

Date:

Attendees:

Fatimah Shehadeh-Grant

Filomena Citarella

John Deltuvia

Ali Daneshmand

Kit August

Thomas Willis

Prasad Alturi

Irfan Lateef

Mike Sosa

Meeting started at 7:15 pm

Meeting notes :

General discussion about society chapter and affinity groups: officers reporting and society membership requirements.

Officers list is available on vtools, also on the ieee nj coast section web page.

Overview of chapters that are vacant:

- plans to close down:
 - education society
 - Power energy (PE31) (Mihaela ??)
- uncertainty about the future of WIE (need to recruit officers)
- MTT /Photonics: need to contact Anjali, status of chapter?
- Signal Processing?

Reporting Requirements:

2 activities are due by February

- Financial: Filomena and Mike to work on reports
- L31 reports (talk reports)

These reports are due for rebate funding used by IEEE headquarter.

2 talks to get the \$200 rebate, if reporting is done. Extra bonus if 6 or more talks.

Rebate requirements:

To get rebate: L31 reports and the financial report by the chapter/affinity treasurer. Rebate is automatic to the section, the treasurer of the section reviews the reports and issues rebate to the chapter/affinity, pending audit.

Rebate is given to the section by May, June.

Treasurer processes :

New treasurers need training, transfer of checks and credit cards

2 Credit cards can be issued for each chapter. One for the chair, one for the treasurer. To get credit card, an application form is required.

Only the treasurer has access to the check book.

A check can be issued from NextGen to refund members.

Electronic money transfer between sections is possible. Treasurers only are authorized.

All financial transactions are processed by the treasurers only.

Concur is not available for affinity groups for expense reporting and reimbursement.

An expense report is needed to issue reimbursement checks.

Additional discussion topics:

Kit brought the museum milestone (special citation), need a signature from the section. Need to assess the cost: plaque, celebration.

Gender breakdown in the section: 811 males, 66 females

Membership is holding steady.

Action Items:

- Ali to send out email to section members to recruit potential volunteers.
- Ali to explore an additional potential volunteer role (treasurer)
- Michael to provide budget information at next meeting.
- Tima to contact Anjali about her volunteer status
- John to send the section members spreadsheet to the section officers.
- Mike and Filomena to find out if excel spreadsheet financial reporting is still required.
- Plan for in person meeting in March.
- Plan/schedule the section meetings for the year.
- Mike to put a budget to assess feasibility of museum milestone.

- Volunteer training (kb.ieee.org)
- Prasad asked to list all the chapters officers.

Volunteers per chapter /affinity group can be found on the NJ Coast section page, link below.

[NJ Coast section page](#)

Meeting closed at 8:20pm.