

Excom Meeting Minutes – January 2007

Summary of meeting held 3 January at Cogswell College in Sunnyvale, CA.

Attendance: 24 – (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 was APPROVED as submitted.
2. Brief Statement by Section Chairman:
Tom read a brief Statement he had prepared outlining his goals for 2007. A transcript of this Statement is attached.
3. Introduction of New Officers:
Tom introduced the Newly-Elected Section Officers: Chair – Tom Coughlin, Vice-Chair – Ram Sivaraman, Treasurer – Roxsana Hadjizadeh, Secretary – Allen Earman, and PACE Chair – Jonathan David. Allen and Jonathan arrived later.
4. Chapter Reports This Meeting:
Tom inquired about the status of the Monterey Bay Subsection and the Computational Intelligence Chapter since no representatives from these groups have attended the ExCom meeting in a long while.

The Chair of the Monterey Bay Subsection, Marcelo Siero, was in attendance and presented his Report on the Subsection for 2007. Marcelo reported that the Subsection has been struggling for several years and even this year is missing a Vice-Chair volunteer. There were two meetings held in the Subsection in 2006. Many of the attendees were from the Naval Post-Graduate School. Since the Subsection is not a Society-based Chapter, the range of topic areas for meetings is very wide. In 2007, the Subsection will try to set-up joint meetings with the UCSC Student Chapter, which is a very active IEEE Student Chapter. Marcelo also reported that the Subsection currently has about \$8,500.00 in the bank account. Tom suggested that the Subsection consider arranging joint meetings with one or more of the SCV Chapters. Marcelo noted that he owns a print shop in Santa Cruz and that he would be interested in providing printing services for any local IEEE event in the Bay Area.

Tom noted that the Computational Intelligence Chapter did not provide a report last year and has not attended the Section ExCom recently. Tom considers this one of the SCV Chapter that may need help and support in 2007.

Tom presented the Chapter Report Schedule for 2007 – attached. For the next ExCom on 7 February, Tom noted that the Chapters scheduled for Reports are the Circuits and Systems (CAS), Electromagnetic Compatibility (EMC), Engineering in Medicine and Biology (EMBS) and Information Theory (ITS) chapters. Ken Doniger noted that the EMBS Chapter has issues with the SCV Section ExCom and probably will not provide a report this year. However, Ken also offered to be the contact person for EMBS and requested the any correspondence to EMBS also include him.

Brian reminded the ExCom that there is a template for the Chapter Reports that should be used. Allen noted that he will take the initiative to contact the respective chapter chairs in advance of their scheduled report dates to remind them of the chapter reports. Dan Oprica suggested that section suspend chapter rebates if the chapter does not present a report to the ExCom. Paul Wesling stated that he does not think we punish chapters – e.g., for not providing their reports. Tom commented the important issue to get the chapters to attend the ExCom – to get to know the other chapter officers and representatives in the Santa Clara Valley.

5. Chair Report (Tom):

1) Tom asked Dan Oprica if would be the ExCom representative to SVEC (Silicon Valley Engineering Council) for 2007 and Dan agreed. Tom asked for a volunteer for the SVEC Representative Alternate. David Craven volunteered.

2) Tom introduced the Committee for Nurturing New Chapters and Reviving Flagging Ones, or the Chapters Formation and Development Committee (CFDC). Tom introduced Dr. Edward Katz of Carnegie Mellon West who is interested in starting/reviving a Robotics and Automation Society Chapter in SCV. Tom noted that David Rivkin of the Instrumentation and Measurement Chapter expressed much interest in this area and suggested a possible Joint Chapter. Tom further noted that since Robotics is such an interdisciplinary area, there also are Mechanical Engineers in the area that would be interested. Dr. Katz related that when he renewed his IEEE membership, he noted the Robotics & Automation Society and discovered that a chapter did not currently exist in the SCV. He discussed with Paul Wesling the possibility of starting one. Of concern is obtaining sufficient signatures to start the new chapter. Tom also raised the question of “how do we get officers for a new chapter?” Tom asked Paul for suggestions to recruit new chapter officers. Paul related the organization of the CPMT Chapter that has many standing committee chairs – each focusing on different areas related to chapter operations. Tom asked Paul to help Dr. Katz to craft an advertisement to solicit people to assist in the formation of a Robotics & Automation chapter in SCV. Paul noted that we do not want to raid volunteers from other chapters.

