IEEE Region 3 – ExCom Meeting
Web Conference - Minutes
August 21, 2017
8pm – 10pm

Attendees:

| Jim Conrad* | Chase Battaglio* | Ken Pigg* | Mary Ellen Randall* | Eric Grigorian* | Jacquelyn Cunningham* |
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| Kristin Bing* | Sean Haynes* | Jim Howard | Thomas Bellarmine* | Jill Gostin* | Mark Torres* |
| Jennifer Geist | David Green* | Jill Johnson | Richard Kent | Lee Stogner | Bill Ratcliff |
| Christopher Burge | Dan Bishop | Ebony Walker | Larry Adams | David Fillion | Paul Goodson |

* Voting members

Agenda:
I.     Start of Region 3 Meeting – Jim started the meeting at 8:01pm.
II.    Approval of Agenda – main agenda
III.   Consent Agenda – See Informational Agenda
       a.  Reports
       b.  Approval of meeting minutes 7/17/17 – Minutes approved and recording of meeting is available on the web.
IV.    Officer Reports
       a.  Director/Chair's Report:
            i.   Jim noted that he is towards the end of his directorship.
            ii.  Thanked all volunteers that attended sections congress and encouraged everyone to submit expense reports as soon as possible.
            iii. Visiting Jamaica to visit section officers.
       b.  Director-Elect Report:  No Report
       c.  Secretary Report: See report on web
       d.  Treasurer Report (reports available on web):
            i.   Travel Policy – Will put together draft of revisions for travel policy and will give to Finance Committee to review and comment on before submitting to ExCom.
            ii.  All student branch reimbursements are out to respective student branches.
       e.  Past Director/MOVE Report: Mary Ellen thanked all that attended Sections Congress
            i.   MOVE truck was involved in the following activities:
                 1.  STEM activity for solar eclipse
                 2.  Assisted with cell service by providing satellite phones to town in western NC
                 3.  Going to Ashville, NC on Wednesday.
V.     Action Agenda
       a.  Fall SoutheastCon Technical Papers (October 2018) – Jim proposed the concept as a way to pull in more students.  Could expect to have 50 to 75 paper submittals, approximately 100 attendees, and relatively low cost (hold at a university). The following concerns/questions were raised:
            i.    Eric G – Concerned about the revenue impacts to spring SECONs, bulk of revenue comes from paper submittals.
            ii.   Mary Ellen – How could we break out papers evenly between spring and fall SECONs?
            iii.  Jim – Suggested that review past registrations for SECON to verify the number of paper registrants
            iv.   David G. – Any thought to how would fold in practitioners?
            v.    Chase – Noted that most practitioners are more interested in obtaining professional development hours (PDHs) or continuing education units (CEUs) for meeting Professional Engineer license requirements.
            vi.   Jim – Noted from the POCO conference that technical conferences are too narrowly focused
            vii.  Lee – Noted that we need to make Region 3 a destination and is willing to make a proposal and assist.
            viii. Sean – Noted that making Region 3 a destination is tough and has the conference committee focused on bringing items in.

ix. Mary Ellen – noted that as a practitioner that she never received better reviews due to publishing papers.

x. Ken – should promote region early for other technical conferences.

xi. Jim – closed out conversation stating that we had good discussion and input. He will turn this concept over to the conference committee to discuss further. Per the bylaws, the makeup of the conference committee is dictated in the Operations Manual.

1. Bylaws:
   Where Region 3 has administrative and/or financial responsibility the coordination and advisory support for Conferences and Conventions shall be the Region 3 Conference Committee. Refer to the Region 3 Operations Manual.

2. Operations Manual:
   The Committee Chair is appointed by the Region 3 Delegate/Director with concurrence of the Region 3 Executive Committee. The Chair's appointment is a one-year term with an additional one-year term at the discretion of the Region 3 Delegate/Director. One Vice Chair appointed by the Committee Chair with the concurrence of the Region 3 Delegate/Director. The Vice Chair shall be responsible for such tasks as delegated by the Committee Chair. The immediate past Conference Committee Chair, the Region 3 RSAC, and a past Region 3 Del/Director appointed by the Region Delegate/Director shall be Members-At-Large (MAL). The appointed past Delegate/Director shall serve as Mentor to the Conference Committee, Senior and Junior Southcon Directors appointed by the Region 3 Delegate/Director, and the current NCSE Chair. The Present, immediate Past and next two Future SoutheastCon General Chairs. One corresponding member from each Area/Area-Council not having conference committee representation. Headquarters Staff representing conferences shall be an "ex officio" member without vote.

VI. Discussion Agenda

a. MOVE – see past director report

b. MELC Report & Presentation (report available on web) – see presentation for key dates on Senior Member Panels.  Asked everyone to make a push to get students more engaged with Section activities. Please reach out and assist with obtaining references for outstanding Senior Member applications in your respective sections.  Please forward your scheduled dates to Mark. Eric G. noted that they are trying to build back up student branches and worked with the Dean of Engineering (UAH) to speak to classes about value of IEEE.

c. Young Professionals (report available on web) – individual members can opt into Young Professionals (Daniel will verify)

d. 2018 Region 3 Positions – end of year is quickly approaching and working to identify officers for the next year.  Some of the positions are elected and some are appointed.  Please consider individuals that you would believe would be good candidates for roles.  Elections for Region 3 Director-Elect are ongoing – please vote.

e. 2017 Sections Congress Debrief:
   i. Only four sections did not attend
   ii. Additional information for reimbursement process will be sent out shortly
   iii. On reimbursement forms, please did not list items that you were already reimbursed for like airfare.
   iv. Please use the exchange rate that you actually received and place on expense report in US $.

f. 2020 SoutheastCon Site Selection Vote Results – Raleigh, NC

g. Section Anniversary Discussion:
   i. Jacquelyn sent out email asking Sections how they have been celebrating anniversaries.
   ii. IEEE celebrates founding of AIEE
   iii. What date should we go by for our Sections AIEE or IRE?  Looking for guidance going forward.

        iv. Mary Ellen asked Jacquelyn to send her a listing of sections that are missing information for founding dates.

        v. Group noted that should celebrate the earlier of the two dates either IRE or AIEEE.

        vi. Jim encourages all sections to post historical founding information on websites.

    h. 2017 IEEE Day (see presentation) – Chase presented information for Derick Pack.

VII. Old Business – None

VIII. New Business

    a. Award Dates – Kristin noted key dates for awards

- MGA Outstanding Section Awards: 15 May 2017 https://mga-awards-section.fluidreview.com/
- IEEE Awards: Recognitions and Medals deadline 1 July 2017 http://www.ieee.org/about/awards/index.html
- IEEE USA Awards: deadline 31 July 2017 http://www.ieeeusa.org/volunteers/awards/index.html
- Member and Geographic Activities (MGA) Awards: deadlines in May and mid-October http://www.ieee.org/societies_communities/geo_activities/awards/index.html
- 2018 Region 3 Awards: deadline 1 December 2017 https://ieee-r3.myreviewroom.com

IX. Upcoming Meetings:  9/18/17 from 8pm – 10pm eastern via WebEx