

IEEE Region 3 – Region Committee Meeting
Web Conference
30 March 2020
8:00-10:00pm

Minutes

Attendees (voting member*):

Director – Jill Gostin*	x	Director Elect – Theresa Brunasso*	x
Secretary – Pat Donohoe*	x	Treasurer – John Balsam*	x
Past Director – Gregg Vaughn*	x	Area 1 – Steve Kemp*	x
Area 2 – Charles Lord*	x	Area 3 – Jenny Palmer*	
Area 4 – Claude Pitts*	x	Area 5 – Justin Baba*	
Area 6 – Danny Merkl*	x	Area 7 – Lee Stogner*	x
Area 8 – Don Hill*	x	Area 9 - Damith Wickramamayake*	
Awards Chair – Kristin Bing	x	Member Activities – Sonya Dillard	x
Conference – Eric Grigorian*	x	Finance – John Balsam	x
Section Support – Bill Marshall*	x	Nominations and Appointments – Greg Vaughn	x
Operational Audit – Bill Harrison		Professional Activities – Jacquelyn Cunningham*	
Strategic Operations and Support – Dave Green*	x	Student Activities – Victor Basantes*	x
Alabama Section – Patrick Kung*	x	Atlanta Section – Wyman Williams*	
Broward Section – Carlos Cabrera*		Canaveral Section – Osaisai Macaulay*	x
Central Georgia Section – Erin Mullinax*		Central North Carolina Section – Tadilo Bogale*	
Central Savannah River Section – Dennis Moen*		Central Tennessee Section – Micahel Puckett*	
Central Virginia Section - Sathish Anabathula*		Charlotte Section – Scott Kuntzelman*	
Chattanooga Section – Justin Kleinfeld*		Coastal South Carolina Section – Derek Pack*	x
Columbia Section – Stevo Bozinovski*	x	Daytona Section – Richard Kent*	x
East Tennessee Section – Austin Albright*		Eastern North Carolina Section – Paul Goodson*	x
Evansville-Owensboro Section – Brad Kicklighter*		Florida West Coast Section – Claude Pitts*	
Gainesville Section – James Anderson*		Hampton Roads Section – Demetris Geddis*	x
Huntsville Section – Glenn Parker*		Jacksonville Section – Butch Shadwell*	
Jamaica Section – Devon Gayle*	x	Lexington Section – Don Hill*	
Louisville Section – John Doyle*		Melbourne Section – Raul Ortega*	x
Memphis Section – Patrick McGinnis*		Miami Section – Juan Farah*	
Mississippi Section – Randy Buchanan*		Mobile Section – Mohamed El-Sharkh*	
Northwest Florida Section – Stephen Hopkins*		Orlando Section – Warren Macchi*	
Palm Beach Section – Hari Kalva*		Piedmont Section – David Fillion*	x
Richmond Section – Allen Jones*	x	Savannah Section – Lei Chen*	
Tallahassee Section – Thomas Bellarmine*		Tri-Cities Section	
Virginia Mountain Section – George Williams*		Western North Carolina Section – AJ Burke*	x
Winston-Salem Section		Grayson Randall	x
Mary Ellen Randall	x	Sharlene Brown	
Jim Howard	x	Mark Torres	x
Lucas Sweet	x	Bill Ratcliff	x
Subhoda Charles		Hasala Dharmawardena	x

Agenda:

- 1) Director Gostin called the meeting to order at 8:00pm.
- 2) The meeting agenda was approved.
- 3) The consent agenda, consisting of the minutes from the 14 April 2019 Region Committee Meeting and reports listed in the information agenda, was approved.
- 4) Officer Reports
 - a) Director

Director Gostin thanked everyone for submitting reports. She also thanked the SoutheastCon 2020 leadership team for all of their hard work in handling the sudden cancellation of the face-to-face conference and the swift transition to a successful virtual

conference. Director Gostin noted that Region 3 will be covering the training and other presentations that were scheduled for SoutheastCon 2020 in the weeks to follow. The Region 3 Area Chairs have been asked to collect feedback from Section Chairs on the Sections Congress 2020 recommendations. Region 3 will soon share videos from the IEEE President-Elect candidates and IEEE USA President-Elect candidates with the membership.

