



ExCom Meeting Minutes – September 2007

Summary of meeting held 5 September at Cogswell College in Sunnyvale, CA.

Attendance: 30 – (see attached attendance list)

Section Chair Tom Coughlin called the meeting to Order at 6:00 pm.

Agenda

1. Approval of the Agenda for this meeting:
Having no action to amend or modify, the Agenda for the September 2007 ExCom meeting was approved as submitted.
2. Approval of the Meeting Minutes for June 2007:
Having no action to amend or modify, the Minutes for the June 2007 ExCom meeting were approved as submitted.
3. Chapter Reports This Meeting:
Allen reported that he has not been able to reach Greg West of the Engineering Management Society. The most recent e-mail address he had for Greg was not good.

Several people showed up after the start of the meeting since the doors to the building were locked. Min Hua went to watch the door for a while in case others showed up.

Lilli He, Chapter Chair, presented the Chapter Report for the Education Society Chapter. Lilli presented the current officers of the Chapter and reported that the Chapter currently has \$988.25 in the bank account at Keypoint Credit Union. The Chapter has held/planned 2 meetings in 2007, one in March and one planned for October. Will Lumpkins asked how much money the Chapter was spending on monthly operations. It was noted that the Chapter started 2 years ago with a negative balance and has grown their reserves to the current level.

Charles Brown, Chapter Chair, presented the Chapter Report for the Antennas and Propagation Society Chapter. Charles reported that the Chapter currently has reserves of \$3637.85 and held only one meeting in 2006, but are planning two meetings for the Fall of 2007. Charles also reported that the Chapter is planning to hold elections this Fall. Typically, when the Chapter has meetings there are about 20 – 30 in attendance. It is important to keep the Chapter functioning this year.

Brian Lee, Acting Chapter Chair, presented the Chapter Report for the Instruments and Measurement Society Chapter. Brian reported the Chapter currently has \$1100 in the bank. They had planned a meeting for May 2007, but it was cancelled. The Chapter is planning two seminars for December of this year and they have been holding monthly ExCom meetings. Brian's priority for this year is to revive the Chapter operations, promote Senior Membership, and fill out the Chapter officer roster. Will Lumpkins suggested holding a joint technical meeting with the Consumer Electronics Chapter. Brian further reported that the IMS headquarters is providing funding for a creative membership drive. Brian also noted that he would like to involve San Jose State

University and their Instrumentation Lab. Slava asked how many members the Chapter currently has and Brian reported that there were 3-400 in the Bay Area.

Dan Donahoe, Chapter Chair, presented the Chapter Report for the Components, Packaging, and Manufacturing Technology Society Chapter. Dan noted that the Chapter has been around in one form, or another, since 1955. Dan reported that the Chapter currently has reserves of \$54,451. Dan noted that the Chapter budget runs 18 months, updated each year and that the Chapter was audited by IEEE-HQ last year. Currently, there are 826 members in the SF Bay Area, of which there are 19 IEEE Fellows. During 2007 the Chapter has 1 new Fellow, 2 new Life-Fellows, 1 new Senior Member, and 1 new Life-Senior Member. Dan showed a copy of the Chapter Webpage and an extensive list of Chapter Activities for 2007. Dan also noted that the Chapter is looking for Symposia Chair to head up the very active Symposia Committee. Dan also showed the list of Chapter Goals for 2007. He also reported that the Chapter initiated a new Best Packaging award for the R6-Central Area Spring MicroMouse contest and that the Chapter had established a "Sister" Chapter with the CPMT Chapter in Penang Malaysia.

Michael Graebner, Chapter Vice-Chair/Treasurer, presented the Chapter Report for the Computer Society Chapter. Michael reported that the Chapter currently has \$2,745.66 in the bank and \$33,948.81 in a CD. Michael reported that the Chapter held technical meetings in February, March, and April so far this year, and held the New Frontiers in Computing Technology Seminar at Stanford University in June – this has been running for the last 8 years. Also, the Chapter is planning the Shannon Lecture Series at Stanford in October and may co-sponsor a meeting with the Signal Processing Society Chapter on 8 October. Paul Wesling noted that the Chapter covers both computing hardware and software topics and that there are sufficient members in the Santa Clara Valley to support perhaps two technical meetings each month – one for each topic. Paul thought that there may be a large group that is not currently being well serviced.

