# SCV ExCom Meeting Minutes – June 1, 2011
*Cogswell College, Sunnyvale, CA*

Attendance Count: 23 (***see Attendee Roster at end of these minutes***)

| ExCom Officer Attendance | | |
|---|---|---|
| Kim Parnell | Chair | Present |
| Brian A. Berg | Vice Chair (acting Secretary) | Present |
| Karl Mathia | Treasurer | Absent |
| Ed Aoki | Secretary (acting Treasurer) | Present |

Kim Parnell called the meeting to order at 6:01 pm.

## May Meeting Minutes (Kim Parnell)
Kim asked if there were any objections to acceptance of the minutes from the 4 May 2011 meeting as circulated on the listserver.  Hearing no objections, the minutes were accepted.

## June Meeting Agenda (Kim Parnell)
Kim asked if there were any changes to the agenda that had been circulated prior to the meeting.  Hearing no objections, the agenda was accepted.

## Section Award Presentations (Jeffrey Pawlan)
Jeffrey presented handsome framed certificates to the six award winners pictured below.
Not present to accept awards were the following:
- Outstanding Corporate Service: Cadence
  - Dick Ahrons agreed to bring the award to the Computer Society chapter meeting on June 14, where it will be presented to the Cadence CEO
  - Dick noted that Cadence won this award for its support of the SPICE IEEE Milestone, as well as its willingness to host CS chapter meetings
- Tom Coughlin, our section's nominee for Outstanding Leadership and Professional Service, for submission to the Central Area.

Outstanding Engineer:
Norman Schneidewind

Chapter Exceptional Achievement Award:
SFBA Nanotechnology Council
(Chair Allen Amaro accepted the award)

Best Chapter in the Section Award: CPMT
(Chair Mudasir Ahmad accepted the award)


Section Chair Special Award: Slava Mach
(pictured: Kim Parnell, Slava, Jeffrey Pawlan)


Outstanding SCV IEEE Milestone Award:
Dick Ahrons


Outstanding Leadership and Professional
Service: Allen Earman

## Chapter Report #1: Microwave Theory & Techniques (MTT) (Nima Shams, Chair)

- Nima reviewed the current chapter officers
- Financials provided: $13,756 in the bank
- Over 400 chapter members
- Up to 9 meetings are held each year, with meeting attendance of up to 52

## Chapter Report #2:SFBA Nanotechnology Council (Nano) (Allen Amaro, Chair)

- Allen reviewed the current chapter officers
- Financials provided: $13,966 in the bank
- Its listserver has 934 subscribers
- Typically ten seminars and two symposia are held annually

## Chapter Report #3: Monterey Bay Subsection (MBSS) (Weilian Su, Chair)

- Weilian reviewed the current chapter officers
- Financials provided: $7487 in the bank
- 833 active chapter members
- 8 meetings have been held so far this year, with another scheduled for later this month

### Chapter Report #4: Photonics Society (PHO) (Allen Earman, Treasurer)

- Allen reviewed the current chapter officers
- Financials provided: $9504 in the bank
- About 452 active chapter members
- 7 meetings were held during the last 12 months

| Officer Reports |
|---|

### Chair (Kim Parnell)

- Kim made comments about the budget that would be presented by Ed Aoki this evening
- He also said that a better method for submitting funding requests needs to be established so that a request is not made known only just before the request is voted on.
- Kim also extended special thanks to Ed Aoki for all the time he has spent on the budget and other Treasurer's issues while Karl Mathia is out of the country.

### Vice Chair (Brian Berg)

- Brian also extended his thanks for Ed Aoki for the tremendous amount of work he has done over the past few weeks.

### Treasurer (Ed Aoki, Interim Acting Treasurer)

- Ed presented the Treasurer's Report, which included a summary of a budget that he proposed be passed tonight
- Ed then presented a detailed version of the budget, which included a $37,500 deficit
- There was extensive discussion, during which time Ed noted the following:
  - An underscoring of Kim's comment that a better method for submitting funding requests needs to be established
  - Chapter Financial Reports must be submitted on-time as part of requirements to qualify for Annual Rebate or any other SCV financial support
  - Chapter Financial Reporting – infrastructure improvements to aid on-time filing
- Finally, Arthur Astrin made a MOTION to adopt the budget, and Brian Berg SECONDED the motion. After some further discussion, the motion PASSED by a vote of 18 yes, 0 no and 2 abstentions.

