

Minutes of Meeting#3 of Executive Committee

Schedule: October 2, 2024 10 AM

Venue: Online (<https://meet.google.com/bui-pkra-zht>)

Online participants:

MM	–	Mahmadasraf Mulla, Chair
AV	–	Amit Ved, Vice Chair
PB	–	Pallavi Bharadwaj, Education Activity Chair
MA	–	Mahesh Aeidapu, Technical Activity Chair
PC	–	Priyesh Chauhan, Secretary
MTS	–	Manisha Shah, Treasurer
AR	–	Anil Kumar Roy, Immediate Past Chair

Members absent:

MS	–	Manisha Shukla, Industry Relations Chair
----	---	--

Discussion and Resolutions:

1. **New Members Introduction:** MM introduced and welcomed two new ExCom members, Manisha Shah as Treasurer and Mahesh Aeidapu as Technical Activity Chair. The committee extended a warm welcome to them.
2. **Presentation Proposal:** AR proposed delivering a formal presentation on 'IEEE Volunteering and Committee Roles' during an in-person meeting. He advised volunteers to avoid overcommitting and suggested that each volunteer lead one event per year, enabling the Chapter to organize approximately 7-8 high-quality events annually. He recommended using tools like otter.ai for efficient minute-taking and emphasized setting deadlines when assigning tasks.
3. **Workshop Report:** MM presented a report on the IEEE IES South-East Asia Chapters Leaders Workshop. Discussions followed on improving member retention by highlighting membership benefits to students and industry professionals and involving non-ExCom members in Chapter activities. It was suggested to invite members of IES, IAS, and PELS of Gujarat to a general meeting held alongside the IEEE Gujarat Section AGM.
4. **Hitachi Energy Workshop:** AV communicated with MS regarding hosting a workshop and physical meeting at Hitachi Energy, Vadodara. MS indicated she is currently occupied but will check with her organization about hosting the Chapter meeting. AV will follow up, and if not finalized within a week, an alternative venue will be identified. The ExCom physical meeting can be held in parallel with the IEEE Gujarat Section AGM.
5. **DL Talks:** PB has been in contact with IAS DL Prof. Kaushik Rajasekhara. PB will follow up. PB is also in communication with PELS DL Prof. Akshay Rathore, who will be in India in December 2024 for PEDES at NITK Surathkal and can be invited for DL talks at IITGn, Nirma University, IITRAM, and other institutes, provided local travel support is managed by the host institutes. PB suggested bidding for the next ECCE Asia. MM recommended expediting the formal process for the DL request to the respective society, even without seeking international travel support.
MA informed that a team of experts, including IAS DL Brij N Singh and Prof. Bhim Singh, will visit SVNIT on December 24, 2024, for PEDES2024. MA will explore the possibility of hosting a DL talk by Brij N Singh.
6. **EV Charger Technology Workshop:** AV provided an update on the planning of a two-day workshop on EV Charger Technology, including speaker information and budget. MM suggested moving the event to November 2024 to allow a one-month gap for announcement and promotion.
7. **IEEE Gujarat Section Conference:** MM updated on hosting the IEEE Gujarat Section conference at SVNIT. An initial proposal was sent to Section Officers, and a verbal discussion with Vice Chair Chirag Paunwala took place. MM requested feedback from all members within two days before sending the proposal to the Section.



IEEE Gujarat Section Jt. Chapter of Industrial Electronics (IES), Industry Applications (IAS), Power Electronics Societies (PELS)

CH10148 - IE13/IA34/PEL35

8. **Financial Report:** PC presented the financial report, highlighting recent transactions from June-July 2024. MTS will update the Income and Expenditure statement with expenses related to recent Chapter events.
9. **IES Day Event:** PC informed that the proposal for a two-day workshop at IITRAM on November 13-14, 2024, was accepted by the IES Day Team without an additional support grant. MM suggested proceeding with the event organization and preparing the CFP and event budget with support from the IES SCLA grant.
10. **IECON'24 Attendance:** AV updated that due to visa process requirements, he might be unable to attend the IES Chapter Officers Meeting in Chicago during IECON'24. PC will check with other members who may already have a US visa and are willing to travel to represent the Chapter. The Chapter may nominate a member to replace AV accordingly.
11. **IAS Support for Promotional Material:** IAS can reimburse up to \$250 for promotional material. MM and MA will coordinate to order such materials to support Chapter activities.
12. **Additional Suggestions:** a) Re-circulate the minutes of previous meetings. b) Involve new members in maintaining the Chapter's email, social media pages, and website with updated information. c) Provide vTools training and explain the Standard Operating Procedures (SoP) for conducting and reporting activities to all members. AV agreed to prepare a few slides and train everyone on this.

The meeting concluded with thanks to the Chair and all members.

Minutes prepared by Priyesh Chauhan, Secretary
October 2, 2024