

## Minutes of July 10, 2014 OC Section R60027 Meeting

Northwest EMC, 41 Tesla, Irvine CA, 6:30 PM

### Attendees and Affiliation

Dwight Borses OCS Secretary	David Haung YP Guest	Anil Pattni CMI
A Winsor Brown OCCS Chair	Irvin B Huang YP Chair	Victor Ratinoff EMC Chair
Gora Datta OCS Vice-Chair	Susan Huang YP Guest	Arti Roth OCS Treasurer
Noah Flaun OCS Past Chair	Reggie Little CES	Shirley Tseng ComSig, OCCN
Brian Haggerty RAS Chair	Massimo Mitolo OCS Chair	

1. The Chair Massimo Mitolo called the meeting to order at **6:40 PM**, and thanked Victor Ratinoff, EMC Chair, for hosting the section meeting at Northwest EMC. The July 10 agenda, previously distributed by email, was approved by **motion**, moved by Dwight, seconded by Brian Haggerty, and carried by vote.
2. The June 12 minutes previously distributed by email were approved by **motion**, moved by Arti Roth, seconded by Brian, and carried by vote.

### 3. Action Items

#### a) Nominations for **Region 6 Awards**

Vice Chair Gora Datta explained the categories for Region 6 award nominations. Nominees were asked to complete the nomination forms and return them to him by July 15. The following nominations were offered:

<b>Engineer</b> Massimo Mitolo	<b>Large Student Chapter</b> UC Irvine
<b>Leadership</b> Farhad Mafie	<b>Small Student Chapter</b> CSUF
<b>Corporation</b> Western Digital	<b>Engineering Manager</b> none
<b>Large Section</b> Orange County R60027	<b>Educator</b> Prof. of EE&CS Dr. Henry Lee, UCI
<b>Small Section</b> none	

#### b) Ratification of **Nominating Committee** members based on nominations.

Committee members were presented, with one addition:

1. John Collins,
2. Kumar Ramajayam,
3. Anil Patini,
4. Victor Ratinoff,
5. Shirley Tseng,
6. Kai-bor Yu,
7. Padman Nagenthiram,
8. Brian Haggerty,
9. Winsor Brown
10. Reggie Little (**added**)

Brian suggested that the MGA (Member and Geographic Activities) manual be consulted to ensure compliance with guidelines before acceptance of the committee. Noah Flaun and Brian will co-chair the Governance Committee and report back to the ExCom. Final acceptance of committee is postponed until that report.

### 4. Discussion Items

#### a) **2014 Budget** discussion and approval

Arti presented the 2014 budget, totaling approximately \$20K. Income is \$14K, Chapter Rebates will be \$6,111. See **Financials** attachment for details.

Noah moved to accept the budget, Brian seconded the motion, and the budget was adopted by vote.

#### b) **Formula** for a fair distribution of **rebate funding to chapters**

The pay-out formula is the same as past years: \$1 per member, plus \$75 per meeting, plus \$25 per meeting with attendance of 25 or more. See **Financials** attachment for details.

#### c) Importance of **accurately recording members & guests at chapter meetings**

OCS chapter rebates depend upon **accurate reporting of attendance**. Chapters shall not estimate nor round up attendance, but actually count attendees.

A **motion** to require chapters to have at least 2 technical meeting per year (Jan 1 through Dec 31) to receive an OCS rebate was moved by Noah, seconded by Gora, and adopted by vote.

#### d) *The **term of office** for all officers may be one or two years. Sections must define the officer term as one or two years and record it in their governance.*

Noah moved and Reggie seconded a **motion** to adopt a 2-year term, ending December 31, 2015, for current ExCom officers. The **motion** was voted on and adopted. Region 6 officials will be notified.

e) Government relations – no discussion

f) Industrial relations – no discussion

g) Contractor for web site and newsletter

Massimo reported that past OCS chair, currently living in Salt Lake City, would be making website updates.

## 5. Reports

a) June 2014 Section finance report

i. Past month's expense/income were presented by Arti.

<b>Opening Bal</b>	<b>\$69,501.55</b>	Net income	\$12,176.35
Revenue	\$14,129.95	<b>Ending Bal</b>	<b>\$80,248.90</b>
Expenses	\$(1,953.60)	Net change	\$10,747.35

ii. Update on OCS 2013 Rebate

Gora expressed kudos to Arti and Massimo for their successful efforts with Region 6 for securing the rebate.

iii. **Net Suite Training** – recorded training session is available and future sessions may be arranged.

The session can be found at <https://ssoe.webex.com/ssoe/ldr.php?RCID=5314dc0512a4f3638d076d71360f39f7>

iv. 2014 chapter and affinity year-end financial reports compliance with **Net Suite**

L51 financial report forms are now obsolete. **All IEEE financial reporting is now web-based using Net Suite.** Functionality is consistent with that of other standard accounting software

v. Deadline for 2014 year-end report submission to OCS Treasurer

In order to ensure section compliance with IEEE financial reporting requirements, **OCS chapters are required to submit their year-end reports to OCS Treasurer Arti by Nov 30, 2014.**

vi. Electronic funds transfers directly to CBRS accounts for section disbursements rather than checks.

To ensure safe and rapid delivery of funds, the section will use electronic transfers directly into chapter CRBS accounts. See **Financials** attachment for details

b) **Chapter reports and requests** (need to be submitted in advance as per call for reports):

CE chapter's offer to manage Western Digital portable hard disks for student chapters' activities awards in the section was accepted. CE will hold drives in custody and maintain records of their receipt and disbursement. OCS chapters may request and obtain units from CE, as per their planned student activities.

Brian, Gora, and Winsor will meet to plan section management of Hardware and Software tools at OCS disposal.

c) Information Items

Engineering Projects in Community Service (**EPICS**):

RAS proposes developing robotics education projects eligible for grant funding for Junior and Senior high school students. See [http://www.ieee.org/education\\_careers/education/preuniversity/epics\\_high.html](http://www.ieee.org/education_careers/education/preuniversity/epics_high.html)

d) Old Business

i. RA24 relaunch status, postponed from June 12 meeting – Pending formal funding request.

ii. Status of volunteer outreach efforts – Efforts pending; no status available.

iii. Using WebEx for remote attendance of section meetings - No equipment; no further discussions.

e) New Business

Brian discussed having a Program and Business Development study group, with an Entrepreneurial subcommittee. He explained that Purdue University has had a partnership with IEEE since 1995 and funds rolling, no-deadline grants that students may apply for with a simple, 2-page application. These Educational Outreach projects engage high school students, are led by a university, and are mentored by a senior IEEE member. Brian, Noah, and Kumar Ramaja will provide a progress report on progress at the August section meeting.

f) Next Meeting - August 14, 2014

g) Adjournment – Meeting was adjourned at 8:47 PM.