Northern Virginia Section
Executive Committee
Meeting Agenda for October 10, 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
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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 ▪ 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 ▪ Chapter Chairs (all) ▪ Affinity Group Chairs (all) ▪ Membership committee (Marc Apter)	15 min	7:03 pm
Old Business • IEEE Wordpress migration (Chandra Curtis) • Motion to send a representative to International Conference on Communications (ICC) 2018 (Kafi Hassan & Doug Holly) – see Appendix 1: ICC 2024 Proposal – Pre-Conference Expenses Appendix 1: ICC 2024 Proposal – Pre-Conference Expenses • Policy for co-sponsoring events with other IEEE section/chapter/society and with other national or local organizations – see Appendix 2: IEEE MGA Response Regarding Co-sponsor's Event Reports from Harvey Newman	7 min 8 min 5 min	7:30 pm
New Business • 2019 Officer election status update (Bill Scheible) • 2018 Award Banquet expenses (Mike Olex)	10 min 10 min	7:50pm
What's on Your Mind? ▪ 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) ▪ 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

Executive Committee
Chair – Chandra Curtis
Vice Chair - Barry Douglass
Treasurer - Mike Olex
Secretary - Michaela Iorga
Past Chair – Kikki Ikossi

Directors
2018-2019
  Joel Goodman
  Arye Ephram
  Martin Schulman
  Iram Weinstein
2017-2018
  Seddick Benhamida
  Bill Scheible
  Manori Nadesalingam
  Kafi Hassan

Non-voting Members

AdHoc Committee Chair
Student Activities - Martin Schulman
Professional Activities - Vacant
Membership Development – Marc Apter
Awards & Recognition Committee – Kikki Ikossi
Picnic Committee Chair – Vacant
Banquet Committee Chair - Vacant

Joint Sections Chapter Chairs (NoVA Lead)
Computational Intelligence - Joel Goodman
Computer – Jorome Gibbon
Social Implications of Tech – Murty Polvarapu
Nanotechnology – Nadim Haddad
Power and Energy – Yonael Teklu
Education – Melissa Stange

Affinity Group Chairs
IEEE-WIE – Chandra Curtis
Life Members – Marc Apter
Young Professionals – Raghav Thanigaivel
Consultants Network - Vacant

Chapter Chairs
Signal Processing – Penny Hix
Communications – Kafi Hassan
Control Systems – Chiman Kwan

Joint Sections Chapter Chairs*
Nuclear & Plasma Sciences – Harry
  Sauberman
Microwave Theory & Techniques –
  Robert Benoit
Systems Council – Barry Douglass
Vehicle Technology – Karl Berger

Appendix 1: ICC 2024 Proposal – Pre-Conference Expenses

NOTES from June AdCom meeting:
We do not have a quorum in June, so we cannot vote. Chandra will set a doodle poll. Chandra will touch base with Wash Comm chair (Paul Cotae stepped down). Jerry indicated Paul is looking for funding for Dubai trip. Doug Holly is the new chair. The request is for $1300 *additional funds*. We paid $3000 last year.

IEEE District of Columbia, Northern Virginia and Baltimore Sections

Advancing Technology for Humanity

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.

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	

Appendix 2: 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.
   o The OU entered in the Event Announcement as "Host" gets the credit.
   o Entries in the "co-sponsor" field appear to be only for the reader's information, and are not part of the reporting process.
   o 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
   o Create a duplicate Event Announcement
   o Become the "Host" of the duplicate Event Announcement
   o File an Event Report from the duplicate Event Announcement
3. There are several ways to create a duplicate Event Announcement
   o The primary sponsoring OU can always duplicate their original Event Announcement easily, change the "Host" to the co-sponsor, and file for them.
   o otherwise send email to MGA and ask MGA to do it (easy)
   o or start a new one manually (tedious)
   o 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.
   o 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.
   o This makes sure that there is only one Event Announcemment for Registration purposes
   o This makes sure that there are also no copies with conflicting times, dates, locations or other data items in the record.

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