ExCom Meeting Minutes – February 2007

Summary of meeting held 7 February at Cogswell College in Sunnyvale, CA.

Attendance: 30 – (see attached attendance list)

Section Chair Tom Coughlin called the meeting to Order at 6:00 pm.

<u>Agenda</u>

1. Approval of the Agenda for this meeting:
    Having no action to amend or modify, it was MOVED by David Craven, SECONDED by Brian Berg that the Agenda be approved as submitted. The MOTION was APPROVED unanimously. Allen reminded the Chair that a motion is not required to approve the Agenda.

2. Approval of the Meeting Minutes for December 2006 and January 2007:
    Tom showed the December Minutes on the projector as he had recently received them. Tom also showed the January Minutes.
    David Saperstein asked that he be added to the Distribution List for the ExCom Meeting Minutes. Allen stated that he would take that action.
    It was MOVED by Brian and SECONDED by Roxsana that December and January Meeting Minutes be approved as submitted. The December and January Meeting Minutes were APPROVED unanimously.

3. Chapter Reports This Meeting:
    Tom asked if Circuits and Systems Chapter, Electromagnetic Compatibility Chapter, and Information Theory Chapter were ready to give their respective Chapter Reports. Allen noted that Ken Doniger has requested to delay presentation of the Engineering in Medicine and Biology Chapter Report until the March Meeting as he was unable to attend this meeting.

    Navneet Jain (Chapter Vice-Chair) presented the Chapter Report for the Circuits and Systems Chapter.
    Navneet reported that the Chapter currently has about $2000 and holds theirs chapter meetings at Cadence Corp. The Chapter is planning seven technical talks and 2 ½-day seminars in 2007. At least one of the seminars will be provided by an IEEE Distinguished Lecturer. The Chapter also holds a planning meeting on the first Thursday of every month.
    Tom asked if the CAS had submitted their L-50 report. Ram noted that he had not received it from them.

    Tom presented the Chapter Report Schedule for 2007. For the next ExCom on 7 March, and noted that the Chapters scheduled for Reports are Engineering in Medicine and Biology (EMBS), the Santa Clara University Student Chapter, Power Electronics, Joint Power Engineering & Industry Applications, and Microwave Theory and Techniques.

4. Chair Report (Tom):

    1) Chapter Formation and Development Committee:

Tom asked Ram to be a member on the committee and Ram accepted. Tom then asked anything had been accomplished since the last meeting and Allen reported that he had generated a Chapter Health Scorecard and sent it out to the committee members and to Tom. Tom noted that he added David Rivkin to the Agenda since he is Chair of the IMS Chapter and there is interest in forming a Joint Chapter with the proposed Robotics and Automation Society Chapter. David noted that he is carrying much of the load for IMS Chapter operation himself and would welcome addition volunteer involvement.

Dan Oprica reminded the ExCom that he thought a combined chapter would be stronger and more successful than two small, struggling chapters.

Tom asked David to contact Professor Edward Katz to discuss the formation of a possible Joint Chapter.

Dan also noted that he had sent an e-mail regarding the first Robotics Chapter meeting on March 15.

Tom asked David how many IMS members were in the Chapter and David reported that there were about 250 Society members in the Bay Area, but that only four were active in the Chapter. Tom suggested that the IMS Chapter should be one of the chapters considered by the Chapter Formation and Development Committee.

Tom noted that we have not heard anything form the Computational Intelligence Society Chapter, the Power Electronics Society Chapter, Computer Society, or the Women in Engineering Affinity Group. Roxsana reported that she had sent the new Officer Report for WIE to Allen just today.

John McBain asked if he could also be on the CF&D Committee. Brian asked who would chair the committee and Tom asked Ram if he would be chair. Ram accepted.

2) Interactions with Other Groups:
Tom noted that he would like to set-up some joint activities with other engineering groups in the Santa Clara Valley. He noted that he will talk with others at the up-coming SVEC Engineers' Week Banquet.

