



Northern Virginia Section
Executive Committee

Meeting Agenda for August 8, 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 (12 members are present)

*Quorum is defined as 51% of elected Executive Committee members with voting rights. We have **only 23 voting members** (Arue Ephram relocated recently)

Item	Estimated Time	Cumulative Ending Time
Introductions (All) – All introduced themselves, going around the table. No participant online.	5 min	6:35 pm
Changes to the Agenda (All) Chandra asked if there are any changes to the agenda – moved to accept the agenda as is. All in favor. Motion approved.	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) – Chandra presented the vacancies for the next year ▪ Vice-Chair’s Report : (Barry Douglass) – not present ▪ Secretary’s Report: (Michaela Iorga) – presented the L31 reports. Society chapters and affinity groups’ meetings were discussed. ▪ Treasurer’s Report: (Mike Olex) – Mike said we have 78K in the checking account (including the rebate we received) and about 10K in the investment account. Mike intends to invest another 5K. We need to remember we still have to pay our part for the Banquet. Mike wants to do one investment of 5K in Q3 too, he did one in Q1 and one in Q2, each of 5K. We mentioned we need a more in-depth conversation if we want to continue investing since it is a 3-year horizon. We will appoint a finance committee. Harvey Newman mentioned that Washington section does not have clear information of the Banquet’s expenses because the treasurer of the organizing committee resided. Chandra asked Mike to continue working on this issue and resolve it. 	8 min	6:48 pm
Committee, Chapter, and Affinity Reports <ul style="list-style-type: none"> ▪ <u>Chapter Chairs (all)</u> <ul style="list-style-type: none"> ○ Harvey Newman – they had a presentation on ... with 50-60 attendees ○ MTT (Harvey Newman): has a meeting on Aug 28 in the library at Tech Corner. They have another co-sponsored meeting in September, focusing on components talk. ○ SIT (Murty Polavarapu): SIT had 3 meetings and will have 3 more meetings (see Appendix 2). The chapter might need more money. Murty needs help with ISTAS, with the registration and with other organizational issues. After further discussing the issues, the decision was made to let the ISTAS conference take care of itself and will not proceed with co-sponsorship. ○ Control Systems (Dan Cross-Cole): they will have a Raspberry Pi 3 conference. ○ Nano Technology (Nadim Haddad): they had a meeting on June 19, 2018 – (need to see why it is not in L31 report). ○ Communication Society (Kafi Hassan): they had, on July 28, the second 5G summit in this area. They planned to have 3 more meetings this year. ○ Computer Society (Jerry Gerome) : they co-sponsored 5 meetings – worked with Kafi 	15 min	7:03 pm

