

**IEEE Solid-State Circuits Society  
Administrative Committee Meeting Minutes  
Monday, August 14, 2023  
Virtual**

**ATTENDEES**

**VOTING MEMBERS PRESENT:**

Alessandro Piovaccari	Farhana Sheikh
Ali Sheikholeslami	Hoi-Jun Yoo
Alicia Klinefelter	John Long
Bill Bowhill	Kathy Wilcox
Brian Floyd	Kazuko Nishimura
Carlos Tokunaga	Makoto Takamiya
Chulwoo Kim	Shanthi Pavan
Daniel Friedman	Woogeun Rhee
Esther Rodriguez-Villegas	

**VOTING MEMBERS ABSENT:**

Amara Amara	Ichiro Fujimori
Bram Nauta	Kenneth O
Chris Mangelsdorf	Rikky Muller
Danielle Griffith	Yusuke Oike
Frank O'Mahony	Zeynep Toprak Deniz

**NON-VOTING MEMBERS PRESENT:**

Daniel Limbrick	Pieter Harpe
Eugenio Cantatore	Trudy Stetzler
Makoto Ikeda	

**NON-VOTING MEMBERS ABSENT**

Azad Naeemi	Payam Heydari
Boris Murmann	Rabia Yazicigil Kirby
Bruce Hecht	Romaine Dumont
Bryan Ackland	Sanu Mathew
Dan McGrath	Steve Kosonocky
Dennis Sylvester	Filip Tavernier
Emre Ayranci	John Corcoran
Michael Mulligan	Kaushik Sengupta
Milin Zhang	Leo Belostotski
	Tony Chan Carusone
	Vivek Tiwari
	Waleed Khalil

**GUESTS:**

Alvin Loke	Korkut Kaan Tokgoz
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Mehdi Saligane

Richard Jaeger

**STAFF:**

Adam Greenberg

Ashley Seda

Aeisha VanBuskirk

Danielle Marinese

**SUMMARY OF MOTIONS**

**MOTION 1:** Approve the Meeting Agenda. The motion was made by John Long with a second by Hoi-Jun Yoo. **The motion passed.**

**MOTION 2:** Approve the [minutes of the previous AdCom Meeting](#). The motion was made by John Long with a second by Farhana Sheikh. **The motion passed.**

**MOTION 3:** Approve the 2024 SCS budget as presented to the AdCom on 14 August, 2023, within plus or minus 5 percent on the operations side. The motion was made by Kathy Wilcox with a second by Farhana Sheikh. **The motion passed.**

The meeting came to order at 9:05 am EDT.

### **Introduction, housekeeping and roll call – Adam Greenberg**

- Adam explained the virtual AdCom format.
- Voting done via unanimous consent.
- For further details beyond the meeting notes, all presentations can be found on the Agenda Tool: <https://agd.ieee.org/mpt/Uploads/3/Agenda.aspx?eid=18342>
- The meeting was recorded.
  - Link to recording:  
[https://us06web.zoom.us/rec/share/iFdIvRn4NNXhrjiCqdPEAEohgKCh01AjErU8YQoc5j6uTsEXsUB2HS\\_KO\\_qD2VKb.wAsZCYD\\_b8dNh3rO](https://us06web.zoom.us/rec/share/iFdIvRn4NNXhrjiCqdPEAEohgKCh01AjErU8YQoc5j6uTsEXsUB2HS_KO_qD2VKb.wAsZCYD_b8dNh3rO)
  - If prompted for a passcode: JGt#464p
- A quorum was present.

**MOTION 1:** Approve the Meeting Agenda. The motion was made by John Long with a second by Hoi-Jun Yoo. **The motion passed.**

**MOTION 2:** Approve the [minutes of the previous AdCom Meeting](#). The motion was made by John Long with a second by Farhana Sheikh. **The motion passed.**

### **Treasurers Report – Kathy Wilcox**

- Kathy summarized the 2024 operations budget, which included \$8,477,700 in revenue and \$8,265,700 in expense for a net surplus of \$212,000.
  - The plan is driven by increased conference contributions and select cost cuts.
  - Some small adjustments were anticipated prior to the budget due date of 18 August, which could move the net by up to plus or minus five percent.
- Up to \$393,000 was requested for projects/initiatives under the three percent and 50 percent spending rules.
  - Project prioritization expected to take place in August/September time frame.
  - Complete timeline and list of projects included in the full presentation:  
[https://agd.ieee.org/mpt/Uploads/1/Handler.ashx?att=/Uploads/1/18342/18342\\_146467\\_Treasurer\\_s\\_report\\_1.pptx&aid=18342](https://agd.ieee.org/mpt/Uploads/1/Handler.ashx?att=/Uploads/1/18342/18342_146467_Treasurer_s_report_1.pptx&aid=18342)

**MOTION 3:** Approve the 2024 SCS budget as presented to the AdCom on 14 August, 2023, within plus or minus 5 percent on the operations side. The motion was made by Kathy Wilcox with a second by Farhana Sheikh. **The motion passed.**

### **New Business**

- Adam made a presentation on fraud prevention, aimed at increasing awareness of email scams and phishing attempts in which IEEE volunteers are asked to send money.
  - Always check the source of such messages, and be suspicious of all emails that contain links or attachments (especially ones that are unexpected or indicate a negative consequence if you don't take action immediately.)
  - When in doubt, don't make assumptions. Report the message to the IT Security Team at [security@ieee.org](mailto:security@ieee.org) with a copy to Adam at [a.greenberg@ieee.org](mailto:a.greenberg@ieee.org)

- Full presentation:  
[https://agd.ieee.org/mpt/Uploads/1/Handler.ashx?att=/Uploads/1/18342/18342\\_146470\\_Fraud\\_prevention\\_1.pptx&aid=18342](https://agd.ieee.org/mpt/Uploads/1/Handler.ashx?att=/Uploads/1/18342/18342_146470_Fraud_prevention_1.pptx&aid=18342)

**Adjourn**

- The meeting adjourned at 9:47 am EDT.

**Meeting Agenda**  
**Time zone is Eastern Daylight Time (UTC -0400)**

No.	Time	Type	Presenter	Agenda Item
1	9:00	PROCEDURAL	Brian Floyd	Introduction, housekeeping, and roll call
2	9:05	MOTION	John Long	Approve agenda
3	9:07	MOTION	John Long	Approve 6/12/23 AdCom meeting minutes
4	9:10	REPORT	Kathy Wilcox	Treasurer's report
5	9:25	MOTION	Kathy Wilcox	Approve 2024 Budget
6	9:30	DISCUSSION	All	New business
7	9:45	PROCEDURAL	John Long	Adjourn