

## Meeting minutes NJCoast ExCom April 14, 2021

Attendees: Irfan Lateef, Chair of the Section; Filomena Citarella, Treasurer of the Section; John Deltuvia, Secretary of the Section; Prasad Atluri, Chair, COM19; Anjali Agrawal, Chair, ED15/MTT27/PHO35; TK Srinivas, Chair, IM09/C16; K. "Raghu" Raghunandan, Chair, AP/VT/EMC; Kit August, Chair, SIGHT; Manu Malek, Chair, LM; Frank Laslo, Treasurer COM19; Anthony Manfredi, representing Monmouth University; Thomas Willis, Vice-Chair, SIGHT.

At 6:05 PM, Irfan officially noted that quorum was present and started the meeting. John noted, per the agenda, that in the new MGA operating manual, it is made clear that the Chair can appoint special positions with voting rights, as long as there are one less appointed than elected voters. Kit stated that she could represent her position on the history committee, which is a voting position, and Tom could represent SIGHT.

Irfan called to move on to the minutes, #3 on the agenda. He called for any comment on the minutes. Raghu moved to approve the minutes and there were several seconds. The minutes were approved.

John stated that the next item on the agenda was a communication from Sandy Mazzola, Southern Area Chairperson for IEEE. The communication contained two items: 1.) that although per MGA the prior section chair is *ex officio* a member of ExCom, since our prior section chair has relocated to another section, he is no longer a member of our ExCom and does not need to be counted toward quorum; and 2.) that it would be a good idea to review our Senior Member list so that more persons can be officers. Irfan noted that Frank Laslo has been doing that periodically for several years and asked him to review it again.

John stated that the next item on the agenda were two proposed resolutions (attached as an appendix to these minutes.) The first was proposed by TK for Chairs to send their reports to the Secretary before the meeting so that they can be read quickly without having to go back and forth. TK mentioned that his original email was formatted clearly by John to represent TK's idea. Irfan suggested a template be created. John read a sample report – TK's for the current month, so that members could hear a basic template. John also mentioned that people get to rambling sometimes or thinking of other things, and using this method all the reports will be written in advance and read right through. Irfan again suggested a template in a Word document, but TK countered that that would make it too complicated. TK said that email is fine, we just want clear-cut information. TK also stated that using email, someone can send it quickly from their iPhone. Irfan conceded the point and called for other comments. Kit concurred with the idea and mentioned that SIGHT keeps a running journal of their activities. Irfan called for approval, John moved approval and noted that TK could not second. Irfan seconded it, and the resolution was approved with 9 ayes, 0 nays, and 0 abstentions.

Irfan then moved on to the second resolution, proposed by John, to cut back on the number of ExCom meetings due to the persistent lack of quorum and the downsizing of the Section over the years. John proposed 4 regularly-scheduled ExCom meetings per year.

Kit commented that there might be a value in having 4 voting meetings per year, but that there should be other meetings for conversational and working meetings. TK was of the opinion that 4 meetings is good until the pandemic goes away and then it could be revisited. John responded that for conversational help, the drop-in meetings already scheduled by Kit for PACE-SIGHT could handle that,

and that an ExCom meeting was not required with those mother meetings going on already. Kit and John disagreed on the purpose of an ExCom meeting; John felt that the purpose of an ExCom meeting is solely to conduct the business of the Section, while Kit felt that an ExCom meeting was to collect many views about the Section. Kit agreed that ExCom was to vote but felt that, ExCom not being exclusive to voting members, it was useful for other things. John pointed out that a quorum took long enough to reach in this meeting, but Kit said the change could wind up outlasting the pandemic. Filomena proposed a friendly amendment tying the resolution to the pandemic; John acknowledged it, but said that the resolution could always be revoked when the Section felt it appropriate. John suggested that we have ExCom meetings and membership meetings. Kit objected to this based on membership access, but John pointed out that his resolution cited the MGA Operating Manual procedures for meetings.

Irfan disagreed with John's interpretation of the MGA regulations whereby technical talks/meetings held by chapters or affinity groups satisfying part of the 5 meetings required per year, and offered a friendly amendment for 5 meetings per year, with two more optional as needed. John mentioned that the resolution already provided for as many optional meetings as needed at Irfan's discretion.

Kit again raised her opinion that meetings are open to all members under IRS section 501(c)(3), and John responded that that was not a 501(c)(3) thing. Filomena pointed out, and John confirmed, that the resolution was not uninviting non-ExCom members. John said that Irfan's time, and Filomena's time, and his own time, and the other voting members' time were being taken up by meetings.

