ExCom Meeting Minutes – November 2007

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

Attendance: 22 – (see attached attendance list)

Section Chair Tom Coughlin called the meeting to Order at 6:01 pm.

Agenda

1. Approval of the Agenda for this meeting:
    The Agenda for the November 2007 ExCom meeting was approved with the following modifications:
    Add IAS to Chair's Report on Events.
    Add Jeffers Presentation to Chair's Report on Events.
    Add CLCPE to PACE Report.
    Add Seasoned Pro topic to PACE Report.
    Drop Proposal Discussion from GRID Report.
    Add SVEC Open House and Scholarships to SVEC Representative Report.
    Add Planar Transistor Update to IEEE Milestone Report.

2. Approval of the Meeting Minutes for October 2007:
    Allen reported that he had received one correction to the Minutes regarding the disposition of the Noyce Notebooks from Dick Ahrons. The correction has been made in the master version of the October Minutes. Having no further action to amend or modify, the Minutes for the October 2007 ExCom meeting were approved as modified.

3. Chapter Reports This Meeting:
    Brent Whitlock showed the Best Chapter Award that the LEOS Chapter recently received from the LEOS Society.

    Philippe Jansen, Chapter Chair, presented the Chapter Report for the Electron Devices Society Chapter. Philippe reported that the Chapter held 11 meeting this year and had two Distinguished Lecturer presentations and the average attendance was about 60 people.   Additionally, the Chapter held a full-day symposium on Manufacturing High-K Metal Gates and a Mini-colloquium with the Santa Clara University Student Branch on Next-Generation Devices. Philippe reported that the Chapter had received the 2007 Chapter Of The Year Award from the Electron Devices Society. Philippe presented the Officer list for the Chapter. The Chapter currently has $20,832.21 in the Chapter bank account and has 987 Members in the SCV and SF Sections (Joint Chapter).

    The Consultants Network had asked in advance to be postponed until the November ExCom meeting.

    Jonathan David presented the Chapter Report for the Graduates of the Last Decade (GOLD) Chapter. Jonathan reported that the GOLD Chapter has a new Chair, Tokunbo Ogunfunmi. Jonathan also reported that the Chapter held one event this year, joint with PACE. Jonathan noted that he did not know the current bank balance for the Chapter.

Katie Purcell, Chapter Vice-Chair/Secretary, presented the Chapter Report for the Women In Engineering Affinity Group Chapter. Katie reported that the Chapter held three meetings this year: one joint with the Signal Processing Chapter, one joint with ASME, and one joint with the Oakland-East Bay Chapters for Power Engineering, Vehicular Technology, and Engineering Management. The Chapter only has two Officers, Katie and Roxsana Hadjizadeh (Chair/Treasurer). The Chapter has $1,024.25 in the Concentration Bank Account, plus the $880.00 Chapter rebate. Katie noted that the Chapter is desperately looking for more volunteers and opportunities for technical meetings. Dan Oprica suggested that every Chapter make an announcement at the Chapter Meetings promoting the WIE Group. Dan Donahoe, CPMT, offered to hold a joint meeting with WIE and noted that he can give his presentation on the History of IEEE in the Bay Area – there have been two women Section Chairs: SCV, OEB.

No one was available to present the Chapter Report for the Engineering Management Society Chapter.

Tejesh Makanawaba, Chapter Chair, gave an oral report on the Control Systems Society Chapter. Tejesh noted that the Chapter is looking for speakers. The Chapter may join with the Robotics and Automation Society Chapter as a joint Chapter since there are many of the same members. The Chapter has 150 people on their email list and about 20 typically come to meetings. The Chapter holds its meetings at Santa Clara University.

4. Chair Report (Tom):
   1) Sale of the WESCON domain name:
   Tom reported that he has requested clarification of the ownership rights for the WESCON domain name and that he has not received any response. Loretta Arellano, Region 6 Director, said she would try to get in touch with the right people at IEEE-HQ.

   2) IEEE Sections Congress – 2011:
   Tom reported that he had submitted our proposal to IEEE to host the 2011 Sections Congress. He also reported that we have the support of the SF and OEB Sections, and Region 6. IEEE should make their decision by February of 2008.

   3) IEEE-USA OpCon Meeting in Region 6 in San Jose:
   Tom reported that the meeting and reception was held on October 19-20. Several members of the ExCom attended.

   4) 2008 Sections Congress:
   The 2008 Sections Congress in Quebec City will be September 19-22. Speaker Nominations may be closed by now. At least two people from the Section should attend this meeting.

