

**IEEE Seattle Section
Executive Committee Meeting Minutes**

Date: Tuesday, October 13, 2009

Time: 6 - 8 p.m.

Place: Overlake Round Table Pizza, Redmond

Attendees:

Erik Godo (Chair), Dave Butcher (Vice Chair), Kambiz Rahimi (Secretary), Mike Becker (C-16 Co-Chair), Ben Sherman (DeVry Chair), Joe Decuir (Student Activities Chair), Dick Wilkins (Treasurer), Jeff Rackowitz, Bob Higgins, Larry Tietze, Bill Hall, Suzette Durden, Tavis Hotzel, Otto Schwarzmiller, Ryan Shield, Lixin Cai, Stevi Deter, Eric Hoffstotter, Igor Parkman, Curtis Lu, Maury Miller, Alex Bendig, Dennis Lewis, Kevin, Miller

Meeting Minutes Approval

- September minutes are approved.

Chair's Report – Erik Godo

- Bylaw revision – waiting for becoming an ex-chair – half a mind to just drop ours.
- Life member activity group charter still incomplete, budget still available.
- ACTION: when we get closer do PR on micromouse - TV/newspapers.
- MGA items to work on:
 1. ACTION: Create and send out congratulatory letter to graduating seniors.
 2. ACTION: need to work associate members upgrade - see how many we have which are eligible.
 3. ACTION: Recognize new fellows at banquet - available via SAMIEEE.
 4. ACTION: Recognize new senior members with pins - make it into a ceremony and then hit them up for volunteering.
- ACTION: Seattle Section website to link to other local IEEE websites (Portland, Vancouver, etc.) - we may be doing this.
- ACTION: Maybe over Christmas go to the Electric League and clean out our stuff. Scan in useful historical records, throw away the rest. Maybe Steve Allen can help here since he is leaving our webmaster role?
- We need to announce voting for officers – need to use tool national has provided for our use, maybe Erik can do this .
- Three members of Seattle Section have been nominated to represent Region 6 in IEEE-USA committees; Erik Godo for Aerospace Committee, Kambiz Rahimi for Committee on Communication Policy.
- Joe Decuir is the Northwest Area chair elect, Dave Butcher is the Region 6 Webmaster.
- New chapter for Product Safety Engineering Society may be possible.
- Motion is approved to invite new section Fellows to the Fall Banquet and fund their attendance.

Vice Chair's Report – Dave Butcher

PSEC – Dave Butcher

- Region 6 meeting was held successfully in Seattle.
- Fall banquet will be at Salty's on Oct. 27, all interested should register now.
- Dr. Henry Louie from Seattle University and Engineers Without Borders will speak at the Fall Banquet.
- PSEC membership fee is submitted to the section treasurer.
- Mentor nights at SPU/SU are in conflict with the Fall Banquet and are still looking for mentors.
- PSEC awards ceremony is scheduled for February 20.
- American Society for Quality has joined PSEC.

Treasurer's Report – Dick Wilkins

- Our investment account balance has increased significantly.
- Other accounts are at or below budget.
- ICUWB loan payback is received, more funds may come later.
- Wireless Workshop is close to break even, we are looking for more exhibitors. We are considering other publicity methods since we are ½ capacity.

Secretary's Report – Kambiz Rahimi

- Submitted L31 forms for EXCOM meetings.
- Please send me DataLink material by the first of the month.

Membership – Curtis Lu**GOLD** – Curtis Lu

- Planning another senior membership drive for January of 2010.
- There is a possibility of holding a humanitarian workshop in Seattle in collaboration with Engineers Without Borders and the IEEE Foundation.
- Young Engineers of Puget Sound is planning another meeting for Jan. 2010.
- Requesting a GOLD web page on the section web site.

Awards – Jeff Rackowitz

- Planning to send e-notice to seek nominations for PSEC awards.
- Preparing an award for Steve Allen to honor his years of service to the section as webmaster.

PACE – Maury Miller

- Career night is planned for evening of Oct. 30, during Wireless Workshop.
- Government Affairs Committee is scheduled for Oct. 20.

