

AGENDA

Executive Committee - San Diego Section of the IEEE
Regular Meeting - 07 October 2009

Chair: Mark Frankfurth

Secretary: Terry Hache

Time	Topic	Role	Owner/Responsible
18:00	Dinner from Qualcomm food service provider (CulinArt)	Host	Xun/Yogen
18:30	Call Meeting to Order & Welcome	Chair	Mark Frankfurth
18:30	Introductions	Chair	All
18:40	Minutes of Previous Meeting - Highlights	Secretary	Terry Hache
18:45	Topics & Guest Requests 1. Awards Announcements – Jordan, UCSD, Ram Parameswaran 2. Region 6 OpCom Meeting, Seattle – Good work! 3. Xun – Q Auditorium Announcement 4. Presentation and request for the “Room to Read” Program 5. Plans for SW Area Meeting 10/10 6. Establishment of Life Members Affinity Group 7. Publicity for Events outside of San Diego – discussion?	Chair	M. Frankfurth Mark Mark Xun & Yogen Nathan Kesh & Xun Upkar/Larry Mark
19:45	Chapter Reports – Chairs please join us or send - Great pickup in chapter activity in September !!! L-31’s please! - Chapter revivals for CAS, OES, and EMBS	Chair	Chapter chairs
20:00	Officer Reports - VC Publicity Report - VC Programs Report - Treasurer Report - Secretary Report - Chairman’s Report – R6 OpCom Notes (Grad Student Award?)		Yogen Deshpande Tony Spurgin Rudi Streif Terry Hache Mark & the OpCom team
20:15	Committee Reports - Membership Committee Report - Industrial Relations Coordinator Report - Legislative Affairs Chair Report - Finance Committee Report - PACE Education Committee Report - PACE Professional Coordinator - Student Affairs Committee Report		Al Keiner Carlos Beceril Upkar Dhaliwal Larry Hamerman Kesh Bakhru Upkar Kathleen Kramer
20:45	Old Business - Assisting Student Branches (SDSU) with speaker contacts - Putting CommNexus into the background? - Jobs Initiative: Workshop Status?	Chair	Mark Frankfurth Mark/Jay Mark Upkar & Larry
20:50	New Business - PACE projects	All	Mark Frankfurth Kesh/Upkar
20:55	November ExCom Meeting Plan – 2nd week 11/11	Chair	Mark Frankfurth
21:00	Adjourn	Chair	Mark Frankfurth

Meeting held at Qualcomm, 5775 Morehouse Drive, San Diego, CA 92121

IEEE San Diego Section Website: <http://www.sdieee.org>
 IEEE San Diego Section Bylaws: <http://www.sdieee.org/cgi-bin/WebObjects/ieee.woa/wa/page?key=bylaws>
 IEEE Chapter Resources Website: <http://www.ieee.org/portal/pages/tab/cha/index.html>
 IEEE-USA Website: <http://www.ieeeUSA.org>
 Overall IEEE Website: <http://www.ieee.org>

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Meeting Roles & Responsibilities

Chair: The Chair is the presiding officer for the meeting. The main duty of the Chair is to preside over and conduct the meeting according to the agenda and reasonable parliamentary procedure. The environment shall be a controlled, respectful, inclusive, and productive one in which the business of the Section can be addressed. The Chair shall recognize members/participants/speakers and assign the floor as appropriate.

The chair shall encourage preparation for the meeting, and follow-up on Action Items from the minutes.

Secretary: Perhaps the most important role in the meeting process, the Secretary and assistants lay the groundwork for a successful meeting, record minutes, and follow-up afterwards. These activities include a cycle of

- Assembling Agendas
- Distributing Meeting Notices
- Coordinating resources for the meeting
- Providing Meeting Minutes
- Recording Meeting Minutes
- File Meeting Report with IEEE
- Communicate Action Items for Follow-up

Anyone and everyone can assist the Secretary in guiding successful meetings.

Committee Chairs: Committee Chairs are responsible for reporting on the activities, decisions, and issues of their committees. Reports may be provided by Committee Chairs (or their delegates) in person at meetings according to the agenda. As an alternative, written reports may be provided to the Secretary prior to the meeting.

Quorum: According to the Section Bylaws, a quorum for official business is eight (8) or more voting members.

