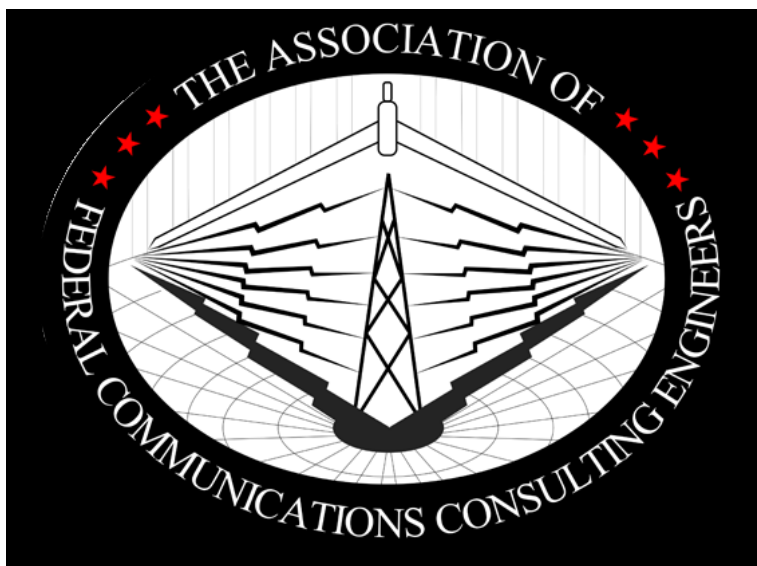


The Association of Federal Communications Consulting Engineers



2019–2020 Annual Report

**72nd Annual Meeting • October 16, 2020
Virtual Meeting**

AFCCE 2019–2020 Annual report

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AFCCE 2019–2020 Annual Meeting

Sign-in Sheet

No	Last	First	Affiliation	Signature
1	Collinson	John	Modulation Limited, Inc	Zoom
2	Cozad	Kerry	Continental Electronics	Zoom
3	Crowley	Steve		Zoom
4	Crump	Anne	Fletcher, Heald & Hildreth, P.L.C.	Zoom
5	Davis	Sterling	Pearl	Phone
6	Davis	Joseph	Chesapeake RF Consultants LLC	Zoom
7	Denton	David	InSite Towers	Zoom
8	DiPietro	Joseph	RF Engineers, Inc.	Zoom
9	Edwards	Richard	CityScape	Zoom
10	Edwards	Jon		Zoom
11	Evans	Ben	Evans Engineering Solutions / CityScape Consultants	Zoom
12	Everist	Donald	Cohen, Dippell and Everist, PC	Phone
13	Fehlig	Mark	QCommunications	Zoom
14	Garziglia	John	Womble Bond Dickinson (US) LLP	Zoom
15	Gonzalez	Jorge	Telemundo of Puerto Rico	Zoom
16	Hardin	Lauriston	Hardin & Associates, Inc.	Zoom
17	Ruck	Jeremy	Jeremy Ruck & Associates	Zoom
18	Leifer	Jim	American Tower	Zoom
19	George	John	Broadtech Services	Zoom
20	Lasky	Mike	Widely	Zoom
21	Layer	David	NAB	Zoom
22	Lynch	John	ERI	Zoom
23	Butcher	Matt	Sublight Engineering	Zoom
24	Pumple	Stephen	AZTECH-Eng	Zoom
25	Rhodes	Mike	Cavell Mertz	Zoom
26	Snavely	David	FCC	Zoom
27	Wandel	Eric	Wavepoint Research, Inc.	Zoom
28	Weller	Robert	NAB	Zoom

AFCCE 2019–2020 Annual Meeting

2019–2020 ANNUAL MEETING AGENDA

Item No.	Description	Presenter
1	Call to order, welcome, and introductions	George
2	Quorum determination for Board Meeting items	Pumple
3	Approval of Agenda	George
4	Minutes of 2018-2019 Annual meeting	George
5	President’s Report	George
6	Vice-President’s Report	Edwards
7	Secretary’s Report	Pumple
8	Treasurer’s Report	Weller
Committee Reports		
9A	Professional Ethics and Grievances *†	Fehlig
9B	Rules and Standards *†	Vacant
9C	Permanent Arrangements † (suggestions for 2021 meeting)	Edwards
9D	Nominations † (results of board election)	Pumple
9E	Historian	Vacant
9F	FCC Liaison	Weller
9G	Luncheon Coordinator	Reiser
9H	Program Coordinator	Leifer
9I	Social media Coordinator	Butcher
9L	Admissions *	Sanderford
	*committee named in constitution † committee named in bylaws	
AFCCE and AFCCE Scholarship Fund Board of Directors Meetings		
10	Membership fees	Weller
11	Scholarship Committee	Cross
(Annual Meeting Continues)		
12	Old Business	George
13	New Business	George
	Discussion of Annual Meeting locations for 2021 and beyond	Edwards
14	Schedule for 2020-2021	Weller/Edwards
	Adjournment	George



ASSOCIATION OF

FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

Minutes of 2018–2019 Annual Meeting

June 21, 2019

1. The meeting was called to order by the President, John Lyons. Those present introduced themselves.
2. Jon Edwards and Mark Fehlig described the planned activities for the event.
3. Secretary announced that with the Board members present, a quorum was available to conduct business.
4. The agenda was approved without modification. Approved by acclamation.
5. President (Lyons), presented his report to the attendees. The report was approved by acclamation.
6. Vice-President (Horne), presented his report. The report was approved by acclamation.
7. The Secretary, (George), presented his report. The report was approved by acclamation.
8. The Treasurer, (Weller), presented his report. The report was accepted and approved by acclamation.
9. Committee reports were presented as follows:
 - a) Professional Ethics and Grievances Committee, (Fehlig). The report was accepted and approved by acclamation.
 - b) Rules and Standards Committee, (Crowley). The report was approved by acclamation.
 - c) Permanent Arrangements Committee (Horne). The report was approved by acclamation.
 - d) Nominations Committee, (Pumple), reported on the results of the election of Board members. President Lyons congratulated incoming Board members Matt Butcher, Jon Edwards, (Full Members), and Jim Leifer (Associate Member). The report was approved by acclamation.

- e) Historian's report (Lyons). President Lyons noted that he has several boxes of written material he was scanning as he was working through them. The report was approved by acclamation.
- f) FCC Liaison Committee, (Edwards). The report was approved by acclamation.
- g) Luncheon Coordinator, (Reiser), no report.
- h) Program Coordinator – no report.
- i) Social Media Coordinator, (Butcher). The report was approved by acclamation.
- j) Admissions Committee, (Sanderford). The report was approved by acclamation.

The meeting was suspended and schedule to resume at 09:00 June 22.

June 22, 2019

- 10. The AFCCE Board of Directors meeting was re-convened at 09:00. The Secretary announced that a motion was needed to set membership dues for 2019. The President invited comments. Several proposals were considered. There were no changes in the membership dues for the coming year. Motion was approved by acclamation.
- 11. The AFCCE Scholarship Fund Board of Directors meeting was convened immediately after AFCCE Board meeting.
 - a. President Lyons presented his report. The report was approved.
 - b. Vice-President Horne had no report
 - c. Secretary George, presented his report
 - d. Treasurer Weller presented his report. The report was accepted, noting a number of adjustments may be needed to the spreadsheets. (Edwards, Crowley, N.O.).
 - e. The report of the Scholarship Committee was presented by the President, Lyons, on behalf of Marshall Cross.
- 12. Old Business – there was no old business.
- 13. New Business
 - a) Several locations for the 2019 Annual Meeting were suggested., including New Bern, N.C. (near VOA site), Orlando/Tampa, FL, and Toronto, ON. A straw poll was taken with Orlando/Tampa receiving 10 votes, New Bern receiving 5 votes, and Toronto receiving 11 votes.
 - b) The schedule of meetings for 2019–2020 was presented

c) A slate of officers for 2019–2020 was proposed and voted on by the board.

d) The new officers are:

- a. President - John George
- b. Vice-President - Jon Edwards
- c. Secretary - Stephen Pumble
- d. Treasurer - John Lyons

14. The meeting was adjourned at 12:30.



ASSOCIATION OF

FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

President's Report for the AFCCE Annual Meeting October 16, 2020

To the AFCCE Board of Directors and the AFCCE Membership:

Welcome to the 72nd Annual Meeting of the Association of Federal Communications Consulting Engineers. I would like to thank all of the members that are attending our meeting today!

I also want to take the opportunity to thank our Board Members for their contribution to AFCCE and to me personally for their advice and support during this interesting and most unusual year. As you know, we lost our Past President and Treasurer, John Lyons, in late November. John was a loyal AFCCE supporter and is greatly missed. As President, with Board approval, I appointed Bob Weller to serve John Lyons' remaining Board term and take over immediately as Treasurer. I can't thank Bob enough for his excellent support and accurate reports from the financial side of things.

Every Board member has played an important role in the organization, but I want to thank Jon Edwards, our Vice-President and Stephen Pumple, our Secretary, for their hard work planning our summer meeting that never was, due to COVID-19. We were all disappointed at having to cancel this event but hopefully we can look forward to Toronto in 2021. More details on the Annual Meeting and alternate plans will be presented by our Vice-President.

Special thanks go to Fletcher, Heald & Hildreth, PLC, for allowing AFCCE to use their conference room for our Board of Director monthly meetings. And a special thank you to Anne Crump of FHH, AFCCE board member, for her volunteer time providing legal advice on any number of issues. Anne is leaving the Board as her term has expired but her support of AFCCE is ongoing.

To our AFCCE Committee Chairs for 2019-2020 – Thank you!

Committees called out in the Constitution

- Admissions Committee: Matthew A. Sanderford, Jr. and Bob Weller
- Professional Ethics & Grievances committee: Mark Fehlig
- Rules & Standards Committee: Steve Pumple

Committees named in Bylaws:

- Permanent Arrangements Committee: Jon Edwards
- Nominations Committee: Benjamin Evans

Other Current Committees and Appointments:

- FCC Liaison Committee: Bob Weller
- Luncheon Coordinator: John W. Reiser
- Program Coordinator: Jim Leifer
- Scholarship Committee, Marshall Cross
- Webmaster: Michael D. Rhodes
- Social Media Director: Matthew Butcher

Thank you to each of these Chairs for the countless hours spent on the day to day business of the organization.

The two events that AFCCE holds annually were highly successful. The Fall Social, this year memorializing the late Ron Rackley, was one of the more successful in recent times. We received the highest level of sponsorship ever, totaling over \$20,000 with 50+ members and guests attending.

The FCC Staff Reception was also well attended, with James Bradshaw, Senior Deputy Chief of the Audio Division, receiving our prestigious E. Noel Luddy Award for meritorious service to the telecommunications industry.

We must also take a moment to pay respects to our Members and Industry leaders lost this year including Past President and Treasurer John Lyons, Warren P. Happel, George M. Frese, William Shifflett and Lewis D. Wetzel, as well as those who have passed without our knowledge.

As alluded to earlier in my report, COVID-19 had a major effect our Association. In-person meetings were halted in March to prevent any spread of COVID-19 to our Board and luncheon attendees. Since March all of the Board meetings have been held electronically using Zoom. As we approached mid-year, an additional meeting was held in June to review whether the organization would be able to hold any in-person meetings the remainder of the year. That decision was made, thus our electronic Annual meeting today and the cancellation of any in-person events for the balance of the 2020 calendar year.

As of this writing, our new Board was elected, with John Kean (Associate Member) and Matt Butcher (Member) replacing retiring members of the Board and Jon Edwards being re-elected for a second term. We are very fortunate to have a strong working Board and look forward to continuing our progress in the coming year.

It is an honor and pleasure to serve my first term as President after serving on two occasions as Secretary for this great organization. I also look forward to serving in the same capacity for this coming year. A special thanks to all of you for your ongoing support of AFCCE.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "John H. George, Jr.", with a stylized flourish at the end.

John H. George, Jr.
AFCCE President
October 8, 2020



ASSOCIATION OF

FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

Annual Report of the Vice-President 2019-2020 Virtual Annual Meeting, October 16, 2020

Vice-Presidential Duties

I am thankful to be able to work with John, Bob and Stephen and appreciate all the help they have provided this past year. We were all deeply saddened about the news of John Lyons's passing last November. John was Treasurer at the time and was a regular face on the Board these past 5 years that I have been active. John was always the "light and energy of the party" at meetings and events and a great person to have on the Board. He is and will continue to be missed.

The AFCCE Vice-President has three main responsibilities:

- Handling the Association duties when the President is not available,
- Planning the Annual Meeting, and
- Chair of the Permanent Arrangements Committee

During my term, President John George was able to preside over all events without any need for the Vice-President to step in. Thus, most of my responsibilities were focused on permanent arrangements. While Covid-19 sure put a damper in the Association activities these past few months, I am grateful for the opportunity to serve on the Board as Vice-President and excited to continue this position for another year.

Membership Directory/Website

While the membership directory does not solely fall within the Vice-President's duties, I have taken an interest in making this process more efficient and accurate since my time on the Board began in 2016. The renewal process and keeping track of members was convoluted and error-prone due to multiple active lists at the time. I also took an interest in the association's website last Fall and was "allowed to" begin the process of designing a new website, all while learning how to do so at the same time. (I take full blame for those first five people that registered for the annual meeting and had to re-register because I did not properly activate the credit card authorization in the form).

Ultimately, I would like to see a modern website that is interactive — not only providing information to its members, but also keeping the membership directory and profiles current — all while keeping it simple enough for all members to use. I would also like it to be a source of historical information of the Association, some of which has already been added to the current website. Technical issues in the past prohibited the website from being the vehicle for sending mass emails to the membership list, as some did not receive them.

The new website has been redesigned and mostly developed since the Spring, but some details such as membership forms, email notifications and some other new capabilities are still being worked out before it will be launched. Many thanks to Mike Rhodes for helping me with web issues and allowing me to work on this process.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'J.N. Edwards', with a long, sweeping flourish extending to the right.

Jonathan N. Edwards
AFCCE Vice-President



ASSOCIATION OF

FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

Annual Report of the Secretary 2019-2020 Virtual Annual Meeting, October 16, 2020

To the AFCCE Board of Directors and Members

This was a new role for me in AFCCE. I would like to express my appreciation to Bob Weller, John George and John Edwards for their assistance this past year. AFCCE lost several members this year but the sudden and unexpected passing of John Lyons and Ronald Rackley, two former AFCCE Presidents, was a personal loss as well.

Duties: the AFCCE Secretary has the following primary responsibilities:

- Recording and maintaining the minutes of the AFCCE Board meetings
- Collecting and distributing the monthly committee reports to the Board in advance of the meeting
- Distributing notifications to the membership regarding upcoming events and various other notices
- Preparing and distributing the annual election ballot
- Tabulating the results of the ballot and reporting the results to the Chair of the Nomination Committee
- Drafting and publishing the report for the annual AGM

This has been a most unusual year not only for the association but worldwide. The COVID 19 pandemic has effectively curtailed all events. February was the last monthly luncheon held this year. As of March, the remaining monthly luncheons, fall social and FCC reception and the planned annual meeting in Toronto were cancelled. The cancellation of the fall social, which has traditionally been the major fund-raising event for the AFCCE Scholarship fund, and the reduction in funding from some of our traditional supporters, has had a significant impact on our ability to raise funds. The severity of this pandemic also resulted in the cancellation of the annual NAB and IBC conventions for 2020 and the shifting of the annual NAB convention in 2021 to October.

Your association has adapted to this new reality and notwithstanding the restrictions imposed by the pandemic, has continued to function albeit in a new way. This meeting is an example of how the Board has adapted and is using remote networking and meeting technologies to continue AFCCE's activities.

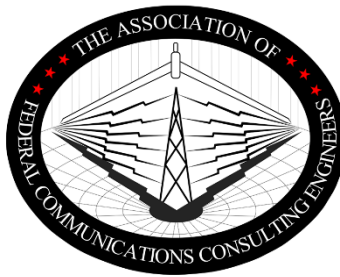
Thanks, is also due to Fletcher, Herald and Hildreth for making their conference room available for our monthly Board meetings. The maintenance of the membership directory has been an ongoing challenge and congratulations are in order to Jon Edwards for his work at modernizing the management of the membership directory by shifting the management of the members to the web site so that each member is now responsible for keeping their contact information current. Your President, John George, has worked hard to steer the Association this past year. Jon Edwards with assistance from Bob Weller, and Mike Rhodes are also due recognition for getting the arrangements in place for this year's annual Meeting via ZOOM. Plans for the 2021 annual meeting will be settled at the January Board meeting.

AFCCE is a volunteer organization and for it to be effective the membership needs to be engaged in promoting the association and to participate of the various committees. It takes time and energy on all members full and associates. There are a number of committees which can use your help and I encourage you to review those committees and reach out the committee chair or one of the Board members if you would like to help on of the committees. The active adoption of remote meeting technologies has highlighted the ability to participate even if you are not resident in the DC area. We have several members on the Board, including myself, who are far from DC, yet we are all able to participate and contribute using modern meeting technologies. AFCCE's ability to serve its member and our industries is limited only by the time and talent offered by its members.

This has been a most unusual year. I have thoroughly enjoyed working with my fellow Board members and all of our active members this past year and look forward to the coming years challenges and activities.

Very Truly Yours

Stephen Pumple



ASSOCIATION OF
FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

2020 Annual Meeting – Treasurer’s Report

I am pleased to submit my annual report as Association Treasurer. This report summarizes the financial status and transactions of the Association from May 1, 2019 through April 30, 2020. The commencement date follows the ending date of the 2018–2019 Treasurer’s Annual Report, which is contained in the 2019 AFCCE Annual Report.¹

I was appointed to serve as treasurer in December 2019, following the passing of John Lyons, whose term began in July. I wish to recognize John’s work as treasurer particularly with regard to his outstanding ability in raising funds for AFCCE’s Scholarship program. Regrettably, the combination of John’s untimely death and the Covid-19 pandemic mean that many of the Association’s records remain in John’s offices in New York City. President John George is working with The Durst Organization and John’s family to retrieve those records, but for now there are some gaps in the Association’s records. I also wish to acknowledge the significant work of the Association’s bookkeeper, Denise Branson, who ably tracks each dues payment, credit card fee, scholarship donation, tax filing, and postage stamp.

Summary. The finances of the Association are fairly straight-forward. The monthly luncheon meetings and the Fall Social are designed to break-even with the fees charged set to offset venue and meal costs, while the FCC Reception and Annual Meeting are “loss leaders,” which losses should be covered by the Association Dues (net of matching scholarship contributions and operating costs). This year, the Association experienced a balance sheet gain of about \$3,100 due primarily to the reduced cost of the 2019 Annual Meeting.

The balance sheet for the 2019–2020 year is shown below.

		Balance as of:	Apr 30, 2020
ASSETS			
	Current Assets		
		Checking	\$ 48,346.39
		Certificates of Deposit	\$ 76,970.33
		Total Assets	\$125,316.72
LIABILITIES and EQUITY			
	Equity		
	(excludes sponsorship donations)	Retained Earnings	\$17,672.97
		Net Income	\$ 3,095.79
		Total Equity	\$20,768.76

¹ AFCCE’s Fiscal Year runs from July 1 through June 30.

Investments. AFCCE has about \$75,000 in reserve funds, which are presently invested in Certificates of Deposit (CDs) at Wells Fargo Bank. The CDs have nominal five-year maturity with initial balances and yield rates as noted below. The penalty for early withdrawal is the equivalent of one-year's interest. Interest earned for the year ending April 30, 2020 was \$1,970.33.

<u>Number Owned</u>	<u>Amount</u>	<u>APY</u>	<u>Maturity Date and Term</u>	<u>Renewal Term</u>
Five	\$10,000	2.60%	11/03/2023 (58 mo)	48 mo (1/03/2023)
Five	\$ 5,000	2.60%	11/03/2023 (58 mo)	48 mo (1/03/2023)

Income. AFCCE receives income from membership dues, fees for events (including the Luncheons, Fall Social, FCC Reception, and Annual Meeting), and bank interest. Although no luncheons were held during March or May 2020, luncheon income was consistent with the previous year. Fall Social costs were slightly greater than last year because of the Ron Rackley memorial celebration, which included members of Ron's family. Income for the period is shown below.

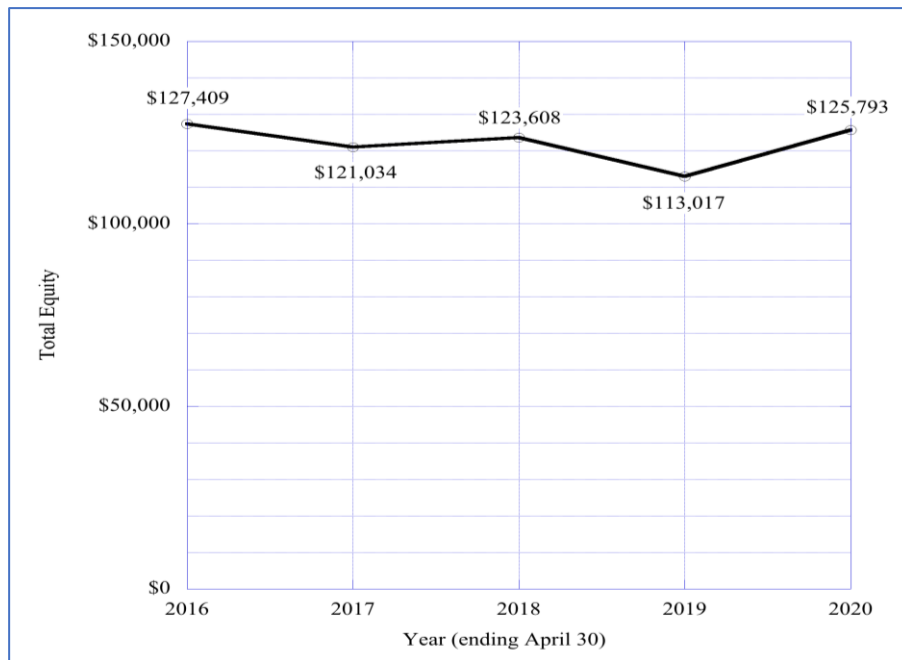
Annual Meeting Income		\$7,175.00
FCC Reception Income		\$ 2,200.00
Luncheon Income		\$10,125.00
Dues Income		\$25,845.00
Fall Social Income	Dinner	\$6,210.00
Scholarship Donations		-\$ 2,970.00
Interest Income		\$ 1,970.33
Total Income		\$50,555.33

Expenses. AFCCE has operating costs for its various events as well as insurance, professional fees, credit card processing fees, etc. Expenses for the period are shown below.

Accounting		
	Bookkeeper	\$ 4,248.15
Annual Meeting		
	Venue/Food	\$ 9,602.33
	Travel and Transportation	\$ 35.38
	Printing	\$ 160.27
	Annual Meeting - Other	
	Total Annual Meeting	\$ 9,797.98
Bank Charges		\$ 15.00
Credit Card processing fees		\$ 2,962.03
Fall Social		\$ 6,300.11
FCC Reception		
	Room rental	\$ 2,000.00
	Audio-Visual	\$ 315.00
	Bar	\$ 1,869.62
	Food	\$ 5,738.50
	Miscellaneous	\$ 1,540.00
Total FCC Reception		\$11,463.12
Insurance		\$ 1,400.00
Luncheons		
	Audio Visual	\$ 190.80
	Bar	\$ 780.00

	Food	\$ 8,160.10
Total Luncheon		\$ 9,130.90
Postage and PO Box		\$ 199.20
Printing and supplies		\$ 223.63
Professional Services (Tax Prep)		\$ 476.99
Travel		\$ 212.60
Supplies		\$ 288.78
Tax Federal Withholding		\$ 600.00
Web site		\$ 141.05
	Total Expenses	\$47,459.54

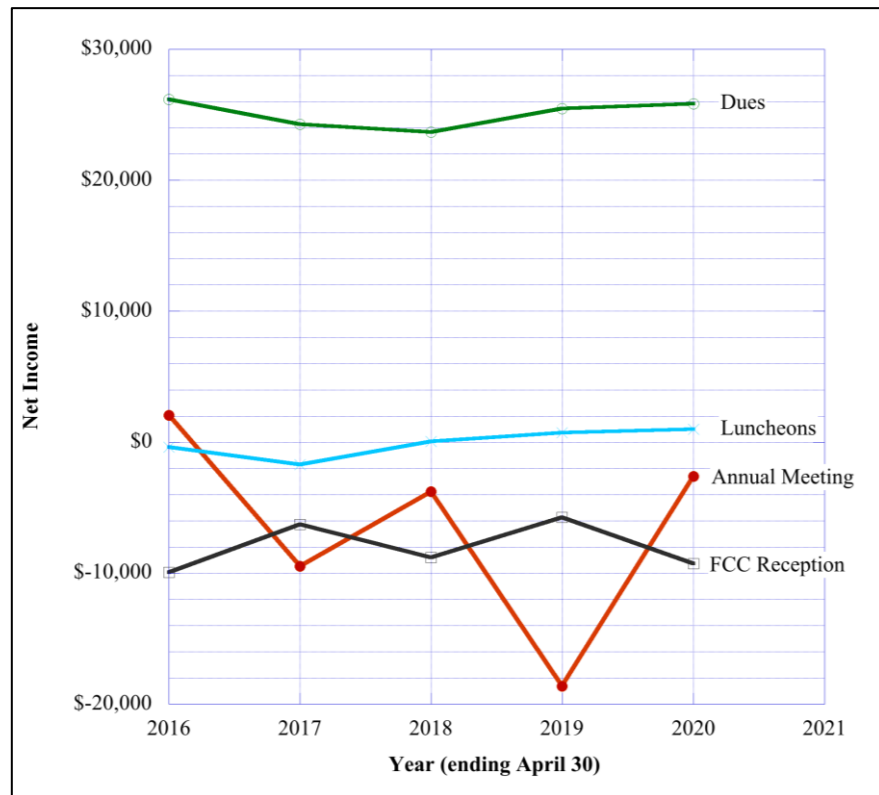
Five-year Balance Sheet Trend. The chart below shows the Association’s balance sheet asset amount over the past five years. Increased net income this year reverses the past negative trend, indicating that AFCCE should continue to maintain reasonable expenses relative to revenue in order to avoid dipping into reserve funds.



Balance Sheet,
2016–2020
(Note 2020
amount should
be \$125,317)

Five-year Income and Expense Trends. The chart below shows the dues income and net revenue (income minus expenses) for AFCCE’s monthly luncheons, FCC Reception, and Annual Meeting. Dues income is trending slightly positive, reversing an earlier trend, due primarily to the dues increase effective in January 2019. Luncheon income remains about break-even. The FCC Reception continues to show significant losses, as expected. The 2019 Annual Meeting was much closer to break-even than in the recent past. Inasmuch as there will be no Annual Meeting or FCC Reception during Calendar Year 2020, we should be able to “bank” those losses for 2021.

Dues Income and Selected Net Income, 2016–2020




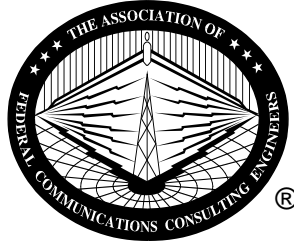
Luncheon and Event Attendance. The table below shows the approximate number of attendees at AFCCE’s various events during 2019–2020.

Event	Date	Members*	Guests
Luncheon	May 2019	34	
Annual Meeting	June 2019	22	10
Luncheon	September 2019	42	
Luncheon	October 2019	32	
Fall Social	October 2019	58	
Luncheon	November 2019	51	
FCC Reception	November 2019	49	45 (FCC Staff)
Luncheon	January 2020	25 (est)	
Luncheon	February 2020	27 (est)	

* Guests included in member count except and noted

Very truly yours,


 Robert D. Weller, P.E.
 Treasurer, 2019–2020



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WASHINGTON, D.C.

**Annual Report of
the Professional Ethics and Grievances Committee
Virtual Annual Meeting, October 16, 2020**

The Sustainability Committee has been dissolved nonetheless I continue to shepherd the AFCCE-IWCE relationship.

IWCE went virtual this summer and I used the free registration this year for AFCCE.

There have been no Ethics concerns or grievances to report for the past year.

Mark G. Fehlig, P.E.
AFCCE Professional Ethics and Grievances Committee
Walnut Creek, CA



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WASHINGTON, D.C.

**Annual Report of the Luncheon Coordinator 2019-2020
Virtual Annual Meeting, October 16, 2020**

No report

**Annual Report of the Program Coordinator 2019-2020
Virtual Annual Meeting, October 16, 2020**

No report

**Annual Report of the Rules & Standards Committee 2019-2020
Virtual Annual Meeting, October 16, 2020**

Chair is temporarily vacant

No report



ASSOCIATION OF

FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

Annual Report of the Permanent Arrangements Committee 2019-2020 Virtual Annual Meeting, October 16, 2020

It was quite a busy year for permanent arrangements. The AFCCE Board of Directors held nine meetings during the period between July 1, 2019 and June 20, 2020, two more than the typical seven. Our contract with the Holiday Inn for luncheons was expiring in May as the venue was being closed. In addition, with the planned move for the FCC headquarters this past Summer, a new venue for the annual November FCC reception was also needed. AFCCE's intention is to make this venue convenient to the FCC staff and has changed locations in the past based on the FCC headquarters' locations.

A contract for a new luncheon venue at the Arlington/Rosslyn Residence Inn was secured in January. This proved a difficult task due to rising market costs combined with the extremely low rate we had at the Holiday Inn for so many years. The Residence Inn, adjacent to the Fletcher, Heald & Hildreth offices, was chosen, and while the luncheon will be changed to a buffet-style, it was the only venue that would not result in a significant price increase. Unfortunately, we have not been able to use this new venue yet due to the pandemic as AFCCE cancelled all in-person events for the remainder of 2020. The Fall Social was also scheduled to be held here but was cancelled as well.

The Annual November AFCCE-FCC reception was contracted for the Phoenix Park Hotel in Washington, DC but was subsequently cancelled as well. In addition, the FCC headquarters move was delayed and is still in progress to date.

The first six Board meetings were held at Fletcher, Heald & Hildreth — many thanks to that firm for continuing to provide their conference room for our use. As Covid-19 progressed, the March luncheon and subsequent future luncheons were cancelled. With the pandemic future unknown, the Board progressed on a month-by-month basis, holding additional teleconference meetings to keep abreast of issues related to Covid-19, in hopes that the Fall would result in the return to in-person events. The planned June annual meeting was postponed to today (October 16).

With in-person events still prohibited, AFCCE decided to go ahead and hold a virtual presentation (Zoom) in September, replacing the typical monthly luncheon. AFCCE plans to hold another virtual luncheon next month with a speaker to be determined.

The preparations for the 2020 Annual Meeting in Toronto were almost complete at the time of its cancellation in April. Many thanks to Secretary Stephen Pumble and his wife, Anne, for helping with the legwork for the hotel, as well as many of the planned events for the annual meeting. We hope to be able to hold next year's event in Toronto and pick up where we left off.

Moving forward, AFCCE hopes to be able to return to in-person events in 2021 and will monitor the Covid-19 situation appropriately, keeping the membership updated at least a month in advance. While the 2021 Annual Meeting is tentatively planned for Toronto, if U.S. citizens are not permitted to enter the country, AFCCE is also looking at domestic alternatives and welcomes input from the membership today.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'J.N. Edwards', with a stylized flourish at the end.

Jonathan N. Edwards
Chair, AFCCE Permanent Arrangements Committee



ASSOCIATION OF

FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

Annual Report of the Nominations Committee, 2020-2021 Virtual Annual Meeting, October 16, 2020

This year there were two open Full Member director seats and one open Associate Member director seat on the AFCCE board. A call for Candidates was sent out in March by email to the AFCCE Membership. Candidates for two full Member Director seats were:

- Matthew Butcher
- Jon Edwards

Candidates for the Associate Member Director seat were:

- David Denton
- John Kean
- Gary Kline
- William Shifflett

Respectfully Submitted,

Stephen Pumple
Secretary



ASSOCIATION OF
FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

AFCCE 2020 Board Election Ballot – May 2020

The AFCCE Board of Directors consists of nine members, three of which are Associate Members, in accordance with Article V, Section 1 of the AFCCE Constitution. This year, two Full Member positions (four-year term) and one Associate Member position (three-year term) will be open and must be filled by election.

Please vote on this electronic form (or on a printed copy if you prefer) and return this ballot to AFCCE Secretary John George at secretary@afcce.org or by USPS to address shown below.

Please return this ballot as soon as possible, but no later than May 18, 2020.

The AFCCE Nominations Committee has recommended that the persons listed below be placed on the ballot for the upcoming vacant positions of the AFCCE Board of Directors for terms beginning July 1, 2020.

Please note that Full Members can vote for both Full Member and Associate Member Director positions. Associate Members can only vote for Associate Member positions.

FULL MEMBERS ONLY – Vote for the **two** Full Member Director positions (**circle only two**):

Matthew Butcher _____

Jo Edwards _____

Write-in Candidate _____

Write-in Candidate _____

FULL & ASSOCIATE MEMBERS – Vote for the **one** Associate Director position (**circle only one**):

David Denton

Jon Kean _____

Gary Kline _____

William Shifflet _____

Write-in Candidate _____

Please return ballot no later than May 18, 2020 to:

secretary@afcce.org

or: AFCCE
P.O. Box 19333
Washington, DC 20036-0333
(Please put your name and return address



ASSOCIATION OF

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WASHINGTON, D.C.

Report on the 2020–2021 Election Results

The AFCCE Constitution states that there shall be an elected Board of Directors consisting of nine members, three of which shall be associate members. Election of the Board of Directors shall be for a four-year term for members and a three-year term for associate members. Each year, a general election will be held to replace Directors whose term will expire on June 30. At its April meeting, the Board of Directors set the election date as May 22, (the May Board Meeting).

Further, the Constitution states that a general election will be held in May to replace Directors whose term will expire on June 30. The vacant positions on the Board of Directors shall be filled by an election and the new terms will commence July 1. A ballot shall be mailed or delivered electronically to each member and associate member according to their recorded preference at least twenty-one days before the May election.

On April 30, 2020, a ballot was distributed by e-mail to all AFCCE members. Reminder notices to vote were set out May 5 and May 11.

The ballot included two identified candidates plus two blank spaces for a write in candidate for a total of four spaces for Full Members and One Associate Member. Full Members were asked to vote for two Full Member candidates and one Associate Member candidate. Associate Members were asked to vote for one Associate Member candidate.

87 Ballots were received and were tabulated by the undersigned.

Of the Full-Member candidates, Matthew Butcher and Jon Edwards received the largest number of votes.

Of the Associate Member candidates, John Kean received the largest number of votes.

Respectfully submitted,

Stephen Pumple
Secretary
May 21, 2020



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FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

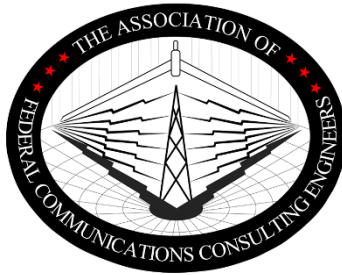
Report of the Historian AFCCE Annual Meeting, October 16, 2020

Our former Treasurer and Past President, John Lyons, had taken on the role as Historian. Due to his passing, I have taken on the role with hopes in the future to digitize all records of the Association. The documents that were in John's possession are in the process of being packaged and shipped to my office for safe keeping.

Respectfully submitted,

John H. George, Jr.
AFCCE President

October 8, 2020



ASSOCIATION OF

FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

Report of the FCC Liaison

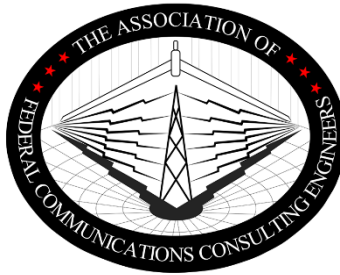
During the period May 2019 through April 2020, AFCCE filed no comments with the FCC.

Comments were drafted in support of elimination of the requirements in Sections 73.239 and 73.645 of the FCC Rules concerning site access. However, a number of members expressed concern and so the matter was deemed controversial and no comments were filed.

Comments were also considered in connection with the elimination of Engineering Division from the FCC Media Bureau, but inasmuch as that matter is primarily an internal FCC matter no comments were drafted.

RD Weller

Robert D. Weller, P.E.



ASSOCIATION OF

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WASHINGTON, D.C.

AFCCE Social Media Committee November 18, 2020 Annual Report

There are 3 social media platforms that AFCCE is using to communicate. We are very low profile socially, should we invest some effort to increase that? I think the benefit would be small in attracting members but larger in potential scholarship applicants.

Linked In Group

<https://www.linkedin.com/groups/3713958>

Members: 311 (two additional...)

Groups on this platform is mostly dead...

Facebook

<https://www.facebook.com/afcce/>

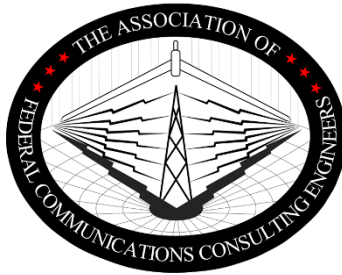
Followers: 109 (up from 98)

The amount of traffic is low.

Twitter

<https://twitter.com/afcce>

Followers 70 (up from 66).



ASSOCIATION OF

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Annual 2019 - 2020 AFCCE Admissions Committee Report

The following applications were submitted and acted upon by the Board:

For Full Member:

David Sanderford, Vice President, Marsand, Inc.

For Associate Member:

Jacob Alan Wyatt, AM Transmission Engineer, iHeart Media
Lucinda Hutter Cavell, Vice-President, Cavell, Mertz & Associates
Robert John Russell, President, Technical Broadcast Solutions, Inc.
James Thomas Gorman, Owner, Gorman-Redlich Mfg.,- Co.

Respectfully submitted,

Matthew A. Sanderford, Jr., P.E.
Committee Member
AFCCE Admissions Committee

Cc: Joseph M. Davis, P.E.
William R. Meintel
Robert Weller



ASSOCIATION OF

FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

AFCCE Board of Directors Meeting October 16, 2020

In attendance

- John George (JG)
- Jon Edwards (JE) Phone
- Stephen Pumple (SFP) Phone
- Bob Weller (BW) Phone
- John Kean (JK)
- Sterling Davis (SD) - Phone
- Benjamin Evans (BE) – Phone
- Jim Leifer (Jim L)
- Matt Butcher (MB)

Call to order. The meeting was called to order at 12:00 by the President

Quorum confirmation – the secretary confirmed a quorum was present and the meeting was duly constituted.

Approval of Agenda, moved by BE, 2nd SD, acclaimed.

2019-2020 Membership Dues

Motion(s):

(1) – I move the dues for Calendar Year 2020 shall be as follows:

Emeritus	\$	0
Full Member	\$	195
Associate Member	\$	175
Life Member	\$	20

Student Member \$ 20

*Full and Associate members employed by government agencies pay a discounted rate of \$ 50 and the fee for the elevation from Associate to Full Member be set at \$ 20, with no half year discount.

Moved By BW, 2nd by JE, acclaimed.

(By-laws) “The annual dues for the following year shall be set by a vote of the Board of Directors at the time of the annual meeting of the Association and shall be due and payable on or before January 31 of the following year. Dues, which may or may not differ in amount, shall be established for each separate grade of membership; provided that, the amount(s) of dues payable by any grade of membership may not be increased by an amount more than 25% of the amount of dues for the same membership grade for the prior year. If an application for membership is approved after July 31, the initial dues shall be one-half of the amount established for the relevant grade of membership for a full year.”

2018-2019 Dues:

Emeritus	\$ 0
Full Member	\$ 195
Associate Member	\$ 175
Life Member	\$ 20
Student Member	\$ 20

Other Business

Adjournment



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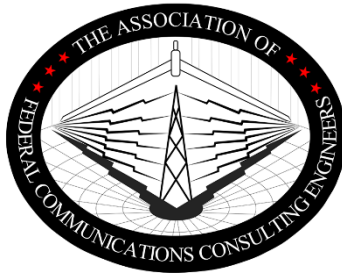
WASHINGTON, D.C.

AFCCE Scholarship Fund Board of Directors Virtual Annual Meeting Agenda, October 16, 2020

In attendance

- John George (JG)
- Jon Edwards (JE) Phone
- Stephen Pumple (SFP) Phone
- Bob Weller (BW) Phone
- John Kean (JK)
- Sterling Davis (SD) - Phone
- Benjamin Evans (BE) – Phone
- Jim Leifer (Jim L)
- Matt Butcher (MB)

1. Call to order
2. Quorum confirmation – the secretary confirmed a quorum was present and the meeting was duly constituted.
3. Approval of agenda
4. Approval of Minutes from November 20, 2019 meeting
5. President’s Report (George) –
6. Vice President’s Report (Edwards)
7. Secretary’s Report (Pumple)
8. Treasurers report (Weller)
9. Scholarship Committee Report (Cross) – Report on Scholarship selection and funding
10. Old Business
11. New Business
12. Adjournment



ASSOCIATION OF

FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

AFCCE Scholarship Fund, Inc. President's Report for the AFCCE Annual Meeting October 16, 2020

To the AFCCE Scholarship Fund Board of Directors and AFCCE Membership:

I would like to thank Committee Chair Marshall Cross and the Committee Members, along with Roz Clark and Stephen Lockwood for their work on behalf of IEEE/BTS as well as Mark Fehlig for his work with IWCE. I also thank all of those who donated to the AFCCE Scholarship Fund as individuals and those companies who sponsored the AFCCE Scholarship Fund at our Annual Fall Social. The 2019 Fall Social event raised over \$20,000 for the scholarship fund!

The AFCCE Scholarship Fund raises awareness of the consulting engineering profession among college students and encourages those students to pressure a career in broadcasting and telecommunications engineering. This fund is one of the valuable contributions to our industry and affords students funding that they may otherwise be unable to secure. Funding for the scholarship awards comes from a variety of sources including the AFCCE Fall Social, individual contributions with matching AFCCE funds, Dielectric, Inc., IEEE-BTS and the National Translator Association.

The AFCCE Scholarship Fund has an ongoing arrangement with the IEEE Broadcast Technology Society for the administration of the IEEE Broadcast Technology/AFCCE Jules Cohen Memorial Scholarship. Unfortunately, the funding level for this joint scholarship program has dropped due to the effect of COVID-19 on the IEEE Broadcast Technology Society. The coming year (2021) we can only expect funding to a level of \$5,000, reflecting the availability of only one scholarship from IEEE/BTS.

Dielectric once again is funding the E. Noel Luddy Scholarship that AFCCE awards annually. The National Translator Association is continuing their relationship with AFCCE in the awarding of scholarships for the coming semester. The upcoming Treasurer's Report will provide more detail.

During this past fiscal year, nine scholarships totaling \$31,000 were awarded to 5 graduate students and 4 undergraduate students for the fall, 2019 semester: \$20,000 IEEE-BTS Jules Cohen Memorial, \$1,000 E. Noel Luddy Memorial and \$10,000 AFCCE.

Nine scholarships totaling \$29,000 were awarded to 5 graduate and 4 undergraduate students for the spring, 2020 semester: \$20,000 IEEE-BTS Jules Cohen Memorial and \$6,500 AFCCE, \$1,500 E. Noel Luddy Memorial and \$1,000 Byron St.Clair Memorial.

While our challenge is always finding qualified applicants for scholarships, this year we need the support of every member to raise funds to cover the financial shortfall of the Scholarship Foundation related to COVID-19. The Board is requesting that all regular attendees to the Annual meeting donate their normal registration fee the Foundation since the Toronto meeting was cancelled. If each member did this, we could easily reach the \$12,000 needed for scholarship funding. The AFCCE Website has a section where donations for individuals and companies can easy be made. Your response is graciously appreciated!

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "John H. George, Jr.", with a stylized flourish extending to the right.

John H. George, Jr.
AFCCE Scholarship Fund, Inc. President

October 8, 2020



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FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

Annual Report of the V/P Scholarship Fund 2019-2020 Virtual Annual Meeting, October 16, 2020

No report



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WASHINGTON, D.C.

Annual Report of the Scholarship Fund Secretary 2019-2020 Virtual Annual Meeting, October 16, 2020

Each semester, the AFCCE scholarship program typically offers cash award of up to \$10,000 to students studying telecommunications engineering. The AFCCE Scholarship Fund, Inc. presently administers AFCCE's own scholarships, the IEEE-BTS/AFCCE Jules Cohen Memorial Scholarship, and the E. Noel Luddy Scholarship (sponsored by Dielectric). These three scholarships are (with certain limitations) for students enrolled in accredited four-year baccalaureate programs or graduate programs.

Through the hard work of Bob Weller, this year saw the inauguration of the Byron St. Clair scholarship, named after the long time AFCCE member Byron St. Clair. This award is available to students studying communications technology at community colleges and other two-year schools. There is a shortage of qualified technical professionals in the broadcast industry and this scholarship will help those studying in the community colleges. This scholarship is sponsored by the National Translator Association which Byron founded.

The AFCCE Scholarship Fund Board of Directors met in September, October and November of 2019 and January, February March and May of 2020. The AFCCE-SF Board is composed of the elected AFCCE Board of Directors plus a director designated by the IEEE Broadcast Technology Society. For the past year the BTS-designated director has been Stephen Lockwood. All the AFCCE-SF Board meetings are open to AFCCE members. The Scholarship Committee performs an initial review of scholarship applications, ranks them according to the Award Guidelines (amended in 2017), and recommends award amounts. The AFCCE -SF Board makes the final award decisions.

The COVID 19 pandemic has had a significant impact on the ability to raise fund from our traditional events such as the now cancelled fall social. BTS and IEEE have also significantly reduced their funding due to budget constraints the treasurers report will show, the fund is adequately funded, but needs to find additional support in the longer term. The Board is working hard to find additional sources of funds and will continue to do so. The membership is encouraged to contact the board if they are aware of any potential sources of funding

I've enjoyed working with my colleagues on the Board and Scholarship Committee members and look forward to continuing to support to do so in the coming year.

Respectfully submitted,

Stephen Pumple
AFCCE, Scholarship Fund, Inc, Secretary



ASSOCIATION OF
FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

2019–2020 – AFCCE Scholarship Fund, Inc. Treasurer’s Report

I am pleased to submit my annual report as Treasurer of the AFCCE Scholarship Fund, Inc. The Scholarship Fund is a 501(c)(3) charity organized as a non-profit corporation in the District of Columbia. This report summarizes the financial status and transactions of the Scholarship Fund from May 1, 2019 through April 30, 2020. The commencement date follows the ending date of the 2018–2019 Treasurer’s Report, which is contained in the 2019 AFCCE Annual Report.

I wish to acknowledge the work of past treasurer, John Lyons, particularly with regard to his skilled and successful fund-raising work on behalf of the Scholarship Fund. I also wish to acknowledge the significant work of the Association’s bookkeeper, Denise Branson. Finally, I wish to thank the donors to and sponsors of the scholarship programs that are managed by the Scholarship Fund. A list of individual and corporate donors giving \$20 or more is given in Appendix A.

Summary. The AFCCE Scholarship Fund, Inc. awards scholarships under four programs:

- AFCCE Scholarship
- Byron St. Clair Memorial Scholarship
- E. Noel Luddy Scholarship, and
- Jules Cohen Memorial Scholarship

Awards are made twice annually, in advance of the Fall and Spring academic semesters. The balance sheet for the 2019–2020 Annual Reporting year is shown below.²

	AFCCE	Byron W. St. Clair	E. Noel Luddy	Jules Cohen
Opening Balance	\$13,062	\$11,386	\$2,500	\$20,000
Awards	\$16,500	\$1,000	\$0	\$40,000
Receipts	\$17,980	\$0	\$2,500	\$20,000
Ending Balance	\$14,542	\$10,386	\$0	\$0

Revenue. The AFCCE and Byron W. St. Clair scholarships are funded by corporate and individual donations. Additionally, AFCCE matches donations from its members to its scholarship fund up to \$200;


² The AFCCE Scholarship Fund Fiscal Year runs from January 1 to December 31.

matches totaled \$4,330 this year. The E. Noel Luddy Scholarship is funded by Dielectric Communications at \$2,500 and is sometimes augmented by AFCCE. The Jules Cohen Memorial Scholarship is funded solely by the IEEE Broadcast Technology Society at up to \$40,000; \$40,000 was funded during CY 2020, but only \$5,000 is expected for CY 2021.