3) Event Registration Services:
Brian noted that Paul Wesling was heading up this effort, but he could not attend this meeting. Brent Whitlock noted that he was aware that several groups have used the Acteva service, but he not aware of any IEEE Chapters that have used it.

Allen noted that Paul had an ACTION to update his Event Registration comparison spreadsheet to include IEEE fee structures and availability of attendee lists.

4) SFBAC Banquet:
Tom stated that, in recognition of all the hard work of the people in the Section and the Chapter Officers – and that the SFBAC has been revived – there will be a Banquet at the San Mateo Marriott on 31 March 2007. Tom reported that the SFBAC is anticipating distribution of revenue of $20,000. This will be divided among the local Sections based on membership. SCV will receive 68.6%, or $13,750.05. This is from revenue earned by the GRID.

Fred Jones noted that the Banquet will be "Coat & Tie." (Tom asked if a Bolo was acceptable.) Tom has handed-out flyers for the Banquet for those interested. He further noted that the Cost will be $20/person. There will be Free Valet parking. The speaker will be Grant Imahara. Tom noted that about 150 are expected to attend. Reservations will be prioritized for Section Officers, Chapter Officers, and active volunteers. Also,

everyone on the Section ExCom Listserv should have received invitations. Tom also noted that all ExCom members who attend will reimbursed for the Cost – including their guest – following the Banquet.

5) Speaker Bureau:
Jonathan David reported that a PACE meeting was held. He is looking for a new GOLD Chair as Rukmini Sivaraman has had to resign. Brian asked that acronyms be defined. Jonathan noted that GOLD stand for Graduates of the Last Decade – IEEE members in their first ten years since receiving their BS degrees. He also noted that new this year is a Graduate Student Member (for graduate students) and that these members have full voting rights in the IEEE. Jonathan reported that PACE and GOLD will be operated as a combined group. He also reported that there will be PACE Social Networking event on March 6. Jonathan also reminded the ExCom that events are advertised on his Blog. Other Social Networking opportunities are available through blogs, on-line groups, and Linked-In. Tom asked if the Section-sponsored-talks should be part of PACE and Jonathan said he let the ExCom know at a later date. Also, if anyone is interested in working on the PACE committee and helping to line-up speakers for Section talks, they should let him know. Tom suggested that Brian and Ram should be involved. Jonathan reported that PACE is planning a Professional Development Workshop in October and would like to have a track of Consultants-related topics.

6) Science Fairs:
Tom asked if we could post Science Fairs and similar events on the Section Website. Lee Colby is the K-12 chair – and Science Fairs falls under this category. Lee asked for assistance in Judging at local Science Fairs and First Robotics SV Competition.
John McBain noted that the PSES Chapter has donated Science Fair awards for several years. If there will be Science Fair info on the Section Webpage, then he would like for it to include the PSES awards.
Tom noted that the Stanford EE Mentor program is looking for volunteers and asked if someone could attend the organizing meeting on Friday, 9 February, at Packard 101 at Stanford and find out the details. Dan Oprica suggested that he may be able to attend. David Craven (Student Activities Chair) will contact the Stanford Student Chapter for more information.

7) Charles Lord Zigbee Tutorial:
Charles Lord has asked to give his tutorial in the Bay Area. He has asked for promotional support from SCV. There is some confusion regarding what his course fees will be and how much will be shared with SCV. Dick Ahrons noted that this topic will be covered in the Embedded Systems Conference. It was suggested that perhaps another date would be better and not conflict with the Embedded Systems Conference. Jonathan David suggested that this should involve the COMSOC Chapter. Mukul Chauhan (Chapter Treasurer) would look into it and get back to Tom. Ram read the letter form Lord requesting assistance in locating a venue and promoting the event and that he would share $75/attendee with the SCV Section. There would not financial obligation to the Section.

It was MOVED by David Craven, and SECONDED by Brian Berg to support Lord's proposal, but suggest changing the date. The MOTION was APPROVED unanimously.

