**Date**: October 28, 2019

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

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
| Bob Rumer | Deron Johnson |  | Sana Sarfraz |
| Chuck Seabury | Doug Askegard | Nathalie Gosset | S.K. Ramesh |
| Darrell Gooden | Howard Turner | Reza Firoozabadi |  |

# 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 | ?? |
| 2nd Wed of month | Computer | La Reina | Deron J. |
| 3rd Tue of month | Microwave | Skyworks | Cristian C. |
| 3rd Thu of month | Aerospace | Hub101 | Doug A. |
| 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

Motion to approve by Deron, Chuck was second. Passed unanimously

**October Highlights**

* AESS - Had a very informative talk about Electric Spacecraft Propulsion by Dr. Lobus Breida. We had 18 attendees and engaging discussions regarding the modeling, simulation and verification of Spacecraft Propulsion Systems.
  + The next talk will be held on November 21. The guest speaker is Dr. Fernando Nocedal will talk about satellite communications.
* EMBS - 10/30 we will have a talk on AI-based Multi-modal Human-robot Interaction.
  + ALSO PLEASE NOTE THAT THERE WILL BE A LOCATION CHANGE FOR MANY OF THE MEETINGS THIS YEAR.
  + Discussed moving the meetings to La Reina
* Girls Make Tech Cyber-Mindfully with Heart
  + Very successful event. Perfect execution.
  + 115 girls and 56+ parents attended
  + Feedback from girls and from parents was very positive.
  + Photos and videos posted on our Facebook page.

**Financial Report (Treasurer)**

Deron prepared the monthly financial report. The Section and the Chapters show healthy balances.

* The Girls Make STEM Cyber-Mindfully with Heart STEM event’s expenses were managed on a budget of $5K and actual expenses ended slightly under budget.
* EAB trip: Darrell, Doug, and Nathalie are flying to Boston for the EAB award event. Ramesh will be at the event as a representative of EAB.
* Airline tickets for Darrell, Doug, and Nathalie have been pre-purchased. EAB and R6 teamed up to offset some of the cost of the trip.
* Chapter expenses are healthy and accurate.
* [Astranis](https://www.ieee-bv.org/news/newsletter_2019_11.html#e2) is a new advertiser for the newsletter
  + There will be more job listings

We are at this time of the year where we review our progress with the IEEE Foundation grant, *Aging Securely with Technology* that aims to raise the public awareness of the need

To 1) Identify cybersecurity risks with emerging assistive technologies and 2) Integrate ways to protect senior citizens from cyber intrusions. The grant covers:

* 20 presentations to the general public
* Girls Make STEM Cyber-Mindfully with Technology
* The Robotics League, and
* Enterpreneurship Program with LMAG with seed funding for 3 ideas under the theme of the grant.
  + Motion presented by Nathalie:
    - $800 to replenish supplies
    - Darrell seconded it. Passed unanimously
  + **Nathalie** will ask the foundation line item to purchase a banner be expanded in definition to include messaging items to promote the theme
* Request from Hub101 for IEEE gift ($600) budgeted
  + Greg requested branded coffee mugs to replace the throwaway coffee cups that are being used
  + The branding should include a message about aging securely with technology
  + The Hub101 gift can be an example of an approach to promote the message of cyber safety that is the theme of the foundation grant
* Robotics League: a brochure targeted at Tweens, will be distributed with information about safe conduct on the internet and how to detect risks.
  + Robotics League can use an additional $500 to makes it easier to set up to the Robotics League event and remove annual recurring rental costs
  + Bob proposed buying additional equipment for Robotics events since the number of schools participating has increased
  + A detailed proposal was sent for materials
    - The equipment can be stored at La Reina which will save having to rent trucks to bring it from the storage unit for events there.
* Motion to approve the treasurer’s report was presented by Darrell, passed unanimously

