



Northern Virginia Section
Executive Committee

Meeting Minutes for September 12, 2018

Patrick Henry Meeting Room
101 Maple Ave. East, Vienna, VA 22180
<https://www.fairfaxcounty.gov/library/branches/>

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CALL TO ORDER: 06:30 pm

QUORUM*: Yes | No (8 directors+4 officers are present, 21 total)

**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
<ul style="list-style-type: none"> • Have a visitor today: Marouane Balmakhtar (new IEEE and new senior member) 		
Changes to the Agenda (All) - None	3 min	6:38 pm
Approval of Previous ExCom Minutes	2 min	6:40 pm
<ul style="list-style-type: none"> • Minutes were sent and reviewed. • Minutes for June were approved without objections or abstained. • Minutes for August minutes will be sent out one more time. 		
NoVA Leadership Team Reports	8 min	6:48 pm
<ul style="list-style-type: none"> ▪ Chair's Report: (Chandra Curtis): <ul style="list-style-type: none"> ○ Reports on how to create eNotice for co-sponsored events. Need to use the link of the main organizer for registration but create their own announcement, to create L31 reports. Alternatively use the option 'submit a report for an event that was not announced' ○ Bill Scheible & Jim McGee will be the election committee ○ Need picnic chair ○ There is a lot a PACE money (at Section and Region level) – please consider submitting to us. ○ Chandra drafted a co-sponsorship policy and informed us it will be discussed ○ There is a 2020 Robotics and Automation Symposium ○ Information dissemination – complains from members. ○ We need a policy for dissemination of information. We have a section on our website where we can announce the events. ○ Marc was recognized as achieving the goal of maintaining all ▪ Vice-Chair's Report : (Barry Douglass) <ul style="list-style-type: none"> ○ Nothing to report as part of the report. Will discuss later ▪ Treasurer's Report: (Mike Olex) <ul style="list-style-type: none"> ○ We have 73K in the checking account and 15K in the investment account. We have money available and chapters are not active enough and do not ask for money ○ We have not paid for NoVa banquet yet ○ Netsuit needs to be used by the chapters with HOP accounts ○ Jerry Gibbon asked how to proceed with transfer of funds to the HOP account. Mike explained ○ Marc Apter asked if we have outstanding check we owe to anyone. ▪ Secretary's Report: (Michaela Iorga) <ul style="list-style-type: none"> ○ Requested L31 reports to be submitted so they can be counted ○ Asked if there is a code of ethics for members 		
Committee, Chapter, and Affinity Reports	15 min	7:03 pm