8) Polytronic '08 Conference:
Ephraim Suhir introduced himself and presented his request for Section Support for the 2008 Polytronic Conference. This Conference is held within CPMT, but the topic areas

for this conference cover much broader areas. The 2007 Conference held in Tokyo Japan and the 2008 is anticipated for the San Jose area. The planned date will be Oct/Nov 2008. Ephraim will be General Co-Chair for the Conference.

Lee notes that the Section should propose a MOU (memorandum of understanding) describing any cost-share arrangement with Polytronic '08.

Allen noted that the conference is on the Agenda for discussion at the next CPMT ExCom meeting in two weeks.

Tom stated that this will go on the Section ExCom Agenda for further discussion at the April 2007 ExCom meeting.

9) Wise ways to spend money to Promote Engineering:

Tom asked for suggestions for spending money to promote engineering in the Santa Clara Valley. Allen noted that the CPMT Chapter has an active K-12 program and is chaired by Joe Fjelstad. Allen will send Joe's contact info to Lee Colby and David Craven.

Lee encouraged the ExCom to look into the Summer Session, organized by the former SJSU Engineering Chair, Jay Penson.

Tom suggested that Lee present a follow-up report next month.

10) R6 Meeting on 2/10/07:

The Region 6 meeting will be held 10 February in Manhattan Beach. Ron Kane will be attending and the Area Chairs have been asked to give the Section Reports at the meeting. Tom noted that there are only a few Councils with in IEEE. The R6-Central Area includes the Bay Area, Northern Nevada, and Hawaii.

11) Senior Member and Fellow Candidate Endorsements:

Larry Myers is interested in becoming a Senior Member. Tom explained that Section support requires volunteering to assist the Section or a Chapter. Since Larry is a member of LEOS, Tom suggested he talk with Ram or Brent.

Paul Khanna has been nominated for Fellow for his Technical Accomplishments by a member of the MTT Chapter. Richard Lira (Co-Chair for MTT Chapter) asked for Section endorsement for Paul's nomination. Richard explained the significance of endorsement and how this differs from Professional Reference. Endorsement by an IEEE organization should be more based upon activity and service to the Society. Technical qualifications will be review by the Fellow Committee based on the Professional References.

Tom explained the four categories under which someone can be nominated: Research/Engineer/Scientist; Applications Engineer Practitioner; Technical Leader, and Educator. Allen noted that the Endorsement Letter can be submitted on-line. Slava noted that a nominee must already be a Senior Member at the time of Nomination. Richard confirmed that Paul is currently a Senior Member.

It was MOVED by Art Astrin, SECONDED by Lee Colby to provide an endorsement to Paul Khanna's Fellow nomination to be written by Tom. The MOTION was APPROVED unanimously. Tom read the Endorsement letter prepared by Richard and signed the letter.

12) Information Theory Group Chapter:

Since Art Astrin had joined the meeting, Tom asked if he was prepared to give his Chapter Report.

Art stated that he had recently found out that the Chapter is listed as Inactive by IEEE since they had only held one meeting in 2006. Allen noted that the Chapter is still listed in the IEEE L-31 Report, but that the Chapter Officers are NOT listed in the IEEE Officer Roster.

Tom suggested that the Chapter be included in the CF&D committee activities.

Art noted that the Chapter still has about $3,000 in their bank account.

5. Vice-Chair Report (Ram):

Ram reported on the status of the L-50 submission. He showed the table of missing chapter data and the chapters that have submitted all of their information. The chapters that have submitted no information are APS, Computer, Control Systems, EMC, ITS, PEL, EMS, and WIE.

Ram asked Art if he had his financial information from last year. At which point Art reached into his wallet.

Allen noted that the Control Systems Chapter had not reported any chapter meetings for 2006.

Lee asked if Chapter-Sponsored Conferences could be included in L-31 reporting. Jonathan noted that there is a separate report for conferences and seminars.

Roger Hoyt complained that the L-31 on-line report form was difficult to find. Allen suggested searching on the term, L-31, from the IEEE home page. Allen also noted that the IEEE L-31 record was current – including reports for January 2007 meetings. Ram suggested that chapter officers submitting L-31 reports should copy Allen on their submissions.

