**Date**: October 30, 2017

**Time**: 6:30 - 8:00

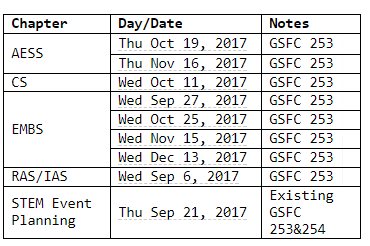
**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
| Bob Rumer | Deron Johnson | Dhruv Roy | Nathalie Gosset |
| Chuck Seabury | Doug Askegard | Howard Turner | Reza Firoozabadi |
| Cristian Cismaru |  | Jerry Knotts | Stephanie Knotts |
| Darrell Gooden |  | Li Huang |  |

# Calendar of Section events

[http://www.ieee-bv.org/conferences-and-events/ - monthly](http://www.ieee-bv.org/conferences-and-events/%20-%20monthly)

CLU Rooms Reservation Q4



# Minutes from Previous Meeting

Minutes were accepted

**Financials**

* Each chapter verified their balance up to date.
  + No issues from the people at the meeting

**Celebrating Jerry Knotts Award**

* **Jerry** brought the Outstanding Life Member Affinity Group award that he received at the IEEE Region 6 Southern Area meeting on Oct 28 in Glendale, Ca.
* Pictures of him getting the award are on the website and Facebook page
* A difference between the BV LMAG and San Diego LMAG is that SD LMAG runs their meeting during the lunch time and meet at restaurants. The BV LMAG members tend to prefer evening events although the BV participation is a small percentage of our LMAG cohort.
* **VC STEM Award**
* **Doug** received a California Legislature Assembly Certificate of Recognition on behalf of the BV Section. The certificate is signed by California Assembly Member Jacqui Irwin and recognizes the BV Section’s commitment to STEM. This award was presented at the STEMtastic event held at Oxnard College on October 17, 2017.
* This was awarded from VC STEM under the corporate category with the wording: Special recognition and commendations are conveyed for your service to our community by going above and beyond to better the quality of STEM Education in Ventura County, and upon being recognized with the STEM Champion Award
  + Pictures are on the website and Facebook page
* **Jerry** brought up the idea that we may want to ask Hub 101 for wall spaceto display some of the section awards

**Girls Make Tech with Heart**

* Feedback received was mostly positive from parents, mentors and girls
* Lots of ideas have been generated for things to do next year
  + Some of the projects lend themselves to automation for next year
  + All kits are returned to their original states.
* Parents loved the marshmallow building activity
* Mentors took ownership of the workshops and really grew into roles
  + There was a good mix of new mentors and experienced mentors which will help keep the event going in future years
* A parent in **Doug’s** workshop asked about holding a smaller event at a school early 2018. In fact, there was multiple requests for duplicating this at other locations.
* **Bob** and **Darrell** initiated a discussion about the need to discuss what it would take to replicate the STEM workshops so they can be used by schools and other IEEE sections
* Darrell talked about the opportunity to develop a strategy with the support of VCOE. For instance, in March there is an environmental career event in VCOE
  + **Darrell** brought up the idea of having IEEE allow teachers to replicate the Build a Smart House workshop for the event
    - He’ll get more information about it to us
* Nathalie said that this was a large conversation that needs to have its own time. The discussion was tabled and another meeting will be scheduled to further discuss this.
  + - Will someone follow up?

**Seeding a Successful Team for 2018**

* **Nathalie** offered to continue hosting OpCom meetings at her and Doug’s house in 2018
* **Jerry** mentioned how empowering it is to meet each month and hear about what chapters and people are doing
* What are the functions that you carried this year (not the title but the high level blocks of what you kindly handled for our IEEE life)
* Which one(s) have you found to be most enjoyable?
* Which ones do you think are duties that do not add value, or redundant, or frustrating?
* What training you wish you would have?
* Do you think that the functions that you perform exceed, match, or underutilize the bandwidth of one person?
* Suggest where consolidation or sharing a function over 2 or more people makes sense.