Tom raised the issue of the Computational Intelligence Chapter – what is the current state of the chapter. Paul recalled that the Chapter started with considerable interest. The founder of the chapter, Dr, Hamid Berenji, initiated the chapter based on a class he taught. He needs someone to take over the normal running of the chapter. Tom asked how many members were in the chapter. Allen suggested that Tom could find out from the SamIEEE database now that he is chair of the Section. Paul advised against combining chapters – we should be able to identify at least two people to run each chapter.

Tom next discussed the Vehicular Technology Chapter. The current chair, Clayton Maynard lives about 100 miles away. Tom asked if we could find a new chapter chair for VTS. David Craven noted that he is now an officer in that chapter. Maynard wished to remain as Chapter Chair, but David will work on setting up some local meetings this year. Tom asked Marcelo if he could recommend anyone from the Monterey Bay Subsection to chair either VTS or CIS.

Dan Oprica commented that the Control Systems Chapter has been having problems for many years. He feels strongly that fewer chapters, not more is how we should proceed.

Fewer chapters could hold more meetings without competing against so many other chapters for dates and venues. Dan further reflected that many emerging chapters in other areas such as Asia, begin as joint chapters until the chapter can stand on their own. Roxsana agreed with Dan, adding that every officer must be a member of that society. She further suggested that the Chapter could pay for the society membership of the officers to encourage people to volunteer as officers. Tom thought this was a good idea – even if the Section pays for the memberships. However, it was noted that this is not allowed by IEEE Bylaws. Ken Doniger also commented that combining chapter operations may not be a good idea. He recalled when he was a member of the Plasma and Nuclear Effects chapter, that if they had a talk on a plasma topic, the Nuclear Effects people would not show up. Allen suggested that this be an “incubation” chapter – with officers that could function as the officers (unofficially with respect to IEEE) until more permanent officers could be identified. These experienced officers could set up technical meetings – e.g. if three emerging chapters were managed by the Incubation chapter, this would require 6 meetings to be organized in one year. Ram also noted that many of the IEEE Technical Societies will cover all or part of the first-year membership dues for new members. This also could be used as incentive for new chapters. Allen further noted that the Incubation Chapter could take over troubled chapters to help to rebuild them. Paul asked if this was really a chapter or a committee, to which Allen responded that officially this would be a committee of the section, but would function as the officers for the chapters. Paul commented that most of the troubled chapters are in trouble because the current chair is not doing anything and refused to give up his position – Tom disagreed. Paul continued, noting that OEB section is forming an Intelligent Transportation Chapter. Marcelo commented that there is much overlap between Robotics and Automation and Computational Intelligence and that perhaps these two chapters could be combined. Dick Ahrons commented that we should simply let the failing chapters expire. Slava Mach further commented on the SCV Computer Society that they have 4000 members and only one meeting a month and it is only on software – not networking, systems, etc. Tom noted that the Computer Chapter is on hi list for revival.

Tom returned to the topic of the Robotics and Automation Chapter, asking for an action on the proposed formation of the chapter. David Craven MOVED, and Fred Jones SECONDED authorizing the formation of a chapter of the Robotics and Automation Society in the Santa Clara Valley. With 11 votes in favor, and 1 opposed, and no abstentions, the MOTION PASSED.

