

Minutes of Meeting#1 of Executive Committee

Date: February 17, 2024 2 PM

Venue: Online (<https://meet.google.com/kim-gdex-wqg>)

Online participants:

- MM – Mahmadasraf Mulla, Chair
- AV – Amit Ved, Vice Chair
- PC – Priyesh Chauhan, Secretary-cum-Treasurer
- PB – Pallavi Bharadwaj, Education Activity Chair
- MS – Manisha Shukla, Industry Relations Chair
- AR – Anil Kumar Roy, Immediate Past Chair

Following items were discussed and resolved:

1. Welcoming the new members and thanking the past committee members.
 - a. MAM welcomed PB to the team. Others also joined in welcoming PB.
 - b. MAM thanked the past team. The efforts of the past team, including AR, MM, AV, PC, MS and Priyanka Sharma, were appreciated and placed on record. Action @PC, MAM: Appreciation Letter to the past team.
2. Planning annual activities
 - a. ExCom meetings: All agreed to organize five meetings, out of which, at least one meeting to be held in-person that can be clubbed with an event of the chapter. MM proposed to organize meeting in the beginning of each quarter so that quarterly progress can be reviewed and further execution can be planned/ revised - all agreed.
 - b. MS proposed to host in-person meeting at Hitachi Energy, Vadodara in the month of April or May. All agreed. Action @MS: To identify the date and communicate. @PC, MS: To plan the event.
 - c. Flagship event – AR recommended to start some event – repeat annually – then declare as a flagship event.
 - d. PB informed about initial communications with PELS President Brad Lehman, and IAS President Andy Knight for a one-day event, e.g. workshop, during their visit in ~Aug'24. Action: @PB to further explore the opportunity and communicate.
 - e. PB informed about initial communications with IES AdCom member Akshay Kumar Rathore for organizing IEEE International Conference in association with one or more of the parent societies. All discussed on the IAS sponsored conferences, some of which allow selected 20% papers to be submitted to IAS journal/magazine, and some of which allow 100% papers for such submission, e.g., PEDES and SAFET. PB informed about the scale of SAFET, which is ~350 papers. Action: @PB to identify the conference and discuss in the next meeting.
 - f. DL Talks: Action: @All to explore funding opportunities for DL speakers and report by 24-Feb-24. Task of exploring the parent society websites has been distributed as follows.
 - i. PELS – MM, PB
 - ii. IES – PC, AV
 - iii. IAS – MS, AR
 - g. Industrial Training event: MS proposed training at Hitachi Energy, Vadodara in the 2nd quarter. Action: @MS and PC to discuss and chalk-out a plan for 2/3/5 days program.
 - h. MM proposed some potential expert speakers for technical events –
 - i. Prof. L. Umanand (<https://eecs.iisc.ac.in/people/umanand-l/>)
 - ii. Dr. Ragavan K. (<https://www.iitgn.ac.in/faculty/ee/fac-ragavan>)
 - iii. Dr. Ahteshamul Haque (www.jmi.ac.in/upload/employeeresume/ahaque.pdf)

3. SOP for Events – All agreed to follow the SOP as follows: Post the event on vTools well in advance, do publicity through eNotice and social-professional media platforms, report the event on vTools. To avoid the delays in payments, the event expenses to be estimated and the section treasurer to be requested to provide cheques before event. Preferred mode of communication to be email.
4. Industry awareness and involvement in Chapter activities – AR advised to identify industry members; MM shall access the membership data through Section's Membership Development Chair. AR also advised to explore the Vitality (<https://mga.ieee.org/volunteer-hub/geographic-unit-operations/vitality>).
5. Policy for invited speakers and participants –
 - a. AR advised to follow a strict policy, not to issue participation certificate for every event. Certificates shall be issued to qualified participants and appreciation letter shall be issued to all invited speakers.
 - b. Memento cost could be less than Rs.3000 or as per the event budget.
6. Accounting for the chapter (Ref: email of 11-Jan-24 from Chapter Coordinator Prof. Dhaval Pujara Subject: Request for Chapter Information)
 - a. Possibilities of separate accounting discussed. All agreed to go with section for Chapter accounting, with a 10% payment to section. Action: @MM shall approach the section coordinator for clarity on 10% of what amount, should it be 10% of fund being kept by the Section?
7. Circulation of MOM and reporting on vTools – All agreed for timely completion of these tasks in one week time.
8. Any other item/s, with permission of the Chair –
 - a. PC reported an event – Expert Talk by Prof. S. N. Singh on 7 Feb 2024 at IITRAM Ahmedabad. AR shared his observations and advised to (i) do onsite Registration for all events, and (ii) introduce the Chapter in all events. All took note of the same.
 - b. AV shall work with the Section's webpage manager for updating the Chapter Webpage.
 - c. All agreed to update the Action Items via email circulation to group address ias-ies-pels-jt-chp-excom@googlegroups.com
 - d. Add social media page for Chapter.

Meeting ended with thanks to the Chair and all the members.

Minutes prepared by
Priyesh Chauhan, Secretary-cum-Treasurer
March 9, 2024