

Minutes of IEEE REGION 3 ExCom Meeting

25 February 2013

Attendees:

David Green	Mary Lynn Smith
Mary Ellen Randall	John Parr
Gregg Vaughn	Ken Pigg
Don Hill	Ron Ogan
Mark Torres	Butch Shadwell
John Montague	Bill Ratcliff
Tom Weldon	Daniel Tulloch-Reid
Brian Kowald	Eric Ackerman
Charles Lord	Bill Tiedemann
	Cathy Freeman

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. The Student Travel Policy has been updated and posted on the web. 2/25/2013. Completed.

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

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 IEEESEASouthEastCon.com needs a link to be forwarded to the conference web site for SoutheastCon 2013. Eric Ackerman contacted Khanh Luu at IEEE. Khanh set up <http://ieeesoutheastcon.com> to be redirected to <http://ieeesoutheaston.org>. Completed.

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.

New Action Items

[None](#)

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 21 January 2013 Meeting.
- Received the updated Student Travel Policy in fulfillment of a previous action item.

4. Director Green presented his report highlighting items from his written report. Director Green welcomed Cathy Freeman, [WIE Liaison](#), to her first ExCom meeting.

5. Director-Elect Randall presented her report. She recently returned from the IEEE Board series. At the Board series, she was seeking good examples of member engagement. She has also been working on the goals for the Region for 2013.

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 reported the financial status of the Region so far this year. Only about \$2000 of checks have been written. The 2011 audit has been completed and submitted to Director Green and to Charles Hickman. So far there has been no feedback from IEEE about the audit. The audit for 2012 will be commissioned by the Audit Committee.

8. Past Director Stogner was not present.

9. Action Agenda

9.a – Approval of 2013 budget. [Treasurer Hill presented the budget to the Region 3 ExCom](#). John Montague said that the IEEE-USA allocation for Professional Activities (3.32a) was changed from 14,750 to 16,400. He explained that the lines of the budget with numbers of 4.70.1.x are the expenses that come from the Professional Development funds provided by IEEE-USA. These lines should total the IEEE-USA allocation and will be adjusted to match the new number of \$16,400. Line 4.70.2 is for PACE representative travel to the IEEE-USA Annual Meeting. Line 4.70.3 is for Professional Development Activities that are not funded through IEEE-USA allocation but are funded by the Region. The increased expenses will match the increased revenue with no total change to the budget. The proposed 2013 budget was approved by the ExCom with the changes proposed by John Montague.

10. Discussion Agenda

10.a – SoutheastCon 2013 Plans. Butch Shadwell gave the following numbers concerning participation in SoutheastCon 2013. (1) The payments for conference registration are \$ 32,540 paid and \$8,000 outstanding. (2) The number of registrants is 149 registrants paid out of 292 total registrants. 114 of the registrants are students. (3) The hotel room-nights reserved are 381. This number is low. Butch is meeting later this week with latest contract management person at the Hayatt property to finalize room assignments for meetings. Meeting rooms have been assigned for all activities including student activities. Only 34 people have registered as part of the Region 3 Committee.

Director Green talked about Region 3 activities at SoutheastCon 2013. He displayed the current index file for 2013-04. On Friday, both the IEEE President Elect candidates and the IEEE-USA President Elect candidates will make presentations at lunch. It was proposed that the poster presentation part of the technical conference be held in conjunction with the Opening Reception so that more people would have an opportunity to see the posters.

On Friday the Region 3 Committee will meet in Grand 1. Two rooms for break-out sessions will be Daytona and Clearwater. Power strips at each table will be provided in Grand 1 along with a projector and [microphones. All rooms will have projectors.](#)

Tom Weldon reported IEEE email problems starting on 2/2/13 and lasting for about 1 week. He said that the IEEE email alias system had problems. He suggested that another email blast for SoutheastCon 2013 might be needed.

Butch as arranged for lower priced airport transportation for SoutheastCon 2013. However, only a few people have taken advantage of the low fares. The link for airport transportation is at the bottom of the conference registration web page.

10.b – Engagement Example. [Withdrawn](#).

10.c – Annual Reporting. Treasurer Hill reported that 3/5 of the Sections and other units have been using NetSuite and have completed or attempted to complete their annual reporting. All of the units need to get the completed report in by 31 March 2013. Most of the units that have not yet completed their reports are Councils. The [MGA](#) Board approved a motion that awards the bonus to those who have entered data into NetSuite as long as they complete [their submission](#) by 31 March. There are weekly training and Q&A sessions for NetSuite from now until 31 March. Each unit also needs to submit meeting reports through vTools. Each unit needs to submit a list of officers and appropriate conflict-of-interest forms.

Round Table

Bill Tiedemann is looking for volunteers who have success stories using Tools. He wants these volunteers to participate in the Tools session on Saturday at SoutheastCon. He also suggested that the Region 3 Operations Manual needs to be updated in light of automated tools.

Cathy Freeman sent in report for WIE. She explained that the HQ WIE committee will meet in Atlanta in May.

Don Hill thanked Butch and his committee. Don will attempt to pay for Region Committee [members' rooms](#) at SoutheastCon before the Committee members check out of the hotel.

John Montague said that six of our Sections qualified for a \$200 grant last year. He also highlighted points from his written report.

Ken Pigg is helping with member engagement by a focus on STEM. He is looking for people with experience in various programs including Lego League, Best Robotics, Odyssey of the Mind, Science Fairs, Math Counts. If you have such experience, please [contact](#) Ken Pigg or Mary Ellen Randall.

Mary Lynn Smith (for [RSAC](#) Regina [Hannemann](#)) is looking for someone to be Student Activities Chair for Region 3. Should someone volunteer, that person will not be on his/her own. Mary will be there to help. She is also looking for areas to host regional training sessions in fall 2013.

Ron Ogan is planning to attend Technical Activities Financial Workshop.

Date and Location of Next Meeting

The next meeting of the Region 3 ExCom is scheduled for a teleconference on 1 April 2013.

Having concluded the business of the meeting, Direct Green closed the meeting at 10:45 PM EST.

Respectfully submitted,

Gregg Vaughn
Secretary