

**IEEE Seattle Section
Executive Committee Meeting Minutes**

Date: Tuesday, Jan 8, 2008
Time: 6 - 8 p.m.
Place: Overlake Round Table Pizza, Redmond

Attendees: Aziel Epilepsia (UW), Bob Higgins (Computer Secy), Curtis Lu (membership & GOLD), Andrew Rees (Past Chair), Erik Godo (Vice Chair), Maury Miller (PACE), Dave Butcher (Treasurer), Andrew Liong (Computer), Mike Becker (Computer), Max Emrick (PES), Joe DeCuir (Chair), Derek Roberts (Seattle U), Tim Ogne (SPU), Michael Shi (SPU), Josh Kanehen (SPU)

Meeting Minutes Approval

- Minutes for the Dec meeting were not done so not approved, Erik will complete December and January at the same time

Chair's Report – Joe Decuir

- Meetings: I will need to move some meetings, starting with February (to the 19th)
- Standing committee chairs: we need to find (an/or thank) recruits for several positions.
- I will represent us at the R6 OpCom in Manhattan Beach CA 1-2 February. R6 Opcom – Joe will create draft and circulate. Andy said to talk about political activities – Maury meeting with federal representatives.
- I plan to represent us at the 2008 Sections Congress in Quebec City 19-22 September (unless someone else wants the job).
- L-50 and L-31 meeting reports. Somebody needs to wade through the datalinks and look for all the meetings, look for the ones that are missing. Erik to construct a composite datalink and check. (including ExCom)
- Chair blog: see other email/handout
- ICUWB 2009 in Vancouver: visiting UBC/Vancouver Section on January 23rd.6
- We host the NW Area meeting on 19 April. I forwarded 2nd choice venue contacts to Erik.
- We need to officially notify IEEE of the new officers – Erik still to do
- We need to pass ownership of the seattle-excom Listserv to the new secretary
- Joe needs to summarize award expenditures = Section polo shirts for volunteers
- 2007 L-31s need to be completed
- 2008 meeting plans need to go to the web site and to the Datalink
- Proposal for Study Groups
- New officer elections – Curtis is Gold and Membership still looking for awards.
- Section Congress – last one in 2005, region recommends two people – region pays for one, section pays for the other.
- Andy will complete bylaws revision – there is three version on the website – 1994 bylaws, 2005 amendments to the bylaws for officer terms, then 2006 proposal for the bylaws – then was asked to make them more in line with region 6 bylaws. Was a big rewrite to the bylaws but did not add value. Region 6 updated it pre-2005. Then there was a region 6 request to make ours an amendment to theirs. No other section did this. We need to get the officer terms in there, schedule for announcements – add graduate student member classification was added. Need to change RAB to MGAB. Some other minor issues. Andy will rollup these changes and Excom will review, then to region 6, then to membership for voting. Discussion about e-mail for voting – 1994 bylaws. Proposal is to post on the web and mail if required.
- Officer training – done it in February/March last time. Decision was February for officer training.
- Chair blog – talked about several people learning about a topic and then giving a talk. Members being able to generate content to other members. Book club idea of software folks. Talked about how this could be a great networking tool nationally.

- Decided to offer 25% stake to UWB conference in Vancouver last meeting. On 1/23 going to meet conference organizers. Don't have MOU yet.

Vice Chair's Report – Erik Godo

- Erik will work on the Spring Banquet meeting – April 19th.
- He may also do awards (Toby Nixon, Paul Kostek are ideas)

Treasurer's Report – Dave Butcher

- Got the 2006 budget
- Need to create the line item for 2nd person to Section Congress
- Need to include student paper contest amount
- Asked other student chapters what they would like to include in the budget
- Need to get a composite budget and then send it out to Excom for approval before next meeting
- The audit – need the books from Del
- L-50 due by early February Andy offered help in this – need stuff from Del to transfer the bank accounts

Secretary's Report – Erik Godo

- Did sign up Aziel Epilepsia for CAS chair

PACE Report – Maury Miller (by e-mail)

- Went to PSEC meeting: Palisades Restaurant for engineering awards in middle of February.
- Is IEEE going to nominate awards? Dave had Steve put a link on the website.
- Joe to nominate Toby Nixon from his past support.
- Engineers Fair on February 16th (10am-4:30pm) at the museum of flight – IEEE usually has a booth each year - \$200. No details yet. Maury to drive the exhibits we will have.
- PACE: plan to have a meeting to coordinate the federal officials with the IEEE members who have been doing this. Mentor night at UW – Paul Kostek will be there.
- Budget to send April 7-8 fly-in to Washington DC and April 26-27th is the annual meeting in Indianapolis (150 people come from all sections).

