**Date**: March 30, 2020

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

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
| Cristian Cismaru | Chuck Seabury |  |  |
| Darrell Gooden | Jerry Knotts |  |  |
| Deron Johnson | Karl Geiger | Ramesh |  |
| Doug Askegard | Mohammad Tehrani | Reza Firoozabadi |  |
| Howard Turner | Mommin Quddus | Stephanie Knotts |  |

\*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 the made by Jerry, seconded by Darrell and passed unanimously.

**Check in with Everyone**

* Everyone is healthy

**Current Highlights**

* Spring Mixer
  + There was a good turnout for what turned out to be the last event at Hub101 until the stay-at-home order for California is lifted
  + Hub101 people and our people were mindful to keep everything clean and respect distances
  + Charlie’s demo of some of his instruments was really fun and people stayed after the meeting to ask even more questions
* ED/CAS
* MTTS
  + Had a remote meeting, talk seemed to go well
    - 10 logged in
* Entrepreneurship
  + A meeting was held in March
    - 12 people attended
* AESS

**Treasurer’s Report**

* $1000 MTTS money came in to MTTS Chapter
* $500 came into Section to support PACE for events
* One of the checks to a student scholarship winner has not been cashed yet. Deron will follow up with the recipient.
* No unanticipated expenses.
* **Please sign up for IEEE Google suite tools**
  + **Log onto your IEEE account and set up your IEEE.ORG identity; see** [**https://www.ieee.org/membership/connection.html**](https://www.ieee.org/membership/connection.html)
  + This will allow you to see all the accounting info on-line
  + Link to the Section Google drive folders
  + Deron will put together a short document about how to access files in Google Drive. It can be a bit confusing since you need to be logged in with the correct account.
  + Monthly reports will still be available at the OpCom meeting.
    - [Chapter Budget Tracking Spreadsheet](https://docs.google.com/spreadsheets/d/1lQ1g1JLoX-qKv-dPDChtxrEKeY1xFJ5VKf9h6unoJ-k/edit?usp=sharing)
    - [Section Budget Tracking Spreadsheet](https://docs.google.com/spreadsheets/d/1k9A58FV2cbB6csIG70aPrNVaABxlyWp5vjYRX9s3oRI/edit?usp=sharing)
    - [2020 Sustainability Project Budget Tracking Spreadsheet](https://docs.google.com/spreadsheets/d/1eVTMeaqgeq_K5r6U3p6Jgk3t-5z3H8nyQBjVGErB9u4/edit?usp=sharing)

* Under current rules the foundation grant needs to be spent in 2020
  + It is possible that the IEEE board will change that due to the Covid-19 quarantine
* Motion to approve the February 2020 Treasurer’s report was presented by Jerry, seconded by Stephanie and passed unanimously.

**Section Event Planning**

* For upcoming local events, chapters can use WebEx if they would like, or any remote access platform they have access to
  + **There is a section IEEE WebEx account**
  + Information how to use it can be shared if anyone is interested
  + It is only for IEEE business
* Mixers – Tentative dates
  + Summer 7/9
  + Fall – 11/12
* Senior Elevation – 5/30 – will be delayed
  + There was a consensus among the officers to reschedule the event
  + A big value is having in person meetings with the nominees

**Upcoming Region 6 Meeting**

* April 4: Region 6 Southern Area Meeting:
  + The meeting was cancelled

**Upcoming Sections Congress**

* Only update is a short statement that they are monitoring the situation: <https://sections-congress.ieee.org/travel-safety-and-medical-guidelines/>
* **Info from last meeting**
  + 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 Reminder**

* 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/)
* Deron will revise and distribute a checklist for chapters to use for running a meeting.

**Challenge from Ramesh**

* People in the BV section brainstorm ideas of companies that may be able to help meet the need for ventilators, PPE and other things
  + A note will be added to the newsletter about this
* The IEEE using the collective knowledge of standards is in a unique position to help ensure devices like repurposed ventilators and other components function as expected.

**Experiment with Meeting Minutes Distribution**

* February minutes were reviewed by letting ExCom members edit the document on Google Drive.
* For simplicity, minutes will be distributed to the larger OpCom group via email as is currently being used

**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: April 27; will be another WebEx meeting**