IEEE Buenaventura Section

OpCom Meeting Minutes

# June 29, 2015

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| Simi Valley, CA |

## Attendees

Ali Alhatrashi

Doug Askegard

Tom Campbell

Bridge Carney

Zak Cohen

Reza Firoozabadi

Nathalie Gosset

Deron Johnson

Ray Kallaher

Jerry Knotts

Stephanie Knotts

Mike Nicholls

David Pehlke

Bob Rumer

Chuck Seabury

Meeting was called to order at 6:45 PM.

## Minutes from Previous Meeting

Minutes from the [June 1 meeting](http://www.ieee-bv.org/wp-content/uploads/2015/06/2015-06-01-IEEE-BV-OpCom-minutes.docx) were accepted without change.

## Treasurer's Report and Budget Update

An additional $75 was allocated to ComSoc since they met the "6 or more technical meetings" threshold for 2014. We also received $500 from PACE for the Entrepreneurship Workshop. See "Cash Accounting" and "Chapter Budget" in [Appendix A](http://www.ieee-bv.org/wp-content/uploads/2015/06/2015-06-29-IEEE-BV-OpCom-minutes-appendixA.pdf) for full details. The Treasurer's Report was accepted without change.

Please make sure to submit your expense reports promptly. This helps Zak keep track of how much money we really have.

We also received the breakdown of how the annual rebate was calculated. See "IEEE MEMBER AND GEOGRAPHIC ACTIVITIES DEPARTMENT - STATEMENT OF REBATE - 2015" in [Appendix A](http://www.ieee-bv.org/wp-content/uploads/2015/06/2015-06-29-IEEE-BV-OpCom-minutes-appendixA.pdf) for details. We received less than what we put in our original budget. We lost about 100 members at the beginning of the year (for example, late renewals), which might have contributed to the smaller rebate.

Chapters are encouraged to apply to their societies as another source of funding. This is independent of what comes from the section. Each society has its own rules.

Note that we get a slightly larger rebate for Senior Members. Buenaventura has a much larger percentage of Senior Members than average for the IEEE, because of our Senior Member elevation events, and the diligence of Reza and the elevation team to push through applications that get "stuck".

## Section Metrics

Unfortunately, PACE pulled back their approvals, because they had agreed to fund travel to the IEEE-USA conference, and that ate up their budget. Doug Askegard was able to get them to reconsider and approve $500 for the July mixer, since we were already going forward with that event.

The good news: We were able to get $3500 of other funds in June. See "BV OpCom Metrics - Actuals vs. Plan" in [Appendix A](http://www.ieee-bv.org/wp-content/uploads/2015/06/2015-06-29-IEEE-BV-OpCom-minutes-appendixA.pdf) for details. Our goal is still to finish the year with at least the same amount that we started with ($10,400, excluding the reserve for GLOBECOM).

## Section Updates

Speaker Programs: Aerospace is the latest chapter to reach the goal of booking 6 speakers this year.

**Photonics Chapter:** The proposed Photonics Chapter might be able to form an alliance with a group that meets at Teledyne Newbury Park to discuss lightwave topics. Teledyne has a very nice auditorium, which is available for a small fee. This is a good example how we can partner with other groups.

**Awards:** Doug Askegard sent out a survey from "Survey Monkey" for award nominations.

**Other Accomplishments:** See "Accomplishments that we achieved together" in [Appendix A](http://www.ieee-bv.org/wp-content/uploads/2015/06/2015-06-29-IEEE-BV-OpCom-minutes-appendixA.pdf).

Note: If you get a speaker lead, please respond promptly, so we know if your chapter is pursuing it or if another chapter can.

## IEEE GLOBECOM 2015

David Pehlke presented a few slides about [GLOBECOM 2015](http://globecom2015.ieee-globecom.org/). The full slide deck is in [Appendix B](http://www.ieee-bv.org/wp-content/uploads/2015/06/2015-06-29-IEEE-BV-OpCom-minutes-appendixB.pdf).

In particular, we focused on the "Additional Attendance and Volunteerism" item. It is not clear exactly what Buenaventura Section needs to do to fulfil this commitment. Nathalie Gosset has reached out to the conference General Chair and the Finance Chair to get clarification. Bridge Carney agreed to take the role of volunteer coordinator.

## Financial Review and Approval

Nathalie Gosset presented the budget plan for the remainder of 2015. We have reached our mid-year fundraising goal, and we agreed in February that this would trigger the release of funds for the second half of the year. As shown in the last two pages of [Appendix A](http://www.ieee-bv.org/wp-content/uploads/2015/06/2015-06-29-IEEE-BV-OpCom-minutes-appendixA.pdf), the budget plan highlighted some new areas to be funded, and some unused/dormant areas with funds that can be returned to the section.

Motion by Jerry Knotts, second by Bridge Carney, that the plan be approved.

Approved unanimously.

Meeting was adjourned at 8:00 PM.

## Next Meeting

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| Date/Time | July 27, 2015, 6:30 PM |
| Location | Home of Nathalie Gosset and Doug Askegard, Simi Valley |
| Strategic Focus | What Can We Do Better - 360 Degree Assessment |