



**ExCom Meeting Minutes – November 4, 2009**

Held at Cogswell College, Sunnyvale, CA

Attendance: 30 – *See attached attendance list.*

Section Chair Roxsana Hadjizadeh called the meeting to order at 6:04PM

Roxsana introduced Jeffrey Pawlan to ExCom attendees. Jeff has 25 years of experience and wants to give back to IEEE by volunteering to help out the SCV Section. He will take over as the Chair for the Nomination and Awards Committee.

**Agenda**

- Agenda was approved as submitted.
- Last meeting minutes of October 7, 2009 submitted by Mohamed Sayed were approved as submitted.

**Chapter Reports**

**Vehicular Technology Society - VTS**

- Clay Maynard, Chair, presented the report.
- Chapter technical areas are: mobile communications, personal communications, wireless and cellular, vehicle electronics, dual-mode vehicles and standards for the above areas.
- Current chapter bank balance is \$19, 230.
- 2009 SFBA VTS members are 171 from SCV, 65 from OEB and 48 from SF, for a total of 248 members.
- The grades of VTS members are: 190 members, 20 senior members, 16 life members, 15 life senior members, 5 fellows, 9 life fellows, 17 associates, 6 students and 6 graduate students for a total of 248 members
- Two chapter meetings were held on February 17<sup>th</sup> and October 24<sup>th</sup> in 2009. One more meeting will be held during November or December of this year. Three 2010 upcoming meetings were discussed.
- VTS Chapter needs volunteers to actively participate in VTS activities and to become chapter officers.

**Consultant's Network of Silicon Valley – CNSV**

- Kim Parnell, Chair, presented the report
- CNSV Affinity Group has grown from 133 members in 2008 to 179 members as of November 2009.
- Bank Account is \$39,978
- CNSV member dues are \$50 per year plus a \$50 first year initiation fee
- CNSV voting Members must be IEEE Members; CNSV Affiliate Members are not IEEE Members and must receive CNSV Board approval. All accept IEEE Code of Ethics.



- To support CNSV seminar programs, SCV Section authorized and seed-funded \$14,000 in non-refundable funds to establish the Consulting Practices Program (CPP)
- CNSV Affinity Group meetings are usually held the third Tuesday of the month except in July and August. The nine topics for monthly meetings were discussed.
- The CNSV Senior Member Initiative combined with membership growth resulted in a total count of 37 IEEE Senior Members and 2 IEEE Fellows in 2009, up from 21 IEEE Senior Members and 1 IEEE Fellow in 2008.

### **Women in Engineering - WIE**

- Roxsana Hadjizadeh, Vice Chair, presented the report.
- The account balance is \$3,210 and membership is 187.
- WIE had a joint event with the Gold Chapter in May 2009
- The Expanding Your Horizons (EYH) presentation was given in June to the SCV Section. At that time their representative asked and received \$500 from the SCV Section.
- The UCSC EYH Conference was a great success and nearly 250 girls attended.
- WIE Chapter needs volunteers for officer positions in 2010.
- WIE members do not have to be women. To join the WIE chapter, members pay an annual fee of \$25.

### **Magnetics Society - MS**

- Roger Hoyt, Past Chair 2007, presented the report
- MS membership is 250 and about 50 members attend chapter technical meetings
- Bank balance is \$13,853
- Before the meeting dinners are held 6-7 PM at Phu Sam Restaurant with the speaker.
- Officers for 2009 and 2010 were presented.
- MS encourages its members to apply for elevation to senior members and fellows.
- Titles of topics and speakers for 2006-2009 were presented.

### **Stanford University - SU**

- Frank Nothaft-Chair, and Vijay Narasimhan-Membership, presented the report
- There are 15 students volunteering to help the student branch
- There are about 900 graduate students in the EE department, 77 undergraduate students, and 150 graduate students in CS
- Prominent events for 2009 were:
  - Bay Area Student Branch Mixer with UCB, SJSU and SFSU - 40 students attended.
  - Big Tech Talks with Marissa Mayer, VP of Search at Google -100 students attended
- Stanford IEEE Student Branch expanded their reach by working with UCB, SJSU, SFSU, and SCV Gold.
- Activities in 2008 and 2009 were reviewed.
- Upcoming events in 2009 and 2010 were presented.



