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**IEEE Orlando Section - ieee.org/orlando**

**Technical and Executive Committee Meetings**

**Technical & ExCom: February 20, 2018**

**ExCom: March 7, 2018**

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| 2018 EXCOM Meetings | | | | | | | | | | | | |
| Date | JAN 16 | FEB 20 | MAR 20 | APR 7 | MAY 15 | JUN 19 | JUL N/A | AUG 21 | SEP 18 | OCT 20 | NOV 20 | DEC 18 |
| Place | Panera | Philips | Philips | Wekiva | Philips | Philips |  | Philips | Philips | Philips | Philips | TBD |

# Feb 20-ExCom: Chair Call Meeting to Order: 1900 Hours

**Location:** Dr. Phillips House, 135 N. Lucerne Circle in Downtown Orlando.

**Proxy Notifications**:

**Quorum:** Quorum tallied and achieved.

Chair - Welcome Deb Hall

* Acknowledged proxy notifications.
* Re-schedule of ExCom to a web meeting for March 7, 2018.
* Introduction of speaker Steve Birket of Birket Engineering (topic Themed Entertainment).

EP (Electronics Packaging) Report – Through Email Scott Clary

* The Florida State Science and Engineering Fair will be held on Wednesday, March 28, 2018 at the Lakeland Civic Center. Volunteer Judges are still needed. Contact Nancy Besley at nbesley@floridassef.net.
* The International Science and Engineering Fair (ISEF) will be held on Tuesday – Wednesday, May 15 – 16, 2018 in Pittsburgh, PA at the David L. Lawrence Convention Center. Volunteer Judges are still needed. Contact Chuck Vukotich at ISEF@pitt.edu.
* The 2018 Electronic Components and Technology Conference (ECTC) sponsored by IEEE CPMT will be held on Tuesday – Friday, May 29 – June 01, 2018 at the Sheraton San Diego Hotel & Marina in San Diego, CA. The Electronic Components and Technology Conference is the premier international event that brings together the best in packaging, components and microelectronic systems science, technology and education in an environment of cooperation and technical exchange. Online registration is now open. Go to http://www.ectc.net for more information.

