ExCom Meeting Minutes – April 2007

Summary of meeting held 4 April at Cogswell College in Sunnyvale, CA.

Attendance: 30 – (see attached attendance list)

Section Chair Tom Coughlin called the meeting to Order at 6:05 pm.

Agenda

1. Approval of the Agenda for this meeting:
    Having no action to amend or modify, the Agenda for the April 2007 ExCom meeting were approved as submitted.

2. Approval of the Meeting Minutes for March 2007:
    Having no action to amend or modify, the Minutes for the March 2007 ExCom meeting were approved as submitted.

3. Chapter Reports This Meeting:
    Tom noted that there were no Student Branch Chapter representatives in attendance at this meeting. Allen reported that the Region 6 Student Representative, Elizabeth Johnston had agreed to provide him with contact info for the local Student Branch Chapters. Allen also noted that several of the Student Officer e-mail addresses he obtain from the Student Chapter webpages were not good addresses.

    No one was in attendance from the Reliability Society.

    Nick Massetti, Chapter Secretary, presented the Chapter Report for the Nanotech Chapter. Nick noted the Nanotech is now officially a "Chapter, " – the first – of the world-wide IEEE Nanotechnology Council. The Chapter holds its monthly chapter meeting on the third Tuesday of every month at noon at National Semiconductor. This July the Chapter will be sponsoring a 1-day Clean Water Symposium and in November will hold a ½-day Presentation and Review for Student Papers – providing feedback to the students on their topics and papers. Nick noted that almost 50% of the attendees at their chapter meetings are non-IEEE members. He also reported that the Chapter has reserves of approximately $11,000.

    Fred Jones, Chapter Treasurer, presented the Chapter Report for the joint Power Engineering/Industrial Application Society. Following some difficulty with Fred's choice of font for his report (City Blueprint), Tom showed Fred's presentation. Fred reported that this is a joint society chapter since there are very few members in either of these societies in the Santa Clara Valley. The Chapter tries to hold 8 meetings per year – split equally between PE and IAS topics. However, lately, the topics have leaned more toward IAS. In September, the Chapter is planning a tour of the Stanford Linear Accelerator. Also, they are planning a 1-day seminar on Corrosion Protection. Fred noted that the Chapter has not held a seminar on this topic for several years. (Tom noted that they were a little "rusty.") The chapter officers have remained the same for about four years. It has been difficult to interest others in running for officer positions. Fred noted that they would like to find a permanent Webmaster. Fred also noted that they would like to work on several joint meetings with the San Francisco Section

Chapters which have more members. Dan Donahoe noted that CPMT is planning a meeting on Solar Power and suggested that this might be a good topic for a joint meeting with PE/IAS and CPMT.

Fred suggested that all of the Section Officers should have access to the SamIEEE database. Tom had already asked that Lee continue with SamIEEE access. Jonathan noted that there is a place on the Section Roster (from IEEE) for an additional SamIEEE Recipient. Allen reported that the Roster for SCV still is two months out of date – even though the information was sent to IEEE HQ several months ago. Allen continues to contact IEEE regarding this issue. Tom stated that he would look into getting PE/IAS SamIEEE access for all of the PE/IAS officers.

Tom reminded the ExCom of the Chapters scheduled to present their reports at the May 2007 ExCom meeting. Allen noted that the Antennas and Propagation Society Chapter may not report since they are still looking for new officers.

4. Chair Report (Tom):
    1) Interactions with other groups:
    Tom confirmed that the Section will support Jay Pinson with the Summer Engineering Technology Program for Junior High Students. Allen reminded the ExCom that we had agreed to support this program pending obtaining an MOU. Lee Colby was to initiate the MOU. Lee reported that he had discussed with Jay, but still needed to craft the MOU.

    2) SCV Section receives $1000 for IEEE-USA membership recruitment efforts:
    Tom reported that the Section received $1000 for our recruitment efforts in 2006. Jonathan David held up a very large facsimile of the check. A photo-session resulted including Tom, Membership Chair, Slava Mach, and Jonathan, our PACE Chair.

