



Northern Virginia Section
Executive Committee

Meeting Minutes for June 13, 2018

Dolley Madison Library Meeting Room 1&2

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

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

WebEx Meeting

The WebEx log in is:

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

Meeting number (access code): 252 030 617

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

CALL TO ORDER: 06:30 pm

QUORUM*: Yes | No (11 members are present)

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

Item	Estimated Time	Cumulative Ending Time
Introductions (All)	5 min	6:35 pm
Changes to the Agenda (All) Chandra asked if there are any changes to the agenda – moved to accept the agenda as is. All in favor Motion approved	3 min	6:38 pm
Approval of Previous ExCom Minutes Minutes were correct at the time they were taken. Motion to approve the minutes. All in favor to approve. Motion carries.	2 min	6:40 pm
NoVA Leadership Team Reports <ul style="list-style-type: none"> ▪ Chair’s Report: (Chandra Curtis) - see Addendum <ul style="list-style-type: none"> ○ Chandra Curtis: asked the directors to stay after the meeting to discuss the events that need attention for the rest of the year ○ Still working to ensure we follow the GDPR requirements. ○ Picnic is coming up and we need volunteers to support the picnic. ○ On June 26th there is a meeting of Center of Excellence and Chandra is looking for an IEEE rep to talk to STEM teachers (STEM activities, curriculum, relation to their activities, to get kids to join STEM) ○ Chandra Curtis: asked about the feedback on the awards banquet. ○ Harvey Newman: New organizers did not look at previous banquets and this year we were hit with \$1500 to leave the room – Next banquet manager needs an analysis of what went wrong to identify why we received such a bill at the end - a very unusual situation. ○ Mike Olex expects a list of expenses and how many members came from each Section ▪ Vice-Chair’s Report : (Barry Douglass) <ul style="list-style-type: none"> ○ Barry pointed out that the banquet had additional issues in terms of the food quality ○ Marc Apter discusses GDPR and he suggested us to not contact HQ but rather request the approval to accept the new privacy requirements imposed by GDPR ▪ Secretary’s Report: (Michaela Iorga) 	10 min	6:50 pm

Region Grade IEEE Status

Count by Region and Grade

Region	Council	Section	Grade Category	Grade	Total			
R2	Region 2 - Northern Virginia Council	Northern Virginia Section	IEEE Grades	Associate Member	69			
				Fellow	42			
				Graduate Student Member	165			
				Life Fellow	51			
				Life Member	566			
				Life Senior	165			
				Member	2,475			
				Senior Member	380			
				Student Member	134			
				Other Grades	Affiliate	137		
				SA Member	3			
				Total				4,187

Region Grade IEEE Status

Count by Region and Grade

Region	Council	Section	Grade Category	Grade	Total			
R2	Region 2 - Northern Virginia Council	Northern Virginia Section	IEEE Grades	Associate Member	16			
				Fellow	1			
				Graduate Student Member	56			
				Life Fellow	4			
				Life Member	42			
				Life Senior	10			
				Member	395			
				Senior Member	10			
				Student Member	41			
				Other Grades	Affiliate	63		
				Total				638

- Michaela Iorga also discussed the General Data Protection Regulation (GDPR) details in [Appendix 2](#)
- **Treasurer's Report:** (Mike Olex)
 - Mike Olex indicates that we have \$60K in the checking account and about \$10K in the investment account. We received about \$20K in the rebate which is not included in these amounts.
 - We need to look in SAMIEEE for the number of members @ Dec 31, 2017. We need to review the report from 2017 to compare and review the calculation for the rebate account dollars
 - Main expenses: Science Fair Camp Invention, postal box, and other small ones.
 - Need to review and negotiate if the awards are or are not on the banquet budget. We need a final dollar amount total for the banquet.
 - We made an allocation for March for Science and Mike asks for the analysis report before making any payment.
 - Any of the chapters that has funds allocated to their HOP account needs to communicate with Mike.

