SCV ExCom Meeting Agenda – 9 January 2013
Cogswell College, Sunnyvale, CA

Attendance Count: 21 (see Attendee Roster at end of these minutes)
Action Items in the minutes are noted with a ☆ symbol.

ExCom Officer Attendance		
Ed Aoki	Chair	Present
John Swan	Vice Chair	Present
Sachin Desai	Treasurer	Present
Yoo Hsiu Yeh	Secretary	Present

Ed Aoki called the meeting to order at 6:05pm.

Acceptance of 6 December 2012 Meeting Minutes (Ed Aoki).
The minutes were accepted with no objections.

Acceptance of Meeting Agenda (Ed Aoki).
There were no objections to the proposed agenda. There were two additions:
- Jeffrey Pawlan: Addition of mention of Region 6 meeting
- John Delaney: Two minutes for new business for future meeting, on web training.

Welcome to first meeting of 2013 and Introduction of New ExCom (Ed Aoki)

Introduction of attendees
- Dave Norlander: APS Chapter is looking for a Vice-Chair or Secretary

Distribution of the SCV Section Information Sheet of Abbreviations, etc

Annual Chapter Reports (none are scheduled for January 2013)
No reports today.

Presentation on Lynbrook High School Engineering Club (Noorsher Ahmed/Lee Colby/David Craven)
Tabled until February.

Santa Clara University SAE Formula Electric Team (Dominic Villa, Mark Allison)
- Overview:
    - o Team is building a fully electric race car to enter in the 2014 SAE Formula Electric Competition; SCV previously granted $2000 last December.
    - o Team has one IEEE member, who serves as the Electrical Lead. Currently 7 people on the team. In Phase II will have 20 people, ¼ EE. Electrical innovation is in the parts integration.
    - o Car battery box will have SCV IEEE imprint.
    - o Requesting an additional $935.84 to cover the cost of a Dow Kokam brand lithium-ion battery pack, with university discount. Total cost is $6435.84; funding from other sources will cover $3500
- Discussion of funding request:

- o Other sources of funding suggested: ASME, SAE, IEEE Vehicular Society
  - ⭐ John Swan can get them in touch with SVEC/ASME chair.
  - ⭐ Ed Aoki will send VTS chair information, and past president of Electric Automobile Association (EAA).
    - ▪ Also suggested that the team visit the Electric Automobile Association booth at the SVEC banquet, and contact automobile companies (Ford, Toyota, etc.).
  - o Yoo-Yoo Yeh mentioned SJSU SAE was given $1K last November 2011.

> John Swan made a MOTION for a matching fund of up to $500, for the calendar year 2013, from any other source of funding. Jeffrey Pawlan SECONDED. Unanimous APPROVAL. Report confirming source and amount of matching funds will be required before the check is written.

- - Discussion of funding of University projects/IEEE student branches
  - o SCV EXCOMM has funding to 1) directly support IEEE student branches and student branch advisory groups and 2) non-IEEE project-specific grants. 60% of this funding goes to (1).
  - o John Swan suggests appointing a liaison to work with groups new to IEEE or SCV and presenting for the first time, before they present. This would better prepare them for the presentation, connect them to the right people ahead of time, etc.