   5) 2008 Section Officer Candidate Selection:
   Tom noted that the Election for new Section Officers should begin now. Lee Colby agreed to assist with the election also. Tom reminded the Chapters that Chapter Elections also should be completed this month. Allen asked that all of the Chapters send him their new Chapter Officer Rosters once they have completed their elections. He also asked that they include Officer contact information and Officer IEEE Member Numbers. Tom noted that we need to notify all members – even if they do not have email addresses. Jonathan suggested sending postcards to these members with a Web-address they could go to for the Candidate Information and from which they could

print the ballots. Lee noted that if we prepared the list soon enough, we could mail the ballots through IEEE. Fred Jones, the Election Coordinator, walked in at this moment. Fred reported the Candidate List for Section Officers:

Chair: Ram Sivaraman
Vice-Chair: Roxsana Hadjizadeh
Treasurer: Allen Earman
Secretary: Jayasimba Prasad
PACE: Will Lumpkins

Tom asked if there were any more nominations from the ExCom. Since there were none, Tom officially closed the Officer Nominations.

7) Events:
Industrial Applications Society (IAS) meeting:
Dale Gutierrez reported the SF IAS Chapter will be sponsoring a meeting November 27 in San Francisco at Sinbad's Restaurant. Five students will be admitted for only $10 each.

Tom reminded the ExCom that the Fred Jeffers presentation at the LEOS December meeting with be held December 4 and that the Section is co-sponsor of this event.

Tom reported from the SFBAC Council meeting that in 2009 there will be an anniversary of the ARPANET. There is an effort to locate IEEE Milestones at ARPANET locations. This Milestone effort was initiated by IEEE.

Tom read the IEEE Code of Ethics, Sections 8 and 9, to the ExCom and emphasized that we should be courteous to other members in our email discussions. Tom noted that we are all volunteers and we should strive to help each other and not be quick to condemn. Dale noted that these actions do not help attracting new, young engineers to our local chapters. Tom ended by noting that we think twice before saying an unkind word.

5. Vice Chair Report (Ram):
    Not present.

6. Secretary's Report (Allen):
    Allen reiterated his request for Chapter Officer Rosters for 2008 Chapter Officers.

7. Treasurer Report (Roxsana):
    Tom showed the proposed Section Budget for 2008/2009. The Section currently has $284,000 in the bank account. The primary source of income for the Section is GRID income. The Budget still has a loss proposed for the GRID. However, Tom noted that this is conservative and probably will not be needed. Tom added an item for Uncommitted Student Branch Support in case any Student Branch needs additional funds in 2008. Dan Donahoe recommended that this be distributed equally to all of the Student Branches and expressed concern that funds of this type may be used more for Faculty support than for the Students. Allen suggested that this be identified as "Special Projects" and included under the Support for Student Branches Category.

    The proposed Budget shows a deficit of $14, 650, of which $12,500 is presumed deficit for the GRID. Without the GRID deficit, the Section Budget shows a deficit of $2,150. Since we have not experienced a GRID deficit for the past two years and we have sufficient funds to cover this, Jonathan suggested that this line item be zero for the

Budget. Tom agreed. Tom also noted that the New Officer Training was covered by the SFBAC this year and is planning to do the same for 2008.

Dan Oprica asked about the Chapter Officer Certificates that the Section used to give out. Fred noted that he had purchased the certifications last year, but was not able to print them for the Training Luncheon.

Tom suggested that we should make the Certificates for both the 2006 and 2007 Chapter Officers and Section Officers in time for the Officer Training Luncheon for 2008.

Roxsana proposed that the Section cover the IEEE Dues for the Section Officers for 2008. This proposal was not generally supported since this may not be allowed by IEEE and pose problems with future Section Financial Audits.

It was MOVED by Allen, SECONDED by Clay Maynard, that the 2008/2009 Section Budget be approved as modified. The MOTION was Approved nem. con.

Roxsana reported that all of the Chapter Rebates have been distributed except VTS, CNSV, CIS, and EMS. She noted she has the check for Magnetics Society, but no one is here to accept it.

Tom asked if we could look into investment options for the Section Reserves. All of this currently is in the Concentration Banking Account. Allen proposed that we do this after the first of the New Year.

8. Junior Past Chair Report (Fred):
       No report.

9. Senior Past Chair Report (Lee):
       No report.

10. Committee Reports:

    - GRID Editor – Paul Wesling – Not Present.
        o In Paul's report via e-mail, he asks for feedback on the RSS Feeds he has implemented in the GRID for Bay Area IEEE Events.
        o Also, Paul noted that there have been a declining number of IEEE-sponsored conferences in the Bay Area over the last several months and that there are NO conferences scheduled in the Bay Area in December 2007 and January 2008.

