

Engineer's Council Board meeting  
August 12, 2025

In person: Stephen Guine (President), Jackie Zev (Secretary), Ken Davis, Sonja Domazet, Michael Yao, Chyrl Yeats, Connor Reyes, Connor Davainis, Christopher Cuellar

Online: Noelle Saccoccio (Vice President), Rudy Montalvo, Tom Tarn, Bob Tarn, Anthony Castellanis

Meeting started 7:14 pm

Action items from the June Board meeting

- ~~— Rudy to give a list of schools going back 5 (ish) years to Jackie~~
- ~~— Jackie to draw a map of schools from Rudy's list~~
- ~~— Connor to send us pictures of graduation~~
- ~~— Marek to send Stephen the range of check numbers for scholarship checks~~
- ~~— Stephen to give his PO box key to Ken~~
  - Stephen to send Ken instructions on how to access his EC email
- ~~— Jackie to send out a reminder to do action items between meetings~~

Action items from the May Board meeting

- ~~— Marek to move expense from E-4 to E-6~~
- ~~— Marek to change ASQ amount from \$2000 to \$1400~~
  - Marek to add UCLA, High School, Stephen's ad, Ken's contribution, Marek's contribution
  - Stephen to use scholarships to pitch companies to support the STEM educator award – in progress
- ~~— Rudy to send photos of scholarship recipients to Stephen~~
  - Ken to send Stephen the history of the STEM educator award
- ~~— Stephen to write a thank you letter to the companies for their support~~
  - Action: Ken to send Stephen contact information for another Thank you**
- ~~— Connor to talk to his professor about creating a pipeline of student representatives.~~
  - Sonja to tell Chris that he should submit a letter from a society of which he is a member
  - Stephen to create Bylaws wording authorizing Student representatives

Action items from the April Board meeting

- Sonya to look up whom Dr. Singh nominated and confirm that we awarded his nominee - started
- Sonja to determine the cost of the AR Huntsville awards and the 2 spare AR project awards given in LA
- Stephen to collect and circulate all the banquet content – started
  - Action: Stephen to resend the email about the banquet content he sent several months ago**
- Stephen to come up with wording about pre-purchasing tables the Org reps can use as soon as the call for nominations goes out
  - Stephen to start a scholarship awardee CRM database – started – collected names
- ~~— Stephen to send link to Connor so he can upload video~~
- ~~— Stephen to write a press release for the project that didn't attend – we decided not to do this~~

Action items from the February Board meeting

- Stephen to write a letter to charities listed on letterhead requesting charitable giving support -started, not completed; going to send it to Jackie for proofing

Action items from the October Board meeting

Sonja to contact SWE about sponsoring Tech Trek

Action items from the April 2024 Board meeting

Sonja to connect with Tom WRT printing the team certificate

Ken to reframe awards that need reframing – reframed; some need to be shipped

Blevins to be shipped; Stephen to deal with another – still need to be shipped;

Sonja to follow up with Florida WRT charitable giving

#### **Minutes –**

Minutes accepted as submitted

#### **Treasurer's report –**

Treasurers report

**Action: Marek to reinvoice ASQ for \$1000**

There is \$4949.32 in Paypal

**Action: Marek to fill in UCLA amount**

**Action: Stephen to connect Paypal to the Bank account**

**Action Stephen to transfer funds from Paypal to Bank account**

Tom has been chasing down L3H invoices

Tom mentioned that there should be 007D invoice for Huntsville (~\$5K)

Michael volunteered to be in charge of insuring that invoices are sent

**Action: Marek/Michael to send missing invoices (007D, Stephen's Ad, etc.)**

**Action: Marek to delete items under Charitable Activities that we no longer support**

**Action: Jackie to investigate why the numbers look so good this year**

**Goal is to go back 5 years**

**Action: Noelle to propose a bylaws change to say that we should analyze our finances every year**

**Action: Marek to move financial documents to our server**

Treasurers report approved as submitted but with the actions noted

**Action: Stephen to look into Google hosting for Engineers' Council documents**

#### **Charitable Giving**

Scholarships

All scholarships cashed

Should be getting a Thank you in the mail from Quartz Hill

Stephen has put all the pictures on the website

Rudy had sent the schools that received scholarships to Jackie & Stephen

Jackie generated a map

**Action: Stephen to put the map of the schools with scholarship recipients on the website**

Discussion about generating a map of the schools the scholarship recipients went to

Christopher volunteered to do that

Rudy reported that Qiao (“Tiger”) Zhang, one of this year’s scholarship recipients from Sierra Canyon, was on the team that got second place at this year’s International Math Olympiad. Zhang also placed in the top ten individually,

Mathcounts

Tech Trek – The Tech Trek girls that the San Fernando Valley Branch sent will be speaking to the branch on Saturday, Sept 20 (11:30-2:30) at the Faith Presbyterian Church (5000 Colfax Avenue, Valley Village). Members of the Engineers’ Council are invited to attend as our guests. Lunch is included.

**Action: Jackie to send details about the AAUW SFV meeting where the Tech Trek girls will be speaking to the council**

#### **Banquet –**

**Action: Stephen to follow up with USC about early call for nominations**

**Action: Sonja to send first call for nominations on October 1**

**Action: Stephen to collaborate with Sonja about sending a call to major corporations for early purchase of table, ads, and donations (to use this year’s budget)**

**Action: Jackie to send contact information for Sequoia research to Sonja**

**Action: Michael to provide contact information for AeroVironment to Stephen**

Stephen has reserved a large suite at the Sheraton for the after party

**Action: Noelle to send Boeing contact information to Stephen - done**

**Action: Stephen to contact Boeing**

Discussion on making it very clear that nominators or their organizations are responsible for paying for corresponding seats

Discussion on redesigning the awards with lots of whitespace. Plan is to start on Outstanding Engineering awards first

Discussion on whether we are using the same printer as last year

Ken committed to going down to El Segundo as needed if we use the same printer

Would prefer a printer in the valley

Christopher knows of a printer in Glendale

**Action: Stephen to send Christopher a PDF of one of the awards**

**Action: Christopher to generate a sample award from the PDF Stephen sends him using a printer in**

#### **Glendale**

Discussion on the number of programs left over from the Banquet

Estimate is 50

Discussion on whether the purpose of the program – souvenir vs for attendees to follow along

Discussion on the top five companies that bought ads

Historically, Northrop Grumman, Boeing, L3, Lockheed, CSUN

But NG and Boeing aren’t buying ads now

Ads are \$1000 for a full page, \$500 for a half page

Christopher suggested tutoring centers

**Action: Michael to contact UCSD about buying an ad**

**Action: Stephen to make it possible for people to pay for and upload an ad using a website**

**Action: Christopher to generate a list of companies we should contact to buy ads**

**Action: Michael to generate a list of tool vendors we should contact to buy ads**

**Action: Stephen to print the Team certificates that need to be printed**

**Correspondence –**

**Website / Facebook / email**

Stephen moved the registrar to BlueHost, so now everything is in one place

Looking at what we can do to improve the website

**Good and Welfare**

Bob Budica, past president of the Engineers' Council, passed away at the age of 79

Alfonso F. ("Rick") Ratcliffe, past president of the Engineers' Council, passed away in Nov. 2020

Christopher is now running two Martial Arts Studios

**Old Business:**

**New Business:**

Meeting adjourned at 9:27 pm

Next meeting: Sep 9, 2025