IEEE Boston Reliability AdCom Meeting Minutes, Tue 2024-11-26 18:00 EST

AdCom Meeting Minutes, Tue 2024-11-26 18:00 EST, via Zoom

1. Called to order at 18:25 EST, in attendance were:
   - Jay (James P.) Yakura (Chair)   - Retired
   - Dan Weidman (Vice Chair)   - MIT-LL
   - Don Markuson (Secretary & Treasurer)   - Silicon Labs
   - Ramon De la Cruz   - Teradyne

2. Opening Remarks
   - Jay has been approached by Worcester Section about having the
     chapter become joint with it, in addition to Boston/NH/Providence.
     See New Business.
   - Jay has put forms for CEU confirmation letters and other info like
     the (old) chapter ByLaws and Job Descriptions into a chapter
     repository in IEEE Collabratec (somewhat like MS Teams):
     https://ieee-coolabratec.
     Boston/Providence/New Hampshire Jt Sections, RL07
     Need to create an account (not your IEEE account) there.
     Jay was the only participant, but during the meeting he invited
     other AdCom members: Ramon, Dan, Mohammad, Justin, Manda, Don
     (a few didn't yet have Collabratec accounts so invited by email).

3. Officer and AdCom Member Reports

   Secretary (Don)
   - Minutes from 2024-10-15 had been distributed and in VTools.
     Motion to approve as-presented, approved unanimously,
     Apparently I've been misspelling Mohammad's name by mistake;
     my sincerest apologies and it should be spelled correctly
     going forward.

   Treasurer (Don)
   - Awards: no news from Society yet.
     Don sent Jay template for solicitation email to distribute
     in anticipation, and for Dan to announce at upcoming meetings.
   - Treasury:
     * Just interest income and expense reimbursements for the Nov
       monthly meeting and some Dec monthly meeting supplies to Jay.
       "The checks went into the mail earlier today."
     * Don contacted the Section regarding reimbursing monthly meeting
       expenses and will follow through once advised of the process.
AI#1> Don to submit for Section reimbursement of recent (and Dec)
meeting expenses

   Vice Chair (Dan)

- Dan submitted this email update prior the meeting, copied into
  these minutes essentially verbatim:
   * Here is my update on the The MIT-LL plaque: Due to scheduling,
     December monthly meeting is no longer a possibility for
     presenting. I am hopeful that some time in 2025 will work.
   * Ready with my tasks for the December meeting: MIT LL Main
     Cafeteria is reserved, A/V request submitted and acknowledged,
     received presentation from Ethan Cascio so I have the slides
     on my work laptop, and I've printed the small posters for the
     doors.
   * Need to be done for December
     I will try to arrange for an MIT LL photographer for
     professional photos
     . Of the Past Chairs
     . Of the current Officers and AdCom
     . Of the CY2025 Officers and AdCom
     Dress nicely! ...and arrive promptly at 5pm!
   * I will prepare the intro slides, which are always longer for
     December
   * I will announce the election results (let me know next week!)
   For CY2025, assuming that I win the election for Chapter Chair
   * Speakers, I am thinking of
     . the Provost of Olin College
     . an MIT astrophysicist in charge of TESS which is a mission
       entering a phase where reliability is of particular concern
       now
     . Adam Bahret
     . Ted D to return to continue his myths list
     ...not necessarily in that order
   * I am thinking of joining us up with Worcester Reliability
     Chapter--depending on the opinion of the AdCom
     [See New Business -- ed.]
- Past Technical Meeting Schedule
   * Wed Nov 13 Joint NE-ESDA at MIT-LL - Ted Dangelmayer
              ESD Costly Controversial Myths
     13 IEEE + 18 Guests = 31 total attendees.
- Upcoming Technical Meeting Schedule
   * Wed Dec 11 Ethan Cascio (rescheduled from 2024-06-26)
     Currently 26 in-person registrants, capped at 30.
     Ramon just registered to attend in-person.
     Several Past Chairs RSVP'd unable to attend: Gary Kushner
     Mark Snyder (50 years!); Aaron DeMarderosian will attend
     remotely.
     Mario's catering menu: likely close to 30 person limit.
     Last year had an extra tray, but only 22 participants.
     Eggplant parm fully consumed, chicken parm was a little left,
     more stuffed shells leftover.
     Jay noted Mohammad had volunteered to pick up the meal -- early

enough to have things set up for attendees shortly after 5pm.
Jay has purchased some supplies (plates/cups/utensils) to avoid
minor scramble we had last year.

