

IEEE Pittsburgh Section
Executive Committee Meeting Minutes - **Final Version**
Thursday, June 15, 2006 at Panera Bread, 3401 Boulevard of the Allies
Pittsburgh PA

Members in attendance (X):

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1. Dave Vaglia (DV) opens meeting and presents agenda. A motion passed to approve this meeting's agenda
2. The minutes from the previous EXCOM meeting (held 5-18-06) were reviewed and approved.
3. DV asks Chuck Urso (CU) the status of making PDF's out of previous minutes.
4. Officer Reports:
 - a) Chair – Dave Vaglia
 1. DV reviewed a copy of the election process (instructions were attached to the meetings agenda). The nomination process will begin with the next bulletin (July). The slate of candidates is running behind and is incomplete for June. DV asks Kal Sen to provide more complete report (see below).
 - b) Vice Chair - John Twigg (JT): (combined Vice Chair and Computer Society report)

1. (Carried forward from previous minutes): JT is to provide a copy of the bylaws to CU. CU to distribute to EXCOM members for review/ comment
 2. (Carried forward from previous minutes): JT discussed the Vision 20/10 at length. JT to provide a copy for attachment to these minutes. EXCOM members are asked to comment. There is a need for staffing by JT to carry this program forward. JT asks all EXCOM members to consider helping. He is shooting for several committees with about 8 people each. They plan on meeting the third Wednesday of each month.
 3. JT introduced Joe Cioletti. Joe will be coordinating Vision 20/10 activities with JT. He computer society is expecting 100 to 200 attendees at the July meeting with the President of IEEE (Ralph Wydrum). DV tasks all EXCOM members to “get out the word” and bring people to the July 19, 2006 meeting with the President. JT is considering taking the president to dinner and suggests EXCOM members join him.
 4. Vision 20/10 issues: JT is pursuing a project with Highmark. Due to the size of the potential Highmark project a small percentage going towards Vision 20/10 initiatives would be a major boost. One key element of Vision 20/10 is single site vendor qualification. A more detailed description of the Vision 20/10 will be provided by JT.
 5. JT has]contacted the SEI computer group at CMU to discuss CMM qualifications for local companies.
 6. A suggestion was made to draft a letter to the University of Pittsburgh regarding the outsourcing center that U-Pitt has proposed. JT will draft a letter for review by July 7th.
- c) Secretary – Chuck Urso:
1. CU reports that he has reviewed the L31's. Most groups came through with the required L31's.
 2. CU is beginning to convert minutes to PDF's (see above).
 3. CU asks all societies to hold the minimum two annual meetings for IEEE reimbursement purposes.
- d) Treasurer – Harry Hagerty (HH):
1. HH provided the treasurers report for May. This report will be attached to the hard copy of the minutes. NOTE: a reconciliation was not provided at this time.
- e) Kal Sen - Past Chair:
1. KS sent bulletins out to 10 non-email members.
 2. KS is coordinating the Fundamentals of Engineering review course in partnership with PSU. Joe DeSalvo is teaching it. There are 35 paid students. The course is on class number 8 of 36.
 3. The Pittsburgh Section received a plaque from region 2 for being in the running for best section.
 4. KS stated that the nominations for 2007 were incomplete at this time. The partial slate is as follows: Chair – Joe Kalasky (Joe made it clear that he has other commitments that have not yet been resolved. This may affect Joe's availability for the position.); Vice Chair – John Twigg; Secretary – Harry Hagerty. KS will provide an update in July.
- f) Upper-Mon Subsection – No report
4. Chapter Reports:
- a) Communications – Phil Cox -

1. PC is reviewing/ planning upcoming courses. They are considering a 6 week tutorial, meeting one night a week. The topic may be network security.
 2. PC is planning a meeting on Fiber To The Premise (FTTP).
 3. Computer – John Twigg – (see combined report above)
- c) Industry Applications/Power – Charles Urso (CU)
1. Prior to the EXCOM meeting this evening CU, DV and other members present met with PES Vice President John Paserba. John informed all present that the PES general meeting will be held in Pittsburgh in 2008. Most of the arrangements will be made by a paid vendor. Some arrangements will need to be made by the section. A committee will be appointed by the Pittsburgh Section to make these arrangements.
 2. The June tutorial has been completed. This is the NEC changes course. It was held June 14 and 21. The pay arrangements with the speaker were: all fees up to \$1300.00 to the speaker, the remainder goes to the section. For this the speaker provides handouts; meeting room; CEU certificates and maintenance of the CEU database. The income was \$720.00 which went to the speaker. This was no cost to the section.
 3. CU will be attending the PES General meeting in Montreal. CU will attend the chapter chairs meeting on Saturday, June 17. Hotel and meals are paid by PES. Travel and transfer is by the member or section. CU stated that he intends to use section funds for this. The cost will be about \$650.00. CU will report section activities for the year to the staff and section chairs. NOTE: this meeting was attended by CU.
 4. PES/IAS has planned meetings for June, July and August.
- d) Magnetics – Gamping Ju – Absent, No report
- e) Robotics – Guy Nicoletti –
Guy Nicoletti, Robotics Chair has met with EMB to plan for a joint activity concerning Robotics in Medicine and Biology
- f) Signal Processing – Heung-No Lee – Absent, No report
- g) Engineering in Medicine and Biology – Bob Brooks/Zhi-Hong Mao
1. BB is working to get a local Distinguished Lecturer recognized. BB will research the requirements for his society.
 2. BB is talking with Guy Nicoletti, Robotics Chair and try for a joint meeting with EMB.
- h) Electromagnetic Compatibility – Mike Oliver
1. Mike as two meetings in the works.
5. Affinity Reports:
- i) GOLD – Andrew Rydholm – Absent, No Report.
- a) Consultant's Network – Peter Mantzouridis/ George Crawford –
1. June 27 meeting scheduled, but no subject in Bulletin, GC out on vacation.
George can help behind the scenes, but can not be present at the meetings.
Need new Chair/Co-Chair
 2. Official IEEE Recognition needs to be discussed.
- b) Life Member – Bob Grimes –

1. Bob has a September meeting scheduled.
6. Committee Reports:
 - a) PACE – Joe Kalasky - A meeting on Intellectual Property is scheduled for August 8th.
 - b) Bulletin – Jace Cochrane –
 1. Having the bulletin as a link was done in June. Only one member contacted Jace about this issue. It appears to be a success so far.
 2. Jace does not recommend any changes to the bulletin process at this time.
 3. DV requests a survey...how many people are actually reading the bulletin. Bob Grimes suggests a counter for the link. Andy Novotny to follow up.
 4. Westinghouse is having a career fair. DV suggests advertising this in the bulletin as a service to the members.
 5. The senior member application process will run one more month.
 - (c) Website – Andy Novotny - absent – no report.
 - d) Membership Development – Karl Muller
 1. KM received 5 (five) responses to upgrade to senior membership.
 2. Senior Membership upgrade process was discussed. KM has put an instruction set in the bulletin. This will run one more month.
 - e) Publicity – Tom Dionise – absent – no report
 - g) Student Activities – Ralph Sprang
 1. Ralph is planning student activities. RS looked for feedback on what might be provided (food, entertainment, etc). For example could the IEEE sponsor tickets for a show for students.
 2. DV suggests food (a cookout maybe) and further suggests GOLD participate in the program.
7. New Business: - A North Hills middle school student has requested tutoring in electrical engineering. Contact DV for more information.
8. Next Mtg. – 6:00 PM, July 20, 2006 at TBD

Attachments: None