Denver Section Executive Committee Meeting

Date:    Oct 8th, 2013
Location: DeVry University, Room 212, 1870 West 122nd Ave., Westminster, CO 80234
Time:    6:00-6:30 pm Dinner
         6:30 - 8:00 pm ExCom Business

A. CALL TO ORDER AND INTRODUCTION OF ATTENDEES

<table>
<thead>
<tr>
<th>Tim Weil</th>
<th>Jim Look</th>
<th>Kartheek Chandu</th>
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<tr>
<td>Jennifer Kramer</td>
<td>Jim Harrer</td>
<td>Bill Emery</td>
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<td>Daniel Kuntz</td>
<td>Randy J Jost</td>
<td>Katie Bair</td>
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<td>Murali Baggu</td>
<td>Patrick Kendrick</td>
<td>Jason Rupe</td>
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<td>Pankaj Goyal</td>
<td>Richard Rew</td>
<td>Bruce Crain</td>
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<td>Yimin Pang</td>
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B. Chair’s Report - Tim Weil

- September Minutes approved
- National IEEE Activity (Elections, IEEE Day Photo Contest) - see appendix
- Change in ExCom (Patrick Kendall – Govt Relations, Murali Baggu – Co-Treasurer in Training)
- Greentech Revenue disbursement (see Treasurer’s Report)
- Section Reimbursements (completed)
- Budget Action – EMC Chapter Meeting ($150) - approved
- PACE Requests for November Member Event (Wings Over Rockies)
- New Members in September - +39
- Senior Member Nomination (Murali Baggu)
- Website Migration (done)
- Constant Contact for Section Meetings (EMC, Computer Society, GRSS?)
- Mile High Spark – Call for articles
- IEEE Elections (IEEE-USA, national and regional and society officers) - Results
- Jim Jefferies is elected as IEEE USA President – Congrats!!!
- Open Officer Positions for Denver ExCom: Student Activities, Conference activities, WebMaster (see Marc/Richard), Membership Development (see Dan), Women in Engineering.

C. Vice Chair – Jennifer Kramer
- Fall event plan discussed –see appendix
- Volunteers required organizing this event.

D. Secretary Report- Kartheek Chandu & Tim Weil
- L-31 reporting tool importance discussed.
- Reminder will go to all Chapter secretaries to submit their L31 reports.

E. Treasurer’s Report - Jim Look
- IEEE Denver account name: CBRS – checking account; concentration banking account run by IEEE.
- NetSuite – accounting program; cloud based; chapters should also report here.
- Paid $550 to EMVC, SPS, PESICS, Reliability, Communication Society
- Received $195, $500 and $700 compensation for various PACE activities.
- $450 – compensation in participation in congressional visit.
- $10,723 is the Closeout from greentech conference
- $95– constant contact fee monthly.
- Every chapter and affiliation has own CBRS number and money has been inter transferred.
- Various officer training classes can be found at: http://ieee-elearning.org/CLE/course/category.php?id=11
- Leadership training classes for professional and personal skills can be found at: http://ieee-elearning.org/CLE/course/index.php

F. GOLD & University & Student Branch Activities – Erik Johnson
- New Chair – Erik Johnson
- GOLD is now called Young Professionals
- Plans to create a strong Young Professionals network
- Potentially host quarterly events for Young Professionals
- Suggestions? erik.johnson@ieee.org

G. Government Relations – Pat Kendall
- Discussed various upcoming events listed in The State of Chamber of Commerce website.
- Requested for approval to attend 2013 Annual Meeting Luncheon in October.

H. Mile High Spark Newsletter – Krista Hasling
- Items planned:
  - IEEE Election Results (Tim)
  - Fall Event (Wings Over the Rockies) - Jennifer
  - New Section Website (Tim Weil / Pankaj)
  - IEEE-USA Conference (Erik Johnson)
  - EMBS Updates (Jim Harrer)
  - Science Article (Richard Rew)
  - EMC Chapter Revitalization (Bruce Crain)
  - 2014 Officer Nominations (Louis Tsai)

I. Awards and Recognition – Katie Bair
- Call for Nominations: IEEE MGA Awards, Recognizing Outstanding IEEE Volunteers
- See appendix for the list of awards and deadline information

J. Chapter and Affiliate reports
- Computer Society: Pankaj Goyal-Monthly meeting held (6 ppl attended; 3ieee 3 non-ieee)
- Communication Society: Tim Weil– combined Communication society with Computer society; held 7 meetings so far.
- Reliability Society: Jason Rupe – End of month planning.
- GRSS: Bill Emery – Meeting next week. There will be a talk about NASA modis station. 2nd meeting next month about leadership rejuvenate GRSS (Constant contact)
- Bruce Crain– 25 people attend last meeting; we had elections to nominate leaders; 2nd meeting next month planned

