

IEEE R3 Area 1 Virginia

SECTIONS in Area 1 (the Virginia Council is no longer active)

1. Central Virginia
2. Hampton Roads
3. Richmond
4. Virginia Mountain

SITREP

- Emailed Section Chairs (late mailing)
 - To attend Region 3 ExCom WebEx
 - With Proforma Section report, short and somewhat automated
 - Reminders for SoutheastCon 2020 and Sections Congress
- In the Proforma Section report, to include
 - Sitrep
 - Events past and upcoming (short list from vTools)
 - Action Plan
 - Modeled after FEMA/Red Cross Disaster Operations

ACTION PLAN

- To visit each Section chair
- To attend a Section meeting
- To be available for a Section WebEx/meeting
- To identify issues that impede effective organization
- To add a resource to the Sections

Material below is an excerpt of the email contact – it may be useful to others

Status snapshot (● check; ○ clear)

- Things are just peachy.
- Everything is copacetic.
- Help! Throw me a life preserver.
- I got it; things are under control.
- A call/visit would be appreciated.

Note: This reporting process is analogous to the FEMA/Red Cross disaster response reports

1. SitRep (Situation Report – what has happened (today))
2. IAP (Incident Action Plan) – the short-term (next day) plan

Such reports are prepared every day of a DRO (Disaster Response Operation) and provide the early responders with all the information they need to maintain situational awareness and what is next. Summaries and contact information are provided; and, change daily. These two documents grow from a simple, couple-of-page sketch, to a 100+ page cumulative report for Level 5+ events (costing millions and lasting 3 months and more, with thousands deployed). Typical volunteer period is two weeks for most, so one can imagine how dynamic the situation is—and it must be flexible and adapt daily.

For IEEE Section reporting, the time period is monthly, with exceptions when that period is too short for a meaningful report. However, a sparse report or no report, suggests a need for assistance. We are a volunteer-run organization, supported by a professional staff. That staff is at IEEE HQ in Piscataway, NJ, but volunteers at Region and other Sections can support you. All you have to do is ask; and, once in a

while, someone might jump in with a suggestion or offer of assistance that will make a big difference to your local organization.

SitRep (Past and Planned)

Past events (previous 60 days):

Date	Event Title	Speaker(s)
02 November 2019 09:00AM	VCU HealthHacks Mentoring Opportunity	
25 October 2019 01:00PM	IEEE EMBS Magnetism Seminar	Laleh Golestani Rad

Upcoming events (next 60 days):

Date	Event Title	Speaker(s)
19 November 2019 06:30PM	Richmond ExCom Meeting & WebEx	Steve Kemp, Section Chair
05 December 2019 08:30AM	IEEE PES Power Quality Fall Seminar	

Note: The above list was copy and paste from an event vTools feed.

<https://events.vtools.ieee.org/meetings/html/0/60/asc/3/RICHMOND>

<https://events.vtools.ieee.org/meetings/html/-60/1/desc/3/RICHMOND/>

Additional comments:

1. Had problems with our website, IEEE was helpful, but it was a struggle nevertheless.
2. Our organizational growth strategy is getting results. In the past year(s), we have added multiple Chapters (MAG/EMB Joint, Computer), an Affinity Group and reinvigorated a the VCU SB. We need to do more, reviving the recently dormant VSU SB. We are also working with our PES Chapter to move it into the more recent events announcement and reporting paradigm. Each of these activities serves to engage more members as volunteers and help them see the value of taking possession of THEIR IEEE.
3. Considering dividing Mag/EMB Joint Chapter into two separate Chapters, and adding a Communications Chapter.
4. Richmond is in the 'holding elections' process after many years of failure in this area. It is ONLY POSSIBLE as a result of the OU build-out! Otherwise, we'd be stuck in the mud.

REMINDERS:

1. This report is essentially in two sections:
 - a. SitRep (SR) for Past events, and
 - b. ActionPlan (AP) for Upcoming events and action items.
2. Please check-in to the monthly Region 3 meeting. If you cannot attend, appoint a Delegate (who can vary from meeting to meeting). Invite an occasional Observer from your organization, so they can see and experience the mechanisms that make IEEE work. This engages members in THEIR organization and keeps the Section informed in a way not conveyed via email. When logging in, use a form like the following:
 - a. Firstname Lastname, OU Title/function
 - b. Example: Steve Kemp, Richmond Chair, or John Smith, Richmond Delegate, or Bill Jones Richmond Observer. In this manner, everyone in the meeting knows your name, organization and voting status.
 - c. Check-in, In-and-Out or early departure is preferable to no check-in at all.

Please check-in to Region Mtg. In and out is better than nothing. Have a delegate attend if you cannot. It's a member engagement tool. There is a lot going on, dont miss out. IEEE looks like a sleeping giant to those not involved; but it is a vibrant professional development resource for those that participate. Attending a meeting

is a great first step. Try filing a report—it doesn't matter what it initially looks like—it can even be filed late (but dated 'as of') and will be appended to the meeting record.

It's a good habit to keep you focused and after awhile it may become a guiding document for your organization. The process is: Crawl, Walk, Run and it takes time to get up to speed. Like LOTTO: It don't pay if you don't play! IEEE is only as good as its members make it.

Next SoutheastCon is in Raleigh; next Sections Congress is in Ottawa. Participate and send your talent. Two attendees will bring back 10x the inspiration of one. The experience is largely lost on the single attendee, because there is no one to share it with until long after the event. Intuitively, one would think that more should attend the meeting, but I'm of the opinion that we need to bring the meeting to the members. This can be done by the enthusiastic relay of information and having voice annotated slide sets, to bring it alive. The slide set alone just doesn't do it; and video is too expensive and difficult to edit.

At year-end, I'll be hanging up my Section hat, but I hope to become a resource to each of the R3 Area 1 Virginia Sections. We have suffered a discontinuity in experienced Section leadership since I became Section Chair—a long time ago. Yes, I'm talking about myself! But, now, our buildout of OUs is starting to pay dividends in developing experienced leadership, and I'd like to assist and inspire our neighboring Sections to the extent I can as Area 1 Virginia Chair. Please help me to help you, and we will all be better off.

Notes: This is a first attempt to provide a simple, timely and automated reporting process using the vTools provided by IEEE, adding a few check-boxes for need and a place for comment/ The goal is to make the monthly report a 15-minute exercise, while providing Region (and all other Sections) a snapshot view of local activity/inactivity/progress.

We live in an ebb and flow World, and the demands on our time are onerous and many. But, by getting into the habit of an easy-to-read monthly report, which can be archived, all the things that seem to not get done become more visible to others who may be able to help. It is a valuable record for those offering to volunteer and a selling tool for members to become more engaged.

My apologies, this is actually a Richmond Section Report AND a Region 3 Area 1 Virginia Report, an effort to inspire others to edit and tailor it to their organizational needs. This is a hodge-podge of example and explanation. The Richmond and Area 1 reports will be prepared and distributed shortly hereafter—if I don't get distracted and not make the cut.

Let me know what you think! Thank you for all you do as a volunteer!!!

Submitted by
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