

The Engineers' Council Board of Directors Meeting Minutes

Tuesday, August 13th, 2013

Location: The Valley Inn Restaurant, Sherman Oaks, CA

Time: 6:00-8:00 PM

Attendees:

Sonja Domazet, Ken Davis, Marek Barylak, Bob Tarn, Tom Tarn, Charlie Volk, Stephen Guine, and Eli Stiny (via phone),

- **Call to Order** – 6:01 PM by Sonja Domazet
- **Minutes from Previous Meeting (June 09th)** – Motion to accept the minutes passed; Minutes have been accepted as submitted.
- **Treasurer's Report** – FY 2013 Actuals valid through the end of July have been presented; Motion to accept passed. FY2014 Proposed Budget Plan was presented. Volk to update based on charitable giving corrections (increase MOUTCOUNTS to \$1250).
- **Committee Reports:**
 - **Honors & Awards**
 - **Banquet Survey** – Nothing to report
 - **Call for Nominations** – Davies to prepare first draft of the call for nomination letter by Wed 8/15.
 - **Banquet Florida**– Tarn waiting to hear back from the FL Banquet Committee in West Palm Beach whether Business Bureau will co-produce the FL Banquet.
 - **Banquet California** – Nothing to report.
 - **Charitable Giving** – Tarn .
 - **Conference** – Barylak to host next EC TechCon, tentative date Jan/Feb 2014. Topic suggestions: Nanotech, Additive Manufacturing. Volk suggested for committee to consider offering a tour of JPL or other company.
 - **Correspondence** – A Thank You letter, dated May 9th 2013, from CSUN was received by Volk for the charitable contribution in support of SCUN College of Engineering scholarships.
 - **Good & Welfare** – Nothing to report
 - **Website** – Update Home and Banquet page with the call for nominations. Fix the nomination form for CA/FL banquet attendance option.
 - **Old Business** – None
 - **New Business** –
 - Volk is working on the 501.c form.
 - Guine to bring the seal to Stiny.
 - Add Tom Tarn to TEC distribution.
- **Action Items (New and Old):**
 - **(New)** 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
 - **(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**)

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- (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.