

The following minutes capture the highlights of the Foothill Section Executive Committee (EXCOM) Meeting held at the IHOP Restaurant in Upland, CA on 08 July 2008.

### **I Administrative**

- Call to order Approval of minutes and Agenda  
The meeting was called to order by the Chair, Tom Cylkowski at 6:58 pm.
- Quorum review  
A quorum was present. Attendees included:  
Chair: Tom Cylkowski, Secretary: Bill Holbrook, Vice Chair: Mike Sedlar, Treasurer: Keith Reno, AP/MTT Chair, LAC Rep: Art Sutton, LAC Rep/LAC Vice Chair: Illir Progri, PACE Chair: Chuck Antoniak, Membership Chair: Henry Wu, ComSoc Chair: Steve Powel and Kihveh Atef (of CPPIEEE Power Engineering student Chapter).
- Approval of minutes and Agenda  
Bill Holbrook presented the 10 June 2008 minutes that were approved as written.

### **II Section Business Meeting**

- Senior Member event  
There was a lot of discussion about how previous events were conducted, but it was decided that a four step process proposed earlier by Illir was the procedure we should implement. *Illir moved and Bill seconded to conduct a Senior Member Clinic at the September 9 ExCom meeting in accordance with Illir's procedure and to invite attendees for dinner. The vote was unanimous in favor.* Bill stated he would put the information on the Foothill web site and also periodically send out a broadcast notification to the membership.

### **III Section and Committee Reports and New Business**

- Treasurer Report  
Keith provided a 2nd quarter financial report for review. There was no discussion
- Membership  
Henry expressed concern that a very large number of students fail to transfer from student membership to regular member and suggested that they should receive emails from the Section prior to graduation reminding them to do that. Bill stated that he would periodically send a broadcast message to Section student members near the end of each quarter/semester reminding them to change their membership status.
- PACE Report  
There was discussion about holding a future talk at a section meeting on IRA harvesting strategies. Chuck is still working on the details
- Student-Branch/Chapter Reports and Requests  
Kihveh provided an update on the Power Society formation progress. The effort has slowed while interested members apply for student membership status in the IEEE. They have enough students to satisfy the 12 student requirement, but they are not all IEEE members yet.
- LAC Liaison Report  
The LAC is trying to bring Coastal LA back into the organization. There has been some recent communications with the Orange County Section. The China Lake

section is back in operation. It is now mostly comprised of members from Edwards Air Force Base.

➤ Chapter Reports

○ COMSOC

Steve informed the ExCom that BTS will be held on November 7. WTS 2009 will be held in Prague from April 22-24. There will be a dinner cruise on Wednesday night. Thursday night will be a tour of the Tower and Friday the Czech Philharmonic.

There was some general financial discussion about section sponsorship. The concern was that most members could not travel to Prague so there should be some benefit to them by our sponsorship. Steve recommended that we make technical paper archives available to members at section meetings. It was also agreed that for 2009 the foothill section would be a technical IEEE sponsor and not a financial co-sponsor. *Art moved and Steve seconded that we provide \$1,000 from the Section, and \$500 from the ComSoc Chapter, and \$500 from the AP/MTT Section in support of the WTS 2009 welcoming dinner in Prague. The vote was unanimous in favor.*

○ AP/MTT

A national meeting is scheduled at the Austin Hyatt in September.

○ Circuits and Systems: No report

➤ Chairman's Report

Tom requested our help with a questionnaire from the IEEE that turned out to be a lot of questions about how we planned to celebrate the 125th anniversary of the IEEE. The questions were difficult to answer since we have never considered this topic until then. The effort was deferred for Tom to study the issue some more.

**IV. Old Business**

➤ Outstanding Student Award – Fall 2008

Notification was sent to faculty advisors, but none responded. UCR has their own award limited to leadership as the only selection criteria. Offering the award to a Cal Poly student was suggested. *Art moved that we suspend the rules for the first award, but no one seconded the motion.* For now the Fall award for Spring 2008 is canceled and the effort will restart for award at the IECES 2009 banquet.

➤ Merit Badge Day event

Art informed us he will coordinate renting rooms at Cal Poly and will obtain the required insurance. September will be a final planning meeting. Conducting the event is contingent on getting coordination support from the scout council. Mike recommended that we buy electronics kits to support the activities, but no action was taken.

**V. New Business**

➤ Region 6 Student Paper Contest – August 30 in Manhattan Beach

Illir mentioned that he was no longer the chairman for this event.

➤ Math/Science Teacher Event

After some discussion it was decided to hold a banquet sometime in Spring 2009. More discussion is planned for following ExCom meetings.

**VI Administrative**

The next ExCom meeting was scheduled for 09 September 2008.

The meeting was adjourned at 8:45 pm.

Recorded and submitted by;  
Secretary, IEEE Foothill Section 2008