Membership - Curtis Lu

- Senior membership drive elevations were 50. some were submitted via e-mail. Been e-mail tagging with National. Next panel meeting in February.
- Still have to come up with ideas about general membership.

GOLD – Curtis Lu

- Brainstorming ideas – trying to cross-pollinate from SWE.
- Maybe meeting with other Sections.

Chapter Reports:

CAS/PEL – Aziel Epilepsia

- Paul Biehl talk of Henry Oman
- Working on February talk

Computer Society – Andrew Liong

- Submitted all L-31 meeting reports
- Working on presentations for first quarter
- Systems engineering meeting with Paul Kostek.

Power Engineering – Max Emrick

- PES General Education Meeting Information

- There are no general education meetings scheduled for January or February of 2008
- PES Northwest Energy System Symposium Update, NWESS
 - The local chapter of IEEE PES has opened registration on a training symposium scheduled for Feb. 21 and 22, 2008 to be held at the University of Washington. We need to get this up on the local IEEE website as an event. This is a completely 100% sponsored IEEE event using the IEEE concentrated banking accounting system. The registration is through a service provider called 123signup.com. Registration is \$175 for the 1.5 day seminar. The fee includes all presentation material in a 3 ring binder and lunches and coffee breaks for Thursday and Friday. There is a Thursday evening event for the students. The website for this conference is: NWESS.ORG, The format is that local energy companies, Tacoma Power, Seattle City Light, Snohomish County PUD, BPA, PSE, the University of Washington as well as private companies such as AREVA and RW Beck, help put on a 2 day low cost training seminar for engineers, consultants. Last years event raised revenue for the local chapter. This year's topics are:
 - Topic 1: Smart Grids
 - Topic 2: Wind Energy Compatibility, Installation and Operation
 - Topic 3: Distribution Automation
 - Topic 4: Washington State Initiative 937.
 - The next planning meeting is scheduled for Thursday, January 10th, 10am at the University of Washington.
 - Officers and Organization of NWESS 2008
 - Chair– Mohamed El Sharkawi, University of Washington
 - Vice Chair – Max Emrick, Tacoma Power
 - Secretary – Francis Tong, Tacoma Power
 - Advertising and Registration – Robert H. Fletcher, Snohomish County PUD
 - Treasurer(s) – Rich Christie, University of Washington and Robert H. Fletcher, Snohomish County PUD
 - Website – Mohamed El Sharkawi, University of Washington
 - Members at Large – BPA(George Reich, Hardev Juj), Seattle City Light(Franklin Lu), AREVA(Jay Giri), Snohomish County PUD(John Martinsen, Derek Backholm), University of Washington(Mark Damborg ,Alex Mamishev), Puget Sound Energy(Kebede Jimma, Ron Forster)
- PES Local Planning Committee for PSCE Meeting March 15-18th, 2009 in Seattle
- The local PSCE 2009 planning committee is going to monthly meetings in 2008. The local committee's goals for 2008 are to finalize key activities to support National such as: develop theme of the conference, provide local support and volunteers, finding a key note speaker(s), identify technical and companion tours, etc. The current theme for the conference is "Next Generation Grid: Operations, Planning, Policy, Markets, Analysis and Control". The next meeting is scheduled for Feb. 28th 10am to 12:00pm, noon, at Seattle City Light. The local PES will be soliciting contributions from local energy companies, consulting and engineering firms to help support this conference. It is expected that the conference will generate some revenues for the section.
 - The local IEEE PES officers for the PSCE 2009 event are:
 - Chair - Hardev Juj,
 - Vice Chair – Max Emrick,
 - Secretary – Forest Bigenho & Curtis Lu,
 - Treasurer – Forest Bigenho & Derek Backholm
 - Local Subcommittee and Subcommittee members
 - Plenary Session/Keynote Speaker Committee - John Martinson, Hardev Juj, Max Emrick, Jay Giri, Forest Bigenho, George Reich, Rich Christie
 - Technical Tours – Kevin O'Conner, no backup