Irfan called for specific opinions from each participant.

Frank Laslo was of the opinion that four meetings would not be enough to keep the section together. He stated he was in the camp for more meetings instead of less meetings, which Kit seconded.

Manu agreed with Irfan's friendly amendment.

Anjali felt that if the number of meetings were reduced due to lack of quorum, that at a future time they would be reduced further for the same reason. She suggested encouraging people to attend and to attend on time.

TK asked for a point of clarification which was ruled out of order by Irfan.

Raghu agreed with it provided that both Filomena's friendly amendment and Irfan's friendly amendment were added.

Thomas agreed with 4 voting meetings per year but agreed with Kit's earlier statements about there needing to be more meetings.

Prasad agreed with Anjali that we should keep to 9 meetings and that we should encourage attendance.

Kit intervened that the failure of people to register give a false sense of non-attendance. She also opined that registration is not mandatory.

Anthony was asked by Irfan if he had any comments but he declined to state any, other than that the board members should all be present at all Section meetings voting or otherwise.

TK felt the resolution was well-intended but did not solve the problem. He felt that the Section was improving due to the very good minutes since the start of the year, and that people need a gentle nudge

to attend. He said it's one thing to have general apathy, but if it's an attitude issue, it needs to be fixed. Irfan agreed with the sentiment.

John raised points based on the comments. He addressed Anthony's comment that all board members should be in attendance, and pointed out that all voting members – not just the Section officers - comprise the board for the section. He said that Mihaela, Kedar, and Prakash had not attended any meeting this year, and that Thomas Liu had not either although that Chapter was likely to be dissolved.

Kit interrupted John to say that voting can be carried out by an online survey. She also said the members were not children and could take responsibility. John retook the floor and stated that the MGA Operating Manual requires a meeting with a quorum and that online surveys do not count. He further stated that it is in the 2021 manual, the 2019 manual, and the 2016 manual. Kit attempted to retake the floor but Irfan asked Manu for a comment.

Manu said that the reminders needed to be made easier to see due to the flood of emails some ExCom members receive.

Irfan and Kit commented that the actual link should be sent out instead of the link to vTools because of problems with vTools. Filomena commented that that seemed to be a problem for some people attending tonight.

John made a motion to withdraw the resolution due to so many conflicting opinions, but that it needs to be worked out. He stated he discussed this with Sandy Mazzola, that we're not in the 1970's anymore. This is not where people volunteer at the drop of a hat. It was not like the time when John's uncle who was a Bell Labs employee had gobs of time to co-found the Lincroft First Aid squad. Younger people do not have that time to volunteer, and John feels that if we are to get younger volunteers in, we need to be 'lean and mean' like modern corporations. In February we had no quorum; in March we cancelled because only three voting members had registered; and he recalled that, even pre-pandemic live meetings there were a number of meetings that had no quorum, and post-pandemic, we're certainly not going to call ExCom members to say 'get over to Bell Labs right now'.

Manu pointed out that we are not employees, but volunteers. John responded that in volunteering, we have taken on a responsibility.

Irfan pointed out that time schedules are messed up due to the pandemic; currently he is working in Japan virtually, and that screws up his time schedule Eastern time. Irfan suggested but did not move for Zoom meetings.

Irfan then asked how many people were vaccinated. Most indicated they had been vaccinated or would be vaccinated when eligible. TK also responded to Irfan's comment about time zones that the pandemic has raised as many opportunities as it has raised barriers in meetings. He also talked about courteous behavior in ensuring that everyone attend instead of a few people hanging around and other people not showing.

Irfan next moved on to the dissolution of the C16/COM19 chapter. John responded that we have a Communications chapter and a Computer / Instrumentation Joint chapter, which are healthy and holding talks. We also have a Computer and Communication joint chapter which we haven't heard from in years. John stated that he does not even know who Thomas Liu is. John stated that he contacted the

Communications and Computer Societies, and they said we should not have an overlap like that. John passed the information about dissolution along to Irfan, which specify that the Section Chair must contact certain people to dissolve the Jt. Chapter. This would have the added advantage of dropping our quorum to 7 members.

Prasad (chair of COM19) stated that he did not even know of the existence of this overlapping joint chapter, and concurred that that joint chapter should be dissolved.

Irfan asked Filomena for comments. Filomena said possibly TK and Prasad could explain why the overlapping jt. Chapter was created to begin with. She said she had heard that it was formed due to the number of talks being so many that a single chapter could not handle them.

