SCV ExCom Meeting Minutes – February 3, 2010
Cogswell College, Sunnyvale, CA

Attendance Count: 38 (***see Attendee Roster at end of these minutes***)

ExCom Officer Attendance		
Allen Earman	Chair	Present
Kim Parnell	Vice Chair	Present
Mohamed Sayed	Treasurer	Present
Brian A. Berg	Secretary	Present

Allen Earman called the meeting to order at 6:02pm.

Minutes (Allen Earman)
Allen asked if there were any objections to acceptance of the minutes from the 2 December 2009 meeting. Hearing no objections, the minutes were accepted as submitted.

Allen asked if there were any objections to acceptance of the minutes from the 13 January 2010 meeting. Hearing no objections, the minutes were accepted as submitted.

Agenda (Allen Earman)
Allen asked if there were any changes to the agenda that had been circulated prior to the meeting. Hearing no changes, the agenda was accepted as submitted.

Senior Member Advancement Chair Report (Ed Aoki and Jack Berg)
- Ed reported that the event on Mon., Jan. 25 was a great success
  - 35 applicants showed up, and 20 Senior Members showed up to be references
  - Of the 20 Senior Members, 10 had become Senior Members in the last 6 months
- Allen Earman offered some comments
  - SPIE recently started a Senior Member grade
  - He suggested having a Senior Member social
- Re: these latest Senior Members
  - Brian suggested a "Seniors of the last Six Months" event – we need to meet and recognize them
  - Ed Aoki noted that these people are good prospects for volunteers
- The next advancement event will be held in July
- Jack entered the room and joined the discussion
  - Jack noted that we need to work with companies to help them recognize their employees who deserve to be Senior Members
  - He said he has communicates with Cypress Semiconductors' IEEE rep.
- Kim Parnell asked "should we find potential Fellows?"
  - Jack noted that this was a great question, and added that there are many local engineers who should be Senior Members, e.g., Cypress' TJ Rodgers

Chapter Reports
- (1) Antennas & Propagation Society (APS) chapter
  - Rescheduled to June
- (2) Circuits & Systems (CAS) Society chapter

- o Weikai Sun presented; he is Chair, and has been a chapter volunteer for 5 years
  - o $8,897 in the bank
  - o Technical seminars are the big draw for CAS, and 15 were held last year
  - o Cadence Bldg. 5 is long-time location
  - o Green Technology Update seminar is scheduled this month
- (3) San Jose State University (SJSU) Student Branch
  - o Paul Kassovic presented; he handles IT and is Webmaster
  - o $1200 in the bank
  - o They have 226 members (according to SAMIEEE)
  - o They put on technical talks, mock interviews and a Career Fair
  - o Upcoming is a US Air Force technical talk, and a resume workshop to prepare students for the SJSU Expo 10 on Feb. 24
  - o Snacks and printer services are provided for member students
  - o There was a request for funds to cover printer toner and paper for member students
  - o Ed Aoki made a MOTION that the section fund $300 as an annual subsidy, as well as $300 for printing expenses; this was SECONDED by Slava Mach; the motion PASSED unanimously
  - o Ryan Wall said they want to coordinate with other schools for a Job Fair
  - o John Swan said that the Computer Society plans to recognize student attendees at their Feb. 9 meeting with a special prize
- (4) Communications Society (ComSoc) chapter
  - o Alan Weissberger presented; he is Chair, as he was in 1978/1979
  - o Officers rotate chairing monthly meetings and attending ExCom meetings
  - o $8,482 in the bank
  - o Monthly meetings at National Semiconductor attract 60-85 attendees and often conclude with a panel discussion
  - o Two 2010 workshops are planned: one with TiE SV, one with NATEA or another non-profit
  - o The 1200-member SCV chapter won the ComSoc 2009 North American Chapter of the Year award
  - o 11 meetings were held last year, plus a social mixer in August

Chapter Rebates
- **Remember one of our criteria to receive your chapter rebates is to give a full chapter report for the year.**
- **The rebate checks will be given to the chapters, so please make sure that your chapter is represented at the ExCom meeting to be able to pick up the check if you have not already done so.**

- Chair Report – Allen Earman
  - o Allen provided prepared comments about the past, present and future of our section, and these were received with a warm round of applause
    - These are included at the end of these minutes
  - o Monterey Bay SubSection 2009 Annual Report – Marcelo Siero (Chair)
    - Three events were held in 2009
    - They started holding events at the UC Santa Cruz Simularium in 2008