Officer Reports

Chair (Ed Aoki)
- R6 Women in Engineering (WIE) event: *Partnering to Encourage Entry Into and Enhance Sustainability of Women in Technology at* Google, Mtn. View: 23-24 January 2013.
- **SFBAC Officers Training** at Michaels' at Shoreline, Mtn. View, 26 January 2013 , 7:30am-noon. 7:30-8 breakfast.
- **SVEC Engineers Week Banquet**, Tuesday, February 19, at DoubleTree, SJ. Start the signup process and send in the checks for 4 Banquet Tables and two Scholarships. Propose to immediately send out invitations to our SCV-ExCom2012 ListServ for a total of 35 IEEE seats and 5 Government Seats.
  - ⭐ **Invited Government Officials:** Jeffrey Pawlan has invited vice mayor of Sunnyvale. Dave Whitman, senior member of IEEE. Dhaval has invited mayor of Milpitas, Jose Estevas., and also will invite mayor/vice mayor of San Jose.
  - o **Invitation Coordination**:
    - ⭐ As Kris Verma will be travelling, Dhaval volunteers to coordinate invitations to SCV Excomm list.
    - ▪ Dick suggests informing chapters of the date so they don't conflict.
    - ⭐ Kris/Ed have a hierarchy chart, will send it to Dhaval. 1 week – chairs. 2 week – rest of their excomms. Then spouses/guests.
  - o **Scholarships:**
    - ▪ Given that CPMT has been offering a matching $1K scholarship fund for last 3 years, Ed suggests SCV use $1k of its scholarship fund for matching as well. From the section view, no difference in money spent, but provides enticement to other chapters to join.

> Dick Ahrons made MOTION to designate 2ⁿᵈ $1k scholarship as a matching fund, for full credit as donor. Roxsana SECONDED. Unanimous APPROVAL.

- ▪ Last year IEEE provided 7 of the 10 SVEC scholarships, and made up between 1/3 and ½ of judges.
- **GHTC2013** update on additional information received.
  - o No new information received
  - o Review of December decision: Decided to support, but tabled for lack of information. However, OEB and SF both voted to support, so the motion carried.
- vTools reporting of **SCV Section Officers** (done)
- vTools reporting of **SCV Chapter/Council/Affinity Group ExCom** (1/3 complete); SCV Section Secretary/Chair need to be informed of results of elections and new officers, including member number.
  - ⭐ Yoo-Yoo will send reminders to Chapters with clarification on reporting
- vTools reporting of SCV Section meetings: 197 Technical Meetings reported. 3 Chapters submitted 0 reports, 3 chapters submitted 1 report, SS submitted 2 reports. **Chapters that submitted 0 or 1 report for 2012 will receive $ 0 in rebates for 2013.**.
- ⭐ Report of Brian Berg's efforts to revive SCV-WIE: he will be following up with 11 positive responses to an announcement to our membership and will continue in this effort.
- CHM: Free weekend for IEEE member and family: February 16-17.
  - o Paul is creating an IEEE members only URL to jump to CHM link.
  - o Publicize the IEEE members only, honor code.
- *Report of Brian Berg's efforts to recruit speakers for Lynbrook High School Engineering Club: he has received 7 positive responses from SCV members and will share these with Noorsher. Tabled till February.*
- *Report of Ed Aoki's efforts to obtain background information on HS Student Clubs: queries have gone out to IEEE HQ and Chairs/Officers of Region 1 and Region 2 Sections and Chapters with which the HS Student Clubs are linked. Tabled till February.*
- **Region 6 meeting in Las Vegas in February 1-3 (Jeffrey Pawlan)**
  - o Every single Section represented. New director Mark Andrews invites every single section. Will have training and discussions.
  - o SCV ExComm has $3k for section travel, and two votes in Region 6.

Vice Chair (John Swan)

- Preparation for SFBAC Officers Training Event. At this time, presenting participants from SCV Section include: Tom Coughlin, Ram Sivaraman (vTools) Brian Berg (Forum) , Ed Aoki (SAMIEEE), Sachin Desai and Jay Banwait (L-50 Process), Paul Wesling (e-Grid mining)
  - o Training was very useful for restarting the CS chapter
  - o Encourage your officers to come
  - o After the training, may offer continuing training for treasurers/chairs through WebEx
- **Industry Relationship Strategic Initiative**
  - o Background: finding venues for meetings is a problem, want to have a better relationship with industry

- Find corporate IEEE Champions, show industry the value of chapter activities, take care of the companies as partners, in a more concerted and organized way
- Story of how the IEEE CS found their champion in Stan Krolikoski at Cadence.
- More details in February. Already have an advisory board starting.
  - o Discussion
    - **Effects**:
      - Does asking for sponsorship changes the equation and make companies less interested?
      - Companies already currently help sponsor symposiums
      - IEEE could provide companies another way to reach students.
      - Could lead companies to encourage employees to become IEEE members.
    - **Responsibility**: Is this the chapter or section responsibility? Technical Management Council may also need to undertake this.