Expenses. The AFCCE Scholarship Fund awards scholarships under four named programs in amounts typically ranging from \$500 to \$10,000. The awardees are listed below:

Semester	Name	School	Amount	Program
Fall 2019	David Boutin	U MD, College Park	\$5,000	Jules Cohen
	Maurice Compton	U Dallas	\$1,500	AFCCE
	Nathan Ellsworth	U TX, Dallas	\$5,000	Jules Cohen
	Kewani Habtemariam	U MD, CP	\$1,500	AFCCE
	Md. T. Islam	U MO, Kansas City	\$2,500	AFCCE
	Md. K. Islam	U MO, KC	\$5,000	Jules Cohen
	Daniel Klawson	U MD, CP	\$5,000	Jules Cohen
	Prosanta Paul	Old Dominion U.	\$2,500	AFCCE
	Rafida Zaman	U MO, Kansas City	\$3,000	AFCCE/ENL
		Fall Total	\$31,000	
Spring 2020	Maurice Compton	U Dallas	\$2,000	AFCCE
	Dylan Stewart	ODU	\$5,000	Jules Cohen
	Nathan Ellsworth	U TX, Dallas	\$5,000	Jules Cohen
	Andrew Heller	U MN	\$1,000	Byron St. Clair
	Md. T. Islam	U MO, Kansas City	\$5,000	Jules Cohen
	Daniel Klawson	U MD, CP	\$5,000	Jules Cohen
	Prosanta Paul	Old Dominion U.	\$2,500	AFCCE
	Rafida Zaman	U MO, Kansas City	\$2,500	AFCCE/ENL
		Spring Total	\$29,000	

AFCCE seeks to award a total of \$20,000 annually from its scholarship program. The E. Noel Luddy and Jules Cohen scholarships are awarded consistent with the amounts funded by their sponsors. The Byron St. Clair Memorial scholarship seeks to award \$500 per student and is focused on lower-division and Community College students.

Very truly yours,

 Robert D. Weller, P.E.
 Treasurer, 2019–2020

Appendix A – List of Scholarship Fund Donations, \$20 and Over*

5/1/19 – 4/30/20		
James McDonald	Byron St. Clair	\$100.00
Dielectric	E. Noel Luddy	\$2,500.00
Angela Gillespie	AFCCE SF	350.00
Ben Evans	AFCCE SF	50.00
Brian Szewczyk	AFCCE SF	250.00
Bruce França	AFCCE SF	155.00
Christine Zuba	AFCCE SF	100.00
David Glenn	AFCCE SF	125.00
Dennis Heymans	AFCCE SF	500.00
Dennis Wallace	AFCCE SF	500.00
Douglas Ross	AFCCE SF	1005.00
Edward Collora	AFCCE SF	250.00
Eric D. Stoll	AFCCE SF	100.00
Eric Wandel	AFCCE SF	115.00
John Byrne	AFCCE SF	200.00
John Collinson	AFCCE SF	100.00
John A. Lundin	AFCCE SF	1500.00
John Lyons	AFCCE SF	305.00
John George, Jr.	AFCCE SF	1100.00
John Mullaney	AFCCE SF	1400.00
John Mullaney (Life Mem.)	AFCCE SF	230.00
Jonathan Edwards	AFCCE SF	345.00
L. Robert Du Treil	AFCCE SF	100.00
Larry Will	AFCCE SF	700.00
Marissa Repp	AFCCE SF	150.00
Matthew A. Sanderford	AFCCE SF	50.00
Matthew Butcher	AFCCE SF	200.00
Merrill Weiss	AFCCE SF	100.00
Michael Lasky	AFCCE SF	500.00
Peter Starke	AFCCE SF	1100.00
Richard L. Biby	AFCCE SF	100.00
Robert Culver	AFCCE SF	200.00
Robert Hoover	AFCCE SF	2200.00
Ronald Chase	AFCCE SF	755.00
Sonia Castillo	AFCCE SF	1000.00
Sterling Davis	AFCCE SF	100.00
William King	AFCCE SF	200.00
Cavell Mertz & Associates	AFCCE SF	1000.00
Electronics Research Inc.	AFCCE SF	500.00
Dielectric LLC	AFCCE SF	2500.00
Carl T. Jones Corp.	AFCCE SF	250.00
Howell Laboratories, Inc.	AFCCE SF	750.00
Kintronic Investment Company	AFCCE SF	5000.00

CityScape Consultants	AFCCE SF	500.00
The Durst Organization	AFCCE SF	2000.00
Total	AFCCE SF	\$28,635.00
IEEE Broadcast Technology Soc.	Jules Cohen	\$40,000.00

* some records were not available. My apologies if any donation was missed.



ASSOCIATION OF

FEDERAL COMMUNICATIONS CONSULTING ENGINEERS

WASHINGTON, D.C.

2020 Scholarship Committee's Annual Report

During the past year, the scholarship committee selected and recommended to the scholarship board of directors' awards for the Fall, 2019 and Spring, 2020 semesters. These included: AFCCE, IEEE-BTS Jules Cohen Memorial, E. Noel Luddy Memorial and Byron St. Clair Memorial Scholarships. The latter, through the efforts of Bob Weller, allow for freshman year scholarships of up to \$1,000 per semester. The initial \$1,000 award was made to Andrew Heller, an engineering freshman at the University of Minnesota for the Spring, 2020 semester.

There were 12 applications resulting in 9 awards for the Fall, 2019 semester to 5 graduate and 4 undergraduate students, totaling \$31,000 (\$10,000 AFCCE, \$20,000 IEEE-BTS Cohen and \$1,000 Luddy). There were 10 applications also resulting in 9 awards for the Spring, 2020 semester to 5 graduate and 4 undergraduates totaling \$29,000 (\$6,500 AFCCE, \$20,000 IEEE-BTS Cohen, \$1,500 Luddy and \$1,000 St. Clair).

Maurice Compton, a junior at the University of Texas, Arlington, won the lottery to attend IWCE 2020, which was postponed and then re-scheduled as a virtual event, to late August due to COVID-19. Mark Fehlig, the AFCCE-IWCE coordinator, will attend and represent AFCCE.

The on-line scholarship application form was updated. The IEEE-BTS Jules Cohen funding level for 2020 was reduced from \$40,000 to \$20,000 per year due to IEEE-BTS's budget reduction.

The disappointing number of applicants for the Fall, 2019 and Spring, 2020 semesters was somewhat improved in that we received 19 applications for the Fall, 2020 semester.

I wish to thank the members of the scholarship committee, scholarship board and our officers for their continued work and support. The current scholarship board members are:

Matt Butcher, Roz Clark, Marshall Cross, Anne Crump, Stephen Pumple and Bob Weller.

Respectively Submitted,

Marshall Cross, P.E., Chair