Tom also noted that the check included $150 to support a Section Member's IEEE Member Dues. Tom suggested that we make this a prize at an upcoming GOLD event, possibly to be held in June. Jonathan suggested that the Section also provide funds to chapters for Senior Member advancement. He suggested that any Chapter that specifies the Section as nominator of the prospective Senior Member receive $10 from the Section. The Section receives $10 from IEEE for every new Senior Member. So, in this case, the Section will pass this along to the Chapter.

Jonathan MOVED, SECONDED by Roxsana Hadjizedeh, that the Section provide the $10 to any Chapter identifying the Section as the nominator for new Senior Members. The MOTION was APPROVED unanimously.

Lapsed Memberships: Tom received a message from Region 6 regarding contacting members whose memberships have lapsed. SCV is a very large Section compared to other sections. Tom suggested that we could create a committee to contact the members by phone or e-mail. Allen noted that many large companies would pay for member dues for employees. However, many small companies do not. With the change from large employers to small employers in the Santa Clara Valley, some members may find it difficult to continue to pay the high membership dues. Tom suggested that we could recruit Senior Member Candidates to help contact lapsed members. Dan Donahoe suggested when contacting the lapsed members to inquire why they let their memberships lapse – are they unemployed, for example. If so, we could offer to subsidize their membership dues while they remain unemployed. Tom asked Dan to be part of this committee. Ram expressed concern about the cost of the subsidies – how many people would be involved? Allen suggested we make the offer to the first "100" members.

Tom asked for volunteers for the committee. Roxsana, Dan Donahoe, and Slava agreed. Tom asked for the committee to report back at the next meeting.

Marcelo asked if the Friend of the IEEE award for companies could be used to recognize companies that support IEEE memberships.

3) Computer Society Conference:
Tom reported that he received notification regarding a Computer Society Conference in San Jose on April 25-27. Dale Gutierrez reported that the notification is incorrect. The regular monthly meeting of the Computer Society Chapter is on Thursday, 26 April, and there is an all-day conference on Saturday. Dale also noted that there is no national conference scheduled for that time. Dale said he would check into the notice to find out more information about it.

4) Event Registration:
Tom noted that the results presented at the last meeting appear very complete. This could be a good resource for the chapters to select a service as necessary that fits their individual needs.

5) SFBAC:
Tom reported that the banquet was held last Saturday. Tom noted that the banquet went over budget by about $4000.00 ($20k rather than $16k). It also was noted that the Grant Imahara was a good speaker for the event. Since several people took many photographs, Tom asked if we could FTP the files to the Min for inclusion on the Webpage. There are a lot of photos and too many to e-mail.

Tom reported that the SFBAC Council discussed a "Tri-sectional GOLD Event" at the last meeting. This also would include Bay Area Grad Students as well. The Council is considering a BBQ in June for this.

Tom also reported that the Council had been approached by Wescon Technology (a corporation) inquiring to purchase the WESCON.com domain name. Jonathan asked how much they had offered. Allen noted that the WESCON name is jointly owned by

SFBAC, the LA Council, and Region 6. IEEE still owns the name, WESCON. Roger Hoyt suggested that we could lease the name to them. This could be source of revenue for the SFBAC. Brian noted that leasing probably is not an option as the company would not know how long they could continue to use the name. They would want the name indefinitely. Dale Gutierrez said it would look into the value of the WESCON domain name.

6) Science Fairs:
John McBain reported that awards were given on 1 April 2007. There are no more Fairs in the near-term.

7) Charles Lord Zigbee Tutorial:
Tom reported that everything is set for this event.

8) IEEE 2008 President Elect Petition:
Ram reported that the petition was circulated at the ExCom. Tom noted that Ralph Wyndrum's name was on the check we received for membership (Agenda Item 2 above). Dan Oprica commented that Wyndrum is in favor of lowering IEEE dues. Will Lumpkins noted that this question is on the ballot for June for all IEEE. Ram noted that the petition also is available on line.

9) Section Congress:
Tom reported that the 2008 Section Congress will be held 19-22 September in Quebec City, Canada. He commented that we start thinking about who should attend to represent the Santa Clara Valley Section.

5. Vice-Chair Report (Ram):

Ram reported that IEEE Headquarters has acknowledged receipt of all L-50 materials from us. We had planned that we would not wait for the rebate from IEEE HQ this year, but give the rebates to the Chapters based on our records for the Chapters from 2006. Ram reminded the committee that there was no vote on this idea. Tom commented that he would prefer to wait for the rebate from IEEE HQ before distributing to the Chapters. Ram noted that IEEE does not send the rebate to the Section until September.

