

THESE ARE PRELIMINARY MEETING MINUTES. PLEASE SUBMIT ANY COMMENTS TO DAVE VAGLIA BY END OF DAY APRIL 20<sup>TH</sup>.

IEEE Pittsburgh Section  
Executive Committee Meeting Minutes  
Monday, March 16, 2006  
5:30 pm  
University of Pittsburgh, Greensburg, PA

Members in attendance (X):

Cochrane, Jace	412-390-0718	jacejc@pghmail.com
X Cox, Phil		<u>p.e.cox@ieee.org</u>
Dionise, Tom	724-779-5864	thomasjdionise@eaton.com
X Hagerty, Harry	412-492-0943x226	hhagerty@ieee.org
X Kalasky, Joe	724-838-6492	j.a.kalasky@ieee.org
X Muller, Karl		karlmuller@compuserve.com
X Nicoletti, Guy		<u>Nicolett+@pitt.edu</u>
X Novotny, Andy	412-351-4954	andrewnovotny@ieee.org
X Oliver, Mike		sales@majr.com
X Raisanen, Wally		<u>wraisanen@reliableinstruments.com</u>
X Sen, Kal	724-696-1611	senkk@ieee.org
Sprang, Ralph	412-635-2663	rsprang@ieee.org
X Twigg, John	412-975-4444	jtwigg@ascent-systems.com
X Urso, Chuck	412-338-4871	cvurso@ieee.org
X Vaglia, Dave	412-374-6513	davevaglia@ieee.org

1. Dave Vaglia (DV) opens meeting, presents copies of proposed agenda. A motion passed to approve this meeting's agenda.
2. The minutes from the previous EXCOM meeting (held 2-16-06) were reviewed and approved. Chuck Urso (CU) is requested to keep a hard copy of all minutes for 2006. CU will attach a hard copy of the financial reports to the minutes he will maintain.
  1. Officer Reports:
    - a) Chair – Dave Vaglia
      1. DV said the L50 was confirmed to be received by IEEE offices in NJ. Pittsburgh is eligible for the 10% rebate for meeting the rebate deadline.
      2. The history dinner was discussed. DV provided the menu choices that Tom McDermott forwarded to DV. Several menu combinations are available. Tom has provided a suggested menu from the choices. A motion passed to accept Tom suggested menu. The dinners for major awardees will be paid by Pittsburgh section. The dinner cost is set at \$20.00 per single or \$35.00 per couple. The projected subsidy by the Pittsburgh section for the program will be \$500.00.
      3. Congressional visits – The visit was discussed. *As a footnote, after this meeting it is reported by DV that two members did attend the congressional visits.*

- b) Vice Chair - John Twigg (JT):
    - 1. JT provided a copy of the bylaws for the EXCOM to review (NOTE: See Tom Dionise's post meeting report below for additional information). JT is to forward a copy to CU. CU to distribute to EXCOM members for review/ comment.
  - c) Treasurer – Harry Hagerty (HH):
    - 1. HH provided the treasurers report for February. This report will be attached to the hard copy of the minutes.
  - d) Andy Novotny – Webmaster:
    - 1. Andy reported on the Pittsburgh sections website. He has been improving the website and adding pictures where appropriate. Andy asks for any web comments to be forwarded to him.
    - 2. Andy also reported on the leadership conference he attended in St. Louis. He indicated there was a great deal of activity and that he received training at the conference. The training is related to IEEE volunteer work and section activities.
  - e) Kal Sen - Past Chair:
    - 1. Kal reported that he continues to provide hard copies of the bulletin to members who have requested this method of receiving the bulletin. Kal sent 10 copies this past month and expects to do the same with upcoming bulletins.
    - 2. Kal provided the final draft of the “Outstanding Chapter Award” application for review and comment. Kal will submit this by March 31, 2006.
  - f) Secretary – Chuck Urso:
    - 1. CU reported on L31's that have not been filed. All groups who show a discrepancy have been contacted by CU and asked to report on their meetings. CU will contact Larry Hornek in WV for help in coordinating the upper Mon's L31's. Chapter, Group and Section Chairs and Leads – Please fill out the web based L31 forms throughout the year, so there is not a concern about timely submittal for our rebate. Also, please submit a short report on Chapter activities. This information should be completed and sent to the Section Secretary (Chuck Urso, [cursos@ieee.org](mailto:cursos@ieee.org) and [curso@llitechnologies.com](mailto:curso@llitechnologies.com)) shortly after your meeting.
    - 2. CU has confirmed that the officer confirmation report has been received by IEEE NJ.
    - 3. CU has been requested to purchase a recorder for use at the EXCOM meetings.
  - g) Upper-Mon Subsection – No report
2. Chapter Reports:
- a) Communications – Phil Cox -
    - 1. Phil reported the Feb 24 meeting was held and was considered a success. Phil has no meetings planed at this time, however he directs all members to the bulletin for announcements.

