IEEE Buenaventura Section

OpCom Meeting Minutes

# August 29, 2016

|  |
| --- |
| Simi Valley, CA |

## Attendees

Doug Askegard

Tom Campbell

Bridge Carney

Zak Cohen

Reza Firoozabadi

Nathalie Gosset

Deron Johnson

David Pehlke

Viswa Prapurna Ramireddy

Sana Sarfraz

The meeting was called to order at 6:45 PM.

## Minutes from Previous Meeting

Minutes from the July 25 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/2016/09/2016-08-29-IEEE-BV-OpCom-minutes-appendix.pdf) for details.

Upcoming expenses of note:

* We will have to rent the rooms at CLU for the fall semester: $960.
* The Fall Fundraiser will require rent.
* The three Extraordinary Lives events are budgeted at $500 each.

## Section Updates

Space and Resources

All but one of the meetings at CLU will be at the Gillman Sports and Fitness Center. See the [Appendix](http://www.ieee-bv.org/wp-content/uploads/2016/09/2016-08-29-IEEE-BV-OpCom-minutes-appendix.pdf) for dates. It is about one block from the nearest parking lot to the building.

Motion: Moved by Doug Askegard, seconded by Sana Sarfraz, that the cost for the fall be shared between the section and the respective chapters. **Approved unanimously.**

Events for the Fall

* Sep. 10: Engineering a Better Green Pepper, for middle school students. There will be one bus from Thousand Oaks to Oxnard. Limited to 50 kids maximum. Needs adult volunteers (10).
* Sep. 21: Section Mixer.
* Oct. 8: Players of the Light, middle school event for girls. Male and female volunteers needed. Expect 4 - 5 hours for planning, plus day of event.
* Extraordinary Lives: Sep. 14 and Oct 19.
* Nov. 10: Fall Fundraiser. Reza is chair. The event will have at least four panelists. Doug volunteered to look for speaker gifts. The plan is to have it at First Neighborhood Westlake Village again, assuming they give us good pricing.
* David Pehlke mentioned that the ComSoc Chapter would be hosting an IEEE distinguished speaker in November. He is visiting multiple sections in one trip.

IEEE Constitutional Changes

We had an informal discussion about the proposed IEEE constitutional amendment. The section leadership has no official position. Members are encouraged to read the information on the amendment and make an informed vote.

## Section and Chapter Operations

We discussed how to improve operations and get out of "reactive mode", especially around organizing chapter meetings. In summary:

1. We need a good pitch for volunteers. You want people who really want to be involved.
2. We should look at graciously replacing team members who are not contributing. Don't feel the need to fill all positions.
3. If you can't do everything, ask for help.
4. We should think about the training needed to bring a person up to speed.
5. For most chapters, it is important to fill the role of Program Manager first.
6. A checklist of how to run a meeting would be useful.

## Next Meeting

|  |  |
| --- | --- |
| Date/Time | September 26, 2016, 6:30 PM |
| Location | Home of Nathalie Gosset and Doug Askegard, Simi Valley |