**Date**: August 27, 2018

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

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
| Authi Narayanan | Darrell Gooden | Nathalie Gosset |  |
| Bob Rumer | Deron Johnson | Reza Firoozabadi |  |
| Chai Chansungsan | Doug Askegard | Stephanie Knotts |  |
| Chuck Seabury | Howard Turner |  |  |
|  | Jerry Knotts |  |  |
|  |  |  |  |

# Event Scheduling

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Schedule** | **Chapter** | **Location** | **Contact** |
| 1st Tue of month | Entrepreneurship | Hub101 | Doug A. |
| 1st Wed of month | RAS/IAS | CLU | Viswa P.R. |
| 2nd Tue of month | Communications | Skyworks | David P. |
| 2nd Wed of month | Computer | La Reina | Deron J. |
| 3rd Tue of month | Microwave | Skyworks | David P./Cristian C. |
| 3rd Thu of month | Aerospace | CLU | Viswa P.R. |
| Last Mon of month | Section OpCom | Nathalie & Doug’s | - |
| Last Tue of month | ED/CAS | Skyworks | Cristian C. |
| Last Wed of month | EMBS | CLU | Viswa P.R. |
| Last Thu of month | Photonics | Hub101 | Doug A. |

# Calendar of Chapter Meetings

<http://www.ieee-bv.org/chapter-events/>

# Minutes from Previous Meeting

Minutes were accepted

**August Highlights**

* Robotics
  + Interesting talk about light weight backpacking equipment
* AESS
  + Fun talk about the Mars Rover mission, by Alicia Allbaugh
* Connectome
  + Interesting Section talk on Brain wiring and imaging by Nathalie Gosset

**Financial Report and Funding for October**

* PACE money for Spring Mixer was received
* Ed/CAS got a nice amount of money from their society
* Opportunities for chapters:
  + LMAG – reimbursement for expenses up to $1,000. Nathalie will help Jerry prepare the application
  + MTTS – possibility of $1,000. Request must go to Charlie Jackson.
* Officers were asked to look through their balances
* Chapters and the section are doing OK financially
* Photonics, Robotics and CommSoc have not had any meetings
  + Doug is helping CommSoc and Robotics to get some speakers
  + These chapters need some new officers
* Buenaventura Section funding & expenditures for October
  + First Lego league, Admin, Hub 101 gift
  + Approved unanimously

**Hub 101 is going to expand to a space in Ventura city hall**

* This opens the possibility to have meetings there to make it easier for people that live there to attend
* Some ideas were shared

**First Lego League – Event date 11/18**

* The budgeted amount is still the right amount to cover the expenses
* Deron will support Bob with the planning.
* Nathalie will approach companies for donations that will be used to offset the section’s financial support
* Darrell, Chuck and Deron volunteered to help
  + Set up for a few hours on 11/17
  + All day on 11/18

**Hub 101 Gift**

* The section and chapters benefit from amazing support from Hub 101.
  + The Section would like to show its appreciation. The amount that has been budgeted will be the one used to choose the gift.
* Nathalie will ask Hub 101 if there is something they need.
* If there is not a suggestion, Nathalie will propose something to enhance the sound system

**Nominating committee to identify nominations for section EXCOM officer**

* Nathalie will approach people individually to see if they will serve on the committee
* People on nomination committee for 2019 EXCOM candidates cannot nominate themselves for the positions of Chair, Vice Chair, Treasurer, or Secretary
* They are welcome to hold an officer position outside of the EXCOM seats

**Issue to resolve**

* Nathalie brought up 2 issues
  + Some events are planned even far in advance, but the talk description and bio of the speakers are not received in time for the monthly newsletter
  + Some chapters seem to be losing the discipline of submitting information on time.
* Three things are a must before a talk should be submitted to the newsletter:
  + Space secured
  + Speaker secured
  + Officers available to run the meeting
* Incomplete or late submissions create glitches and add weight on the operations.
  + Planning early helps everyone
    - The Section books space in block (typically by Season)
    - There is a lead time to securing space.
  + The newsletter broadcast to 3,000+ people is something the Section offered to help the chapters. Prior to this, chapters had to send out themselves to their own much smaller society members.
* Bob gave a sample of the procedure of how EMBS arranges the meetings
  + A very useful suggestion is to have a template to make it easier to send information about the meetings
    - This makes it easier for the people in the chapters to organize and send the information
* Deron brought up issue of groups trying to change dates for meetings
  + It is important that chapters book speakers on their designated night to avoid collision with another chapter. To enable, this early planning is required to have a chance to secure a speaker on that night.
* Proposal for how to handle the case where the bio and talk summary are not submitted in time for the monthly newsletter
  + There will be a generic message like “Details to Follow” associated with the meeting announcement in the monthly newsletter.
  + The weekly updates will list only the talk title but the link will point to the bio and talk information if available.
  + If a speaker has not confirmed – no announcement should be included in the newsletter. Attendees show up even if cancellation announcements are sent.

**Chapter Updates for upcoming events**

* Entrepreneurship/LMAG
  + Placeholder
* Aerospace (Sana)
  + Placeholder
* Computer
  + Placeholder
* Communications
  + Placeholder
* ED/CAS
  + Placeholder
* Engineering in Medicine
  + Placeholder
* Microwave Theory
  + Placeholder
* Photonics
  + Placeholder
* Robotics
  + Placeholder

**Girls Make Tech with Heart early planning**

* 16 registered mentors
  + Each workshop will have 2 mentors at a minimum and with at least 1-woman mentor
* A few new workshops will be added, some will be dropped that did not seem to excite the students. The added workshops
  + Chromatography
  + New Adrino related workshop
* Eventbrite is ready to go
* Weekly meetings with **Deron, Nathalie, Sana and Howard** are being held to plan

**High School Robotics Team support**

* $2,500 budgeted and was released in August
* **Deron and** **Chuck** will develop a process for FIRST Robotics teamsto apply forfinancial support from IEEE-BV” and for OPCOM to select the recipients.

**November – End of Year Panel**

* Reeza is planning the event and will solicit the OPCOM for theme ideas for the panel event.

**Upcoming Events**

* Fall STEM Event
  + **Saturday October 20, 8 AM – 3 PM**
* FIRST Lego League Robotics Tournament
  + **Sunday, November 18**
* Fall Mixer/Fund raiser event
  + **Thursday November 1, 6:30 pm - 8:30 pm**

**2018 OpCom Meeting Schedule**

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**Next Meeting: September 25**

* Chairperson: TBD.