



Virginia Council

Secretary's Report

September 6, 2003

1. Call to Order. The Virginia Council met at the Dominion Power Innsbrook Technical Center, Glen Allen, Virginia on September 6, 2003 beginning at approximately 10:00 AM. Adeeb Hamzey called the meeting to order. Present were:

Adeeb Hamzey, Vice Chair

Andrew Shulick, Richmond delegate

Sean Haynes, Past Chair and Central Virginia delegate

Bill Clayton, Secretary, Acting Treasurer, and Communications Chair

Bill Labelle, Membership Chair and Hampton Roads delegate

Attending via teleconference were:

Jim Howard, Region 3 Director

Bill Harrison, Region 3 Director-Elect

2. Quorum. A quorum was not established.
3. Welcome. Adeeb began by recognizing our loss of Dan Jackson with a moment of silent meditation. Director Howard and Director-Elect Harrison were then welcomed and invited to address the group.
4. Region 3 Director.
 - a. The next Region meeting will start on Friday, 21 November at the Atlanta Airport Hilton. The region will reimburse on representative from each council, area, or section. **They strongly encourage both the unit Chair and Vice Chair attend.** He pointed out that if you car pool and share a room there is almost no cost to the unit. The room rates are extremely reasonable, so even if a room is not shared, the cost is not prohibitive for a section. **Each section will be asked to present a five minute (no longer, please) report on their section highlights** with emphasis on section strengths and challenges.
 - b. There is still money available in the Professional Activities Committee for Engineers (PACE) and Section Support Via the Region (SSVR) funds for this year. The SSVR fund is designed for special events at the section level and one time good deals under the discretion Region Director. **Proposals should be submitted to Region by November** and the money is available until 31 December.

- c. Adeeb will pursue a PACE project to create a Government Activities Workshop this year in the Richmond area.
5. Director-Elect.
 - a. He also emphasized the importance of section attendance at the next Region 3 meeting. He sought input on the interest by prospective attendees in attending sessions on Friday. The general consensus was that Friday would be a travel day for most participants. Both candidates for IEEE President have committed to attending the meeting. So no matter what the outcome of the election, the President will be there.
 - b. The draft Region 3 brochure was passed to all attendees. The brochure provides the Strategic Plan for Region 3 in 2004, outlining the Vision, Mission, and Goals. Comments are invited.
6. Secretary. The minutes of the last meeting had no corrections noted.
7. Treasurer. The treasurer's report had no corrections noted.
8. Central Virginia. No report has been received.
9. Hampton Roads Section. William Edmonson's report has been posted.
10. Richmond Section. Andrew Shulick's report has been posted.
11. Virginia Mountain Section. No report had been received.
12. Awards. Dave Geer's email concerning the creation of the Region 3 Dan Jackson Award has been posted to the awards section of this meeting's agenda. We noted that this was truly a fitting tribute to Dan.
13. Dan Jackson. A motion was made by Sean Haynes to contribute \$100 to the Good Samaritan Hospice in the name of Dan Jackson. **This motion will be submitted for electronic vote.**
14. Bylaws. Bill Clayton recommended Article VIII be amended to eliminate Section 1 and Section 4 changed to make a section assessment the primary method of funding. Section 5 should be changed to indicate electronic mail is the primary method of communications with the Sections.
15. Communications. Bill Clayton's report has been posted. Richmond estimated that they spend 20 cents per piece to produce and mail their newsletters.
16. Education. David Livingston's report has been posted.

17. GOLD. This position is vacant. **Bill LaBelle agreed to see if the Hampton Road's Vice Chair would consider filling the position.** Additional information is available from Cathy Downer (c.downer@ieee.org).
18. Membership. Bill LaBelle's report has been posted.
19. PACE. Adeeb had no report, however Sean Haynes requested that Lee Stogner's Employment Assistance (<http://ewh.ieee.org/reg/3/ea/>) site be linked to the Virginia Council site and all Section sites also provide links. Everyone should check out the site and provide feedback, especially local employment resources. **Bill Clayton will contact the webmasters.**
20. Girl Scout Project. Bill Clayton noted that he got no response from the Colonial Coast Council on his offer to provide the electricity demonstration. Bill LaBelle noted that we have been successful in getting the Virginia Standards of Learning website to list the demonstration kit as a resource. Jim Howard requested information on our Girl Scout project be distributed in connection with Engineers Week. The information will be passed to Joe Lillie (j.lillie@ieee.org), Region 3 sections (sec-r03@ieee.org) and the Region 3 Executive Council (r3-excom2003@ieee.org). **Bill Clayton has this for action.**
21. SoutheastCon 2007. Adeeb passed out a very preliminary outline of the actions needed to establish the Virginia Council sponsorship of a future SoutheastCon. 2007 may or may not be available. The first action is to establish academic sponsorship. Given the unique character of Council sponsorship, vice section, the consensus was to see joint academic sponsorship between two or more universities. **Each section needs to provide appropriate points of contact at each of their local universities to Adeeb so he can begin to approach them.**
22. Committee Chairs. **Central Virginia still owes a candidate for treasurer.** We also have vacancies in Awards, Bylaws and GOLD.
23. Volunteer Recruiting. Sean recommended we have a brainstorming session to look at ways to promote volunteer recruiting. At lunch, after the meeting, we decided that a polished brochure that included the advantages of active participation in IEEE. It will be designed to be handed out at section meetings to try and get volunteers. We started out to create a Top 10 list and ended up with a dozen reasons. **Bill Clayton will clean these up. Andrew Shulick will provide the feedback form that Richmond hands out at each of it's meetings.** The idea that this will be a tear off form that members can be used to comment on the meeting and volunteer.
24. Leadership Training. Leadership training is scheduled for 27 September. **All sections are encouraged to send their entire executive committee.** Sections in North Carolina are also invited to participate. The cost will be \$15 per individual to cover lunch

and snacks. The assumption is that the sections will cover this cost. **Adeeb will provide the agenda to Jim Howard.**

25. Past Council Chairs. **Bill Clayton will check with Dave Geer to see how this project is proceeding.**
26. Sections Congress 2005. This is the first Sections Congress to be held in Region 3. It will be held in the Tampa Bay area. **The Region is requesting that all sections provide financial support.** The amount should be left to the section; a suggested basis is \$1 or \$2 per full time member (not students). Jim Howard is the overall chair. The Florida West Coast Council is hosting the event and Quang Tang (q.tang@ieee.org) is one of the principal leaders.
27. Adjournment. The meeting was adjourned at approximately 12:30. The next meeting will be 7:30 PM, November 21, 2003 in Atlanta, Georgia.
28. Virginia Coordinating Council. Northern Virginia was not present. No VCC meeting was held.

Respectfully Submitted,

William Clayton
Secretary
w.clayton@ieee.org