

## Minutes of IEEE REGION 3 ExCom Meeting

1 April 2013

### Attendees:

David Green  
Mary Ellen Randall  
Gregg Vaughn  
Don Hill  
Lee Stogner

Charles Hickman  
Eric Ackerman  
Ken Pigg  
John Montague  
Bill Ratcliff

Jeff Dowdell  
Tom Weldon  
Curtis Lee  
Jim Anderson  
Ron Ogan  
John Parr  
Daniel Tulloch-Reid

Bill Tiedemann  
Jim Conrad  
Josh Shank  
Cathy Freeman  
Jamie Imanian  
Mark Torres  
Charles Lord  
Brian Kowald  
Pat Donohoe  
Grayson Randall

### 0. Action Items

#### Previous Action Items.

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.

0.11. <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 the agenda including the consent agenda.

3. The consent agenda consisted of these items.

- Received the reports listed in the Information Agenda.
- Approved the minutes of the 25 February 2013 ExCom Meeting.
- Approved the minutes of the 18 March 2013 ExCom Meeting.
- Received new ExCom appointments as follows. 1. Student Activities Chair - Pat Donohoe (effective 15 April 2013) and 2. Region 3 IMC - Bill Tiedemann and 3. Audit Committee Chair Ken Pigg.

4. Director Green presented his report. He will have a written report for the Region Committee meeting. Each Section Chair and ExCom member has been asked to submit a written report for the Region meeting.

Sections Chairs will also be asked for an oral report during the Region Committee meeting at SoutheastCon 2013.

5. Director-Elect Randall presented her report. She updated the goal chart for member engagement projects during the year. The goal was 8 of these. There is a member engagement session at SoutheastCon 2013. STEM activities seem to be attractive to our members.

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. He reported that we have received our assessment from IEEE for this year. It was less than that of last year. There will be a NetSuite tutorial at SoutheastCon 2013.

8. Past Director Stogner reported about membership. He is a mentor for membership and careers/employment. He has sent everyone the latest membership information from IEEE. At SoutheastCon 2013 there will be a breakout session, a booth, and a presentation by Ellen Perez.

## **9. Action Agenda**

9.a – There were no items in the Action Agenda.

## **10. Discussion Agenda**

10.a – SoutheastCon 2013 Update. Director Green reported that 450 students are registered as well as 200 professionals/volunteers for SoutheastCon 2013. Don Hill reported that a list of Region 3 volunteers has been assembled and that those on the list will have their hotel bill paid directly by Don Hill (for sales tax reasons).

Southeastcon 2013 Conference Chair Butch Shadwell sent everyone a URL for airport transportation.

10.b – Region 3 Meetings at SoutheastCon 2013. Director Green presented an overview of the Region 3 program for Friday, Saturday, and Sunday at SoutheastCon 2013.

Friday

Lee Stogner talked about the breakout on Membership Recruitment/Recovery.

Bill Tiedemann talked about the Tools Panel, which will describe available IEEE tools for the local geo-unit. He will cover what tools are available and how can they help. Bill needs someone with experience using the vTools survey.

Don Hill reported, based on information from IEEE Operations Center, that old records may be destroyed after seven (7) years.

John Montague reported on the “Professional Activities for Section Chairs” breakout session. Resources that are available will be presented. The awardees will make presentations.

A box lunch will be provided for Region 3 volunteers and those attending the technical program. The lunch group will be addressed by the IEEE and IEEE-USA President-Elect candidates.

Ken Pigg reported about the membership engagement using STEM activities. Six presenters will talk about their experiences with STEM activities.

Don Hill talked about NetSuite Usage for financial planning for Sections. He said that he would present a lot of information for Section treasurers. The title should be “Financial Planning for Sections.”

Bill Ratcliff reported about the SPC meeting focusing on the direction of Region 3 in carrying out the theme of engagement in 2018 and beyond.

Charles Hickman and David Conner will lead a session about IEEE award nominations.

Jill Gostin will do the SAMIEEE demonstration while Bill Tiedemann does the vTools demonstration. Bill will do focus the demonstration based on requests of the attendees.

Saturday

Charles Lord will be a facilitator for the Region 3 Workshop with the theme of Focus on Sections. He has activities planned. Then the Sections will report on their successes. Then plans will be developed to achieve the goals adopted in the workshop. Finally the results of the breakouts will be reported to the group. This workshop will be at the level of the ground, not at the 40,000-foot level.

Sunday

The official Region 3 Committee meeting will be on Sunday and end by noon. The agenda will include several special presentations.

Butch Shadwell confirmed that wireless Internet access would be available in all breakout rooms.

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

The next meeting of the Region 3 ExCom is scheduled for a teleconference on 29 April 2013.

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

Respectfully submitted,

Gregg Vaughn  
Secretary