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**IEEE Boston Reliability AdCom Meeting Minutes, Tue 2024-06-05 18:00 EDT**

1 message

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**Don** <spare04lt@gmail.com>

Wed, Jun 26, 2024 at 4:37 PM

Reply-To: d.markuson@ieee.org

To: James Yakura <james.yakura@ieee.org>, brittanyjustus@comcast.net, Charles Recchia <charles.recchia@ieee.org>, Daniel Weidman <DanWeidman@ieee.org>, "d.markuson@IEEE.ORG" <d.markuson@ieee.org>, Gene AdCom <gbridgers@resultsma.com>, jchung19@bu.edu, "Jones, Mary" <majones@analogic.com>, Giora Kuller <g.k.kuller@ieee.org>, "James A. Yakura" <james.a.yakura@ieee.org>, Mohammad Pourgol <mpourgol@umd.edu>, Mohammad Pourgol <mohammad.pourgol@teradyne.com>, "LaRese, Ellery - 0010 - MITLL" <Ellery@ll.mit.edu>, Mary Jones <maryajones-04040@msn.com>

AdCom Meeting Minutes, Tue 2024-06-05 18:00 EDT, via Zoom

## 1. Called to order at 18:03 EDT, in attendance were:

- Jay (James P.) Yakura (Chair)
- Don Markuson (Secretary & Treasurer)
- Justin Chung
- Mary Jones
- Brittany Justus
- Visionary Lu? seen on call
- Charlie Recchia

## 2. Opening Remarks

(none; see Upcoming Technical Meeting Schedule for helping Charlie)

## 3. Officer and AdCom Member Reports

Secretary (Don)

- Minutes from 2024-05-01 (taken by Dan) not distributed to review.

Treasurer (Don)

- Awards: we got \$700 award from Society and they have still not clawed back the doubled award from 2022's award in 2023.
- Treasury:
  - \* Just interest income and Society award.
  - \* Life Members hasn't reimbursed the chapter yet; not sure this is worth pursuing further? Maybe Dan did?
  - \* Don recalled he had forgotten to switch bank account signatures from Mike to Jay.

AI#1&gt; Don to make Jay a signer on the chapter account

Vice Chair (Dan - absent)

- Past Technical Meeting Schedule
  - \* Tue Apr 23 - SMTA joint iMaps meeting in Salem NH
- Upcoming Technical Meeting Schedule
  - \* Wed Jun 12 - Adam Bahret "Perfect Accelerated Life Testing!" Hosted by Charlie at ASMPT NEXX. Currently 12 virtual, 9 in-person signed up so far. Charlie hasn't hosted a virtual meeting before so this will be a new experience. Dan and Jay have some boilerplate for introducing speakers. Would like to use official IEEE zoom link not personal one. (Tonight's AdCom meeting is an official IEEE zoom link so should be able to use that -- it has increased max attendance from 100 to 300.) Charlie created a LinkedIn ad for this event, waiting for Jay to approve it (which he did within the meeting). Will need to know pizza count and such and get attendance list

print out beforehand.

Would like a camera person to take a few pictures.

It looked like Mike Bannan and Brittany will be attending in-person; Justin was instructed how to sign up.

Charlie has laser pointer gift for the speaker.

AI#2> Don to send Charlie Ken R's contact info for chapter banners

\* Wed Jun 26 - At MIT-LL, Ethan Cascio

\* Wed Sep 18 (tbd)

\* Wed Oct 09 (tbd)

\* Wed Nov 13 (tbd)

\* Wed Dec 11 (tbd)

- Future Meetings Topics

\* Charlie reached out to Boston Inform chapter (Katarina Gredencko) -- mentioned a meeting in Apr 2016 at Northeastern Univ on Fukushima reactor nuclear plant reliability.

Will try setting up something in the fall of 2024.

There's a forum in Russia called the Gredencko forum.

Chair - Jay

(no news)

AdCom Roles

- Newsletter (Mary)

Starting to work on it now for end June.

Ricky Gao is still the society editor -- he's local, too.

- Website (James A. [absent]) - <https://r1.ieee.org/boston-ri>

James A. is moving to Colorado, we seek a new volunteer, and Justin appreciatively stepped up.

