The Engineers' Council Minutes of the Meeting of the Board of Directors

The Valley Inn, Sherman Oaks, California Tuesday, September 23, 2008

The meeting was attended by board members Bob Tarn, Charlie Volk, Ken Davis, Paul Landry, Ray Straub, Sonja Domazet, Tes Akpovi, Bill Johnson, S. K. Ramesh, and Jerry Kraim.

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 August 20, 2008, meeting were approved as corrected. Significant correction was to add discussion under Board Membership regarding possible affiliation with Amgen. Other corrections were for editing and typographical errors.

Treasurer's Report

- Treasurer Charlie Volk distributed the final actuals for budget year 2008. There is an
 approximate \$1500 overrun projected, mostly due to a larger than expected banquet facility
 deposit (\$3000).
- Charlie distributed an updated 2009 budget proposal, based on banquet admission price of \$85 (640 paid attendance), and charitable giving at the 2008 actual level. Discussion items included the following.
 - o Add an operating reserve of \$1000.
 - The conference does not show up under income or expenses because it is hoped to be a "break even" event.
 - o Increase in advertising rates and/or solicitation of more ads for the souvenir journal.
 - Ask member societies to pay dues.
 - o Grow banquet attendance by asking for increased society participation.
 - o Reduce cost of meal by using a lesser cut of beef.

The proposed 2009 budget was approved as submitted, with action taken by the Treasurer to look into why the banquet h'dors and professional fees line items do not appear to be carried forward to the totals.

Correspondence

- Appointment of Sonja Domazet, SWE, by Irene V. Hodor, presiding officer of SWELA.
- Appointment of Tes Akpovi, NSBE, by Mary J. Brown, President of NSBE AE Inland Empire Area Chapter.
- Message from Marek Barylak, IEEE, regarding status of Amgen meeting.

Board Membership

- Elected Sonja Domazet (SWE) and Tes Akpovi (NSBE) as Directors-at-Large.
- Discussed potential of a representative of Medtronics.
- Noted expiration of term of Roger Belt, SAWE.

Committees

<u>Audit</u> – No report.

Charitable Giving - No report

Communications

- Chairman Ken Davis led a discussion of council promotion and sponsorship, and the status of our Wikipedia listing.
- Bob Tarn took the action to send the council contact list to Ken (~1200 email addresses used to promote National Engineers Week events).

Good and Welfare – No report

Webmaster Report

- Chairman Bob Tarn reported that Martin Lin (Rocketdyne Graphics) has helped with updates to the Affiliates page.
- Bob reported that Martin Lin is using Dreamweaver to make changes to our site.
- Bill Johnson took the action to designate a better link for CASA/SME for the Affiliates page.
- Bill will continue to pursue use of Joomla (or other content management type interface) for future web site enhancement.

By-Laws

- Chairman Ken Davis reported there are no limits in the by-laws for the number of delegates representing a single society.
- The board discussed the desire to limit the number in the interest of having more diverse society representation within the limit of 20 voting board members.
- There should be a periodic review of membership goals.

Honors and Awards

- Chairman S. K. Ramesh discussed his travel plans for January 2009. He will propose a timeline for nomination submittal and review. The nomination deadline will need to be earlier than prior recent years, perhaps as early as December 1.
- Discussed promotion of Team Awards, since they tend to generate more admissions than individual awards.
- Bob Tarn took the action to send nomination templates to Ramesh for review and update.
- Ramesh will consider potential new award categories. High School Teacher award was discussed.

Banquet & Conference

- Major Malachowski has declined our invitation to be a special speaker. Suggestion was
 made that she may be able to recommend an alternate. Other alternate suggestions were Joan
 Higginbotham and Scott Horowitz (astronauts), and the CEO of a fuel cell company whom
 Ramesh knows.
- Discussed trying to get more participation from national society offices.
- Question was raised as to what our council geographic boundaries are. Presently, we recognize no limit to our boundaries.
- The new venue (Sheraton Universal) has a good sound system, which will save money on A/V.
- The VIP room time will be increased 30 minutes (to 4:30 6:00 PM). Discussed VIP room sponsorship.

- Discussed keeping the gift mugs by selling mug sponsorship.
- Ramesh has reserved facilities at CSUN for the conference (for 50 attendees). This will save significant cost. The conference will start at 8am on Feb. 27 need to get this on the web site now.
- Paul will recommend conference pricing at the next board meeting.
- Discussed Eweek logo competition.

Old Business - None

New Business

Bob circulated a marked-up copy of the council letterhead, showing changes to listed society names. The changes were approved, and new letterhead will be ordered. The same changes will be made to the Merit Award template.

Next Board Meeting - TBA

The meeting was adjourned by President Charles Volk at 7:56 PM.

Respectfully submitted on 9/29/2008 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 my 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

Audit Committee - Chair C. Olsefsky

Committee B. Tarn

Budget Committee - Treasurer, Executive Committee

Ad-hoc committees:

Banquet/Conference Committee - Chair Paul Landry

Committee Bill Johnson, Bob Tarn, Larry Dalton, Ken

Davis, Patrick Berbon, Ray Straub, Bob

Budica

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