**Retrospective on 2019 goals**

| **2019 Goals** | **Actuals** | **Comment** |
| --- | --- | --- |
| 90% membership retention and 30 new members | Goal partially met.  86.5% renewed, 36 new members | 2nd highest in region 6  Ramesh mentioned that there has been discussion among the IEEE board about having a $100 for all members, $10 for students |
| Explore the feasibility of launching a second IEEE Entrepreneurship group out of Ventura to foster membership from college students and to support the launch | Goal abandoned after preliminary explorations.  Darrell discussed things done to explore this  The recommendation is it does not make sense to spend effort on this | It seems to make more sense to focus on Hub101 activities  There are some groups near the Navy bases that are not IEEE groups that have technical meetings and talks. The Section can explore working with them. |
| At least 30 chapter talks with a participation > 1,000 people co-sponsored by a minimum of 2 chapters | Need clarification.  Sana tallied 21 meetings and >400 attendees on Eventbrite.  I believe we discussed that vTools will give a better picture. I don’t know if all meeting reports were entered. The officers need to be reminded to update vTools | Howard searched vTools on 10/30 and saw reports for  19 Technical events  12 Administrative events  Sana mentioned that advertising in Eventbrite and vTools seemed to increase attendance |
| Four + Section events (mixers, panels, recognition, …) with a participation > 350 people | Goal partially met.  Three Section events  - 2 mixers held and 1 scheduled, >220 registered. | When the fall mixer is complete there should be over 300 attendees |
| Three + student events (Science Fair, Girls Make Tech with Heart, Robotics League, VCOE Science Fair | Goal was met. |  |
| Twelve + active Section officers and 3+ active officers per chapter. | Goal partially met. | Some chapters need more officers |
| 1+ Sr. Membership elevation event, 1+ officer training event, one Member and Officer recognition event  2/3 met, didn’t have officer training event | Goal partially met | The section wasmissing officer training event |
| Quarterly publication of speakers’ slide-decks as a member-only benefit | Goal not met.  Did not start this | Discussed recording events and posting them on-line  Ramesh will send an example of recording at CSUN.  We decided to try at least once and evaluate the experience. |
| Two engineering student scholarships of $1,000 each | Goal met |  |
| $15,000+ incoming funds to the Section by Jun 30, 2019 | Goal met |  |
| Operations: 9+ monthly OPCOMs, a monthly newsletter with periodic reminders, compliance with IEEE reporting requirements | Goal met |  |
| IEEE Foundation grant: Aging Securely with Technology | Goal met | Received and executed |
| Annual budgeted expenses = $20,250, Annual budgeted income = $20,250 | Goal met |  |

**What do we carry forward from 2019? What do we add to 2020?**

* IEEE goals – This file articulates the IEEE goals



* **Send Sana a few bullet points for what the top goals should be**
  + **Sana will assemble them into a survey**
* Several goals were discussed at the meeting

| **2020 Proposed Goals** | **Accepted as a Goal** | **Comments** |
| --- | --- | --- |
| Investigate recording  events |  | Maybe test it at the mixer |
| Encourage students at CSUCI and Community  colleges to become involved  with IEEE  -2 student talks/semester |  |  |
| At least 30 chapter talks with a participation > 1,000 people co-sponsored by a minimum of 2 chapters |  |  |
| Apply for an IEEE Foundation grant for ~$18,000  Theme: promote understanding by the public of sustainable engineering practices. |  | Sustainable engineering practices are a systemic and comprehensive consideration of the full lifecycle of a product. They include topics such as pollution prevention techniques, design for the environment, design for potential recyclability in addition to life cycle maintenance. Sustainable engineering practices include green engineering that promotes waste reduction. |
| Recruit officers to fill Section and Chapter officer positions so that each chapter has 3 officers |  | There are currently 3 inactive chapters |



**Call for Nomination Committee**

* **Let Sana if you want to serve as an officer of the EXCOM (Chair, Vice Chair, Treasurer, Secretary). The other Section positions are appointed not elected.**
* **If you do not want to run as an officer, you can be on the nominating committee**

NEW - Nov 18: Speaker Planning Session

Nov 25: November OPCOM – budget review and approval – final meeting for 2019

**Speaker Planning Session – Will be discussed at the special session November 18**

* Send Sana ideas for topics and speakers for the 11/18 meeting

Notes from September 28th meeting

* We reviewed how we can make things easier in the future.
* Observations:
  + We are most successful in booking space with a several month notice.
  + Our hosts continue to be most welcoming to our events. They happen to have their own very busy evenings. With early notice, we usually can secure space for the date we need.
* Recommendations:
  + Run a speaker planning session - typically scheduled once or twice a year, it is overdue. “*This approach is part of what makes the BV Section successful*” (Jerry).
  + A speaker planning session gives 1) a coordinated plan between chapters and section 2) long term visibility and 3) the opportunity to secure facilities over multiple months and plan announcements far in advance.
* 🡪 Action item:
  + Nov 18 - additional OPCOM meeting for a Speaker Planning session. Same place and same time as other OPCOMs.

**Fall Mixer Planning (event Nov 7)**

* Topic: **Cybersecurity - a Boardroom Topic**
* Tickets are available on Eventbrite
* Stephanie has arranged for Los Koras to cater a taco dinner

**Next Meeting: November 18 – Speaker Planning**