

IEEE Region 3 – ExCom Meeting  
 Web Conference – Minutes  
 27 January 2020  
 8:00-10:00pm

Attendees (ExCom voting member\*):

Jill Gostin*	x	Theresa Brunasso*	x	Pat Donohoe*	x	John Balsam*	x
Gregg Vaughn*	x	Steve Kemp*	x	Charles Lord*	x	Jenny Palmer*	
Claude Pitts*		Justin Baba*		Danny Merkl*		Lee Stogner*	x
Don Hill*	x	Damith Wickramamayake*		Kristin Bing*	x	Sonya Dillard*	x
Eric Grigorian*	x	Bill Marshall*	x	Bill Harrison*	x	Jacquelyn Cunningham*	x
Dave Green*	x	Victor Basantes*		Nelson Lourenco	x	Grayson Randall	
Chirat Pathiravasam		Bill LaBelle	x	Evelyn Licona	x	Lucas Sweet	x
Ebonee Walker		Hulya Kirkici		Glenn Parker	x	Sean Haynes	
Parag Upadhyay		Wyman Williams	x	Thomas Bellarmine		Hasala Dharmawardena	x
Amanda Sahlstrom		Sharlene Brown	x	Mark Torres	x	Jim Conrad	
Bill Ratcliff	x	Bailey Ulferts		Rachel Wilson		Subodha Charles	x
Devon Gayle		Bob Hobbs		Patrick Kung	x	Stevo Bozonovski	x
Matt Horrer		McCauley Osaisai		Rich Kent	x	David Fillion	
Derik Pack	x	Scott Kuntzelman		Paul Goodson	x	Allen Jones	x
Mary Ellen Randall	x	AJ Burke	x	Paul Belussi	x	Bob Bush	x
Raul Ortega	x	Jim Howard	x	John Doyle	x	Chris Hardy	x
Leandro Barajas	x	Warren Mackey	x				

Agenda:

- 1) Director Gostin began the meeting at 8:00pm and thanked all of the 2020 Region 3 volunteers for agreeing to serve IEEE and Region 3. Director Gostin thanked Past Director Gregg Vaughn for his service as Region 3 Director-Elect and Director over the past four years.
- 2) The meeting agenda was approved.
- 3) The consent agenda, consisting of the minutes from the 18 November 2019 ExCom Meeting and reports listed in the information agenda, was approved.
- 4) Officer Reports
  - a) Director Report
    - i) Director Gostin noted that the 2020 ExCom has gotten off to a great start this year after a planning meeting in December, where the theme for the year of “Making New Connections” was introduced. Director Gostin’s vision is to engage those members that are not currently being reached by IEEE by holding new types of events in each Section, which will be discussed at SoutheastCon. Each Section will be challenged to hold one of these events before the end of the year. We will have an opportunity for each Section to report at Sections Congress about plans/results for their event.
    - ii) Director Gostin encouraged Sections to register for SoutheastCon 2020, where we will hold our first Region 3 Committee meeting of 2020. Since SoutheastCon is earlier than normal this year (March), Sections should be making plans now to attend.
    - iii) Director Gostin noted that the second Region 3 Committee meeting of 2020 will be held at Sections Congress. Sections Congress is a great way to grasp the breadth of IEEE, and learn from Section leaders around the world.
    - iv) Director Gostin encouraged Section/Area leaders to send her information at any time during the year regarding activities that have been great successes or challenges.

