

Northern Virginia Section Executive Committee

Meeting Agenda for October 10, 2018

Dolley Madison Library Meeting Room 1&2 1244 Oak Ridge Ave., McLean, VA, 22101-2818

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

WebEx Meeting Logging Info:

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

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

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

CALL TO ORDER: 06:30 pm

QUORUM*: Yes | No (9 voting members are present)

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

Item	Estimated Time	Cumulative Ending Time	
Introductions (All) - All introduced themselves, going around the table. Zero participants online due to technical difficulties.	5 min	6:35 pm	
Changes to the Agenda (All) – Mike Olex is hosting the meeting. He asked if there are any changes to the agenda – moved to accept the agenda as is. All in favor. Motion approved no changes to agenda.	3 min	6:38 pm	
Approval of Previous ExCom Minutes	2 min	6:40 pm	
August minutes – Chandra will send an electronic approval since we do not have quorum September minutes – correction "Marc was recognized for obtaining membership renewal goal"			
NoVA Leadership Team Reports	8 min	6:48 pm	
 Chair's Report: (Chandra Curtis) – is not present (sick) and she submitted slides, but WebEx could not be used. Marc Apter is the students' activity chair. He will send info via email for the minutes IEEE hosting migration IEEE Conference on Rebooting Computing Discussion around co-sponsoring events and distribution of information concluded with: providing an electronic newsletter, and each chapter needs at least one meeting has to be funded and hosted by end of July. Vice-Chair 's Report: (Barry Douglass) – Nothing to report Secretary's Report: (Michaela lorga) – discussed L31 events report – the need to have all co-sponsored events reported as described in Appendix 2. Treasurer's Report: (Mike Olex) – we are not using the money we have to lure members and have them get the most benefit from their membership. We spent only \$273 in Sept. PACE proposals were not submitted. Based on today's expense estimate, we will have a \$3000 surplus. Mike mentioned no chapter reconciled their Netsuit accounts in 2018 and the accounts must be reconciled. 			
Committee, Chapter, and Affinity Reports	15 min	7:03 pm	
Chapter Chairs (all)			
 Harvey Newman: MTT was going to host a joined meeting, but the speaker passed away. They will have this year 6 lectures. Control Systems Marty Schulman Nuclear and Plasma Science Soc will have, on Oct 16 a jointly sponsored event and the speaker is Nadim Hassad 			
 Nadim Haddad: Nanotech Council has the next sponsored meeting on Oct 13. 			

<u>Deferred Topics</u> – None	N/A	N/A
Per the meeting		
Action Item Review (Secretary)	5 min	8:00 pm
 Marc Apter: National Engineers Week 2019 will send a note for volunteers 		
awards. The page is opened.		
 Jerry Gibbon: DC Council of engineers and architects takes nominations for the 		
he proposes a letter of condolences. Marty Schuman seconds it.		
 Jerry Gibbon: Wash Academy of Science's director, Peg Kay, passed away and 		
Improvement Member Leader or Volunteer Referrals		
■ What's Working, What's Not, Where do you see Focus being Needed, Ideas for	5 min	7:55 pm
What's on Your Mind?		
\$12000. Net cost of the Banquet was ~ \$9000. NoVa owes Wash under \$4000.		
paid the rest where comped. We paid to the City Club \$11000. Total cost under		
expenses (prepared by Wash Section). We had 137 seats out of which 82 were		
 2018 Award Banquet expenses (Mike Olex) – we obtained a summary for the 		
the notification to WIE. He will send a message to AdCom – all 4 officers and 4 directors and few others are opened positions. Elections will be mid Nov.	10 min	
• 2019 Officer election status update (Bill Scheible) – he reports that Chandra sent	10 min	7:50pm
New Business	10 :	7.50
the secretary's report.		
Regarding Co-sponsor's Event Reports from Harvey Newman – topic discussed during		
other national or local organizations – see <u>Appendix 2: IEEE MGA Response</u>		
 Policy for co-sponsoring events with other IEEE section/chapter/society and with 		
submitted later to all three sections when all details are clarified.		
was never voted. A marketing campaign (mail and phone). The proposal will be		
Doug suggests an alternative approach in favor of the previous motion submitted that		
Doug Holly – Dr. Cotae has his own funding, he obtained funding from the university.		
Conference Expenses Appendix 1: ICC 2024 Proposal – Pre-Conference Expenses –	5 min	
(ICC) 2018 (Kafi Hassan & Doug Holly) – see Appendix 1: ICC 2024 Proposal – Pre-		
Motion to send a representative to International Conference on Communications		
is meeting the requirements.	8 min	
IEEE Wordpress migration (Chandra Curtis) – actions have been taken and NoVA	7 min	7:30 pm
Old Business		
to do so.		
December to thank the members that renewed and reminding to the ones that did not		
 Membership committee (Marc Apter): Marc will draft up a note that will go out in 		
Section Chair to replace Barry Douglas.		
 Tom Starai: mentioned that Roger Cutitta wants to step up as System Council 		
 WIE EAST (region 1 & 2) co-sponsored on Nov 29 – Dec 1. 		
have all members to form an election committee.		
 Chandra Curtis: WIE had a meeting cosponsored with SPS. 25+ attendees. For the WIE group there was a call for nominations for officers, and they do not 		
Affinity Group Chairs (all) Changes Counting MUE had a magazing accompanyous desirth SDS 35 to attend accompanyous form.		
looking for facility		
 Jerry Gibbon: Computer Society will have a meeting on cryptology but is still 		
 Joseph Kopanski: Electron Devices Soc has a meeting Oct 25 on LED lighting 		

