



Northern Virginia Section  
Executive Committee

Meeting Agenda for December 12, 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 ( 11 members + 1 guest members are present)

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

| Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Estimated Time | Cumulative Ending Time |
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| <b>Introductions (All)</b> - All participants introduced themselves.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5 min          | 6:35 pm                |
| <b>Changes to the Agenda (All)</b> No changes to agenda were requested. Agenda approved. Marc Apter recommended for the future the new year calendar of events to be included as appendix.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 3 min          | 6:38 pm                |
| <b>Approval of Previous ExCom Minutes</b> - Minutes for September, October and November were updated and approved with changes. Bill Scheible proposed to approve the minutes. Mike Olex second the motion. All three were voted and approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2 min          | 6:40 pm                |
| <p><b>NoVA Leadership Team Reports</b></p> <ul style="list-style-type: none"> <li>▪ Chair’s Report: (Chandra Curtis) – received notification for actions that need to be taken for the website migration. We need to identify the sites to be migrated. This request covers the Section’s and Chapters’ sites.<br/><b>ISTT reached out to us to co-sponsor . This will be discussed as new business</b></li> <li>▪ Vice-Chair ’s Report : (Barry Douglass) – not present at the meeting</li> <li>▪ Secretary’s Report: (Michaela Iorga) – discussed the Event Reports (L31)</li> <li>▪ Treasurer’s Report: (Mike Olex) – we run under budget. We spent \$13,000 and we projected we will spend \$24,000. We have some expenses that were not paid yet and based on the rate of expenditure Mike anticipates we will not have a problem since next year we will have more expenses.<br/>Marc Apter proposes that all joined chapters that are not led by NoVA to provide a report of the work done and what they plan to do when they ask for money. For budget planning purpose this information is necessary.<br/>We lost \$700 in November in our investment account. Mike expect in December to lose more.</li> </ul> | 8 min          | 6:48 pm                |
| <p><b>Committee, Chapter, and Affinity Reports</b></p> <ul style="list-style-type: none"> <li>▪ Chapter Chairs (all) <ul style="list-style-type: none"> <li>• Computational intelligent Society had 3 meeting. There is another meeting coming</li> <li>• Control System Soc – Dan Cross-Cole – they had 2 technical meeting and</li> <li>• Young Prof and ComSoc : Raghav Thanigaivel – The is not sure how to split the activities and the reimbursement for joint activities. Mike said it does not matter.<br/>Raghav has info about NoVA lab – rooms can be free if the NoVA lab people are invited</li> <li>• WIE: Chandra Curtis reported the group tried to have elections, but they had only one nomination. They had 2 meetings this year.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              | 15 min         | 7:03 pm                |