<ul style="list-style-type: none"> ● Chapter Chairs (all) + Affinity Group Chairs (all) + Membership committee (Marc Apter) <ul style="list-style-type: none"> ○ Kiki Ikossi: Advises the chair that will do the next banquet to celebrate the Allen Shepard and request to reallocate \$1000. Putting a motion on the table to honor the previous motion to honor Allen Shepard (?). The recommendation was to submit a proposal when and where we want to host it. ○ MTT - Harvey Newman: Reported they have a large meeting (40-60) with a great speaker. MTT is a small chapter and need co-sponsor. ○ SSIT – Murty P: Sept 25 will have a meeting in College Park talking about health care. Next meeting will be in October on technology and privacy issues. ○ Nuclear and Plasma Sciences (NPS) Soc - Harry Shauberman – on Oct 16 will have a presentation hosted by the Baltimore chapter. They will have a distinguished speaker ○ Computer Soc - Jerry Gibbon informed they completed all L31 for all events including the co-sponsored ones. Also had an admin meeting. He also did a survey of interested organization of giving presentations. Has 4 aligned. Also, he looked at his HOP account and realized the money was not transferred. ○ Vehicular Soc - Karl Berger : They host monthly meetings (second Tu). They are up to date with L31. 2 weeks ago, attended chapter chairs meeting in Chicago. He learned OU analytics. Next meeting is Oct 9th in American Public Transit Administration in DC. ○ Nanotechnology Council - Nadim Haddad: finalizes Oct meeting and prepares another one for Nov (13 or 14). ○ Signal Processing Soc & Young Professionals – Raghav Thanigaivel: On Sept 20th, cohosts an event on behalf of both ○ Life Member - Marc Apter – an event co-hosted with WEI with the author of the “Code Book” . The DCCES’ next year budget will be submitted. Also discusses the submission of the engineer of the year. Will talk with Chandra. ○ Education Society – Melisa Stange – sent an email with the report since she could not participate in person. This is a society led by. NoVa. ○ WEI -Chandra Curtis: Needs help with the elections to validate the ballots. Had 2 meetings for this year but will organize another one. ○ Power and Energy Soc - Yonael Teklu: Provided also a written report online. Chandra read it. 		
<p>Old Business</p> <ul style="list-style-type: none"> ● Appointments/Vacancies (Chandra Curtis) – Still needs to discuss the picnic’s committee ● Implementation of GDPR policy Status Report (Barry Douglass) – Barry did not have a chance to update the website because he did not have access until recently. Managed to make updates now . Looked at GDPR – does not understand how NoVa interferes with EU residents. ● Marc Apter explains that what it matters is where the server/data is . IEEEE HQ has data co-hosted with EU data. Murty explains in more details the right to be forgotten. ● IEEE Wordpress migration (Barry Douglass) – Will be discussed next time. ● 2019 Officer Elections (Chandra Curtis) – already discussed this issue. ● 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 – Paul Cotae needs to submit a new request for the Dubai. Kafi Hassan has more details about the \$3000 that was transferred to the HOP account of the local chapter. Will be discussed more next time ● Doug Holly requested the floor – ComSoc will send an eNotice about the conference in Laurel at John Hopkins with the topic 5G and first responders. ● Officers training – Chandra asked Doug Holly who will be the next year trainer. NoVa will take the lead on the logistics regarding the location. Doug will be happy to organize the speakers. 	<p>6 min 6 min 6 min 5 min 5 min</p>	<p>7:30 pm</p>

<p><u>New Business</u></p> <ul style="list-style-type: none"> • Ground rules for information dissemination – already discussed it that she is working on it. • Policy for co-sponsoring events with other IEEE section/chapter/society and with other national or local organizations – discussed by Chandra. She is working on a draft policy. 	<p>10 min 10 min</p>	<p>7:50pm</p>
<p><u>What's on Your Mind?</u></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 	<p>5 min</p>	<p>7:55 pm</p>
<p><u>Action Item Review (Secretary)</u></p> <ul style="list-style-type: none"> ▪ Per the meeting 	<p>5 min</p>	<p>8:00 pm</p>
<p><u>Deferred Topics – None</u></p>	<p>N/A</p>	<p>N/A</p>

ADJOURNMENT: 8:00 pm



Northern Virginia Section 2018 Calendar

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

Notes:

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

Committee Appointments

IEEE Northern Virginia Officers

Voting Members

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

Appendix 1: ICC 2024 Proposal – Pre-Conference Expenses

NOTES from June AdCom meeting:

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



**IEEE District of Columbia, Northern Virginia
and Baltimore Sections**

Memorandum of Record

August 31, 2017

From: IEEE COM 19 the DC Communication Chapter

Subject: Travel to Globecom 2017, Singapore

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

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

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

Dr. Paul Cotae, IEEE COM 19 Communication Chapter Chair

Attach.

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

Dr. PAUL COTAE's NOTES:

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

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

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

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

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

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

Next is the required Budget for ICC2024 in Washington DC.

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

Appendix 2: Society of Social Implications of Technology (SSIT) Chapter Update



Society on Social Implications of Technology (SSIT) Chapter Update

Murty Polavarapu



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Upcoming SSIT Chapter Meetings

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



Past SSIT Chapter Meetings in 2018

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



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International Symposium on Technology and Society (ISTAS) 2018

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



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