Educational Activities – Joe Decuir

- ICUWB 2009: This happened on Sept 9-11, right after our last ExCom. Attendance was over 200, so this at least broke even. Break even should mean we at least recover our \$5000 investment. We receive more money back.
- Wireless Workshop: Early registration is closed. Paid registration is ~100. There are at least 25 speakers and other contributors. We also have at least 4 exhibitors. We have 8 sessions plus 2 keynotes. Sheree Wen and Paul Kostek have been organizing a Career Workshop with at least 4 speakers. Some plans:
 1. Technical programs are coming together
 2. We will set up a password protected share for trading draft content to review.
 3. When we are done, we will take down the ppt source and replace them with pdf.
 4. We will give the attendees the password, and keep it up for a few weeks.
- We have 5 student branches: DeVry, Seattle Pacific U, Seattle U, Western, UW. 4 are very active. Great news: UW has a new (and popular) student branch advisor: Jim Peckol.
- We had a meeting of the Student Activities committee at Round Table on Sept 28:: Bob Higgins, Dave Butcher, Joe Decuir, Mike Becker, Jennifer Hawkins, Dan Vishoot and Whitney James. We discussed a presentation from Shrikant Palkar. Action items:
 1. UW IEEE will have a table at their annual Activities Fair; that signed up over 20 new students.
 2. UW IEEE will have a follow up meeting to introduce those new students; that happened on the 6th.
 3. UW will contact Ben Sherman of DeVry about the Extreme Programming contest.
 4. Joe will find Kim Motonaga to set up an SPAC this academic year.
 5. We agreed that we should have a second paper contest for Graduate Students. We need to make an effort to recruit grad students, particularly at UW (which has them).
- We have a lot on the calendar for this coming academic year:
 1. Fall: Extreme Programming contest, hosted at DeVry.
 2. Winter: Micromouse contest, at the Engineers Fair, in February of 2010 (maze from DeVry)
 3. Spring: Student Paper contests for undergraduates and (new) for graduate students
 4. We shall support PSEC Mentor nights.
 5. Instead of an Employers' Panel we should resurrect SPAC(s)
- At least 4 of the 5 student branches are sending officers to the leadership training at the NW Area meeting in Portland next Saturday October 17. I am still looking to recruit a replacement as Student Activities chair. I would nominate Shrikant, and I understand he is interested.
- Possible new student branches (Joe will investigate *after* the Wireless Workshop is done):
 1. Central Washington U has a program in Des Moines.
 2. ITT Everett as a program in Everett; I last visited in late 2007.
 3. UW Bothell just started a program.
- New Initiative Study Group Grant: We have been given \$5,000. This is enough for 12 participants, unless IEEE ups the price of MDL. They have deposited this in our Concentration Banking account. We announced this in the October Datalink, and one very interested party responded. My plan:
 1. Locate a venue for November 16 or 18
 2. I need to draft a presentation on this for technical chapter chairs and prospective participants
 3. Publish an announcement in the November Datalink to get the first project(s) started.
- I wrote a congratulatory note to Dr Moshe Kam, who just won the IEEE President election. He

chaired the IEEE New Initiatives Committee that funded this project. He indicated that he is interested in its success; he will ask me to call in and report on progress. Separately, at the recent Region 6 meeting, I was asked to submit this as a topic for the 2011 Sections Congress. I will do so.

Chapter Reports:

MTT –

- Elections are held, Dr. Lixin Cai is the new chair.

EMC –

- Next event is planned for first quarter of next year.

C-16 –

- Four technical meetings are planned, two for this year, two for next year.
- Are other chapters interested in holding joint distinguished speaker talks with the Computer Society?
- New chapter web site is in development, completion is expected within a month.
- Working on developing a CSDP study group.

WIE –

- First group meeting was held, working on a mentoring project.

Student Chapters:

DeVry -

- Micro-mouse team is working on building the maze for the contest.
- Several students signed up for the Wireless Workshop.
- Ten new student members, chapter membership is at 30% among the student body.
- IEEEExtreme Programming competition: 25 participants, 9 teams, 2 proctors for every time slot.
- Motion is approved to fund the catering service for IEEEExtreme Programming competition.
- Planning to attend student leadership training in Portland.

SPU -

- Initial meeting was held, many new members have joined the chapter.
- Student mentor office hours are held at the university.
- Planning to attend student leadership training in Portland.

SU -

- Membership process has been streamlined.
- Two teams will participate at the IEEEExtreme Programming competition.
- Planning company tours for the members.
- Planning to attend student leadership training in Portland.

Meeting Adjourned

Submitted by Kambiz Rahimi