AI#3> James A. to contact Justin, arrange handoff of website duties

#### 4. Old Business

- Motion passed unanimously to remove action item about chapter brochure.

- Targeting Younger Demographic:

Justin is working on a social media plan and hopes to present it at the next AdCom.

- Jay heard from the Section about using Constant Contact email which might simplify things as we currently have to break up our mailing list into 3 groups plus a 4th. Is waiting to hear more.

- We have laser pointers for presenters -- two currently for Jun 12 and 26 meetings.

- Action Items from 2024-05-01

(unknown - presumed done?)

- Action Items from 2024-04-05

AI#1 DONE - Jay to send Life Members mail thread to Dan & Don

AI#2 DONE - Jay to contact Ethan Cascio

AI#3 DONE - Don to resend expense-sharing policy to Jay

AI#4 OPEN - Charlie to put a local open-jobs slide together

- Action Items from 2024-02-26

AI#2 DONE - Charlie to try posting meeting notice on RelSoc's LinkedIn

AI#3 OPEN - Dan to try posting meeting notice on Facebook.

- Action Items from 2024-01-30

AI#6 DONE - Mohammad to check contacts at FM-GLOBAL for talks

AI#7 DONE - James to sort presentations newest-first on website

AI#8 DONE - Jay to ask Mike's help to update Agenda & calendar

- Action Items from 2024-01-09

AI#2 DONE - Don to contact Ken Rispoli re chapter banners

AI#3 DONE - Dan to invite Ellery to observe chapter meetings

- Action Items from 2023-11-30

AI#1 DONE - James to put prominent link on old website on new one

AI#2 DONE - Mike/Jay to add Meeting Sponsor Guidance to agenda

#### 5. New Business

- Succession:

- \* Don attended an IEEE MGA meeting on new "simplified" officer election procedures and requirements being imposed on all IEEE operating units (OUs) including Chapters.
- \* Notes taken during this meeting are appended below.
- \* Based on term limits and personal life events Don notified the AdCom he will not seek another term as Treasurer/ Secretary or any officer position in 2025.
- \* Jay and Mary both noted they plan to retire from the AdCom after this year.
- \* We need to spin up to find members willing to become active in the Chapter AdCom.
- \* We might need to turn our treasury over to the Section if the chapter suspends.

#### 6. Upcoming AdCom Meetings

Tue 2024-07-09 at 18:00 EDT, via Zoom (details to be sent in invite) with the 16th as possible backup if others are unavailable.

#### 7. Closing Remarks

Enjoy springtime!

Please "Like" Charlie's meeting link on LinkedIn:

[https://www.linkedin.com/feed/update/urn:li:activity:7204245363514376193?utm\\_source=share&utm\\_medium=member\\_android](https://www.linkedin.com/feed/update/urn:li:activity:7204245363514376193?utm_source=share&utm_medium=member_android)

Charlie would like to replace its 'gray' picture with one of Adam and make his name a hyperlink to his website.

Justin knows how this can be accomplished.

Jay allowed Justin into the group and made him an Admin (Manager) on the account.

Al#4> Justin to help with Adam Bahret picture and hyperlink on LinkedIn

#### 8. Meeting Adjourned at 19:08 EDT

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IEEE Webinar on MGA Geographic Unit Election Process Training  
2024-06-03 12:00-13:00 Christie Giambalvo hosting

#### - Updated process

- . [https://mga.ieee.org/images/files/Current\\_MGA\\_Operations\\_Manual\\_2024.pdf](https://mga.ieee.org/images/files/Current_MGA_Operations_Manual_2024.pdf)
- . Effective 17 Feb 2024 all sections, chapters, must hold their elections in compliance with this updated simplified process.
- . Eliminates voting from in-person or via mail/email ballots.
- . Process exception for locations that cannot vote electronically.
- . One Election committee -- no more than 1 member being a current officer, and one member shall be appointed chair of this committee.
- . Call for nominations must run for minimum of 30 days.
- . Petitions and endorsements must run minimum 30 days.
- . Voting must remain open at least two weeks.
- . Process:
  - . determine election timeline, appoint committee, review communications
  - . follow process: call for nominations, ...
- . Section 9.13 in MGA Operations Manual  
Region Bylaws and Local Operating Procedures and Section Bylaws must be in compliance with MGA's requirements.
- . Example Timeline:
  - 01 Aug - appoint committee
  - 05 Aug - call for nominations
  - 05 Sep - nominations call closed
  - 06-12 Sep - candidates reviewed
  - 13-19 Sep - slate approved by ExCom
  - 20-26 Sep - Region director approval
- . Election committee: Chair, Teller or vTools lead, Member.  
Teller will be the member to receive ballot results following the close of the ballot in vTools; an officer cannot serve as chair of

election committee.