Roger Hoyt, Chapter Chair, presented the Chapter Report for the Magnetics Society Chapter. Roger presented the current Chapter officer roster and reported that the Chapter currently has 180 members and has reserves of \$6,343. The Chapter typically holds 9 meetings per year – 7 meetings in 2006 – and the meetings are held at Komag. Roger also reported the Chapter, along with the Magnetics Society, contributed \$3,000 to the support the Magnetic Disk Heritage Center in San Jose. Also, the Chapter has been working the Magnetics Society to establish a new Chapter in the Oakland-East Bay Section.

Marcelo Siero, Chair of the Sub-Section, presented the Annual Report for the Monterey Bay Sub-Section. Marcelo reported that the Sub-Section has \$8,096 in the bank and 1538 members. Many of the active members in the Sub-Section are from the Naval Post Graduate School. The Sub-Section has received NO Rebates since 2001. Ram noted that the Rebate gets rolled into the Section's account. Tom noted that we will fix this so that the Sub-Section receives funds from the SCV Section along with the Chapters. Marcelo noted that a Sub-Section may not be bale to have separate chapters – only a Section can have chapters. Marcelo reported that the Sub-Section has held two technical events this year. Marcelo also noted that security is very tight at the Naval Post Graduate School and it has been very difficult to have meetings there. Marcelo also commented that any of the SCV Chapters are welcome to have joint meetings in Scots Valley with the Sub-Section.

Tom asked if anyone was here from the Control Systems Chapter and no one replied. Allen reported that the only delinquent Chapter Reports now are Engineering Management Society, Control Systems, and Santa Clara University Student Branch.

4. Chair Report (Tom):

1) Email Proper Practices:

Tom reminded the ExCom regarding proper Email Etiquette – Do Not Reply to the ExCom Listserv announcements UNLESS you intend for your response to be distributed to the entire ExCom Listserv recipient list. Tom asked if anyone knew Harry Ford, who recently sent a somewhat misinformed set of questions to Tom via the ExCom Listserv. Allen noted that Harry had just recently requested being added to the ExCom Listserv in July. Lee reported that he was not in the 2006 SamIEEE list for the Section, but is in the latest query.

2) Sale of the WESCON domain name:

Tom reported that IEEE HQ has allowed the purchase of the domain name, but not WESCON. Marcelo noted that if IEEE is allowing the use of the domain name, there should also be a list of Rights accompanying the use. Tom is following up to find out what rights/privileges accompany the domain name use. This issue was initiated by the LA Council who wanted to sell the domain name for WESCON to raise funds to upgrade their website and we had offered to buy their share of the name use.

3) David Rivkin:

Tom reported that he had received notice that David Rivkin is no longer an IEEE member. David had been the Chair of the IMS and Brian Lee has agreed to step in Chapter Chair until the Chapter elections later this year.

4) Region 6 Meeting in San Diego:

Tom reported that the Region 6 meeting will be held in San Diego, 14 and 15 September. Tom and Tokunbo Ogunfunmi (SPS Chapter Chair) will attend from the SCV Section. Tom will be giving a Report on the activities of the Section. Dan Donahoe noted that the CPMT Chapter has about 1000 photos from this year alone. Allen suggested that Tom use the photo from the April ExCom meeting when we received the check from IEEE-USA for outstanding member recruiting.

5) Use of Michael Andrews in SCV:

Tom reported that Michael Andrews, the Section and Chapter Support Chair for Region 6, has offered his services/assistance to the Section. Jonathan David suggested that he could come to the Monterey Bay Sub-Section to help with member recruiting.

6) Region 6 IEEE-USA OPCOM Meeting:

Tom reported that this will be held in the Santa Clara Valley in October and would like to hold a PACE event on the 19th. Jonathan reported has talked with most of the speakers and has saved the date for an announcement in the GRID.

7) IEEE Sections Congress – 2008:

September 19-22, Quebec City.

8) IEEE Sections Congress – 2011:

Tom reported that he had received a notice that IEEE was soliciting proposals for the site for the 2011 Congress. Allen noted that in addition of arranging for hotel accommodations and meeting venue, the solicitation asked for ideas for local attractions.

Tom noted that the due date for the proposals was 15 September. Tom asked for assistance putting together the proposal for the Bay Area. He noted he would try to get the other Bay Area Sections involved also.