- b) Director-Elect Report
  - i) Director-Elect Brunasso noted that she is now serving on several new committees in her role as Director-Elect, and that Jacquelyn Cunningham has taken over the Region 3 Professional Activities Committee.
- c) Secretary Report
  - i) Secretary Donohoe has posted all submitted reports to the meeting website, and encouraged those with other reports to submit them for posting after the meeting.
  - ii) Secretary Donohoe encouraged Sections to update their 2020 officer information on vTools if they have not yet done so, including the end term for each officer. He also encouraged Sections to make sure that their Section websites have been updated with current officer information.
- d) Treasurer Report
  - i) Treasurer Balsam presented the overall details of the final 2019 Region 3 budget, which ended well under budget.
  - ii) Treasurer Balsam presented details of the following revisions to the 2020 budget on discussions from the previous ExCom meeting: (1) elimination of income from the Financial Advantage Grant program, which is no longer available, (2) adjustments to the conference expense line item and (3) adjustment to the 2020 PACE line item. Treasurer Balsam entertained additional questions on the 2020 budget.
  - iii) Treasurer Balsam noted that (1) Sections should make sure that airfare for SoutheastCon 2020 is booked at least three weeks in advance, (2) attendees will be reimbursed for lodging on Friday and Saturday only, unless you have been approved to arrive earlier, and (3) Sections should email Secretary Donohoe and Treasurer Balsam with the Section representative to SoutheastCon.
- e) Past Director Report
  - Past Director Vaughn thanked Director Gostin for her work in planning for the upcoming year and encouraged all Region 3 volunteers to provide her with their complete support.
- 5) Action Agenda
  - a) ExCom Endorsement of 2020 Region 3 Strategic Plan/Goals
    - Strategic Operations Support Committee (SOSC) Chair Dave Green presented the output of the Region 3 planning committee that met in December relative to the Region 3 Strategic Plan and associated goals for 2020. The strategic plan and goals were endorsed unanimously by the ExCom.
  - b) ExCom Approval of Modification to the 2020 Region 3 Budget
    - Treasurer Balsam moved that the Region 3 ExCom approve the modifications to the 2020 Region 3 budget recommended by the Finance Committee as defined in the Treasurer's report. The motion was approved unanimously.
  - c) ExCom Approval of Operations Manual Changes
    - SOSC Chair Green presented the details of proposed changes to the Region 3 Operations Manual, and moved that these changes be approved by the Region 3 ExCom. The motion was approved unanimously.
  - d) ExCom approval of Awards Slate (Executive Session at end of meeting)
    - Awards Committee Chair Kristin Bing presented the committee recommendations for the Region 3 Awards to be presented at SoutheastCon 2020, and moved that the ExCom approve the committee recommendations. The motion was approved.
- 6) Discussion Agenda
  - a) 2020 Region 3 Open Positions

Director Gostin noted that all open positions have been filled including all regions committees and representatives on other committees.

b) SoutheastCon 2020 Report

SoutheastCon 2020 Chair Charles Lord encouraged everyone to register for SoutheastCon since the early registration period ends next Friday, when the registration fee goes up significantly. Volunteers were also encouraged to make hotel registrations now as the hotel is filling up quickly. No shuttle service is available from the Raleigh airport to the downtown Marriott conference hotel, so that ride-sharing is encouraged. Information on several student competitions, technical paper submissions, and availability of the MOVE truck at the conference was provided. The conference schedule will be posted soon.

c) SoutheastCon Region Committee Meeting

Director Gostin provided details of the structure for the upcoming Region Meeting at SoutheastCon 2020. All attendees will meet together for the first part of the meeting (Friday afternoon / Saturday morning), then split into two tracks of training for new and experienced volunteers, followed by several breakouts on new Section events (Saturday afternoon), and the official Region 3 business meeting (Sunday morning).

d) Sections Congress 2020 Update

Region 3 Sections Congress Coordinator Kristin Bing thanked those Sections who have provided information for their primary delegate and encouraged the remaining Sections to submit this information. The details of the Sections Congress 2020 recommendation process were discussed.

e) Conferences

Region 3 Conference Committee Chair Eric Grigorian discussed plans to review and update a draft version of the SoutheastCon Operations Guide. The Conference Committee is requesting information from any Section that would be interested in hosting SoutheastCon 2023 or later.

7) Old Business – none

8) New Business

a) Region 3 YP Event

Region 3 Young Professionals Coordinator Hasala Dharmawardena invited everyone to attend an online event this Wednesday which will be a YP-focused panel discussion with the Region 3 Director-Elect and the IEEE President-Elect.

b) Section Reporting Deadline

Treasurer Balsam reminded Section Chairs and Treasurers that the deadline for submitting all reports (to be eligible for the 10% bonus) is February 21.

9) After the Executive Session, the meeting was adjourned at 9:40pm.