Professional Activities Report – Through Email Michael Hassan

* Officer training meeting was a great success. It was held on Jan. 20, 2018 (10 AM – 4:00 PM) at Valencia College West Campus.
* IEEE Orlando PACE Chair participated in Dr. Ying Nelson Orange County Science Fair Judging, CF Fairgrounds, April 14, 2018, 7AM-1:00 PM. This meeting was very successful with a large number of innovative projects at both the Senior and Junior Levels.
* On Feb. 17, 2018, IEEE Orlando Section PACE Chair was invited by IEEE A&A Committee to review and qualify a large number of Senior Members Candidates throughout the World. The meeting was very successful and hundreds of applications were duly reviewed.
* Celebrate National Engineers Week 2018:
  + Date Program
  + February 18–24, 2018 Engineers Week
  + February 17, 2018 Family Day in Washington, DC
  + February 20, 2018 Future City Competition Finals
  + February 22, 2018 Introduce a Girl to Engineering Day
* Professional Tours: To arrange for Professional Visits to local industry firms, we need from the IEEE Orlando Section Branches Chair to provide me with the best time and day of the week, and number of the Section Members who are willing to participate in Professional Tours. An email was sent to all Students’ Branches Chairs. Please send this information the PACE Chair at [h.hassan@ieee.org](mailto:h.hassan@ieee.org).
* Odyssey of the Mind Edgewater High School, Saturday, February 24, 2018
* Galileo STEM Night, March 2018
* Liberty STEM Night, March 13, 2018, from 6-8 PM
* 2018 MATHCOUNTS® Competition Daytona Beach, March 22-23, 2018
* Florida Science Olympiad STATE TOURNAMENT: UCF March 24, 2018
* 63rd Florida State Science and Engineering Fair, Lakeland, FL, March 27-29, 2018
* The team of Florida State Science and Engineering Fair are in need of about 40 more judges for the Florida State Science and Engineering Fair in Lakeland, Florida onMarch 28. If you can help, please go to this website and sign up. This is an all-day event, but I think they feed you well!! Please pass this message to our IEEE Membership! http://ssefflorida.com/judging/
* E4A Day Friday, April 6, 2018
* Holy Family School STEM, Wed, April 18, 2018, from 9 – 11:00 AM
* Elementary Science Olympiad ESO - UCF Competition: April 21, 2018
* FES 2018 Golf Tournament, Monday, April 30, 2018
* Eng. Encounters Bridge Design Contest Elem, Middle & High
* Alliance For Central Florida Safety’s SAFETY DAY 2018, Tuesday, May 8, 2018
* ASCE Florida Section Annual Conference, St. Petersburg, July 12-13, 2018.
* You may View Dream Big at the Orlando Science Center every day at 11 AM + Twice on the Weekends.
* Enroll your Child in the Summer Future Engineer Training Flying Stars Model Aviation, (FREE + An Opportunity to earn $500 Scholarship)
* Request STEM in Your Child’s Classroom via Engineer Mark, evanhala@yahoo.com
* Give to OCPS A Gift For Teaching
* Participate in the Future City Competition Learn more and register!
* Will you please accept the challenge to offer a High School Internship?
* “NAF - Be Future Ready” students are excelling in the Academy of Engineering.
* Contact OCOS Internship Recruiter Pat Breeding, patricia.breeding@ ocps.net or me.
* Professional Development/Networking Opportunities include:
  + IEEE Tuesday, February 20, 2018
  + SMPS Central Florida Tuesday, February 20, 2018
  + AIA, HCI, SMPS Show Me The Money - Annual Healthcare Program February 20, 2018, 8:00 - 11:30 AM
  + TBAEP Lunch Wednesday, February 21, 2018
  + UCF CECS Engineers Fair Wednesday, February 21, 2018
  + UCF 2018 CECS Alumni Honors Reception Wednesday, February 21, 2018
  + ACI Thursday, February 22, 2018
  + SWE, Networking Lunches, Thursday, February 22, 2018, 12:00 PM
  + ASHE, Spring Social Monday, March 5, 2018
  + UCF CECS Big Data Series: Healthcare Symposium March 7. 2018
  + DESIGN-BUILD CERTIFICATION WORKSHOP March 7-9. 2018
  + ASHRAE Shrimp Boil Thursday, March 8, 2018
  + ASCE CE Week, March 18-22. 2018
  + ASCE T&DI APM-ATS 2018: April 29 - May 2, in Tampa, Florida
  + FES 2018 Golf Tournament, Monday, April 30, 2018
  + Alliance For Central Florida Safety SAFETY DAY 2018, Tuesday, May 8, 2018
  + FAEP 2018 Annual Conference, Orlando, September 19-21, 2018

# Feb 20-ExCom: Chair Call Meeting Adjourned: 1915 Hours

# Feb 20-Technical: Call to Order: 1915 Hours

Presentation by Steve Birket of Birket Engineering.

# Feb 20-Technical: Adjourned: 2015 Hours

# Mar 7-ExCom: Chair Call Meeting to Order: 1900 Hours

**Location:** Online.

**Proxy Notifications**:

**Quorum:** Quorum tallied and achieved.

Chair - Welcome Deb Hall

* Acknowledged proxy notifications.
* Review of online list of New Business items.

# New Business

Actions or decisions needed by ExCom not previously discussed:

1. How to deal with/prepare for "New Business" items. Is this “doc” style (Google Doc online) sufficient? Note that you can save a snapshot to record what we might use for the next meeting and for the record at a specific date.  
   **Resolution**: Put to vote.
2. But if we want to continue this route we might want to have an IEEE Orlando Section account so we can put all things there, since this is currently a personal folder owned by my IEEE account.  
   **Resolution**: TBD. May be use a Gmail account? Donghui says a Google Team Drive might work.
3. Auditing of 2017 books.  
   **Resolution**: Deb will establish a committee/look for volunteers.
4. Review of 2018 Budget line items.  
   **Resolution**: Joe asked about specific line items. Chris will look into uploading the presentation files with more info to a common drive.
5. Re-establishment of Computer Society Chapter.  
   **Resolution**: Warren (with help from Joe) will begin the process of re-establishing this Chapter.
6. Restoration of dissolved groups? Life Member, Young Professionals Affinity Group.  
   **Resolution**: Donghui will check on the YPAG.
7. Proxy submissions for the record. Sample form to print/submit by request: <https://docs.google.com/forms/d/1D5pYRmN4lxf518FeBuYpHqjGyrffCWOZ8q8NGCzmqOI/> (I need to share with whoever wants to review, sample attached to email).  
   **Resolution**: Warren to review processing of accessing the form/submitting it.
8. PO Box setup. A PO Box at Azalea Park USPS (501 N Semoran Blvd, Orlando, FL 32807) is about $240/year (Size 3-M, 5.5" x 11"). See <https://poboxes.usps.com/findBox.html?q=32817>**Resolution**: Originally driven by a request from a Chapter Chair to get a check mailed to the Section. But the hassle seems too much to manage, so for now we'll continue with the status quo of mailing to whoever is responsible for the item to get mailed.
9. Orlando Section web site:
   1. Posting of Meeting Minutes.  
      **Resolution**: We used to have links to the minutes from the Calendar, may be we can use Google Drive for storing a view-only version?
   2. General contact information for the Section? Email: [orlandoexcom@ieee.org](mailto:orlandoexcom@ieee.org), Mail: PO Box…  
      **Resolution**: Michael thinks there is another email address for general contact? For now just let members use the ExCom officer's addresses listed at the site.
10. Review of BI Dashboard:  
    **Resolution**: Warren to review further and see if reconciliations are necessary.
    * 1. <https://analytics.ieee.org/analytics/saw.dll?Dashboard>
      2. Some Committees missing/names different?
      3. "Ad-hoc" Committees?
      4. Additional "Officers" listed?
11. Keeping Meetings short:
    * 1. Agenda? Where is it posted so members can review/prepare? Sample minimum Agenda:
         1. Call to Order
         2. Quorum
         3. Acceptance of Minutes
         4. Chair’s Report
         5. Treasurer’s Report
         6. Additional Critical Reports - Specifically items needing decisions
         7. Old Business - what items were tabled that need decisions
         8. New Business - what items need decisions?
         9. Adjournment
         10. Pre-discussion of New Business and just quick voting during the meetings.
12. Processing of Meeting Minutes (refer to email discussion).  
    **Resolution**: Warren to gather final email discussion and publish somewhere for reference.

# Mar 7: Chair Call Meeting Adjourned: 2045 Hours

# Attendees Feb 20

| *Last* | *First* | *Email* | *Affiliation* | *Notes* |
| --- | --- | --- | --- | --- |
| Cumston | Quintin | qcumston@mail.valenciacollege.edu | IEEE |  |
| Clary | Scott | scott.a.clary@lmco.com | IEEE | EP |
| Geiger | Christopher | christopher.a.geiger@lmco.com | IEEE | AESS |
| Gurupur | Varadraj | varadrajprabhu@gmail.com | IEEE | Conf |
| Hall | Deb | dhall@valenciacollege.edu | IEEE | Chair |
| Hassan | Michael | h.hassan@ieee.org | IEEE | ProfActiv |
| Huang | Esther | y.huang@knights.ucf.edu | IEEE | PH, UCF-PH |
| Juisai | Joe | joe.Juisai@ieee.org | IEEE |  |
| Lucente | Matt | m.lucente.us@ieee.org | IEEE |  |
| Macchi | Warren | wmacchi@abamis.com | IEEE | Secretary |
| Meyerhoff | Jerry | jerry.meyerhoff@ieee.org | IEEE |  |
| Nergard | Chris | cnergard@ieee.org | IEEE | Vice-Chair |
| Ronkin | Clint | cronkin@mail.valenciacollege.edu | IEEE |  |
| Steve | Birket |  | IEEE | Speaker |
| Dillen | Thomas | tdillen@valenciacollege.edu | IEEE |  |
| Kent | Julie | Julie\_a\_Kent@raytheon.com | IEEE |  |
| Abrantes | Marcelo | marcelo.abrantes@ieee.org | IEEE |  |
| Loureiro | Rodrigo | loureiro.rodrigo@gmail.com | IEEE |  |

+4 unregistered attendees.

# Attendees Mar 7

| *Last* | *First* | *Email* | *Affiliation* | *Notes* |
| --- | --- | --- | --- | --- |
| Hall | Deb | dhall@valenciacollege.edu | IEEE | Chair |
| Hassan | Michael | h.hassan@ieee.org | IEEE | ProfActiv |
| Juisai | Joe | joe.Juisai@ieee.org | IEEE |  |
| Macchi | Warren | wmacchi@abamis.com | IEEE | Secretary |
| Nergard | Chris | cnergard@ieee.org | IEEE | Vice-Chair |
| Wu | Donghui |  | IEEE | CSRASMC |