Tom asked for volunteers to serve on the Chapter Formation and Development Committee. Tom suggested that Allen should be on the committee. Allen MOVED for the formation of the Chapter Formation and Development Committee. Roxsana SECONDED the motion. With 18 votes in favor, and none opposed, and no abstentions, the MOTION PASSED. Allen, Paul, Ken, and David agreed to serve on the Committee. Fred noted that if we form this committee, it must be added to the Section Bylaws as with any standing committee. Paul presented his proposal for the mission of the Committee (see attached). Paul feels that the Section has not been proactive in the support of new and troubled chapters. Paul noted that he, as GRID editor, needs many chapters and many meeting to promote. Paul further noted that we need to form chapters in new and emerging technical areas to attract young members. He also suggested a Chapter Mentor, or a Sister (local) Chapter arrangement that could support the new chapter. Paul recommended that a troubled chapter would be provided a new Chapter Chair – ideally the retiring Section Chair. Paul further recommended a committee budget of \$1500/year and several possible awards for various chapters, and

several paid staff members – such as himself. Tom suggested that the committee members review this information over the next month and report back at the February meeting.

3) Interactions with other groups – Tom asked if there are things we can be doing with other technical societies in the Santa Clara Valley – such as we are doing with SVEC. In the planning for the forthcoming SFBAC banquet, we found several good alternative speakers. Tom suggested that we use some of these for future Section Talks. This could be co-organized with PACE. Allen reminded the committee that we have a standing Programs Committee and Ram agreed to continue to chair that committee. Tom asked that PACE and Program Committee plan for an event and have preparation complete by the end of March. Ram also suggested that these could be held at National Semiconductor's facility. Allen also suggested the Ramada since the Ramada will provide food services.

4) Event Registration Services – Paul passed around a handout (see attached) comparing the event registration services that he has investigated. Paul reviewed the handout and, especially, how CPMT handles registrations for monthly technical meetings – including the use of PayPal for online payments. He noted that PayPal cannot be used with IEEE Concentration Banking. Dick Ahrons noted that all of the proposed registration services need to transfer credit card payments to your bank account – not allowed by IEEE-Concentration Banking. He suggested that at the Officer's Training, we advise chapters on local banks that could be available for IEEE Chapters.

Dan Oprica commented that he thinks this is off-track for SCV IEEE Chapters – these services are intended for profit-making organizations. He noted that every chapter's parent society can provide subsidies for chapter operations and that the chapters should not charge anything for chapter meetings – and, hence, would not need to deal with registration.

Fred commented that he was the one who initiated this since he has had to handle registrations for events such as banquets. In his experience, he has had to take time off from work to handle the registration. This is above and beyond what should be required of volunteers.

Tom asked Paul to refine his table with information of IEEE member discount fee structure and availability of attendee list and provide this by the February meeting. Jonathan David noted that as PACE, he does not have access to Society subsidies and must charge for food costs for any dinner meeting.

5) Chapter Officer Training – Fred noted that he has sent out the information for the Training session. Fred also noted that this year it is sponsored by the SFBAC who picking up the costs for the breakfast and lunch. Please send your registration to Carole at Sales-O'Brian. There is no deadline for the registrations – up to the preceding Friday afternoon. Following the lunch, there will be a session devoted to filling out the chapter L-50 worksheets.

6) The SFBAC Banquet is planned for Saturday, 31 March 2007 at the Marriott San Mateo. The speaker will be Grant Imahara – he agreed to speak for one-half his usual fee. Fred noted that they have not yet decided if there will be a charge for guests.

About 150 attendees are anticipated. The question was raised if there was a parking charge at the Marriott. Fred said ExCom know at the next meeting.

7) Signal Processing Chapter – Vikash Rungta has asked assistance in running the chapter election for the Signal Processing Chapter.

Jonathan David commented that he has access to SCV SamIEEE database and can help contact members.

8) Dale Guierrez has offered to help on a Section committee. Also, Dale noted that he had been contacted regarding the VTS Chapter and may be able there as well.

