

Minutes of IEEE Executive Meeting
Jan. 26th, 2004
At Midway Hotel, Hardwood III Room

Eight Members and two guests were present:

Section Officers: Jim Blaha, Bob Molthen, and Brian Cunningham

Directors: Bill Henning

Chapter Chairs: Hue Tran, Jim Blaha, Larry Hause, Howard Haugstad and Mark Juds

Guests: Jon Anderson and Joerg Mossbrecken

Jim Blaha, section chair for 2004, called the meeting to order at 6:05 pm.

Treasurer's Report:

Bob Molthen, Vice Chair and section treasurer for 2003, reported that he had submitted the L50 financial report for 2003 to IEEE-National. He was the first to complete this mandatory report among all sections in the nation! Jim Blaha presented an award to Bob for this noteworthy accomplishment.

Brian Cunningham, section treasurer for 2004, reported a balance of \$37,665 in the section's checkbook, a gain of \$6002 over last year. A balance of \$21,000 was reported for accounts in two CD's. It was moved by Brian Cunningham and seconded by Bob Molthen to consolidate these CD's after maturity to one CD at Lake Shore Bank (in August).

A distribution of \$200 was approved for use by each of the eight active chapters in the 2004 budget. After discussion, it was decided that chapters may carry-over unused funds from year-to-year. Consequently, the section treasurer will be required to maintain balance lines for each chapter. It was reported that EMC, EMBS and Control Systems have \$10,798, \$1,805 and \$400 carry-overs in their respective accounts.

Secretary's Report: was tabled in the absence of the secretary.

OLD BUSINESS:

Jim Blaha discussed the Christmas Party: The estimated attendance was 70 members, guests and children despite the last minute changes in scheduling. The bill for MSOE catering remains outstanding. Due to busy December scheduling, Jim Blaha recommended moving the Christmas Party of 2004 to Valentines Day of 2005. Larry Hause mentioned the need to elect officers at this "annual meeting". It was suggested that the officers for 2005 could be elected at the fall dinner meeting.

NEW BUSINESS

Jim Blaha presented a list of 5 issues and 3 goals for 2004.

The issues are:

1-cost of newsletter, 2- meeting attendance, 3- update the active member list, 4- update the list of responsibilities, 5- maintain two meeting per year per chapter.

The goals are:

1-add value to IEEE membership for students and members, 2- biannual newsletter in February and November, 3- increase the # of senior members by five per year.

The excessive cost of the newsletter was discussed at length. Publication of the last newsletter was \$5000. Howard Haugstad mentioned that in the early 90's he edited a then-monthly newsletter for the section that cost about \$1000 per issue to print and mail. At that time, IEEE had multiple advertisers that often covered the cost of the newsletter. Bill Henning offered to act as editor of the newsletter in 2004 but requested for the advertising chair (i.e., Brian Cunningham) to manage the ads. It was pointed out that the need for four newsletters was approved by vote of the committee in 2003. Jim Blaha moved to publish the newsletter on the web and to mail post cards members summarizing topics and giving a pointer to the website for further details. This motion was seconded by Bob Mothen and unanimously approved by the committee.

Jim Blaha recommended the advertising rate schedule as:

\$400 full-page ad

\$200 half page ad

\$100 ¼ page ad

\$50 business card

Each ad will: 1) be published for one full year in the newsletter (four issues on the IEEE website), 2) will contain a link to the company website and 3) will be retained for 5 year in the web archives

All advertisers will be mailed a printed copy of their ad as a receipt.

ACTION ITEMS:

- 1) Bill Henning offered do the mailing and requested the addresses of advertisers.
- 2) Howard Haugstad offered to contact previous advertisers.
- 3) Newsletter Deadlines for submission of materials of section/chapter activities to the editor are: 2-20-04/ 4-16-04/ 9-17-04. These are "drop-dead" deadlines so that no submittals will be accepted after the dates. Respective emailing & post card mailings will occur five days after each submission date.

Timeline:

The timeline for 2004 activates was drafted as:

Date	Activity
1-31	Region 4 meetings in Chicago
2-16	Executive meeting
2-20	Newsletter submittal deadline

3-8	EMC seminar
4-6/7	Joint section/chapter dinner meeting @ MSOE
4-16	Newsletter submittal deadline
5-4	Awards Banquet/student night @ UWM
6-2,4,5	EIT regional conference @ MSOE
6-4	EMBS conference
9-8	Board meeting
9-17	Newsletter submittal deadline
10-27/28	Joint section/chapter dinner meeting
12-16/17	budget & agenda planning for 2005
12	drop Christmas party

First Robotics group:

The First Robotic project was discussed by MSOE mentors, Jon Anderson, student, and Joerg Mossbrecken, faculty advisor. Jon Anders distributed information and described the First Robotics program as a high school competition with MSOE acting the engineering mentor to South Milwaukee High School in 2004. After a request for funds, *Jim Blaha* made a motion to give \$1,000 to the First Robotics Group with the chance of additional funding at the next meeting with more of the board present. *Howard Haugstad* seconded the motion and the board passed the measure.

CAR-Robotics group:

Hue Tran passed out an information packet about the CAR-Robotics seminar and asked the Milwaukee Section to support the meeting in the amount of \$500. He noted that he will be using Control System Chapter funds and asking the regional office for funding and they are more likely to contribute if they see commitment on part of the Section. *Jim Blaha* made a motion to commit \$500 to the CAR-Robotics seminar with a final vote at the next Section meeting on Feb. 16th. *Howard Haugstad* seconded the motion and the board voted to pass the measure.

Due to the length of the meeting *Jim Blaha* made a motion to table the budget discussion until the Feb. 16th Section meeting. The board agreed to leave the budget discussion until the next meeting.

Jim Blaha made a motion to adjourn the meeting and the board agreed to adjourn. The meeting adjourned at 8:30 PM.

Respectfully submitted by Larry Hause and Bob Mothen, Co-Scribes