## Officer Reports

### **Chair Report – Roxsana Hadjizadeh**

- EMC Mini-Symposium Summary – Oscar Mahin Fallah
  - The Mini-Symposium was a great success – there were 70 attendees and 21 exhibitors
  - Cost was \$20,840 and the income was \$32,340 with a surplus of \$11,500
  - EMC thanks SCV ExCom for the support and \$8,000 was returned back to the SCV Section Treasurer, Mark Hooper.
- Election update for 2010 Section Officers – Lee Colby and Ram Sivaraman
  - Min, Allen and Tom are trying out e-voting and as soon as they get it to work Ram will email it to the SCV membership of 11,670 members
  - The e-voting ballots will be available November 5<sup>th</sup> – 30<sup>th</sup>.
  - The Nominees are:
    - Chair                      Allan Earman
    - Vice-Chair                Mark Hooper / Kim Parnell
    - Treasurer                Mohamed Sayed
    - Secretary                David Craven / Brian Berg
    - PACE Chair                Tokunbo Ogunfumi
  - The election results will be announced at the next SCV Section meeting on December 2, 2009
- Invitations to the SVEC Open House on November 10, 2009 – Roxsana
  - Min e-mailed the invitations to all ExCom members and encouraged them to attend.
- Status report on 2011 Section Congress in San Francisco – Roger Hoyt, Local Committee Chair. The local committee update of October 2009 was presented as follows:
  1. Interact with local council and sections to support and promote participation in SC2011  
San Francisco Bay Area Council & Sections: San Francisco, Santa Clara Valley, Oakland East Bay, Monterey Bay Sub section  
Action: Request for local budget items sent to D. Toland & T. Coughlin
  2. Organize student and other local volunteers  
Stanford, UC Berkeley, UC Santa Cruz, San Jose State, Univ. of Santa Clara, Cogswell Local Chapters  
Action: K. Doniger presented at Region 6 Central Area meeting on Oct. 3 at DeVry Univ. /Fremont – Draft of student chapters activities distributed
  3. Identify local 'Best Practices' as potential additions to Congress Program:  
Online Grid & Advertising Revenue, Photonics Chapter Holiday Lectures, Outstanding Student Branches, Awards & Recognition programs  
Action: Initial input & ideas received from K. Verma & S. Mach
  4. Organize the Sections Congress Partner Program including local activities  
Exploratorium, Lawrence Hall of Science, Computer History Museum, etc.



- Action: San Francisco Access Guide given to D. Toland. R. Ahrons volunteers to be on local committee & handle interactions with Computer History Museum
5. Provide recommendations for possible SC2011 social events (Saturday). 1,200 people are expected to attend  
Action: Recommendation for event at Exploratorium sent to D. Toland
  6. Get recognition by the City of San Francisco and other local cities of the event  
Utilize resources of local Visitors Bureaus, San Francisco, Silicon Valley, etc.  
Action: Contact Established with San Francisco Convention & Visitors Bureau
  7. Coordinate with IEEE Headquarters on SC2011 logistics – including social event  
Action: Obtained MCM 2008 Contract document from Dan Toland

#### **Vice Chair Report – Allen Earman**

- Proposal for rebate determination with Joint Chapter Meetings
  - This change will become effective January 2010 and will affect chapter rebates received in September 2011
  - All chapters will continue to report meetings as they do now
  - All co-sponsoring chapters will receive credit for all meetings during the year.
  - Only Host Chapters will get credit for attendee numbers
  - The GRID editor and Section Treasurer will take care of all of the logistics for determining Host/Co-Sponsors
- Motion to adopt the Proposed Meeting Reporting & Rebate Determination Procedures effective January 2010 (as outlined by Allen Earman above) was made by Kim Parnell and seconded by Tom Coughlin. The Motion was approved unanimously.

#### **Secretary Report – Mohamed Sayed**

- The Secretary's tasks during the year were described in detail. The SCV Section includes 26 Societies, 3 Affinity Groups and 5 Universities
- Logistics for taking and preparing the monthly minutes were also presented.
- Mohamed will be unable to attend the December 2<sup>nd</sup> meeting and a volunteer is needed to take minutes. Roxsana and Allen will decide who will be taking the next month's minutes.

#### **Treasurer Report – Mark Hooper**

- Beginning bank balance of \$239,170 and ending balance of \$231,357.
- SCV Section passed the IEEE Internal Audit
- 2010/2011 Budget Projections were presented and discussed in detail
- Ed Aoki made a motion to accept the budget proposal as presented by Mark. The motion was seconded by Dick Ahrons. The motion was approved unanimously.
- Allen suggested a few ways to invest some of the Section's capital to get a better interest rate than 0.32%. Jeff Pawlan suggested other banks which can offer interest



rates up to 3% for a 12 month CD. He will contact Mark and Allen to supply them with names and phone numbers.

### **Committee Reports**

#### **K-12 –Lee Colby**

- The Committee finalized the choice of the car kits which were purchased at a cost of a total of \$202 for 25 cars, an individual cost of \$8.08. Each car has a solar cell to supply power. Voltmeters were also chosen at a cost of \$0.75 each.

#### **Educational Activities Chair – Ken Doniger - Not present**

#### **Membership Chair – Slava Mach**

- SCV members were 13,508 as of December 31, 2007 and 13,185 as of December 31, 2008. However, by September 2009 membership dropped to 10,637. Ram questions these numbers since he is sending e-voting ballots to 11,670 members.

#### **SAC Chair & University Student Groups – David Craven - Not present**

#### **IEEE-CHM Relationship Advisor – Dick Ahrons**

- The Media Forum is set up for November 30, 2009
- Other projects with associated drivers and progress were presented
- Dick, Slava and Rosemary are the drivers

#### **Formula Hybrid-SJSU**

- Mahdi Ashktorab presented an update on work done last month
- The MatLab/Simulink CVT Simulation was presented: CVTshift speed was 26.2 mph, final drive ratio was 2.7 to 1 reduction, and the battery can supply 750 A at a minimum of 89V
- Other results of the simulation were: 0-60 mph in 3.7 sec., 75 meter acceleration in 4.33 sec.

#### **Webmaster – Min Hua**

- APS Chapter website was revamped in the summer of 2009 and was released to new chapter officers.
- Min helped the CAS, CIS, CSS, EMC, IMS, PELS, PES/IA chapters in updating or maintaining their websites.

#### **Senior Member Advancement Chair – Jack Berg - Not present**

#### **Nominations and Awards Chair – Jeffrey Pawlan – No report**

#### **GOLD Chair - Stephen McInerney – Not present**



**PACE Chair** – Ram Sivaraman - No report

**GRID Editor** – Paul Wesling - Not present

**Chapter Reports Scheduled for Wednesday, December 2, 2009 meeting:**

- |                                       |     |
|---------------------------------------|-----|
| 1. Monterey Bay Subsection            | MBS |
| 2. Computational Intelligence Society | CIS |
| 3. Antennas & Propagation Society     | APS |
| 4. Control Systems Society            | CSS |
| 5. Information Theory Society         | ITS |

**Next Meeting: Wednesday, December 2, 2009 at Cogswell College Board Room**

**The meeting adjourned at 8:54 PM.**

***Respectfully submitted by SCV Secretary, Mohamed Sayed***



MONTH	DATE	EVENT	LOCATION	TIME	CONTACT PERSON
<b>JANUARY</b>					
	Saturday, January 24, 2009	Officers Training	Mountain View	8:00 AM -1:00 PM	Min Hua
	Wednesday, January 07, 2009	ExCom Meeting	Sunnyvale	6:00 PM - 8:30 PM	Roxsana
<b>FEBRUARY</b>					
	Wednesday, February 04, 2009	ExCom Meeting	Sunnyvale	6:00 PM - 8:30 PM	Roxsana
	Thursday, February 19, 2009	SVEC Banquet	San Jose	5:30 PM - 9:30 PM	Jack Berg
<b>MARCH</b>					
	Wednesday, March 04, 2009	ExCom Meeting	Sunnyvale	6:00 PM - 8:30 PM	Roxsana
	Friday-Saturday March 20-21, 2009	Region 6 Meeting	Manhattan Beach, CA	8:00 AM – 5:00 PM	Ram
	Saturday, March 28, 2009	Spring Central Area Meeting	UC Santa Cruz	8:00 AM - 5:00 PM	Tom Coughlin
<b>APRIL</b>					
	Wednesday, April 01, 2009	ExCom Meeting	Sunnyvale	6:00 PM - 8:30 PM	Roxsana
<b>MAY</b>					
	Tuesday May 05, 2009	ExCom Meeting	Sunnyvale	6:00 PM - 8:30 PM	Roxsana
	Wednesday, May 06, 2009	IC Milestones	Mountain View	6:00 PM - 9:00 PM	Dick Ahrons
	Friday, May 08, 2009	IC Milestones	Mountain View	4:00 PM - 5:00 PM 6:00 PM - 9:00 PM	Dick Ahrons
<b>JUNE</b>					
	Wednesday, June 03, 2009	ExCom Meeting	Sunnyvale	6:00 PM - 8:30 PM	Roxsana
<b>JULY</b>					
	Sunday, July 19, 2009	SFBAC Summer Picnic	Newark	10:00 AM-4:00 PM	Ram
<b>AUGUST</b>					
<b>SEPTEMBER</b>					
	Wednesday, Sept. 02, 2009	ExCom Meeting	Sunnyvale	6:00 PM - 8:30 PM	Roxsana
	Wednesday, Sept. 16, 2009	125th IEEE Anniversary	San Jose	6:00 PM - 9:00 PM	Ram Sivaraman
<b>OCTOBER</b>					
	Wednesday, October 07, 2009	ExCom Meeting	Sunnyvale	6:00 PM - 8:30 PM	Roxsana
<b>NOVEMBER</b>					
	Wednesday, Nov. 04, 2009	ExCom Meeting	Sunnyvale	6:00 PM - 8:30 PM	Roxsana
<b>DECEMBER</b>					
	Wednesday, Dec. 02, 2009	ExCom Meeting	Sunnyvale	6:00 PM - 8:30 PM	Roxsana



