

Minutes of IEEE REGION 3 ExCom Meeting

3 March 2014

Attendees:

1. * Director	Mary Ellen Randall
2. * Director Elect	Jim Conrad
3. * Secretary	Gregg Vaughn
4. * Treasurer	Don Hill
5. * Past Director	David Green
7. * Area 2 North Carolina Council	Paul Goodson
8. * Area 3 Georgia	Bill Marshall
9. * Area 4 Florida Council	Jim Anderson
11. * Area 6 Alabama Mississippi	Mark Torres
15. * Awards and Recognition Committee	Jill Gostin
16. * Communications Committee	Eric Ackerman
19. * Leadership Development and Regional Support Committee	Thomas Bellarmine
20. * Member Engagement and Life Cycle Committee	Jennifer Ammentorp
Young Professional Representative Sub-Committee	Forrest Suter
Industrial Relations Sub-Committee	Bill Williams
Membership Recruiting and Recovery Sub-Committee	Lee Stogner
Women in Engineering Liaison Sub-Committee	Cathy Freeman
21. * Professional Activities Operation (USA-PACE) Committee	John Montague
IEEE-USA K-12 STEM Literacy Comm. Rep. Sub-Committee	Matthew Iglesias
S-PAC Coordinator Sub-Committee	Mary Lynn Smith
22. * Strategic Planning Committee	Bill Ratcliff
Special Review Sub-Committee	William Harrison
23. * Student Activities Committee	Pat Donohoe
	David Fillion
	Ken Pigg
	Mark Howell
	Roy Harris

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.

New Action Items

None.

1. ExCom Meeting

Director Randall welcomed the ExCom members to the e-conference at 8:34 PM EST and thanked them for their participation. Director Randall 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 the 20 January 2014 ExCom Meeting.

4. Director Randall presented her report. She presented highlights from her written report. Preparations are well underway for the Region 3 meetings at SoutheastCon 2014. Her objective for SoutheastCon 2014 is that every unit leaves with specific measurable goals for the year. Various components of the program will help each unit establish goals. There will be a lightning round of 90 seconds each for each Section and Area to present goals, objectives, and challenges. Please submit one PowerPoint slide to the Secretary by 6:00 PM Saturday night of SoutheastCon. There will be a contest and prizes. At SoutheastCon 2014 the Area Chairs will meet with the Special Review Committee to discuss the changing role of the Area Chairs. Director Randall also discussed preparations for Sections Congress in August 2014.

5. Director-Elect Conrad presented his report. Jim Conrad promoted a small-group session at SoutheastCon 2014 on how to do various Section-oriented processes.

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. He survey of the ExCom showed that some members were using the ZIP file of the entire agenda before and during the ExCom meetings.

7. Treasurer Hill reported the financial status of the Region so far this year. His written report was submitted shortly before this meeting. The usual list from IEEE of units that have completed their financial reports has not yet been received. The finances of the Region are in good shape at present. The investment account earned a respectable amount in interest last year.

8. Past Director Green presented his report. He presented highlights from his written report. In his ongoing N&A activity, he is seeking nominations for Director-Elect for 2016. The vote for this nomination needs to happen in Amsterdam in August 2014. He is also seeking IEEE Fellows to serve on the R3 Fellows committee. David Green and Chris Hardy are compiling a process for adopting four recommendations for Sections Congress 2014.

9. Action Agenda

9.a – There were no items in the action agenda.

10. Discussion Agenda

10.a – Region 3 Activities at SoutheastCon 2014.

Don Hill submitted a written report for SoutheastCon 2014. There are no hotel rooms left at the primary hotel. There are 7 rooms left at the nearby Clarion Hotel. There are currently 584 invoices with 493 of them being paid. He is expecting more than 100 students to register on site. There are currently 123 confirmed papers. Please encourage everyone to follow the published procedure for submitting an expense report. Please send your expense report to Treasurer Hill as a pdf file and not a jpg (image) file. There is a tour of Toyota facilities that departs Thursday at 1:00 PM. Your name is required in advance. There is also a bourbon tour leaving at the same time. The conference has about \$20,000 in donations from corporations. There will be breaks and food for the students. If all goes as planned, there will be a profit.

John Montague encouraged everyone planning to go to Sections Congress to buy tickets to Amsterdam by March 22, 2014. (151 days out).

10.a – Committee Report: MOVE. John Montague included a report on the MOVE project in his PAOC written report. The MOVE team has had several meetings. A MOVE project meeting is planned for Thursday evening of SoutheastCon 2014. The definition of the project is still in flux because we are still evaluating the services that survivors might need. The committee is attempting to interview individuals who have experience. John had an interview with the South Carolina Director of Emergency Management and received positive feedback. We are looking for ideas for other services that could be provided by a unit and a team of volunteers. Need to serve under the Emergency Coordinator for a period of time up to 2 weeks.

10.b – Committee Report: First Member Experience. Lee Stogner reported that membership development has two time slots at SoutheastCon. The first one is about increasing the retention of first-year members. The membership engagement booth will be at SoutheastCon. The terminator ran two weeks to change the status of members who have not paid their dues.

10.c – Committee Report: Volunteer Integration Process (VIP). Jill Gostin presented highlights from her written report. A survey was sent to Section Chairs asking for specific needs. The VIP committee will meet at SoutheastCon to focus on technical issues. There will also be a break-out session at SoutheastCon.

Round Robin

Bill Harrison. Special Review committee has a primary assignment of recommendations related to Area Chairs. Also they anticipate the completion of the review of the Education Committee.

Bill Marshall. Bill has been investigating meetings and membership in Georgia.

Cathy Freeman. Cathy reported that WIE is celebrating their 20th Anniversary this year. Also, the first ever International Women's Leadership Conference will be in May.

David Green. The action of the service deactivator (terminator) caused @ieee.org email addresses not to work.

Don Hill. There is a spouses program at SoutheastCon on Friday and Saturday. Some early arrivers may want to see Keltic Woman.

Jill Gostin. Jill expressed her thanks to everyone who has been helping with Awards.

Jim Anderson. At SoutheastCon on Friday afternoon there will be a seminar on Software defined networks. There will also be a photo contest for the students.

John Montague. About three weeks ago John noticed that a few section officers who had not renewed their IEEE membership. Such people are no longer legal officers. Registration for the 2014 IEEE-USA Annual meeting is likely open next week. A subsidy of \$495 will be available for up to 20 sections. John has received no reports of intended Professional Development activities and no requests for Region 3 funding this year so far.

Ken Pigg. Is there Region 3 funding for student travel to SoutheastCon? Pat Donohoe said that there was. It will be the same as in the past based on attendance at various meetings. Pat will check the web site.

Lee Stogner. Every Section needs a member development chair.

Mark Torres. Area 6 had a pretty good start this year.

Pat Donohoe. We are likely to have good student attendance based on registrations for various competitions.

Paul Goodson. The North Carolina Council has had a conference call and face-to-face meeting.

Mary Lynn Smith. For the last two years we have had 10 SPACS. Two are planned for this year.

Date and Location of Next Meeting

The next meeting of the Region 3 ExCom is scheduled for 14 April 2014 at 8:30 PM EDT.

Having concluded the business of the meeting, Direct Randall closed the meeting at 9:55 PM EST.

Respectfully submitted,

Gregg Vaughn
Secretary