

The following minutes capture the highlights of the Foothill Section Executive Committee (EXCOM) Meeting held at the IHOP Restaurant in Upland, CA on 09 October 2007.

Administrative I

Call to order, Quorum review, Approval of minutes and Agenda
The meeting was called to order by the Chair, Tom Cylkowski at 7:02 pm.

A quorum was present. Attendees included:

Chair: Tom Cylkowski, Vice Chair: Mike Sedlar, Secretary: Bill Holbrook, Treasurer: Keith Reno, SAC Chair: Lyle McCurdy, AP/MTT Chair: Frank Freyne, Cal Poly: Jerald Herder, LAC Rep: Art Sutton, Cal Poly Student Chair: Micaela Niemi, Cal Poly Student Vice Chair: Robert Donnelly

Bill Holbrook presented the 12 June 2007 minutes and they were accepted with the condition that some identified corrections be made prior to publication on the web site.

Section Committee Reports and New Business

➤ Student-Branch/Chapter reports and requests:

Cal Poly Student Branch: Chair, Micaela Niemi, stated that they are planning an S-PAC for May 2008. She reported on the October 6 S/M-PAC Professional Awareness Conference at Cal State Northridge that was attended by 10 students.

Micaela reported that the student branch computer is obsolete and they have a need for a new computer to consolidate databases with other student societies. To assist in their efforts to obtain an updated computer, Mike Sedlar made a motion to have the Cal Poly Student Branch keep \$500 it was previously loaned by the Section for a BBQ event and use it for the computer procurement. Bill Holbrook seconded the motion and it carried unanimously.

Cal Poly Swift: Identified that Swift (ComSoc Student Chapter) still needed \$500 from the Foothill ComSoc Chapter and \$500 from the Foothill MTT/AP Chapter for BTS 2007 as well as \$500 from the ComSoc Chapter for CTS 2008. It was verified that the Section had previously voted funds for BTS 2007 and that a check could be written. Minutes would be checked to see if the CTS 2008 funds had been voted and a report made at the next ExCom meeting.

A discussion of procedures for providing Section funding to requesting chapters and student groups ensued and it was decided that all future request should be submitted in writing before they could be approved, as had been the procedure in the past. Lyle moved, and Art seconded to have all future requests for Foothill Section funding submitted in writing to the Foothill Section ExCom before they could be approved. The motion carried unanimously.

➤ LAC Report:

Lyle and Art reported on the September LAC meeting minutes. The LAC has a new web site: <http://www.ieee-lac.org/>. The LAC is sponsoring several professional development classes including:

- Resume Writing – Oct 6
- Career Seminar – Oct 23
- MATLAB – Nov 1, 2

➤ Chairman's Report:

Tom reported on the Fall Region 6 meeting held on Sep 14, 15 in San Diego. The following are highlights.

- October 1 was a hard deadline for 2011 Sections Congress Proposals. It looks like the choice will be between Anchorage and San Francisco.
- RAB has been renamed the Members and Geographic Activities Board
- Sections Congress 2008 will be in Quebec in September
- Tom read the IEEE award winners. The list is too extensive to include here
- R6 wants to start a new conference activity to replace WESCON. The new conference will be in 2009 titled Engineering and the Environment.
- The next IEEE-USA meeting is planned for labor day 2008

➤ Section Meeting Planning Status:

Topics for the next Section meeting were discussed. One topic would be to have a Cal Poly professor talk about his recent experiences teaching in Iraq. Another would be to have Tony Laviano give a nano-technology presentation. It was agreed to continue planning for a nano-technology presentation for a Section Meeting at Cal Poly in January 2008. The preliminary plan would be to hold the meeting jointly with the Foothill Chapters and Cal Poly Student Branch/Chapters at the Bronco Student Center.

Old Business

➤ Review of Prospectus:

A review of the IEEE financial prospectus was completed. Bill moved and Lyle seconded to retain the current IEEE banking arrangements. The motion carried unanimously.

➤ 2008 Merit Badge Day:

It was decided that merit badge day would be Feb 02, 2008 and that 6 merit badges could be presented. Bill Holbrook announced that his current overtime work and travel schedule negated his ability to actively participate in the sign-up coordination efforts this year, but he would make all of his 2007 documentation sources available. The Foothill website could also be used.

Administrative II

The next ExCom meeting was scheduled for November 13, 2007.

The meeting was adjourned at 8:45 pm.

Recorded and submitted by:

Bill Holbrook
Secretary, IEEE Foothill Section 2007