ADJOURNMENT: 8:00 pm



Northern Virginia Section

2018 Calendar

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

Notes:

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

Committee Appointments

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

Appendix 1: ICC 2024 Proposal – Pre-Conference Expenses

NOTES from June AdCom meeting:

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



IEEE District of Columbia, Northern Virginia and Baltimore Sections

Memorandum of Record

August 31, 2017

From: IEEE COM 19 the DC Communication Chapter

Subject: Travel to Globecom 2017, Singapore

- 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
- 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	Observations
				due	
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

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

Dr. Paul Cotae, IEEE COM 19 Communication Chapter Chair

Attach.

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

Dr. PAUL COTAE's NOTES:

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

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

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

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

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

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

Next is the required Budget for ICC2024 in Washington DC.

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

Appendix 2: IEEE MGA Response Regarding Co-sponsor's Event Reports

Following up on the discussion at the NoVA Adcom meeting Sept 12 Here is a summary of the IEEE MGA response I received a while ago regarding co-sponsor's Event Reports:

"OU" is IEEE-speak for Organizational Unit

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

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

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

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

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

IEEE NOVA ADCOM - 2018

00TOBER 10, 2018

itle	First Name	Last Name		Position	Contact Info	Attendance
Dr.	Pamela	Abshire		Wash/Balt/NoVA Circuits & Systems Society Chair	pabshire@umd.edu	
Λr.	Marc	Apter	٧	Young Professionals Affinity Group Vice-Chair Life Members Affinity Group Chair Member Development Committee Chair	m.apter@ieee.org	æ
	Amarjeet	Basra		Student Activities	amarjeet.basra@ieee.org	
Mr.	Sirak	Belayneh		PES Committee		
۸r.	Seddik	Benhamida	٧	NoVA (2017-2018) Director	BenhamidaSeddik@gmail.com	
Dr.	Robert	Benoit		Wash/NoVA Microwave Theory & Techniques Society Chair (MTT17)	rbenoit@ieee.org	
Mr.	Karl	Berger		Wash/NoVA Vehicular Technology Society Chair (VT06)	karl.berger.pe@ieee.org	
Dr.	Carolyn	Carroll		Wash/NoVA Reliability Society Chair	carrollca@yahoo.com	
۸r.	Pete	Collat		Wash/NoVA Industry Applications Society Chair	pcollat@ieee.org	
Dr.	Paul	Cotae		Washington Comm Chair	pcotae@udc.edu	
۷r.	Dan	Cross-Cole	V	NoVA Control Systems Society Vice Chair NoVA Election Committee Chair	dcrosscole@yahoo.com	
Dr.	Chandra	Curtis	٧	NoVA (2018) Section Chair Women in Engineering Affinity Group Chair Newsletter Co-Editor	dr.c.curtis@ieee.org	
Dr.	Charles	Dietlein		Wash (2018) Section Chair	charles.r.dietlein@ieee.org	
Dr.	Barry	Douglass	V	NoVA (2018) Section Vice Chair NoVA/Central Va/Hampton Roads/Richmond, E25 Chair	barry.g.douglass@ieee.org	BSW
Dr.	Kate	Duncan		Region 2 (2015-2016) Director Elect, vTools Chair	kduncan@ieee.org	1
Đ ĩ.	Arye	Ephram	4	NoVA (2018-2019) Director,	a.ephrath@ieee.org	
Dr.	Leon	Escobar		Wash/NoVA Robotics & Automation Society Chair	leonescobarm@ieee.org	
Dr.	Rhonda	Farrell	1	and the second second second second	farrell_rhonda@bah.com	
Mr.	Gerald (Jerry)	Friedman	1100		gmf1110@gmail.com	
Mr.	Vicente	Galindo		NoVA (2016-2017) Director	vgalindo@cox.net	
Ms.	Elizabeth	Gibbon		NoVA Family Liaison Chair	j.t.gibbon@ieee.org	
Mr.	Jerome (Jerry)	Gibbon	V	Computer Society Chair NoVA Picnic Committee Chair Newsletter Co-Editor NoVA//Washington Jt Sections Chap,C16	j.t.gibbon@ieee.org	Ay.
Mr.	Joel	Goodman	V	NoVA (2018-2019) Director, NoVA/Wash Computational Intelligence Society Chair	joel.i.goodman@ieee.org	114924
Ms.	Christal	Gordon		Wash/NoVA Sensors Council Chair	christalgordon@gmail.com	- 100
Mr.	Nadim	Haddad	٧	NoVA/Wash Nanotechnology Council Chair (NANO42)	nfhaddad@aol.com `	MGU
Dr.	Kafi	Hassan	V	NoVA (2017-2018) Director, NoVA Communication Society Chair	kafi@ieee.org	WIG
Dr.	Penny	Hix	V	NoVA Signal Processing Society Chair	penny.hix@ieee.org	
Mr.	Doug	Holly		Wash/NoVA Technology & Engineering Management Society Chair	dougholly@ieee.org	DILI
Dr.	Sandra	Hyland		NoVA (2016-2017) Director	Sandra.Hyland@ieee.org	COW
Dr.	Kiki	Ikossi	V	NoVA Section Past Chair Awards and Recognition Committee Chair	ikossi@ieee.org	