- The MicroMouse Contest was again held last year (as part of the Region 6 Central Area Spring Meeting)
- There are about 900 IEEE members in the subsection
- 3 events were held last year
- $7,416 in the bank
- Marcelo provided documentation for meeting food expenses for 2008 and 2009; he asked that he be reimbursed for these expenses
- David Craven made a MOTION to reimburse Marcelo for $600 for food served at meetings in 2008 and 2009; this was SECONDED by Tom Coughlin; the motion PASSED with one vote opposed to the motion

o 38th Electronics Materials Symposium – Todd Weatherford
  - Not present
o SVEC Engineers' Week Dinner – SCV Involvement
  - The $4000 in Scholarships were discussed
    - CPMT: $2000; SCV: $1000 ; Nano/SSC: $1000
    - "any college undergraduate or HS senior"
    - Application requirements:
      o Live in or attend college in SCV; undergrads must continue to be an undergrad; 2 recommendations from teachers; transcripts; listing of activities associated with engineering, science or math projects or clubs
  - The number of tables being subsidized by the section was noted to be 4
  - The team of Ed Aoki, Kris Verma and Jack Berg reported that
    - there were 34 confirmed attendees, with 6-7 on the waiting list
    - There was discussion of the desire for there to be no empty seats as has been seen in some prior years
    - Kris said he will be sending reminders to confirmed attendees on 2/8 and 2/12, noting the need to insure that each seat is filled
    - The government table is being filled by Jack Berg
      o It was noted that this should be addressed months earlier
  - Kris made a MOTION that SCV purchase one more table (for a total of 5); this was SECONDED by Ed Aoki; the motion PASSED unanimously
o Financial Issues with CIS Chapter
  - They requested $800 to cover their CBS overdraft of 739.59
  - It was noted that they need more oversight and guidance
  - Mohamed made a MOTION to bail out the CIS Chapter with $1000, and that he as Section Treasurer would deal with them directly to provide them oversight and guidance on their financial activities; this was SECONDED by Min Hua. After further discussion, John Swan made a MOTION to table the original motion; David Craven SECONDED John's motion; John's motion PASSED unanimously
  - It was noted that indeed Mohamed would work with the CIS Chapter, and that they would need to attend the March ExCom meeting to explain why they had an overdraft
o IEEE-CHM Relationship Advisor-Recent Update – Dick Ahrons
  - Dick sent out an email to all Senior Members re: being docents for the new CHM exhibit area

- 6 responded, and 5 of those attended a mtg. at CHM
  - Dick discussed a list of items (these are included at the end of these minutes)
  - Dick noted that there is a very active semiconductor group at the CHM
  - There was discussion of the motion that was tabled from the last mtg.
  - As Chair, Allen UNTABLED THE FOLLOWING MOTION, which had been made by Dick Ahrons, seconded by David Craven, and then tabled at the Jan. 13 ExCom meeting: "IEEE SCV Section to contribute $5,000 to The Affiliated Historian's Program at the Computer History Museum, contingent upon IEEE's grant of $10,000 to the program."
  - The MOTION PASSED with one opposed and 2 abstentions.
  - There was a hearty thank you to Dick for all of his work in this regard.
- o SFBAC Rep report – Allen Earman
  - There was a meeting on Monday evening
  - SFBAC finished last year with $39K in its bank account
  - Training: spent $3100 was spent on bags and $3800 on food
  - Region 6 has requested that we provide a copy of our check register
    - Allen Earman made a MOTION that we provide this information; this was SECONDED by Brian Berg
    - Allen noted that all three SFBAC member sections need to give their approval to allow SFBAC to provide the financial info from each of its sections to Region 6
    - It was noted that this is an example of Region 6 exercising its authority over SFBAC (which is subordinate to the 3 sections)
    - All that is required is that we give them a copy of our L50 report
    - The motion PASSED unanimously
  - The section is planning a summer event, e.g., a picnic, perhaps something at the Maker Faire, or the Calif. Academy of Sciences, Walt Disney Museum, Exploratorium or perhaps group admission to the Star Trek exhibit at the Tech Museum
- o Status report on 2011 Sections Congress in San Francisco – Roger Hoyt
  - Region director will update us next week
  - 1200 people are expected
  - The agenda will be finalized after next week's meeting
  - Friday evening will be an opening ceremony
  - Sat morning general sessions; breakout sessions in the afternoon
  - Awards/Honors would be given out on Sat evening
    - Major national medals
    - Allen recommended that people contact Jeffrey Pawlan re: anyone who they consider to be deserving of an award
    - (Jeffrey Pawlan said that he attended a day-long EDS seminar that was extraordinary)
  - More sessions on Sunday morning; breakout sessions in the afternoon
  - The event will last until noon on Monday
  - Corporate support coming together; $20K in hand; goal is $125K
- o It was noted that there will be a Region 6 meeting on Feb. 26-27 at the Marriott in Burlingame

