

The Engineers' Council Board of Directors Meeting Minutes

Tuesday, 10 November 2015

Location: Lamplighter Restaurant, Chatsworth, CA
Time: 6:00-8:00 PM

Attendees:

Sonja Domazet, Eli Stiny, Marek Barylak, Rudy Montalvo, Jackie Zev, Thomas Tarn, Ken Davis, Jerry Kraim, and baby Maxwell Stiny 😊

- **Call to Order** – The meeting was called to order by Sonja Domazet at 6:15 P.M.
- **New in Attendance** – N/A
- **Minutes from October 13th Meeting** – **Motion** to accept October minutes made by Ken Davis and seconded by Jackie Zev. **Motion passes.**
- **Treasurer's Report** – Marek Barylak is our new Treasurer and still needs to meet with others at the bank to transfer names on the account. **Motion** to accept the November Treasurer's Report with provisional changes made by Ken Davis and seconded by Rudy Montalvo. **Motion passes.** **Action** for Bob Tarn to add Marek to "Info@engineerscouncil.org." Recommend having an evening meeting to perform Charlie's final audit. Those individuals committing to the audit include Eli Stiny, Rudy Montalvo, and likely either Bob Tarn or Paul Landry. Aerojet Rocketdyne plans to pay with a credit card for past awards for \$695. NGAS wants to be invoiced for the Banquet this year, prior to the start of 2016.
- **Committee Reports:**
 - **Nominating Committee** – Nothing to report
 - **Honors & Awards**
 - Ling Wu and Karen Sinder both need new certificates created. In the future, we need to print without acetate – the quality is terrible with acetate.
 - The first call for nominations went out. The next one will go out the Monday after Thanksgiving. December 17th is the deadline. We have received two nominations so far. For awards creation, instead of Ken doing practically all the work, we will have each company representative review the spelling of names, e-mail addresses, and wording for their respective awardees. Sonja will ask Ken if there are other certain tasks that he can farm out to the entire Council. Ken has accepted this approach. Paul will send out spreadsheets sorted by company name. The key is to get the nomination forms accurate. Paul, for the future, would like to build the spreadsheet fields with Microsoft Access. Paul will make the

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spreadsheet master, the EC will make their fixes and recommendations, and then Paul will update and maintain the master spreadsheet.

- Florida came up with a flow diagram for award nominations. Paul Gill will discuss awards assembly with the FL representatives. Ken will not be able to assemble awards this year, so the companies need to meet our strict deadlines.
- **Florida Banquet**
 - Paul Gill will discuss the awards assembly with Florida.
- **California Banquet**
 - Rudy knows a good candidate for the STEM Award. He will try to get that person's company to submit the nomination. Thomas Tarn has been working on a new Boeing Award. He has set an internal deadline of December 1. The EC will need the criteria for choosing a candidate as well as the wording for the award. Artwork needs to be provided prior to the December meeting. Suggest giving the first award to someone very high in the organization and then moving down over time instead of up. **Tentative CA Banquet meeting dates are 11/17, 1/19, 2/2, and 2/16. The January EC Board meeting will be on 1/5/2016 instead of 1/12** in order to have more time for working the awards after ratification.
- **Charitable Giving**
 - Rudy is taking over from Bob. Rudy and Bob need to discuss the AIAA donation. Per Tom's recommendation, we are considering adding another scholarship to a high school in the South Bay.
- **Conference**
 - Venue not yet booked – deciding between two rooms at CSUN. Based on survey results, Friday seems to be the best day to hold the conference (~75% preference).
- **Correspondence** – No correspondence
- **Good & Welfare** – Mike Garland passed away on October 1st. He was an EC founder and former Treasurer. By all accounts, he was a great guy and will be sorely missed. Chuck Olsefsky is doing much better, and his family hopes to bring him home next week. He loved the card from the Council.

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- **Website** – Can we put a write-up on the website for Mike Garland? Can we have a special location for all past members of the EC and an In Memoriam page?
- **Old Business** – N/A.
- **New Business** – Nothing to report.
- **Adjourned: 8:13 P.M.**
- **Next Meeting: 08 December 2015. Banquet meeting next Tuesday, 11/17.**

Action Item Summary

- **(New)** Invoice NGAS for the 2016 Banquet ASAP in 2015 (**M. Barylak**)
- **(New)** Process payment from Aerojet Rocketdyne for \$695 (**M. Barylak**)
- **(New)** Perform final financial audit for Charles Volk (**E. Stiny, R. Montalvo, B. Tarn**)
- **(New)** Add Marek to Info@engineerscouncil.org (**B. Tarn**)
- **(New)** Create new certificates for Ling Wu and Karen Sinder (**K. Davis**)
- **(New)** Discuss Awards Assembly logistics with Florida (**P. Gill**)
- **(New)** Discuss the AIAA donation (**R. Montalvo & B. Tarn**)
- **(New)** Put a write-up on the website for Mike Garland (**S. Guine**)
- **(New)** Can we have a special location on the website for all past members of the EC and an In Memoriam page? (**S. Guine**)
- Remove and add names to the bank account to reflect our new Treasurer, Marek Barylak (**M. Barylak, S. Domazet, C. Volk**)
- Find out how much Florida would like to charge per person for their Banquet (**P. Gill**)
- Look into Sheraton discount by being a 501(c)(3) (**P. Landry**)
- Provide e-mail distribution list to Sonja Domazet (**B. Tarn**)
- Follow-up with Russ Joyner and Jim Maus from Aerojet Rocketdyne (**P. Gill**) - **DONE**
- Have a telecom with Florida to discuss degree of independence going forward (**Council**) - **DONE**

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- Work with the director-at-large for their appointment letters if submitted ones have reached expiration (**S. Domazet**)