- . Officers: Chair, Vice, Secretary, Treasurer (or latter 2 combined) and such other members elected at large.
- . Members of the election committee who do not resign from the committee prior to nominations being open are not eligible to be nominated for any office on the current slate.
- . Candidates must be active as of 30 Jun and remain active thru election closing.
- . Call for nominations open for at least 30 days.
- . Prepare first slate of candidates.
- . Some slates may need region director approval.
- . Petition process, candidates shall submit bio, position statement, photo, and attest willingness to serve if selected.
- . Final slate of candidates must go to region director for approval.
- . Running election: voting in vTools, open minimum of 2 weeks.

Q&A

? What if org can't have 3 members / 1 officer?

(Some are lucky to get one candidate for one office, let alone one person on an election committee.)

A: Recommend reach out to section chair / region director for exception or apply support/resource to accomplish the election.

? This procedure seems massive overkill for our section -- fewer members and even fewer volunteers!

A: MGA feels this new process is more simplified than before.

[Didn't really answer the question.]

? Does each unit needs its own unique committee and election?

A: Yes.

? Do Chapter Election Committee members need to be chapter members?

A: Chapters can have election committee members within the section, not necessarily only in the chapter.

? What if can only identify one candidate for a position?

A: Single-candidate slate(s) go automatically to region director for approval.

- Nominations automated tool in VTools

- . <https://nominations.vtools.ieee.org/home>
- . Help select volunteers.
- . Currently supports Sections, but will be adding Chapters and other OUs later this year [unspecified when].
- . Tool Stages: Appoint Election Committee, Call for Nominations, Nominations, Petitions.
- . Moving past each step, status will move to completed.

Q&A

? Voting being open only two weeks spanning Veteran's Day, Thanksgiving holidays, etc. seems rather tight.

A: The dates and period are up to each OU.

. Further questions email [geounitelection@ieee.org](mailto:geounitelection@ieee.org)

- Resources - Darnell Regland

- . Dedicated election page on MGA website with links to all resources.
- . [mga.ieee.org/volunteer-hub/geographic-unit-operations/geographic-unit-elections](http://mga.ieee.org/volunteer-hub/geographic-unit-operations/geographic-unit-elections)
- . vTools knowledge base:  
<https://kb.ieee.org/vtools/blog/kbtopic/nominations/>

Q&A

? Seems must be a current officer to mess about in vTools.

A: One can make Past Chair or Past Treasurer an official ExCom position.

? What are the consequences of not following the process? Appeal?

A: Someone could make a complaint which will be reviewed and by MGA compliance in which the OU might need to redo the election.

- FAQ & Q&A - Nichole Fields

- . It's a work in progress.
- . The Nominating Committee is now named the Election Committee.
- . "An election can occur in as little as four months"

- . Each position on a slate should have at least two candidates but not more than three.
- . Petition process recommends 30 days but not mandatory.
- . "It looks like Region Directors outside the US [and inside!] will be busy with approving A LOT OF exceptions"
- ? Are there term limits for particular offices?
  - A: Yes, officer term limits cannot exceed 4 years in one position in the same OU, otherwise need approval. After 6 years cannot serve any longer, period. In general 1 or 2 years.
- ? What if OU fails to begin the election process?
  - A: The upward parent unit (Section, Region) can run election on their behalf. Without officers, the OU disbands.
- ? Does Vtools automatically assign an end date for officers?
  - A: no.
- ? Our PES chapter has 1 volunteer, myself, for past 10 years. What to do? Rotate chair and vice-chair?
  - [not answered; time ran out]

- "We support you, good volunteers..."
- Next training in July.

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..Don Markuson, Treasurer & Secretary  
IEEE Boston/New Hampshire/Providence Reliability Chapter