



2009 Officer Training and Chapter Best Practices Workshop

Saturday, January 24, 2009

Michaels at Shoreline, Mountain View

Breakfast Buffet 8:30 – 8:45

Introductions; Council Matters 8:45 – 9:15

- **Welcome & Opening Remarks** Dan Sparks, SFBAC Chair
- **How your Chapter or Branch relates to Society, Section, & Council**
Bill DeHope, OEB Communications Director
- **Rating This Year’s Workshop: Win a Frys Gift Certificate** Dan Sparks, SFBAC Chair

Breakout Session 1 9:30 – 10:30

TRACK A

Officer Training I

- **Bill's Basics: A Minimal-Action Solution for Chapter Success** – Bill DeHope, OEB Communications Director
- **Publicizing your Events in the GRID “system”**
Paul Wesling, SFBAC Comm’ns Director

TRACK B

Student Branch Officer Training I

- **Students Activities in IEEE**
Rahim Khoie, IEEE Region 6 Student Activities Committee Chair

Break 10:30 – 10:45

Breakout Session 2 10:45 – 11:50

Officer Training II

- **Financial Reporting and Concentration Banking** – Ram Sivaraman, Past Santa Clara Valley Section Chair
- **Recognition: Chapter and Section Awards** -
Tom Coughlin, Region 6 Central Area Chair

Student Branch Officer Training II

- **Branch Leadership and Management**
Rahim Khoie, IEEE R6 SAC Chair

Luncheon Banquet Noon – 1:00

- Drawing: Frys \$100 Gift Certificate
- IEEE-branded Gift for first 90 registrants

Closing Remarks 1:00 – 1:05

Dan Sparks, SFBAC Chair

The **first 90 registrants** get an IEEE-branded **garment bag** – be sure to pre-register!

There’s no cost – visit. . . www.e-grid.net/training/

BRING A WHOLE TEAM FROM YOUR CHAPTER – get everyone up to speed!

Menu – next page ==>

Breakfast Buffet –

Fresh seasonal fruit, scrambled eggs, breakfast potatoes, sausage links, bacon, hot biscuits and assorted breakfast breads. Served with freshly brewed coffee, decaf, specialty teas and orange juice.

Lunch Banquet –

#1 – **Broiled Salmon**, or

#2 – **New York Steak**, or

#3 – Grilled **Vegetable Brochette** with Wild Rice

All served with seasonal greens, vegetables, potato du jour, French rolls, coffee and sherbet.

Council & Section Officers

2008

2009

San Francisco Bay Area Council

Chair

Dan Sparks (SF)

Vice-Chair / Secretary

Ram Sivaraman (SCV)

Treasurer

Victor Stepanians (OEB)

Santa Clara Valley Section

Chair

Ram Sivaraman

Roxsana Hadjizadeh

Vice-Chair

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Secretary/Treasurer

James Hungerford

San Francisco Section

Chair

Sandra Ellis

Vice-Chair

Dan Sparks

Treasurer

Ray Holstead

Secretary

Julian Ajello

RSVP TODAY!

Lock in one of the IEEE-branded garment bags!

Through the Council's DoubleKnot on-line Registration System (no cost):

www.e-grid.net/training

Further information: Paul Wesling

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