    - PACE Committee – Jonathan:
        o Jonathan reported that there was a TISP career workshop all day on October 19 leading into the Region 6 OpCom meeting weekend. About 40 people attended the workshop.
        o CLCPE – California Legislative Council on Professional Engineering – an organization that the SCV Section supported prior to recent financial difficulties. Several of the previous SCV members working with this organization have since passed. Dan Donahoe questioned our involvement in a lobbying organization such as this. Fred noted that many of the local (non-IEEE) professional engineering organizations are involved. The organization meets three times a year in Sacramento, and once elsewhere. Fred offered to be the SCV Section representative. Dan expressed concern of using member money to fund a

political organization. Lee noted that much of the organization's work focused on California Licensing of Professional Engineers.

Ken Doniger MOVED, SECONDED by Dale Gutierrez, that we send Fred Jones to the next meeting in Monterey to explore possible involvement and reimburse any of his out-of-pocket expenses.

The MOTION was Approved nem. con.

- o Ken Doniger reported on the University of California Alumni Career Conference produced by a company called Seasoned Pro. They specialize in career fairs held at universities – focused on mid-career professionals. There are two proposed career conferences, one in LA area and one in SF. This is a job fair/career workshop combined event. They will give IEEE publicity at the conference and table-top display and 10% off the registration fee. In return, they want us to provide a link to their website and to send information to our membership prior to the event AND they want a copy of our mailing list for a one-time use. Ken contacted Geoff Lenard of the LA Council who said they decided to pass on the opportunity – primarily because the LA Council would not receive any money from the deal. Tom asked if we could buy the LA Council and a brief, hypothetical discussion followed.

Dan Donahoe MOVED, SECONDED by Dan Oprica that the SCV Section NOT support this offer. John Gale suggested that we consider the arrangement, but WITHOUT giving them our mailing list. Ken noted that at one of these events last year, there were about 300 attendees.

The MOTION was Approved nem. con.

- GOLD – Tokunbo Ogunfunmi – Not present.

- Nominations and Awards Chair – Dan Oprica:
    - o Dan reported he is proposing that the SCV Section give an award for Outstanding Company to Atheros.
    - o Also, Dan proposed to give an SCV Section Award to Philippe Jansen as Outstanding Chapter Chair.

Dan Oprica MOVED, SECONDED by Lee Colby, that we give the Outstanding Company Award to Atheros in January. The MOTION was Approved nem. con.

- o John McBain suggested that Dan put together a list of criteria for future awards and the basis for nominating someone. John offered to assist Dan in this process and report back at the next ExCom meeting.

- SAC Chair – David Craven, Tim O'Konski : Not present

- Membership Chair – Slava Mach – Not Present
    - o In Slava's report via e-mail, he reported on the R6 Membership Statistics showed a net gain. Both the SCV Section and the Monterey Sub-Section gained slightly in Q4-2007.

- Educational Activities Chair – Will Lumpkins – Not Present.

- K-12 – Lee Colby:
  - Lee reported that he had Nominated Curtis Schneider (a seventh-grade teacher in Palo Alto) for the SVEC Keeper-of-the-Flame Award. He was not selected. However, he has a good Website at www.curtis1.com.
  - Lee also noted that Don Loughry received the IEEE-USA Professional Achievement Award in Phoenix – for which we had nominated him – and he sent a very gracious Thank You to the SCV Section.

- Webmaster – Min Hua:
  - Min reported that he now maintains Chapter Websites for nine SCV Chapters and the Monterey Bay Sub-Section.
  - He also created two new Chapter Websites for CIS and RAS Chapters.
  - Min has investigated a possible SCV Community on-line and has uploaded information to the K-12 website.
  - Min convinced two SCV Chapters to switch their web hosting from commercial sites to the IEEE EWH site.
  - Min is investigating converting our SCV Section home page to a template from IEEE EWH.
  - Min showed the web statistics that he has collected from inquiries to our web pages in recent months.
  - Jonathan asked if Min could add Wiki capability to our site so that we could post our New Officer Training information.

- Senior Member Advancement – Mark Hooper
  - Mark reported he followed up with several Senior Member candidates and found that three had received their Senior Member upgrades this month.
  - One of the candidates had completed his volunteer service at an SCV Chapter.

- SVEC – Dan Oprica, John Gale:
  - Dan reminded the ExCom of the SVEC Open House on November 13.
  - Dan also reminded the ExCom that SVEC is open for nominations for undergraduate SVEC scholarships. If you know someone, please have them e-mail Dan for an application. A teacher recommendation also is required.
  - Tom asked Dan to put this information in an e-mail message that he can send out to the Section ExCom members.

