

The following minutes capture the highlights of the Foothill Section Executive Committee (EXCOM) Meeting held at the IHOP Restaurant in Upland, CA, CA on 13 May 2008.

I Administrative

Call to order, Quorum review, Approval of minutes and Agenda
The meeting was called to order by the Chair, Tom Cylkowski at 7:01 pm.

A quorum was present. Attendees included:

Chair: Tom Cylkowski, Vice Chair: Mike Sedlar, Treasurer: Keith Reno, AP/MTT Chair: Frank Freyne, Cal Poly: Jerald Herder, LAC Rep: Art Sutton, Chuck Antoniak, Henry Wu, Steve Powell, Ilir Progri, Micaela Niemi and Jose Oviedo (of CPPIEEE Chapter). Mike Sedlar agreed to take the minutes of the meeting.

Mike Sedlar presented the 8 April 2008 minutes. There was some discussion and a few amendments were suggested by Frank for the AP/MTT Chapter report. Frank agreed to send an amended section via email. The minutes were approved as corrected.

The agenda was reviewed and several items were added: Under Old Business; Outstanding Student Award and Network Workshop.

II Section Business Meeting (Topics Listed In Suggested Order of Priority)

- None

III Section and Committee Reports and New Business

- Committee reports---There were no committee reports.
- Student-Branch/Chapter reports and requests,
 - Student Paper Contest Updates. Ilir reported that the Southern Area Paper Contest will be held at Cal State LA on May 31. We have one paper entry from the UCR student branch. The deadline for papers is May 25th. Ilir needs a volunteer to help judge the papers. \$500 will be awarded to the top paper with 2 \$250 runner-up prizes. The winner will go to the R6 competition. There will also be Section and Chapter presentations at the meeting.
 - Swift WTS-08 Report
 - Steve reported that the conference went very well. The bills are being paid now. Planning is now going on for '09, '10' and '11 conferences. WTS09 will be in Prague; April 22 thru Friday April 24.
 - Frank remarked that there was a really good career session with Verizon Wireless, AT&T, and T-Mobile presenting. There was not too much student attendance other than SWIFT students. Steve agreed and remarked that more coordination with the IEEE Student branch is needed. Michaela agreed and said that they were not given much warning of a need for help or about the career session.
 - Steve requested funding for WTS09 with the same allocations as in previous years: \$500 from AP/MTT, \$500 from Comm. Soc, \$1000 from the Section. This funding could be used to sponsor a welcoming dinner. Frank questioned local sponsorship of an international event. Should there be National sponsorship instead? Steve noted that IEEE National has already endorsed the event. Tom and Mike wondered if/how this event would benefit or promote our Section

members, since it is their dues money that is being spent. There were also some concerns about liability at the foreign location. Mike suggested that perhaps some benefit could be provided to Foothill Section members like reduced costs for proceedings or reduced fares or reduced hotel rates. Steve said that he did not think a reduced rate for proceedings would be a problem and negotiations were ongoing for reduced fares and hotel rates (but they would probably be available to all attendees). Tom agreed to research with Region 6 and National IEEE on the issue of a local Section sponsorship of an international event.

- Steve reported that BTS08 will be held in the Fall and that EE/ECET students should help with arrangements this year. The IEEE Student Branch new slate of officers will have to make a commitment for this.
- Steve reported that BTS08 will need \$500 in funding from Comm. Soc, and CTS09 will probably need \$500 from the Section and \$500 from AP/MTT. Tom remarked that the BTS/CTS Chair, Tom Ketseoglou should make the request and also provide us with a schedule. Tom C agreed to contact Tom K to get this information. Ilir moved that we provide the \$500 for BTS08. Steve seconded and the motion was approved unanimously.

- LAC Liaison Report. Art and Ilir had no report.
- Chapter Reports
 - AP/MTT—
 - Frank reported that information on the AP/MTT scholarships was sent out but he has received no feedback.
 - Frank will contact Dr. Kiyo Tomiyasu to arrange for a presentation on microwave ovens or other microwave topic in the Fall
 - Circuits and Systems—No Report.
- Chairman's Report
 - Tom was at RFID08 in Las Vegas and served as the volunteer coordinator. This was in conjunction with RFIDLive.
 - There was a luncheon presentation on the use of RFID in the casino chips; used for tracking bets, managing uniforms use, etc.
 - S-PAC08 went very well with lots of interested students.

IV. Old Business

- Cal Poly Student Branch S-PAC Event
 - Jose reported that the event went very well with dynamic speakers (including our Chair). A repeat will be planned for '09.
 - The branch officers learned a lot about how to do such an event and these lessons can be applied to next year's event.
 - A budget report was filed with IEEE-USA. Could get as much as \$300 back. Also may get "administrative" funding from CPP.
 - Jose agreed that a report will be provided to the Section showing funds received, funds expended, and plans for using any surplus funds.
- UCR Merit Badge Event.
 - Mike Sedlar provided a written report on the UCR IEEE Branch sponsored event. Michaela also attended the event and provided her perspective (they even had a help desk!). Mike also provided photos for the EXCOM to view and a copy of the photos to be placed on the Section website.
 - Mike recommended that we use the same style for our October Merit Badge Day. This will require help from the BSA In land Empire Council and a strong commitment from the CPP IEEE Branch.

- Mike agree to contact Tracy Smith at CIEC to see if she can assume the same role in planning and executing that Curley Puckett assumed for the UCR Branch.
- The CPP IEEE Branch new officers will consider whether or not they can step up to the roles required for running events and organizing them.
- Art remarked that some events like Radio may still be run the “old” way with a lecture/lab approach.
- Network Workshop Event.
 - Henry reported that the Network Workshop is planned for Saturday May 24th from 10:30 to 2:30. A flyer will be sent out soon. Theory will be presented and then demonstrations will be provided. Home and Small Business networking will be discussed with an emphasis on network security.
 - There was a discussion about providing lunch for the participants. Estimates ranged from \$150-300 with Pizza and Subway sandwiches suggested. Gerald moved that \$200 be provided by the Section to cover the lunch. Art seconded. The motion was approved unanimously and Keith provided a check to SWIFT.
- Outstanding Student Award
 - UCR students are already working on nominations, even though letters have not been provided to the advisors (the May 1 date was missed).
 - Other student branches/chapters may not have been aware of the awards. They should all review the March EXCOM minutes.
 - The deadline will now be June 1 for nominations and the letters will go out by then.
- H1B. Art will talk to Grace Napitaliano's office about the H1B visa situation. Grace is a US Congresswoman representing one of the local districts.

V. New Business

- None

VI Administrative

Selection of next meeting time: June 10, 2008 at IHOP

Adjournment: Meeting was adjourned at 8:48 pm

Recorded and submitted by:

Mike Sedlar
Vice Chair, IEEE Foothill Section 2008