Committee, Chapter, and Affinity Reports

- **Chapter Chairs (all)**
 - Nanotech Council (Nadim Haddad): – set up a meeting but got cancelled and have now another meeting scheduled. Needs more people to participate.
 - EDS: Nadim gave 3 talks overseas and they went well
 - Computer Society (Jerry Gibbon): co-sponsored 2 briefings, and both have a great turnout. Many attendees were multiple society members. We found that most of the members were interested in new technologies. In July there is a conference in Richmond that deals with computer modeling and simulation (2-3-day conference).
 - Control Systems (Dan Cross-Cole): They had a Raspberry Pi meeting and will put another one together
 - MTT (Harvey Newman): They will have 2 meetings and will have 2 separate presenters and there is another meeting on quantum information organized by Murty Polavarpu.
 - These meetings do not appear on NoVa calendar
 - Education Society (Melissa Stange): Co-sponsored a cyber security education conference.

15 min

7:05 pm

<p>She requested some swag for the meeting. They are also working with FBI to organize another conference.</p> <ul style="list-style-type: none"> ○ Young Professional (Raghav Thanivaivel): No updates. Would like to co-sponsor ▪ Affinity Group Chairs (all) <ul style="list-style-type: none"> ○ Life Members : co-sponsors the picnic. Works on a second meeting ○ WEI (Chandra Curtis): No new to report but tries to co-sponsor an event with the picnic. ▪ Membership committee (Marc Apter): <ul style="list-style-type: none"> ○ Has one new member that accepted to become senior member. 		
<p>Old Business</p> <ul style="list-style-type: none"> ▪ Committee Appointments/Vacancies (Chandra Curtis) <ul style="list-style-type: none"> ○ Chandra indicated we are looking for someone to represent us at DCEAS ○ Barry Douglass brings up the vacant positions issue. Chandra clarifies that Jerry is acting but more like a primary, while we need someone for the computer chapter. ▪ National Capital Area Picnic - July 21, 2018 (Jerry Gibbon) <ul style="list-style-type: none"> ○ Baltimore section volunteered to support. We need volunteers to help with setting up the table, the food, cooking, and cleaning at the end. In preparation we are looking for people that are willing to bring other dishes to share. We need purchases of food (Jerry has BJ membership) – we need to pay with Section’s credit card for plates, some food – about \$200-\$300. ○ Harvey Newman – This section funded several groups to build robots. Can these robots be invited to be presented? ○ Jerry mentioned he extended an invitation to the DC Council. NoVA is a sustaining member of the DC Council. ▪ Motion to send a representative to International Conference on Communications (ICC) 2018 (Jerry Gibbon) – see Appendix 1: ICC 2024 Proposal – Pre-Conference ExpensesAppendix 1: ICC 2024 Proposal – Pre-Conference Expenses – <ul style="list-style-type: none"> ○ We do not have a quorum so we can not vote. Chandra will set a doodle poll. Chandra will touch base with Wash Communication chair (Paul Cotae stepped down). Jerry indicated Paul is looking for funding for Dubai trip. Doug Holly is the new chair. The request is for \$1300 <i>additional funds</i>. We paid \$3000 last year. 	<p>7 min 7 min 6 min</p>	<p>7:25 pm</p>
<p>New Business</p> <ul style="list-style-type: none"> ▪ Implementation of GDPR policy Status Report (Barry Douglass) ▪ GMU Student Reimbursement for travel to SAC2018 (Chandra Curtis) ▪ Financial Support for ISTAS 2018 Conference (Murty Polavarapu) <ul style="list-style-type: none"> ○ This request was discussed for 2 meetings. Murty was not present. He wants to put out an MOU. ○ Murty needs volunteers to help. There is a conference in Nov and he wants funding from NoVA to co-sponsor the event. ○ Chandra put a motion to support the students but she will put out a Doodle pool because we do not have a quorum today. ▪ Audit Committee Status Report (Arye Ephrath) – <ul style="list-style-type: none"> ○ Arye Ephrath is moving to Virginia Beach and he is not present today. He is a director and he needs to be replaced. ○ A motion was put on the floor to recognize Arye’s many contributions to the Northern VA section over the years and thank him for his service. Motion carried. ○ Mike needs to talk to Doug Holly to clear the audit report. ○ Jerry put a motion: <i>The Communication Society conference team needs a vote of confidence to support Globe Com 2024.</i> NOTE: A draft MOU will be provided. Motion was tabled because we do not have quorum. 	<p>5 min 5 min 7 min 8 min</p>	<p>7:50pm</p>
<p>What’s on Your Mind?</p> <ul style="list-style-type: none"> ▪ What’s Working, What’s Not, where do you see Focus being Needed, Ideas for Improvement Member Leader or Volunteer Referrals ▪ Noting 	<p>5 min</p>	<p>7:55 pm</p>
<p>Action Item Review (Secretary)</p> <ul style="list-style-type: none"> ▪ Per the meeting 	<p>5 min</p>	<p>8:00 pm</p>
<p>Deferred Topics – None</p>	<p>N/A</p>	<p>N/A</p>