Chapter Formation and Development Committee:
Ram reported that the committee met just prior to the Section ExCom meeting this evening and that nine chapters have been identified as needing assistance based on the Chapter Scorecard prepared by Allen. Committee members will each contact one of the troubled chapters to find out what we can do to assist them. Ram reported that the Power Electronics Chapter has completely ceased operations. It was suggested that this chapter also could be combined with PE/IAS forming a Super-"Power" Chapter. Ram commented that they would get the $4000 left in the PEL Chapter bank account.

6. Secretary's Report (Allen):

Allen asked for assistance in getting in contact with the local IEEE Student Branch Chapters. Will Lumpkins offer to help in this regard.

7. Treasurer Report (Roxsana):

   Ram reported that we have $229k in the bank. He also reported that the extended 2-year budget has not yet been completed. Ram noted that we should submit the Budget for the year along with the L-50 submission, but that we have never done this.

8. Junior Past Chair Report (Fred):

   Fred reported on the SFBAC Banquet costs.

9. Senior Past Chair Report (Lee):

   Lee reported that he visited Washington DC and met with staff members of several Congressional Representatives.   A bill was recently introduced to fix the H1-B visa problems.

10. Committee Reports:
    - GRID Editor – Paul Wesling – Not present.
    - PACE Chair – Jonathan David – Jonathan reported that he was disappointed with the turnout at the PACE event – only 18. PACE is planning the next meeting for just prior to Memorial Day.
    - Nominations and Awards Chair – Dan Oprica
      o Dan reported that he is continuing to work on the Company of the Year award nomination.
    - SVEC Representative – Dan Oprica
      o Dan reported that SVEC is putting together the Summer Academy for Students again this year and asked Lee (K-12) if he would like to be involved.
      o Dan noted that the SSCS Chapter celebrated its 10th anniversary.
      o Jonathan David will submit a nomination for Cadence for the Friend of IEEE Award.
      o Tom noted that for this coming year, the Santa Clara Section will become a Sponsor for SVEC's Engineering Week activities and proposed a $5000 budget item for this.
    - SAC Chair – David Craven, Tim O'Konski – Not present
    - Membership Chair – Slava Mach
      o Slava reported that he would like assistance with a SamIEEE search.
    - Educational Activities Chair – Will Lumpkins
      o Will reported that he has checked with IEEE Legal regarding the SVTI MOU and IEEE has given its blessing on our involvement. IEEE thought it was a great idea. Tom will sign the MOU.
      o Maker Faire will have a booth for IEEE. IEEE Spectrum also will have a booth.
      o Tom suggested that Will be the Shirt Committee to have IEEE SCV shirts made.
    - K-12 – Lee Colby – No report.
    - Webmaster – Min Hua
      o Tom introduced Min Hua.
      o Tom proposed a budget of $5000 for web expenses for the year. This would include support for the Job Postings on the Webpage and assistance to Chapters. Brian commented that this should have a Statement-of-Work.

It was MOVED by Roger, SECONDED by Ram that we add the Budget Item for a contract for $5000 for webmaster.services.
Tom suggested that this discussion be TABLED for a later time.

- Senior Member Advancement – Mark Hooper
  - Mark reported that he need references for several of the Senior Member candidates. Tom volunteered as a reference.
  - Tom reminded the committee that we want the candidates to volunteer for at least 6 months prior receiving support from the Section.
  - Mark will contact the candidates to see if they are willing to volunteer for 6 months.
  - John McBain suggested that there be an association of recent Senior Members – perhaps, Senior Members of the Last Decade: SMOLD.
  - Jonathan suggested the each candidate should provide a statement as to why they want to be a Senior Member.
- IEEE Engineering Milestone Coordinator – Dick Ahrons – No report.
- GOLD Chair – Not present.
- Finance Chair – Roxsana Hadjizadeh – No report.
- Program Chair – Ram Sivaraman – No report.
- Audit Committee – Slava Mach – No report.

11. Other Business:
- There was no other business.

The Meeting was ADJOURNED at 8:14 pm.

