Minutes of IEEE REGION 3 ExCom Meeting

14 April 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
10. * Area 5 Tennessee Council	Tim Bigelow
11. * Area 6 Alabama Mississippi	Mark Torres
13. * Area 8 Kentucky Indiana	Tony Richardson
15. * Awards and Recognition Committee	Jill Gostin
17. * Conference Committee	Chris Hardy
19. * Leadership Development and Regional Support Committee	Thomas Bellarmine
20. * Member Engagement and Life Cycle Committee	Jennifer Ammentorp
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
Employment and Career Services Coordinator (USA-ECSC) Sub-Committee	Ed Kirchner
IEEE-USA K-12 STEM Literacy Comm. Rep. Sub-Committee	Matthew Iglesias
22. * Strategic Planning Committee	Bill Ratcliff
23. * Student Activities Committee	Pat Donohoe
Other Members Present	David Fillion
	David Fillion
	Mark Howell
	Rajeev Agrawal
	Al Burke
	Jamie – Richmond
	Steve Kemp
	Marie Scantlebury
	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 8:32 PM EDT 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 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 3 March 2013 ExCom Meeting.
- Received the appointment of Donghul Wu as vice chair of the Conference Committee.

4. Director Randall presented her report. She presented highlights from her written report. She talked about the successful Region 3 Committee meetings at SoutheastCon 2014. The attendance was excellent. The goal was for every unit to leave with specific measurable goals for the year. It is not too late to write goals for your unit. Submit your goals to the Secretary. She plans to review the goals at Sections Congress 2014. Our recommendations for Sections Congress have been completed. If you are interested in attending Sections Congress 2014, you may apply for a few discretionary slots that are still available. Please tell Director Randall by April 30.

Mary Ellen Randall and Bill Ratcliff attended focus groups with survivors of hurricane Sandy. They sought information about what was going on during the disaster. Bill Ratcliff would like to hear from Sections who are willing and able to host a focus group of people involved in a disaster. Lee Stogner mentioned the need for liability insurance. John Montague has talked to Joe Lillie about IEEE insurance requirements and availability.

5. Director-Elect Conrad presented his report. Jim Conrad plans to clean up the exercise about the cook book that everyone worked on at SoutheastCon 2014.

6. Secretary Vaughn reported that all reports that were received 3 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 operation of the IEEE LISTSERV sec-r03. There is a sub-list for each section that the section is responsible to update. In addition there is another sub-list that IEEE staff is supposed to update.

7. Treasurer Hill reported the financial status of the Region so far this year. The Region has received money from MGA for Sections Congress. There is activity related to Professional Activities as well as Students. The investment account produced significant income for 2013.

8. Past Director Green presented his report. He presented highlights from his written report. David Green is working on distributing the materials for Sections Congress recommendations. He is also seeking nominations for Region 3 offices. David attended the Region 5 meeting in Texas, which was similar to our SoutheastCon.

9. Action Agenda

9.a – The Region 3 Conference Committee made a Motion that the Region 3 ExCom accept the bid of the Hampton Roads Section to host SoutheastCon 2016 in Norfolk, VA, according to the proposal below. The budget shows a proposed surplus of 21% that is to be split evenly between the Section and the Region according to Region 3 policy.

The IEEE Hampton Roads Section proposes to hold the IEEE SoutheastCon 2016 at the Marriott Norfolk Waterside from March 30 – April 3, 2016. These dates do not conflict with any known local or national holidays or events. Old Dominion University has graciously offered to chair the Technical Committee and the Student Conference. Christopher Newport University, Hampton University, and Norfolk State University are also very active in the Section and are expected to help provide volunteers to support the Student Conference.

The motion passed with no opposition.

10. Discussion Agenda

10.a – Committee Report: MOVE. John Montague said the MOVE committee report was combined with his POAC report. He reported that during a disaster recovery, all radio communication teams could set up a Wi-Fi hot spot but only for public agencies. Our notion of providing a Wi-Fi hot spot for the general public was a new concept for the various first response teams.

10.b – Committee Report: First Member Experience. Lee Stogner said that the First Member Experience is highly integrated with membership development activities. Piedmont Sections is willing to do a pilot project for First Member Experience.

10.c – Committee Report: Volunteer Integration Process (VIP). Jill Gostin mentioned highlights from her written report.

10.d – Committee Report: Awards & Recognition Committee. Jill Gostin presented highlights from her slides.

10.e – Committee Report: Conference Committee. Chris Hardy reminded everyone about SoutheastCon 2015 on April 9-12, 2015, in Ft. Lauderdale FL. The next major event is Sections Congress 2014 in August in Amsterdam. So far there are 26 sections plus 10 other Region committee members who are committed to attending Sections Congress in Amsterdam.

10.f – Committee Report: Educational Activities Committee. Since Jim Howard was not present, his report was moved to the May meeting of the ExCom.

10.g – Committee Report: Student Activities. Pat Donohoe reported about student activities at SoutheastCon 2014. An excellent addition was the food and refreshments for the students thanks to industry support. There were 471 students registered, 53 student branches represented, and 43 student branches in the hardware competition. In the past, host schools have been excluded from participating in any competition except the paper competition.

Round Table

Paul Goodson. Paul spoke to a regional executive in Raleigh NC about our MOVE project.

Ed Kirchner. The Employment Assistance web site needs to be refreshed in order to keep it up and current. Sections need to be reminded that this web site is available. Lee Stogner has created a spreadsheet of employer information that will be made available to those who need it.

Jennifer Ammentorp. There is a Membership Development emphasis for Senior Member elevation. For five or more elevations a unit will get $5.00 per member. Region 3 currently has 39 applications pending review.

John Montague. POAC. There are 18 sections sending delegates to IEEE-USA annual meeting with subsidy. There are 7 additional Region 3 members scheduled to attend. Today is the last day for the early registration fee.

Date and Location of Next Meeting

The next meeting of the Region 3 ExCom is scheduled 12 May 2014, 8:30 PM - 10:30 PM EDT.

Having concluded the business of the meeting, Direct Randall closed the meeting at 10:05 PM EST.

Respectfully submitted,

Gregg Vaughn
Secretary