**Attendance Sheet**

Name	Chapter Affiliation	Senior Member	Fellow	E-Mail
Allen Earman	SCV-Vice Chair	X		<a href="mailto:aeearman@ieee.org">aeearman@ieee.org</a>
Caroline Chan	EMC			<a href="mailto:Caroline@chan@lmco.com">Caroline@chan@lmco.com</a>
Clay Maynard	VTS			<a href="mailto:clay@maynard.com">clay@maynard.com</a>
Dick Ahrons	CNSV	X		<a href="mailto:ahrons@alum.mit.edu">ahrons@alum.mit.edu</a>
Ed Aoki	CPMT	X		<a href="mailto:e@aoki@ieee.org">e@aoki@ieee.org</a>
Ed Katz	RAS-Chair	X		<a href="mailto:e@p@katz@ieee.org">e@p@katz@ieee.org</a>
Elis Pogace	SJSU			<a href="mailto:Elis@pogace@students.sjsu.edu">Elis@pogace@students.sjsu.edu</a>
Frank Nothaft	Stanford			<a href="mailto:fnothaft@stanford.edu">fnothaft@stanford.edu</a>
Fred Jones	PES, IAS	X		<a href="mailto:f@jones@ieee.org">f@jones@ieee.org</a>
Jay Banwait	MTT	X		<a href="mailto:jaybanwait@ieee.org">jaybanwait@ieee.org</a>
Jeffrey Pawlan	MTT	X		<a href="mailto:Pawlan@ieee.org">Pawlan@ieee.org</a>
John Berg	Nano	X		<a href="mailto:ieeenano@gmail.com">ieeenano@gmail.com</a>
John Gale	CNSV			<a href="mailto:johng@taligo.com">johng@taligo.com</a>
Kim Parnell	CNSV	X		<a href="mailto:parnellk@ieee.org">parnellk@ieee.org</a>
Kris Verma	Nano	X		<a href="mailto:kris@svtii.com">kris@svtii.com</a>
Lee Colby	K-12	X		<a href="mailto:Lee@colby@ieee.org">Lee@colby@ieee.org</a>
Mahdi Ashktorab	SJSU			<a href="mailto:ashktorab@ieee.org">ashktorab@ieee.org</a>
Mark Hooper	SCV-Treasurer	X		<a href="mailto:m@hooper@ieee.org">m@hooper@ieee.org</a>
Matthew Kihlthau				<a href="mailto:mkihlthau@gmail.com">mkihlthau@gmail.com</a>
Min Hua	SCV-Web, LEOS			<a href="mailto:minhua@ieee.org">minhua@ieee.org</a>
Mohamed Sayed	SCV-Secretary	X		<a href="mailto:mmsayed@sbcglobal.net">mmsayed@sbcglobal.net</a>
Nick Masseti	Nano	X		<a href="mailto:nickmasseti@ieee.org">nickmasseti@ieee.org</a>
Oscar Mahi Fallah	EMC			<a href="mailto:afallah@cisco.com">afallah@cisco.com</a>
Pradeep Hothur	SJSU			<a href="mailto:pradeephothur@gmail.com">pradeephothur@gmail.com</a>
Ram Sivaraman	SCV-Pace Chair	X		<a href="mailto:ramsivaraman@ieee.org">ramsivaraman@ieee.org</a>
Roger Hoyt	MAG		X	<a href="mailto:Roger@hoyt@sbcglobal.net">Roger@hoyt@sbcglobal.net</a>
Roxsana Hadjizadeh	SCV-Chair	X		<a href="mailto:roxsana@ieee.org">roxsana@ieee.org</a>
Slava Mach	SCV-Membership	X		<a href="mailto:s@mach@ieee.org">s@mach@ieee.org</a>
Tom Coughlin	Region 6	X		<a href="mailto:tom@tomcoughlin.com">tom@tomcoughlin.com</a>
Vijay Narasimhan	Stanford			<a href="mailto:Vijay_narasimhan@ieee.org">Vijay_narasimhan@ieee.org</a>