \$2000.
ICC18 Kansas City	Dr. Paul Cotae		No money required from DC, NOVA or Baltimore Section
GC18 Abu Dhabi	\$3,000		Split among three Sections
ICC19 Shanghai	\$3,000		Split among three Sections
GC19 Hawaii	\$4,000		Split among three Sections
ICC24 Washington		\$40,000	
Total	\$14,700	\$40,000	

## Addendum

The Center for Excellence in Education is hosting a teacher workshop called “Engaging Students in STEM: Hands-On Learning and Real World Applications” on June 26, 2018 in the morning at the Courtyard Marriot in Tysons Corner for about 100 middle school and high school (6-12) STEM teachers. The goals of the event are to provide teachers with information about various STEM careers, skills and cutting-edge research, as well as, a variety of engaging, low-cost activities and labs they can bring to their classroom in the fall.

I am reaching out to see if your organization would be interested in setting up a table to provide teachers with information about the work of your organization, opportunities that may be available for teachers and/or their students and an activity that teaches/demonstrates a skill or knowledge that is important for success in your industry, as well as, be inexpensive to implement in the classroom. Please see below for more event details:

- **Time:** 10:00am to 11:00am is the main time period that teachers will be engaging with the tables. If you would like additional time to speak with teachers, plan to stay until 1pm, as teachers have additional networking time towards the end of the event.
- **Table Size:** Tables are 30 inches by 6 feet
- **Activity:** Ideally, the activity would be physically available to the teachers so they can get a better sense of how they can use it in their classroom. It could be demonstrated to teachers, available for teachers to manipulate, or provide enough materials for teachers to do the activity with you.
- **Materials:** If you are bringing materials, please plan for 20 teachers.

Let me know if you need additional/other information.

Thank you,

Matt Ruffner

Center for Excellence in Education  
8201 Greensboro Drive  
Suite 215  
McLean, VA 22102  
(703) 448-9062 ext. 234

[mruffner@cee.org](mailto:mruffner@cee.org)