

**IEEE Seattle Section
Executive Committee Meeting Minutes**

Date: Tuesday, Dec 11, 2007
Time: 6 - 8 p.m.
Place: Redmond Town Center Today, Redmond

Attendees: Aziel Epilepsia (UW), Bob Higgins (Computer Secy), Curtis Lu (membership), Andrew Rees (Chair), Erik Godo (Secretary), Maury Miller (PACE), Dave Butcher (PSEC), Andrew Liong (Computer), Joe DeCuir (Vice Chair), Rafael Pinedo (Seattle U), Derek Roberts (Seattle U VC), Gina Castro (Seattle U secty), Bryce Peruins (Seattle U), Steve Allen (Future Cities, web), Josh Kanehen (SPU vice chair), Paul Beihl (PEL), Michael Shi (SPU secty), Graham Schwinn (SPU chair), Dan Harrison (EMBS), Bill Hall (MTT), James Hu (COM), Del Johnson (Treasurer)

Meeting Minutes Approval

- Minutes for the Nov meeting were approved

Chair's Report – Andrew Rees

- Year end financial forms are approaching:
 - 31 January 2008 – Submission of Taxable Payments to Individuals (U.S. units only)
 - 31 January 2008 – Submission of the Bank Account Disclosure Form (All units)
 - 22 February 2008 – Submission the 2007 Geographic Unit Financial Report (All units)
- NW Area Spring Meeting – April 19 (Erik Godo)
- A 2006 Budget copy was handed out for people to review. The 2008 budget needs to be created from this budget.
- How to complete the Audit
- Bylaws: I still intend to translate our bylaws into an appendix of the regional bylaws as discussed in the previous meeting. The edit to being an appendix has started.
- Handing control off to Joe
- Thanks to all the officers and volunteers for making this past year possible.

Vice Chair's Report – Joe Decuir

- Volunteer positions:
 - Membership: we are lucky to have Curtis.
 - Awards: still vacant since Ford moved away.
 - Students: I am willing to keep doing this for 2008.
 - PACE: we are lucky to still have Maury.
 - PSEC: Dave Butcher will keep doing this.
 - GOLD: Mithun may cover in short term, but Curtis is looking into replacement.
 - CNET: We are luck that Paul Kostek seems willing to continue.
 - Future Cities: we are lucky to still have Karen.
 - Web guy: we are lucky to still have Steve.
- Events:
 - As per recent email, we get to host the NW Area meeting on April 19th.
 - I have retried the Radisson, where we hosted last Spring (a popular success).
 - The Fall NW Area meeting might be in Spokane on October 11.
 - At this point, I have no idea when the Region 6 OpCom meeting will be.
- Communications:
 - We have a good system in place; people actually read the Datalink via eNotice.
 - We have a simple and usable web site.
 - A couple people suggested that I write a blog.
 - I have not written one for the December Datalink, but I am tempted to do so for January.
 - I accept the suggestion to put this on the web, too.

- Students:
 - I will visit DeVry on December 13th.
 - I will visit WWU on January 23.
 - I hope to make the UW Mentorship Night, but I don't have the date.
 - I need to organize a 2nd visit to ITT Everett to organize a Student Branch there.
- Polo Shirts:
 - All of the original 44 have been delivered except for Anna Le.
 - We have received all but one check from the first preorders.
 - This week I will send in a new order:
 - 9 more people who are volunteers to consider, some of whom need sizes.
 - 10 in-person orders from the Senior member rodeo.
 - 4 more orders from the December Datalink.
 - To complete an order of 24, I will buy one for my father, a life-member.
- Schedule:
 - I travel a lot. I am bending things to be here on the 2nd Tuesdays.
 - I have hard unmovable problems with February, June and October.
 - I will request to move those meeting to the 3rd Tuesday. There were no objections. I will provide my proposed schedule to the webmaster.
- ICUWB 2009 conference:
 - I have been working with Drs Lampe and Michelson of UBC and IEEE Vancouver Section.
 - Their presentation on subject matter, schedule and finances was sent to the ExCom alias.
 - The proposed sponsorship:
 - 50% (\$10,000 USD) MTT-17 (society, not the local chapter)
 - 25% (\$5,000) each Vancouver and Seattle Sections.
 - The 2008 officers all voted in favor by email. The meeting vote was also unanimous.
 - Joe will work with the Vancouver Section. We should also involve our MTT-17 chair Bill Hall.
- A toast for Del for 2 years' service as treasurer, and Andrew for all the work he has done.

Secretary's Report – Erik Godo

- Now that officers are elected need to input that to National.

PACE Report – Maury Miller

Membership - Curtis Lu

PSEC Report – Dave Butcher

Chapter Reports:

Computer Society – Andrew Liong

MTT Society – Bill Hall

COM Society – James Hu

EMBS – Dan Harrison

PEL – Paul Biehl

Student Chapter Reports:

Seattle U – Rafael Pinedo

Seattle Pacific U – Josh Kanehen

UW – Azriel Epilepsia

Meeting Adjourned
Submitted by Erik Godo