



The following minutes capture the highlights of the Foothill Section Executive Committee (EXCOM) Meeting held at the IHOP Restaurant in Upland, CA on 08 April 2008.

## **I Administrative**

- Call to order, Quorum review, Approval of minutes and Agenda  
The Chair, Tom Cylkowski called the meeting to order at 6:48 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 Herder, Communications Chapter: Steve Baer, LAC Representative: Art Sutton, Cal Poly Student Branch: Jose Oviedo, LAC Representative: Illir Proгри

Bill Holbrook presented the 11 March 2008 minutes and they were accepted as written.

## **II Section Business Meeting**

- Cal Poy S-PAC Event

Jose presented a funding estimate for \$530 to cover catering costs and room usage charges. Region 6 will provide \$200 after the event is over. Art moved to have the Foothill Section provide the funding; Jerry seconded. The vote was unanimous in favor of the motion. Keith wrote a check and presented it to Jose.

- UCR Merit Badge Event

UCR had requested \$300 for t-shirts to hand out to participants. Art moved to have the Foothill Section provide the \$300 to the UCR student branch; Illir seconded the motion and it carried unanimously.

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

- WTS 2008 Update

Bill informed the ExCom that he had submitted a broadcast announcement through the IEEE for the WTS 2008 welcoming dinner.

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

- Committee Reports

- Outstanding Student Award Committee Report

Art and Jerry said they would draft a notification email and send it to the Cal Poly and UCR student branches.

- Student-Branch/Chapter reports and requests

- Reported in *Section Business Meeting* minutes above

- LAC Report:

- LAC meeting scheduled for April 12. Foothill representatives will provide a report at the next ExCom in May.
- Chapter Reports
  - AP/MTT Chapter  
Frank reported that he had contacted UCR (Professor Ilya Demar, IEEE Faculty Rep) about the MTT scholarship program, and had received a POSITIVE response. He will send out a new set of emails to UCR, and to Prof Gerald Herder and others in the microwave field at Cal Poly Pomona, with information of technical proposal topics that won MTT scholarships in previous academic year, and which are of current industry interest.  
  
Frank informed us that the Microwave Magazine was now being translated into Spanish and Chinese
- Chairman's Report
  - Tom reported that the IEEE-USA annual meeting would be held in Indianapolis on April 26. It was decided that the Foothill Section would not attend.

#### **IV Old Business**

- Future Section Meeting Topics  
Jerry informed us he had been unable to get a speaker from the AQMD electric vehicle group for May but may still be able to arrange something later in the year.

After a group discussion it was decided to hold a section meeting on the third Tuesday in May at the Claremont college computer museum if arrangements for the facility could be made. Art said he would contact them.

Frank informed us that the current issue of IEEE Microwave magazine had an article on microwave ovens and that the author is retired and lives in Pomona. Frank said he would contact him about the possibility of being a speaker at one of our meetings.

#### **V New Business**

- All new business topics were included in the topics reported above.

#### **VI Administrative II**

The next ExCom meeting was scheduled for 13 May 2008 at IHOP in Upland.

The meeting was adjourned at 8:45 pm.

Recorded and submitted by:

Bill Holbrook  
Secretary, IEEE Foothill Section 2008