Tom asked if anyone knew someone from Power Electronics Chapter. Allen reported that he had e-mailed the officers from last year's roster and no one responded. He also noted that the last update to the PEL webpage was May 2004.

Tom commented that we need to submit all of our annual reports by 23 February to get the 10% Bonus on the Chapter rebates. Allen noted that the final due date for annual reports was 31 March. After this, IEEE pays no rebate to delinquent chapters.

Howard Sun (CAS) inquired regarding the cost of travel expenses for a Distinguished Lecturer. Jonathan commented that the Lecturer's Airfare was covered the parent society, but not hotel and meals. Tom commented that it also varies with parent society – many have different rules regarding expenses for Distinguished Lecturers. Howard asked for support from the Section to cover these additional expenses – about $400. Tom asked that Howard provide a budget for the expenses and the ExCom will vote on it at the March meeting.

6. Treasurer Report (Roxsana):

Ram showed the Draft Budget on the projector. Brian asked how much was for Defense? Allen noted that Ram had reduced the entitlements in this Budget - $800 for SAC.

Tom noted that if the Section gets the 10% Rebate Bonus, then we could expect about $56,000 – a majority of which will be rebated to the SCV Chapters.

Allen suggested that the Budget Line-Items should agree with the L-50 Key codes. If we set our budget along the same structure as the IEEE financial categories, it will make reconciliation for the L-50 simpler.

Tom reviewed each line-item in the Budget – referring to 2006 actuals. Jonathan noted that the Budget resembled a cash-flow plan. It was suggested that the cash-flow aspects be removed to make this strictly a Budget. Tom noted that if 50% of the annual rebate is passed on to the Chapters, the budget shows that the Section will end the year with a positive $14,000. However, if the full rebate is passed on to the Chapters, we will end on a deficit.
Dan Oprica recommended that we allocate about $2,000 for SVEC scholarships.

Ram suggested that we keep the chapter rebate amount at 50% and increase the Support to Chapters line-item. With these changes, the Budget indicates a net surplus at the end of the year of approximately $5,000.

Ram asked if we should make the Budget valid from now until next February so that it would overlap into the next year – allowing time to development a Budget for 2008. Jonathan noted that since we must submit out financial reports for the calendar-year, we should have our Budget fit the same cycle. Allen commented that we extend our Budget horizon beyond 12 months, but agreed that it should start on 1 January in agreement with IEEE financial reporting requirements.

It was MOVED by David Craven, SECONDED by Jonathan David, that the Draft Budget be approved. The MOTION was APPROVED unanimously.

John McBain suggested that we propose a Budget for 24 months – and asked for an Action Item for the nest meeting to propose a 24-month Budget (2007-08).

7. Committee Reports:
   - SVEC Representative – Dan Oprica.
     - Send reservations for the SVEC Engineer's Week Banquet to Dan – Do Not Reply to the Listserv Announcement of the Banquet.
   - GRID Editor – Paul Wesling – Not present.
   - PACE Chair – Jonathan David – No report.
   - GOLD Chair – No report.
   - Nominations and Awards Chair – Dan Oprica – No report.
   - Finance Chair – Roxsana Hadjizadeh – No report.
   - SAC Chair – David Craven – No report.
   - Program Chair – Ram Sivaraman – No report.
   - Membership Chair – Slava Mach – No report.
   - Educational Activities Chair – Will Lumpkins – Not present.
   - K-12 – Lee Colby
     - Nominated Don Loughry for the Professional Achievement Award and he won. The Award will be presented at the Leadership Conference in Tucson. Lee suggested that we cover his travel expenses to go and receive the award. Tom asked for an estimate for the expenses.
   - Webmaster – David Saperstein – No report.

- Senior Member Advancement – Mark Hooper
  - Potential Senior Members – from the search of the SamIEEE Database.
  - These will be review at the next meeting (March).
  - Mark noted that he received request for help from someone who received their degree in 2000.
- IEEE Engineering Milestone Coordinator – Dick Ahrons
  - Investigating former Fairchild employee notebooks at the Computer History Museum.
- Audit Committee – Slava Mach – No report.