9) SVEC:

John Gale, Alternate Delegate to SVEC for SCV Section, reported the SVEC Board Members were invited to attend a meeting on Technology Licensing Opportunities in Korea. Specifically, would IEEE like to be involved in helping to make contacts in the Santa Clara Valley. Roger noted that this is outside the scope of the IEEE. Will Lumpkins concurred that the IEEE should not get involved, but suggested that the Consultants Network might consider this through their network/client connections. Paul suggested that we could offer promoting an event in the GRID if a Chapter wanted to "Host" the event and there were technical speakers at the event.

Dan Oprica reported that our contribution of \$5000 was due to SVEC in January 2008. Dan Donahoe suggested an Engineer's Week Booklet such as is done in the Utah Section. Dan would like to propose this to SVEC for 2008.

10) SCV-SFBAC IEEE Audit:

Tom reported that the Section Audit information is complete and that he will be holding a Council meeting next week to determine what the SFBAC needs to supply for their audit.

11) LEOS Chapter Award:

Brent Whitlock reported that the SCV LEOS Chapter had been named the LEOS Chapter of the Year. This will be presented at the LEOS Annual in October in Florida. Also, this is the 30th Anniversary Year for LEOS Society. The LEOS Chapter had an article published in the most recent LEOS Newsletter.

12) Events:

Electronic Device Society is holding a Conference in Monterey in 2008. EDA Forum (mentoring) will be September 11-12 and IEEE-SCV has been offered a booth at the Forum. Perhaps the Consultants Network would like the booth space. Dan Donahoe noted the CPMT IEMT/APM Conference will be held in October in San Jose.

5. Vice-Chair Report (Ram):

Chapter Formation and Development Committee:

Ram reported that regarding the Power Electronics Chapter, Paul has been sending emails to Ari Srager and they are interested in reviving the Chapter. The Control Systems Chapter is still seeking assistance in lining up speakers. Allen noted that he still has not received an officer roster from them. Ram also reported that the Robotics and Automation Chapter is getting started and is officially a Chapter in SCV.

6. Secretary's Report (Allen):

No report.

7. Treasurer Report (Roxsana):

Roxsana reported that we are expecting a rebate from the IEEE for ~\$55,000 this year. She reported that IEEE stated the funds were transferred out to Concentration Banking

account on 22 August. Roxsana reported that we currently have funds totally \$226,765 in our account.

Roxsana announced that she will NOT be mailing the rebate checks to the Chapters.

Chapter representatives **MUST ATTEND THE SECTION EXCOM MEETING TO RECEIVE THE REBATE CHECKS.**

Roxsana also reported that the IEEE audit draft is ready for review. Roxsana will circulate the Draft Report to the Section Officers for review.

Roxsana reported that she has expanded the Budget for January 2008 to June 2008. She added 50% to each line item. This is for review purposes – she will send the draft revised budget to the Section Officers for review. Allen noted that we should make sure we have included any anticipated expenses for the first half of next year and that once approved by the ExCom, these expenses can be paid without further approval of the ExCom. Only extraordinary expenses would require additional ExCom approval.

8. Junior Past Chair Report (Fred):

No report.

9. Senior Past Chair Report (Lee):

Lee reported that he is going in for knee replacement surgery soon and will not be around for several months.

10. Committee Reports:

- GRID Editor – Paul Wesling:
 - Paul reported that he has added a Blog for the GRID and is most interested in obtaining the RSS feeds from the Blog. Jonathan has been assisting and critiquing the GRID Blog information.
 - Paul also discussed the Corporate Lead Program – to increase corporate subscribers for IEL (IEEE-Xplore). Any leads provided by SCV could result in finders fees (commissions) from IEEE. Paul is offering to talk with corporate managers regarding IEL subscriptions. The SFBAC would receive 50% of the commissions and Paul would receive 50%. Paul will make this proposal to the Council next week.
- PACE Committee – Jonathan:
 - Jonathan reported that he had attended the IEEE-USA meeting in Phoenix over the previous weekend. Don Loughry received an award from IEEE-USA – Don was instrumental in the SCV involvement in the RESEED program with local schools. Jonathan attended a talk on managing very senior technical personnel from a senior executive at Intel – Intel’s dual-track system: Management/ Technical.
 - Jonathan reported that IEEE has established a new infrastructure for Section/Chapter support – including a web-based on-line registration for Chapter-sponsored events.
 - IEEE elections are currently underway and several candidates attended this meeting.