9) Science fairs – Tom suggested that the SCV Section could list local Science Fair schedules and requests for volunteers on the Section Web-page. Allen commented that this should be coordinated under the K-12 Activities for the Section.

Ken noted that the San Mateo Science Fair will be held on February 6 and 7 and that he will be involved. He noted that he could use \$150 for awards at the Science Fair and asked if this was in the budget for this year. A discussion ensued regarding the status of the 2007 Budget for the Section. There is a draft budget from the end of last year. However, since the budget has not yet been approved for 2007, a motion is required to allocate \$500 in the budget for Science Fair awards. It was MOVED by Craven, SECONDED by Oprica that \$500 be allocated in the 2007 Section Budget for local Science Fair awards. The MOTION was PASSED unanimously. David Saperstein, the new Section Webmaster, asked to send the Science Fair list him so that he can post it on the Section Webpage.

Jonathan David MOVED that the PACE and GOLD Chapters also be funded for up to \$5000 for operations this year – including the August Leadership Conference. Tom noted that the proposed quarterly talks – with stipends to the speakers – will require the PACE budget be higher. Allen asked if these Section Talks would be coordinated through the Program Committee or the PACE committee. David Craven suggested that we need to review the budget for 2007 before further allocation of funds. Tom suggested that \$5000 be allocated for PACE to begin organizing the Talks. Ram noted that he currently working on the budget for 2007. Dick Ahrons commented that this vote would be inappropriate as we should not be voting on every line-item in the budget. Roxsana clarified that the budget item is for both PACE and GOLD together. It was then recommended that it be split \$2000 for GOLD and \$4000 for PACE. Tom also proposed \$2000 for the Women in Engineering affinity group. Tom further proposed that the funds outside of GOLD and PACE be included under the Chapter Support budget item and Paul suggested that this item be managed by the Chapter Formation Committee. Given anticipation for the 2007 budget, Jonathan withdrew his original MOTION.

10) Jerry Jin from the Education Society Chapter reported that the Chapter has ended 2006 with a negative balance and would like financial help from the Section. Tom noted that the Education Chapter can either request support from their parent Society or form the Section and said that we would just need for them to identify how the funds would be used.

6. Vice-Chair Report (Ram):

No report.

7. Secretary Report (Allen)

Allen asked Roxsana if the Minutes from the December meeting were completed. She noted that she had sent them to Fred for distribution. Fred noted that he did not recall receiving them yet. Fred suggested that Roxsana send them to Allen for distribution. Otherwise, no report.

8. Treasurer Report (Rozsana):

Ram reported that he will submit the Draft Budget by the next ExCom meeting. Tom noted that the Section cannot spend any money until we have an approved budget. Allen noted that the Section can indeed spend money, but that each expenditure must be approved by the ExCom.

Several people commented that if the draft budget is provided in February, it will be one of the earliest submissions in recent history. Tom suggested that perhaps the budget could then be valid until February 2008. Allen related that at CPMT, they develop a budget for 18 months, and restart after 12 months. In this way they still have an approved budget for an overlap of 6 months. Tom thought this was a good idea.

Tom recalled that Ken need \$150 for the San Mateo Science Fair before the budget would be submitted. Paul MOVED, SECONDED by Jonathan that the Section provide \$150 for the Science Fair. The MOTION PASSED unanimously.

Tom reminded the ExCom that all of the chapters MUST send their L-50 Worksheets to Ram by the end of January. Tom also asked if Ram had received the New L-50 Form from IEEE-HQ and Ram noted that he had not. Dick Ahrons suggested that the Treasurer demand that IEEE-HQ send out the new form immediately. Tom suggested that if Ram has not received the new form within a week, to send out the worksheets to the Chapter Treasurers based on last year's form. Dick Ahrons suggested that Ram send out the worksheet to the Audit Committee for review prior to sending the Chapter Treasurers and Ram agreed.