- Companion Activities – Nate Gillen, Leann Kostek
- Technical Program Coordinator – Rich Christie
- Student Program Support - Mohammed El-Sharkawi, Alex Mamishev
- Technical local sponsor group – Max Emrick, Francis Tong, George Thomas
- Communications/Publicity Chair: Curtis Lu.
- Logistics Group: Isabel Rincon, Nate Gillen
- The Chair of each Subcommittee is listed first.
- Want to add what we did for PES with this NW power area meeting on the Region 6 meeting – all self supporting now
- Need to get L-50 data to Dave Butcher

Student Chapters:

Seattle Pacific U –

- Announcing student paper contests
- Would like to host some technical meetings ieee.spu@gmail.com – send to excom

Seattle U –

- No general meeting – in a week or two
- Student paper announcement
- Hosting Dan Harrison from EMBS – talking about aging population and engineering needs for the population and questions about documenting this
- Built some fundraising to do t-shirts talked about them
- Fun social event – did tubing last year
- Lab assistant brought up LabView seminars locally they are going to attend.

UW – Aziel Epilepsia

- Organizing weekly meeting
- Doing t-shirts and selling them.
- Selecting SPAC speakers, hoping to get out of state speaker
- Hoping to get some mock interviews/resume reviews

Student Paper – Joe Decuir

- Same rules as IEEE for North America (Regions 1-7), as previously agreed.
- Event: Saturday April 5, two weeks before the NW Area contest on April 19 (see below).
- Schedule:
 - 15 January: Announce (separate eNotice; directly contact Student Branches)
 - 15 February: Submit entry (abstract, or full submission?)
 - 8 March: Selection (allow time for judge review and plagiarism screen)
 - 29 March: Complete entry including presentation (allow them to get back from Spring Break)
 - 5 April: contest, judging, awards
- Accept up to 12 papers for presentation and judging. (We only had 3 the last NW Area contest.)
- Invite undergrad students from all 5 Seattle Section student chapters, plus candidate ITT Everett
- Consider graduate students for 2009
- Authors must be IEEE Student members.
- Topics open to anything within scope of any IEEE technical society
- We may suggest topics from other sources (e.g. Bangalore newsletter)
- Mithun suggests a poster session; I would like to postpone that until 2009.
- Publish all selected papers on a Symposium CD, and on our web site.
- Reimburse travel at standard IEEE mileage rates
- Option: keynote speaker on the value of these presentation skills

- Prizes: same as NW Area: \$800 1st, \$500 2nd, \$200 3rd.
- Logistics:
 - We need a venue large enough for at least 24-30 people: authors, judges and other participants (e.g. faculty advisors). Spectators would increase that.
 - A venue sponsor would be preferred: industrial or University
 - We should plan on feeding everyone lunch, plus morning and mid-pm refreshments.
 - We need to recruit at least 3 judges. 12 papers is a lot to evaluate.
 - We need to promote this via faculty at the schools.
- Budget: ~\$3000
 - The food will dominate the meeting budget: est tbd
 - The venue will be free (sponsored) or included in the room charge (est \$1000)
 - The prizes will be \$1500 if the above proposal is accepted.
 - We might buy IEEE Seattle polo shirts for the 12 accepted authors and the judges
- Schedule issues – Why April 5?
 - Schedule boundary conditions:
 - the students have to be available
 - the other resources need to be available
 - it is sufficiently before the April 19 NW Area contest
 - Note: Easter is 23 March.
 - Student schedules:
 - DeVry is on the semester system
 - SPU has spring break 15-23 March
 - SU has exams 15-20 March
 - UW and WWU have exams 17-21 March
 - I don't yet know the ITT Everett schedule
 - The original plan was March 15th or 22nd, approximately 4 weeks before the NW Area contest.
 - The problems:
 - The early dates are in or around finals or Spring break.
 - March 22 is the day before Easter.
 - March 29 was suggested; I can't make that date
 - Therefore, I propose April 5, two weeks after Easter, long before DeVry semester testing.
 - This is still 2 weeks before the NW Area contest.
- Since we are hosting, there are probably no additional logistical costs.
- I expect to get feedback from the Student Branches and their advisors.
- I regret that Mithun will be missing, but I greatly value his input so far, and hope he is in town to help run this. Mithun wants to do a Poster Session, if he can organize it that would be fine

Old Business: none

New Business: none

Meeting Adjourned

Submitted by Erik Godo