

The Engineers' Council
Minutes of the Meeting of the Board of Directors
The Valley Inn, Sherman Oaks, California
Wednesday, March 18, 2009

Attendance

The meeting was attended by board members Bob Tarn, Charlie Volk, Ray Straub, Bill Johnson, Chuck Olsefsky, Sonja Domazet, Ken Davis, Jerry Kraim, Marek Barylak, Larry Dalton, and Varaz Shahmirian.

Regrets were received from: S. K. Ramesh, Narisa Chu, Paul Landry, Bob Budica.

Note: In the future, the Secretary plans to include the names of board members who do not respond to the meeting notice.

Call to Order

The meeting was called to order by President Charles Volk at 6:20 PM.

Minutes of Previous Board Meeting

Minutes of the February 10, 2009, meeting were approved as submitted.

Treasurer's Report

- Charlie distributed a preliminary analysis of the banquet and conference income/expenses. Banquet attendance was 616. Banquet expenses were submitted by Bill Johnson and Bob Tarn, and Charlie asked that anyone else with banquet expenses please contact him. Banquet receivables include payments due from ASM, Boeing, PWR, and NGNSD. Most conference attendee fees remain receivable. This report was accepted for audit.
- Ray requested that budgeted support of \$250 to the LA County Science Fair be sent to them (the remaining budget is for to-be-determined scholarship award winners).
- Ray requested that budgeted support of \$1000 to the Century Club (c/o Ralph Mills) be sent, and will provide an address for Charlie.
- Mathcounts shirts cost \$849, of which IEEE contributed \$250.

Elections

- Charlie called for nominations for officer positions (term beginning April 1).
 - President: Bob Tarn nominated Charlie Volk.
Charlie Volk nominated Ken Davis.
 - Vice President: Ray Straub nominated Marek Barylak.
Ken Davis nominated Sonja Domazet.
 - Secretary: Ken Davis nominated Bob Tarn.
Marek Barylak nominated Victor Moreno.

Note: Treasurer is a 2-year term, and Charlie has one more year to go on his present term. Charlie will call for additional nominations at the April BOD meeting (date TBD).

Technical Conference Report

- Sonja reviewed results of the conference attendee survey. There were 12 responses, indicating that the Biotechnology and Medical Devices themes are of great interest. Price is

right, location is OK. Complaints were about the setup of the room (tables too large). Suggestion was made to request use of a classroom next year.

- Charlie thanked Sonja for jumping in late in the game and leading us to another successful conference, to which the board responded with acclamation.
- We discussed the date of the conference. Suggestions were made to move the conference to the weekend before the banquet, or to consider the fall time-frame.
- Only 4 speakers could get permission to provide a hardcopy of their presentations. Sonja provided them on a CD for the webmaster to post on the conference page.

Awards & Banquet Report

- It was agreed that the next banquet will be held on Feb. 20, 2010. This is the Saturday of the “official” Eweek (vs. the “traditional” Eweek including Washington’s birthday). The webmaster will post a “Save the Date” notice.
- Bill Johnson asked if the video of the banquet was available. We would like to edit and post it online. Charlie will contact Scott Sommer to inquire about this.
- Marek Barylak reported that it was difficult for the “Kodak Booth” volunteers to find awards for photo’s, causing a lot of delay. He requested that copies of the souvenir journal be provided to them before the banquet so they can put the awards in order.
- The noise created by the people waiting at the “Kodak Booth” was distracting. Bob thinks the strategy to move it away from the stage backfired, since people were more comfortable talking. We discussed moving the booth into the hallway (outside the room), where we would have enough space to set up for group pictures. It was suggested that instructions to team leaders and team members be written into the journal to be sure everyone knows what to do.
- Ken Davis suggested a video of a waving flag be used during the National Anthem (instead of the photo montage), since people in the back have trouble seeing the flag on stage.
- Some people complained about the spot light reflections in the mirrors behind the stage (very bright and in their eyes). Suggestion was made to cover the mirrors with a drape. Bob thinks the mirrors are a big plus, and that perhaps the lights could be moved to reduce the reflections into the audience.
- Parking lot egress was very slow. Some people reported sitting with their engine running for an hour, trying to make the left turn from the hotel grounds. Bob Tarn discussed this with the catering office, and recommended they offer some traffic control to get people moving out after the banquet.
- Cash Flow discussion.
 - Ken Davis took the assignment to analyze “cost per award” by award type to see if it will lead to any improved pricing strategies and cash flow.
 - A suggestion was made to “pre-invoice” companies (based on their prior year participation), and then submit a follow-up invoice after the banquet for any monies owed (or for refund).
 - Bob suggested an “application fee” for each award nomination, upon submittal.
- Ken Davis reviewed the status of his participant survey. The board members and Merit Awardees have been surveyed thus far, and he will be sending out survey requests to the other groups soon. He reported a 10% response to the survey thus far, which Charlie said is very good, as surveys go. One suggestion from the survey is to mix up the Merits by

company (instead of alphabetically by awardee last name); some people thought it was odd that so many “Pratt & Whitney Rocketdyne” people were recognized in long runs.

Correspondence

- Bob circulated a letter of thanks from CSPE Mathcounts, for Engineers’ Council support.

Committees

Charitable Giving – Ray Straub

- Ray announced the schedule for upcoming committee activities:
 - May 2 – high school scholarship applications due
 - May 6 – First meeting of the Charitable Giving Committee (to select award winners)
 - June 2 – Second meeting of the Charitable Giving Committee (to formulate the 2010 budget request)
- Ray asked for volunteers to support the high school scholarship presentations and serve as judges at the LA County Science Fair. Charlie asked Ray to put together a pool of volunteers to help with these things, and to look beyond the board for members. Ray will send an email solicitation for volunteers to board members, who will forward the request within their respective organizations. Bob will also forward it to the ~1200 members EC email list.
- Ray thanked board members who served as robotics competition judges:
 - Chuck Olsefsky
 - Larry Dalton
 - Jerry Kraim
 - Marek Barylak
 - And of course, Ray Straub

Good and Welfare – Chuck Olsefsky

No report (thank God).

Communications – Ken Davis

No report.

Webmaster – Bob Tarn

Bob noted that the banquet group picture from 2009 is on the web site.

The meeting was adjourned by President Charles Volk at 8:10 PM.

Respectfully submitted on 3/19/2009 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, T. Akpovi
Audit Committee	Chair	C. Olsefsky
	Committee	B. Tarn
Budget Committee		Treasurer, Executive Committee

Ad-hoc committees:

Banquet Committee	Chair	Paul Landry
	Committee	B. Tarn, K. Davis, L. Dalton, R. Roosta, S. Ramesh, R. Straub, S. Domazet, S. Guine, T. Akpovi, V. Moreno
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