IEEE Buenaventura Section

OpCom Meeting Minutes

# June 27, 2016

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| Simi Valley, CA |

## Attendees

Doug Askegard

Tom Campbell

Bridge Carney

Zak Cohen

Reza Faroozabadi

Nathalie Gosset

Deron Johnson

Jerry Knotts

David Pehlke

Bob Rumer

Sana Sarfraz

## Section Updates

In appreciation for letting us use their facility, we gave CLU Westlake Center ("HUB 101") a new lectern.

We received a check for $16,000 from GlobeCom 2015! Thank you to the team that negotiated the agreement, the team that supported the event, and the volunteers that went down to San Diego.

We have added 32 new members to the section since January.

The Photonics chapter has been officially approved. Congratulations!

We now have 100 members in our Meetup group.

Nathalie received a shipment of 500 pens and 250 sprayers, and a few cable management devices.

## Minutes from Previous Meeting

Minutes from the [June 6](http://www.ieee-bv.org/wp-content/uploads/2016/07/2016-06-07-IEEE-BV-OpCom-minutes.docx) meeting were accepted as submitted.

## Review of Budget and Expenses

Treasurer's report and section actuals were reviewed, and accepted as submitted. See the [Appendix](http://www.ieee-bv.org/wp-content/uploads/2016/07/2016-06-27-IEEE-BV-OpCom-minutes-appendix.pdf) for details.

A few things since the last OpCom:

* Items labeled "Unknown Amazon Marketplace Transaction" were paper/plastic supplies (plates, glasses, utensils) for the upcoming Mixer.
* The Computer chapter received $170.72 from its society.
* $2000 of the GlobeCom funds were transferred to the ComSoc chapter per previous agreement.

## Budget Adjustments

**Recommendation: Adjusting all chapter funds to minimum of $1k**

Proposal: Nathalie suggested that chapters with less than $1000 be brought up to the $1000 level, with the exception of the Photonics Chapter that could benefit from $250. This would affect the ED/CAS and Computer chapters.

Moved by Tom Campbell, seconded by Jerry Knotts, that "Some of the extra funds be allocated to bring chapters that are sub $1000 up to $1000, with the exception of Photonics."

**The motion was approved** unanimously.

**Recommendation: Webinar capabilities**

Proposal: Use zoom.us for webinar capabilities. IEEE capability is painful, since it needs to be booked in advance and we do not have control over it. For $400 for one year, we can have an unlimited number of meetings with up to 100 attendees. Nathalie has used it in the past, and has been very happy with it.

Moved by Bob Rumer, seconded by Jerry Knotts, that "We spend appropriate funds for subscribing to zoom.us webinar services for evaluation for one year."

During discussion, Bridge agreed to look into policies around use of webinars, recordings, etc.

**The motion was approved** unanimously.

**Promotion and membership development**

We had an informal discussion about how to increase promotion of our meetings and increase membership. One suggestion was that we subsidize a few student memberships, if the student has shown a certain level of involvement or interest in chapter meetings.

Moved by Sana Sarfraz, seconded by Nathalie Gosset, that "We allocate $320, on the condition that the student attend two meetings."

During discussion, it was noted that the funds must come from the pool that is not derived from membership funds.

**The motion was approved** unanimously.

## R6 Southern Area Awards

I number of Buenaventura nominees won at the Southern Area level:

* Nathalie Gosset: Outstanding Leader
* Buenaventura Communication Society Chapter: Outstanding Chapter
* Marc Hornbeek: Outstanding Engineer
* Buenaventura Life Member Affinity Group: Outstanding Organizational Unit
* Rancho Campana: Outstanding Public Pre-College School

Congratulations to all the winners.

## July 20 Mixer

Bill Rumer, Bob Rumer's father, will be interviewed by Bob about his involvement in the Apollo moon program. He would be more comfortable if there were other panelists.

Tom will reach out to Momin Quddus to see if he can locate anyone at JPL. Bob agreed to be the point of contact for coordinating panelists for the event.

Nathalie attempted to contact a discovery center connected to the Saturn rocket, but has not heard a reply. Sana agreed to follow up.

The team is still looking for a caterer. The last two mixers were Mexican food, so we would like to try something different. Jerry will look into getting a recommendation.

Since it is unknown if there will be other panelists, Zak will prepare a short introductory presentation if it is needed.

Meeting was adjourned at 8:15 PM.

## Next Meeting

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| Date/Time | July 25, 2016, 6:30 PM |
| Location | Home of Nathalie Gosset and Doug Askegard, Simi Valley |