8. Other Business:
- Philippe Jansen (EDS) reported that the Chapter had organized a mini-colloquia for the University Students with Distinguished Lecturers. EDS will cover the $4,000 travel expenses for the Lecturers. The remaining expenses for the event will $1,500 for refreshments, $1,000 for lunch, $1,500 for dinner with the lecturers, and miscellaneous expenses of $200 – for a total of $4,200. The Chapter cannot charge the students to cover the additional costs or EDS will withdraw the Lecturers Travel expense coverage.

  It was MOVED by Dan Oprica, SECONDED by Jonathan David, to give the EDS Chapter $4,200 to cover the event expenses. The MOTION was APPROVED unanimously.

The Meeting was ADJOURNED at 8:15 pm.

Santa Clara Valley Section Excom– February 2007

AR LIST from February ExCom Meeting

Item	Action	Responsible	Due	Status
02-01	Add David Saperstein to the distribution list for the ExCom Meeting Minutes.	Allen	2/10/07	CLOSED
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
02-06	Send CPMT K-12 Chair contact Info to Lee Colby and David Craven.	Allen	3/07/07	CLOSED
02-07	Follow-up report on Jay Penson Summer Session	Lee	3/07/07	OPEN
02-08	Propose a 12 month Budget extension into 2008 as part of our 2007 Section Budget.	Ram	3/07/07	OPEN

Outstanding AR's from Previous meetings

Item	Action	Responsible	Due	Status
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
01-06	Revise table comparing Event Registration Services to include IEEE fee discounts and availability of attendee lists	Paul	2/07/07	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

Name	Chapter Affiliation	Senior Member	Fellow	E-mail
Mukul Chauhan	COMSOC			mukulchauhan[at]hotmail.com
Min Hua	LEOS			minhua[at]ieee.org
Ram Sivaraman	SCV Vice-Chair			ramsivaraman[at]ieee.org
Richard Lira	MTT			Richard_lira[at]ieee.org
David Craven	EdS/VTS			David.craven[at]lamrc.com
David Saperstein	SCV Web			dbrsap[at]aol.com
Roger Hoyt	MAG		X	r.hoyt[at]ieee.org
Lee Colby	SCV Past Chair	X		Lee.colby[at]ieee.org
Allen Earman	SCV Sect	X		aearman[at]novalux.com
Roxsana Hadjizedeh	SCV Treasurer	X		roxsana[at]ieee.org
Tom Coughlin	SCV Chair	X		tom[at]tomcoughlin.com
Brent Whitlock	LEOS	X		b.whitlock[at]ieee.org
David Rivkin	IMS	X		David.rivkin[at]ieee.org
M. Saseetharran	SPS	X		sasheei[at]ieee.org
John McBain	PSES			johnmcbain[at]ieee.org
Brian Berg	CNSV			bab[at]bergsoftware.com
Larry Myers	LEOS			Larry.myers[at]jdsu.com
Clay Maynard	VTS			clay[at]maynard.com
Mark Hooper	SSC	X		Mh5[at]ieee.org
Dan Oprica	SSC			opricad[at]ieee.org
Fred Jones	PES/IAS	X		f.jones[at]ieee.org
Philippe Jansen	EDS			Philippe.jansen[at]ieee.org
Navneet Jain	CAS			navneet[at]ieee.org
Howard Sun	CAS			Hjsun_1[at]yahoo.com
Jerry Jin	EdS			Jerryjin88[at]gmail.com
Dick Ahrons	CNSV	X		ahrons[at]alum.mit.edu

Name	Chapter Affiliation	Senior Member	Fellow	E-mail
Jonathan David	PACE	X		j.david[at]ieee.org
Mike Graebner	CS			graebner[at]pacbell.net
Ephraim Suhir	UCSC		X	suhire[at]aol.com
Art Astrin	ITS	X		art[at]astrinradio.com