- Finance Chair – Roxsana Hadjizadeh – No report.
- Program Chair – Ram Sivaraman – Not Present.
- Audit Committee – Slava Mach – Not Present.

- IEEE Engineering Milestone Coordinator – Dick Ahrons
  - Dave Cochran reported that the Proposal for the HP-35 has been submitted. The nomination has been approved. Dave showed a presentation that included the formal Citation for the Milestone.
  - The proposed location will be in the building lobby at HP Labs.
  - Tom signed the letter in support from the SCV Section.
  - In Dick's report via e-mail, he reported that the proposal for the Planar Transistor Process has been submitted and approved by the IEEE Milestone Committee.

11. Other Business:
- No other business.

The Meeting was ADJOURNED at 8:52 pm.

SCV Section Meeting Attendee Sign-in List

Date: 7 November 2007

Name	Chapter Affiliation	Senior Member	Fellow	E-mail
Sandra Giha	Guest			Sandra[at]teslamotors[dot]com
Tom Coughlin	SCV	X		tom[at]tomcoughlin[dot]com
Jonathan David	PACE	X		j[dot]david[at]ieee[dot]org
Clay Maynard	VTS			clay[at]maynard[dot]com
Dale James Gutierrez	CS, EMC			dalegut[at]ieee[dot]org
Min Hua	WEB			minhua[at]ieee[dot]org
Dan Oprica	SSCS			opricad[at]ieee[dot]org
Philippe Jansen	EDS			Philippe[dot]jansen[at]ieee[dot]org
Ken Doniger	EMBS			k[dot]doniger[at]ieee[dot]org
John McBain	PSES			John[dot]mcbain[at]kla-tencor[dot]com
Dan Donahoe	CPMT	X		dandonahoe[at]msn[dot]com
Lee Colby	K12	X		Lee[dot]colby[at]ieee[dot]org
Katie Purcell	WIE			Ksp34[at]yahoo[dot]com
Brent Whitlock	LEOS	X		b[dot]whitlock[at]ieee[dot]org
Mark Hooper	SSCS	X		Mh5[at]ieee[dot]org
Navneet Jain	CAS			navneet[at]ieee[dot]org
Fred Jones	PES/IAS	X		f[dot]jones[at]ieee[dot]org
Rozsana Hadjizadeh	SCV	X		roxsana[at]ieee[dot]org
Dave Cochran	SCV	X		Dave[dot]cochran[at]seagate[dot]com
Allen Earman	SCV	X		aearman[at]ieee[dot]org
Tejesh Makanawala	Cntl Sys			t[dot]c[dot]makanawala[at]ieee[dot]org
John Gale	SCV			johng[at]taligo[dot]com

Santa Clara Valley Section Excom – November 2007

AR LIST from November ExCom Meeting

Item	Action	Responsible	Due	Status
11-01	Identify two Section Members to attend the 2008 Sections Congress in Quebec City in September.	Tom, Ram	12/3/07	OPEN
11-02	Hold Chapter Officer Elections and report new Officer Roster to Allen Earman.	All Chapter Chairs	12/3/07	OPEN
11-03	Send Candidate Bio Information to Fred Jones.	All Section Officer Candidates	11/15/07	OPEN
11-04	Generate a set of criteria for nominating SCV members for Section Recognition Awards.	Dan Oprica	12/3/07	OPEN
11-05	Provide information to Dan Oprica on IEEE Award Plaques..	Jonathan, Allen	11/15/07	CLOSED
11-06	Provide an E-mail with the SVEC Scholarship application requirements and contact info.	Dan Oprica	12/3/07	OPEN

Outstanding AR's from Previous meetings

Item	Action	Responsible	Due	Status
10-03	Prepare event budget information for SPS Distinguished Lecturer Program.	Tokunbo Ogunfunmi	11/7/07	OPEN
09-01	Propose an Engineer's Week Booklet to the SVEC for next February.	Dan Donahoe	10/3/07	OPEN
09-02	Send Draft Extended Budget to Section Officers for review.	Roxsana	10/03/07	OPEN
06-01	Plan a joint PACE/GOLD/EMBS Student Career event at Stanford University in the Fall.	Jonathan David, Ken Doniger	9/5/07	OPEN
05-02	Contact the SF Section GOLD affinity group to discuss their success as a group.	Jonathan	6/6/07	OPEN
05-03	Find out from IEEE-HQ the share ownership of the WESCON name and domain-name.	Tom	6/6/07	OPEN
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
02-08	Propose a 12 month Budget extension into 2008 as part of our 2007 Section Budget.	Ram	3/07/07	OPEN
01-08	Demand IEEE-HQ provide new L-50 forms in a timely manner.	Ram	1/15/07	OPEN