ADJOURNMENT: 8:00 pm



Northern Virginia Section 2018 Calendar

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

Notes:

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

Committee Appointments

IEEE Northern Virginia Officers

Voting Members

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

IEEE NATIONAL CAPITAL AREA PICNIC `



IEEE Washington, Northern Virginia and Baltimore PICNIC!

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

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

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

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

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

[Register Now](#)



Appendix 1: ICC 2024 Proposal – Pre-Conference Expenses



IEEE District of Columbia, Northern Virginia and Baltimore Sections

Memorandum of Record

August 31, 2017

From: IEEE COM 19 the DC Communication Chapter

Subject: Travel to Globecom 2017, Singapore

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

	Travel to	Cost	Support	Payment due	Observations
1.	GC 2017	\$3,500	IEEE DC and COM 19	Q4/2017	\$3000 from COM19 and \$500 from DC Section
2.	ICC 2018	\$2,000	Dr. Paul Cotae	N/A	From other sources
3.	GC 2018	\$2,000	Dr. Paul Cotae	N/A	From other sources
4.	ICC 2019	\$3,000	IEEE NoVa Section	Q1/2019	Should be included in Budget
5.	GC 2019	\$3,000	IEEE Baltimore Section	Q4/2019	Should be included in Budget
6.	ICC 2020	\$3,000	IEEE DC Section	Q1/2020	Should be included in Budget

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

Dr. Paul Cotae, IEEE COM 19 Communication Chapter Chair

Attach.

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

Dr. PAUL COTAE's NOTES:

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

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

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

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

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

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

Next is the required Budget for ICC2024 in Washington DC.

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

Appendix 2: General Data Protection Regulation (GDPR)

A new regulation called the General Data Protection Regulation (GDPR) takes effect on 25 May 2018 and is expected to have far-reaching impact on how business will be conducted worldwide.

The General Data Protection Regulation (**GDPR**) is a European Union (EU) regulation regarding personal data. The aim of **GDPR** is to protect individual privacy and empower individuals so that they have greater control over how companies or organizations that offer goods or services to EU citizens, no matter where they live in the world, use and share their personal data. Examples of personal data that may be covered under the **GDPR** are as follows:

- Name
- Photo
- Email address
- Posts on social networks
- IP address

IEEE has been carefully reviewing and redesigning its privacy policy, business processes, and how IEEE collects, uses, shares and retains the personal data of its members, customers, volunteers, and professional staff worldwide.

For IEEE volunteers, the current process of collecting personal data and emailing on behalf of IEEE will change and impact your day-to-day IEEE volunteer activities. A new process for collecting and using personal data will be communicated.

For IEEE members, IEEE respects your privacy and wants to honor the way that you wish to receive communications. Control is in your hands. Our goal is to continue to provide our members with valuable IEEE updates, information on new products and services, and opportunities in a way that best fits each member. You will be asked to provide consent for us to continue to share the communications you value and may already receive.

IEEE Support center: https://supportcenter.ieee.org/app/answers/detail/a_id/3023/kw/gdpr

WHAT WE NEED TO DO TO ENSURE IEEE NoVA IS COMPLIANT TO GDPR:

- Inventory existing applications that collect, process, or store personal data
- Create new processes where necessary
- Update existing processes to comply with **GDPR**
- Prioritize applications that need updates and recommend changes where needed
- **Add language and checkboxes where data is collected to gain explicit consent**
- **Engage in communications to gain explicit consent from people in existing databases**

Addendum

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

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

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

Let me know if you need additional/other information.

Thank you,

Matt Ruffner

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