**Date**: February 24, 2020

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

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
| Darrell Gooden\* | Jerry Knotts | Nathalie Gosset |  |
| Deron Johnson | Karl Geiger |  |  |
| Doug Askegard | Mohammad Tehrani | Stephanie Knotts |  |
| Howard Turner |  |  |  |

\*by phone

# 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 | Mohammad |
| 2nd Wed of month | Computer | La Reina | Deron J. |
| 3rd Tue of month | Microwave | Skyworks | Mommin |
| 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 passed unanimously

**Current Highlights**

* ED/CAS
  + Cristian asked for additional funding (other than the outreach proposal he filed in January)
  + He is meeting with Skyworks security team to make sure that more than 1 meeting a month can be held there.
    - He does not anticipate any issues with that, but wants to get formal approval
* MTTS
  + Officers
    - Chair - Momin
    - Vice Chair – Chuck
    - Treasurer – Richard Poore
  + February talk featured a speaker from Aptiv discussing human detection using radar for self-driving vehicles
* Entrepreneurship
  + March meeting - Henry Chan, inventor, of CarRinger
    - Can help friends/family check on people living alone
* AESS
  + About 30 attendees for a presentation on America's Fifth Generation Fighter Jets
* Region 6 OpCom
  + Deron, Doug, Nathalie, Ramesh, Momin and Howard attended at different times
  + Presentations from the meetings are available here: [R6 OpCom presentations](https://drive.google.com/drive/folders/15Gaqww2LTggI5FDorpl-_kchQHVbGwXs)
  + An @ieee.org account required for access
* Recognition Brunch
  + We had a good crowd for the brunch
  + Pad folios are on order and will be distributed when they are received

**Treasurer’s Report**

* Karl gave a review of how income and expenses will be tracked
  + Each subset of funds is individually tracked in its own spreadsheet. Separate spreadsheets exist for the Section, the 2020 Grant project, and a combined spreadsheet showing each Chapter separately.
  + Each chapter oversees their own funds
  + Managers are the Chair, vice Chair, Secretary and the Treasurer
    - Requests for reimbursement go to Karl
* Foundation grant funds are managed by the project leader (Nathalie)
  + The Section chair (Deron) ensures that the Section gives access to the funds
* Please use the new form for reimbursements that Karl distributed.

[2020\_expense\_report\_form\_revised](https://drive.google.com/open?id=15VCmIv1-rp8cILBdrv7CtFiJ2_RBTKZA)

* + Please only submit expenses for 1 project per form
* Karl is looking at Concur at some point the section will switch to that for tracking expenses but not until later this year or in 2021
  + Jerry approved funds to be transferred from LMAG to support Entrepreneurship meetings
  + About $100 to bring the Entrepreneurship program’s cash balance to $500
* Karl created new email groups to make it easier to collaborate
  + Next step is to clean up the list of volunteers to reflect people that are active
  + **Deron will take the first pass at cleaning up the volunteer list**
* Karl suggested that officers use their @ieee.org accounts to use Google tools, like Drive, Docs, Spreadsheet, etc.
  + Any Section officers who wish to see the state of their funding get view access to the spreadsheets using the @ieee.org logins.
  + Goal is for the Section’s Treasury to be as transparent as possible.
* Motion to approve the February 2020 Treasurer’s report was presented by Jerry, seconded by Stephanie and passed unanimously.

**Section Event Planning**

* Mixers – Tentative dates
  + Spring 3/12
    - Topic: Engineering Musical Instruments with 3D Printing presentation by Charlie Jackson a Life Member of IEEE
    - This is a good opportunity to promote the LMAG group, **maybe present Loyalty pins (mark membership milestones, 5, 10, 20, 25, 30, 40 and 50 years of IEEE membership) to life members**
    - Duties
      * Nathalie will introduce Charlie Jackson
      * ExCom will take care of getting awards for EoY and scholarships
        + Also send out a request to help set up a few days before
      * Stephanie has arranged for the Taco truck to come feed everyone
    - Awards
      * EoY – Richard Rickenbach, nominated by Dennis Horowitz
    - Scholarships
      * 3 to be awarded for $750 each
        + Deron will let the recipients know and invite them to the event
    - Product of the Year
      * No new nominees
      * The section will solicit for nominations and give the award at a later event
  + Summer 7/9
  + Fall – 11/12
* Senior Elevation – 5/30
  + Reza will take the lead in planning the event

**Upcoming Region 6 Meeting**

* Riverside 4/4 - <https://events.vtools.ieee.org/m/219720>
* Deron will attend
* Anyone else that wants to represent the section can attend

**Upcoming Sections Congress**

* Ottawa August 21-23
* Estimated cost: $2,430 per person. MGA will pay for the primary delegate, and the section must pay for others
* More information at this link:  [Section Congress Details](https://drive.google.com/file/d/1l_HSr09BBJY4ITT9_H8iZn5-xvnw0nAg/view)
* Deron will be the primary delegate
* Stephanie also wants to attend and will see if she can be a presenter
  + As a presenter the MGA will pay the costs
  + Discuss Girls Make STEM with Heart and Aging Gracefully with Technology initiatives that section has supported
    - Maybe tie in with LMAG activities
* Ramesh will attend
  + He introduced us to Habib Kammoun is one of the track leads from IEEE MGA that is organizing the programs for SC 2020
    - He can be contacted at [habib.kammoun@ieee.org](mailto:habib.kammoun@ieee.org)
* Howard may attend, I can’t commit right now
  + The section will have to raise funds for the trip
* Nathalie suggests that 3 people from the Section attend

**Meeting reports**

* It is up to chapters to submit their “L31” meeting reports
  + Going forward, the treasurer will not check if a meeting report has been submitted before issuing a reimbursement.
  + Here is a link from an R6 Southern Region meeting with information about using Eventbrite and vTools to manage meetings
    - [Meeting Registration How to use both Eventbrite and vTools](https://slideplayer.com/slide/13504464/)
  + Setting up registration via vTools makes it easy to file the event reports afterward.
  + Eventbrite is more flexible, but more complex to set up

**Experiment with Meeting Minutes Distribution**

* This month Howard will put a review copy of the minutes on Google Drive.
  + Karl, Stephanie, and Deron will look at the ease-of-use before deciding to expand this to the rest of the officers.

**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
* [Calendar-2020-Jan\_June-Speakers](https://drive.google.com/open?id=1qUWeETbRE5J8KBXfgif1PFuNDTyISPaF)

**Next Meeting: March 30**