Syracuse Section, Northeast Region, District 2
ILLUMINATING ENGINEERING SOCIETY
OF NORTH AMERICA
(Serving Central New York)

BOARD OF MANAGERS MEETING: JANUARY 20, 2017

Present (Checked):
- Paul Mahaney
- John Domanski
- Bill Snow
- Marc Pittarelli
- Roger Garcia
- Jeff Cassel
- Chad Loomis
- Rory Carlesco
- Liliya Lifanova
- Tim Carvel
- Kurt Benziger
- Jim Flood
- Bill Fletcher

Agenda:

♦ *Previous Minutes*
  • Approved

♦ *Treasure report*
  • Beginning balance _____ with a deposit of ____ Ending _____
  • CNY EXPO is projected to bring in about $1000, There was good feedback on most of this year’s presentations.

♦ *Public Relations & Newsletter*
  • No Updates at this time.

♦ *Web Site*
  • Additional page was created for meeting minutes to be place on the web. Liliya to start place meeting minutes on the web and announce to the overall list minutes’ availability.

♦ *Membership*
  • We are looking to strengthen the IES membership by creating a strong Emerging Professionals (EP) program. This to be discussed further at the next meeting. Roger suggested we start working with the local universities to drum up interest.
  • Marc, Roger and Rory to meet this month to discuss.

♦ *Old Business*
  • *Scholarships.* Jeff Cassel was in contact with Bhatki Sharma @ Buffalo State who is leading EP program. Bhatki shared their paper work and criteria for Scholarship award. Jeff also shared his ideas. Liliya to e-mail all collected information to BOM. **We need a committee that will meet 1-2 times a months for formalize the logistics and criteria of the Scholarship.**
  • *Create a brochure* – Marketing brochure about our Section as a handout to have on an IES table in for various events. Rory will be leading creating the brochure. Liliya is working on IES logo. **Brochures have been created and will be available at all Presentations. Liliya is working on Logo.**
• **Reduced fee for Students** - Open IES meetings to students with a $5 fee. The IES student membership is very affordable. We need to encourage more students to join the IES. (See Membership on EP's above). **Rory suggested a reduced fee for EP’s also.**
• **Call for New Members** – Liliya to coordinate to add an announce in the website.

♦ **New Business/Meetings**
  • **Member Appreciation.** This has been postponed until December 2017.
  • **GOLF Tournament.** Chad Loomis and Bill Snow are searching for a course for this June. It was voted on to move this event back to June and near Syracuse. This will be a hot topic for the next couple of months. Stay tuned…
  • **Elections.** The Board of Managers approved last year that the current Board will stay in position for two years. New Elections will be held next winter.
  • **Yearly Sponsorships.** Rory has suggested that our section try to establish a yearly sponsorship program. Rory has been meeting with John and Chad to develop a program that will be submitted for review.

**All Meetings:**
• Gifts -We need to remember to get gifts for our speakers. Gift to be $20-$40.
• Educational Credits- We need to make sure all sign up information and CU information is included in our brochures.
• Advertising -We need to keep up the push on social media.
• Venues - We need to look in to possible alternative venues for our meetings. Both Steak & Sundae and Genesee Grande are good locations. Other possible locations Dinosaur Bar-B-Que.

**Schedule 2017:**
Jan. - OFF
Feb. – Codes Education 2-16 Lunch
Mar. – Open
Apr. – Iota Emergency Drivers
May - Light Fair We are looking into a Bus trip this year
June – Golf Tournament
July – OFF
Aug. – OFF
Sept – Open
Oct. – Open
Nov. - CNY Expo
Dec. – Awards and Appreciation Night

The committees and their chairs are created with following people to serve as liaisons for the specific committee activities. Roger will be the committee’s coordinator. President is a member of all section committees.

1. **Program - Kurt Benziger, Bill Snow**
   - Arranges speakers, programs and facility for our program meetings while the VP and others usually assist.
2. Education – Rory Carlesco, Roger Garcia
   - The role of the Section Education Chair is an important one in developing a plan for the
     Section’s program year and requires coordination with the other colleagues on the Board of
     Managers.
   - Identify collaborative educational opportunities with other IES Sections, Regions and other
     allied organizations.

3. Membership – Marc Pittarelli, Roger Garcia
   - Works to retain current membership, conducts new member drives, welcomes new members,
     and prepares, when necessary, membership surveys.
   - Seeks out potential Sustaining Members, welcomes new ones into the Section, and retains
     current Sustaining Members.
   - Arranges recognition of Sustaining Members in Section newsletter and at special Section
     meetings.
   - Scholarship Development – Jeff Cassel & Tim Carvel

4. Website/Public Relations- Liliya Lifanova
   - Sends releases to local papers and IES office regarding Section activities, maintains a folder of
     work, and encourages the media’s interest in and coverage of Section activities.
   - Responsible for collecting nominations within the Section of candidates for Section, Regional
     and Society Awards.

5. Fund Raising - Chad Loomis, John Domanski
   - Yearly Sponsor Program
   - Golf Tournament
   - Other fund raising events.

6. Illuminating Awards – Liliya Lifanova
   - Local Awards

   - Nominating Committee meets in February to prepare Section Slate and review with BOM.
     Roger to check on Election procedures in Section Bylaws.

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The next meetings:
BOM: is on February 02-17-2017 at Little Gem Diner, 832 Spencer Street at 7:30a.m.
If you our out of town or on the road, please call a BOD’s cell phone.

BOD: is on February 02-10-2017. Rory, Liliya, Bill and Roger are getting
together to prepare for BOM meeting.