- Vice Chair Report – Kim Parnell
  o Mahdi Ashktorab and Matt Kihlthau gave an update re: Formula Hybrid
    - They finished redesign of the battery management system; the PCBs are being manufactured
    - There are 140 temperature sensors on the battery
    - If you google "Formula Hybrid" SJSU is the number 1 school listed
    - Total expenses: $41K; they have gotten $21K so far
    - Event itself is first week of May; need one month of testing time
    - True estimate to complete: $3K-4K
  o Kim noted that there should be more interaction with other orgs., e.g., ASME
    - John Swan said that CS member Rhonda Farrell spearheads relationships with affiliated groups with cross-postings, etc., and their events are posted in the CS LinkedIn Group. CS is also discussing an eventual link area on its website for those affiliates. They are also pushing information out to them for them to post for CS. Nothing is being done at this point as far as co-sponsored activities other than possibly the traditional NFIC they do with NATEA.
    - Kim noted that the goal is to facilitate more interactions with other professional societies such as ASME, AIAA, etc. Being multi-disciplinary is definitely the way of the future. More and more products and projects will have integrated, multi-disciplinary considerations. He would like to see IEEE-SCV and IEEE in general embrace and encourage more multi-disciplinary activities.
    - Based on input from several members, Kim would like to see IEEE-SCV promote and encourage innovation by making the IEEE Xplore database more accessible to small companies and entrepreneurs through affordable access options. The Xplore database access is an important source of revenue to IEEE with large fees coming from corporations and educational institutions. However, these same options are not attractive for entrepreneurs.

- Secretary Report – Brian Berg
  o Chapter Officer Reporting Status was provided, with a few remaining chapters that need to report their officers to him
  o The ExCom10 Listserv has been set up, and should be fully in use later this month when most of the chapter officers have been reported to him

- Treasurer's Report – Mohamed Sayed
  o Current Month Financials were provided (these are included at the end of the minutes)
    - He would like to train the new treasurer starting in December, and get PACE and GOLD to open their own bank accounts
    - Treasurer's Golden Rule: Checks will be written if:
      - Expense Reports are completely filled out
      - Original Receipts for all expenses are attached
      - Expense Reports and Receipts are submitted to the SCV Treasurer within 3 months of expenditure

- o Status of Annual Financial Report
    - ▪ 9 chapter reports have been submitted so far
- o 2010 Investments Update
    - ▪ $50K moved into Investment Fund on Jan. 1
    - ▪ CDs are being investigated
- o There are no outstanding Chapter Rebate Checks

- PACE Chair Report – Tokunbo Ogunfunmi
    - o Not present

- **Committee Reports:**

    - o Educational Activities Chair – Ken Doniger
        - ▪ Not present

    - o GOLD Chair – Stephen McInerney
        - ▪ Not present

    - o GRID Editor – Paul Wesling
        - ▪ Not present

    - o IEEE Engineering Milestone Coordinator – Dick Ahrons
        - ▪ The milestone proposal for SPICE was submitted to the IEEE by Dave Hodges, Professor of Electrical Engineering and Computer Sciences at UC Berkeley. This milestone will be cosponsored by the OEB and SCV sections.

    - o K-12 –Lee Colby
        - ▪ Not present

    - o Membership Chair – Slava Mach
        - ▪ Every chapter must appoint a Membership Development Chair

    - o Nominations and Awards Chair – Jeffrey Pawlan
        - ▪ No updates

    - o SAC Chair & University Student Groups – David Craven
        - ▪ A sheet for those interested in giving school lectures was passed around during the meeting received the following responses:
            - Tom Coughlin (Sections Congress 2011): *Digital Storage Technology: Storage in Consumer Electronics*
            - Paul Zander (APS): topic TBD
            - Dick Ahrons (CS/CNSV): *Patent Considerations for the Engineer*

    - o Senior Member Advancement Chair – Jack Berg
        - ▪ Report was given at start of meeting

    - o Webmaster – Min Hua

- Min continues to work on chapter websites

Chapter Reports for March 3, 2010

1.	Components, Packaging & Manufacturing Technology Society	CPMT	Yes
2.	Computational Intelligence Society	CIS	Yes
3.	Computer Society	CS	Yes
4.	Stanford University	SU	Yes
5.	CPMT Student Chapter – SJSU	CPMT-SJSU	Yes

The next meeting will be held on Wed., March 3, 2010, at the Cogswell College Board Room.

