

# The Engineers' Council Board of Directors Meeting Minutes

Tuesday, March 11<sup>th</sup>, 2014

**Location:** Lamplighter Restaurant, Chatsworth, CA

**Time:** 6:00-8:00 PM

## Attendees:

Sonja Domazet, Ken Davis, Bob Tarn, Eli Stiny, Paul Landry, Charles Volk, Sharlene Katz, Stephen Guine, Jerry Kraim

- **Call to Order** – 6:02 PM by Sonja Domazet
- **Minutes from Previous Meeting** – 2/04/2014 Minutes distributed without adequate time for review. They will be voted on at the April Council Meeting.
- **Treasurer's Report** – Fiscal February Report submitted by Charles Volk. Motion to accept made by Paul Landry. Motion seconded by K. Davis. **Motion passes.** Discussed having the BDB Florida Banquet Manager, Tim Tracy, contribute to the CSUN foundation in appreciation for assembling the Banquet Awards in addition to paying for the material cost of the awards. **Action:** Ken Davis to create an itemized list that breaks out the true cost of assembling each Award. **Motion** by Bob Tarn to create an invoice that itemizes the Florida Awards material cost as well as invite an additional donation to the Engineers' Council earmarked for the CSUN Foundation for the implied labor value of assembling the awards. Seconded by Paul Landry. **Motion passes.** In the invoice, Charles Volk will provide a guide for the awards' labor value.
- **Committee Reports:**
  - **Nominating Committee** – Nothing to report
  - **Honors & Awards** – 3 more awards for Ken to build. Boeing has lost their Engineering Project of the Year Award, so a new one needs to be built.
  - **Florida Banquet** – Florida program books distributed. Approximately 300 attendees compared to 80 last year. It was a great success this year.
  - **California Banquet** – Banquet held on 2/22/2014. There were over 560 attendees. We received 99 survey responses so far: food, staff, and décor are doing well. Feedback includes stating the stage was “rickety” and should be more professionally displayed. In the future, it would be nice to read the names of *all* the team members for the Project Awards. To decrease overall time, we could start presenting individual awards *while* dinner plates are still being cleared. That way, we begin presenting awards earlier than usual, and whole teams don't have their plates taken away while they are still eating.
  - **Charitable Giving** – High school scholarship applications have been distributed to all the schools.
  - **Conference** – Plan to schedule the Conference on 5/16.
  - **Correspondence** – The Intel International Science and Engineering Fair (5/11 thru 5/16) is looking for support from the Engineers' Council.
  - **Good & Welfare** – Nothing to report
  - **Website** – Nothing to report
  - **Old Business** – MATHCOUNTS Competition was held at CSUN on Saturday, 2/15/2014. The Team Competition was won by Walter Reed Middle School.
  - **New Business** – None
- **Adjournment (8:03 PM)**
- **Action Items (New and Old):**
  - **(New)** Create an itemized list that breaks out the true cost of assembling each Award (**K. Davis**)

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- (New) Create an invoice that itemizes the Florida Awards material cost as well as invite an additional donation to the Engineers' Council earmarked for the CSUN Foundation (**C. Volk**)
- Look into transferring the Council's phone number from Verizon to a free Google phone (**S. Guine**)
- E-mail Board Members to confirm their respective Society endorsement letters are current (**S. Domazet**)
- 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**)
- Determine a date for the next technical conference and prepare a plan and budget (**M. Barylak**)
- 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**)
- 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**)
- Update certain pages on the website, including Charitable Giving (**B. Tarn**)
- Update header on the stationery template (**B. Tarn & E. Stiny**)