



Northern Virginia Section
Executive Committee

Meeting Agenda for November 14, 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 Logging Info:

Meeting URL <https://ieeemeetings.webex.com/ieeemeetings/j.php?MTID=m7b45e3022fe3b996c10f96cb0ee42ea5>

Meeting number (access code): 599 925 256; Meeting password: P7PJgNsU

You can also dial 173.243.2.68 and enter your meeting number. To dial from an IEEE Video Conference System: *1 599 925 256

Join by phone: +1 866 282 7366 (US Toll Free) or +1 210 606 9466 (US Toll) - Access code: 599 925 256

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
NoVA Leadership Team Reports <ul style="list-style-type: none"> ▪ Chair's Report: (Chandra Curtis) ▪ Vice-Chair's Report : (Barry Douglass) ▪ Secretary's Report: (Michaela Iorga) ▪ Treasurer's Report: (Mike Olex) 	8 min	6:48 pm
Committee, Chapter, and Affinity Reports <ul style="list-style-type: none"> ▪ Chapter Chairs (all) ▪ Affinity Group Chairs (all) ▪ Membership committee (Marc Apter) 	15 min	7:03 pm
Old Business <ul style="list-style-type: none"> • I2018 Event Reports (L31) – (Michaela Iorga) see Appendix 1: IEEE MGA Response Regarding Co-sponsor's Event Reports • 2019 Officer election status update (Bill Scheible) • Washington Academy of Science's director, Peg Kay, passed away and Jerry Gibbon proposes a letter of condolences. Marty Schuman second it – motin voting needed and a draft letter is needed from members that know Per Kay - (Chandra Curtis or host) 	12 min 8 min 5 min	7:35 pm
New Business <ul style="list-style-type: none"> • 2019 Award Banquet committee – call for volunteers (Chandra Curtis or host) • DCCEAS (Dues & Award nomination) - (Chandra Curtis or host) • Transferring primary responsibility for the joint NPS05 Chapter to the NoVA section (Harry Sauberman, Charles Dietlein) 	5 min 5 min 5 min	7:50pm
What's on Your Mind? <ul style="list-style-type: none"> ▪ What's Working, What's Not, Where do you see Focus being Needed, Ideas for Improvement Member Leader or Volunteer Referrals 	5 min	7:55 pm
Action Item Review (Secretary) <ul style="list-style-type: none"> ▪ Per the meeting 	5 min	8:00 pm
Deferred Topics – None	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	July 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><u>Executive Committee</u> Chair – Chandra Curtis Vice Chair - Barry Douglass Treasurer - Mike Olex Secretary - Michaela Iorga Past Chair – Kikki Ikossi</p>	<p><u>AdHoc Committee Chair</u> Student Activities - Martin Schulman Professional Activities - Vacant Membership Development – Marc Apter Awards & Recognition Committee – Kikki Ikossi Picnic Committee Chair – Vacant Banquet Committee Chair - Vacant</p>	<p><u>Chapter Chairs</u> Signal Processing – Penny Hix Communications – Kafi Hassan Control Systems – Chiman Kwan</p>
<p><u>Directors</u> 2018-2019 Joel Goodman Arye Ephram Martin Schulman Iram Weinstein 2017-2018 Seddick Benhamida Bill Scheible Manori Nadesalingam Kafi Hassan</p>	<p><u>Joint Sections Chapter Chairs (NoVA Lead)</u> Computational Intelligence - Joel Goodman Computer – Jorome Gibbon Social Implications of Tech – Murty Polvarapu Nanotechnology – Nadim Haddad Power and Energy – Yonael Teklu Education – Melissa Stange</p>	<p><u>Joint Sections Chapter Chairs*</u> Nuclear & Plasma Sciences – Harry Sauberman Microwave Theory & Techniques – Robert Benoit Systems Council – Barry Douglass Vehicle Technology – Karl Berger</p>
<p><u>*Non-voting Members</u></p>	<p><u>Affinity Group Chairs</u> IEEE-WIE – Chandra Curtis Life Members – Marc Apter Young Professionals – Raghav Thanigaivel Consultants Network - Vacant</p>	

Appendix 1: IEEE MGA Response Regarding Co-sponsor's Event Reports

Following up on the discussion at the NoVA Adcom meeting Sept 12

Here is a summary of the IEEE MGA response I received a while ago regarding co-sponsor's Event Reports:

"OU" is IEEE-speak for Organizational Unit

"L31" is obsolete, IEEE now uses the terms "Event Announcement" and "Event Report"

"Host" is IEEE-speak for the OU responsible for an event

"Host" is selected from a drop down menu in the Event Announcement, so there is only one "Host".

1. Event Reports can only be created from Event Announcements.
 - The OU entered in the Event Announcement as "Host" gets the credit.
 - Entries in the "co-sponsor" field appear to be only for the reader's information, and are not part of the reporting process.
 - Each Event Announcement can be used only once to create an Event Report
2. Thus the only way for a co-sponsor to get credit is
 - Create a duplicate Event Announcement
 - Become the "Host" of the duplicate Event Announcement
 - File an Event Report from the duplicate Event Announcement
3. There are several ways to create a duplicate Event Announcement
 - The primary sponsoring OU can always duplicate their original Event Announcement easily, change the "Host" to the co-sponsor, and file for them.
 - otherwise send email to MGA and ask MGA to do it (easy)
 - or start a new one manually (tedious)
 - or use some the "duplicate creation" actions in vTools -- but note that some data fields (time and date) are blank and must be re-entered in the duplicate.
 - The choice depends on the vTools permission status of the author and whether they have access to the "manage" function or have access to the list of OUs
4. It is best practice to create a duplicate Event Announcement ONLY AFTER the event, because its only use will be to create the Event Report for the co-sponsor.
 - This makes sure that there is only one Event Announcement for Registration purposes
 - This makes sure that there are also no copies with conflicting times, dates, locations or other data items in the record.

Chandra presented a policy for co-sponsors stating requirements for financial co-share and work-in-kind contributions, perhaps these steps on reporting could be included.