

The Engineers' Council Board of Directors Meeting Minutes

Tuesday, July 9th, 2013

Location: The Valley Inn Restaurant, Sherman Oaks, CA

Time: 6:00-8:00 PM

Attendees:

Charles Olsefsky, Paul Landry, Sonja Domazet, Ken Davis, Bob Tarn, Sharlene Katz, Eli Stiny, Ray Straub, Marek Barylak

- **Call to Order** – 6:01 PM by Sonja Domazet
- **Minutes from Previous Meeting (May 14th)** – Motion to accept made by P. Landry. Motion seconded by C. Olsefsky. Motion passes. **Note:** There were not enough members present on June 18th to form a quorum. Therefore, there are no minutes for that meeting date; there are notes that E. Stiny will compile and make available.
- **Treasurer's Report** – Submitted by Charles Volk via email to the executive committee. Motion to accept passed. All outstanding 2013 Banquet invoices have been paid. Motion made by B. Tarn for The Council to reimburse Bill Johnson for mileage and parking expenses totaling about \$80 related to the 2013 Banquet Awards. Motion seconded by C. Olsefsky. Motion passes.
- **Committee Reports:**
 - **Nominating Committee** – Nothing to report
 - **Charitable Giving** – Action made to revise the scholarship acceptance letter so that a guaranteed internship in the future does not sound implied. Actionees: R. Straub & B. Tarn. Action for the Charitable Giving committee to prepare a budget plan and submit at the next meeting.
 - **Honors & Awards**
 - **Banquet Survey** – Nothing to report
 - **Banquet** – B. Tarn met with the FL Banquet Committee in West Palm Beach at the end of June, 2013. The meeting went very well. FL is appreciative of our help and support. They aim to have ~400 attendees at the 2014 Florida Banquet.
 - **Conference** – M. Barylak has been appointed the new Conference Chair. Marek will determine a date for the next conference and prepare a plan and budget.
 - **Correspondence** – A few members from the SFV ASQ Chapter requested to attend a future Council meeting. One or two guests will be invited to attend a future Board Meeting after their names are provided in advance.
 - **Good & Welfare** – Nothing to report
 - **Website** – “Board” e-mail addresses have been set up. B. Tarn will set up inboxes for anyone on The Council who wants one. Website committee took the action to update the home page (‘About the EC’) and the Banquet page by 9/1/2013 in preparation for the upcoming call for award nominations.
 - **Old Business** – None

The Engineers' Council Board of Directors Meeting Minutes

Tuesday, July 9th, 2013

- **New Business** – None

- **Action Items (New and Old):**
 - **(New)** Estimate next year's Charitable Giving and which schools The Council is targeting. Set up a CG meeting and submit next year's budget (**B. Tarn, R. Straub, J. Kraim**)
 - **(New)** Create a form to obtain consent of scholarship winners to use their name and picture on the website beginning in 2014 (**K. Davis**)
 - **(New)** If you want an e-mail inbox set up, e-mail Bob Tarn (**Everyone**)
 - **(New)** Revise the scholarship acceptance letter so that a guaranteed internship in the future does not sound implied (**R. Straub & B. Tarn**)
 - **(New)** Determine a date for the next technical conference and prepare a plan and budget (**M. Barylak**)
 - **(New)** Update the EC Home Page and banquet Page (**Website Committee**)
 - E-mail The Council a spreadsheet with dates for planned scholarship presentations (**R. Straub**)
 - Closed
 - Review current "Tech" and "Board" e-mail distribution lists and update (**S. Guine**)
 - Closed
 - Make sure everyone on The Council has their own personal e-mail addresses (**S. Guine**)
 - Determine which months' meeting Minutes are missing, and backfill them (**S. Guine & E. Stiny**)
 - Send "Charitable Giving Plan" to S. Domazet by e-mail (**R. Straub**)
 - Clearly define the criteria for each award given out at the Banquet (**K. Davis**)
 - Call a meeting to discuss the plan for the website (**B. Johnson & B. Tarn**)
 - Update certain pages on the website, including Charitable Giving (**B. Tarn**)
 - Ensure website changes are implemented on the "Call for Nominations" page (**K. Davis**)
 - Update header on the stationery template (**B. Tarn & E. Stiny**)

- **Adjournment (7:51 PM)** – Motion to adjourn made and seconded. Motion passes.

The Engineers' Council Board of Directors Meeting Minutes
Tuesday, July 9th, 2013