Minutes of IEEE REGION 3 ExCom Meeting

21 January 2013

Attendees:

David Green	Mary Lynn Smith
Mary Ellen Randall	John Parr
Gregg Vaughn	Ken Pigg
Don Hill	Ron Ogan
Lee Stogner	Butch Shadwell
Mark Torres	Nancy Mate
John Montague	Jeff Dowdell
Tom Weldon	Yuri Quintana
Regina Hannemann	Ed Kirchner
Chris Hardy	Bill Ratcliff
Jacquelyn Cunningham	Daniel Tulloch-Reid

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. The volunteer travel policy has been updated. 1/30/2013 glv.

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. Completed

0.8. <Action Item> The URL IEEESoutheastCon.com needs a link to be forwarded to the conference web site for SoutheastCon 2013. This URL does not seem to be working. 1/30/2013 glv.

New Action Items

0.11. <Action Item> Ron Ogan to send a recommendation regarding the control of email lists for Sections in the IEEE Listserv to Eric Ackerman.

1. ExCom Meeting

Director Green welcomed the ExCom members to the e-conference at 9:05 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 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 19 November 2012 Meeting.

4. Director Green presented his report highlighting items from his written report. He proposed ExCom meeting dates for the rest of the year.

5. Director-Elect Randall presented her report.

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. Secretary Vaughn also explained the structure of the IEEE Listserve that is used to send email to Sections in Region 3. In at least one owner of an email list for a Section is no longer known to the Section.

7. Treasurer Hill reported that a training session for NetSuite will be scheduled for some time in the next ten days. He said that he would send email to the chair and treasurer of each Section announcing the date and time of the training session.

8. Past Director Stogner presented his report. Lee Stogner highlighted his newsletter article about unemployed members.

9. Action Agenda

9.a – Approval of 2013 budget. The vote on the budget for 2013 was not taken because FinCom had not yet approved the proposed budget. Treasurer Hill discussed the closing of the 2012 budget including new numbers for the part of the budget regarding professional activities. He also reviewed the proposed budget for 2013.

9.b – Recognition of outgoing ExCom members. Director Green proposed a motion to recognize three outgoing members of the ExCom: Regina Hannemann, Anastasia Davis, and Charles Hickman. The motion passed.

10. Discussion Agenda

10.a – PACE Webinar on 30 January 2013. John Montague reported that the invitations for the PACE Webinar would be mailed tomorrow. The Webinar is to be recorded. It will begin at 9:00 PM EST and last for 1.5 hours.

10.b – Goals for 2013. Director Green presented slides from various committees containing their goals for 2013. Those who reported goals were Mary Ellen Randall, Don Hill, Sean Haynes (presented by Director Green), John Montague, Ed Kirchner, Bill Ratcliff, Regina Hannemann, Chris Hardy, Ron Ogan, John Parr, and Mary Lynn Smith.

10.c – SoutheastCon 2013 Plans. Butch Shadwell reported that 233 papers have been received. These papers must be checked for plagiarism according to IEEE requirements. So far there are 13 paid registrations. Director Green reported that the Region 3 activities at SoutheastCon would include meetings all day on Friday and Saturday as well as the formal Region 3 Committee meeting on Sunday morning. The Section representatives and ExCom members should arrive on Thursday and plan to leave after noon on Sunday. The Region 3 participants would join the others at the conference for lunch on Friday, the Reception on Friday night, lunch on Saturday, and the Awards Banquet on Saturday night.

10.d – Engagement Example. Mary Ellen Randall introduced Grayson Randall who reported on a Section activity in which 115 people participated. The topic of the meeting was Robotics and Automation and the meeting was geared to K-12 students and their parents.

Grayson Randall stressed the following points to include for a good meeting. (1) Select a topic of general interest. (2) Advertise that the meeting is available to all students and expect many families to come. (3) Focus on STEM (Science Technology Engineering Math). (4) Have a time for networking before the meeting.

Date and Location of Next Meeting

The next meeting of the Region 3 ExCom is scheduled for a teleconference on 25 February 2013.

Having concluded the business of the meeting, Direct Green closed the meeting at 11:00 PM EST.

Respectfully submitted,

Gregg Vaughn
Secretary