Irfan asked Filomena about her point of view as Treasurer, and Filomena stated there was only 1 or 2 dollars in the C16/COM19 treasury. IEEE HQ has been waiting for her to say go ahead and kill the account.

TK said that in the history of the Section, it had been one of the most productive Jt. Chapters. However, this is historical, and the Jt. Chapter should be closed because no value remains in it. He also stated that this can happen to any Chapter where the leadership is not doing a good job on talks, etc.

Kit raised a concern that the Jt. Chapter is connected to large societies. TK answered that we already have other chapters that are connected to those same societies. TK also mentioned that he had had problems getting money from the Computer Society for IM09/C16 because of the moribund existence of C16/COM19. John reiterated that he had talked to people at both Societies and that they think that getting rid of C16/COM19 is a good idea. Kit asked what their reasoning was and John answered that we have overlapping chapters which generally Sections should not have.

Kit raised the problem of DL's for Computer and Communications and Irfan pointed out that we will still have those chapters even after getting rid of C16/COM19.

Prasad pointed out that he has no trouble getting lectures or money from the Communications Society.

Kit talked about getting a Robotics and/or Biomedical Engineering Jt. Chapter so we could get DL's from those societies. John responded that that was number 8 on the agenda.

Filomena asked again for a statement of the chapters at hand and John did so.

Irfan asked for any other comments. Raghu stated he associated himself with TK's comments.

Irfan stated that based on the comments and on a push from HQ to dissolve the C16/COM19 Jt. Chapter, that the time has come to do so. He proposed a resolution to do so; John stated that Irfan did not need a resolution, but Irfan stated he wanted it to be more democratic. John seconded the resolution.

Bala Prasanna joined the meeting at this point and Irfan explained what was being discussed and moved. Bala repeated the concern about chapters and societies and Filomena responded to those concerns.

Kit continued to raise the issue of the number of Section members in the societies. Filomena said that that was not relevant, and Irfan again explained that the Section members were covered by two active chapters, one of which Kit is Vice-Chair of.

The resolution was never voted on due to the three extra explanations necessitated by Bala' entry to the meeting, but as John pointed out, a resolution was not necessary. No comments were made opposing what would have been a vote on the resolution, had the vote been formally carried out. John reminded Irfan to send out the emails, and Irfan stated he would do so based on the meeting notes.

Irfan then moved to Chapter Reports.

TK's had already been delivered as an example:

- Kit August joined as Vice Chair of the chapter.
- There is a talk scheduled for May 25, 2021 on Deep Learning. This will be conducted with cosponsors which will be in the announcement.
- Still trying to reach many suitable speakers to schedule a few more talks this year.
- Received monies from societies.

Prasad reported that Communications co-sponsored a talk with Chapters nationwide on how technology can help with Covid-19. The talk was on March 30<sup>th</sup> at 11 AM. There is also a talk on RFID for Human Activity Sensing: Challenges, Solutions, and Applications being co-sponsored with some NY chapters scheduled for May 2<sup>nd</sup>. Monies were also received from ComSoc for this year.

Kit commented that ComSoc has an anniversary coming up in 2022 and perhaps we could have a series of talks on the history of ComSoc next year.

Irfan commented that we have 15 minutes left and that he has a hard deadline to leave the meeting at that time.

John asked Anjali for her report. She reported a talk on March 31 on What is My Measurement Equipment Actually Doing? Implications for 5G, which was co-sponsored with the Ottawa and Montreal chapters. Another co-sponsored talk, with Buffalo, is scheduled for May 19. They have received funding from two of three societies and still have to apply to Photonics.

Bala commented that if monies are not being spent, this is a good year to hold it in reserve.

John asked for Raghu to give his report, but there was a continuing conversation about monetary reserves despite the hard deadline stated by Irfan earlier.

Raghu reported one talk in January given by Dr. Liu from AT&T, with 35 participants, and another talk from Professor Rui Dinis with 30 participants. A third talk is coming up on April 17 by Dr. Wendem Beyene, a researcher from Facebook, about how things are moving forward on memory. There will be a talk in May from an Army researcher who will talk about EMC Issues of the Electric Dispersal Barr. A June talk is set up with the speaker being Professor and IEEE Fellow Cynthia Furse of the University of Utah, about arcs and finding faults on live wires. There is also a 7<sup>th</sup> and 8<sup>th</sup> talk being set up. The Jt. Chapter is now officially established as a Jt. Section-Chapter with Princeton/Central Jersey Section. They are having no problems with funding from the Societies.