- GOLD:
 - Tom reported that Tokunbo Ogunfunmi (SPS Chair) has offered to head up the GOLD Chapter. Tokunbo is on the faculty at SCU. Will Lumpkins also offered to lead GOLD.
- Nominations and Awards Chair – Dan Oprica:
 - Dan reported that he has written an article.
 - Dan also reported that he has made four proposals to R6 for awards for 2007. None were accepted by R6.
 - Dan recommended that we submit for Outstanding Section Award for next year.
 - Allen suggested that SCV Section give its own award – from its own reserves – and ignore the R6 awards. Tom asked Dan to work on a couple of SSCV Section Award ideas such as Friend of IEEE and Outstanding Engineer to be awarded at our New Officer Training next January.
- SAC Chair – David Craven, Tim O’Konski – No Report.
- Membership Chair – Slava Mach
 - Slava reported that he needs one volunteer for a booth at the Santa Clara Convention Center on 12 September for the EDA Forum. Will Lumpkins volunteered.
 - Slava reported that he tried to contact lapsed members – there are very many members in the Section that are in arrears. Slava noted that Region 6 is losing the highest percent of members each year. The Computer Society is the big membership loser – losing members to ACM. The Computational Intelligence Society is the fastest growing society.
- Educational Activities Chair – Will Lumpkins – No Report
- K-12 – Lee Colby – No Report
- Webmaster – Min Hua – No Report
- Senior Member Advancement – Mark Hooper
 - Provided references for several potential Senior Members.
- IEEE Engineering Milestone Coordinator – Dick Ahrons
 - Dick Ahrons reported that he trying to get the Noyce notebooks from National Semiconductor (merged Fairchild) for the Computer History Museum. Dick is working with the Museum on the Fairchild anniversary and the IEEE Milestone. The building is not the best location for the plaque. Received an e-mail from Gordon Moore and set up a one-on-one meeting with him.
 - The Stanford librarian is Leslie Berlin – spoke at CPMT meeting last year. She wrote a biography on Noyce.
- Finance Chair – Roxsana Hadjizadeh – No report.
- Program Chair – Ram Sivaraman – No report.
- Audit Committee – Slava Mach – No report.

11. Other Business:

- No other business.

The Meeting was ADJOURNED at 8:58 pm.



SCV Section Meeting Attendee Sign-in List

Date: 5 September 2007

Name	Chapter Affiliation	Senior Member	Fellow	E-mail
Allen Earman	SCV Sec	X		aearman[at]novalux[dot]com
Jonathan David	PACE	X		j[dot]david[at]ieee[dot]org
Roger Hoyt	Mag		X	r[dot]hoyt[at]ieee[dot]org
Dick Ahrons	CNSV	X		ahrons[at]alum[dot]mit[dot]edu
John Gale	SCU			Johng[at]taligo[dot]com
Will Lumpkins	Educ/CE	X		xillia[at]ieee[dot]org
John McBain	PSES			johnmcbain[at]ieee[dot]org
Min Hua	Web/LEOS			minhua[at]ieee[dot]org
Brian Berg	CNSV			bberg[at]bswd[dot]com
Slava Mach	Mem/Nano			s[dot]mach[at]ieee[dot]org
Fred Jones	PES/IAS	X		f[dot]jones[at]ieee[dot]org
Dan Donahoe	CPMT	X		Donahoe[at]ieee[dot]org
Ram Sivaraman	SCV VC			ramsivaraman[at]ieee[dot]org
Tom Coughlin	SCV Chair	X		tom[at]tomcoughlin[dot]com
Roxsana Hadjizadeh	SCV Treas	X		roxsana[at]ieee[dot]org
Mike Graebner	Comp			graebner[at]pacbell[dot]net
Mark Hooper	SSCS	X		Mh5[at]ieee[dot]org
Brent Whitlock	LEOS	X		b[dot]whitlock[at]ieee[dot]org
Kris Verma	SVTII	X		kris[at]svtii[dot]com
Lili He	EdSoc			lhe[at]email[dot]sjsu[dot]edu
Charles Brown	APS			cgbrown[at]ieee[dot]org
Marcelo Siero	MBSS			siero[at]lee[dot]com
Paul Wesling	GRID		X	p[dot]wesling[at]ieee[dot]org
Brian Lee	IMS			Brian[dot]lee[at]ieee[dot]org
Dhaval Brahmhatt				dhavalb[at]ieee[dot]org
Lee Colby	K-12	X		Lee[dot]colby[at]ieee[dot]org

Mid-Year Update for SCV IEEE Section Meeting
Wednesday, September 5, 2007

Hello SCV IEEE volunteers. I made a talk at the beginning of the year about the section and about 10 proposals for 2007. I wanted to give you my view of the status of these proposals before the Fall Excom meetings. This is meant as a means to evaluate where we are and what we can do. As always our success as a section depends upon the efforts of our volunteers.

