IEEE Buenaventura Section

OpCom Meeting Minutes

# August 10, 2015

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| Simi Valley, CA |

## Attendees

Doug Askegard

Tom Campbell

Zak Cohen

Ping Fang

Nathalie Gosset

Deron Johnson

Ray Kallaher

Jerry Knotts

Stephanie Knotts

David Pehlke

Chuck Seabury

Meeting was called to order at 6:45 PM.

## Minutes from Previous Meeting

Minutes from the [June 29 meeting](http://www.ieee-bv.org/wp-content/uploads/2015/08/2015-06-29-IEEE-BV-OpCom-minutes.docx) were accepted as submitted.

## Treasurer's Report and Budget Update

Treasurer's report was accepted as submitted. See the [Appendix](http://www.ieee-bv.org/wp-content/uploads/2015/08/2015-08-10-IEEE-BV-OpCom-minutes-appendix.pdf) for details. There was relatively little activity last month.

## Section Metrics

Our membership retention has been good. We retained 86.4% of our membership from last year, only slightly short of the Region 6 goal of 89%. We also have added 54 members since the beginning of the year. Nathalie distributed a list of new members since the beginning of the year. Please take a look, and see if any might be interested in volunteer activities.

We have done well with scheduling talks. See "2015 BV Talks and Events Rollout" in the [Appendix](http://www.ieee-bv.org/wp-content/uploads/2015/08/2015-08-10-IEEE-BV-OpCom-minutes-appendix.pdf) for details.

Chapters are encouraged to promote each other's talks at their events.

BV Section Submissions for R6 Awards: See the [Appendix](http://www.ieee-bv.org/wp-content/uploads/2015/08/2015-08-10-IEEE-BV-OpCom-minutes-appendix.pdf) for our list of nominees.

## Our Plan for GlobeCom

We need all chapter and section events to promote GlobeCom, since our section has invested in it. David Pehlke agreed to put together a short slide show that we can use at the beginning of events.

Our goal is 16 volunteer-days from the section (e.g. 4 volunteers x 4 days). We need to emphasize what we are looking for from volunteers, and what the benefits are.

## Main focal topic: 360 degree review

This was an open discussion of what has worked well and what has not worked well so far this year. See "List of comments recorded Dec 29, 2014" in the [Appendix](http://www.ieee-bv.org/wp-content/uploads/2015/08/2015-08-10-IEEE-BV-OpCom-minutes-appendix.pdf) for a list of issues identified last year.

Worked Well

The OpCom meetings have been efficient, and of value to the team. Not meeting in a restaurant has been a plus. The original intent was to save money for the Section by avoiding to have a large group dining at a restaurant, which it did. An added bonus is that we can spread out or split into subgroups when needed. (Nathalie and Doug have graciously offered to let us continue to use their home next year if desired.)

The speaker series this year has been great. The planning session where we put our calendars on the wall was very useful. Keeping at least a 6 month queue is helpful, since it eases the pressure on chapter officers.

Having a budget at the beginning of the year has streamlined the OpCom meetings, has empowered the functional chairs, and has given a clear delineation between chapter funds and section funds.

The mixers have been very popular.

Marketing of our events has greatly improved. In particular, Meetup has brought in some new attendees.

Needs Improvement

Some members don't seem to be getting our E-mail distributions. Deron agreed to look into this.

Eventbrite is hard to understand. A quick reference would be useful. Nathalie agreed to explore alternatives, and Stephanie agreed to help. Chapters that are using vTools are free to continue using it, but it is problematic for payed events.

Venues - some chapters don't have a permanent home. Jerry suggested some other possibilities at CLU, such as meeting rooms above the gym or under the new cafeteria. The Teledyne auditorium is a possibility, but they charge $100 per night, so that limits how often we can use it.

Chapters need to think as a team and coordinates schedules. We might need a separate event coordinator role next year for the section.

Some officers have found they do not have the time to fulfill their roles. We need to bring volunteers to step into these roles so that we can get the objectives completed for 2015. Nathalie agreed to line up new volunteers, approach officers who are over committed, and work up a transition plan.

## Section Updates

The nominating committee was formed for next year's section elected officers. Nathalie, Zak, and Jerry agreed to serve on the committee.

Upcoming Section Events

* October 10: Engineering for Girls
* October 22: Fall Event - Hitchhiker's Guide to the Planets

We should start thinking about the Sections Conference. It is in 2017, in Australia.

Meeting was adjourned at 8:30 PM.

## Next Meeting

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| Date/Time | August 31, 2015, 6:30 PM |
| Location | Home of Nathalie Gosset and Doug Askegard, Simi Valley |
| Strategic Focus | Chapters and Planning 2016 |