| <ul style="list-style-type: none"> <li>▪ Affinity Group Chairs (all)</li> <li>▪ Membership committee (Marc Apter): Had two meetings and in both cases was no cost for the section.</li> <li>▪</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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| <p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• 2018 Event Reports (L31) – (Michaela Iorga) see <a href="#">2018 ROLES:</a></li> <li>•</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  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| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e1f5fe;"> <th style="text-align: left; padding: 5px;">• Title</th> <th style="text-align: left; padding: 5px;">Type</th> <th style="text-align: left; padding: 5px;">Current</th> </tr> </thead> <tbody> <tr><td style="padding: 2px 5px;">Section Chair</td><td style="padding: 2px 5px;">Elected</td><td style="padding: 2px 5px;"><a href="#">Chandra Curtis</a></td></tr> <tr><td style="padding: 2px 5px;">Section Vice-Chair</td><td style="padding: 2px 5px;">Elected</td><td style="padding: 2px 5px;"><a href="#">Barry Douglass</a></td></tr> <tr><td style="padding: 2px 5px;">Section Treasurer</td><td style="padding: 2px 5px;">Elected</td><td style="padding: 2px 5px;"><a href="#">Mike Olex</a></td></tr> <tr><td style="padding: 2px 5px;">Section Secretary</td><td style="padding: 2px 5px;">Elected</td><td style="padding: 2px 5px;">Michaela Iorga</td></tr> <tr><td style="padding: 2px 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5px;">Appointed</td><td style="padding: 2px 5px;">Bill Scheible</td></tr> <tr><td style="padding: 2px 5px;">Member Development Committee Chair</td><td style="padding: 2px 5px;">Appointed</td><td style="padding: 2px 5px;"><a href="#">Marc Apter</a></td></tr> <tr><td style="padding: 2px 5px;">Professional Activities Chair</td><td style="padding: 2px 5px;">Appointed</td><td style="padding: 2px 5px;"><a href="#">Harry Sauberman</a></td></tr> <tr><td style="padding: 2px 5px;">Communications Chair</td><td style="padding: 2px 5px;">Appointed</td><td style="padding: 2px 5px;"></td></tr> <tr><td style="padding: 2px 5px;">Picnic Committee Chair</td><td style="padding: 2px 5px;">Appointed</td><td style="padding: 2px 5px;">Jerry Gibbon</td></tr> <tr><td style="padding: 2px 5px;">Pre-University Education Activities Chair</td><td style="padding: 2px 5px;">Appointed</td><td style="padding: 2px 5px;"><a href="#">Martin Schulman</a></td></tr> <tr><td style="padding: 2px 5px;">Chapter Chair</td><td style="padding: 2px 5px;">Elected</td><td style="padding: 2px 5px;"><a href="#">See Specific Chapter</a></td></tr> </tbody> </table> | • Title   | Type                                    | Current | Section Chair | Elected | <a href="#">Chandra Curtis</a> | Section Vice-Chair | Elected | <a href="#">Barry Douglass</a> | Section Treasurer | Elected | <a href="#">Mike Olex</a> | Section Secretary | Elected | Michaela Iorga | Director | Elected | <a href="#">Joel Goodman</a> | Director | Elected | Arye Ephram | Director | Elected | Iram Weinstein | Director | Elected | <a href="#">Martin Schulman</a> | Director | Elected | <a href="#">Seddik Benhamida</a> | Director | Elected | Bill Scheible | Director | Elected | Manori Nadesalingam | Director | Elected | <a href="#">Kafi Hassan</a> | Awards and Recognition Committee Chair | Appointed | <a href="#">Kiki Ikossi</a> | Family Liaison | Appointed | <a href="#">Elizabeth Gibbon</a> | Banquet Committee Chair | Appointed | <a href="#">Jim Magee</a> | Conference Chair | Appointed | <a href="#">See Specific Conference</a> | Election Committee Chair | Appointed | Bill Scheible | Member Development Committee Chair | Appointed | <a href="#">Marc Apter</a> | Professional Activities Chair | Appointed | <a href="#">Harry Sauberman</a> | Communications Chair | Appointed |  | Picnic Committee Chair | Appointed | Jerry Gibbon | Pre-University Education Activities Chair | Appointed | <a href="#">Martin Schulman</a> | Chapter Chair | Elected | <a href="#">See Specific Chapter</a> | 9 min<br>5 min |  |
| • Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                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| Section Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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| Section Vice-Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     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| Section Treasurer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      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| Section Secretary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Elected   | Michaela Iorga                          |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           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| Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Elected   | <a href="#">Joel Goodman</a>            |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           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| Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Elected   | Arye Ephram                             |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           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| Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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| Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Elected   | <a href="#">Martin Schulman</a>         |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           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| Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Elected   | <a href="#">Seddik Benhamida</a>        |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           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| Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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| Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Elected   | Manori Nadesalingam                     |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           |                                         |                          |           |               |                                    |           |                            |                               |           |                                 |                      |           |  |                        |           |              |                                           |           |                                 |               |         |                                      |                |  |
| Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Elected   | <a href="#">Kafi Hassan</a>             |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           |                                         |                          |           |               |                                    |           |                            |                               |           |                                 |                      |           |  |                        |           |              |                                           |           |                                 |               |         |                                      |                |  |
| Awards and Recognition Committee Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Appointed | <a href="#">Kiki Ikossi</a>             |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           |                                         |                          |           |               |                                    |           |                            |                               |           |                                 |                      |           |  |                        |           |              |                                           |           |                                 |               |         |                                      |                |  |
| Family Liaison                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Appointed | <a href="#">Elizabeth Gibbon</a>        |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           |                                         |                          |           |               |                                    |           |                            |                               |           |                                 |                      |           |  |                        |           |              |                                           |           |                                 |               |         |                                      |                |  |
| Banquet Committee Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Appointed | <a href="#">Jim Magee</a>               |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           |                                         |                          |           |               |                                    |           |                            |                               |           |                                 |                      |           |  |                        |           |              |                                           |           |                                 |               |         |                                      |                |  |