Tom also reminded that all of the Chapters need to get their L-31 reports for 2006 completed.

9. Junior Past Chair Report (Fred):

No report.

10. Senior Past Chair Report (Lee):

No report.

11. Committee Reports:

- GRID Editor – Paul Wesling – No report.
- PACE Chair – Jonathan David
 - Planning January meeting.
 - Working with GOLD Chapter on events.

- GOLD Chair– Rukmini Sivaraman – No report.
- Nominations and Awards Chair – Dan Oprica
 - Reflected on National Semiconductor’s award from last year and how they have continued to support local IEEE Chapters.
 - Has re-nominated National for an award this year.
 - Will be looking for a “small” company award this year.
- Finance Chair – Roxsana Hadjizadeh – No report.
- SAC Chair –
 - Need a new chair for this committee since it was not active last year.
 - David Craven volunteered and was confirmed with applause.
- Program Chair – Ram Sivaraman – No report.
- Membership Chair – Slava Mach
 - Requested \$200 in budget for Membership Development.
- Educational Activities Chair – Will Lumpkins – No Report.
- K-12 – Lee Colby will be the Chair this year. – No report.
- Webmaster – David Saperstein (**Thanks Dave!**)
- Senior Member Advancement – Mark Hooper
 - Requested a list of candidates for Senior Members.
 - Allen suggested talking with CPMT Advancement Chair, Luu Nguyen.
 - Tom suggested setting a goal for member upgrades.
- SVEC Representative – Dan Oprica
 - Dan will be chair this year; David Craven is Alternate.
 - Send reservations for the SVEC Engineer’s Week Banquet to Dan.
- IEEE Engineering Milestone Coordinator – Dick Ahrons
 - The Planar Transistor and Integrated Circuit – possibly for 2009.
- Audit Committee:
 Audit Chair – Since Allen is now a Section Officer, need a new Chair for the Audit Committee. Slava Mach volunteered and was confirmed Jeri Jin also volunteered for the Audit Committee.

12. Other Business:

- No other business.

The Meeting was ADJOURNED at 8:25 pm.



Santa Clara Valley Section Excom– January 2007

AR LIST from January ExCom Meeting

Item	Action	Responsible	Due	Status
01-01	Include Tom's opening address in the Minutes for the January Meeting.	Allen	2/7/07	CLOSED
01-02	Include Ken Doniger as contact for EMBS Chapter.	Allen	1/31/07	CLOSED
01-03	Craft an advertisement to solicit people to help with the formation of the Robotics & Automation Chapter for Dr. Katz	Paul Wesling	2/07/07	OPEN
01-04	Review Paul Wesling's proposal for the Chapter Formation and Development Committee and report at Feb meeting.	Allen, Ken, David Craven, Paul	2/07/07	OPEN
01-05	Firm plans by the end of March for a Section Talk meeting.	Ram, Jonathan	3/31/07	OPEN
01-06	Revise table comparing Event Registration Services to include IEEE fee discounts and availability of attendee lists	Paul	2/07/07	OPEN
01-07	Find out if the Marriott San Mateo charges for parking.	Fred	2/07/07	OPEN
01-08	Demand IEEE-HQ provide new L-50 forms in a timely manner.	Ram	1/15/07	OPEN