These are the 10-proposals for 2007 that I made in January of this year with my comments:

- 1) We will distribute a larger percentage of the 2007 rebate to the SCV IEEE chapters in order to help them grow and retain their members
[Tom: This is still our plan as soon as we get the rebates back from IEEE National, rebates are planned for all SCV chapters that make their annual report to the section as well as meet general IEEE requirements for rebates]
- 2) We will invest money to resurrect chapters in difficulty or needing guidance to keep them relevant to local engineers
[Tom: We have attempted to do this throughout the year and will continue to do so as needed through 2007.]
- 3) We will invest funds to start new chapters where we have sufficient local members or the disciplines and communities served are crucial to the growth of technology in the valley
[Tom: We are ready to do this as needed]
- 4) We will create a series of lectures at the section level and perhaps at the council level that will be forward looking, deal with current technical and related issues and that will attract attention by a broader audience in IEEE activities—this may be an expansion of our PACE activities
[Tom: We haven't gotten this one off the group yet, maybe this Fall?]
- 5) We will actively participate in the activities of the SVEC to draw attention to the actions of all engineers in the valley and create universal engineering resources
[Tom: We have played an active role in the SVEC and plan to be a sponsor for the next engineering week banquet]
- 6) We will continue to support the SFBAC and integrate our activities with the broader group whenever possible and we will continue our support of the eGRID
[Tom: I believe that we have done this]
- 7) We have found a new section web master and we will work with him to make the SCV IEEE section web site a model of what can be done for the rest of the IEEE
[Tom: Thanks Min Hua!]
- 8) We will support financially, with speakers and in any other way that we can, IEEE student chapters at the local universities in the SCV and we will also work to enhance our K-12 activities to make engineering accessible and exciting to local teen and pre-teen students.

[Tom: We have given money and received reports from several of the local universities but not all. K-12 continues and we are ready to help]

9) We will work with the IEEE at the regional, national and international level to elevate electrical engineering to the level of respect that such a noble calling warrants.

[Tom: Meeting in SCV in October, Section Congress in 2011?]

10) And finally we will reward our volunteers and recognize them for their efforts to make the SCV IEEE not only the biggest but also the most dynamic and exciting IEEE section in the nation and the world!

[Tom: Thanks again to all of you for your help with the section]

Thank you and I look forward to working with you for the rest of 2007!

Tom Coughlin



Santa Clara Valley Section Excom – September 2007

AR LIST from September ExCom Meeting

Item	Action	Responsible	Due	Status
09-01	Propose an Engineer's Week Booklet to the SVEC for next February.	Dan Donahoe	10/3/07	OPEN
09-02	Send Draft Audit Report to Section Officers for review.	Roxsana	10/3/07	CLOSED
09-02	Send Draft Extended Budget to Section Officers for review.	Roxsana	10/03/07	OPEN

Outstanding AR's from Previous meetings

Item	Action	Responsible	Due	Status
06-01	Plan a joint PACE/GOLD/EMBS Student Career event at Stanford University in the Fall.	Jonathan David, Ken Doniger	9/5/07	OPEN
05-02	Contact the SF Section GOLD affinity group to discuss their success as a group.	Jonathan	6/6/07	OPEN
05-03	Find out from IEEE-HQ the share ownership of the WESCON name and domain-name.	Tom	6/6/07	OPEN
05-05	Send Allen contact info for the Control Systems Chapter Officers.	Ram	6/6/07	OPEN
04-01	Provide access to PE/IAS SamIEEE for all PE/IAS officers.	Tom	5/2/07	OPEN
04-02	Report on Lapsed Memberships.	Roxsana, Slava, Dan Donahoe,	5/2/07	OPEN
02-08	Propose a 12 month Budget extension into 2008 as part of our 2007 Section Budget.	Ram	3/07/07	OPEN
01-05	Firm plans by the end of March for a Section Talk meeting.	Ram, Jonathan	3/31/07	OPEN
01-08	Demand IEEE-HQ provide new L-50 forms in a timely manner.	Ram	1/15/07	OPEN