



## Executive Committee Meeting

October 21st, 2024, Via Zoom..

### Attendees:

Role	Officer	Vote	Name	Present
Chair	<b>Y</b>	<b>Y</b>	<b>Peter Bonk</b>	<b>On Line</b>
Chair Elect	<b>Y</b>	<b>Y</b>	<b>Kristin Di Bona</b>	<b>On Line</b>
Treasurer	<b>Y</b>	<b>Y</b>	<b>J Louise Liu</b>	
Secretary	<b>Y</b>	<b>Y</b>	<b>Jason Lye</b>	<b>On Line</b>
Past Chair		<b>Y</b>	<b>(Vacant)</b>	
Councilor		<b>Y</b>	<b>Joe Sabol</b>	<b>On Line</b>
Alternate Councilor		<b>Y</b>	<b>Mukund Chorghade</b>	
Programming Chair		<b>Y</b>	<b>Xu Simon</b>	<b>On Line</b>
Membership Chair		<b>Y</b>	<b>David Cunningham</b>	
Publicity & Communications		<b>Y</b>	<b>Jennifer MacLachlan</b>	
Volunteer			<b>Russ Phifer</b>	
Volunteer			<b>Janet Bryant</b>	<b>On Line</b>
Volunteer			<b>Cary Supelo</b>	
Volunteer			<b>Mike Mazzotta</b>	
Volunteer			<b>Arlene Garrison</b>	
Volunteer			<b>Stephanie Ryan</b>	
Volunteer			<b>Rafael Armiño-Silva</b>	
Volunteer			<b>Kabrena Rodda</b>	
Volunteer			<b>Tyler Houser</b>	
Volunteer			<b>Chet Boxley</b>	
Contract Webmaster			<b>Tracy Champagne (external to SCHB)</b>	

# Action items:

Who?	Action they will undertake or lead.	By When?
Janet	Redline the Sept & August minutes for succinctness. Return to Jason. This will provide guidance as to how to summarize.	
Xu	Ensure that the San Diego escape room is posted in the Officer reports that come out prior to the meeting as additional marketing for event.	
Peter	Follow up with with ComSci to understand the role, as well as whether the ComSci programming, broader issues.	

# Voting Decisions Summary:

Proposed?	Motion	Seconded	Outcome
Joe	To formalize Jennifer MacLachlan's role as Chair of the Communications Committee.	Kristin	4 for, 1 abstain
Peter	Vote to approve \$85 spend on ElectionRunner to run the election.	Jason	Passed
Peter	Montion to Adjourn 8:34pm	Jason <i>et al.</i>	Passed

# Discussions summary: (not necessarily in chronological order)

Who?	Discussion	Outcome
Kristin	<b>Chair Elect Report</b> - no report — but has a comment on the minutes.	

Who?	Discussion	Outcome
	<p><b>Financial Report</b> - no report.</p>	See votes
Jason	<p><b>Secretary Report:</b></p> <p>Minutes for approval to post on Website. Kristin: Is there too much detail in the minutes we are posting?</p>	See actions
Joe	<p><b>Councilor Report</b></p> <p>- no report</p>	
Joe	<p>Jennifer was not nominated properly. Joe checked the minutes and could not find a vote in the minutes. Joe proposes a motion to formalize Jen's appointment.</p>	See votes.
Xu	<p><b>Programming:</b></p> <p>We are all ready for San Diego SBIR Symposium Sunday afternoon COMP symposium on Monday afternoon Proposed EC meeting Sunday 22nd morning. Escape Room - would like to have the escape room again. Cosponsor with other divisions. SCHB is the prime sponsor.</p> <p>Joe: Confirming SCHB EC Sun Mar 23 10a-noon PDT, SCHB SBIR Sun Mar 23, 2-6pm, SCHB COMP Mon Mar 23, 2-6p, correct?</p>	
Kristin	<p>Suggested that the Escape room may include an educational element: e.g.: How to put on an escape room.</p>	
Peter	<p><b>Nominations:</b></p> <p>Election is underway via ElectionRunner. It cost \$85. (cf. the system that Organic uses costs ~ \$2,000) 524 voting members. System went out on October 14th. Scheduled to close on October 29th. Only 8 email addresses (1.5%) were rejected Responses: High 70's people have voted. There will be two more reminders.</p>	

Who?	Discussion	Outcome
Peter	<p>Society Committee on Science Letter:</p> <p>CommSci is requesting that SCHB elect two people to represent small business on the committee.</p>	
Peter	<p><b>Monthly Zoom:</b></p> <p>Thank you everyone who attended the Councilor Town Hall in September.</p> <p>November: Jason &amp; Peter working on a presenter for the November.</p>	
Peter	<p>Closing out the IPG for SCHB support of a booth at the Expo. Do we have everything we need? Peter was looking for more detail. Did Chet come back with more details on the close out report? Booth in Denver.</p> <p>Joe: Louise should have the information from Chet. Check with Louise for details.</p>	
Joe	<p>Communication Cadence:</p> <p>We did do a Strategy for SCHB - Communication Strategy was included in the Feb 2022 Strategy Planning Session.</p> <p>Kristen: This is a big deal and we need probably more than just a volunteer. May need to hire an intern to help with the process.</p> <p>Joe: Has found the slides and will distribute.</p>	
Peter	<p>Do we need a meeting in December? Would be Dec 16th.</p>	
Joe	<p>Haak Award: Not contacted. Deadline approaching</p> <p>Peter: We should have a plan to get these awards taken care of earlier in the year.</p>	

## Running List of Event and Speaker Ideas:

Who?	Details	Outcome
	Entrepreneur Pitch Contest (aka shark tank)	
	Hach award, after Kathryn Hach - for entrepreneurship.	

## Parking Lot:

Agenda Item: Communication: Policy, Format, Timing, Operating Rhythm, Clarity, Read-ability.

Agenda item: Next year we will need a nominating committee. See minutes 3/17/24 excomm meeting. This nominating committee would do ALL the nominations for the division.

Zoom meeting between regional meetings and holidays.

## Treasurer's Report:

*Will be Attached if provided.*

## Councilor's Report:

*No report.*

## Other Attachments: