

OpCom Meeting Minutes

Monday 25 March 2013

Attending:

- Albert Wolfkiel, Vice Chair
- Bridge Carney, Chair
- Christian Ziegler, Membership Development/Awards
- David Pehlke, ComSoc Chair
- Jerry Knotts, LMAG Chair
- John Wright, LA Council Representative
- Karl Geiger, Secretary
- Mike Nicholls, EMC and Safety Engineering
- Momin Quddus, AESS Chair
- Ross Kocen, Event Planning
- Stephen Johnson, EMBS Treasurer
- Tom Campell, MTTTS Chair
- Zak Cohen, Treasurer

Meeting called to order at 6:30pm.

Standing Items

Minutes (Karl Geiger)

NOTE: **ACTION** items are from previous meeting minutes so as to ensure we get closure on these items

Please review the February 2013 Minutes found at

<http://www.ieee-bv.org/wp-content/uploads/2013/02/2013-02-25-BV-OpComm-Meeting-Minutes.pdf>

Minutes approved

Treasurer's Report (Zak Cohen)

Expensing –

- Please show a breakdown of the expense report.
- Expensing rules are on our website.
- Need to show \$4300 encumbrance for Hearts and Minds

Membership Development (Christian Ziegler)

- BV Section membership dropped by 153 as 161 members are now in arrears as of the end of February
- Three members joined since the last meeting.
- Christian has emailed the twelve Senior members who were elevated last summer. After the April meeting he will simply mail the Senior Member pins to their owners.
- We spent \$28 on the gifts at the Awards meeting in January. Any chapter that wants to use that inventory for their own speaker gifts, simply transfer the cost from a chapter budget to the Section.
- Senior Elevation event will be June 15th with the practice run on June 1st. Likely will be held at the T.O. Library on Janss Road.
- **ACTION:** Membership development is part of every chapter's activities.
 - **Key is it is a team effort.** Look for Chapter and program chairs to involve their workplaces and to recruit actively at open meetings.
 - **Action:** Christian to get consolidated benefits information from John Wright and send them to the chapter chairs. John suggests looking at the Member Benefits on the 2nd Tab of the IEEE home page and using this material:
http://www.ieee.org/membership_services/membership/benefits/index.html

Los Angeles Council Update (John Wright)

There are errors in the current IEEE layout of Section boundaries within the LA Council's region due to changes in ZIP codes that have accumulated over the years. John will forward current section boundaries to the LA Council for discussion and later correction.

Chapter Updates (Chapter Chairs)

Aerospace Chapter (Momin Quddus)

- Joint mtg with MTTs in April.

Communications Chapter (David Pehlke)

- Upcoming distinguished speaker 22 April. ComSoc will look for matching funding from Section, LA Council, ComSoc global to help defray travel expenses of speaker.

Computer Chapter (Karl Geiger)

- Lightly attended (20 members) meeting in March.
- March meeting was about genomics data tool; Karl to forward speaker info to EMBS.
- April talk will be on hacking the Internet of Things

Electron Devices/Circuits and Systems Joint Chapter (Sunil Pai)

- No report; officer not present

Engineering in Medicine and Biology Chapter (Steve Johnson)

- EMBS has funding and is now entirely on NetSuite

- Karl to forward genomics presenter to Steve.

Microwave Theory and Techniques Chapter (Tom Campbell)

- Planning a June BBQ with AOC and is looking for contacts to help pull the event together.

Power and Energy Chapter (Bridge Carney, Christian Ziegler)

- **ACTION:** Christian Ziegler will follow up with PES members to see if they are interested in meeting. Karl will set a calendar date when he receives word from Christian

Robotics and Automation / Industrial Applications Joint Chapter

- No activities.

Old Business

Science Fair (Momin Quddus)

- Science Fair judging is April 9-10 2013. Awards ceremony is Thu 11 April 2013.
 - Attendees / judges to send Momin your assignments for judging so he can coordinate activities for the IEEE Special Award.
- Momin is waiting to hear from Fry's for approval of awards.
 - Fry's has not responded. We will put out our own \$500 awards.
- We see no publicity in the VC Science Fair materials from our \$500 sponsorship of the Science Fair. **ACTION:** Zak Cohen to check our expenses to see whether we sent the \$500 to John Tarkany.

New Business

Calendar of Events

- The Secretary will set up the calendar for coming year using the online calendar. Existing/known events are already on the calendar.
- The calendar is visible at <http://www.ieee-bv.org/events/calendar/> It is hosted in Google Calendar.
- **Christian: senior elevation event is for 15 June, 1 June as dry run.**
- Fall Event
 - Karl and Bridge in early discussion with Oscars team for a technical theme based on the motion picture/entertainment industry.
- Moorpark College: Has an engineering club. It meets Tuesday at 1pm and the contact is Dr. Scarlett Relle (drsrelle@gmail.com). Is anyone interested in working with them?
 - John Wright will look in tomorrow the 26th of March.

South Area Report (Doug Askegard)

- Doug's request to be appended to the meeting minutes below.

Publicity (Bridge, Karl)

- The outreach program has produced two newspaper articles for The VC Reporter and started to garner publicity via other organization like UC Santa Barbara's Institute for Energy Efficiency.
- IEEE MGA will meet with Bridge and Karl Friday 29 March to learn how we are approaching and succeeding.
- **ACTION:** Chairs to forward names of companies that have presented to Bridge and Karl for them to write and feature companies in articles for the paper. **To date:**
 - Jerry Knotts suggested contacting David Collins.

Conference Memoranda of Understanding (Bridge)

- The MOU was signed. It does not commit us to anything at this time.
- There will be incidental expenses involving travel for our section's planners during the next two years.
- **Action:** David Pehlke to propose a level of funding for travel to GLOBECOM 2015 planning at next OpComm meeting.

New Business:

Mike Nicholls is holding an EMC and Safety Engineering (proposed joint chapter) meeting in May. Speaker set up and is looking for space to meet and help organizing the meeting. The proposed meeting location is at one of the T.O. libraries.

- **ACTION:** Bridge to forward Mike the IEEE proof of insurance. This will be needed for the Senior Elevation event as well.
- **ACTION:** Karl to coordinate with Mike on getting messages out to the membership, through the newsletter, and online.

Meeting adjourned at 7:55pm.

Next OpComm meeting planned for Monday evening 29 April 2013 at Mandarin Buffet.