IEEE Buenaventura Section

OpCom Meeting Minutes

# April 27, 2015

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| Simi Valley, CA |

## Attendees

Doug Askegard (RAS/IAS, PACE Representative)

Tom Campbell (MTTS)

Bridge Carney (Vice Chair)

Zak Cohen (Treasurer)

Ping Fang (Entrepreneurship)

Nathalie Gosset (Chair)

Deron Johnson (Secretary)

Jerry Knotts (LMAG)

Dave Pehlke (ComSoc)

Bob Rumer (EMBS)

Meeting was called to order at 6:45 PM.

## Minutes from Previous Meeting

Minutes from the March 30 meeting were accepted without change.

## Treasurer's Report

Revenue was good last month. We received $1000 from PACE, $1000 donation from Syntesis Global, and $200 ad sponsorship from Login Consulting. The MTTS chapter received $1000 from their society.

A question came up about how expenses were being divided between chapters for joint meetings. Going forward, any splitting of expenses must be approved by all affected chapter chairs. Nathalie agreed to send out an E-mail summarizing the process.

A question came up about who check 6258 went to. Zak agreed to look into it.

## Metrics: Actuals vs. Plan

See Appendix A.

## Buenaventura Section Updates

Section Mixer is May 14 at the Huddle Center in Westlake Village. Bridge Carney and Ross Kocen are the event organizers, and Zak Cohen will be the emcee. Bring your old blue jeans to the event to donate.

Officer training is on May 20. Steve Johnson will be the facilitator.

The next Entrepreneurship Workshop is May 27. Jerry Knotts will be the instructor.

See Appendix B for a list of events scheduled for May.

## Pre-University Education

Bob Rumer talked about the Next Generation Science Standard. This is a K-12 standard developed by 12 states, including California. Engineering is part of the curriculum. Bob, Doug and Momin are looking at how we can partner with other engineering societies. They also plan to work with volunteers on mapping the various STEM initiatives in Ventura County, so that they can make recommendations about the best way our IEEE section can be helpful through collaborations.

## Sub-Teams

We broke into two sub-teams to focus on different areas.

## Sub-Team: "Building a Strong Team of Officers/Volunteers"

Bob Rumer was the facilitator. We listed the different types of information that would be useful for new officers.

* Best practices: How to build up and lead a chapter. How to find speakers. How to handle speakers. What you should expect of them, and what they should expect of you.
* Logistics: vTools, SAMIEEE, etc.
* Finding talents of volunteers: How to match a volunteer's interests with your needs. How to assign tasks to different officers. Finding your successor.
* Fundraising: How to find targets, and how to present our story. Linked to a strong mission statement.
* How to we tie in to the broader IEEE.
* Glossary: What do IPS, ED/CAS, RAS/IAS, etc. stand for?

## Sub-Team: "2015 Speaker Series"

Nathalie Gosset was the facilitator. Nathalie, Tom Campbell, and David Pehlke worked together and reviewed a list of names from the area and identified several great potential speakers for the Microwave chapter and the Communications chapter. They will approach these individuals and “book them” for 2015.

## Next Meeting

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| Date/Time | June 1 2015, 6:30 PM |
| Location | Home of Nathalie Gosset and Doug Askegard, Simi Valley |
| Strategic Focus | Promotion Strategy |

## Appendix A - Actuals vs. Plan

 

## Appendix B - Upcoming Events