### Secretary (Ed Aoki)

- Ed requested his notification of loss of Chapter Officers in a timely manner.
- He also said to let the Board know when you need help.
- Kim then chimed in and underscored these issues:
  - *All Chapters should plan on end of year financial filing to IEEE-SCV Treasurer to support **both** L-50 and expected Annual Audit of IEEE-SCV Finances*
  - *Chapter ExCom Meeting Minutes are required to document significant expenditures. ExCom Meetings with Minutes are a recommended best practice!*

### PACE (Kim Parnell, for Kiran Gunnam)

- Kim noted that Kiran was not in attendance since he was about to become a father.
- The PACE webpage has been updated with upcoming events
  - July 21: intellectual Property Traps and Opportunities for Employed Future Entrepreneurs?

  o August 18: Russ Harrison will be speaking (he will be out for SC2011)

## Committee Reports

### SC2011 Committee Update (Tom Coughlin)
- Tom spoke via Skype
- Several hundred have registered so far, and about half are coming to the CHM event
- As a reminder, Sections Congress 2011 (SC2011) will be in San Francisco Aug.19-22
- The website is www.ieee.org/sc2011

### SC2011 Chapter Table Exhibit Coordination (Allen Earman)
- All of the bay area chapters and affinity groups have been contacted
- About half of them have supplied peoples' names

### SC2011 Committee Update (Roger Hoyt)
- Ken Doniger is organizing the student activities within Region 6
- Greeters at the airport; bag stuffing; CHM event coordination
- Jeff Safire of CNSV had a poster accepted
- Expect 1100-1200 total, and about 500-600 at the CHM
- Paul Wesling will be giving a talk at SC2011

### Life Member Affinity Group (Les Besser)
- Les said he needs some hand-holding re: a website for this new chapter
- He expects well over 100 at its first meeting
- There will be a talk on Global Warming by a speaker from Stanford
- It will be held on Tue, June 7, at the Santa Clara County Educational Center

### SF Bay Area Council (SFBAC) (Fred Jones)
- Dan Sparks has not yet sent the checkbook to Fred
- Fred plans to put together a budget once he gets the checkbook

### Maker Faire (Lee Colby)
- Lee manned a booth at the May 21-22 event at the San Mateo County Event Center
- He thanked the GOLD and CAS volunteers:
    - Sachin Desai
    - Viraj Pandit
    - Ksenia Nikolaeva
    - Anshul Bansal
    - Stephan McInerney
    - Trevor Meyerowitz
    - Arthur Zingher
    - TLoan Nguyen (helped set up Friday Morning)
    - SVEC (Elise had someone come over to help tear down
- There was a fair amount of interest in joining or rejoining IEEE – the GOLD guys really pushed that.

- Lee gave out all 150 e-GRID promo sheets
- Lee had many children stop by the booth who were interested in science and engineering ("future IEEE members I'm sure").  They liked the fuel cell demo.

### IEEE/Computer History Museum (CHM) Relationship and IEEE Engineering Milestones Report (Dick Ahrons)
- Dick noted that David Craven is working with the various student chapters to arrange for a Bay Area-wide gathering at the CHM
    - The general idea is to share best practices and what kinds of activties work well
    - The event will likely be scheduled a few weeks after the students get settled in for the fall.

### Discover "E" 2011 (Kim Parnell)
- Kim discussed that fact that there was a request for Engineer visits to K-6 classrooms
    - 59 Schools are on the waiting list
    - Can our section help?
    - Can we coordinate with some of the local chapters?
    - Could the Education Society help?
    - http://www.svec.org/DiscoverE/engrsnup.html

### Educational Activities Chair (Ken Doniger)
- Not present

### K-12 (Lee Colby)
- Wants to show fuel cells
- He is hoping to work with Future Scientists and Engineers of America

### Student Activities Coordinator (SAC) Chair & University Student Groups (David Craven)
- Not present, but Dick Ahrons previously noted David's efforts

### R6 Central Area (Ram Sivaraman)
- No update.

### Membership Chair (Brian Berg)
- Brian said that he brought lots of membership materials which were set  up on the table, and that they were all up for grabs
- Brian said he had given a lot of materials to Lee, which he gave out at the Maker Faire

### Nominations and Awards (Kris Verma presented for Jeffrey Pawlan)
- Jeffrey gave out the awards at the start of the meeting

### Webmaster (Jared Petrie, Acting Webmaster)
- Jared received a hand-off from Min Hua of passwords, etc.
- Jared has spent 3-4 hours this past month as webmaster
- He will continue to work to support the chapters and the Section

### Senior Member Advancement Chair (Ed Aoki, for Jack Berg)

- A Senior Member Elevation event will be held at Cogswell College on Monday, June 27, staring at about 5:30. Senior members and Fellows are encouraged to attend to help with candidates.