| Conference Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Appointed | <a href="#">See Specific Conference</a> |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           |                                         |                          |           |               |                                    |           |                            |                               |           |                                 |                      |           |  |                        |           |              |                                           |           |                                 |               |         |                                      |                |  |
| Election Committee Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Appointed | Bill Scheible                           |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           |                                         |                          |           |               |                                    |           |                            |                               |           |                                 |                      |           |  |                        |           |              |                                           |           |                                 |               |         |                                      |                |  |
| Member Development Committee Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Appointed | <a href="#">Marc Apter</a>              |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           |                                         |                          |           |               |                                    |           |                            |                               |           |                                 |                      |           |  |                        |           |              |                                           |           |                                 |               |         |                                      |                |  |
| Professional Activities Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Appointed | <a href="#">Harry Sauberman</a>         |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           |                                         |                          |           |               |                                    |           |                            |                               |           |                                 |                      |           |  |                        |           |              |                                           |           |                                 |               |         |                                      |                |  |
| Communications Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Appointed |                                         |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           |                                         |                          |           |               |                                    |           |                            |                               |           |                                 |                      |           |  |                        |           |              |                                           |           |                                 |               |         |                                      |                |  |
| Picnic Committee Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Appointed | Jerry Gibbon                            |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           |                                         |                          |           |               |                                    |           |                            |                               |           |                                 |                      |           |  |                        |           |              |                                           |           |                                 |               |         |                                      |                |  |
| Pre-University Education Activities Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Appointed | <a href="#">Martin Schulman</a>         |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           |                                         |                          |           |               |                                    |           |                            |                               |           |                                 |                      |           |  |                        |           |              |                                           |           |                                 |               |         |                                      |                |  |
| Chapter Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Elected   | <a href="#">See Specific Chapter</a>    |         |               |         |                                |                    |         |                                |                   |         |                           |                   |         |                |          |         |                              |          |         |             |          |         |                |          |         |                                 |          |         |                                  |          |         |               |          |         |                     |          |         |                             |                                        |           |                             |                |           |                                  |                         |           |                           |                  |           |                                         |                          |           |               |                                    |           |                            |                               |           |                                 |                      |           |  |                        |           |              |                                           |           |                                 |               |         |                                      |                |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                                      |                          |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------------------|--------------------------|---------|
| Chapter Vice-Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Elected | <a href="#">See Specific Chapter</a> |                          |         |
| Chapter Treasurer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Elected | <a href="#">See Specific Chapter</a> |                          |         |
| Chapter Secretary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Elected | <a href="#">See Specific Chapter</a> |                          |         |
| Past Section Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Elected | <a href="#">Kiki Ikossi</a>          | December 31, 2018        |         |
| <ul style="list-style-type: none"> <li>• Appendix 1: IEEE MGA Response Regarding Co-sponsor's Event Reports – The report was presented, and we discussed how to revitalize chapters like Computer Society (C16) and Education (ED15). ED15 is joint with Wash and they had 2 meetings, so it appears that the report is missing</li> <li>• 2019 Officer election status update (Bill Scheible) - Bill discussed the nominations. We have one nomination per position. The voting ends on Dec 19. AdCom needs to certify the election. All we need to do announce publicly who was elected.</li> <li>• 2019 Award Banquet committee – call for volunteers (Chandra Curtis and Michaela Iorga) – we still need a committee and a location. Marc is trying to help with location</li> </ul>                                                                                                              |         |                                      |                          |         |
| <b><u>New Business</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |                                      |                          |         |
| <ul style="list-style-type: none"> <li>• January budget and proposed 2019 budget – Mike Olex sent a first-draft proposal for 2019. In January we might have an Executive meeting, and AdCom and maybe one or two technical meeting. Murty motion for the NoVA to continue with an operation budget in 2019 until February. Mike second the motion and the members voted and approved the motion.</li> <li>• Oakton Robotics team – Chandra informed that the Chantilly Robotics team asked for funding again for 2019 . They asked for\$1000). Mike mentioned we underspent and that we can donate this amount. Bill Schieble suggested we should wait until beginning of next year.</li> <li>• Bill Schieble motion to give Barry Douglas a \$100 gift card. Dan Cross second it. Members voted and approved.</li> <li>• Students Activities Conference SAC 2019 &amp; GMU reimbursement.</li> </ul> |         |                                      | 15 min<br>5 min<br>5 min | 7:50pm  |
| <b><u>What's on Your Mind?</u></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><u>Action Item Review (Secretary)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |                                      |                          |         |
| <ul style="list-style-type: none"> <li>▪ Per the meeting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |                                      | 5 min                    | 8:00 pm |
| <b><u>Deferred Topics – None</u></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                                          | 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.

