

The Engineers' Council Board of Directors Meeting Minutes

Tuesday, November 12th, 2013

Location: The Valley Inn Restaurant, Sherman Oaks, CA
Time: 6:00-8:00 PM

Attendees:

Charles Olsefsky, Sharlene Katz, Paul Landry, Sonja Domazet, Ken Davis, Bob Tarn, Marek Barylak, Stephen Guine, and Eli Stiny (via phone)

- **Call to Order** – 6:00 PM by Sonja Domazet
- **Minutes from Previous Meeting (Oct 08th)** – Draft minutes distributed just before the meeting.
- **Treasurer's Report** – No report submitted. The only updates that need to be made are for the charitable giving amount as discussed in the previous meeting. (Increase 2014 Charitable Giving MATHCOUNTS budget from \$1,150 to \$1,250 and decrease “other” budget from \$600 to \$500).
- Board members have the action to review the 501(c)(3) application.
- **Action:** Sonja to email 501(c)(3) application to Sharlene Katz.
- **Committee Reports:**
 - **Honors & Awards**
 - Call for Nominations – Next call to be sent out on 12/03/2013.
 - Discussion on the status on nominations. 3 nominations received to date.
 - Charlie to follow-up on the Von Karman award with JPL. Ken to follow-up with Victor Moreno on the Da Vinci award with JPL.
 - **Florida Banquet** – Location: Palm Beach Convention Center. Approximately the same cost. Several hundred people are projected to attend.
 - **Banquet** – Charlie Bolden is proposed for keynote speaker. Stephen suggested Janet Napolitano, Stephen to reach out. Banquet meetings will begin 1/14.
 - Revised scheduled for Jan/Feb:
 - Board meetings 1/7 and 2/4
 - Banquet meetings 1/14, 1/28, 2/11
 - Advertisement inputs for the journal are due by 2/1.
 - Bob Tarn has a candidate for B. Johnson award.
 - **Charitable Giving** – No updates. No news from Ray Straub on SME reps from Medtronic.
 - **Conference** – Marek to come up with a plan. Marek is looking into hosting the conference at JPL. Society of Flight Test Engineers is interested in supporting the conference by providing presenters.

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- **Correspondence** – Nothing to report.
- **Good & Welfare** – Nothing to report.
- **Website** – Committee is working the distribution list problems. Bob motioned that we sign up for whitelist service – Approved by vote.
- **Old Business** – Action Items
 - Artwork support from Aerojet. Bob reported that we have all the artwork files in the library.
- **New Business** –
 - Stephen suggested that we consider a new award(s) focused on young engineers.
 - Bob suggested that we make sure that we have gotten our directors reappointed correctly. Bob to send Sonja the spreadsheet. Sonja to follow-up with directors.
 - Stephen will send out photo list for everyone to file out the names of people they know on the photos.
- **Adjournment (7:59 PM)**
- **Action Items (New and Old):**
 - Review Federal Form 501(c)(3) application (**Entire Council**)
 - Provide Paul Landry with the AR logo (**B. Tarn**)
 - ✓ Obtain all the artwork files, including Adobe Illustrator files, and store them in the EC Library (**B. Tarn**)
 - ✓ For Charitable Giving, suggest a school in Palm Desert (**P. Landry**)
 - ✓ Respond to inquiry from the Society of Flight Test Engineers (**S. Domazet**)
 - Completed and Closed
 - ✓ Update website and nomination forms to prepare for Call for Nominations (**B. Tarn, S. Guine**)
 - Completed and Closed
 - Send out expanded descriptions/criteria for our publicly nominated awards for review (**K. Davis**)
 - Informally ask NASA Administrator Charles Boldin to be our 2014 Keynote Speaker (**B. Budica**)
 - Bring Seal to Eli Stiny (**S. Guine**)
 - Add Thomas Tarn to the Tec distribution list (**B. Tarn**)

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- Determine a date for the next technical conference and prepare a plan and budget (**M. Barylak**)
- Review the 2014 Budget Plan for Conference income and expenditures as well as for Charitable Giving expenditures (**M. Barylak, E. Stiny**)
- Estimate next year's Charitable Giving and which schools The Council is targeting. Set up a CG meeting (**B. Tarn, R. Straub, J. Kraim, T. Tarn**)
- Create a form to obtain consent of scholarship winners to use their name and picture on the website beginning in 2014 (**K. Davis**)
- If you want an e-mail inbox set up, e-mail Bob Tarn (**Entire Council**)
- Revise the scholarship acceptance letter so that a guaranteed internship in the future does not sound implied (**R. Straub & B. Tarn**)
- E-mail The Council a spreadsheet with dates for planned scholarship presentations (**R. Straub**)
 - Closed – OBE
- Review current "Tech" and "Board" e-mail distribution lists and update (**S. Guine**)
 - Completed & 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**)
 - Completed & Closed
- 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**)
- Update the EC Home Page and Banquet Page (**Website Committee**)
- Ensure website changes are implemented on the "Call for Nominations" page (**K. Davis**)
- Update header on the stationery template (**B. Tarn & E. Stiny**)
- Sonja to email 501(c)(3) application to Sharlene Katz. (**S. Domazet**)
- List of directors who need to be reappointed. Bob to send Sonja the spreadsheet. Sonja to follow-up with directors. (**B. Tarn & S. Domazet**)
- Stephen will send out photo list for everyone to fill out the names of people they know on the photos. (**S. Guine**)