### GRID Editor (Paul Wesling)

- Not present.

### GOLD (Jared Petrie for Sachin Desai)

- Sachin was happy to participate at Maker Faire
- Another Cloud Computing event is planned for this fall, with CTO level speakers, to be held at Stanford

| Old Business |
| :---: |

### Neha Choksi Motion from April Meeting

| - A MOTION to take the April tabled motion re: funding $5000 for Neha Choksi's request off the table was made by Dick Ahrons, and SECONDED by Brian Berg. This motion to untable PASSED with 5 yes, none opposed, and 3 abstentions. |
| :--- |

- Ram suggested Neha ask SVEC for funding, and he noted that we could potentially match SVEC's funding.

| - The original motion FAILED with none in favor, a large number of no votes, and 2 abstentions. |
| :--- |

- Both Jeffrey Pawlan and Brian Berg noted the fact that Neha had presented a very interesting and unique proposal to get women involved in engineering.

| - In recognition of this, Brian made a MOTION that the Section would like to hear more from Neha Choksi after she gets her 501(c)3 status. This was SECONDED by Larry Nagel, and PASSED by a vote of 12 yes, 2 no and 2 abstentions. |
| :--- |

### Santa Clara University Formula Hybrid Motion from May Meeting

- Kim gave some background of Santa Clara University's Formula Hybrid effort.

| - A MOTION to take the May tabled motion re: funding $1500 for the Santa Clara Univ. Formula Hybrid program off the table was made by Les Besser, and SECONDED by Brian Berg. This motion to untable PASSED with 16 yes, 1 no and 1 abstention. |
| :--- |

- There was some further discussion.

| - The original motion PASSED with 14 yes, 1 no and 2 abstentions. |
| :--- |

### SJSU Student Branch Chapter of CPMT Motion from May Meeting

| - A MOTION to take the May tabled motion re: funding $300 for a Laser Maze and $180 for the Calif. Micromouse Competition off the table was made by Larry Nagel, and SECONDED by Allen Earman. The motion to untable PASSED unanimously. |
| :--- |

- Brian noted that the Calif. Micromouse Competition had already happened
- Ed noted that CPMT would be able to provide funding to the Student Branch Chapter.

| - The original motion FAILED with 0 yes, 14 no and 2 abstentions. |
| :--- |

| **New Business** |
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### Monterey Bay Subsection Funding Reqiest (Weilian Su)
- MBSS goal: reach out to members and non-members in Monterey Peninsula
- Many events are happenkng; MBSS wants to co-sponsor science fairs in local schools
- Estimated cost: $3000; asking for $1000

| • Dick Ahrons made a MOTION to approve this grant, and Allen SECONDED the motion. The motion PASSED unanimously. |
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### MTT Short Course (Nima Shams)
- Nima discussed a short course that the MTT chapter wants to hold
- "The Fusion of RF and Digital Design" on Sat., Sept. 10 at Michael's in Mountain View
- Estimated attendee count: 84 (paid: 50, sponsored: 34)
- Nima asked that the Section cover the cost of unemployed and student attendees (up to 34 at $45/person) for a cost of up to $1500.  The money would be returned to the Section if the event is profitable.

| • Fred Jones made a MOTION that the event be approved, and that $1500 be allocated for this event.  Lee Colby SECONDED the motion.  It PASSED with 9 yes, 4 no and 0 abstentions. |
| --- |

### ISMICT Conference Moral Support (Arthur Astrin)
- This is the 6th International Symposium on Medical Information and Communication Technology, which will be held in the U.S. in March 2012

| • Art Astrin made a MOTION that the Section gives its moral support to this event.  The motion was SECONDED by Allen Earman, and it PASSED unanimously. |
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### Information Theory Chapter is being resurrected (Arthur Astrin)
- The 4th Wed. of the month looks to be the regular meeting date
- A venue at Stanford Univ. will be the likely meeting venue

- **Next Meeting:  7 September 2011, Cogswell College Board Room**

### Chapter Reports for 7 September 2011 (Max. 6 Minutes each)
1. Power Electronics Society                                         PELS
2. Joint Power Engineering & Industry Applications Society      PES/IAS
3. Product Safety Engineering Society                         PSES
4. Reliability Society                                              RS

The meeting was adjourned at 9:58 pm.