Santa Clara Valley Section Excom– April 2007

AR LIST from April ExCom Meeting

Item	Action	Responsible	Due	Status
04-01	Provide access to PE/IAS SamIEEE for all PE/IAS officers.	Tom	5/2/07	OPEN
04-02	Report on Lapsed Memberships.	Roxsana, Slava, Dan Donahoe,	5/2/07	OPEN
04-03	Find out about Computer Society Conference in April.	Dale Gutierrez	5/20/07	OPEN
04-04	Assist Allen in getting Student Branch Chapter contact information.	Will Lumpkins	5/2/07	OPEN
04-05	Prepare SOW for Webmaster position.	Tom	5/2/07	OPEN

Outstanding AR's from Previous meetings

Item	Action	Responsible	Due	Status
03-01	Obtain an MOU for the Jay Pinson Summer Engineering Tech arrangement and bring to next ExCom.	Lee	4/4/07	OPEN
03-02	Obtain ruling from IEEE Legal for SVTI sponsorship.	Will Lumpkins	4/4/07	CLOSED
03-05	Send comments on Senior Member selections to Mark Hooper for follow up.	ALL	3/31/07	CLOSED
03-06	Circulate Ralph Wyndrum petition.	Ram	3/15/07	CLOSED
03-07	Send Friend of IEEE corporate award nomination information to Jonathan David.	Dan Oprica	3/31/07	OPEN
02-02	Contact Prof. Ed Katz regarding the formation of a Joint IMS-R&AS Chapter	David Rivkin	3/07/07	OPEN
02-03	Contact the Stanford Univ Student Chapter to find out about the Mentor Program and if SCV can help.	David Craven	2/09/07	OPEN
02-04	Check with COMSOC chapter regarding working with Charles Lord on Zigbee Tutorial.	Mukal Chauhan	3/07/07	OPEN
02-05	Add discussion of Polytronic '08 Conference to April ExCom Agenda.	Tom	3/31/07	OPEN
02-08	Propose a 12 month Budget extension into 2008 as part of our 2007 Section Budget.	Ram	3/07/07	OPEN
01-03	Craft an advertisement to solicit people to help with the formation of the Robotics & Automation Chapter for Dr. Katz	Paul Wesling	2/07/07	OPEN
01-05	Firm plans by the end of March for a Section Talk meeting.	Ram, Jonathan	3/31/07	OPEN
01-08	Demand IEEE-HQ provide new L-50 forms in a timely manner.	Ram	1/15/07	OPEN

SCV Section Meeting Attendee Sign-in List

Date: 4 April 2007

Name	Chapter Affiliation	Senior Member	Fellow	E-mail
Marcelo Siero	MB subsection			siero[at]ee[dot]com
Brian Berg	CNSV			bberg[at]bswd[dot]com
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Clay Maynard	VTS			clay[at]matnard[dot]com
Min Hua	Web, LEOS			minhua[at]ieee[dot]org
Nick Massetti	Nano	X		nickmassetti[at]ieee[dot]org
Slava Mach	Mem-Chair, Nano	X		s[dot]mach[at]ieee[dot]org
Roxsana Hadjizedeh	Treas, WIE	X		roxsana[at]ieee[dot]org
John McBain	PSES			johnmcbain[at]ieee[dot]org
Ram Sivaraman	SCV-VC			ramsivaraman[at]ieee[dot]org
Tom Coughlin	SCV Chair			tom[at]tomcoughlin[dot]com
Ken Doniger	EMBS			kendoniger[at]ieee[dot]org
Mark Hooper	SSC	X		Mh5[at]ieee[dot]org
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Douglas Chan	COM, SPS			douglas[dot]chan[at]ieee[dot]org
Ozgur Oyman	SPS			ozgur[dot]oyman[at]intel[dot]com
Bin Hu	COMSOC	X		hubenjamin[at]ieee[dot]org
Lee Colby	K-12	X		lee[dot]colby[at]ieee[dot]org
Jonathan David	PACE	X		j[dot]david[at]ieee[dot]org
Philippe Jansen	EDS			philippe[dot]jansen[at]ieee[dot]org
Dale Gutierrez	PES,VTS, CS,EMC	X		dalegut[at]ieee[dot]org
Will Lumpkins	Ed Chair	X		xillia[at]ieee[dot]org
Dan Donahoe	CPMT	X		ddonahoe[at]exponent[dot]com

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