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**Orlando Section**

**Executive Committee Meeting**

**April 22, 2017**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EXCOM Meeting Places and Dates for 2017 | | | | | | | | | | | | |
| Date | JAN  10 | FEB  21 | MAR  21 | APR 22 | MAY 16 | JUN 20 | JUL  ---- | AUG 29 | SEP  19 | OCT 17 | NOV 14 | DEC 19 |
| Place | DeVry | UCF | Valencia | \*Park | DeVry | DeVry | \*\* | Valencia | UCF | TBD | TBD | TBD |

\*Picnic – Jay Blanchard Park: 10501 J Blanchard Trail, Orlando, FL 32817

\*\*No meeting is set for July

**Chair Call Meeting to Order: 1314 Hours**

**ExCom Member Attendees:** Ravi Rajaravivarma, Genevieve Sapijaszko, Chris Nergard, Warren Macchi, Mike Orlovsky, Joe Jusai

**Location:** Jay Blanchard Park Pavillion 2, Orlando, FL 32817.

**Proxy Notifications**: Scott Clary , Donghui Wu , Joseph Lias, Jorge Medina, , Lynn Guthrie presented proxies to the Chair.

**Quorum** was tallied and achieved.

**Meeting Agenda**

Welcome - Chair vrajaravivarma@valenciacollege.edu Ravi Rajaravivarma

* The next meeting will be held May 16, 2017 Tuesday @ 6:00 PM at DeVry University, 7352 Greenbriar Pkwy, Orlando, FL 32819
* Acknowledged proxy notifications.
* Attendee introductions.
* IEEE Orlando branch give some scholarships but also the IEEE national as well. As long as you have a tax id and active student, you have a good shot at the scholarship. Orlando spends 7000 a year to promote the activity of scholarships. Many students to not take advantage of it. If you are able to put on your resume that you are a scholarship winner or finalist then it is an eye catching point on your resume. Being an IEEE member also looks good on your resume. It’s all about professional networking. Student’s best source of information is the student chapter. Two references are needed to apply for the scholarships

Vice Chair – Open Items discussed lynguthre@ieee.org Lynn Guthrie

* Not present

Secretary – Minutes Review gsapijaszko@ieee.org Genevieve Sapijaszko

* **Note:** Please provide monthly meeting reports via email no later than 1 week after the meeting. Otherwise the report will not get in the meeting notes for that month.
* February meeting minutes were reviewed, discussed and unanimously approved with no changes. Chris Nergard set the motion to accept and Ravi Rajaravivarma second the motion with unanimous consent.
* Date for awards night has been set for October 21, 2017 (3rd Saturday of the month of October) which does not conflict with the IEEExtreme Programming competition which generally runs on the 4th Saturday of October.

Financial Treasurer cnergard@ieee.org Chris Nergard

* Financial report for March were read.

**March** **Financial Report:**

|  |  |  |
| --- | --- | --- |
| IEEE CBRS Checking and Savings Account | |  |
| IEEE CBRS Checking Account |  |  |
| Opening Balance | Apr.1, 2017 | $11,565.19 |
| Interest Income | Apr. 2017 | $3.29 |
| Deposits | Apr. 2017 | $0.00 |
| Checks Paid Out | Apr. 2017 | $664.03 |
| Credit Card Transactions | Apr. 2017 | $613.10 |
| IEEE Transfer | Apr. 2017 | $7,417.70 |
| **Closing Balance** | Apr. 30, 2017 | $17,709.05 |
| **Long Term Savings** | Mar. 31, 2017 | $135,030.08 |

**CHAPTER REPORTS**

**Chapter Chair Joseph Lias**

**No update reported.**

**Membership Development Chair Joe Jusai**

**Current looking at new members with more than 10 years’ experience. He will email you with a request to become an IEEE member. It is known that those that become an IEEE senior member will stay with the organization. If you become an IEEE member you can get a $25 voucher towards a society membership.**

**AESS** (Aerospace and Electronics Systems) **Chris Geiger**

**No update reported.**

**AP/MTT** (Antennas & Propagation/Microwave Theory & Techniques) **Michael Trampler**

**No update reported.**

**TEMS** **Mike Orlovsky**

**No update reported.**

**C** (Computer) **Warren Macchi**

**No update reported.**

**CSP** (Communications/Signal Processing) **Genevieve Sapijaszko**

**No update reported.**

**CPMT** (Components, Packaging, Manufacturing Technology) **Scott Clary**

**No update reported.**

**CSRASMC** (Control Systems/Robotics & Automation/Systems, Man and Cybernetics) **Donghui Wu**

**No update reported.**

**ED** (Electron Devices) **Wei Liang**

**No update reported.**

**Photonics** **Shin-Tson Wu**

**No update reported.**

**PES/IAS/PELS** (Power Energy/Industry Applications/Power Electronics) **Simon Echeverry**

**No update reported.**

**Valencia Students Marcelo Abrantes**

**No update reported.**

**Devry Students Neal Williams**

**No update reported.**

**UCF Students Danny …**

**The group setup a Matlab and an Arduino workshop. In preparation for SouthEastCon next year, they will setup a competition for just UCF and have the winner go to the SouthEastCon 2018.**