The meeting adjourned at 8:58pm.

Respectfully submitted by SCV Secretary Brian Berg.

First	Last	Chapter	Senior	Fellow	Email
Afshaneh	Pakdaman	SSC	x		afshan_1350[at]hotmail[dot]com
Alan	Weissberger	ComSoc	x		aweissberger[at]sbcglobal[dot]net
Allen	Earman	SCV Chair	x		aearman[at]ieee[dot]org
Brian	Berg	SCV Secretary, CNSV	x		brianberg[at]gmail[dot]com
Clay	Maynard	VTS			clay[at]maynard[dot]com
David	Craven	Education, K-12, VTS			david[dot]craven[at]llamrc[dot]com
Dick	Ahrons	Engr Milestones	x		ahrons[at]alum[dot]mit[dot]edu
Diego	Aulet-Leon	UCSC			dauletle[at]gmail[dot]com
Ed	Aoki	CPMT	x		e[dot]aoki[at]ieee[dot]org
Edward	Katz	RAS, CIS	x		e[dot]p[dot]katz[at]ieee[dot]org
Fred	Jones	PES/IAS	x		f[dot]jones[at]ieee[dot]org
Jack	Berg	Senior Member Adv., Nano	x		johneberg[at]gmail[dot]com
Jeffrey	Pawlan	Nom.+Awards, MTT, UFFC	x		jpawlan[at]pawlan[dot]com
Gregory	Fountain	PELS			ieee[at]telvex[dot]com
John	Swan	Computer	x		JohnSwan[at]ieee[dot]org
Karl	Mathia	CSS	x		karl[dot]mathia[at]ieee[dot]org
Kim	Parnell	SCV Vice Chair, CNSV	x		kim[dot]parnell[at]stanfordalumni[dot]org
Kris	Verma	Nano	x		kris[at]svtii[dot]com
Mahdi	Ashktorab	SJSU			ashktorab[at]ieee[dot]org
Marcelo	Siero	MBAY			siero[at]ideassiero[dot]com
Matt	Kihlthau	SJSU			mkihlthau[at]gmail[dot]com
Matthew	Senesky	PEL			senesky[at]gmail[dot]com
Min	Hua	SCV Webmaster, PHO			minhua[at]ieee[dot]org
Mohamed	Sayed	SCV Treasurer	x		mmsayed[at]sbcglobal[dot]net
Mudasir	Ahmad	CPMT			muahmad[at]cisco[dot]com
Nick	Massetti	Nano	x		nick[at]nmassetticonsulting[dot]com
Paul	Kassovic	SJSU			paul[at]kassovic[dot]com
Paul	Zander	APS	x		paulz[at]IEEE[dot]org
Pradeep	Hothur	SJSU			pradeephothur[at]gmail[dot]com
Ram	Sivaraman	SFBAC, PHO	x		ramsivaraman[at]ieee[dot]org
Reuben	Thibodeau	SJSU-CPMT Chapter			ReubenT[at]ieee[dot]org
Richard	Stallkamp	TMC			rstallkamp[at]yahoo[dot]com
Roger	Hoyt	SC-2011		x	r[dot]hoyt[at]ieee[dot]org
Ryan	Wall	SJSU			ryan[dot]wall[at]ieee[dot]org
Slava	Mach	Membership	x		s[dot]mach[at]ieee[dot]org
Thomas	Ituarte	UCSC			tomituarte[at]gmail[dot]com
Tom	Coughlin	SC-2011	x		tom[at]tomcoughlin[dot]com
Weikai	Sun	CAS			swka[at]hotmail[dot]com

Chair's Commentary to SCV ExCom
(prepared for 13 January 2010 meeting; given at 3 February 2010 meeting)

Firstly, I am honored to have been selected as the Chair of the IEEE Santa Clara Valley Section for 2010 and to further serve the largest IEEE Section in the world. Secondly, I am simply a volunteer for the Society – just like everyone else in this room this evening. IEEE, more than any other Technical Society, runs on the contributions of its volunteers in all facets of its operation – from the Region level right down to the local Technical Chapter. And no where is this more evident, nor works more effectively than right here in the Santa Clara Valley.