*Respectfully submitted by acting SCV Secretary Brian Berg*

**SCV Treasurer's Report 2011**

o **2010 CASH ON HAND, YEAR END**
   **$ 186, 233.55 (Checking)**
   **$ 55, 457.84 (Investment Fund)**
   **$ 241, 691.39 (Total funds)**

o **UNCASHED CHECKS FROM 2010**
   As of 12/31/2010:      $10,032.20
   SCV Section budgeted for a 2010 $ 10K deficit but that was
   paid in 2011 and that is $10 K less that we have in the bank.
   To account for this surprise, we'll add it to the Chapter
   Rebate expense for 2011.

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**SCV Treasurer's Report 2011**

o **Primary Sources of (2010) Income/Receipts**
   **Rebate from IEEE-HQ:      $ 53, 345.35**
   **Distribution from SFBAC:  $ 0**

o **Primary Sources of (2011) Income/Receipts**
   **Rebate from IEEE-HQ:      $ 53, 554.95**
   **(Section components were added to rebate)**
   **Distribution from SFBAC:  $   5, 000 est.**

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**SCV Treasurer's Report 2010**

o **Primary (2010) Income/Receipts: $ 53, 300**

o **Primary (2010) Expenses (2010)   $ 56, 400**
   **Rebate Distribution to Chapters: $ 27, 600**
   **Checks given 2010; cashed 2011 $ 11, 000**
   **Checks given out for prior year   $ 2, 000**
   **Grants Non-Chapter          $ 8, 000**
   **Grants Chapter              $ 2, 600**
   **Student Branch/Chapter Support: $ 6, 600**
   **SVEC Banquet:               $ 3, 300**
   **EXCOM Meetings:             $ 2, 900**
   **Legislative Affairs:          $  2, 400**

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**SCV Treasurer's Report 2011**

o **Primary Sources of (2011) Income/Receipts**
   **Rebate from IEEE-HQ:        $ 53, 554.95**
   **Distribution from SFBAC:    $  5, 000 (est)**
   **Total            $ 58, 500**

o **Major impacts:**
   **SC 2011          $ 15, 000 paid**
   **Late Rebate Checks  $ 10, 000 paid**
   **Rebate Checks 2011  $ 25,000 <<<**
   **(2010 was budgetted for $ 35, 000)**

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**SCV Treasurer's Report 2011**

o **Total (2011) Expenses          $ 95, 000**
   **SC2011 Support              $ 15, 000***
   **Rebate Distribution to Chapters: $ 35, 000***
   **Checks given out – Cashed: $ 10K ***
   **Grants Chapter     $ 1K *   $ 2, 000***
   **Grant MBSS                  $ 1, 000**
   **Grants and Awards N/C: $ 2 K*  $ 8, 000 ***
   **Student Support:    $ 4.6 K*  $ 14, 000***
   **SVEC Banquet *:            $ 3, 500***
   **PACE              $1 K*   $ 2, 000***
   **EXCOM Meetings:   $ 1.5 K*  $ 3, 000***
   **Legislative Affairs* :         $  2, 400***
   **GOLD :                      $  2, 300***
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**SCV Treasurer's Report 2011**

o **Student Branch/Chapter Support: $  14, 000**
   **Annual Support for STB/SBC x 7  $ 2, 100**
   **SCU-Formula Hybrid ?         $ 1, 500**
   **SCU-STB Soldering Workshop     $   300 ***
   **SJSU-STB NI Comptn Support?  $   300**
   **SJSU-STB MicroMouse Support ? $   200**
   **SJSU Formula Hybrid *        $ 3, 000***
   **UCSC-STB Event Subsidy?      $   310***
   **UCSC-STB Senior Design Project? $ 3, 900**
   **UCSC-STB Event Support (Tank)  $   425**
   **UCSC-STB Elec Mat Symposium**
   **      Student Fee Subsidy *     $   800***
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**◆IEEE**

