

**IEEE Rochester Section ExCom Meeting
Minutes Draft for Review/Approval**

Date: Tuesday, January 2nd, 2024

Time: 12:00 Noon

Place: Tandoor of India,

Meeting (in person @ Tandoor of India plus WebEx)

Attendees: Eric Brown, Howard Bussey, Christine Frayda, Emmett Ientilucci, Jean Kendrick, Paul Lee, Kelly Robinson, Carol Richardson, Mark Schrader, Lyle Tague, Eric Zeise

Meeting called to order by Chair.

I. Section Officers Report.

A. Chair Report – Kelly Robinson:

- Section Elections Results:
 - Chair: Kelly Robinson
 - Vice Chair: Emmett Ientilucci
 - Treasurer: Lyle Tague
 - Secretary: Eric Zeise
- Section Historian position has been officially established in vTools: Mark Schrader
- Mark Schrader is stepping down as LM chair - Looking for a volunteer for this post. Thank-you for your many years of service !
- Region 1 Position updates
 - Joe Ott will is now the Region 1 Secretary
 - Emmett Ientilucci is now the Western NY Area Chair

B. Vice Chair Report – Emmett Ientilucci:

- 18-Dec: Woods Hole Oceanographic Institute talk on deep submersibles (Alvin)
- Working to help plan future section events
- Planned events (help needed in making these happen):
 - Joint Chapters Meeting for late March or early April, hopefully at U of R.
 - YP centered meeting in June or July.
 - EDS / Photonics Workshop (Karl Hirschmann & Sean Rommel)
 - Waiting for planning documents to see how the Rochester Section can help.

C. Treasurer Report – Lyle Tague:

- 2024 budget needs to be approved by mid to end of February (for Annual Audit to enable funding & reimbursement from IEEE national)
- Crossover needed between Emmett and Lyle to provide familiarity with IEEE accounting and fully assume Treasurer responsibilities
 - January Start balance: \$21,190
 - December Start balance: \$24,635.10
 - December End balance: \$26,017.30 (but \$3033.80 bill from RIT catering still outstanding)
 - Decoding NexGen to understand where income & expenses are from is a painful process of elimination against probable sources. Consult with IEEE finance.
 - Investment account: ~ \$200,000 (relatively constant over past 3 years)

D. Secretary Report – Eric Zeise:

- December 2023 meeting minutes need to be approved
- Have had no success using vTools voting for meeting minutes (required training?)
- Quorum for voting with 19 voting members is 9.
- Please e-mail meeting announcements to me

II. Old Business.

- A. Milestone Committee
 - Rules have changed,
 - Milestone applications have to include four reviewers without prior contact
 - Chairs can change directions
 - Potential Milestone Topics
 - Bayer Filter for color digital engineering (Eric Zeise)
 - Labyrinth Radio (Ram Dhurjaty & Mark Schrader)
 - Digital/Computed radiography (Ram Dhurjaty ?)
 - OLED
 - Laser tweezers
 - Wireless remote-control camera
 - Kodak/Xerox advancements in Document Copying (and Printing)
 - [UR Laser Laboratory]
- B. EDS / Photonics Workshop
 - Planning for early spring (still need budget estimate, also see Vice-Chair report)

III. New Business.

- Should the Rochester Section purchase a Zoom account?
 - General agreement that all have functional knowledge of Zoom operation
 - General agreement that few have functional knowledge of WebEx operations
 - Decision made to purchase a Zoom account for the Rochester Section
 - Add a Zoom license purchase to the Section budget due at the Feb meeting.
- New battery banks are available for speaker gifts
 - Jean has received the order for 50 battery banks (\$16.98 each)
10 distributed to Eric Zeise as Speaker Gifts for the 2023 IEEE WNYISPW
- Working to develop an IEEE Rochester Section Survey:
 - To identify topics that will serve section member interests
 - Try a Google Forms document distributed using eNotice

IV. Chapter, Society, and Group Reports / Discussion.

- A. Aerospace & Electronic Systems Society and Communications Society,
0/2 AES10 / COMM19
 - No Report
- B. Computer Society and Computational Intelligence Society,
0/2 C16 / CIS11
 - No Report
- C. Electron Devices, Circuits and Systems,
0/2 ED15
 - No Report
- D. Engineering in Medicine and Biology Society,
0/2 EMB18 - Christian Linte
 - No Report
- E. Geoscience and Remote Sensing Society,
0/2 GRS29 - Emmett Ientlucci
 - No Report
- F. Life Members,
0/2 Mark Schrader
 - Mark Schrader has stepped down as LM chair
A new volunteer is needed
- G. Microwave Theory & Techniques Society and Antennas & Propagation Society,
0/2 MTT17 / AP03
 - No Report

- H. Photonics Society,
0/2 PHO36
 - No Report
- I. Power and Energy Society and Industry Applications Society,
0/2 PE31 / IA34 - Kelly Robinson
 - Upcoming events:
 - Mr. J.T. Mills interested in presenting “RF Spectrum uses to improve reliability of the Smart Grid” (for JCM or for “stand-alone” virtual event
 - Met with Madison Quinn, County Sustainability Coordinator, Monroe County Committee member, interested in working with the IEEE
 - County needs technical feedback from power professionals for going Green
 - Another interesting potential topic: RG&E presentation about Smart Meters
- J. Signal Processing Society,
0/2 SP01 - Eric Zeise
 - No Report
- K. Technology and Engineering Management Society,
0/2 TEM14 - Paul Lee
 - No Report
- L. Women in Engineering
0/2 - Deyasini Majumdar
 - No Report
- M. Young Professionals,
0/2 Eric Brown
 - No Report

V. Student Chapter Reports.

- A. Rochester Institute of Technology
0/4 Blake Donley (RIT)
 - No Report
- B. 0/4 University of Rochester (Ming-Lun Lee)
 - No Report

VI. Committee Reports.

- A. Membership Development Report - Bill Fowlkes
 - No Report
- B. Awards Report - Jean Kendrick
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- C. Electronic Communications Report - Chris Freyda & Howard Bussey
 - No Report
- D. Newsletter Report - Mark Schrader
 - RES Magazine - Articles due by the 9th for next month's edition
 - Awards dinner pictures & description forwarded to Mark
- E. PACE Report - Bruce Rubin
 - No Report
- F. Region 1 Report - Greg Gdowski
 - R1 Board of Directors meeting on 24-January via WebEx
 - Aim to clarify Goals and Leadership roles (Emmett is new Western Region Chair) (Develop relationships with other Sections and act as liaison, work w. R1 Chair, Joe Ott is outgoing Western Region Chair - now assuming R1 Secretary role)
 - Sections should coordinate, summarize and publicize events in nearby Sections
- G. Rochester Engineering Society Report (RES) - Greg Gdowski

- No Report
- H. Rochester Council of Scientific Societies (RCSS) Report
 - No Report

VII. Open Discussion.
(None)

VIII. Adjournment.

- Next ExCom meeting: Tuesday, February 6th, Noon, at Tandoor of India