

IEEE FOOTHILL SECTION EXCOM MINUTES FOR 13 June 2006

The following minutes capture the highlights of the Foothill Section Executive Committee (EXCOM) Meeting held at the IHOP Restaurant in Upland, CA on 13 June, 2006.

I. Administrative I

Call to order, Quorum review, Approval of Agenda

The meeting was called to order by the Vice Chair, Tom Cylkowski at 7 pm.

A quorum was present including: Dave Perry, Mike Sedlar, Keith Reno, Carol Daniell, Chuck Antoniak, Tom Cylkowski, Lyle McCurdy, Ilir Progri, and Art Sutton.

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

a. Boy Scout Day 2007 Discussions and planning:

- 1) We updated the status of the action item table that was prepared by Bill Holbrook after the last meeting:

Task	Assigned Committee Lead	Due	Status
Investigate how to obtain IEEE liability insurance	Bill Holbrook	6/13	OPEN
Obtain reservations for facilities to hold the event (Cal Poly?)	Art Sutton	6/13 Review Status	OPEN --Art and Lyle will contact the Dean in the next few days
Sign up counselors at next meeting	Mike Sedlar	6/13	OPEN—Agreed to defer. Counselors will need to apply for the 2007 BSA years in Sept, not for the current year.
Create web page(s) to publicize the event and to possibly also provide online sign up forms	Bill Holbrook	6/13 Preliminary	OPEN – 10%

- 2) We agreed that we should offer 4 merit badges in two sessions each (morning and afternoon). Merit Badges would be Electronics, Electricity, Radio, and Computers. Estimate 24 scouts per session.

Please review the following URL's to get a sense of how much importance the IEEE places in supporting BSA Merit Badges as well as to get a sense of the course material:

<http://www.emeritbadges.org/>

- 3) Volunteer counselors are: Bill Holbrook, Mike Sedlar, and Lyle McCurdy to cover Electricity/Electronics; Art Sutton to Cover Radio, Tariq Qayyum to cover Computers. We will also enlist students.
- 4) The date of the event is Saturday, February 3rd, 2007.
- 5) We will allow registration on line by Troop only (not by individuals), first come, first served basis. We will overbook by 15-20% to cover those that do not show up.
- 6) We will advertise via posters posted at both BSA Council headquarters.
- 7) The key is to get a venue ASAP. If we cannot use Cal Poly we will need additional time to enquire about DeVry.
- 8) We need to decide where the scouts will gather (we may not have access to the Student Union). The 4th floor as mentioned and should be considered. Bldg 17 outside courtyard is also a possibility. Lyle and Art will discuss these other space needs with the Dean.

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- 9) Likewise we need a place to have lunch. Could be in the classrooms.
 - 10) We agreed that we should buy pizza and drinks for all. The "traditional" \$15 fee should cover this and more.
 - 11) We need to decide what material will be needed. The website has good ideas for projects, but can we get kits from the IEEE? Also the website has PowerPoint presentations that we could use to better standardize the presentations that we use.
 - 12) Lessons learned from previous years is that each Boy should have something to take home (that he "made") for each merit badge.
 - 13) PACE money could also be obtained. Art Sutton agreed to write up a funding request.
 - 14) Each Troop will have to provide two leaders per BSA rules. We can also use these leaders to help with the classes.
 - 15) We will need signage for the campus and the Eng Building to direct people to the classrooms. Not necessary to do the parade with the signs.
- b. Other Business Discussed:
- 1) WTS will now be expanded to 1 week, BTS to 1 day
 - 2) CAS04/ED15. We received notice that not enough meetings were held in 2005. Can Tariq plan some meetings for 2006? Maybe we can count the merit badge day?
 - 3) ATT/MPP—need a new Chairperson.
 - 4) LA Council meeting was last Saturday. They have about \$80k in the bank but no income. Coastal LA Section is considering "succession" unless LAC provides some value or services. Dave Perry is taking over the newsletter for Gina and has formed a publications committee to set web site standards. They hope to make the newsletter self-supporting with ads for sale.
 - 5) Art will try to arrange a Section meeting in October. Topic is Engineering in Iraq.

III. Administrative II

The next EXCOM meeting (short) was selected for August 15th.

The meeting was adjourned by the Vice Chair at 9 pm.

Recorded and submitted by;

Michael Sedlar, Secretary 2006

Please provide all corrections and/or comments to Mike as soon as possible