**Date**: November 27, 2017

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

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
| Bob Rumer | Dhruv Roy | Reza Firoozabadi |  |
| Darrell Gooden | Howard Turner | Sana Sarfraz |  |
| Deron Johnson | Jerry Knotts | Stephanie Knotts |  |
| Doug Askegard | Nathalie Gosset |  |  |

# Calendar of Section events

<http://www.ieee-bv.org/conferences-and-events/#monthly>

CLU Rooms Reservation Q4



# Minutes from Previous Meeting

Minutes were accepted

**November Event Recap**

* Engineering the Fountain of Youth – 5 expert panel members tackled the topic of human longevity, solutions that can slow aging process, and prospects for technology and research outcomes. 46 people attended the event held at Hub 101. The feedback from the audience was very positive. We raised $271 net.
* Chapters held more great talks.
* The Robotics League tournament brought 170 middle school students in 17 teams under the supervision of 120 parents and coaches.
	+ The event was organized by Bob Rumer, run at the La Reina High School, with the participation from Deron Johnson and Nathalie Gosset as judges.
	+ IEEE Buenaventura Section will be the host of this event in 2018. This year we sponsored a donation of $200 to the high school who lined up 13 high school volunteers for the event.

**Financial Update**

* We went over the 2017 expenses as of Oct 20th.
	+ Chapters are in a good financial position to start 2018.
	+ The Section funds donated more to local robotics clubs and organizations than originally planned.
	+ Sections funds will be lower for the beginning of 2018 than in 2017 and fundraising for the Section will start earlier than in previous years.

**2018 Budget Planning and Approval**

* Budget spending will be approved month by month for the Section funds. This applies only to Section funds. Chapter funds are available at the discretion of each chapter as before.
	+ The month-month approval is a change from 2017 when we allocated money for ½ of the year at a time
* We will make this more granular in 2018 due to starting the year with a smaller reserve than was in the budget for 2017.
* We approved a restricted Section budget for 2018 totally $15.4K that may be expanded through the process of approved motions at OPCOM if/when income is secured by the Section. (see motions that were past at the Nov 27 OPCOM).

**Officers Functions 2018**

* There will be rotating officers chairing the OpCom meetings
* The meetings will still be held at Doug and Nathalie’s house
* Howard will chair the January meeting and Bob will chair the February meeting
* Other chairs TBD at the January meeting
* This is the 2018 OpCom meeting schedule



**Motions approved at the Nov 27 OPCOM**

1. Budget spending will be approved month by month for the Section funds. This applies only to Section funds.

Note: Chapter funds are available at the discretion of each chapter as before. The month-month approval is a change from 2017 when we allocated money for ½ of the year at a time.

1. The Section will encourage the MTTS chapter to cover the support for the VC Science Fair.
2. The Section budget for 2018 donations to robotics clubs is $2,500 ($500 for 5 robotics clubs).

Note: **Chapters are encouraged to use their chapter funds to supplement.**

1. $1,200 will be reserved for the First Lego League Robotics event that IEEE will host in the Fall 2018
2. There has been strong encouragement to duplicate through other channels “Girls Make STEM with Heart.” Financially, we can repeat Girls Make STEM with Heart once in the Fall 2018 with a smaller budget because we have an inventory of material for the workshops.
	1. **The duplication of this event through other venues to amplify the recipe will need to be funded through outside sponsorship.**
3. NEWC: This is an expensive event for IEEE and there is pressure from NEWC that IEEE will buy tables and contribute to the NEWC scholarships each year. We committed to:
	1. Allocate $1,200 total
	2. These funds will be used to cover the cost of EOY and POY and their guests (4 seats).
	3. The balance will go toward NEWC scholarships.
	4. Our Section will secure one table but IEEE attendees will pay for their own ticket.
4. We want to set expectations in areas where we have been "very generous" this year.
	1. $600 to Hub 101
	2. Section awards: $1K budget
	3. The Section will no longer purchase giveaways for the chapters as the value of these items to increase membership or attendance is not clear. Chapters are welcome to purchase items and team up for discounts using their own funds.
5. Budget for the entrepreneurship workshops is $1K.
	1. LMAG funding has been secured, thanks to the diligent work of Nathalie and Jerry
	2. It will be set aside to cover 2018 activities.
6. The Section mixers are getting expensive. We decided to cap them at $1,200/event.

Note: we plan to associate the mixers with affinity groups (Spring Young Professional groups - $2,500 annual sponsorship, Women in Engineering $400, Summer: LMAG) We can ask for PACE funding as usual. Charge a fee - offer Discount for members

**Officer Feedback from the October Minutes**

| 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 OpcomWorking 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 AudienceDigital 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 SpeakersMore 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**: 1/8/2018

Topics:

Engineer of the Year and Project of the Year for NEWC

Spring planning (dates for Mixer, Sr. Member elevation, etc. )

Space planning (reservations for chapters)

Approval of subsequent month budget