We are in a very unique situation. Not only is the Santa Clara Valley Section the largest in the IEEE, but it is the most active, the most innovative, and the most highly regarded geographical unit in the Society. No where else in the world are so many technical persons so concentrated geographically. And we have made good use of this happenstance through our collective contributions not only to IEEE, but to the technical community at large and to the local community as well.

However, in the last seven years we have witnessed significant changes in Silicon Valley – and changes that are not especially positive. Since 2002, we have seen most of the manufacturing base leave the area for other states and other shores. In 2009 alone, we saw a decline in our membership of roughly 15% - essentially equal to the Bay Area's unemployment rate during the same period. Whether this reduction in membership represents members leaving the Society – for either the high cost of annual dues, or a perceived lack of benefits of membership – or, whether it represents members leaving the geographic area, it is difficult to establish. Either way, it affects the Santa Clara Valley Section in many ways. Not insignificantly, it reduces the annual rebate we receive from IEEE headquarters – thus, affecting our annual budget and our ability to provide meaningful benefits to our local members.

However, during this same period, we have seen our volunteer activities increase and our financial support of Chapters, Student Branches and Student activities, community outreach, and scholarships likewise increase significantly. We have observed several chapters come back from the brink of disbandment, and several new chapters formed. We have seen our GOLD affinity group grow in membership and activity and the Section repeatedly has been recognized for its growth in Senior Membership. It was not many years ago that we rarely saw a Student Branch member attend the ExCom meetings. Now, we welcome our Student Members at almost every meeting.

2010 is anticipated to be an eventful year for the Santa Clara Valley Section as we make preparations for the triennial IEEE Sections Congress to be held in San Francisco in August 2011.

In 2010, we will continue our efforts to support our larger chapters and nurture our smaller chapters and groups.

We will continue to step up our involvement with and support of our Student Branches and Chapters by organizing events involving all of our Student groups and by supporting their projects and competitions with other engineering schools.

We will continue to aggressively recruit new members and elevate current members to the senior member level. We will make our presence known at more IEEE conferences, seminars, symposia, and workshops held within our geographical area – promoting the benefits of membership, our programs, and the 2011 Sections Congress.

We will continue to recognize our volunteers, our meritorious members, our supportive employers, and our accomplished students through regional, area, sectional, and society awards and milestones.

We will continue to expand our involvement with other Technical Societies and historical organizations such as the Computer History Museum through joint events and programs.

We will continue to work closely with our sister sections in the San Francisco Bay Area Council to provide tri-sectional events like the annual New Officers' Training and a summer family outing – as well as our mutual contributions to the organization of the 2011 Sections Congress.

We will continue to closely manage our financial resources to enhance the value of our assets and allow us to grow our support of programs for chapters, member groups, student members, and K-12 student activities.

And…We will continue to support each other in our mutual desire to make our Section, our local Chapters, and our Society the best of their kind in the world and, truly something of which every one of can be proud.

Let us, together, tackle the challenges of 2010.

Project	Start	Driver	Progress
IEEE Media Forum	Oct 09	Rosemary Remacle	Held 11-30
IEEE Volunteers	Oct 09	Dick Ahrons/ Rosemary Remacle	Paul Wesling placed a call for volunteers in the e-GRID, and an email was sent to Bay Area Senior members. 6 people responded, and 5 of those attended a meeting at CHM.
Computer Society – local chapter	Oct 09	Dick Ahrons	CHM offered a room for the Feb. meeting. Price was $400 for a 100-person capacity room. CS turned it down on both size and price.
Computer Society - National	Oct 09	Dick Ahrons	1. Angela Burgess, Executive Director of CS, is set to meet with John Hollar, CEO CHM, on March 16. Dick to prep John 2. John Swan contacted Violet Doan, who pledged to help, especially with Distinguished Lecturers 3. Rosemary reported IEEE Annals of Computer History Interface is working with CHM, namely semiconductor SIG -
IEEE Historical Committee – CHM Affiliated Historian Program	Oct 09	Dick Ahrons/ Rosemary Remacle	Executive Summary for IEEE Santa Clara Section Grant Title: Computer History Museum/IEEE Affiliated Historians A grant has been proposed to fund the Affiliated Historians Program at the Computer History Museum (CHM). The Affiliated Historians Program is new and the monies will be used to pay for the first historian. The proposal has been submitted by the IEEE History Committee. The grant will allow CHM to bring in a renowned