Treasurer (Sachin Desai)

- Report for 2012
  - o Major expenditures: Chapter support, Student Branch Subsidies, Non-IEEE Subsidies, Flash Memory Summit, Zoe Lofgren Event
  - o Beginning Balance: $179,131.84
  - o End-Of-Year Balance: $172,668.66
- Preparation for SFBAC Officers Training Event: total of 20 minutes of "WHAT and HOW-TO" on the L-50 process which includes both Financial and non-Financial reporting.
  - ⭐ TREASURERS: file L50 by Feb 15th , so whole section can get 10% bonus
- Discussion and approval of 2013 Budget for SCV Section with comments on significant changes in Line Items.
  - o Plan was to chew away about 5% of cash balance every year, which was budgeted as $12500; Actual shortfall in 2012 was $18000.
  - o Budgeting for 2013:
    - Dhaval suggests more conservative spending this year.
    - May not be the most effective: SCV total ratio of reserves to expenses for all 35 groups last year was about 2.5; Having over 200% ratio reserves to expenses is a target for taxation

Secretary (Yoo-Yoo Yeh 2013)

- Preparation for SFBAC Officers Training Event (aspects of the non-Financial reporting) in conjunction with Sachin's material.
- SCV Section Demographics
  - o All chairs should have access to SAMIEEE to view their chapter membership
  - o SCV IEEE Membership has declined 2% every year for the last ten years
  - ⭐ Ed will send his SAMIEEE tutorial to the ListSev; also the SAMIEEE contact at IEEE headquarters is a good resource; Ed will grant Roxsana and Les Besser SAMIEEE access
  - ⭐ VTS chapter would like a copy of the membership list to be able to email them

PACE (Kiran Gunnam, Manuel Ilagan)

- Report with new ExCom
  - Meetings
    - Have been technical so far, would like some on how to help members find jobs; How to use Linked In, for example
    - Need help finding a venue: UC Santa Cruz Extension was suggested for daytime events, since Ramada Inn is $300/month
  - Event on January 21st, with speaker & venue lined up, venue at Ramada Inn
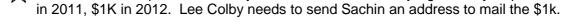

Committee Reports

IEEE/Computer History Museum (CHM) Relationship and IEEE Engineering Milestones Report (Dick Ahrons)

- Milestones report
  - Have champion for SPARC chip/workstation: Uday Kapoor, from Oracle
  - Dave House for the x86 processor
  - No word from Apple
  - No word from Ampex – Ed will send contact information of Pfost, Life Membership Chair
- Jan. 7 at the CHM:
  - **How the Microprocessor Changed Everything in Silicon Valley**
  - Intel (Dave House), Sun Micro (Uday Kapoor) and MIPS (TBD)

A special thank you to Brian Berg, from Dhaval, for the IEEE SCV certificate for VTS revitalization.

K-12 (Lee Colby)
- *Student Noorsher Ahmed's status re: Lynbrook High School's Lynbrook Engineering Club and for now, deleting "IEEE" from the title of the Club name*
- Northern California FIRST Lego League Championship needs judges for this Saturday, January 13 (David Craven), held in Newark, CA
- Future Cities competition, January 19th, 2013, needs more judges. They requested $2K in 2011, $1K in 2012. Lee Colby needs to send Sachin an address to mail the $1k.

Science Fairs (Ken Doniger)
- Report
  - Three science fairs in February/March, San Mateo, Santa Cruz, and Santa Clara (biggest), Contact Charlie Neuhauser to be a judge cneuhauser@earthlink.net
  - Request for $550 for eleven $50 prizes as gift cards – Visa gift card instead of AmEx (lower fees) or Fry's gift cards

David Craven made a MOTION to approve the request. Roxsana SECONDED. Unanimous APPROVAL.

