

## Minutes of IEEE REGION 3 ExCom Meeting

13 February 2012

### Attendees:

David Green	Ken Pigg
Mary Ellen Randall	Paul Goodson
Gregg Vaughn	Bill Williams
Don Hill	John Montague
Lee Stogner	Bill Ratcliff
John Parr	Regina Hannemann
Wilfred Roberts	Josh Shank
Bill Marshall	Jill Gostin
Bill Tiedemann	James Imanian
Eric Ackerman	James Corr
Sean Haynes	Tom Weldon
George McClure	Daniel Tulloch-Reid
Butch Shadwell	Mary Green
Brian Kowald	Jeff Dowdell
Ron Ogan	Mary Graves
Russel Saliendra	Charles Hickman
Samer Meshreki	Al Burke
Roy Harris	

### 1. ExCom Meeting

Director Green welcomed the ExCom members to the e-conference at 9:06 PM EST and thanked them for their participation. Director Green reviewed the plans for the evening. The group used IEEE's WebEx Web Meeting service. The group used its HiDef-based conferencing bridge service with Skype, toll-free, and long distance dialing along with Web pages to accomplish its work.

2. The agenda was reviewed and approved including the consent agenda.

3. The consent agenda consisted of these items.

- Received the reports listed in the Information Agenda
- Approved the minutes of its 23 January 2012 Meeting

4. Director Green presented his report highlighting items from his written report. He thanked the members for getting started with member engagement. He reminded members to submit their biographical sketches to the Secretary. He listed appointments that were made since the January 2012 meeting. He noted that this meeting was the last meeting in which we will use HiDef teleconferencing service.

5. Director-Elect Randall presented her report. She reported that Tom Weldon led a leadership training workshop for the North Carolina Council. She said she would be happy to

work with other groups who want leadership training. She welcomed suggestions from everyone.

6. Secretary Vaughn reported that all reports received by 7:00 PM EST today were posted to the web site. Those received after that time will be posted to the web site soon.

7. Treasurer Hill presented his report.

7.a Treasurer Hill presented a 2011 end-of-year financial report that contained balances for all Region 3 accounts.

7.b L-50 Reporting. Treasurer Hill said that the L-50 report for the Region was not yet completed. He said that he had been helping various Sections with their L-50 reports. He reminded Sections that an L-50 report must be submitted for each account in the Section. He said that for the purpose of obtaining approvals within a Section, the Section treasurer should print the report, submit it to the Section leaders for approval and send an email to IEEE headquarters making note of the approval.

<Action Item> Don Hill is to send an email message of L-50 help to the Sections.

7.c Treasurer Hill reported on the transition to NetSuite as the financial tool for all entities starting this year. He noted some issues with NetSuite and budgets.

<Action Item> Don Hill is to give the Secretary a summary report for the Region's accounts for archival purposes.

8. Past Director Stogner presented his report. He has been working with the Electric Vehicle Conference. He also had ideas for new sources of income for the Region.

## **9. Action Agenda**

9.a The ExCom approved the changes to the Region 3 Operations Manual proposed by Bill Ratcliff. Bill reviewed the reasons for the changes. A mark-up copy with the changes noted as well as a final copy of the new version of the Operations Manual is available on the meeting web site.

<Action Item> Bill Ratcliff to produce a new copy of the Operations Manual which includes the approved changes.

9.b The ExCom approved the Award Recipients as presented by the Awards Committee. This approval was handled in executive session at the end of the meeting. The names of the award recipients, their sections and citations are listed below.

<Action Item > Director Green to send letters to award winners.

Joseph M. Biedenbach Outstanding Engineering Educator Award: Dr. Deborah Sharer, Associate Professor, UNC Charlotte, Charlotte Section, For commitment, devotion, and effectiveness to the electrical engineering education profession.

Daniel W. Jackson Award: Roy H. Harris, Retired, Central North Carolina Section, For exemplary and dedicated service to Region 3, the Institute and the profession following service as the Region 3 Director.

Region 3 Outstanding Engineer Award: Dr. Zheng John Shen, Professor, University of Central Florida, Orlando Section, For contributions in very high density DC-DC power converters.

Region 3 Outstanding Service Award: Dr. Jim Anderson, Sr. Manager, Verizon Business, Florida West Coast Section, For outstanding contributions to the electrotechnology profession through service to Region 3 and to the Institute.

## **10. Discussion Agenda**

10.a – SoutheastCon 2012 update. Don Hill read a list of ExCom members who have not yet made hotel reservation for SoutheastCon 2012. George McClure is to meet with the hotel event planning staff tomorrow. He also reported that more sponsors are needed. He said he is working with the hotel to make certain that all IEEE registrants are included in the block for the event.

<Action Item> George McClure to determine if wireless Internet access is available at the hotel.

<Action Item> Lee Stogner will share some funding ideas with the SoutheastCon 2012 team through George McClure.

10.b – SoutheastCon 2012 Region 3 Meeting. Director Green presented a schedule of the Region 3 meetings that are to be held in conjunction with SoutheastCon 2012 in Orlando. The details of the meetings are on a slide presentation that is on the meeting web site.

Regina Hannemann reported that the final round of the student hardware competition will happen at the Awards Banquet on Saturday night. The final six teams will compete at that time.

<Action Item> If any Area Chairs want to combine their meeting on Friday evening with another Area, they should inform Sean Haynes, David Green, Gregg Vaughn, and George McClure by the close of business on 16 February 2012.

10.c – Replacement for HiDef teleconferencing. Based on Bill Tiedemann's research and follow-up with MGA IT Staff, Director Green reported that at least until the end of 2012 there is no cost to the Region for using the teleconferencing part of WebEx. We will start using WebEx for both the slide presentations and the teleconference support for each ExCom meeting starting with the meeting in March. He thanked Bill Marshall and Bill Tiedemann for their work in reviewing and recommending an alternative teleconferencing service.

<Action Item> Gregg Vaughn to make the appropriate reservations.

10.d Updated Region 3 Web Site. Eric Ackerman reported on the updated web site for Region 3 on which he has been working. One of the features of the new web site is a calendar of Region 3 events.

10.e – Conference Task Force. Director Green encouraged everyone to read the Conference Task Force Report from January. It is repeated on the web site for this meeting. The Conference Task Force will have a breakfast meeting on Sunday during SoutheastCon 2012.

<<Action Item from January 2012>> Jim Conrad - Make arrangements for the Conference Task Force meeting at SoutheastCon.

10.f – George McClure reported that the IEEE-USA Annual Meeting will be held on May 3-6, 2012. The final arrangements for funding PACE volunteers to attend the meeting are not yet complete.

### **Date and Location of Next Meeting**

The next meeting of the Region 3 ExCom is scheduled for a teleconference on 5 March 2012.

Having concluded the agenda, Director Green adjourned the meeting at 10:56 PM EST.

Respectfully submitted,

Gregg Vaughn  
Secretary