IEEE Buenaventura Section

OpCom Meeting Minutes

# October 24, 2022; 6:30 PM

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| Online |

## Attendees

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| Doug Askegard | Jerry Knotts |
| Nathalie Gosset | Bob Rumer |
| Deron Johnson | Mohammad Tehrani |

## Local Highlights

Aerospace - Mohammad

There were two AES talks in October.

Mohammad has a possible speaker from AeroVironment for November 17.

Computer - Deron

We received $1000 from the Computer Society to support our STEM event.

EMBS - Bob

Most officers have been very busy so it has been hard to get a speaker scheduled.

Mohammad mentioned that he went to a conference in Carlsbad. One based in Valencia on cancer cell detection. He will send info to Bob and Jerry.

Photonics

Mohammad attended the October 20 chapter talk on LIDAR. The speaker will be making the slides available.

LMAG - Jerry

Jerry will work with Mohammad to join the November talk that Mohammad is putting together.

## Review Minutes of Previous Meeting

Minutes from Deron were accepted as submitted.

## Treasurer's Report

Treasurer's Report from Nathalie was accepted as submitted.

## Outreach Events

FIRST Lego League: The Thousand Oaks FLL Tournament is on Sunday, November 13. They are still looking for a couple more volunteers. Contact Bob if you are interested in volunteering to be a judge.

## Mixer

Momin sent an E-mail that he has a speaker from JPL. Deron will reach out to Momin to confirm the proposed date. [Update: The proposed date is Wednesday, November 16.]

## 2023 Budget Discussion

Please review the proposed budget. See the last page of the Treasurer's Report for details. We should expect to vote on it in November.

## Membership Development and Marketing Tools

This was a continuation of last month's discussion. Our section membership has gone down from the mid-700s to the mid-500s. Our rate is actually somewhat worse than other sections.

We need someone to lead membership development, but it needs to be as small team to support him/her. It is currently listed in vTools as Ramesh, Nathalie, and Reza; but that listing is out of date. Howard used to call non-renewing members, which was very helpful.

Our most stable group is Life Members. We have lost some Members, Senior Members, and Student Members. How do we monitor membership, analyze who we are losing, and how do we encourage people to join? Talk about what our section does. For example, slideshows and so on at mixers and chapter meetings.

Most chapters have significant funds. We can potentially buy something other than pizza.

Instead of "Membership Development", call the role "Chief Strategist for Growing Buenaventura Section".

If each chapter can line up talks for early next year it would be very helpful.

Does IEEE have a procedure for this? [Update: [Membership Development Manual](https://mga.ieee.org/images/files/development/MD_Manual_2023.pdf), [Membership Development Page](https://mga.ieee.org/membership-development)]

Deron will try to pull a report of non-renewing members 2020 and 2021.

## Other Topics

We need to start discussing officer candidates for 2023.

## Next Meeting: Monday, November 28, 6:30 PM PST

Meeting was adjourned at 7:50 PM.

## Event Scheduling

[**www.ieee-bv.org/conferences-and-events**](https://www.ieee-bv.org/conferences-and-events/)

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| **Schedule** | **Chapter** | **Contact** |
| 1st Tue of month | Entrepreneurship | Jerry K. |
| 1st Wed of month | RAS/IAS | Doug A. |
| 2nd Tue of month | Communications | Victor L. |
| 2nd Wed of month | Computer | Deron J. |
| 3rd Tue of month | Microwave | Momin Q. |
| 3rd Thu of month | Aerospace | Mohammad T. |
| Last Mon of month | Section OpCom | Momin Q. |
| Last Tue of month | ED/CAS | *vacant* |
| Last Wed of month | EMBS | Bob R./Reza F. |
| Last Thu of month | Photonics | Sudhan |

## Newsletter Guidelines

[**www.ieee-bv.org/newsletter-guidelines**](http://www.ieee-bv.org/newsletter-guidelines)

1. An event listing needs to include the following information. (vTools captures all of this by default. Eventbrite and Webex announcements should include the abstract and speaker bio in the description.)
	* **Who** is the speaker (bio)?
	* **What** is the title?
	* **When** and **where** is the event?
	* **Why** it is of interest (abstract)?
	* **How** can people register, or **how** can they contact someone for more information?
2. **Please** no “say something about X” submissions. Please provide the text you want included in the newsletter.
3. The editor **must** receive permission **directly** from an individual before using his or her E-mail address or other contact information for the newsletter.
4. A flyer is not required. If you do want to use one, please make sure it is the **final, speaker-approved version** before sending it to us.
5. Remember that that the newsletter E-mail needs to convey information in text. Some people can only read text-based E-mail (e.g. vision-impaired individuals and some .mil addresses).