

 **IEEE IEEE FOOTHILL SECTION EXCOM MINUTES FOR  
10 June 2008**

The following minutes capture the highlights of the Foothill Section Executive Committee (EXCOM) Meeting held at the IHOP Restaurant in Upland, CA, CA on 10 June 2008.

### **I Administrative**

Call to order, Quorum review, Approval of minutes and Agenda  
The meeting was called to order by the Chair, Tom Cylkowski at 7:00 pm.

A quorum was present. Attendees included:  
Chair: Tom Cylkowski, Secretary: Bill Holbrook, Vice Chair: Mike Sedlar,  
Treasurer: Keith Reno, AP/MTT Chair: Frank Freyne, Cal Poly: Jerald Herder,  
LAC Rep: Art Sutton, LAC Rep: Ilir Progri, PACE Chair: Chuck Antoniak, Micaela Niemi (of CPPIEEE Student Branch) and Jade Thiemsuwan (of CPPIEEE Power Engineering student Chapter).

Mike Sedlar presented the 13 May 2008 minutes he had prepared due to the secretary's absence from the May meeting. The minutes were approved as written.

The agenda was reviewed and two items were added: Under Old Business; Outstanding Student Award. Under New Business; Student Awareness Event.

### **II Section Business Meeting (Topics Listed In Suggested Order of Priority)**

- Adding a Section Financial Status report to the regular agenda.
  - Tom stated that he would like to see a regular financial report presented that showed, as a minimum, the status of funding commitments made and paid.
    - Ilir suggested that we put together a yearly budget plan and then have the periodic financial report present a status of how well we are tracking the plan.
    - Tom indicated that this may be a good long range objective, but for now we should start with a simple report.
    - Keith showed the standard quarterly report he receives from the IEEE and suggested it could serve as a template for a report format. Tom reviewed it and agreed with Keith's assessment
    - **Action:** Keith will provide a sample report at next months meeting for approval.

### **III Section and Committee Reports and New Business**

- Committee reports
  - PACE: Chuck Antoniak reported that he was in the process of writing up a series of guidelines on how to harvest investment portfolios and suggested that he could present the topic at a future section meeting after he has completed the project. It was agreed that this would be a good topic for a future meeting. Chuck will keep us informed of his progress.
- Student-Branch/Chapter reports and requests
  - New Student Chapter: Jade Thiemsuwan introduced himself as the founding president for the new Power Engineering Student Branch Chapter at Cal Poly Pomona. He expressed that there was a solid interest in power engineering at Cal Poly. He was welcomed to the Foothill Section and was told that the new organization could expect full support from the section.



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- Micaela suggested we look into participating in the Order of Engineer event.
  - Student Paper Contest results: Illir reported that the student paper contest was held at the Southern Area Meeting on May 31st at Cal State LA. Art Sutton helped as one of the judges. Two universities were represented: UCR and Cal State Northridge. The first place paper was on electric bicycles presented by a Cal State Northridge student.
  - Illir stated that this would be his last year as the region 6 Student Paper Chair and would transition the assignment to whomever region 6 selects. He recommended that an automated online submittal process be implemented. Micaela noted that Cal Poly students could submit their senior project papers if the student paper contest was held later in the year than it is currently held.
  - Micro Mouse results: Tom participated in the micro mouse competition judging that was also held during the Southern Area Meeting. There were two teams from UCR that came in 1st and 3rd, and one from Cal State LA that came in 2nd. None of the teams made it to the center so award was based on distance traveled.
  - Micro Mouse Maze Project Discussion: Tom noted that the Foothill Section did not have a maze of its own, making it difficult to participate as host for a Spring Area Meeting. He said he had discussed the situation with the student groups and believes that a maze could be built using a plastic kit that is now on the market costing about \$1,000. The kit only provides the walls and support pegs. A wood base would still have to be made. It was suggested that we could possibly support the build of two mazes; one for UCR and one for Cal Poly. Each university currently has 1/4 mazes for development and test of their micro mouse units. Art noted that with time full size micro-mouse maze units end up in a poor state of repair because of the difficulty of storing and transporting them. Generally, there was overall support for the project, but more information was needed before funding the effort.  
**Motion:**  
Frank moved that Tom should investigate the cost and feasibility of building a full up micro mouse maze and report his findings to the Excom. Art seconded the motion and it carried unanimously.
- LAC Liaison Report
    - There have been no meetings since March
  - Chapter Reports
    - AP/MTT
      - Frank contacted Dr Kio Tomiyasu who agreed to be a speaker at one of our future section meetings, most likely in the Fall.
      - Frank is looking for a global climate change person for a future speaker.
      - Frank provided the following written report on Foothill Section Support to the LA Council and China Lake Section:

Art Sutton brought back an action item from the LA Council meeting in April 2008 regarding a joint technical talk the LA group was planning to host with the China Lake Section. This



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was to be a talk by Dr David Z. Pan, U Texas Austin TX, on Monday 9 June 2008 at USC campus. The plan was to conduct this as a web seminar with priority to China Lake members for the remote connection allotment, with Foothill members invited to take some additional web connections. A number of e-mails, involving Frank F and Art S of the Foothill Section, and Geoffrey Lenart of the LA Council, were exchanged on the planning and funding request for this meeting. These involved the topics: a live in-person Prof Pan speaking at China Lake on the day following his presentation at USC, versus only a web remote presentation; the logistics of having an invited IEEE speaker give more than one technical talk when he/she traveled out to the LA / Foothill/ China Lake area; etc.

It was generally agreed that an in-person presentation to the China Lake Section members would be preferable. However, since Prof Pan's schedule was set for the week of 9 June 2008, it was recommended that the meeting/ web link format continue without change for this meeting, and Foothill provide the requested \$200 support. For future Invited IEEE speakers, we recommend working with the LA Council to have the speaker give more than one in-person talk when visiting our area.

Our other Foothill EX COM representative, Ilyse P, participated in the web cast on 9 June 2008, and said that the presentation was quite satisfactory. The topic covered by Prof Pan concerned ICC design in Silicon for manufacturability

### ➤ Chairman's Report

Tom Reported on information he learned at the Southern Area Meeting

- Overall IEEE membership is down, which is normal during periods of difficult economic times.
- The Teacher In Service Program (TISP) is a good concept, but the implementation doesn't work well.
- The 2011 sections conference will be in San Francisco and the IEEE-USA will be looking for committee members from region 6.
- Tom will attend this year's Sections Congress in Quebec on September 18 – 23.
- The Fall Area Meeting will be in October 4. Doug Askegard will provide notification of when and where.

### IV. Old Business

- Art reported that Jerry will mail out notification for the section's Outstanding Student Award program by July in time for the Fall award.

### V. New Business

- Student Awareness Event
  - Discussion of a student awareness event was added to the New Business agenda, but was tabled and deferred to the next meeting due to a lack of time remaining to devote to the subject.
- Cal Poly Merit Badge Day
  - Mike urged that planning activities start soon for this event
  - Mike suggested it be conducted as a free form event like they do at UCR provided we can get the scout council to help.

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- Art mentioned that the radio merit badge will still require a lecture format.
- Mike presented information about some low cost technology kits that would be appropriate to use for the electronic merit badge. The reference is: [www.tech8.ca](http://www.tech8.ca)
  
- Chapter Funding Protocol
  - Tom stated that the chapters come to the Excom meeting with proposals for each activity they want us to sponsor. This includes regular activities like. He state that he has been having difficulty contacting Tom Ketseoglu concerning BTS and expects him to come in and make a formal request for the funding even though we fund it yearly.
  
  - Discussion ensued about continued co-sponsorship funding for WTS2009. One argument was that since it will be held in Prague it may not directly benefit Foothill section members. It was argued that Foothill members and the ComSec Student Chapter (SWIFT) are responsible for planning and conducting the event and our support should continue. A decision was deferred for future discussions.
  
- Senior Member Event
  - Illir suggested we hold a Sr. Member Event to try and elevate as many of our qualified members as possible. He agreed to look into how an event like that is conducted and report.

**VI Administrative**

Selection of next meeting time: July 08, 2008 at IHOP

Adjournment: Meeting was adjourned at 9:00 p.m.

Recorded and submitted by:

Bill Holbrook  
Secretary, IEEE Foothill Section 2008