2017 Functions that we share

| Name | Function | Most Enjoyable | Neutral | Frustrating | Not my cup of tea | Offer to do 2018 | Work that needs more than one volunteer? | Does not add much to our IEEE group | Training needed? | Should be consolidated |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nathalie | Nurture team dynamics | Y |  |  |  |  |  |  |  |  |
| Goals/Structure | Y |  |  |  |  |  |  |  |  |
| Running Opcom  Working with Excom | Y |  |  |  |  |  |  |  |  |
| Attend R6 meetings |  |  |  | Y |  |  |  |  |  |
| Fundraising / grants | Y |  |  |  | Y | Y |  |  |  |
| Finding speakers | Y |  |  |  | Y | Y |  |  |  |
| Finding officers | Y |  |  |  | Y | Y |  |  |  |
| Solicit IEEE Goodies |  |  | Y |  |  | Y |  |  |  |
| Purchasing giveaways |  | Y |  |  |  |  |  |  |  |
| Award R6 applications |  |  | Y |  |  | Y |  |  |  |
| Meeting logistics (plan, bring, pickup) |  |  | Y |  |  | Y |  |  |  |
| Present Legacy Pins | Y |  |  |  |  |  |  |  |  |
| Monitoring and Tracking IEEE metrics |  |  |  | Y |  |  |  |  |  |
| Membership Dev. |  |  |  | Y |  | Y |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Doug | Mentoring other Sections | Y |  |  |  | Y |  |  |  |  |
| Attend R6 events | Y |  |  |  |  |  |  |  |  |
| Coach on IEEE | Y |  |  |  |  |  |  |  |  |
| Grant writing |  |  | Y |  | Y | Y |  |  |  |
| Attend planning meeting of other STEM organizations |  | Y |  |  |  |  | Y  (VC Innovates) |  |  |
| Book Rooms at the Hub |  | Y |  |  | Y |  |  |  |  |
| Mixer Logistics |  | Y |  |  |  |  |  |  |  |
| Officer of chapters AES, RAS, Photonics | Y |  |  |  | Adviser |  |  |  |  |
| Follow IEEE delivery of funds |  |  | Y |  | Y |  |  |  |  |
| Chef | Y |  |  |  | Y |  |  |  |  |
| Name | Function | Most Enjoyable | Neutral | Frustrating | Not my cup of tea | Offer to do 2018 | Work that needs more than one volunteer? | Does not add much to our IEEE group | Training needed? | Should be consolidated |
| Darrell | ENTERPRENEURSHIP | Y |  |  |  | Y |  |  |  |  |
| Strategy | Y |  |  |  | Y |  |  |  |
| Collaboration | Y |  |  |  | Y |  |  |  |
| Small Team | Y |  |  |  | Y |  |  |  |
| (Better signage, delegate) |  |  |  |  |  | Y |  |  |
| Working with Hub 101 | Y |  |  |  |  |  |  |  |  |
| Bring Audience  Digital Marketing |  |  |  |  |  |  |  | Y |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Deron | Newsletter Editor | Y |  |  |  | Y |  |  |  |  |
| Webmaster | Y |  |  |  | Y |  |  |  |  |
| CS Chapter | Y |  |  |  | Y |  |  |  |  |
| STEM Coordinating | Y |  |  |  | Y |  |  |  |  |
| Booking Rooms |  |  | Y |  | N | Y |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Cris | EDCAS Chapter | Y |  |  |  | Y |  |  |  |  |
| Speakers | Y |  |  |  | Y | Y |  |  |  |
| STEM Mentor | Y |  |  |  | Y |  |  |  |  |
| Applying for EDCAS Grant funds | Y |  |  |  | Y |  |  |  |  |
| Finding volunteers |  |  | Y |  |  |  |  |  |  |
| Skyworks Relationship | Y |  |  |  | Y |  |  |  |  |
| L31 Reporting |  | Y |  |  | Y |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Howard | Minutes | Y |  |  |  | Y |  |  |  |  |
| Photography | Y |  |  |  | Y |  |  |  |
| STEM event organization | Y |  |  |  | Y |  |  |  |
| Membership retention | Y |  |  |  | Y |  |  |  |
| Cold Calling for member retention, get money, other things? |  |  |  |  |  |  |  | Y |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Reza | EMBS OFFICER | Y |  |  |  |  |  |  |  |  |
| Speakers | Y |  |  |  |  |  |  |  |
| Getting Bios |  |  | Y |  |  |  |  |  |
| Facebook Twitter | Y |  |  |  |  |  |  |  |
| L31 | Y |  |  |  |  |  |  |  |
| SR. MEMBERSHIP | Y |  |  |  | Y |  |  |  |
| FALL EVENT | Y |  |  |  | Y |  |  |  |
| How to use the new SAMIEEE web site |  |  |  |  |  |  |  | Y |  |

