

IEEE Region 3 – ExCom Meeting
Web Conference – Minutes
19 July 2021
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*	x	Lee Stogner*	x
Don Hill*	x	Damith Wickramamayake*	x	Nelson Lourenco*	x	Sonya Dillard*	x
Eric Grigorian*	x	Bill Marshall*	x	Bill Harrison*	x	Jacquelyn Cunningham*	x
Dave Green*	x	Bailey Heyman*		Kristin Bing		Grayson Randall	
Chirat Pathiravasam		Bill LaBelle		Evelyn Licona		Lucas Sweet	
Ebonee Walker		Hulya Kirkici		Glenn Parker		Jiayi Lin	
Parag Upadhyay		Wyman Williams	x	Thomas Bellarmine	x	Hasala Dharmawardena	
Amanda Sahlstrom		Sharlene Brown	x	Mark Torres	x	Jim Conrad	
Bill Ratcliff	x	Larry Adams		Rachel Wilson		Michael Smith	
Devon Gayle	x	Bob Hobbs		Joe Pennisi	x	Bruce Harvey	
Matt Horrer		McCauley Osaisai	x	Rich Kent		David Fillion	x
Derik Pack		Angelo Ferraro	x	Paul Goodson		Allen Jones	x
Mary Ellen Randall		AJ Burke		Paul Belussi		Bob Bush	
Raul Ortega		Nancy Mate'		John Doyle	x	Jason Finn	
Leandro Barajas		Warren Mackey		Warren Nicholson	x	Eric Ackerman	
David Griffith		Demetris Geddis		Mike Puckett	x	Erica Simmonds	
Tamseel Syed	x	Dave Irons		Allen Zheng		Olugbenga Anubi	
Stephen Morris		Stephen Hopkins		Christopher Udeagha		Hermann Amaya	

Agenda:

- 1) Director-Elect Brunasso called the meeting to order at 8:00pm.
- 2) The meeting agenda was approved.
- 3) The consent agenda, consisting of the minutes from the 21 June 2021 ExCom Meeting and reports listed in the information agenda, was approved.
- 4) Officer Reports
 - a) Director Report
 - i) Director Gostin, who was recovering from back surgery, provided a summary of her Director's report.
 - ii) Allen Jones has agreed to take over the position of Region 3 Projects Coordinator from Grayson Randall.
 - iii) A face-to-face Sections Congress is planned for 2023 in Ottawa, Canada (September 11-13), with a virtual Sections Congress to be held in 2022.
 - iv) Director Gostin again encouraged Sections that are struggling to get their members re-engaged to contact members of the Region 3 ExCom for assistance. The Region can also assist Sections that need assistance with elections.
 - b) Director-Elect Report

Director-Elect Brunasso noted the committees that she is currently working with, including the ad hoc committee on inclusivity, diversity, equity and action which is chaired by Bill Ratcliff. Director-Elect Brunasso provided a map of the new Region 3 Areas, and discussed the arrangement of Sections in the new Areas.

- c) Secretary Report
 - Secretary Donohoe has posted all submitted reports to the meeting website. The roll call was taken for the meeting.
- d) Treasurer Report
 - Treasurer Balsam presented an update to the Region 3 budget, which included only two transactions since the last meeting. The rebate from IEEE, approximately \$83K, was received in late June. Treasurer Balsam has been working on the move to NextGen. Another request was made to IEEE to transfer our Region 3 conference reserve funds to our long term investment account. New expense purpose codes have been loaded into Concur and they are fairly extensive. Treasurer Balsam reminded all Section officers to fill out the conflict of interest form, if they have not yet done so. A link to the compliance portal is included in the Treasurer's report. Treasurer Balsam again reminded all treasurers to sign up for NextGen training as soon as possible.
- e) Past Director Report
 - No report.
- 5) Action Agenda
 - ARC Chair Nelson Lourenco provided a summary of proposed changes to the Awards program manual. Several changes were proposed for the Joseph M. Biedenbach Outstanding Engineering Educator Award and the Outstanding Young Professional Award, and corrections to the section establishment and anniversary dates. The details of the proposed award changes were discussed in detail. Further changes were suggested in discussion. The ARC will take these suggestions and revise the proposed modifications to be brought to the ExCom for consideration at the August meeting.
- 6) Discussion Agenda
 - a) Professional Activities Committee (PAC) Report
 - PAC Chair Jacquelyn Cunningham provided a summary of the operation of the Professional Activities Committee. The presentation included: IEEE USA professional activities funding, IEEE Professional Activities, PAC areas of responsibility, PAC challenges, upcoming activities, and details for requesting professional activities funds.
 - b) Member Communications Committee (MCC) Report
 - MCC Chair Sonya Dillard provided a summary of the operation of the Member Communications Committee. A list of the committee members was presented along with a member view of IEEE and a summary of MCC accomplishments so far in 2021. The plans for MCC going forward include a Fellows Application Webinar, a Region 3 newsletter to go out in September, social media emphasis, and posting information about continuing education.
 - c) Educational Activities Committee (EAC) Report
 - EAC Chair Damith Wickramanake provided a summary of the operation of the Educational Activities Committee, including the role of the Educational Activities Coordinator. A brief overview of Section/Region/Educational Activities Board interaction was presented, along with a list of the 2021 Section Education Outreach Committee members. EAC plans for the remainder of the year were presented.
 - d) Student Activities Committee (SAC) Report
 - No report.
 - e) SoutheastCon 2021 Update
 - SoutheastCon 2021 Chair Wyman Williams provided information on the process to close out the conference. The closeout is almost complete (final check has cleared) with a surplus of approximately \$32K. Write-ups on EDAS lessons learned and virtual conference lessons

learned have been submitted. The conference Dropbox file has been uploaded to the SoutheastCon archive.

f) SoutheastCon 2022 Update

Southeastcon 2022 Chair Warren Nicholson provided an update on SoutheastCon 2022 planning. The EDAS statement of work has been approved by IEEE legal. Event registration is being led by Charles Lord and RegFox will probably be the tool of choice. The Call for Papers is complete and content has been added to the conference website. The student hardware competition rules will be frozen by August 1. A letter to ECE University Department Chairs has been completed to solicit paper reviewers. A logistics/events meeting is planned for late July.

7) Review of Action Items From Last Meeting

Provide Region 3 members with a link to a recording of the recent webinar led by Kathy Land and Steve Welby – complete.

8) Old Business – none

9) New Business – none

10) The next ExCom meeting is scheduled for August 16, 2020 from 8:00-10:00pm EST.

11) The meeting was adjourned at 9:34pm.