AI#2> Dan to email Jay what to order from Mario's
AI#3> Don to bring to essential treasury stuff to Dec meeting for Manda
Ramon suggested using a tablet at meetings rather than paper to
manage attendance, especially for walk-ins as handwriting can
sometimes be hard to decipher. Slight worry about it "walking
away".
* Dan might want to skip Feb and/or Mar meetings if no speakers
as those tend to have the worst weather.
* He's still shooting for a Jan meeting.
- Future Meetings Topics
(See Dan's Vice Chair update above.)

Chair - Jay
(no news)

AdCom Roles
- Newsletter (Mary) [absent]
(no news)
- Website (Justin) [absent] - https://r1.ieee.org/boston-rl
(no news)

4. Old Business
- The MIT-LL plaque
(See Dan's Vice Chair update above.)
- Hardcopy chapter brochure for in-person meetings
(no news)
- Chapter Banner
Jay mentioned trying unsuccessfully to contact Ken again.
- Succession/Election
Jay and Don found VTools Voting amenable and fairly easy to use to
manage the election of 2025 officers. Entering our candidates and
their biographies was fairly easy but do need each candidate's
IEEE member#. Was not hassled by having unopposed candidates,
maybe because allowed write-in alternative for each position.
Had VTools auto-populate the voter list -- 62 chapter members but
it reported one email was invalid (it didn't say which one).
Don hasn't figured out yet how to see/review that voter list.
VTools allows 3 email reminders to be sent during the election.
Don arranged the first when the election opened, the second about
two weeks later and the final reminder went out the day of this
AdCom meeting -- a week ahead of the election's close midnight of
Tue Dec 2nd.
Don noted VTools has reported 6 voters so far (around 9%).
Ramon indicates that's on-par for post-pandemic election
participation; pre-pandemic wasn't much higher at 11%.

* Election Calendar:
     Mon Dec 2 close election
     Wed Dec 11 announce 2025 officers at monthly meeting
AI#4> Don to notify Dan ASAP with results for our annual Dec meeting
    - Action Items from 2024-10-15
     AI#1 DONE - Don to send awards solicitation to Jay for email
distribution
     AI#2 PROG - Don to request Oct monthly reimbursement from Section
     AI#3 DONE - Jay to check with James on old ewh website admin
access for Justin
     AI#4 PROG - All to review Justin's presentation offline and bring
comments
     AI#5 ???? - Dan to help Justin fill in the brochure gaps and edit it
     AI#6 DONE - Jay to resend nominations request to membership
     AI#7 DONE - Don to wrap up nominations when period closes
     AI#8 DONE - Don to research how to vote: VTools? Google Docs?
     AI#9 DONE - Don to send official officer election slate and
election calendar to the Adcom

  5. New Business
    - Worcester Section's vice-chair Medhi Si Moussa (simoussa@ieee.org)
      has asked our chapter to become joint with that section, too.
      Seems he may be the only person in that section to be a member of
      the Reliability Society.
      Ramon noted some of the history surrounding the dissolution of
      CNEC (Central New England Council), including chapters like
      Reliability, into constituent Boston, New Hampshire, Providence,
      and Worcester Sections, where at that time Worcester was
      determined not to adopt Reliability but remain independent.
      After some discussion where the advantages seemed slight vs. the
      effort to push this through IEEE administration, Dan made a motion
      that "The IEEE Boston/NH/Providence Reliability chapter for now
      prefers no change to its present joint status with its current
      sections."
      Seconded by Don, the motion passed unanimously.
      It was noted that the chapter would be happy to keep the Worcester
      Section in the loop for chapter publicity (and vice-versa), that
      their members are free to openly attend and participate in our
      meetings and also that Worcester Section members can change their
      Section affiliation via IEEE HQ if so desired.
    - Officer Transition post-election
      Jay set up generic email <chair.ieee.bostonreliability@>
      for use as a chapter role-based email for managing assorted sites.
AI#5> Jay to send Dan the credentials for this email account
AI#6> Jay/Dan to contact Section to switch over chapter access
    - Several VTools improvement ideas were noted during the meeting:
     * Allow more than one column filter to be active in the VTools
       meeting registrant list.

* Allow meeting registrants to provide multiple email addresses
     e.g. work and personal/IEEE to not miss timely reminders.

6. Upcoming AdCom Meetings
   Tue 2025-01-07 at 18:00 EST, via Zoom (details to be in VTools)
   This will be the first AdCom under new 2025 chapter administration.

7. Closing Remarks
   - Ramon noted ieee-boston.org/courses have a set of reliability
     courses/tutorials, offered yearly since 2020. For 2025 planning
     is underway, organized with ANSYS. Trina Lorrigan is the new
     Boston Section administrator replacing retired Bob Alongi.
   - Jay had Zoom AI listen into the meeting and will send its AI-
     generated meeting summary soon.

8. Meeting Adjourned at 20:10 EST.

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