

The Engineers' Council
Minutes of the Meeting of the Board of Directors
The Valley Inn, Sherman Oaks, California
Monday, December 8, 2008

The meeting was attended by board members Bob Tarn, Charlie Volk, Ray Straub, Bill Johnson (t/c), Chuck Olsefsky, Sonja Domazet, Ken Davis, and S. K. Ramesh. Special guests were Narisa Chu (IEEE), Varaz Shahmirian (IEEE/Medtronic), Victor Moreno (IEEE/JPL), and Marek Barylak (IEEE/Amgen).

Call to Order

The meeting was called to order by President Charles Volk at 6:00 PM.

Minutes of Previous Board Meeting

Minutes of the November 18, 2008, meeting were approved as corrected. Corrections were made to the amount of the IEEE donation to Math Counts t-shirts (\$250), invitation of Ralph Mills was approved for the January BOD meeting, and some spelling errors.

Treasurer's Report

Treasurer Charlie Volk submitted the November, 2008, Treasurer's Report, which was accepted. It was noted that the council telephone bill (which is attached to the Tarn family cell plan) is paid through August, 2009.

Correspondence

- Letters were received from the LA County Science Fair, requesting financial commitments for the 2009 science fair.
- A letter of invitation to Col. Dave Scott, announcing the Gen. Yeager award and requesting him to be our Most Honored Guest and Keynote Speaker at the 2009 banquet.
- Letter from Victor Moreno, IEEE SFV Council Chair, appointing Dr. Moreno, Dr. Chu, Dr. Barylak, and Dr. Shahmirian to represent IEEE to the BOD.

Board Membership

- The board voted to expand the number of members from 20 to 25.
- The board elected Drs. Victor Moreno, Narisa Chu, Marek Barylak, and Varaz Shahmirian as Directors-at-Large (3 year term), representing IEEE San Fernando Valley Section.
- It was noted that Narissa is also an active member of the Society of Cable Telecommunications Engineers.
- It was noted that Varaz is also an active member of the American Association for the Advancement of Science, and the American Association for Medical Instrumentation.
- It was noted that Marek is also an active member of the American Antenna Measurement Techniques Association

Committees

Charitable Giving – Ray Straub

- Ray reported that we are now coming upon our active period of the year, and therefore he will be individually contacting the members of the board to assist in the presentation of our

various awards and honors, and to participate in the selection process of these deserving honorees.

- Ray Straub announced that Los Angeles Regional Championship VEX Robotics will be held this Saturday at CSUN, and that his El Camino Real Robotics team won a berth at the Championship of the Americas. Congratulations to Ray!
- Marek called for volunteers for the State Science Fair, which is held each year at the Science Center, near USC, in May.

Communications – Ken Davis

Ken continues to work on communications with The Disney Company about participation in the National Engineers Week Banquet.

Good and Welfare – No report

Webmaster Report – Bob Tarn

Updates requested by Ramesh have been made to the Conference page, and the conference registration is now working.

Honors and Awards – S. K. Ramesh

- Ramesh will be available through January 9, but will be out of town January 12-14 and unable to assist with the final H&A Committee meeting. Ramesh nominated Bob Tarn to fill in for him, and Bob accepted.
- There will be two meetings of the H&A Committee; the first will be during the week before the nomination deadline, in order to process early nominations received; the second will be late in the afternoon of January 12, in order to process nominations received by the deadline.
- Crystal Waters will assist the committee with organizing nominations for review.
- Ray Straub will again assist the committee with the award notification and banquet invitation letters.

Awards Assembly Committee

- Bill Johnson was appointed by the board to be the Award Assembly Committee Chairman. Bill will draw upon board and previous assembly helpers (from Patrick Berbon's company) to assist him, and will provide a list of needs (e.g., frames, and other supplies) to Charlie Volk.
- Bob Tarn will inventory awards assembly materials in stores at CSUN and Rocketdyne, and provide the information in the next two weeks to Charlie and to Bill.
- Charlie will talk to Paul Landry to get information from him as to what/when awards assembly materials need to be ordered.
- Bob Tarn will be the liaison with Rocketdyne Graphics and with Crush Creative for the award art production.
- Ray Straub will be responsible for Team Member Certificate production.

Banquet

- The Keynote Speaker invitation letter will be mailed tomorrow to Dave Scott.
- Charlie will talk to Tammy Glenn regarding astronaut Scott Horowitz, whom we would like to invite to be a special guest speaker.
- Charlie will talk with Paul Landry about his plans for the Banquet Committee meeting schedule.

Conference

Sonja Domazet was appointed by the board as Conference Chair. Sonja and Ramesh will discuss conference topics, and Ramesh will assist Sonja with speaker recruitment.

Old Business

- Sonja Domazet presented her first draft of the council brochure, which was very well received by the board.
- Sonja asked that board members review the draft and provide comments/corrections/updates to her.
- The board plans to distribute the brochure widely, up until the day of the banquet, then to have an updated “save the date” version available at the banquet.

Next Board Meetings

- January 15
- February 10 or 11

The meeting was adjourned by President Charles Volk at 7:40 PM.

Respectfully submitted on 12/8/2008 by:
Robert B. Tarn, Trustee & Secretary

A certified copy of these minutes, with attachments, is located in the Book of Minutes and kept in possession of the Secretary. A copy will be provided on request and payment of a reasonable administrative fee (alternatively, you can buy his dinner at the next Board of Directors meeting).

Standing Committees

Executive Committee	President	Charles Volk
	Vice Pres.	Kenneth Davis
	Treasurer	Charles Volk
	Secretary	Robert Tarn
	Trustee	Paul Landry
Honors & Awards Committee	Chair	S. K. Ramesh
	Committee	Chuck Olsefsky, R. Ratcliffe, R. Tarn
Audit Committee	Chair	C. Olsefsky
	Committee	B. Tarn
Budget Committee	Treasurer, Executive Committee	

Ad-hoc committees:

Banquet Committee	Chair	Paul Landry
	Committee	Bill Johnson, Bob Tarn, Larry Dalton, Ken Davis, Patrick Berbon, Ray Straub, Bob Budica
Conference Committee	Chair	Sonja Domazet
	Committee	S. K. Ramesh
Charitable Giving Committee	Chair	Ray Straub
	Committee	Bob Tarn, Chas Volk, Larry Dalton, Jerry Kraim, Ken Futernick
Communications Committee	Chair	Ken Davis
By-Law Committee	Chair	Vice-President
	Committee	Trustees
Good & Welfare Committee	Chair	C. Olsefsky
	Committee	M. Garland, W. Korp
Webmaster	Chair	Bob Tarn
	Vice Chair	Bill Johnson