

# The Engineers' Council Board of Directors Meeting Minutes

Tuesday, October 8<sup>th</sup>, 2013

**Location:** The Valley Inn Restaurant, Sherman Oaks, CA

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

## Attendees:

Charles Olsefsky, Paul Landry, Sonja Domazet, Ken Davis, Bob Tarn, Eli Stiny, Charles Volk, Jerry Kraim, Thomas Tarn

- **Call to Order** – 6:03 PM by Sonja Domazet
- **Minutes from Previous Meeting (September 10<sup>th</sup>)** – Motion to accept with any future corrections made by P. Landry. Motion seconded by K. Davis. Motion passes.
- **Treasurer's Report** – Submitted by Charles Volk. Motion to accept made by P. Landry. Motion seconded by B. Tarn. Motion passes. Motion made by Bob Tarn to increase 2014 Charitable Giving MATHCOUNTS budget from \$1,150 to \$1,250 and decrease “other” budget from \$600 to \$500. Motion seconded by K. Davis. Motion passes. There were additional discussions on how to determine future budgets for Charitable Giving; nothing conclusive determined. Insurance policy premium for 2014 is \$701, due 11/08/2013. **Action:** Board Members to review Federal Form 501(c)(3) application.
- **Committee Reports:**
  - **Nominating Committee** – Nothing to report
  - **Charitable Giving** – We had a discussion about schools in the South Bay. Tom Tarn provided a list of schools. We also discussed a school in Palm Desert – Paul will provide a suggestion.
  - **Honors & Awards**
    - **Call for Nominations** – Sent out on September 25, 2013. Future calls to be sent out on 10/30/2013 & 12/03/2013.
    - Continue working the “Boeing Award” and review candidates for “Engineer of the Year Award.”
  - **Florida Banquet** – Plans are proceeding on plan, and there will be an E-week Committee Meeting on October 29<sup>th</sup> in West Palm Beach.
  - **Banquet** – The criteria for each award given out at the Banquet has been well-defined. Bob proposed asking Chuck Yeager to ask Sully Sullenberger about being a potential recipient of the “Chuck Yeager Aeronautical Award.” **Action (same as last meeting):** B. Tarn to provide Paul Landry the AR logo. Bob has all the artwork files for the Awards, but he still needs to get the Adobe Illustrator files and store them in the EC Library. This will be for backup purposes.
  - **Conference** – Looking into a possible free location in Sylmar.
  - **Correspondence** – Received CSUN letter thanking The Council for its charitable giving. Don from the UK is asking to place an ad on the EC website: Council recommends no action. A few members from the SFV ASQ Chapter requested to attend a future Council meeting. One or two guests will be invited to attend a future Board Meeting after their names are provided in advance. Sonja responded to Mike Delaney from Society of Flight Test Engineers. He and his org are interested in collaborating. Sonja invited Mike to attend one of the board meetings.
  - **Good & Welfare** – Nothing to report
  - **Website** – Weekly Telecons will begin 10/9/2013. Five “forwarding scripts” were created by Bob and have already been implemented. “Board” e-mail addresses have been set up. B. Tarn will set up inboxes for anyone on The Council who wants one.
  - **Old Business** – None
  - **New Business** – None
- **Adjournment (7:51 PM)** – Motion to adjourn made and seconded. Motion passes.

# The Engineers' Council Board of Directors Meeting Minutes

Tuesday, October 8<sup>th</sup>, 2013

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

- (New) Review Federal Form 501(c)(3) application (**Entire Council**)
- (New) Provide Paul Landry with the AR logo (**B. Tarn**)
- (New) Obtain all the artwork files, including Adobe Illustrator files, and store them in the EC Library (**B. Tarn**)
- (New) 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**)
- 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**)