



The following minutes capture the highlights of the Foothill Section Executive Committee (EXCOM) Meeting held at the IHOP Restaurant in Upland, CA on 11 March 2008.

I Administrative

- Call to order, Quorum review, Approval of minutes and Agenda
The Chair, Tom Cylkowski called the meeting to order at 6:58 pm.

A quorum was present. Attendees included:

Chair: Tom Cylkowski, Vice Chair: Mike Sedlar, Secretary: Bill Holbrook, Treasurer: Keith Reno, AP/MTT Chair: Frank Freyne, Education Committee Chair: Gerald (Jerry) Herder, Communications Chapter: Henry Wu, LAC Representative: Art Sutton, Cal Poly Student Chapter: Jose Oviedo, LAC Representative: Illir Progri

Mike Sedlar, presented the 12 February 2008 minutes and they were accepted as written.

II Section Business Meeting

- 2008 Merit Badge Day
Tom informed us that UCR planned to do a merit badge event on April 12. Discussion followed and it was decided that it didn't make sense to also hold a similar event in April. Bill moved to postpone the Foothill Section/Cal Poly event until October 11. Illir seconded and the motion carried unanimously.

Mike said he would try to attend the UCR event on the 12th and report at the next ExCom meeting.

Art and Jerald expressed disappointment about the change because Cal Poly was all ready for April 19 and they had secured commitments from other instructors for adding Aviation and Nuclear Merit Badges.

- Outstanding Student Award Committee Report
Committee Members: Jerald, Lyle, and Chuck Antoniak. Art was added to the committee when Lyle was unable to attend their meeting. Jerald presented the report.

The committee decided on the following assessment criteria for award selection.

1. IEEE student member
2. IEEE leadership experience
3. Participation in IEEE events
4. Participation in larger events – student paper, etc.
5. GPA

A two-step selection process was proposed:

First, student branch advisors would provide nominations by means of a write-up to a Foothill Section screening review committee.

Next, the committee would present results to the Foothill ExCom and decide the total amount to distribute.

It was decided that we would send a letter to all faculty advisors with the criteria information and ask them to make a recommendation.

Discussion followed on issues remaining to be resolved.

1. Should one Foothill award be made or one award for each student branch/chapter?
2. What should the award cycle be?
3. Where should the award presentations be made?

After considerable discussion Mike made the following motion to try and resolve these issues, at least for 2008:

Mike moved to implement the student award process 2008 as follows:

- a. Use the committee's approved criteria
- b. Allocate \$500 for one award
- c. Allocate \$250 each for two honorable mentions
- d. Conduct one set of awards in the Spring and one in the Fall
- e. Present the Fall award at the February IECES banquet
- f. Make the student award committee a regular standing committee

Frank seconded the motion and it passed unanimously.

With further discussion it was decided to have May 1 be the deadline for Spring award nomination submissions. The Fall award nomination deadline is still TBD.

➤ Next Seminar

Topics for the next Section meeting were discussed. Ideas included:

- Training for My IEEE/IEEE TV
- Another solar electric presentation – more technical
- Mount Lowe railroad
- Wind farm field trip to Mojave
- Global warming
- Electric vehicles – AQMD electric vehicle group meets at SCE.

Art moved that Gerry explore getting a speaker for an electric car presentation. Illir seconded and the motion carried unanimously.

III Section and Committee Reports and New Business

➤ Student-Branch/Chapter reports and requests

Cal Poly Student Branch: Jose Oviedo informed the ExCom that they have an S-PAC scheduled for April 26 and were concerned that there might be a potential conflict with WTS2008 scheduled for the same day. We assured him there would not be a problem with having both events at the same time. He summarized their event as consisting of a breakfast and then three presentations on professional awareness. They expected cost to be \$600 with \$200 to be provided by Region 6, and a yet to be determined amount to be provided by corporate sponsorship. He was advised to submit a budget request at the next ExCom Meeting or by email for email voting if they needed any funding support from the Foothill Section.

ComSoc and Cal Poly Swift: Henry informed the ExCom that Swift (ComSoc Student Chapter) planned to conduct a home networking workshop on Saturday May 17. The workshop would cover both wireless and wired home and business networking topics. The event would include demos on intercept techniques to emphasize the importance of network security. Henry informed us they want to provide lunch and cover participant parking cost and will submit a funding request as soon as they determine what will be required. He was advised to submit a budget request at the next ExCom Meeting or by email for email voting if he needed a commitment sooner.

AP/MTT Chapter: Frank provided Keith with a formal letter from Cal Poly Pomona confirming that they had received the Foothill Section donation for WTS2008.

Frank reminded the Cal Poly professors present that undergraduate scholarship nomination inputs needed to be provided by May 1 and that the student needs to be an IEEE student member.

- LAC Report:
 - No report

- Chairman's Report

Tom reported on the Region 6 OpCom meeting held on February 2 in Manhattan Beach. Highlights:

- Sections congress set for 2011 in San Francisco
- TISP training will be held April 3 and 4

Tom informed us that Cal State San Bernardino's computer science department contacted him requesting information about how it could form a student branch. Currently they do not have enough students interested to satisfy IEEE requirements.

IV Old Business

Covered during new business discussions.

VI Administrative II

The next ExCom meeting was scheduled for 08 April 2008.

The meeting was adjourned at 8:45 pm.

Recorded and submitted by:

Bill Holbrook
Secretary, IEEE Foothill Section 2008