**Date**: November 26, 2018

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

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Cristian Cismaru | Jerry Knotts |  |  |
| Deron Johnson | Nathalie Gosset |  |  |
| Doug Askegard | Stephanie 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

**Financial Report**

* Largest expense was for Fall Mixer
  + - Other expenses were minor
* PACE funding of $1K for Girls Make Tech with Heart event is expected by year end
  + Cristian offered to donate $500 of CAS funding to help offset expenses from the event
* End of year section balance will be ~$6K
* Chapter funds will be ~$14K
  + All chapters will start 2019 with positive balances
* The EMBS chapter officers would like to join their funds with the BV funds as the need for separate financial management is no longer needed.
  + The logistics of how to do this will be worked out in 2019.
* We can secure $1K from LMAG National for 2018.
  + Application sent December 9
* Approved unanimously

**2019 Planning - Section Goals and Objectives**

* **Amplify** our impact with **bigger** events and **less** effort with the long-term objective to attract **more members** to IEEE.
  + Larger audiences and a reduced number of events.
  + Choose topics and speakers that apply to multiple chapters
    - chapters co-sponsoring events
    - volunteering work shared among several chapters
* **Educate our audience about IEEE** and the value of becoming an IEEE member.
  + Keep an open-door policy and continue to welcome all.
  + Use video that promotes IEEE and its values to members.
  + Create benefit for members that would not be available to non-members
    - Buenaventura Section specific publication: Publishing slide decks of speakers
    - Benefit to us: advertising opportunities in this publication for a fee
  + Non-members would be asked to donate to specific IEEE causes (scholarships, …)
* **Grow our team of officers/volunteers and develop a succession strategy**
  + Share that we are a bigger team than just the officers of a chapter
    - Get together with all chapter and section officers
  + Solidify an effective method to welcome volunteer interests
    - Follow through when someone shares an interest
    - Alignment to make engagement meaningful and worthwhile
    - Appropriate support
  + Invite college students to be part of our officer teams
    - give them an IEEE membership
* **If we are granted the IEEE Foundation grant**
  + Leverage the recipe of a Girls Make Tech with Heart to do a similar event for adults around the theme of cyber security and safe use of IoT.

**2019 Goals**

We made the motion for the following goals, and they were anonymously approved.

* 90% membership retention and 30 new members.
* Explore the feasibility of launching IEEE Entrepreneurship 2 group out of Ventura to foster membership from college students and to support the launch.
* At least 30 chapter talks with a participation > 1,000 people.
  + co-sponsored by a minimum of 2 chapters out of AESS, CS, COMSOC, EDCAS, EMBS, ENT, IPS, LMAG, MTTS, RAS.
* 4+ Section events (mixers, panels, recognition, …) with a participation > 350 people.
* 3+ student events (Science Fair, Girls Make Tech with Heart, Robotics League, …)
* 12+ active Section officers and 3+ active officers per chapter.
* 1+ Sr. Membership elevation event, 1+ officer training event, one Member and Officer recognition event
* Quarterly publication of speakers’ slide-decks as a member-only benefit
* 2 engineering student scholarships of $1,000 each.
* $15,000+ incoming funds to the Section by Jun 30, 2019.
* Operations: 9+ monthly OPCOMs, a monthly newsletter with periodic reminders, compliance with IEEE reporting requirements
* IEEE Foundation grant: *Aging Securely with Technology*. If granted, execute according to the proposal and expand outreach to create an adult event with the same recipe as Girls Make Tech with Heart on the topic of cybersecurity and safe usage of IoT.

**The approved 2019 budget is provided with the other attachment.**

* Annual budgeted expenses = $20,250
* Annual budgeted income = $20,250
* Expenditures will be approved month to month as we did in 2018.

**Upcoming Events**

* Placeholder
  + **Placeholder**

**2018 OpCom Meeting Schedule**

* Check the website for a complete list of upcoming events - https://www.ieee-bv.org/

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

**Next Meeting: January 28**

* Cristian Cismaru will chair the Jan 2019 OPCOM.