			historian. The historian will be available to our local IEEE for talks and events. Another benefit is that it does strengthen the presence of the IEEE in our area and recognizes CHM as a major center for computer and semiconductor history. Dr. Michael Geselowitz, Director IEEE History Center, Rutgers University, is the driver for the grant. Lew Terman is a major backer. The grant is for a total of $15,000, $10,000 of which comes from the IEEE national, and a proposed $5,000 from Santa Clara Valley Section. Motion: IEEE Santa Clara Valley Section to contribute $5,000 to The Affiliated Historian's Program at CHM, contingent upon IEEE's grant of $10,000 to the program.
Rental Pricing to IEEE	Oct 09	Rosemary Remacle	Pricing appears to be competitive with better hotels. Several IEEE inquiries are underway.
Section Congress 2011	Oct 09	Dick Ahrons	Agreed by Roger that Dick will set up visit to CHM. Roger do you need CHM PR?
2010 IEEE Workshop on Signal Processing Systems Oct 6-8, 2010	Oct 09	Dick Ahrons	WIP on having conference at CHM or visit to CHM - needs follow up.
CHM Membership Special Pricing	Oct 09	Rosemary Remacle	Draft undergoing approval cycle Special rate will involve a 2-year membership 30 people on Ram's list (as a result of "125th deal") for free 1-year membership have been notified
Student Meeting at CHM	Oct 09	David Craven	CHM is positive. David Cravens volunteered to drive this project.

IEEE SCV SECTION

TREASURER'S REPORT

February 3, 2010
Mohamed Sayed

Outstanding Chapter Rebate Checks

1. EMB check was picked up on 1-13-2010
2. APS 2008 & 2009 checks were mailed January 2010.
3. Reliability check will be given to Ed Aoki 2-3-2010.
4. All rebate checks have been picked up.
5. RAS Chapter lost check #6354.
   SCV Treasurer reissued check #6383.

February 2010 Treasurer's Report

Current Month: January 2010			
	Budget	**Actual**	**Variance**
Opening CBRS Balance		239,678.61	
Interest	750.00	57.00	(693.00)
Deposits		(50,000.00)	(50,000.00)
Expenditures	3,845.00	2,159.21	1685.79
Closing CBRS Balance	186,583.61	187,526.40	942.79

Status of Annual Financial Reports
12 Chapters - Completed

- Circuits & Systems
- Communications
- Component Manufacturing & Packaging
- Computer
- Consultant's Network
- Consumer Electronics
- Engineering in Medicine & Biology
- Photonics
- Nano Technology Council
- Robotics & Automation
- Signal Processing
- Solid State Circuits

Status of Annual Financial Reports
9 Chapters - Partially Completed

- Education
- Electromagnetic Compatibility
- Instrumentation & Measurement
- ITS
- Magnetics
- Monterey Bay Subsection
- Reliability
- Technology Management Council
- Women in Engineering

Status of Annual Financial Reports
8 Chapters – No Response

- Computational Intelligence
- Control Systems
- Electron Devices
- Microwave Theory & Techniques
- Power Electronics
- Power & Energy and Industry Applications
- Product Safety Engineering
- Vehicular Management Council

Concerns and Responses

Issue   *Resolution*

A. It is hard to write checks during transition period

1. Have 2-3 people authorized to sign checks.
2. Train new Treasurer in December
3. Chairs from PACE & Gold request $ from SCV-Treasurer

Concerns and Responses

Issue   *Resolution*

B. Difficulty in obtaining completed Financial Reports from 29 Chapters. Needed to complete Form L-50

1. Current Year's Chapter Treasurers must start reports in December and finalize in January.

2. Old and New Chapter Treasurers should work together to complete reports

◆IEEE

Treasurer's Golden Rule

Checks will be written if:

1. Expense Reports are completely filled out.

2. Original Receipts for all expenses are attached.

3. Expense Reports and Receipts are submitted to the SCV Treasurer within 3 months of expenditure.

February 3, 2010

IEEE Santa Clara Valley Section
Treasurer's Report

9