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**Orlando Section**

**Executive Committee Meeting**

**September 19, 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  4th / 21st | NOV 14 | DEC 19 |
| Place | DeVry | UCF | Valencia | \*Park | DeVry | DeVry | \*\* | Valencia | UCF | Virtual/Banquet | UCF | TBD |

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

\*\*No meeting is set for July

**Chair Call Meeting to Order: 1900 Hours**

**ExCom Member Attendees:** Deb Hall

**Location:** UCF, Harris Engineering Corporation (HEC) building, Room HEC 356

**Proxy Notifications**: Genevieve Sapijaszko, Chris Nergard, Ravi Rajaravivarma, and Jorge Medina presented proxies to Vice-Chair.

**Quorum:** Quorum was tallied and not achieved. We needed at least 10 voting members for a quorum which could have been a combination of Section Officers and separate Chapter Chairs

**Meeting Agenda**

Welcome - Chair vrajaravivarma@valenciacollege.edu Ravi Rajaravivarma

* Not present

Vice Chair – Current Affairs dhall@valenciacollege.edu Deb Hall

* The next meeting will be held online on October 4, Joe Jusai will set this up with Jorge.
* Acknowledged proxy notifications and that we did not achieve Quorum so we were actually conducting a “Session" at UCF
* IEEE Scholarship Reminder…deadline in September 30th
* Awards Banquet Reminder
* The August 29th Meeting Notes were incomplete because we had not yet received the August 2017 Financial Report from the treasurer

Secretary – Minutes Review gsapijaszko@ieee.org Genevieve Sapijaszko

* Not present

Financial Treasurer cnergard@ieee.org Chris Nergard

* Not present

**September Financial Report:**

|  |  |  |
| --- | --- | --- |
| **IEEE** CBRS Checking and Savings Account | |  |
| IEEE CBRS Checking Account |  |  |
| Opening Balance | Sept. 1, 2017 | $24,307.97 |
| Interest Income | Sept. 2017 | $10.94 |
| Deposits | Sept. 2017 | $0.00 |
| Checks Paid Out | Sept. 2017 | $200.00 |
| Credit Card Transactions | Sept. 2017 | $0.00 |
| IEEE Transfer | Sept. 2017 | $0.00 |
| Closing Balance | Sept. 30, 2017 | $24,118.91 |
| Long Term Savings | Aug. 31, 2017 | $128,986.67 |

**October Financial Report:**

|  |  |  |
| --- | --- | --- |
| **IEEE** CBRS Checking and Savings Account | |  |
| IEEE CBRS Checking Account |  |  |
| Opening Balance | Oct. 1, 2017 | $24,118.91 |
| Interest Income | Oct. 2017 | $11.18 |
| Deposits | Oct. 2017 | $0.00 |
| Checks Paid Out | Oct. 2017 | $305.00 |
| Credit Card Transactions | Oct. 2017 | $356.99 |
| IEEE Transfer | Oct . 2017 | $0.00 |
| Closing Balance | Oct. 31, 2017 | $23,468.10 |
| Long Term Savings | Sept. 30, 2017 | $131,057.20 |

**CHAPTER REPORTS**

**Chapter Chair Joseph Lias**

**No update reported.**

**Membership Development Chair Joe Jusai**

**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.**

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

**No update reported.**

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

**No update reported.**

**EP** (Electronics Packaging) **Scott Clary**

**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**

**DeVry Students Neal Williams**

**No update reported.**

**UCF Students Danny …**

**9/27: Soldering Workshop**

**9/28: Solid works Workshop**

**10/3: Lockheed Martin Info Session**

**10/5: MatLab Workshop**

**10/14: IEEE Leadership event (SPAx)**

**10/14 - 10/15: IEEEXtreme Programming Competition (They need at least 2 Volunteer IEEE Professional Member Proctors to commit to staying at the competition at least 12 hours each…let’s advertise this nifty cool volunteer opportunity amongst our membership to help UCF get their 2 proctors!)**

**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>

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

**OLD/NEW BUSINESS**

**OLD BUSINESS:**

* We need to delete the SoutheastCon 2020 as that is really old business from January.

