



**IEEE Geosciences and Remote Sensing Chapter
Eastern North Carolina Section – R30171, GRS29
Administrative Meeting Minutes for September 6, 2017**



Present Chair: Dr. Linda Hayden

In attendance:

Dr. Johnny Houston

Mrs. Dana Chandler

Mr. Joal Hathaway

Mr. Jeff Wood

Discussions during the GRS29 administrative meeting resulted in the follow plan for use of the \$2500 funds available from the Eastern North Carolina Section.

1. Fall GRSS Distinguished Lecture on November 16, 2017. The speaker requested reimbursement for miles and Hotel. Speaker will be Dr. Saswati Datta, Data and Image Processing Consultants, LLC affiliated with CREST center, North Carolina Central University.

Budget amount Listed: \$350

2. Spring Distinguished Lecture to be held at the Coastal Study Institute in Wanchese, North Carolina. Members will take a van from the ECSU campus for the lunch meeting. Expenditures will be for van rental and refreshment during meeting.

Budget Amount Listed: \$500

3. ENC meetings: Chapter Vice President Dr. Johnny Houston request mileage and hotel are for two ENC related meetings.

Budget amount Listed: \$700

4. GRSS activity during ECSU Spring Research Week: Travel support requested for seminar speaker.

Budget amount Listed: \$600

5. Contingency funds: \$350

Budget total: \$2500

Two questions will be asked of ENC on how these funds can be accessed:

1. Will we pay for the expenses in advance and request reimbursement from ENC or will we submit invoices and allow GRS to pay the bills directly?
2. What is the procedure for these expenditures?

Respectfully submitted,
Jeff Wood, Chapter Secretary