

July 30, 2012

Professional Activities Operations Committee report to Region 3.

1. IEEE-USA is offering in 2012 a \$200 bonus to the first 100 Sections in Regions 1 through 6 who hold three or more meetings with a Professional Development program, with a cumulative participation of at least 100 members. Meetings must be reported with a L-31 in vTools. As of 7/26/2012 no Region 3 Section has qualified – these are the statistics.

Section	# Attendees	# meetings
ATLANTA Total	73	8
CENTRAL NORTH CAROLINA Total	55	3
COASTAL SOUTH CAROLINA Total	23	1
DAYTONA Total	26	2
EASTERN NORTH CAROLINA Total	12	1
FLORIDA WEST COAST Total	61	7
HAMPTON ROADS Total	32	1
MELBOURNE Total	32	2
MEMPHIS Total	110	1
MISSISSIPPI Total	83	3
ORLANDO Total	26	2
RICHMOND Total	23	1
WESTERN NORTH CAROLINA Total	41	2

Qualified Sections are reported quarterly. The next opportunity for reward will result from L-31s submitted by October 1.

2. Region 3 has funds provided by IEEE-USA to support Professional Development activities. Several thousand dollars are available that have not yet been committed to Sections. A presentation on the IEEE-USA Professional Development funding model is submitted with this report where the types of activities eligible for PD funds are enumerated. Note that Region 3 will commit funds matching the Section's commitment, nominally up to \$500. Links in the presentation are provided to the Project Funding Request and Planning form and to the Project Final Report form. **IT IS URGENT THAT ALL SECTIONS GET THEIR PROFESSIONAL DEVELOPMENT PLANS FOR THE REMAINDER OF 2012 DOCUMENTED AND THAT A PROJECT FUNDING REQUEST FORM (a good first draft is OK) BE SUBMITTED TO ME BY SEPTEMBER 15!** IEEE-USA will be adjusting the allocations to Regions in early October based on forecasted fund usage so that Regions with potentially unfunded or under funded projects can use all the available funds by the end of the year.

3. Increases in the per diem rates authorized for Region 3 travel have been socialized over the last year and considered by the Finance Committee. A presentation on the expected cost and a motion for adoption is submitted with this report. R3 Student Affairs has proposed additional reimbursements for

Branch Chairs and Student Branch Counselors. The end of the presentation identifies these for discussion.

4. With assistance from many, the 2011 Year End Professional Development Funds Report was developed and submitted to IEEE-USA -- \$11,826.24 has been transferred to Region 3 to restore the IEEE-USA provided funds in Region 3's account for Professional Activities to \$14,778.52. Note that Region 3's 2012 budget for Professional Activities is significantly larger than this. Thanks to the timely submission of expense reports by all Region 3 PACE Delegates to the 2012 IEEE-USA Annual Meeting (and PACE training), all PACE Delegates have been reimbursed, the PACE Delegate Travel report has been submitted to IEEE-USA, and the \$6,513.94 IEEE-USA allocation for Delegate travel has been received.

5. The line items in the IEEE Chart of Accounts (enforced by the IEEE's set-up of the NetSuite accounting program) along with the current inability to add subcategories in NetSuite makes it difficult to align the Region Budget with funding provided by IEEE-USA. Don Hill and I are working to provide a way to clearly relate budget items and expenses in a form that readily supports the required reporting to IEEE-USA.

John Montague, IEEE Life Senior Member

IEEE Region 3 Professional Development Operations Committee Chair