Minutes – Teleconference – July 6, 2004

Participants: Dan Arnold, Henry Benitez, Daniece Carpenter, Jack Burns, Richard Georgerian, Murlin Marks, Mark Montrose, KRS Murthy, and Rich Pescatore

Item   Description

Call to Order – Mark called the meeting to order at 4:05 pm CDT. He said he had attended the TAB meeting in Kansas City. He discussed the long and sometimes convoluted process of the large meeting. IEEE has and is taking various steps to improve its financial health.

KRS Murthy introduced himself. He has run various Silicon Valley high-tech companies, and served in many IEEE capacities. Mark said Murthy is a director nominee for duty starting in January to replace Gregg Kervill until 12/31/2005. He will be a non-voting participant of BOD meetings until his term begins. Ted Freeman has been nominated to similarly replace Bruce McClung until 12/31/2006.

1.   **Officer Reports**
Secretary's Report (Murlin) **–** The May 4 minutes were reviewed and approved without change.

Treasurer Report (Dan Arnold)
- YTD Income (through May) = $10.8K against $41.1K budget.
  YTD Expense (through May) = $9.9K against $19.9K budget
  YTD Net Income (through May) = $0.9K
- $8.0K of YTD expense is the 'mandatory' TAB corporate recovery charge. We will incur $11.2K additional charge through FY 2004. Mark Montrose and I attempted to negotiate a reduction in this imposed fee, with no success.
- There is some risk of net operating loss in FY2004. To avoid this, I recommend:
  1.   The BOD, individually and as a group, keep expenses to a minimum
  2.   Increase membership as much as possible
  3.   Tighten PSES 2004 financials to incur net revenue or at least break even
  4.   Solicit new grants from large certification houses, etc.
- Our balance sheet for FY2004 should remain positive because of last year's $25K grant

The BOD discussed strategies for improving membership of engineers at large organizations, such as UL. UL and other agencies haven't supported large scale IEEE membership as of yet.

2.   **VP Member Services Report** (Daniece)
- Daniece continued the discussion of the concept of getting sponsors, and encouraging employees to join IEEE. Such sponsors could form an advisory board having a luncheon or dinner meeting at our annual conference. **Action Item: Put a sponsor package together for presentation at the August conference. Daniece will head up a team joined by Jack, Richard G., and Murthy.**
- We now have three chapters: Santa Clara, Central Texas, and Rochester.
- Daniece has a "package" for starting new chapters.
- Our Grid article is being translated into Chinese for distribution in the Far East. Hopefully, this will encourage interest in setting up chapters in the area.
- Daniece has a total of four nominees for the PSES. Although this is enough, we would like a few more.
- We need to create incentives to join IEEE and PSES.
- Names of any symposium participants interested in forming chapters should be forwarded to Daniece.

3.   **VP Communications Report** – (Jim) Since Jim wasn't on line, Mark made a brief report
- Mark discussed the challenging process for starting new journals.
- Mike Sherman will have an answer about taking on the editorship prior to our conference.

4.   **VP Technical Services Report** – (Rich Pescatore)

- Rich asked for goals for the technical committee. Mark suggested that Rich talk to Greg Kervill. The TC purpose is to build a technical focus, and provide support on various areas, such as paper review.
- What is the purpose of an education committee? Murlin, with support from Daniece, will put together a summary of ideas for presentation at the conference. (Action Item)

5. **VP Conferences Report** – (Elya/Henry)
   - Henry reported that the technical program is pretty well complete, and it looks "real good" thanks to the efforts of Rich Nute and Rich Pescatore. Rich P. said that we have standards' workshop presenters from a number of different countries.
   - We now have 110 registered so far. Two hundred will be a good goal, 250 a stretch goal. Over twenty exhibitors, so far; we expect around thirty.
   - Mark reported on plans for our 2005 conference. The EMC Symposium will be in Chicago, which won't work for us, for a variety of reasons. Austin looks possible, either in May or the September-October timeframe. Daniece will serve as interim chair. It was suggested that we work through the local PSES chapter to set up a committee. Mark will develop a consensus recommendation to present to the BOD, probably via email this month. It will be vital to have the rough conference firmed up to present at our August conference, so we can snag exhibitors from this year's event, and help next year's committee to get organized.

6. **Old Business** – No old business.

7. **New Business** – No new business.

Next meeting: Our next meeting will be at the August conference. We'll have a public meeting 6-10pm on Saturday (following a 5pm dinner – something on the order of pizza or Togo's), and wrap up on Sunday 1-5pm, with a hard end time, since some will have to catch evening flights out.

5:48 PM CDT, meeting adjourned.

Murlin Marks, Secretary

ACTION ITEMS

3. (1/6/2004) Daniece to talk to IEEE membership re working together to gain IEEE/PSES members – open
4. (1/6/2004) Daniece – Chapter Guidebook – open
6. (1/6/2004) Jim to start up a newsletter – open
9. (3/6/2004) Jim to contact Mike Sherman, re: Journal editor – open
10. (3/6/2004) Henry to develop teleconferencing/electronic-voting procedure – open
11. (3/6/2004) ADCOM to develop comprehensive calendar – open
12. (3/6/2004) Daniece to create a Chapter Development task force – open
13. (5/4/2004) Dan Roman to link IEEE benefits to our website – open
14. (5/4/2004) Daniece to come up with BoD election process – process underway
15. (7/6/2004) Daniece to put a sponsor package together for presentation at the August conference – open
16. (7/6/2004) Murlin to put together ideas for Education Committee to present at August conference – open