



Virginia Council

Secretary's Report

28 September 2002

1. **Call to Order.** Sean Haynes, Chair called the meeting to order and established that a quorum was present. Sean greeted our special guest, Dick Riddle, representing Region 3.

Officer Reports

2. **Secretary.** No secretary's report was available. Richmond needs to provide the secretary for the next meeting. Adeeb Hamzey acknowledged.
3. **Treasurer.** The treasurer's report was approved as corrected. The corrected version will be forwarded to the Virginia Council mail list. A motion to assess each section \$150 to replenish the treasury was approved. The assessments will be due at our next face-to-face meeting in March or April of 2003.

Section Reports

4. **Central Virginia Section.** The Central Virginia Section reported on their upcoming meeting schedule. Section Chair, Grace Giras, noted that unemployment was a serious problem in their section particularly in the Lynchburg section. The support provided by the IEEE Rapid Response Team did not seem to be sufficient to meet the needs of their members. They were looking for a job fair and the RRT was not able to help them set one up. Dick Riddle took an action to see if the RRT would consider providing that sort of service.
5. **Hampton Road Section.** William Edmonson, Section Chair, presented the Hampton Roads Section report. One of William's priorities is to improve the quality of education in K-12 math and science. The group suggested a number of resources such as www.usfirst.org, www.botball.org, and www.kipr.org. William was looking for more basic improvements in the educational system and improvements in the Standards of Learning.
6. **Richmond Section.** Ralph Russell spoke for the Richmond Section. Before he delved into the section report, he spoke a little on the importance of networking. He gave an example of a Virginia Tech student that attended a section meeting while he was home on vacation. He did not have a business card or resume, but was asking about job openings. A few days later a

Secretary's Report
October 1, 2002

summer job showed up one of the member's desks. They had a heck of time tracking the student down, but fortunately he was the Virginia Tech Student Section Chair and after calls to Headquarters, he was tracked down and got the job. Ralph pointed out that few of us had business cards. He recommend that we all get cards made with our IEEE information and pass them out at every IEEE oriented activity. (Secretary's note: the recommended formats can be found at http://www.ieee.org/portal/cms_docs/about/documentation/copyright/IDStandardsapp4volunteer.pdf.)

7. Proceeding to the section report, Ralph wanted everyone to know about the tremendous success story they have experienced in their section. Adeeb wrote a moving letter to the section that challenged them to come out and rebuild the section from the ground up. They used all three media (USPS, email and web postings) to get the word out. They began with a Wine Tasting that got tremendous response. They followed up with meeting topics that were requested by the members: Gigabit Ethernet, Voice over IP, and Wireless Networking. Philip Morris has allowed them to use a meeting room they rent at a local Sheraton. This is a "permanent" location that has been very favorably received by the section.

8. **Virginia Mountain Section.** David Livingston presented the Virginia Mountain Section report. Recent section meetings included a "plant tour" of the Virginia Tech Smart Road. Last May they their newsletter editor moved out of the area. They have not really recovered from this yet. They have moved to all electronic distribution, with hard copies only mailed to those that request it. All new members receive a letter from the Chair that explains this policy. The all too familiar topic of SAMIEEE and the IEEE mail lists came up. A number of sections noticed that they seem to restore from old backups from time to time. This is frustrating. Sean has written a utility to help manage the mail lists, which will be posted to the council web page to be used without warrantee.

New Business

9. **Special Guest.** Dick Riddle provided words of encouragement to the volunteers present and thanked them for their service. He wanted everyone to know that the Section's Congress Region 2 and 3 Caucus will be available by teleconference 0900-1400 on Friday, 18 October 2002. Interested parties will need a network connection and an open phone line. Contact Dave Green (d.green@ieee.org) if you are interested in attending. Next, he wanted to address questions about Southeastcon. No decision has been made as to the travel policy. Members of PACE are invited. Finally we need bidders for Southeastcon 2005, 2006 and 2007.

Secretary's Report
October 1, 2002

10. **Children's Engineering Convention.** A motion to use the Girl Scout Project equipment for the Children's Engineering Convention was approved. This equipment is available for any similar educational endeavor on a first come-first served basis.

Old Business

11. **Volunteer Recruiting.** Ralph Russell provided a few tips on getting volunteers. First as potential volunteers to simple tasks with a definite end point. For the example, helping with the publication of a single issue of your newsletter. This is good for you and good for them. If they don't work out on that task, you can suggest another that might be better suited for their skills. He also reminded us to use WIFM (What's In It For Me) to relate to our potential volunteers.
12. **Sections Congress.** All sections will be represented at the Section's Congress.
13. **Appointment of New Officers.** Richmond Section will need to provide a representative to serve as next year's First Chair. The Central Virginia Section will need to provide a representative to serve as Treasurer. All other representatives will move up the chain.

Ad Hoc Committee Reports

14. **Boy Scout Jamboree Project.** Ralph Russell presented his report on the Boy Scout Jamboree Project. His web site, <http://www.emeritbadges.com/> is still active and receiving hundreds of hits.
15. **Girl Scout Committee.** No report from the Girl Scout Committee was presented. Adeeb Hamzey volunteered to contact each of the three Virginia Girl Scout Councils to encourage them to use the project. The council information is available on line at <http://www.girlscouts.org/councilfinder/results.asp?STATE=VA>.

Standing Committee Reports

Secretary's Report
October 1, 2002

16. **Awards.** The Pletta and Crozet award nominations will be due in April. Virginia Dominion Resources is being considered for the "The Friend of IEEE Regional Activities Award". Information on this award is available on the Regional Activities web site at <http://services3.ieee.org/organizations/rab/rab/Awards/friends.html>. We are seeking a new awards chair.

17. **PACE.** The PACE chair is currently vacant.

18. **Public Relations.** Adeeb Hamzey presented the Public Relations report. He provided details of how they were able to reach the Richmond Section members and revive their section. A soft copy is being provided to the council mail list and will be posted on the web site. The contact information for each of the major newspapers in the state will be posted on the web site to facilitate publicizing of section activities.

19. **Membership.** Bill Labelle presented the Membership Committee report. It was suggested that in the future the membership levels should be compared year-to-year using the data from the same month. Fluctuations from month-to-month are primarily due to the IEEE billing cycle and do not normally reflect actual changes.

20. **Education.** The Education chair has been Russell Churchill. We have not heard from him a considerable time, so unless we hear otherwise we are considering the position vacant.

21. **GOLD.** Sean is no longer eligible for the chair of Graduates Of the Last Decade (GOLD). This position is vacant.

Adjourn

22. The next meeting will be held on line, 14 December 2002, 10:00 AM to 12 Noon. The server is [irc.ieee.org](http://www.ewh.ieee.org) and the room is #VACOUN. The password is available at <http://www.ewh.ieee.org/reg/3/e-conf/ircpasswd.html>.

Secretary's Report
October 1, 2002

Virginia Coordinating Council

23. The Virginia Coordinating Council did not meet.

Respectfully Submitted,

William B. Clayton
Acting Secretary
w.clayton@ieee.org