

Minutes of IEEE REGION 3 Committee Meeting

3 December 2012

Attendees:

David Green	James Imanian
Mary Ellen Randall	Tom Weldon
Gregg Vaughn	Brian Kowald
Don Hill	Jill Coston
Lee Stogner	Chris Hardy
Ken Pigg	Eric Ackerman
John Montague	Mark Torres
Bill Ratcliff	John Parr
Regina Hannemann	Ray Williams
Mary Lynn Smith	Wilfred Roberts
Cathy Freeman	Daniel Tulloch-Reid
Paul Goodson	

0. Action Items

Previous Action Items .

0.1 <Action Item> Regina Hannemann to publish a list of student award winners from SoutheastCon 2012 on the web site for the conference. Completed.

0.2 <Action Item> Lee Stogner and Sean Haynes to write a draft Memorandum of Understanding (MOU) for technical Societies who want to hold conferences in Region 3 with the help of Region 3 personnel.

0.4. <Action Item> Gregg Vaughn to amend various documents to bring them in line with the changes to the volunteer and student travel policies adopted at the 30 July 2012 ExCom meeting.

0.6. <Action Item> Butch Shadwell to send list of meeting rooms for student activities at SoutheastCon 2013 to Regina Hannemann.

0.7. <Action Item> Regina Hannemann to send to Eric Ackerman dates for various student contest deadlines for SoutheastCon 2013.

0.8. <Action Item> The URL IEEESESoutheastCon.com needs a link to be forwarded to the conference web site for SoutheastCon 2013.

0.9. <Action Item> Area Council Chairs should contact sections. Make sure that the Sections are filing meeting reports with vTools Meetings. Also make sure that the Sections are submitting finances through the Netsuite tool. Completed.

New Action Items

0.10. <Action Item>

1. Committee Meeting

Director Green welcomed the Committee members to the e-conference at 9:07 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.

2. The agenda and the consent agenda were reviewed. The consent agenda was not approved because of the lack of a quorum.

3. The consent agenda consisted of these items.

- Received the reports listed in the Information Agenda.
- Approved the minutes of its 18 March 2012 Meeting.

4. Director Green presented his report highlighting items from his written report. Super storm Sandy impacted IEEE staff. About 7 of the 1200 employees lost their homes. Most of the others lost power for days. The IEEE operations center was out of service for several days. Some services were moved to alternate sites. Adjustments in recovery procedures can be expected. Paul Goodson received an MGA award. The Region 3 Awards program needs nominations.

5. Director-Elect Randall presented her report. There will be two speakers on Member Engagement later in this meeting.

6. Secretary Vaughn reported that all reports that were received 2 hours before the meeting were posted to the web site. He asked that all other reports be submitted for archival purposes.

7. Treasurer Hill presented his report. He sent a first-cut budget for 2013 by email just prior to this meeting.

8. Past Director Stogner presented his report. Lee Stogner highlighted his written report. The Region 3 N&A Committee has presented a slate of three candidates for Director-Elect to the ExCom. The slate was approved by the ExCom and is to be voted on by the Region Committee. Lee encouraged mentoring of new volunteers.

9. Action Agenda

9.a -Motion from ExCom about candidates for Director-Elect 2014-15. No action could be taken on the motion because of the lack of a quorum. Director Green said that there would be a ballot using vTools later in the month of December 2012. The three potential candidates presented to the Region 3 Committee are:

James Conrad (Charlotte Section)

John Montague (Columbia Section)

Gregg Vaughn (Alabama Section)

10. Discussion Agenda

10.a – SoutheastCon 2013 Timeline. Butch Shadwell stated that much work had been accomplished in preparation for SoutheastCon 2013: give-away bags obtained, shirts for volunteers obtained, facilities inspected, special entertainment booked, 30 papers submitted so far. There is a need for more reviewers. The credit card clearing is now working for registration. The conference code for the hotel is G-IEHQ. Director Green added that there will be Region 3 activities on Friday and Saturday. The banquet will be on Saturday night. On Sunday morning there will be a Region 3 Committee meeting. The meeting will end at noon.

10.b – Budget for 2013. Treasurer Hill distributed a proposed 2013 budget by email shortly prior to this meeting. He has asked MGA if any money for Sections Congress 2014 will be distributed in 2013. There has been no answer yet.

10.c – Plans for PACE Webinar. John Montague plans to schedule the Professional Activities Webinar in late January or early February. A subject to be covered is how to engage members in professional activities.

10.d – Report on Webinar covering Succession Planning, Nominations and Appointments, and vTools Voting. Mary Ellen Randall hosted a successful webinar as planned on 29 October 2012. The webinar was recorded so that members who were not able to attend in person can see and hear the presentations. The links are in the agenda for the October 2012 ExCom meeting.

10.e –Year-end Section Activities. Director Green talked about close-out activities for the year. Don Hill encouraged members to use NetSuite to enter transactions, which will work in place of an L50. Only about 25 Sections/Chapters have attempted to use NetSuite this year. Also, each Section/Chapter needs an officer report and a conflict or interest report. Don Hill explained how to officially accept a NetSuite report by using four email messages of approval from the past and future chair and treasurer of the Section.

10.f – Sections Congress 2014 (Amsterdam, NL). Chris Hardy reminded members about Sections Congress 2014 in Amsterdam, NL. He encouraged Sections to start saving now in order to send your representative. The estimated air-fare cost is \$1,000. Other costs include lodging for one night, food, and local transportation. It is not known if there will be a Region 3 Committee meeting at Sections Congress. However, a passport is needed, and a visa is not needed. It may take six months to get a passport.

10.g – Member engagement: Cathy Freeman, Chair of WIE Atlanta, gave a presentation. Her email address is ieee.wie.atlanta@gmail.com.

10.h – Member engagement: Tom Weldon, Chair of NC Council, gave a presentation.

10.i – PACE Funding till EOY 2012. John Montague explained that IEEE-USA has an allocation for Professional Development activities at Sections. John submits a report to get the funding. Any section that wants matching money can request it up to \$500.00. It is close to the end of the year and there is money left. Please submit a report of your 2012 Professional Development activities so that you might get a share of the remaining money.

Date and Location of Next Meeting

The next meeting of the Region 3 Committee is scheduled for 7 April 2013, 8:00 AM – 12:00 PM EDT.

Having completed the agenda, Director Green ended the meeting at 10:40 PM EST.

Respectfully submitted,

Gregg Vaughn
Secretary