**UCF Photonics Yuan Jiamin**

**No update reported.**

**AFFINITY GROUP REPORTS**

**CN (**Consultants Network) **open**

**Junior Past Chair Michael Orlovsky**

**No update reported.**

**Young Professional Affinity Group** **-**

**No update reported.**

**Life Member** **David Flinchbaugh**

**No update reported.**

**WIE** (Women in Engineering) **Parveen Wahid**

**No update reported.**

**UCF Student WIE** UCF (Women in Engineering) **Sydney Munro**

**No update reported.**

**COMMITTEE REPORTS**

**Awards** **Michael Orlovsky**

**No update reported.**

**Bylaws/Communications/Publications** **Jorge Medina**

Website communications update: <http://www.ewh.ieee.org/r3/orlando/2016/Nov/index.html>

**Excomm Nominating Committee Scott Clary/Joe Jusai/Mike Orlovsky**

**OLD/NEW BUSINESS**

**OLD BUSINESS:**

* Section Congress 2017 is in Sydney, Australia, at the International Convention Centre, from 11 to 13 August 2017. Section Chair (Ravi Rajaravivarma) will attend as section delegate. IEEE MGA will pay for most of expense (possibly all expense). Please plan accordingly, register and make flight reservation by end of March. More information will come from Region 3 Section Congress Coordinator.
* SoutheastCon2020 is requesting for proposal by SoutheastCon 2017. Joe recommends Orlando to put in a proposal. We already did quite a lot work for 2017, we can re-start with less effort. Does the Orlando section want to do the 2020 SouthEastCon, do we want to send out a proposal. We need to talk to Donghui Wu who has experience with this conference. It is important to note that whatever surplus comes from the budget, it is split two ways between the section and the regional. Joe will talk to Donghui in 2 weeks to see if he wants to start the bidding for 2020.
* IEEE collabratec tab will allow the users to attend meetings remotely – is a research, collaboration and professional networking platform offered to members, researchers.
* Section congress will be in Sydney conference. Region accommodation will be presenting. Next year SouthEastCon will be in Tampa, closer and we will have a larger attendance. Orlando is one of the major conference in the world. Many of IEEE conference are being held here throughout the year. Often we are requested to help with the meeting and volunteer in those IEEE conference. Possibility to attend for free if you volunteer. Inexpensive way to attend a conference.
* Suggested in having a social media presence and Donghui would like to have 6 meaningful tweets per quarter. We should look at the Meetup.com, good place to announce things including the IEEE Orlando section meetings, it is also a good way to tell about presentations. Wants to start a meetup group
* IEEE Communication Society website have all the information about speakers that will attend 3 universities.

**NEW BUSINESS:**

* Next two meeting will be held at DeVry University on May 16, 2017 and June 20, 2017.
* The meeting on August 29, 2017 will be held at Valencia and the meeting on September 19 will be held at UCF.

**Chair Call Meeting Adjourned: 1405 Hours**

**Attendee Addendum**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***First*** | ***Last*** | ***Affiliation*** | ***Email Address*** |
| **Chair** | Ravi | Rajaravivarma | IEEE Member | [vrajaravivarma@valenciacollege.edu](mailto:vrajaravivarma@valenciacollege.edu) |
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| **Secretary** | Genevieve | Sapijaszko | IEEE member | [gsapijaszko@devry.edu](mailto:gsapijaszko@devry.edu) |
| **Treasurer** | Chris | Nergard | IEEE Member | [cnergard@ieee.org](mailto:cnergard@ieee.org) |
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|  | Lisa | Chow | Not IEEE Member | [ltbchow@yahoo.com](mailto:ltbchow@yahoo.com) |
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|  | Heidi | Flinchbaugh | Not IEEE Member | [doctorflinchbough@yahoo.com](mailto:doctorflinchbough@yahoo.com) |
|  | Donna | Orlovsky | Not IEEE Member | mcorlovsky@ieee.org |

\*Regular attendee