**NEW BUSINESS:**

* Remind the IEEE Student Section Faculty Advisors to feel free to order refreshments for the next IEEE Orlando Section Executive Committee meeting and that the section will make sure to reimburse them ASAP. Just turn in their receipt to our Treasurer during the meeting. Half way through the September 19th session, refreshments were delivered because no one knew that they were welcome and encouraged to order refreshments for our meeting.
* Joe asked if we want to bid for SoutheastCon 2021
* A suggestion was made to do an old school mailer for next year’s ExCom Nominations to see if we could generate more applicants
* A suggestion was made to order different food than from Toojay’s for this year’s awards banquet
* Joe suggested that we hold an online ExCom meeting in early October
* A suggestion was made to hold the October 17th meeting at Valencia
* A suggestion was also made to hold the November 14th meeting at UCF
* A suggestion was also made to hold the December 19th meeting at DeVry
* An idea of an ExCom retreat came up where we would conduct “New Officer Training”/Strategic Planning/Senior Membership Drive/
* Encourage ExCom members to visit our various Chapter meetings throughout the year such as PES and to find out how the IEEE Orlando ExCom could best support them
* Ended our meeting with everyone sharing their name and what attracted them to study or work in the field go engineering and technology.

**Chair Call Meeting Adjourned: 2028 Hours**

**Attendee Addendum**

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| --- | --- | --- | --- | --- |
|  | ***First*** | ***Last*** | ***Affiliation*** | ***Email Address*** |
| **Proxy** | Ravi | Rajaravivarma | IEEE Member | [vrajaravivarma@valenciacollege.edu](mailto:vrajaravivarma@valenciacollege.edu) |
| **Vice-Chair** | Deb | Hall | IEEE Member | [dhall@valenciacollege.edu](mailto:dhall@valenciacollege.edu) |
| **Proxy** | Genevieve | Sapijaszko | IEEE member | [gsapijaszko@devry.edu](mailto:gsapijaszko@devry.edu) |
| **Proxy** | Chris | Nergard | IEEE Member | [cnergard@ieee.org](mailto:cnergard@ieee.org) |
| **Not present** | Donghui | Wu | IEEE Member | [Donghui.wu@ieee.org](mailto:Donghui.wu@ieee.org) |
| **Not present** | Warren | Macchi | IEEE Member | wmacchi@abamis.com |
| **Not present** | Scott | Clary | IEEE Member | [Scott.a.clary@lmco.com](mailto:Scott.a.clary@lmco.com) |
| **\*** | Joe | Juisai | IEEE Member | [Joe.Juisai@ieee.org](mailto:Joe.Juisai@ieee.org) |
| **Not present** | Joseph | Lias | IEEE Member | [JLias@ThorntonandLias.com](mailto:JLias@ThorntonandLias.com) |
| **Proxy** | Jorge | Medina | IEEE Member | Jmedina29@cfl.rr.com |
|  | Daniel | Betancourt | IEEE Member | dbtancourt@knights.ucf.edu |
|  | Lucas Ryan | Ryan | IEEE Member | [Lucar.ryan@knights.ucf.edu](mailto:Lucar.ryan@knights.ucf.edu) |
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|  | Evelin | Santana | IEEE Member | [evelynsantana@knights.ucf.edu](mailto:evelynsantana@knights.ucf.edu) |
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|  | Edward | Addy | IEEE Member | [edward.addy@ngc.com](mailto:edward.addy@ngc.com) |
|  | Joe | Rivera | IEEE Member | [joseph.rivera343@knights.ucf.edu](mailto:joseph.rivera343@knights.ucf.edu) |
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\*Regular attendee