

Minutes of IEEE REGION 3 ExCom Meeting

7 October 2013

Attendees:

1. * Director --	David Green
2. * Director Elect --	Mary Ellen Randall
3. * Secretary --	Gregg Vaughn
4. * Treasurer --	Don Hill
7. * Area 2 North Carolina Council --	Tom Weldon
14. * Area 9 Jamaica --	Daniel Tulloch-Reid
16. * Communications Committee -- Automated Tools (MGA-IMC) Sub-Committee --	Eric Ackerman Bill Tiedemann
17. * Conference Committee -- Reps to complete Area coverage Sub-Committee --	Sean Haynes Chris Hardy
18. * Educational Activities Committee --	Ken Pigg
20. * Member Engagement and Life Cycle Committee -- Women in Engineering Liaison Sub-Committee --	Cathy Freeman John Montague
21. * Professional Activities Operation (USA-PACE) Committee -- Career Enhancement / Jobs Board Sub-Committee -- S-PAC Coordinator Sub-Committee --	Ed Kirchner Mary Lynn Smith
22. * Strategic Planning Committee --	Bill Ratcliff
23. * Student Activities Committee -- Other Attendees	Pat Donohoe Mark Torres Yuri Quintana Brian Kowald Carlos Cabrera

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.

0.19 <Action Item> David Green to set up meeting between IEEE staff and the Remote Conferences / Meetings Committee to discuss WebEx features available to Sections. Completed.

0.20 <Action Item> Bill Tiedemann to request that vTools include Council elections fill in from last month.

New Action Items

0.21 <<Action Item>> Gregg Vaughn to send to Eric Ackerman the URL for the SoutheastCon schedule for 2013. Completed.

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 9 September 2013 ExCom Meeting.

4. Director Green presented his report. He presented highlights from his written report: The Atlanta Section is hosting an IEEE 2013 SmartTech Workshop in October. Other items in his report will be mentioned as appropriate later in the meeting.

5. Director-Elect Randall presented her report. She mentioned the WebEx Mini seminars on SAMIEEE. She plans on attending the Metro Area Workshop this month in Atlanta. Lee Stogner is receiving names of people who are willing to help in Region 3 jobs next year.

6. Secretary Vaughn reported that all reports that were received 30 minutes 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.

8. Past Director Stogner was not present at the meeting.

9. Action Agenda

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

10. Discussion Agenda

10.a - Proposal for SoutheastCon 2015. Sean gave the status of SoutheastCon 2015 as in his report. Currently Ft. Lauderdale has the most complete proposal. Sean made a recommendation to select the Ft. Lauderdale location. The next step is to send the contract from the Hilton hotel in Ft. Lauderdale to IEEE corporate for review. Sean said that the proposal from Ft. Lauderdale is almost ready for the ExCom to review. Sean is continuing to work with the Jamaica Section for 2016. The Region meeting will start on Friday morning and complete on Sunday before lunch.

10.b - Financial Webinars - Scheduled by IEEE Finance. It is the plan for the Region to advertise the webinars presented by IEEE Finance.

10.c - Voting Webinar - 21 October 2013, 8:30 - 10:00 PM Eastern time. Bill Tiedemann is working on the ability of Councils to use vTools Voting.

10.d - SAMIEEE Webinars - 28 October 2013 and 11 November 2013 at 8:30 - 10:00 pm Eastern time. Mary Ellen Randall welcomed questions and suggestions.

10.e - Committee Report: Remote Conferencing/Meetings. Bill Tiedemann reported that the committee needs to make a guide for equipment to be used with WebEx.

10.f - Committee Report: STEM. Theresa Brunasso did not attend the conference call. Director Green had contact with Theresa last week. The committee has been working by email.

10.g - Committee Report: SoutheastCon Structure. Pat Donohoe said that the committee has not met since last month. Mary Ellen Randall said that Grayson plans another meeting.

10.h - Committee Report: 360 Degree View of Member. Bill Ratcliff reported slow progress toward his goal.

10.i - Committee Report: Leadership Development / Training Program. Yuri Quintana has been working a workshop for leadership development. He circulated the outline of a proposal.

Round Table

Chris Hardy. MGA funds for Sections Congress 2014 will arrive in January 2014. A list of recommended hotels will come out by the end of the month. Sections Congress 2014 will meet in Amsterdam on August 22-24, 2014. Registration might open in mid February 2014. Hotel rooms will be requested through IEEE as in past years.

Daniel Tulloch-Reid. Jamaica had a good week for IEEE day with good activities. They are looking forward to providing information to Sean for SoutheastCon 2016.

Don Hill. Each Section Chair has read-only access to his or her NetSuite account for the Section.

Ed Kirchner. Metro-Area Workshop in Atlanta. Ed will do the full-day workshop on Saturday for the career track.

Eric Ackerman. Please continue to send web-site updates or corrections to Eric.

John Montague. Please read the PAOC report for important dates. Sections should budget for sending one or two people to the 2014 IEEE-USA Annual Meeting.

Mary Lynn Smith. We are on track for another banner year for S-PAC.

Pat Donohoe. We have had our second Branch Leadership Training Workshop in Atlanta about a week ago. It went well. There were 26 attendees. The third workshop will be this weekend in Ft. Lauderdale, FL. IEEE Extreme teams must register by the end of this week.

Yuri Quintana. We recently did outreach events at high schools. The Computer Society mentioned a Computer Science Education Week that is a collaboration between IEEE and other societies. Search for "csedweek" for more information.

Date and Location of Next Meeting

The members of the ExCom should expect a call meeting with about a week notice to take action on the location for SoutheastCon 2015.

The next meeting of the Region 3 ExCom is scheduled for a teleconference on 2 December 2013.

Having concluded the business of the meeting, Direct Green closed the meeting at 10:33 PM EST.

Respectfully submitted,

Gregg Vaughn
Secretary