

IEEE Region 3 – ExCom Meeting  
 Web Conference - Minutes  
 July 19, 2018  
 8pm – 10pm

Attendees:

Gregg Vaughn*	Chase Battaglio*	Ken Pigg*	Jim Conrad*	Steve Kemp*	Chris Hardy*
Ed Kirchner*	Neena Imam*	Eric Grigorian*	Lee Stogner*	Don Hill*	Damith Wickramamayake*
Kristin Bing*	Sonya Dillard*	Mark Torres*	Thomas Bellarmine	Jacqueulyn Cunningham	David Green*
Bill Ratcliff	Richard Kent	John Balsam	Matt Horrer	Robert Hobbs	Macaulay Osaisai
Devon Gayle	Vukia Jovanic	Scott Kuntzelman	David Fillion	Larry Adams	Dan Bishop

\* 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 6/18/18 – 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: See report on web.
  - c. Secretary Report: See report on web
  - d. Treasurer Report: See report on web
    - i. Audit is complete and the region received a satisfactory rating.
    - ii. Rebate is in process and should be approximately \$85,000.
    - iii. Budget Report items:
      1. Waiting on final 2017 SoutheastCon report
      2. Should have split out 2017 SoutheastCon reports differently per audit report
    - iv. Questions:
      1. Is travel for Student Activities listed under the wrong area?
      2. Life member contribution changing from paper competition to hardware competition?  
Action Item – follow up with Victor
      3. When will travel reimbursements be sent to the Student Branches?
  - e. Past Director:
    - i. Nominations are open for 2020 – 2021 Region 3 Director-Elect. Need to send out an announcement to all members within Region 3 and will ensure an announcement is in the newsletter
- V. Action Agenda
  - a. Region 3 Logo
    - i. Logos labeled a1 and a2 are intended for social media use. “b” logo is intended for printed material.
    - ii. Action items:
      1. Review scaling of states
      2. Adjust line weighting for state outlines
      3. Sonya will take feedback back to the committee and bring revised logos to Region 3 Excom
  - b. Travel & Expense Policy
    - i. Ken walked through the IEEE policies and wording on R3 policies to ensure consistency
    - ii. Motion to amend the existing travel policy to include notes shown in “red” text – motion unanimously passed. Proposed text is provided below:

IEEE Region 3 – ExCom Meeting  
Web Conference - Minutes  
July 19, 2018  
8pm – 10pm

“According to Internal Revenue Service (IRS) publication 463, expense reports must be submitted within a reasonable period of time. The IRS defines a reasonable amount of time as adequately accounting for your expenses within 60 days after they were incurred. The reasonable period of time for expenses paid in advance of an event (i.e. airfare) is defined as within 60 days after the date of travel or the date of the event.

Please note, failure to submit travel expenses within a reasonable amount of time as defined by the IRS may result in non-payment.

See IEEE Travel and Expense Reimbursement Guidelines for additional information including travel advance treatment.”

- VI. Discussion Agenda
  - a. SoutheastCon 2021 – discussion tabled to next meeting
  - b. OU Analytics Training & Updates – Had 21 individuals attend training sessions – representing 14 different sections
  - c. SoutheastCon 2018 Recap – discussion tabled to next meeting
  - d. MOVE - See Move newsletter on [website](#) for more details on deployments and activities
  - e. Government Relations Update – see presentation on web
- VII. Old Business
  - a. Action Items:
    - i. Website adjustments with Eric Ackerman.
- VIII. New Business – None
- IX. Upcoming Meetings: 8/20/18 from 8pm – 10pm eastern via WebEx