

IEEE Buenaventura Section OpCom meeting Minutes July 30, 2012

Next Meeting is August 27th, 6:30pm at Mandarin Buffet

Attendees:

Karl Geiger (Section Chair), Bridgeman Carney (Section Vice Chair), Albert Wolfkiel (Section Treasurer), Zak Cohen (Section Secretary), Momin Quddus (Aerospace Society Chair), Christian Zeigler (Pace/Awards), Jerry Knotts (LMAG), Victor Lin (Communications Society Chair), Mike Nichols (Guest).

Meeting called to order at 6:35 P.M. by Karl

Section Business

1.0 Approval of Minutes from previous Meeting – Zak Cohen

The minutes need to be amended to indicate that Victor Lin and Tom Cambell were present at the meeting. Motion to accept meeting minutes as corrected by Christian, seconded by Jerry. All ayes.

2.0 Treasurers Report – Albert Wolfkiel

Albert stated that we have problems with:

- How to accept payments for ads
- How to track advertisement income
- How to report the monthly treasurers report

A new spreadsheet showing advertisers is in Google Docs for review, but one advertiser is omitted. Google Docs also contains a proposed budget outline for review, **Please review.**

We need to have software that can be used for invoicing advertisers. The software must be able to save time and allow us to get the payment immediately so we don't have to wait on company net payment rules. This would also be useful for the fall event.

We need to have a payment method selected for the section that can also be used for the Fall Symposium. Possibilities are Paypal, Google Merchant and VTools. Karl mentioned that Paypal is too expensive and that Vtools is buggy. **Jerry will research Google Merchant.**

Notify Albert if there are any changes required by your society that needs

to be included in next years budget.

Aerospace section is expecting \$300 from IEEE. Albert has not received it yet.

A motion to accept the treasurer's report was raised by Victor and seconded by Jerry. All approved.

3.0 LAC Report- Karl Geiger/Bridge Carney

There was no LAC meeting this month. The next meeting will be at the Region 6 meeting in August.

4.0 Membership Development Update – Christian Ziegler

Christian discussed the MD monthly Webinar. The goals for membership are set for the region level and not down to the section level. We should create our own goals. IEEE membership is up to 377,000 but individual society membership is down. SAMIEEE training was done by Karl with Bridge and Christian. Christian has access and expertise on how to use the database.

5.0 Review of “Letters from the Edge” –Karl Gieger

Karl mentioned that the IEEE requires a physical mailing (at least a postcard) each year. We will send both a postcard and E-mail. \$800 has been budgeted for the mailing. Mailmerge will be used.

6.0 Society/Chapter Activities Review

AES- Momin mentioned that AES has held joint meetings with other chapters with about 26 attendees. He is planning to have joint meetings every month. Momin will send addresses of attendees to Karl to use for newsletter addresses.

In order to comply with IEEE rules, separate each chapter's members from the total joint meeting attendees and file a separate meeting report.

Communications- Victor stated that the society moved its meeting to Skyworks. Meeting attendance was doubles as Skyworks employees attended meetings. Attendance was 40 at the last meeting. **Karl will check on the possibility of an Ad.**

Computer- Karl said that no meetings were held the last couple of months and no meeting has been scheduled.

Robotics- **Karl will talk to them to see if they are going to continue to be a society.**

Old Business

1.0 Discussion on increased chapter participation – Karl Gieger

The discussion will include OpCom, Website and chapter activities. This item is tabled to the next meeting

2.0 Discussion on creation of a Section Budget –Albert Wolfkiel

Discussed above as part of the treasurers report.

3.0 Update on the Section Fall Symposium –Bridge/Karl/Ross

Carney stated that we still need 5 or 6 more exhibitors. We are going to charge \$185 per table. Karl announced that the event web site is live with the exhibitors on the site. Karl announced that Dr. Gadh has been selected as the keynote speaker. We still need two more speakers.

4.0 Wrap up on the Senior Elevation Event –Christian Ziegler

There were two events, the first as a test on July 7th and the actual event on July 14th. Everybody thought the event went well and should be the guideline for future events. Of 22 interviewees 20 were advanced and the other 2 have to finish the paperwork. Future events could be scheduled every 6 months. Dates will be discussed at a later meeting.

New Business

1.0 2013 Section Officer Nominations –Zak Cohen

The Section approved slate for 2013 officers to be submitted to the OpCom members include:

- Section Chair – Bridgeman Carney
- Section Vice Chair – Albert Wolfkiel
- Section Secretary – Karl Geiger
- Section Treasurer – Zak Cohen

Additional write-ins and alternatives will be encouraged

2.0 Discussion on New PSES Society –Mike Nichols

Mike Nichols introduced himself to the OpCom. He is looking to see if there is interest in creating a new Product Safety Engineering Society chapter (PSES) within the Buenaventura Section. The IEEE rules for organizing a new chapter require a petition signed by 12 PSES society members.

The discussion included the need to advertise, continuous reminders about the meeting and finding a permanent venue.

Commitments:

- **Christian will poll the IEEE Data base to see how many PSES and EMT members in section**
- **Karl will introduce Mike to Nathalie so they can discuss her method of successfully organizing a chapter**
- **Mike will plan a meeting in September that will not interfere with any other meetings. We will fund**
- **Mike will check with AMC in Camarillo for a meeting venue**

3.0 Review of Section Activities Calendar –Zak Cohen

- Fall Energy Efficiency Event - October 4th 2012 - Westlake Village Inn
- Hearts and Minds – proposed for Saturday in November
- The-Day-after-the-end of the-World Mixer - Dec 22, 2012 - Location TBD
- Senior Member Elevation Event – January and June, 2013 – TBD
- Section Awards Event – Last Monday in January, 2013

Meeting adjourned at 8:22 P.M.