- b) Computer – John Twigg –
  - 1. The March 29 meeting (Application Modernization will be held at University of Pittsburgh. The April 19 meeting will be with Ron Hira, Outsourcing America will also be help at the University of Pittsburgh.
- c) Engineering in Medicine and Biology – Zhi-Hong Mao – no report
- d) Electromagnetic Compatibility – Mike Oliver –
- c) Industry Applications/Power – Charles Urso
  - 1. The grounding course will be on March 25 at WEC. (Note: this course was held and was successful. Profit is projected at \$350.00 on a \$2700.00 gross income). Two people inquired about joining the IEEE and several attendees provided input for future meetings. Thanks to Kal for helping out.
  - 2. CU is preparing the IAS outstanding chapter award application and will submit prior to 4-30-06.
  - 3. Please see the bulletin for upcoming meetings.
- d) Magnetics – Gamping Ju - no report at this time.
- e) Robotics – Guy Nicoletti :
  - 1. Guy is applying for an IEEE grant. Kal has agreed to assist with this.
- f) Signal Processing – Heung-No Lee - no report at this time.

3. Committee Reports:

- a) Bulletin – Jace Cochrane (the following post meeting report was provided by Jace):

1. Bulletin Report for March 16, 2006 ExCom Meeting  
Pittsburgh Section of IEEE

The March 2006 Bulletin was issued via email from IEEE HQ on March 1, 2006. Kal Sen mailed hard copies of the March bulletin to those requesting it. The email statistics from IEEE HQ showed a significant drop in membership for the Pittsburgh Section – about 500 fewer members. The explanation seems to be that the annual drop of members who haven't renewed their membership for the new year happens at HQ in late February.

MONTH YEAR	TOTAL MAILED	SOFT BOUNCES	HARD BOUNCES
July 2005	2293	1	22
August 2005	2304	1	25
September 2005	2329	3	57
October 2005	2406	2	84
November 2005	2348	0	0
December 2005	2418	0	0

January 2006	2458	2	25
February 2006	2488	2	23
March 2006	1980	2	9

One member reported to Jace that the email with the March bulletin attached had been blocked by his McAfee spam blocker. He suggested sending an email with just a link to the newsletter on the web site, instead of sending the email as an attachment. Since the responses to the questionnaire about the bulletin sent with the ballot in November did not ask for this, Jace is planning to ignore this suggestion unless she hears this problem reported by others or she receives other instructions from the Executive Committee.

Jace received suggestions on the bulletin from former Pittsburgh bulletin editor, Tony Fefari. She implemented one suggestion in the March issue (put "IEEE Pittsburgh Section" above "Bulletin" on top of page 1) and may implement others in the future. Tony likes the photographs and driving directions in the bulletin.

A reminder to submit items for the April bulletin by March 20 was emailed on March 16. Jace thanks everyone who has submitted items for the April bulletin already. The draft April bulletin will be issued for comments no later than March 25.

b) Consultant's Network – George, Peter, or Karl – no report

c) Membership Development – Karl Mueller :

1. Karl will follow up on the industry outreaches.

d) PACE – Joe Kalasky - Professional Activities Committee –

1. Joe states that the Upper Mon has requested \$1000.00 for an upcoming program. After the program is complete, the Upper Mon will "refund" \$700.00 to the section. DV stated that the Upper Mon has \$700.00 in their account. DV put out a motion to give the Upper Mon \$300.00 and have them use their \$700.00 for the program. This motion passed with 5 in favor and 0 opposed.
2. Joe is having a meeting on April 18 (Engineers as attorneys). He has 4 RSVP's at this time.

e) Publicity – Tom Dionise (the following post meeting report was provided by Tom):

1. Science Fair

Eight people volunteered to be judges: Sen, Fisher, Loughlin, Joyce, Raisanen, Driver, Cox and Dionise. We have two awards to present, so logistically this will work well. Four can judge the Junior Division and four can judge the Senior Division. Since the divisions are on opposite sides of Heinz field, this will eliminate walking back and forth, and maximize judges time with the students. I faxed forms for all of the above to the organizers. I will email details regarding parking, entry, lunch, etc. to the judges once the organizers supply it to me.

2. Bylaws

Latest draft of the Bylaws was emailed to John. The draft includes my suggestions of 1-19-06 and Jace's suggestions of 3-16-06. It

contains Ralph's suggestions made previously. I also added a description of "Director" as requested by IEEE HQ.

3. Section Operations Manual

Last month Harry gave me the Pgh. Section Operations Manual dated 7-90. I am scanning it and converting it to a Word document. Once in Word, I will email to the ExComm for review and discussion.

f) . Student Activities – Ralph Sprang – no report

4. Affinity Groups

a) Life Member – Bob Grimes/Wally Raisanen – no report at this time

b) GOLD – Andrew Rydholm – no report at this time

New Business:

History Dinner – Tom McDermott – (see PES/IAS notes above for details on this).

Next Mtg. – 6:00 PM, April 27, 2006 at Point Park University, Pittsburgh