

The Engineers' Council Board of Directors Meeting Minutes

Tuesday, December 10th, 2013

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

Attendees:

Sonja Domazet, Ken Davis, Bob Tarn, Eli Stiny, Jerry Kraim, Thomas Tarn, Rudolph Montalvo

- **Call to Order** – 6:09 PM by Sonja Domazet (after waiting for a quorum)
- **Minutes from Previous Meeting** – Motion to accept October 8th Minutes made by K. Davis. Motion seconded by B. Tarn. Motion passes. In the future, The Council plans to accept or reject meeting minutes in their entirety; if any changes are needed, the Board can still make amendments in the future. Motion to accept November 12th Minutes, on the condition of changing “suc” to “service” in the Website section, made by K. Davis. Motion seconded by J. Kraim. Motion passes.
- **Treasurer’s Report** – Submitted by Charles Volk. Motion to accept made by B. Tarn. Motion seconded by K. Davis. Motion passes. Questions about planned subsidies for printing (Boeing), photographer (NGAS), and A/V (Lockheed) were posed.
- **Committee Reports:**
 - **Nominating Committee** – Nothing to report
 - **Honors & Awards**
 - **Call for Nominations** – Received a total of 27 nominations so far. Let Ken know about planned submittals from your company so that he can watch for them and let you know if they haven’t been received as planned.
 - **Florida Banquet** – Proceeding as planned. The Keynote Speaker will be the current national director of IAWA, Sandy Magnus.
 - **California Banquet** – Charlie Bolden is now a remote possibility for being the keynote speaker (KS). The Council would accept Janet Napolitano as the KS if she accepted. Advertising inputs (\$1,000 for a whole page) for the Journal are due 2/1/2014. Current schedules:
 - Board meetings – 1/7 & 2/4
 - Banquet meetings – 1/14, 1/28, & 2/11
 - **Charitable Giving** – Bob Tarn plans to contact the 10 high schools to make sure his contact list is current. Discussed the option of asking the college counselors from each school to recommend 3 worthy individuals for a scholarship, and then The Council would decide on the winner.
 - **Conference** – Plan to move the Conference to after the Banquet. No date has been determined yet. Still need a venue and theme.
 - **Correspondence** – Nothing to report
 - **Good & Welfare** – Bob and Jerry visited with Mike Garland, the past Treasurer of The Council.

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- **Website** – Banquet reservation form needs an update to prevent confusion. **Action:** The Council members need to answer Stephen's e-mail and fill in the data on photos from previous Banquets.
- **Old Business** – Consider adding a new early-career award(s) for future Banquets. Sonja will be e-mailing Board members to make sure their respective society endorsement letters are current.
- **New Business** – MATHCOUNTS Competition will be held at CSUN on Saturday, 2/15/2014. Volunteers are needed.
- **Adjournment (8:35 PM)** – Motion to adjourn made and seconded. Motion passes.
- **Action Items (New and Old):**
 - **(New)** E-mail Board Members to confirm their respective Society endorsement letters are current **(S. Domazet)**
 - **(New)** Answer Stephen's e-mail and fill in the data on photos from previous Banquets **(Entire Council)**
 - List of directors who need to be reappointed. Bob to send Sonja the spreadsheet. Sonja to follow-up with directors. **(B. Tarn & S. Domazet)**
 - Review Federal Form 501(c)(3) application **(Entire Council)**
 - ✓ Provide Paul Landry with the AR logo **(B. Tarn)**
 - Completed and closed
 - Bring Seal to Eli Stiny **(S. Guine)**
 - ✓ Add Thomas Tarn to the Tec distribution list **(B. Tarn)**
 - Completed and closed
 - Determine a date for the next technical conference and prepare a plan and budget **(M. Barylak)**
 - ✓ 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)**
 - Completed and closed
 - 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)**

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- Make sure everyone on The Council has their own personal e-mail addresses (**B. Tarn**)
- Determine which months' meeting Minutes are missing, and backfill them (**S. Guine & E. Stiny**)
- ✓ Call a meeting to discuss the plan for the website (**B. Johnson & B. Tarn**)
 - Completed and closed
- Update certain pages on the website, including Charitable Giving (**B. Tarn**)
- ✓ Update the EC Home Page and Banquet Page (**Website Committee**)
 - Completed and closed
- ✓ Ensure website changes are implemented on the "Call for Nominations" page (**K. Davis**)
 - Completed and closed
- Update header on the stationery template (**B. Tarn & E. Stiny**)