Student Activities (David Craven)
- Provides support for student branches, Opts out of electric car projects not related to student branches

Nominations & Awards (Jeffrey Pawlan)
- Overview of slides for SFBAC officer training
- Will have a website for award nominations (no handouts)
- Nominations deadline March 30th for every award in Region 6

Membership Development (Kim Parnell and Ken Doniger)
- Kim will take over. Ken resigns.

An institutional solution for recruiting volunteers to maintain a website (John Delaney).
- Drupal or Wordpress, or vTools for a simple website.
- Jared will offer a 20 minute short-course on website maintenance during the SFBAC training, which will be recorded. Jared can try to support web issues for all chapters in SCV, but only in a structured way, for example, with website templates.
- Websites are for public info, but there are also many online tools available for Excomm document management, which may also be part of webmaster duties. Paul Wesling has an arrangement with Google for online management tools for IEEE to use.

GOLD (Timothy Worboys)
- First meeting tomorrow, first two months of activities planned, three officers

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Old Business

- No old business

New Business

- No new business

- **Next Meeting: 6 February 2013, Cogswell College Board Room**

Chapter Reports for February 6, 2013 (Maximum 6 minutes)

1	Antennas & Propagation Society	APS
2	Circuits & Systems Society	CSS
3	Communications Society	COMSOC
4	Components, Packaging & Manufacturing Technology Society	CPMT
5	San Jose State University Student Branch	*SJSU-STB*
6	Santa Clara University Student Branch	*SCU-STB*

The meeting was adjourned at 8:38pm.

Respectfully submitted by SCV Secretary Yoo Hsiu Yeh

	First	Last	Chapter/Office	Sr	Fellow	Email
1	Arthur	Astrin	IT-Chair		x	astrin@ieee.org
2	David	Craven	SCV-Student Activities Coordinator			david.craven@lamrc.com
3	David	Norlander	APS JT Chair			david_norlander@yahoo.com
4	Dhaval	Brahmbhatt	VT-Chair	x		dhavalb@ieee.org
5	Dick	Ahrons	SCV-IEEE Engr Milestone Coordinator	x		ahrons@alum.mit.edu
6	Dominic	Villa	SCU SAE Formula Electric Project Team Lead			dominicvilla8@gmail.com
7	Ed	Aoki	SCV/CPMT Chair, SFBAC rep	x		e.aoki@ieee.org
8	Jeffrey	Pawlan	SCV Nominations & Awards	x		pawlan@ieee.org
9	John	Delaney	TMC Chair			John.Delaney@ieee.org
10	John	Swan	SCV-VC, Industry Relations	x		JohnSwan@ieee.org
11	Ken	Doniger	SCV-Education Activities Chair	x		k.doniger@ieee.org
12	Kiran	Gunnam	PACE-Past Chair (2012)	x		kgunnam@ieee.org
13	Kris	Verma	SCV-Past Chair (96-97)	x		krisverma@sbcglobal.net
14	Lee	Colby	SCV-Chair - K-12	x		lee.colby@ieee.org
15	Manuel	Ilagan	SCV-PACE Chair			manueli@ieee.org
16	Mark	Allison	SCU SAE Formula Electric Project Team Lead			mwfallison@gmail.com
17	Roxsana	Hadjizadeh	SCV-Past Chair (2009)	x		roxsana@ieee.org
18	Sachin	Desai	SCV, SSCS Treasurer			sachin.desai@ieee.org
19	Stephen	Rosenau	MTT-Past Chair (2012)	x		rosenau@ieee.org
20	Timothy	Worboys	GOLD-Chair			timothy.worboys@gmail.com
21	Yoo-Hsiu	Yeh	SCV-Secretary			yoohsiu.yeh@gmail.com