John mentioned that there are only six minutes before Irfan leaves and we need to set the next meeting date. It was set for May 12<sup>th</sup> at 6 PM. John also stated that items 7 and 8 would be moved off this month's agenda to next month due to time constraints.

Irfan allocated two minutes to Bala to make an announcement.

Bala stated that the deadline for award nominations is fast approaching and to submit any nominations to Irfan or to himself by April 30. He also noted that even though awards banquets have not been held, awards were presented to Frank Laslo, Prasad Atluri, and Kit August. Thirdly, Frank Laslo had contacted him about audits. Bala will talk with Frank offline, but basically there will be an informal audit despite not much money moving around in the past year.

Irfan thanked Bala for his announcements and extended hearty congratulations to the awardees.

John asked Kit for her report. The Mock Trial team in Nyack won their local and County competitions and are on their way to the State competition. Because of Covid, they are having trouble examining equipment before purchasing it. She also mentioned her drop-in sessions on Deep Learning.

John asked Manu for his report. LM has had no talks yet this year.

John said the next thing is for a motion to adjourn. Multiple people moved and seconded, and the meeting was adjourned.

Resolution for speedy and complete Chapter reports at each meeting  
Proposed by: TK Srinivas

WHEREAS, the presentation of Chapter reports takes up much of each ExCom meeting; and

WHEREAS, when the Chapter Chair or designate is not present, the Section does not receive a Chapterreport from that Chapter; and

WHEREAS, this situation is deleterious to a quick and complete record of Chapter proceeding s.

THEREFORE BE IT RESOLVED by the ExCom of the New Jersey Coast Section, IEEE, that:

1. Each chapter, joint chapter, affinity, or other unit (hereinafter "Chapter") chair, or designee in the unavailability of the chair, shall write and submit via email a Chapter report to the Section Secretary, or other person (hereinafter "Secretary") designated by the Section Chair in the unavailability of the Section Secretary, no later than ten (10) calendar days before each scheduled ExCom meeting. Each report shall contain the name and designation of the Chapter, the name of the person reporting, and the report. Except in extraordinary circumstances, such reports should take up no more than half a page in size 11 font. If there is nothing to report, thereport shall consist of the fact that there is nothing to report.
2. The Secretary shall compile these reports and shall read them aloud at the ExCom meeting.
3. The compilation shall be inserted into the minutes of the meeting

Done by electronic meeting and recorded in Jackson, NJ, on April 14, 2021, in the

Common Era

Ayes: 9

Nays: 0

Abstentions: ()

 , SECTION SECRETARY

## WITHDRAWN BY PROPOSER AFTER DISCUSSION

Resolution for four (4) regularly-scheduled ExCom meetings per calendar year

Proposed by: John Deltuvia

WHEREAS, the membership size of the Section in the past required a monthly meeting, except in some Summer months; and

WHEREAS, this is no longer required; and

WHEREAS, because this is no longer required, many ExCom meetings do not have the required quorum present to do business; and

WHEREAS, this wastes the valuable time of the volunteers who attend a meeting where a quorum is not present; and

WHEREAS, Section 9.4.L.2 of the 2021 edition of the MGA Operations Manual requires five (5) section meetings a year, but also specifies that Chapter and/or Affinity Group meetings may count towards the required meetings per year; and

WHEREAS, each Chapter is required to hold no less than two (2) technical meetings per year, in accordance with Section 9.6.J.1, Joint Chapters included by reference in Section 9.6.H, and the number of Chapters more than suffice the number of meetings required in Section 9.4.L.2.

THEREFORE BE IT RESOLVED by the ExCom of the New Jersey Coast Section, IEEE, that:

1. There shall be four (4) regularly scheduled meetings of the ExCom per year:
  - a. One meeting on the 2nd Wednesday of January, which shall also serve as the yearly organizational meeting;
  - b. One meeting on the 2nd Wednesday of April, which may be moved within a two-week period on either side to accommodate religious observances of the Section members;
  - c. One meeting on the 2nd Wednesday of September; and
  - d. One meeting on the 2nd Wednesday of November.
2. Emergent matters between meetings, admitting of no delay, shall be handled by the Section Officers.
3. The Section Chair, or other Section Officer upon the unavailability of the Section Chair, may call a special ExCom meeting, provided twenty-one (21) days' notice can be given. The special ExCom meeting shall be for an emergent matter that allows for delay of the required notification period, and shall be limited in scope to the emergent matter or matters that caused the calling of the special meeting.