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| Bob | Attend Section Meetings | Y |  |  |  | Y |  |  |  |  |
| STEM outreach | Y |  |  |  | Y | Y |  |  |  |
| EMBS CHAPTER |  |  |  |  |  |  |  |  |  |
| Documenting procedures |  | Y |  |  | Y |  |  |  |  |
| Succession Plan |  |  | Y |  |  |  |  |  |  |
| Robotics | Y |  |  |  | Y |  |  |  |  |
| Recruit Officers – lower end of enjoyable | Y |  |  |  |  |  |  |  |  |
| Better Marketing | Y |  |  |  |  |  |  |  |  |
| Attend OpCom | Y |  |  |  |  |  |  |  |  |
| Archiving presentations on the Website |  |  |  |  | Y |  |  |  |  |
| Clerical Duties |  |  |  | Y |  |  |  |  |  |
| Facilitation vision/mission development |  |  |  |  |  |  |  |  |  |
| Sana | SECTION TREASURER |  |  |  |  |  |  |  |  |  |
| Reimburse officers |  | Y |  |  |  | Y |  |  |  |
| Maintain financial log |  |  | Y |  |  | Y |  |  |  |
| Reconcile with bank statement |  |  | Y |  |  | Y |  |  |  |
| Beg. of Year financial report |  |  | Y |  |  | Y |  |  |  |
| AESS CHAPTER |  |  |  |  |  |  |  |  |  |
| Speakers | Y |  |  |  | Y | Y |  |  |  |
| Volunteers |  | Y |  |  | Y | Y |  |  |  |
| Chapter Logistics |  | Y |  |  | Y | Y |  |  |  |
| STEM EVENT |  |  |  |  |  |  |  |  |  |
| Org. / planning | Y |  |  |  | Y | Y |  |  |  |
| Attend R6 events | Y |  |  |  | Y | Y |  |  |  |
| MIXERS |  | Y |  |  | Y | Y |  |  |  |

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| Steph | Senior Membership Reviewer | Y |  |  |  | Y |  |  |  |  |
| CS Chapter Chair | Y |  |  |  | Y |  |  |  |
| STEM Mentor | Y |  |  |  | Y |  |  |  |
| Recruit Speakers |  |  |  |  | Y |  |  |  |
| OpCom Meetings | Y |  |  |  |  |  |  |  |
| Coordinate with Deron |  |  |  |  | Y |  |  |  |
| Attend mixers |  |  |  |  | Y |  |  |  |
| Recruit Speakers  More involved in Mixers |  |  |  |  |  |  |  | Y |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Chuck | MTTS | Y |  |  |  | Y |  |  |  |  |
| Succession Plan |  |  | Y |  |  | Y |  |  |
| Finding Speakers |  |  | Y |  |  |  |  |  |
| Finding Volunteers |  |  | Y |  |  |  |  |  |
| Like to Stay in touch with IEEE | Y |  |  |  |  |  |  |  |
| Promoting IEEE to students | Y |  |  |  |  |  |  |  |
| Duplication with Discovery activities - Be more aware of others' activities |  |  |  |  |  |  |  |  | Y |
|  |  |  |  |  |  |  |  |  |  |  |
| Dhru | EMBS Officer | Y |  |  |  | Y |  |  |  |  |
| Panel Speaker | Y |  |  |  | Y |  |  |  |  |
| Sensor Council | Y |  |  |  | Y |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Jerry | Attend OPCOM | Y |  |  |  | Y |  |  |  |  |
| Promote IEEE | Y |  |  |  | Y |  |  |  |  |
| LMAG Succession Plan |  |  | Y |  |  |  |  |  |  |
| Special Projects | Y |  |  |  | Y |  |  |  |  |
| Be a Speaker | Y |  |  |  | Y |  |  |  |  |
| Mentoring | Y |  |  |  | Y |  |  |  |  |
| Support Chapters | Y |  |  |  | Y |  |  |  |  |
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| Li | COMSOC Officer | Y |  |  |  | Y |  |  |  |  |
| Finding/Meeting Speakers | Y |  |  |  | Y |  |  |  |
| Meeting Audience | Y |  |  |  | Y |  |  |  |
| Sharing Interest | Y |  |  |  | Y |  |  |  |
| How to structure team to enable flexibility needed when travel |  |  |  |  |  |  |  | Y |  |

**Next Meeting**: 11/27/17 2018 budget plan and approval