SCV Section Meeting Attendee Sign-in List

Date: 3 January 2007

Name	Chapter Affiliation	Senior Member	Fellow	E-mail
Tom Coughlin	SCV Chair	X		tom@tomcoughlin.com
Slava Mach	Nano Council	X		s.mach@ieee.org
Fred Jones	PES/IAS			f.jones@ieee.org
Ed Katz	RAS			e.p.katz@ieee.org
Ram Sivaraman	SCV V-Chair			ramsivaraman@ieee.org
Brian Berg	CNSV			bberg@BSWD.com
Roger Hoyt	Magnetics		X	r.hoyt@ieee.org
Dale Gutierrez	ComSoc			dalegut@ieee.org
David Saperstein	SCV Web			dbrsap@aol.com
David Craven	Ed Soc			David.craven@lamrc.com
Mark Hooper	SSC	X		Mh5@ieee.org
Roxsana Hadjizadeh	SCV Treasurer	X		roxsana@ieee.org
Allen Earman	SCV Secretary	X		aearman@ieee.org
Gary Sasaki	CES			Gary.sasaki@digdia.com
Philippe Jansen	EDS			Philippe.jansen@ieee.org
Bin Hu	ComSoc	X		hubenjamin@ieee.org
Jerry Jin	Ed Soc	X		Jerryjin88@gmail.com
Ken Doniger	EMBS			k.doniger@ieee.org
Paul Wesling	SCV GRID		X	p.wesling@ieee.org
Dick Ahrons	CNSV	X		ahrons@alum.mit.edu
Dan Oprica	SSC	X		opricad@ieee.org
Vikash Rungta	SPS			vrungta@ieee.org
Jonathan David	SCV PACE	X		j.david@ieee.org
Navneet Jain	CAS			Navneet.jain@yahoo.com

Brief Talk at SCV IEEE Section Meeting
Wednesday, January 3, 2007-01-01

Thank you for electing me to be the 2007 Section Chairman. I am honored to have an opportunity to serve the largest IEEE section in the world. I am also daunted at the difficulties and opportunities before us and I know that I cannot do anything about these difficulties, nor be able to take advantage of these opportunities without a lot of help from our section volunteers. The section volunteers are what makes the section run and I need your help to continue to make the IEEE relevant in the Santa Clara Valley.

Nowhere else in the world have the dreams created by electrical and other engineers become reality as evidently as in the Santa Clara Valley. Despite this, our membership has declined even while the total population of engineers has increased. We need to do more for our members to keep them involved in the IEEE and at the same time we need to ask more of IEEE members to continue to make the Santa Clara Valley the global driver of innovation, invention and commerce.

With the concerns over our finances that have plagued us until last year we have been restrained in what we could do financially to build the local IEEE, but that has changed. We now have a substantial account balance with prospects for further growth in that balance over the next year due to a) fiscal frugality over the last two years, b) settlement of financial issues associated with the demise of Wescon and the re-organization of the SFBAC, c) continued expected rebates to the section from IEEE USA, and d) Paul Westling's success in making the eGRID a surplus-generating activity.

With these funds we can make new efforts to make the SCV IEEE relevant to the local engineering community and bring in new members and volunteers, and at the same time rebuild the SFBAC to create, where appropriate, larger geographic association and activities that benefit all of the member sections.

With all this in mind I make the following 10-proposals for 2007:

- 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
- 2) We will invest money to resurrect chapters in difficulty or needing guidance to keep them relevant to local engineers
- 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
- 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
- 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

- 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
- 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
- 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.
- 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.
- 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!

Thank you and I look forward to working with you in 2007!

It should have a budget roughly as follows:

- \$1500/year for expenses (eg, staff help)
- \$1000/year as chapter subsidies (eg, for new chapters to apply for and use)
- \$500/year for awards

Goals for 2007:

- Start two new Chapters in emerging topical areas
- Reinvigorate two existing "sleeping" Chapters
- Outline a Silicon Valley Chapter of the Year award; consider a "Continuing Chapter Excellence" award

My proposal would be that some paid staff time would be available to help this person. Some tasks (in coordination and under the direction of the Chapters F&D Chair):

- Run SAMIEEE reports (for lists of local members from any particular Society)
- Set up (and possibly administer for a while) an IEEE ListServ and an EWH website for one or more Chapters
- Find and nurture individuals willing to either start a new Chapter or to reinvigorate an existing one
- Follow up with resources, encouragement, examples, etc, as a new Chapter gets underway