IEEE NOVA ADCOM - 2018

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itle	Name	Name	No.	Position	Contact Info	Attendance
Or.	Michaela	lorga	٧	NoVA (2018) Section Secretary	michaela.iorga@nist.gov	14 May
Dr.	Tony	Ivanov		Region 2 (2016-2017) South Area Vice-Director	tony.ivanov@ieee.org	-
Mr.	Joseph	Kopanski	٧	NoVA/Wash Electron Devices Society Chair	joseph.kopanski@nist.gov	-JAK
Dr.	Can	Korman		Wash/NoVA Magnetics Society Chair	korman@gwu.edu	900
Dr.	Chiman	Kwan		NoVA Control Systems Society Chair (CS23)	chiman.kwan@arllc.net	
Mr.	James (Jim)	Magee		NoVA Section Past Chair NoVA Nominations and Appointments Chair	jwmagee@verizon.net	
Dr.	Manori	Nadesalingam	V	NoVA (2017-2018) Director, NoVA/Wash Nanotechnology Council Secretary/Treasure	manori@ieee.org	
Dr.	Harvey	Newman		Washington Sector Director	h.s.newman@ieee.org	-
Dr.	Eun	Oh		Wash/NoVA Aerospace & Electronic Systems Society	eun.oh@ieee.org	And the second
Mr.	Michael	Olex	٧	NoVA (2018) Section Treasurer	mikeolex@aol.com	-
Mr.	Murty	Polavarapu	V	IEEE-MGA Vice Chair NoVA/Wash/Balt Society on Social Implications of Technology Chair (SIT30)	murtyp@ieee.org	
Mr.	Rob	Rencewicz		Region 2 (2015-2016) South Area Director	r.rencewicz.us@ieee.org	
Dr.	Brian	Riely		Wash/NoVA Antennas & Propagation Society Chair	brian.riely@gmail.com	
Dr.	Sterling	Rooke		Wash/Balt/NoVA Instrumentation and Measurement Society Chair	s2rooke@gmail.com	
Mr.	Harry	Sauberman	V	NoVA/Balt/Wash Nuclear and Plasma Sciences Society Chair Professional Activities Chair (NPS05)	poppaman@aol.com	/
Mr	William	Scheible	V	NoVA (2017-2018) Director	wscheible@mitre.org	V
Mr	. Marty	Schulman	V	NoVA (2018-2019) Director, NoVA Section Past Chair Pre-University Education Activities Chair	schulman@tuffmail.com	
Ms	s. Debi	Siering		Wash/NoVA Engineering in Medicine and Biology Society Chair	siering@ieee.org	
Ms	s. Emily	Sopensky		NoVA (2016-2017) Director	e.sopensky@ieee.org	1
Mı	Thomas	Starai		Wash/NoVA Systems Council Chair	tom@starai.net	V
Di		Stange 5	V	NoVA/CenVA/HR/Richmond Education Society Chair	4stanges@gmail.com	-
М	r. Raghav	Thanigaivel	٧	Young Professionals Affinity Group Chair	Raghav.Thanigaivel@colorado.edu	The same
M	r. Yonael	Teklu	V	NoVA/Wash Power & Energy Society Chair (PE31)	yonael@ieee.org	
М	r. Mike	Violette		Wash/NoVA Electromagnetic Compatibility Society Chair	mikev@wll.com	Market State
D	r. Zhuosen	Wang		Wash/NoVA Geoscience & Remote Sensing Society	wangzhuosen@gmail.com	
D	r. Iram	Weinstein	V	NoVA (2018-2019) Director		

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2019-2.

Tim Weil Past Chair (Washer) 2009 Truend receives
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