

IEEE/LVS/SSCS Meeting Minutes, July 21, 2009

The IEEE/LVS/SSCS Chapter met at the Boston Pizza, Allentown, PA on July 21, 2009 at 8:00 PM.
Attending members were:

Kouros Azimi	LSI
Russell Foster	REF, LLC
Roger Minear	Agere, Ret.
Dale Nelson	Innovative Wireless Technologies
Glen Offord	Lattice Semiconductor, Ret.
Betty Perry	Zarlink
Robert Peruzzi	R. Peruzzi Consulting
Ian Rippe	Agilent Technologies
Robert Walden	Infineon Technologies, Ret.

Note: Minutes of June meeting were approved by attendees through email communication

Note: **Kouros Azimi** agreed to serve as secretary for the day

Old Business

1. **LVS boundaries.** **Minear** circulated a chart showing counties which according to IEEE headquarters are part of LVS, and pointed out that LVS doesn't include each entire county. **Closed.**
2. **Linked-In Group for LVS/SSCS.** **Peruzzi** reported the group is created and available. Until 100% participation in that group is achieved it cannot serve as an official portal for announcements or notices. **Closed.**
3. **Initial Kickoff Meeting preparations:** **Peruzzi** reported **Prof. Tom Lee's** choice of Friday, September 18 for his distinguished lecturer appearance.
4. **Subsidy Application:** **Minear** circulated copies of his draft application, previously discussed with attendees of June meeting and with **George Beam**, LVS treasurer

New Business and Discussion

1. **Kickoff Meeting preparations:**
 - a. Group discussion about the need to begin advertising the even as soon as possible, and about Friday night's being a poor choice from the standpoint of attracting an audience. **Peruzzi** agreed to ask for **Tom Lee's** lecture topic and suggest he select a Monday instead, pointing out the probability of a larger audience including student members, and that Monday still allows for a weekend in New York or Philadelphia in conjunction with the trip.
 - b. **Discussion:** Need to decide date quickly and reserve room at Lehigh, send out invitation message and ask for an early RSVP. **Peruzzi** to check the Lehigh academic calendar and follow up with Lehigh professors to arrange for meeting room.

- c. **Discussion:** All agreed Pizza and soft drinks would be appropriate for meeting, but we ought to see what was done by other chapters for their kickoff meeting. **Peruzzi** to ask SSCS Headquarters for suggested program formats.
- d. **Discussion:** Travel arrangements and accommodations for **Tom Lee**. Consensus was that his administrative assistant will probably take care of this, but we will of course offer help
- e. **Discussion:** Whom to invite to kickoff meeting? Consensus: All of LVS, Electrical Engineering students and faculty, IEEE Student branches from other colleges affiliated with LVS and SSCS chapters from neighboring sections. Also invite Engineering managers from local companies whether IEEE members or not. **Peruzzi** to learn student branch contacts and neighboring SSCS chapter contacts. **All** to suggest local industry guests to invite

2. Subsidy Application

- a. **Discussion:** It is good we are applying for the full \$2000. **Roger Minear's** narrative description of our history and background, our goals for the chapter (including joint educational programs with student branches), and frankly stating that since we're new we can't reliably predict what we'll need, all add credibility to the application.
- b. **Consensus:** There were a few minor suggestions for changes to the estimated amounts. Afterwards, **Minear** to informally submit the application to **Katherine Olstein** of SSCS Headquarters for her opinion and suggestions.

3. Discussion of Chapter Goals and Objectives

- a. Three main goals
 - i. Fun
 - ii. Networking
 - iii. Education
- b. Objectives:
 - i. Three major meetings per year: Two with distinguished lecturers, one with home-grown lecturer. **Dale Nelson** offered to conduct a tutorial session on Crystal Oscillator design
 - ii. Minor meetings as desired could include viewing video recordings of educational sessions from ISSCC, CICC etc. **Roger Minear** to add a line item in the budget for "Annual subscriptions to other IEEE tutorial media"
 - iii. Inclusion of IEEE student branches. **Ian Rippke** to inquire about local IEEE student branch coordinators and activities.
 - iv. Newsletter by email. **Peruzzi** and **Rippke** agreed to provide content, and to seek content from others as well. No specific target date for first edition.
 - v. No admission charges
 - vi. Free food

4. Need for Secretary (pro tem) until election

- a. **Kouros** says maybe, even though he is busy with other organizations too

5. **Next meetings:**

- a. Ongoing discussion of kickoff meeting by means of email and LinkedIn group
- b. Pre-kickoff meeting in early September (**Peruzzi** suggests September 3).

Respectfully submitted,

Kouros Azimi
Secretary (pro tem)
IEEE/LVS/SSCS