<p>Hassan (Communication Society). Harvey asked if Computer Society can have their own meetings instead of co-sponsoring other meetings. Jerry said yes, and informed he communicated with several CS experts. Computer Society has a list of distinguished lecturers. A discussion started around how many meetings can be co-sponsored relative to initial sponsorship, the financial obligations, roles and responsibilities. A policy is needed and will be drafted, will be sent out for review via email and will be discussed a finalized next AdCom.</p> <ul style="list-style-type: none"> ○ Signal Processing (Raghav Thanigaivel): they co-sponsored the 5G event. ▪ <u>Affinity Group Chairs (all)</u> <ul style="list-style-type: none"> ○ WEI (Chandra Curtis): The group had a raffle at the picnic. And plans to co-sponsor 2 events. ○ Young Professionals (Raghav Thanigaivel): The “Walk and Talk” event did not have a great turnout – weather was not great that day. ▪ Membership committee (Marc Apter) - LM co-sponsored the picnic. Marc is planning a meeting of the committee. He mentioned we need to get members to vote for the upcoming elections. 		
<p>Old Business</p> <ul style="list-style-type: none"> • Appointments/Vacancies (Chandra Curtis) – postponed the discussion but wants to nominate a replacement for the NoVA director position and a for the picnic co-chair. The next-year picnic will be on July 20, 2019 (Saturday) and the grounds are paid due to the latest double payment (Wash + NoVA). A motion was put on the table for the next year picnic to be on July 20, 2019. Motion carried. • National Capital Area Picnic - July 21, 2018 & 2019 date/location/chair (Jerry Gibbon) • Implementation of GDPR policy Status Report (Barry Douglass) – postponed, Barry is not present. • Financial Support for ISTAS 2018 Conference (Murty Polavarapu)–see Appendix 2 <ul style="list-style-type: none"> ○ Murty discussed it earlier (see above) • Motion to send a representative to International Conference on Communications (ICC) 2018 (Jerry Gibbon) – see Appendix 1: ICC 2024 Proposal – Pre-Conference Expenses 	<p>6 min 6 min 6 min 5 min 5 min</p>	<p>7:30 pm</p>
<p>New Business</p> <ul style="list-style-type: none"> • IEEE Wordpress migration (Barry Douglass) – postponed, Barry is absent • 2019 Officer Elections (Chandra Curtis) – We need to establish an Elections Committee Chair. Chandra asks if anyone volunteers for this position. The chair needs to organize the committee. 	<p>10 min 10 min</p>	<p>7:50pm</p>
<p>What’s on Your Mind?</p> <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 <ul style="list-style-type: none"> ○ Murty wants to inform that Marc Apter has been recognized as recipient of the William and Joyce Middleton award. We have other nominations and the Oct 15th is the deadline and the candidates need to be recognized. ○ Marc Apter recommends people to attend the POCO conference because it is a great event. ○ Marc Apter indicated we need to plan for the officers’ training. 	<p>5 min</p>	<p>7:55 pm</p>
<p>Action Item Review (Secretary)</p> <ul style="list-style-type: none"> ▪ Per the meeting <ul style="list-style-type: none"> ○ Chandra will follow up on who is the lead for the Officers’ training, ○ Chandra needs to appoint the election chair ○ Michaela needs to email June minutes for members’ review. ○ Chandra needs to draft a policy for co-sponsorship ○ Chandra will start organizing the committee for the next banquet. 	<p>5 min</p>	<p>8:00 pm</p>
<p>Deferred Topics – None</p>	<p>N/A</p>	<p>N/A</p>

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: 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**

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: Society of Social Implications of Technology (SSIT) Chapter Update



Society on Social Implications of Technology (SSIT) Chapter Update

Murty Polavarapu



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Upcoming SSIT Chapter Meetings

Date	Location	Topic	Speaker
Wednesday September 25	College Park Aviation Museum	A Wellness-Centric Healthcare System With Interoperable Public Health: The Multidimensional Global Threats, Interdependences of the Critical Infrastructures, and Geomedicine	Dr. Luis Kun, SSIT Distinguished Lecturer
Wednesday, 17 October,	College Park Aviation Museum	Deliver us from evil? The temptation, realities, and neuroethico-legal issues of employing assessment neurotechnologies in public safety initiatives	Dr. James Giordano of Georgetown University
Thursday, 8 November	Northern Virginia	Thoughts on Border Control in the age of El Chapo and deep learning	Dr. Pramud Rawat



Past SSIT Chapter Meetings in 2018

Date	Location	Topic	Speaker
Tuesday 19 June	College Park Aviation Museum	A Brief Introduction to Quantum Computers and their Societal Implications	Dr. Charles Tahan Laboratory for Physical Sciences, U of MD
Thursday, 17 May	McLean, VA	Emerging Biotechnologies: Implications for National Security and Biodefense	Dr. Diane DiEuliis of National Defense University
Tuesday, 6 March	McLean, VA	Human Genome Editing – Promise and Peril	Fr. Kevin T. FitzGerald, S.J. of Georgetown University



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International Symposium on Technology and Society (ISTAS) 2018

- ▶ November 13 – 14, 2018
- ▶ George Washington University – School of Engineering and Applied Science
- ▶ <http://sites.ieee.org/istas-2018/>
- ▶ Registration is now open
- ▶ Program being finalized
- ▶ Need volunteers to help with
 - Dinner arrangements for November 13
 - Catering arrangements for breakfast/lunch
 - onsite registration, badging
- ▶ Contact murtyp@ieee.org



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