b) Director-Elect

Director-Elect Brunasso also thanked the SoutheastCon 2020 leadership team for their success with the virtual conference. She is currently working with the Area Chairs to make sure that we keep our Section membership engaged. One focus is to make sure that Section websites are up to date. Director-Elect Brunasso encouraged all Section Chairs to update their Section websites, as necessary.

c) Secretary

Secretary Donohoe went through the roll call for meeting attendees. He encouraged all Sections to update their officer information on vTools, if necessary, and emphasized the importance of the start and end dates for officer positions when entering data.

d) Treasurer

Treasurer Balsam presented details on the current state of the Region 3 2020 budget. All transactions have been recorded and the budget is up to date. Treasurer Balsam updated the committee on the current balances in the various Region 3 accounts. All Region 3 Sections and Society Chapters have completed the NetSuite reporting for the year. Treasurer Balsam and Director Gostin provided details for the SoutheastCon 2020 reimbursements. Details for the closeout of SoutheastCon 2019 were discussed.

e) Past-Director

Past Director Gregg Vaughn referenced his report regarding work of the Nominations and Appointments Committee. The N&A Committee is in the process of gathering names of candidates for 2022-2023 Region 3 Director-Elect. Past Director Vaughn provided details of the election process.

5) Action Agenda

a) Region 3 Bylaw Update

Dave Green, Chair of the Strategic Operations Support Committee (SOSC) provided details of a motion to change the Region 3 Bylaws including (1) typographical changes, (2) removing references to SouthCon (a conference which no longer exists) and (3) the change of a voting member of the Region Committee from Chair of Member Activities to Chair of the Conference Committee. The motion passed.

b) SoutheastCon 2023

Conference Committee Chair Eric Grigorian provided details on the process of selecting the site for SoutheastCon 2023. The Conference Committee considered three different locations including (1) Kingston, Jamaica, (2) Orlando, FL and (3) Memphis, TN. Based on the committee evaluation, the Conference Committee moved that Orlando be selected as the site for SoutheastCon 2023. The motion passed.

6) Discussion Agenda

a) SoutheastCon 2020

SoutheastCon 2020 Chair Charles Lord discussed the refund of conference registration for Region 3 Committee members, which should be automatic. Chair Lord noted that authors are receiving a partial rebate, as they participated in a virtual conference. Over 60 student teams had registered for the hardware competition. The technical portion of SoutheastCon 2020

was held virtually on March 28 and 29. Much of the budget details are still up in the air. Most of the conference sponsors have backed out, but the projected bottom line ranges from “break even” to a loss of approximately \$10,000.

b) Training Webinars

Director Gostin noted that Region 3 plans to cover the training opportunities that were lost due to the cancellation of the face-to-face portion of SoutheastCon 2020 in the form of training webinars that will be recorded. Charles Lord, a member of the Section Support Committee, presented details of the training that will be accomplished via WebEx Meetings. The first webinar will be held on April 1 and will cover how to schedule and run a meeting with WebEx, with more advanced topics on April 9, and a discussion of running a virtual conference on April 15. Director Gostin discussed webinars related to other items that were to be covered at SoutheastCon 2020 including volunteer training in new positions and for more experienced volunteers, and the new Section events.

c) Sections Congress 2020

Sections Congress 2020 Coordinator Kristin Bing presented information on the Sections Congress recommendations. Section Chairs and officers should provide their ideas for Sections Congress recommendations to the Area Chairs. The deadline for the recommendations to the Director from the Area Chairs is April 6. The top three recommendations will be selected from this set of recommendations.

7) Old Business

There was no old business.

8) New Business

There was no new business.

9) Date and Location of Next Meeting

The next scheduled Region 3 Committee Meeting is set for 21 August 2020 at Sections Congress 2020 in Ottawa.

10) Adjournment

The meeting adjourned at 9:22pm.