## SCV Treasurer's Report 2011

o **2010: Income        $ 53, 300**
   **Primary Expenses: $ 56, 400**
      **But $10,032 in Chapter Rebates and $900 in
      Chapter Support were cashed in 2011.**

o **2011: Projected Income:  $ 58, 500**
   **Primary Expenses:  $ 15, 000 + $ 10, 000 + $
25, 000 + Grants (Non-Chapter) +
Grants (Chapter) + Grants (Student Branch/
Chapter)… = $ 95, 000.**

o **Deficit (2011) =  $ 37, 500**

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Santa Clara Valley Section

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## SCV Treasurer's Report 2011

As of May 2011, we spent $ 26,000

As of June 2011, We have spent $ 41,700.

Assume that STEM is reduced from $ 5K to $ 1 K.

Consequences for the rest of the year:

If we approve all of the STB/SBC requests from SCU, SJSU, SU,
UCSC, we will have  $ 2 K left to spend on students.

If we approve all of the non-Chapter requests (EYH, STEM) we
will have $  0 K for this category.

If we approve the GOLD winery tour, that will be $ 4 K this year.

We cannot approve the funding of every good idea/project.
Where possible, we should provide bridge-loans rather than
grants.
Pay Rebates into CBRS accounts rather than by check.

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## SCV Treasurer's Report 2011

One Time Expenses:

$ 15 K  for SC 2011

$ 11 K  for late checks  ( rebate and Support )

5% of Beginning of Year (BOY) Cash
Position =  $ 12 K

Assumes that we do not exceed the budgeted expenses
AND
that the value of the LT investment does not decrease.

Requires that we CHOOSE the relative values of the requests
and work with a fixed sum.

APPROVE THE PROPOSED BUDGET

Change the way we have been making and implementing
funding decisions.

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THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.
Santa Clara Valley Section

| No. | First | Last | Chapter/Office | Senior | Fellow | Email |
|---|---|---|---|---|---|---|
| 1 | Allen | Amaro | NANO-Chair | | | drajamaro@ieee.org |
| 2 | Allen | Earman | SCV Jr Past Chair | x | | aearman@ieee.org |
| 3 | Arthur | Astrin | IT-Chair | | x | astrin@ieee.org |
| 4 | Brian | Berg | SCV Vice Chair, Membership | x | | brianberg@gmail.com |
| 5 | Clay | Maynard | VTS-Chair | | | clay@maynard.com |
| 6 | Darin | Phelps | MTT-Secretary | | | darin_phelps@agilent.com |
| 7 | Dhaval | Brahmbhatt | Nanotech | x | | dhavaljb@ieee.org |
| 8 | Dick | Ahrons | SCV-IEEE Engineering Milestone Coordinator | x | | ahrons@alum.mit.edu |
| 9 | Ed | Aoki | SCV Secretary | x | | e.aoki@ieee.org |
| 10 | Fred | Jones | SFBAC Representative | x | | f.jones@ieee.org |
| 11 | Jack | Berg | SCV SM Advancement | x | | johneberg@gmail.com |
| 12 | Jared | Petrie | SCV Webmaster; GOLD Secretary | | | j.petrie@ieee.org |
| 13 | Jeffrey | Pawlan | SCV Nominations & Awards | x | | jpawlan@pawlan.com |
| 14 | Kim | Parnell | SCV Chair | x | | kim.parnell@stanfordalumni.org |
| 15 | Larry | Nagel | CNSV-Chair | | x | lwn@omega-enterprises.net |
| 16 | Lee | Colby | SCV Chair Emeritus, K-12 | x | | lee.colby@ieee.org |
| 17 | Les | Besser | LM Chair | | x | LesBesser@AOL.com |
| 18 | Mudasir | Ahmad | CPMT-Chair | x | | muahmad@cisco.com |
| 19 | Nick | Massetti | Nanotech | x | | nickmassetti@ieee.org |
| 20 | Nima | Shams | MTT-Chair | | | npshams@gmail.com |
| 21 | Ram | Sivaraman | R6 Central Area Chair | x | | ramsivaraman@ieee.org |
| 22 | Roger | Hoyt | SC2011 Local Chair | | x | r.hoyt@ieee.org |
| 23 | Slava | Mach | Computer Society | x | | s.mach@ieee.org |