## Tentative 2019 Calendar

| Item                                                   | Date |
|--------------------------------------------------------|------|
| Officer Reporting                                      |      |
| 2018 Financial & Section and Chapter Meeting Reporting |      |
| IEEE Officer Leadership Training, South Area           |      |
| DCCEAS Luncheon & Banquet (Engineer's Week)            |      |
| Region 2 Winter Section Meeting                        |      |
| NoVA Awards Banquet                                    |      |
| Science & Engineering Festival                         |      |
| Summer Picnic                                          |      |
| Region 2 Student Activities Meeting                    |      |
| Officer Elections                                      |      |
|                                                        |      |

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

## 2018 ROLES:

| Title              | Type    | Current             | Until             |
|--------------------|---------|---------------------|-------------------|
| Section Chair      | Elected | Chandra Curtis      | December 31, 2018 |
| Section Vice-Chair | Elected | Barry Douglass      | December 31, 2018 |
| Section Treasurer  | Elected | Mike Olex           | December 31, 2018 |
| Section Secretary  | Elected | Michaela Iorga      | December 31, 2018 |
| Director           | Elected | Joel Goodman        | December 31, 2019 |
| Director           | Elected | Arye Ephram         | December 31, 2019 |
| Director           | Elected | Iram Weinstein      | December 31, 2019 |
| Director           | Elected | Martin Schulman     | December 31, 2019 |
| Director           | Elected | Seddik Benhamida    | December 31, 2018 |
| Director           | Elected | Bill Scheible       | December 31, 2018 |
| Director           | Elected | Manori Nadesalingam | December 31, 2018 |

| Title                                                  | Type      | Current                                 | Until             |
|--------------------------------------------------------|-----------|-----------------------------------------|-------------------|
| Director                                               | Elected   | <a href="#">Kafi Hassan</a>             | December 31, 2018 |
| <a href="#">Awards and Recognition Committee Chair</a> | Appointed | <a href="#">Kiki Ikossi</a>             | December 31, 2017 |
| <a href="#">Family Liaison</a>                         | Appointed | <a href="#">Elizabeth Gibbon</a>        | December 31, 2017 |
| <a href="#">Banquet Committee Chair</a>                | Appointed | <a href="#">Jim Magee</a>               | May 30, 2017      |
| Conference Chair                                       | Appointed | <a href="#">See Specific Conference</a> |                   |
| Election Committee Chair                               | Appointed | Bill Scheible                           | December 31, 2018 |
| Member Development Committee Chair                     | Appointed | <a href="#">Marc Apter</a>              | December 31, 2018 |
| Professional Activities Chair                          | Appointed | <a href="#">Harry Sauberman</a>         | December 31, 2017 |
| <a href="#">Communications Chair</a>                   | Appointed |                                         | December 31, 2017 |
| Picnic Committee Chair                                 | Appointed | Jerry Gibbon                            | December 31, 2017 |
| Pre-University Education Activities Chair              | Appointed | <a href="#">Martin Schulman</a>         | December 31, 2017 |
| Chapter Chair                                          | Elected   | <a href="#">See Specific Chapter</a>    |                   |
| Chapter Vice-Chair                                     | Elected   | <a href="#">See Specific Chapter</a>    |                   |
| Chapter Treasurer                                      | Elected   | <a href="#">See Specific Chapter</a>    |                   |
| Chapter Secretary                                      | Elected   | <a href="#">See Specific Chapter</a>    |                   |
| Past Section Chair                                     | Elected   | <a href="#">Kiki Ikossi</a>             | December 31, 2018 |

## 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.
  - o 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.