

The Engineers' Council Board of Directors Meeting Minutes

Tuesday, April 8th, 2014

Location: Lamplighter Restaurant, Chatsworth, CA

Time: 6:00-8:00 PM

Attendees:

Ken Davis, Bob Tarn, Eli Stiny, Paul Landry, Marek Barylak, Charles Volk, Jerry Kraim, Stephen Guine

- **Call to Order** – 6:09 PM by Ken Davis (past President). Current President and Vice President were absent until 6:20 PM. Power relinquished to Stephen Guine at 6:31 PM.
- **Minutes from Previous Meeting** – Motion to accept 3/11/2014 Meeting Minutes made by Paul Landry, seconded by Charles Volk. **Motion passes.** Motion to accept 2/8/14 Meeting Minutes made by Paul Landry, seconded by Marek Barylak. **Motion passes.**
- **Treasurer's Report** – Fiscal March Report submitted by Charles Volk. Motion to accept made by Paul Landry. Motion seconded by S. Guine. **Motion passes.** There have been issues with Paypal accepting payments from Boeing and Lockheed Martin, and we are working the issue.
- **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. An additional Engineer of the Award also needs to be built. Ken provided a spreadsheet that breaks out the material costs for assembling each Award.
 - **Florida Banquet** – Nothing to report.
 - **California Banquet** – Banquet held on 2/22/2014. There were over 560 attendees. We received 100 survey responses, and we have closed receiving additional responses. Next year's Banquet will be held on 2/28/2015. Discussed having next year's banquet at the Glendale Hilton. Bob Tarn motions to create a committee of at least 3 members to investigate different venue options and provide a consensus recommendation. Seconded by S. Guine. **Motion passes.** Paul Landry will lead the Venue Committee.
 - **Charitable Giving** – High school scholarship applications have been distributed to all the schools. Next week, we will begin asking for status of applications. **Action** for the Treasurer to find out if any money was earmarked for the L.A. County Science Fair in 2014. If yes, then we will have an additional \$500 to donate.
 - **Conference** – Scheduled the conference for 5/31/2014 at Glendale Community College.
 - **Correspondence** – The Intel International Science and Engineering Fair (5/11 thru 5/16) is looking for support from the Engineers' Council.
 - **Good & Welfare** – Bob Tarn represented Aerojet Rocketdyne at the L.A. County Science Fair on 3/28/2014.
 - **Website** – Nothing to report. There are only 12 Banquet photos left (out of more than 500) that still don't have data. Plan to add about 20 new pictures to the "slider."
 - **Old Business** – Again discussed transferring the phone to a web-based server. **Action** for S. Guine: Create a Council phone tree and transfer phone number to a cheaper web-based service provider.
 - **New Business** – There is "a lot" of Council stuff still at Rocketdyne that someone needs to pick up. **Action** for the Council to pick up Council property that is still in a cabinet at Rocketdyne. Recommend contacting Stephen Storry. Mr. Ramon Hilario requested information on how to join The Council. **Action** for E. Stiny to respond to Mr. Hilario.
- **Adjournment (7:37 PM)**

The Engineers' Council Board of Directors Meeting Minutes

Tuesday, April 8th, 2014

- **Action Items (New and Old):**

- **(New)** Find out if any money was earmarked for the L.A. County Science Fair in 2014 (**C. Volk**)
- **(New)** Create a Council phone tree, and transfer phone number to a cheaper web-based service provider (**S. Guine**)
- **(New)** Pick up Council property that is still in a cabinet at Rocketdyne (**Entire Council**)
- **(New)** Respond to Mr. Hilario's request for info on how to join The Council (**E. Stiny**)
- ✓ **Create an itemized list that breaks out the true cost of assembling each Award (**K. Davis**)**
 - **Completed**
- 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**)**
 - **Completed**
- 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**)