Minutes of the R60027 OC Section ExCom Meeting 12-February-2015

Attendees and Affiliation

Dwight Borses, OCS Secretary
A.Winsor Brown, OCCS Chair
Gora Datta, OCS Vice-Chair
Noah Flaun OCS Past Chair, proxy for Brian Hagerty, RAS Chair and Reggie Little, CES Chair
Massimo Mitolo, OCS Chair, proxy for Victor Ratinoff EMC Chair and David Cheng PACE-SA

Arti Roth, OCS Treasurer
Anil Pattni, CMI, proxy for Wes Masenten, OCCN Chair and Farhad Mafie, SSCS Chair
Kai-Bor Yu, AESS Chair
Ian Varley, PES/IAS Chair
Hanli Zou, ComSig Chair

Call to order: 6:38 PM

1. **Agenda** presented by email was adopted by vote.
2. November 13, 2014 and January 8, 2015 meeting **Minutes**, as emailed to ExCom officers, was approved by vote.
3. **Action item** to purchase of five IEEE appreciation certificates was not necessary as Russell Hunter was mailing the certificates he had acquired for the section.
4. **Discussion Items**
   4.1 Membership Development Chair. Raja Khabbaz has accepted the appointed position of Membership Development Chair. Raja is acting West Zone Operations Manager for Eaton's Energy Solutions and a Project Manager for Eaton's Major Projects Group. He is a LEED (Leadership in Energy and Environmental Design) Accredited Professional and holds a Bachelor of Science degree in Electrical Engineering.
5. **Government relations: No report**
6. **Industry relations: No report**
7. **Reports**
   7.1 Treasurer's report on January 2015 Section finances. Opening Balance **$71,42.12**; Closing Balance **$70,298.79**
   7.2 Treasurer's report on the status of the chapter finances in NetSuite: (Post meeting status): As of Feb 20, ED/MTT , EMBS, EMC, PSE, CPMT had not completed filing.
   7.3 Massimo provided a report on the January 23-25, 2015 Region 6 & 4 OpCom meeting in San Diego.
8. **Information Items**
   8.1 Treasurer and Chair have certified they have reviewed the annual financial activity and understand IEEE will include the OCS Geographic Unit Financial Report in the IRS filing, and that supporting documentation (receipts) has been attached into NetSuite for transactions over $1,000.
   8.2 Membership Statistics
   8.2.1 Retention: 2015 Membership Year – Results through December 2014

Renewal by Region: 2015 Membership Year-December 2014											
	HIGHER GRADE MEMBERS			STUDENT MEMBERS			TOTAL MEMBERS			2015 Goal	% to Goal
REGION 6	Opportunity	# Renewal	% Renewal	Opportunity	# Renewal	% Renewal	Opportunity	# Renewal	% Renewal		
Orange County Section **Nov 2014**	2536	1020	40.2%	318	58	18.2%	2854	1,078	37.8%	79.0%	47.8%
Orange County Section	2519	1571	62.4%	335	71	21.2%	2854	1,642	57.5%	79.0%	72.8%

8.2.2   Recruitment: 2015 Membership Year – Results through December 2014

Election by Region: 2015 Membership Year December 2014							
Region Code	Section Name	2014	2013	# Change	% Change	2015 Goal	% to Goal
R6	Orange County Section Nov 2014	137	135	2	1.48%	400	34.3%
R6	Orange County Section	156	151	5	3.31%	400	39.0%

9. Old Business

9.1 Orange County Section to be a technical co-sponsor for the IEEE 2015 International Test Conference in Anaheim, October 4-9, 2015. At R6 OpCom John Waltz (former president of IEEE Computer Society) reported that the organizers, IEEE Philadelphia Section, are no longer using the IEEE Computer Society as a sponsor. ITC organizers plan to have the Philadelphia Section as the financial sponsor, and would like to have the Orange County Section as a technical sponsor. Director Coughlin of R6 made an inquiry to MGA to see if this arrangement is appropriate and complies with IEEE regulations.

9.2 Section Major Events for 2015 will include a family-oriented summer picnic, currently in planning stage, and a formal awards night dinner in the Oct – Nov time frame.

10. New Business

10.1 Adding name to listserv.ieee.org Noah provided the procedure for adding a name to the listserv in his email of Feb 10.

  a. Navigate to https://listserv.ieee.org/ and log in with your IEEE username/password.
  b. Under the dark blue IEEE banner in the upper left corner, select List Management -> Subscriber Management.
  c. Select the list you wish to alter from the pull down menu (I only have access to OC-EXCOM and IEEE-OC but it will show all you are manager of).
  d. Enter the email into the "Examine or Delete Subscriptions" menu. This will show you if an email account already has a subscription (it is possible to have a subscription and be set to NOT get emails).
  e. If the user has a subscription, make sure they are set to receive email and their posting privileges are set properly (use a good working account for reference if needed).
  f. If the user has no subscription, create it by using the "Add New Subscriber" menu.

10.2 Section Facilitation of joint chapter meeting. Chapter chairs and/or chapter program chairs are encouraged to announce technical meetings in advance to other chapter chairs and invite other chapters that may be technical aligned with the meeting subject to co-sponsor the events. This will allow less active chapters to meet minimum meeting requirements to qualify for chapter rebates. Chapters are also encouraged to have joint meetings with other technical societies outside IEEE to increase participation and share costs of programs.

10.3 New Officers Nominating Committee. A slate of candidates will be need for the 2016 OCS term. The committee, from the July 10, 2014 OCS minutes, consists of Winsor Brown, John Collins, Brian Hagerty, Reggie Little, Padman Nagenthiram, Anil Patini, Kumar Ramajayam, Victor Ratinoff, Shirley Tseng, Kai-bor Yu

11. The meeting was **adjourned** at 7:52 PM. The next meeting will be on 12-March-2015