

IEEE Region 3 – ExCom Meeting
Web Conference - Minutes
June 18, 2018
8pm – 10pm

Attendees:

Gregg Vaughn*	Jill Gostin*	Chase Battaglio*	Ken Pigg*	Jim Conrad*	Lee Stogner*
Don Hill*	Damith Wickramamayake*	Kristin Bing*	Eric Grigorian	Mark Torres*	Thomas Bellarmine
Daniel Diaz	Bill Harrison*	Theresa Brunasso*	David Green*	Bill Ratcliff	Macaulay Osaisai
Richard Kent	Thomas Field	Chris Wright	John Balsam	Patrick Kung	Stevo Bozinovski

* Voting members

Agenda:

- I. Start of Region 3 Meeting – Gregg started the meeting at 8:02pm.
- II. Approval of Agenda – main agenda
- III. Consent Agenda – See Informational Agenda
 - a. Reports
 - b. Approval of meeting minutes 5/21/18 – Minutes approved and recording of meeting is available on the [web](#).
- IV. Officer Reports
 - a. Director/Chair's Report: See report on web.
 - b. Director-Elect Report:
 - i. See report on web.
 - ii. Will be attending MGA training in July.
 - iii. Lee Stogner asked about available training for all IEEE Officers and Jill responded that all information is available through [Center for Leadership Excellence](#) (CLE).
 - c. Secretary Report: See report on web
 - d. Treasurer Report: See report on web
 - i. Please submit any outstanding SoutheastCon expense reports as soon as possible. Have processed ~50+ so far.
 - ii. Region 3 audit is in process
 - iii. Financial Committee meeting was scheduled for last Monday and had to cancel due to vacation conflicts.
 - iv. Note to treasurers that you cannot write a check for over \$25,000.
 - v. Currently the SoutheastCon budget line item is over budget
 - vi. Region has not received the annual rebate because our audit is not complete or signed-off
 - e. Past Director:
 - i. No Report.
 - ii. Nominations are open for 2020 – 2021 Region 3 Director-Elect.
 - iii. Working with SOSC and Conference Committee.
- V. Action Agenda
 - a. Operations Manual Revisions
 - i. David Green asked for a motion to approve changes to Operations Manual and will adjust revision date to show 6/18/18. Motion was unanimously approved.
 - ii. Summary of changes:
 1. Section 5 cleaned up
 2. Removed committees that no longer exist
 3. Made Past-director a formal officer position
 4. Removed all references to SouthCon
 - iii. Action Item – Gregg will report Operations Manual changes to IEEE
 - b. Region 3 Logo
 - i. Item was tabled to next meeting
 - ii. Jill asked if the logo has been reviewed to meet IEEE branding guidelines
 - iii. Suggested change - Label states in the region

IEEE Region 3 – ExCom Meeting
Web Conference - Minutes
June 18, 2018
8pm – 10pm

- VI. Discussion Agenda
 - a. SoutheastCon 2021 – discussion tabled to next meeting
 - b. OU Analytics Training & Updates
 - i. Had 33 individuals attend training sessions – representing 19 different sections
 - ii. Good discussion on high level view of OU analytics
 - iii. Next sessions are 6/14 & 6/15
 - iv. Review of items for next three months – calendar review of key items such as:
 - 1. Planning activities
 - 2. Engage YP & WIE
 - 3. Engage Student Branch Counselors and Officers **NOW**
 - 4. Start process for officer elections
 - 5. Start process for award nominations
 - 6. Senior member roundups
 - c. SoutheastCon 2018 Recap – no additional items
 - d. MOVE
 - i. Taking MOVE truck to Board Series Meetings
 - ii. See Move newsletter on [website](#) for more details on deployments and activities
 - iii. Working on sponsorship levels
 - iv. Submitted seed grant for implementing MOVE on the Caribbean Islands
- VII. Old Business
 - a. Action Items:
 - i. Ken to adjust expense rules to reflect 60 day rule – Ken is doing further research on 60 day rule adjustments – Ken is still working on this and will adjust treasurer report. Will also discuss this topic in detail during the FinCom meeting scheduled for Monday, July 9, 2018.
- VIII. New Business
 - a. Eric Grigorian mentioned the SSCET Conference:
 - i. Will take place on August 3, 2018 at UAH.
 - ii. All conference information is available on website – www.sscet.net
 - iii. There are eleven different tracks with a combination of speakers from both industry and academia. Organizers are looking for more industry speakers
 - iv. Conference cost is \$75 and will provide 8 professional development hours (PDHs)
 - b. Action Items:
 - i. Region 3 Logo – discuss at July Meeting
 - ii. Operations Manual Changes – report changes to MGA at Board Series
- IX. Upcoming Meetings: 7/16/18 from 8pm – 10pm eastern via WebEx