**Date**: November 25, 2019

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

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
| Deron Johnson | Jerry Knotts | Reza Firoozabadi |  |
| Doug Askegard | Karl Geiger | Sana Sarfraz |  |
| Howard Turner | Nathalie Gosset | 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 | ?? |
| 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

**Current Highlights**

* The BV section received the IEEE EAB Section Professional Development Award, an international recognition “for the Development of Aging Graciously with Technology and the Engineer-to-Entrepreneur Workshops supporting lifelong learning of the Buenaventura Section members. “
  + The ceremony was held in Boston on November 22 honored the awardees with an end-end elegant experience filled with warmth and appreciation.
  + Doug and Nathalie conveyed the honor that they, Darrell and Ramesh felt in representing the Buenaventura Section at an event recognizing 14 individuals, and two organizations, the Buenaventura Section and the Aerospace Society, with the IEEE Educational Activities Board awards. The lineup of awardees included big names of the technical world (see [the list at this link](https://www.ieee.org/education/awards/past-recipients-by-award-title.html))
  + Photos from the event are posted on the section Facebook page
    - [EAB Award Highlights](https://www.facebook.com/IEEEofVenturaCounty/photos/a.3277455262325526/3277455312325521/?type=3&theater)
* Robotics League Event
  + Competition held November 24 at La Reina
  + There were 21 teams, 180participants, and over 30 volunteers
  + Bob who is one of the lead organizers of the event reported that the tournament was one of the smoothest experienced thanks to our volunteers.
    - Chuck - set up on Saturday morning and judging
    - Deron - check-in registration and judging
    - Stephanie - Check-in registration
    - Leesa McBurnie (a regular guest at EMBS meetings but not an IEEE member) - judging
  + The IEEE section funded the materials for 8 competition tables which will now stay at La Reina for next year. This removes the need to rent a truck to bring tables from Ventura High School and makes the event much easier to set up in the future.
  + Pictures from the event are posted at <https://www.facebook.com/pg/IEEEofVenturaCounty/photos/?tab=album&album_id=3278385865565799>
  + Videos are at <https://www.facebook.com/IEEEofVenturaCounty/videos/1058218777853275/>

**Financial Report**

Deron prepared the end of the year financial report.

* Officers should check the expenses to make sure the spreadsheet is correct
* Hub101 gift
  + **Nathalie** is going to get an updated quote for mugs that have the Hub101 and IEEE-BV logos and a tag line that Cybersecurity matters.
* Clarification: One room at the Westin Waterfront Hotel was graciously sponsored by the EAB.

**BV as Recipient of the IEEE Foundation Grant for 2020**

* We have been selected as a 2020 grantee of an IEEE Foundation grant for a contract of $17,470
  + Thanks to **Nathalie** for spearheading the initiative to write the grant proposal last July. The IEEE Foundation granting process attracts applicants worldwide. We are all honored to have been selected as a grantee.
  + The theme of the approved grant is “Engineering Resilience to Water Scarcity and Fires."
  + The IEEE Foundation designated Nathalie as the Project Lead. Nathalie asked the OPCOM to approve her in this role. The OPCOM team approved. Nathalie will sign the acceptance letter from the Foundation.
  + Highlights

**The objective is to raise awareness of sustainable engineering as well as demonstrate the thinking process used in Sustainable Engineering practices**

**General Awareness**

* **$1,400 for 20 talks on topics about Sustainable Engineering or talks with topics that demonstrate the Sustainable Engineering thinking process**
* **$1,400 for promotional items with Sustainable Engineering awareness message from our IEEE BV Section**

**Students**

* **$7,770 for Girls Make Sustainable STEM with Heart Event**
* **$2,200 for the Robotics League event**
* **$3,200 for a field trip with students to visit a local strawberry (or other produce crop) farm to see how the water conservation measures are implemented. This visit may include the demonstration of a drone flyover.**

**Entrepreneurship / LMAG - $2,500 for expenses associated with developing up to 5 entrepreneurial sustainable engineering concepts to create action plans to address the wildfire issues**

* Motion to approve the treasurer’s report was presented by Jerry, seconded by Stephanie and passed unanimously

**2020 Section Officers**

* Sana set up a SurveyMonkey site to enable officers to vote. She reported that seven people out of seven voted in favor of the slate of officers. Stephanie made a motion to certify the election of officers, Jerry seconded it.
  + passed unanimously

Welcome to the 2020 Executive Officer Team! Congratulations.

* Section Chair – Deron Johnson
* Section Vice Chair – Stephanie Knotts
* Section Treasurer – Karl Geiger
* Section Secretary – Howard Turner

**2020 Budget**

* Deron presented a spreadsheet with a proposed budget that included historical data showing past budgets and actual expenditures.
  + 
* Our 2020 proposed budget covers 3 Mixers, one Sr. Member Elevation, officer recognition event, travel expenses to IEEE leadership events, two IEEE BV college student scholarships, and usual administration costs.
* Additional item discussed
  + $200 - Michael N. Geselowitz from the IEEE history center will be in the Los Angeles area in January
    - He may be conducting oral history interviews with members of other Sections. We may benefit from his trip and invite him to meet some of our Section members by extending his trip by one day or two. This could also be an opportunity to discuss possibilities for the Section to apply for an historical milestone, a physical landmark that is created by IEEE to mark a site where a major technical advancement took place more than 25 years ago. Nathalie took the action to find requirements and send to the group. ( **Jerry** may be able to get a good hotel rate through one of his contacts)
      * Any other expenses?
* Not included in the preliminary budget but can be added later through motion:
  + Purchase a display case to be put at Hub101 for Section awards
    - Discussion with Greg at Hub101 to get permission and decide where to put it
    - Quote for the case needed
* More details about funds penciled in the budget item for travel. Money has been penciled for people to attend IEEE leadership events. These are approximated estimates assuming three events for which we don’t have event or flight cost information at this time.
  + Sections Conference in Ottawa, August 21-23, 2020
    - Nathalie suggested to budget for at least three officers to attend the Section Congress in Ottawa. There are three parallel tracks at this conference where Section Officers are invited to make recommendations to help IEEE define its future. Section officers get to meet their counterpart from all IEEE sections in the world and participate in officer development sessions. This event takes place only every three years. Typically, R6 has sponsored the flights of one officer up to a capped amount that is not defined at this time. Stephanie and Deron expressed interest in attending the Section Congress.
  + Region 6 OPCOM will be in Los Angeles in January or February. The Section is expected to send one representative. Each section in R6 votes the R6 budget and participates in other R6 motions. Because of the proximity of this event, anyone from the BV Section can attend as it is within easy driving distance.
  + The travel budgeted funds will hold contingency fund for Section representatives to travel to accept IEEE awards.
* We discussed the accounting process to rollover end-of-year positive balances, and they will become Section reserves.
* We discussed the accounting methodology that is typically used to show a deficit between proposed budget and projected income.
  + Jerry recommended to show the difference as a goal for fundraising of $12,000.
* Motion to approve the proposed 2020 budget was presented by Jerry, seconded by Stephanie and passed unanimously.

**2020 Goals**

* **Deron** will use the budget outline to draft and circulate information about the goals for 2020

**2020 Tentative Speakers Calendar**

* **Karl** mentioned that if flyers are prepared 6 weeks before the event that it is possible to get them into public calendars.
  + For example, the Acorn, Ventura Star or other local papers
* 

**Next Meeting: January 27**