**Date**: October 29, 2018

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

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
| Chai Changsungsan | Howard Turner | Stephanie Knotts |  |
| Darrell Gooden | Jerry Knotts | Reza Firoozabadi |  |
| Deron Johnson | Nathalie Gosset |  |  |
| Doug Askegard | Sana Sarfraz |  |  |
|  |  |  |  |
|  |  |  |  |

# 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

**October Highlights**

* Howard
  + STEM event
  + Around 80 girls
  + Around 44 parents
  + Meeting tomorrow to discuss lessons learned and ideas for next year
* Stephanie
  + Girls were excited, parents asked can we do it more than once a year
  + Laptop check in went great
* Darrell
  + Enjoyed being with the parents
  + Entrepreneurship
    - Another good one this month
* ED/CAS - Chai
  + Had a meeting that went on late because of so many questions from the attendees
* Doug
  + Parents had a blast with the Rube Goldberg activity
  + Entrepreneur event was fun and well attended
* Reeza
  + Speaker from Vivonoetics on Oct 24. Was an interesting talk.
  + Fall mixer is coming together
    - 3 panel members (Aerovironment, HRL, First on Site)
    - Taco bar
    - Mining the madness of big data
* Deron
  + STEM event good feedback from mentors
  + Computer chapter meeting at La Raina about DevOps
    - Got a volunteer for STEM event
* Jerry
  + Great Entrepreneur event
* Nathalie
  + Great to see parents on the table making Rube Goldberg machines
* Sana
  + Girls Make Tech with Heart
  + 2 HS girls from Lady Rocket club came by, thought it was an event for HS
* Bob
  + After showing the 5 girls in the 3D illumination workshop what to do, they ran with it

**Financial Report and Funding for November**

* Some changes to the report to make it easier to see the status easier
* The Girls make Tech with Heart event
  + Expect $1,000 from PACE after a report is sent
* EMBS wants to merge their account with the section account
  + No need to have a separate account
  + Very healthy balance
* Should know in December if the IEEE Foundation will approve the section grant request
  + Aging securely with tech
  + Cyber security
  + Aligns with events chapters and sections have been holding
* Release of Section funds for November
  + Admin costs less than $200
  + Approved but not spent
    - Fall mixer
    - Hub 101 gift
    - First Robotics league
  + Approved unanimously

**2019 Planning - Section Goals and Objectives**

**Summary**

We discussed how to amplify our impact in the community with bigger events and less volunteer effort with the long-term objective to attract more members to IEEE. In other words, instead of many talks that attract 10 to 30 attendees, can we have larger audiences for a reduced number of events. This led to discussing having chapters co-sponsoring events to lighten the volunteer work among several chapters and to choose topics and speakers that apply to multiple chapters and that attract larger audiences. We have enjoyed audiences that are members and non-members. We talked about the fact that participants may not understand IEEE and the value of becoming an IEEE member. Our open-door policy welcomes all.

**Details**

* Membership Development
  + Differentiating the perks that members receive vs. non-members
  + Leverage IEEE.tv to view content
  + Buenaventura Section specific publication
    - Publishing slide decks of speakers
    - Offering advertising opportunities in the publications
* Simplifying our Operations
  + Lifting the obligation of doing 6 per chapter
    - If there are 2 meetings get $200 If there are 6, get $75
    - Not worth the effort to get each chapter to 6 meetings for $75
  + Bigger multi-chapter events but less frequent
    - Across the section/chapters with a goal of 24 events
      * **All chapters should aim for more than 2 events**
    - Try to have each meeting with a technical component that can fit with another chapter
    - Chapters that have already established series may welcome the co-sponsor of other chapters
      * Entrepreneurship
      * EMBS
  + Mixers should continue to be focused on being open to the public to attract members
    - The team could not decide whether we should charge a fee for non IEEE-members at mixers.
      * If it is decided at some point to charge for mixers, this money would added to the not derived from dues pool, which gives the section discretion how to use it
  + Chapter meetings
    - Meetings promote IEEE at the beginning of their event with a video
  + Discussed having non-members donate to support some of the community IEEE events
    - Explicitly show what the donations go for
      * Student activities, like Robotics team support
      * Scholarships
    - Have samples of IEEE publications
  + Message should be consistent between chapters
    - Should have a way to make it easy for them to sign up
    - Give an IEEE business card with how to sign up
* Grow the team of officers and share responsibilities
  + Bob suggested we give an opportunity for young people to be officers
    - Offer to pay for part of the student memberships
    - Deron did some research and determined that as long as the money is not derived from membership dues the section can reward students that volunteer with paying all or part of their student memberships
  + Approach Moorpark and CSUCI
    - No colleges in the county meet IEEE rules to have student branches
    - The section can sponsor student clubs
  + Rotate chapter meetings at schools
    - Can be extra meetings geared for students
    - Regular members can attend but that is not the target audience
    - Students arrange, advertise and attend, maybe offer to pick up student memberships for students that help
  + Nathalie suggested that we can get volunteers by holding events that are enticing
    - Go over the commitment for them to become an officer
      * About 5 hours/month in meetings and planning events
    - Go over how it benefits them
      * Gain skills to be leaders
      * Gain skills for project planning
      * Opportunity to travel to IEEE conferences paid for by the section
  + Try to get current members to be more mindful of recruiting young pros for memberships
    - **Also follow up when people show interest in volunteering**
  + Chapters invite their officers to come to the OpCom meetings, so they get exposure to what it means to be an officer
    - Also invite anyone that shows an interest in joining
  + Each chapter solicits volunteers at the meetings maybe after the IEEE pitch
  + Have a big meeting/party with officers from all chapters and the section
    - Maybe at Doug and Nathalie’s in January
  + Discussion about what IEEE has for member development
    - Nathalie sent some videos
    - What we are selling are us as IEEE members
      * People have different reasons for joining
* Lessons from Bob and EMBS team
  + Seems relationship with CLU has changed
    - IEEE may no longer be getting special deals
      * Example - Price went up significantly for food
    - Still gets a break on rooms
  + Considering does it make sense to change
    - Meetings have about 20-30, used to have more
    - Should they change venues?
      * At a company?
      * At Moorpark college?
      * Ventura County Community Foundation building?
      * Move to Hub 101?
        + Classrooms hold 40
    - Should they try hold different meetings to get a different audience?

**First Robotics League**

* Can use judges
  + Evaluate the reports
    - How they made the robot
    - How they follow the First Robotic league rules
* Volunteers
  + Darrell, Doug, Deron, maybe Nathalie and maybe someone Darrell recruited
* Also looking for additional funding
  + The section budgeted $1,200

**Upcoming Events**

* Fall Mixer/Fund raiser event
  + **Thursday November 1, 6:30 pm - 8:30 pm**
* FIRST Lego League Robotics Tournament
  + **Sunday, November 18**

**2018 OpCom Meeting Schedule**

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[**180925-WhereOurMembersAreLocated**](https://drive.google.com/open?id=1DbEE8aC97IrlmYJZOkCBM_NXrYfgsg-Z)

**Next Meeting: November 26**

* This will be the last OPCOM of the year. We will approve the 2019 budget.
  + We’ll follow this year’s model of approving expenditures month by month