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

Agenda:
1) Director Gostin called the meeting to order at 8:00pm.
2) The meeting agenda was approved after confirmation that Eric Grigorian would present the SoutheastCon 2022 report in place of Warren Nicholson who was unable to attend.
3) The consent agenda, consisting of the minutes from the 16 August 2021 ExCom Meeting and reports listed in the information agenda, was approved.
4) Officer Reports
   a) Director Report
      i) Director Gostin reminded everyone that the IEEE election is open until October 1 and encouraged everyone to vote.
      ii) IEEE President Kathy Land will present a webinar on Standards for Software Systems and Engineering on September 23.
      iii) IEEE Day is coming up and members can check the IEEE Day website to find information on related events. WIE is screening the movie "Pioneers in Skirts" with discussion to follow.
      iv) Director Gostin met with the Region 3 Committee Chairs on September 11 where discussion centered on the specifics of committee tasks, issues associated with committee operation, and possible improvements. Modifications to documents dealing with operations of Region 3 Committees were proposed.
      v) Director Gostin reminded everyone that she provides a report on Region 3 activities for each Board Series meeting, and invited everyone to provide information for inclusion in this report.

b) Director-Elect Report

Director-Elect Brunasso noted that the meeting with Committee Chairs on September 11 was very productive and included broad input to the Area Chair job description to be implemented in 2022.

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 2021 budget and noted that the Region has received the income from SoutheastCon 2021. The Region is beginning the process to draft the 2022 budget and will need input from ExCom members. Committee Chairs should begin developing their budget plans for 2022. In his report, Treasurer Balsam has provided a link to a very helpful NextGen quick start guide.

e) Past Director Report

Past Director Vaughn noted that he participated in the Committee Chairs meeting on September 11.

5) Action Agenda

No action items.

6) Discussion Agenda

a) Report from the Inclusion, Diversity and Equity in Action (IDEA) Ad Hoc Committee

The IDEA Chair Bill Ratcliff provided a report of the committee overview, the committee actions to date, and a survey being developed by the committee to gauge the climate in Region 3. A trial run survey will be conducted using the Region 3 ExCom members as participants. The overall Region 3 survey is planned for October. The ExCom invitation for the trial run survey is scheduled for September 22 with results due by September 28.

b) Section Support Committee (SSC) Report

SSC Chair Bill Marshall provided a report of SSC activities, which were divided into (1) member engagement support and (2) section administration report. The member engagement support includes support for affinity groups (Life Members, YP, WIE), support for projects, and new member recruitment/retention. The section administration support includes reporting, budgets, elections, vTools, awards, Section Congress and working with Area Chairs. The SSC has generated two YouTube channels that include (1) general interest videos for Region 3 members and (2) videos for Region 3 volunteers.

c) Strategic Operations and Support Committee (SEOC) Report

SEOC Chair Dave Green provided details on the activities of the SEOC. He noted that the 2021 Region 3 strategic plan was developed in 2020 in the hopes of diminished impacts from the pandemic. Even with continuing impacts from the pandemic, the Region has been successful in making significant progress toward achieving most of the 2021 goals. Chair Green discussed the strategic Ad Hoc efforts from the last few years along with the roles of Region 3 committee mentors assigned by SEOC.

d) Student Activities Committee (SAC) Report

SAC Chair Bailey Heyman provided an update on activities of the committee. SAC has been gathering feedback from student branches on their current state relative to impacts from the pandemic. Most branches who have responded are active, although a small number are struggling to reactivate. Chair Heyman requested assistance from the ExCom regarding connecting student branches with SAC.

e) SoutheastCon 2022 Update

   Conference Committee Chair Eric Grigorian provided an update on SoutheastCon 2022 planning. Charles Lord is continuing development of the conference registration process. The Call for Papers through the IEEE portal, the preliminary logistics spreadsheet, and the graduate school marketing brochure have been completed. The student hardware completion rules have been finalized and posted on the website. MIT has agreed to support the student software competition using Battle Code. A discussion on conference sponsorship efforts followed.

7) Review of Action Items From Last Meeting - none
8) Old Business – none
9) New Business - none
10) The next ExCom meeting is scheduled for 18 October 2021 from 8:00-10:00pm EST.
11) The meeting was adjourned at 9:08pm.