**The Engineers’ Council Board of Directors Meeting Minutes**

**Tuesday, September 13th 2016**

**Location:** Lamplighter, Chatsworth, CA

**Time:** 6pm-8pm

**Attendees:**

Marek Barylak, Sonja Domazet, Paul Gill, Stephen Guine, Jerry Kraim, Paul Landry, Bob Tarn, Jackie Zev, and baby Maxwell Stiny ☺

* **Call to order –** The meeting was called to order by Sonja Domazet at 6:10 P.M.
* **Minutes from August 09th, 2016 – Motion made** by Paul Landry to accept the minutes, seconded by Stephen Guine. **Motion passes**.
* **Treasurer’s Report –** 
  + Schedule A sent to IRS.
  + Received agreement from Lockheed Martin to pay the outstanding amount of $9,750 for the 2016 Banquet.
  + Marek will submit annual payment for insurance.
  + **Motion made** by Paul Landry to accept the August Treasurer’s Report and seconded by Stephen Guine. **Motion passes.**
* **Committee Reports:**
  + **Honors & Awards –** 
    - **Outstanding Action Completed:** Reprints:WBJ Award 2016 name spelling error. Two People at NGAS (Stephen Guine to provide information for correction); Sonja confirmed that Madni’s middle initial needs to be corrected. Tom Tarn to retrieve the award from Madni for rework. Ken to repair the broken glass on the project award for NGMS Mod Nav team.
    - **Action** for Paul Gill to print all the corrected awards.—Completed. Paul sent the reprints to Ken via Susan.
    - **Action**: Ken to rebuild the awards.
    - **Action** for Sonja to close loop with Tom regarding any changes to the Boeing award artwork.
    - **Action:** Remove black line from top of the Merit award. Revamp the Merit award. Paul Gill to ask Mike Matte for artistic recommendations.
  + **Banquet Florida –** Paul Gill will meet with FL Banquet representatives in person, tentative date Oct 11th.
  + **Banquet California –** Paul Landry soliciting feedback on the newly created electronic nominations. Not everyone from the team has responded yet. Goal is to complete e-forms per received feedback by 09/30 in order to send the call for nominations out.
    - Dates for Call-for nominations: Oct3, Nov 7, Dec 5.
    - Nominations due Dec 16th 2016.
    - Voting Jan 10th 2017.
    - **Action**: Bob to send the draft call for nominations to Sonja for updates.’
    - **Action**: Bob to send out nominations per dates above.
    - **Action:** Bob to send Stephen the .pst Outlook file. Stephen to sort through NGAS names.
  + **Charitable Giving –**

|  |  |  |  |
| --- | --- | --- | --- |
| Charitable Giving Budget Proposal | Draft, | Engineers Council |  |
| 1 | $        5,000 | College/University Scholarships for High School students accepted into science and engineering degree programs. $500 each for 10 students total. | Rudy Montalvo |
| 2 | $           500 | Charitable Giving contributed $500 toward one of the AIAA STEM Teacher Grants. | Robert Tarn |
| 3 | $        1,200 | SFV Chapter Mathcounts:  $1200. | Jerry Kraim |
| 4 | $           900 | Send one girl to TechTrek summer's camp, $900. | Jackie Zev |
| ~~5 Removed at the meeting.~~ | ~~$        1,500~~ | ~~California State Science Fair $1500, [Intel International Science Fair minimum $5000]~~ | ~~Tahseena Kahn~~ |
| 6 | $        1,500 | CSUN Scholarship at the amount of $1500 | ?? Rudy |
| (Added following discussions at the meeting) | $500 | LADWP Science Bowl | Rudy |
| $500 | Undesignated. | Rudy |
| Total proposed | $     10,100 |  |  |

* + - Team discussed the proposed Charitable giving budget and made updates at the meeting.
    - **Motion made** by Stephen Guine to accept the proposed Charitable giving budget plan and seconded by Jerry Kraim. **Motion passes.**
    - **Action:** Rudy to update scholarship application forms regarding EC’s presence at the award events.
    - Jackie reported that Nottingham Festival (A Traditional Renaissance Faire) will be the second week of Nov and that Marc is ready with the educational showcase equipment. If anyone from EC would like to help, should contact Jackie.
    - Jerry reminded the board that MATHCOUNTS is scheduled for Sat Feb 25th 2017 (morning), the same day as the banquet.
  + **Conference –**
    - **Action:** Marek to create a letter to send to various universities soliciting help with hosting, discounted fees, referrals for speakers, and presentation topics of interest. – Outstanding action.
    - Marek requested $2500 budget to be allocated for the 2017 Technical Conference.
    - **Motion made** by Stephen Guine to accept the proposed Conference budget plan request and seconded by Bob Tarn. **Motion passes.**
  + **Correspondence** – Thank you note from Angelica Flores.
  + **Good & Welfare –**
    - **Action:** Bob Tarn to get in contact with honorary board members and determine their viability –Status: Bob will prepare a spreadsheet of all past presidents he contacted.
    - Jackie reported that her son Benjamin accepted an internship for 2017 summer at National Geospatial-Intelligence Agency in Washington.
  + **Website-**
    - Update in preparation for the call for nomination. Stephen to provide info to Paul Landry/Edward DePiero to access site and add the e-forms.
    - We cleaned up the TEC and Board distribution lists.—Completed by Sonja.
    - We need to pay for the SFVEC.org host name through Bluehost, --Paid.
* **Old Business-** 
  + - Discussion regarding creating a member database to keep records of years of service, who is where, etc. Stephen will create a draft. – Stephen started the database.
* **New Business** – N/A

**Meeting adjourned: 8:15 PM**

**Action Items:**

* **Completed**: Print the corrected Award Certificates **(P. Gill)**
* **Outstanding**: Create a letter to send to various universities soliciting help with Conference hosting, discounted fees, referrals for speakers, and presentation topics of interest **(M. Barylak)**
* **Ongoing**: Get in contact with honorary board members and determine their viability **(B. Tarn)**
* **Completed**: Pay for the SFVEC.org host name through Bluehost, preferably for 5-10 years **(S. Domazet)**
* **Outstanding**: Send an email to the Council asking for potential Conference location and topics **(M. Barylak)**
* **Completed**: Provide Stephen Guine with 2016 scholarship recipient students’ name, high school, major, and the college they will be attending **(R. Montalvo)**
* **Ongoing**: Create a draft of a member database to keep records of years of service, who is where, etc. **(S. Guine)**
* **Completed**: Hold a separate Charitable Giving meeting to develop the year’s budget plan **(R. Montalvo)**
* **Outstanding**: Repair the broken glass on the project award for NGMS Mod Nav Team **(K. Davis)**