K. New Business: Action Items October

- Annual meeting Luncheon –Approved
- Fall Member Event - (Russ Harrison, What, Wings Over the Rockies, November 6th) – prices are approved. Pankaj suggested to include Senior Member upgrade event
- Region 5; Tim is not going to be. Jim Look will be representing
- Formal vote for EMC 150$ to fund last month meeting - Approved
- Region 5 October ExCom Meeting (Houston)
- Denver Section Officers Nomination Committee (Louis T.)
- MH Spark Articles – October Issue Deadline (need coordinator to work with Krista)
- Netsuite Training (Oct 17th) – see Jim Look
- L31 Reporting (Karthikey) – Reminder updates to Chapter Chairs

L. NEXT EXCOM MEETING

November 12th 2013, Tuesday, 6:00 p.m.
DeVry University, 1870 West 122nd Ave., Westminster, CO 80234
IEEE Day Photo Contest

[Images of people at a booth and a presentation board]
Denver Section
2013 Executive Committee

Chair
(Chair Elect)
Secretary
Treasurer

Past-Chair
Vice Chair, Professional Activities
Student Activities
Vice Chair, Membership Development
Vice Chair, Conference
Vice Chair, Electronic Communication
Webmaster
IEEE Newsletter
Awards and Recognition
Public Relations
Women in Engineering
Government Liaison
University Student Chapter Liaison
GOLD / Young Professionals

Tim Weil  Vice-Chair
Jennifer Kramer
Kartheek Chandu
Jim Look
Murali Baggu
Louis Tsai
Jason Rupe  Vice Chair,
OPEN
OPEN
OPEN
Valerie Schlecht
OPEN
Krista Hasling
Katie Baird
Richard Rew
OPEN
Pat Kendall
Jennifer Kramer
Erik Johnson
CBRS REPORT FOR IEEE DENVER SECTION
For September 2013
Account: 501100
IEEE DENVER SECTION Project Code: R5008 Currency: USD

ACCOUNT SUMMARY
Opening Balance: 25,297.78
Interest Paid 5.88
IEEE CB Card (95.00)
IEEE Transfers 9,968.17
Closing Balance: 35,176.83

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Conferences Revenue Sharing (GREENTECH and Region 5)

GREENTECH - 27% Surplus ($21,439 / $76,251)
- Denver Section (50%) - $10,727
- Region 5 (40%) - $7,714
- IEEE-USA (10%) - $2,048

Region 5 - 15% Surplus ($11,253 / $76,408))
Region 5 - $14,200 (Revenue + Loan Repayment
Denver Section - $5,000 (Audit Fees)

Patron / Exhibitor Revenue
Greentech - $12/Patrons + $2k Exhibitor
R5 Events - $1500 (National Instruments)
Fall Member Event – Nov 9th

- Join the IEEE Denver Section on November 9th for a discussion on IEEE and public policy with one of IEEE-USA’s top Washington Representatives, Russ Harrison. Russ is one of IEEE’s most popular speakers, having addressed at over 180 local section meetings across the United States. We will talk about all the top issues of the day that affect you and your career.

- IEEE members have a unique and important role to play in setting public policy. Come join The IEEE Denver Section on November 9th to learn how we, as a profession, can influence our elected leaders.

- (Lunch will be provided at the start of the event, followed by Russ' talk, Q&A, then free-time to explore the Wings Over the Rockies Museum)

Coordinators
Finance
Awards

vTools
Meals
Paypal
Fall Event: Nov. 9th @ Wings Over the Rockies

- Saturday, November 9th
  - Time 12-2:30pm
    - 12 – 12:30 lunch & networking
    - 12:30 – 12:45 welcome & awards
    - 12:45 – 2pm talk by Russ Harrison
    - 2pm – 2:30 Q&A and Wrap-up
  - 2:30 + free to explore museum

- Event will include:
  - Lunch (small buffet – hot or cold?)
  - Talk from Russ Harrison on IEEE and Public Policy including a discussion of elections that week and their impact
  - Entrance fee into Wings Over the Rockies Museum w/ private tours of two cockpits

- Frontier room
  - Capacity: 60 seated or 100 standing

- Jennifer will work with Valerie and get out meeting notice this week.

- TBD: Price to Charge
  - Recommended:
    - Member $35, guest $15
    - Student members $5
    - Life members or un-employed $30

- Rental Costs
  - $1000 for rental space and entrance fees
  - AV fees for projector & screen ~$150
  - Food (~$15 a person from their caterers)
Call for Nominations: IEEE MGA Awards, Recognizing Outstanding IEEE Volunteers

You can help recognize the efforts of outstanding volunteers by nominating individuals for one of the prestigious IEEE Member and Geographic Activities (MGA) Awards. Each award has a unique mission and criteria and offers the opportunity to honor distinguished colleagues, inspiring teachers, and corporate leaders.

If you know someone who has made substantial regional IEEE volunteer contributions through innovative projects, exemplary leadership, service, or by fulfilling the goals as related to transnational activities, consider nominating them for one of the following awards:

- MGA Larry K. Wilson Transnational Award
- MGA Innovation Award
- MGA Leadership Award
- MGA Achievement Award
- MGA GOLD (Graduates of the Last Decade) Achievement Award

Please visit the MGA Award Nomination web page to review the nominator guidelines and eligibility requirements, reference the step-by-step submittal instructions, and link to the portal for nominations.

The deadline for nominations is 15 October 2013 (for completed nomination form and two letters of endorsement).