

IEEE Region 3 – ExCom Meeting  
Web Conference – Minutes  
23 January 2023  
8:00-10:00pm

<https://ewh.ieee.org/reg/3/excom/meetings/2023-01/agendas.html>

Attendees (\* denotes ExCom voting member):

Theresa Brunasso*	x	Eric Grigorian*	x	Pat Donohoe*	x	Joe Pennisi *	x
Jill Gostin*	x	James Imanian*	x	Wyman Williams*	x	Raul Ortega *	x
Paul Kuban*	x	Patrick Kung*	x	Nelson Lourenco*	x	Sonya Dillard*	x
Eric Ackerman*	x	Kristin Bing*	x	Bill Ratcliff*	x	David Fillion*	x
Dave Green*	x	Bailey Heyman*	x	Devon Gayle	x	Sharlene Brown	x
Bill LaBelle		Evelyn Licona	x	Lucas Sweet		Stephen Hopkins	
Gregg Vaughn		Ebonee Walker		Hulya Kirkici		Charles Lord	
Jim Conrad	x	Warren Nicholson		Joe Juisai	x	Alessio Medda	x
Claude Pitts		Eric Cramer		Andrew Seely	x	Mark Torres	x
Allen Jones	x	Tamseel Syed	x	Bill Harrison		Damith Wickramamayake	x
Steve Kemp		Don Wright		Jacquelyn Cunningham		Lee Stogner	x
Jiayi Lin		Mary Ellen Randall		Dave Conner		AJ Burke	x
Paul Belussi		Larry Adams		Raj Gurupur	x	Annette Burney	
Grayson Randall		Bob Hobbs		Don Hill		Earl McDonald	x
Matt Horrer		McCauley Osaisai	x	Rich Kent		Christopher Burge	
Derik Pack	x	Angelo Ferraro	x	Jihye Bae		Rajeev Agrawal	
Leandro Barajas		Warren Mackey		Mike Puckett		Bob Bush	
David Griffith		Demetris Geddis	x	Allen Zheng		Jason Finn	
Stephen Morris		Dave Irons		Christopher Udeagha		Will Goins	x
Dan Bishop		Erica Simmonds		Melody Richardson	x	Binesh Kumar	x
Jeff Bevan		Bruce Harvey		Carlos Cabrera	x	Masood Ejaz	
Steffen Camarato		Arup Kumar Ghosh		Michael Smith		Regina Hannemann	

Agenda:

- 1) Director Brunasso called the meeting to order at 8:00pm.
- 2) The meeting agenda was approved.
- 3) The consent agenda was approved which consisted of the minutes from the 14 November 2022 ExCom Meeting, reports listed in the information agenda, and an announcement that Carlos Cabrera will be appointed to the position of ARC Chair in April following SoutheastCon 2023.
- 4) Officer Reports
  - a) Director Report
    - i) Director Brunasso recently attended the IEEE Board Series in Paris and noted that the 2023 IEEE President Saifur Rahman is providing leadership in the focus area of climate change which puts Region 3 in a position to contribute given our Region 3 Projects focused on climate change.
    - ii) The 2023 calendar for Region 3 includes IEEE SoutheastCon 2023 in Orlando (April), the 2023 IEEE Vision, Innovation and Challenges Summit in Atlanta (May), and IEEE Sections Congress 2023 in Ottawa (August).
  - b) Director-Elect Report
 

Director-Elect Grigorian noted that Region 3 has been focused on ensuring that all Sections are holding elections according IEEE policies. Director-Elect Grigorian also noted that the Region 3 Area Chairs have been very effective in implementing their charge of working closely with Section leadership to assist them in Section operations.

c) Secretary Report

Secretary Donohoe presented the Secretary report and conducted the roll call for the meeting.

d) Treasurer Report

Treasurer Pennisi presented the details of the final 2022 Region 3 budget in which approximately \$23K of the Region surplus was spent, which was well below the budgeted amount for the year. Treasurer Pennisi is pleased with the operation of NextGen for the Region budget and plans to continue working with Section treasurers on NextGen training. The only items that remain open for SoutheastCon 2022 are the delivery of one student hardware competition award check and two Student Branches have yet to cash their travel subsidy checks. Expenses that were over budget in 2022 were all related to travel including (1) Conference Committee travel, (2) SoutheastCon travel and (3) Region Planning Meeting travel.

e) Past Director Report

Past Director Gostin noted that Carlos Cabrera has been approved to take over as the new ARC Chair following SoutheastCon 2023. There are also two other ExCom committee member appointments that are currently being considered by the Nominations and Appointments Committee.

5) Action Agenda

a) Approval of 2023 Region Budget

Treasurer Joe Pennisi presented the 2023 Region 3 budget, which was approved by Region 3 at the November 2022 ExCom meeting, for endorsement by the 2023 ExCom. The previously approved budget has been modified to include \$5K for a Communications Society Summer School (Atlanta) open to all Region 3 students, as recommended by Director Brunasso. Treasurer Pennisi moved that the Region 3 ExCom approve the revised 2023 Region 3 budget as approved by the Region 3 Finance Committee. The motion was approved.

b) Proposed Change to Region 3 Operations Manual

Strategic Operations and Support Committee (SOSC) Chair David Green presented a proposed modification to the Region 3 Operations Manual regarding the funding mechanism for Region 3 Special Projects.

(1) Present wording - Special Projects. Some projects will require advances because of the size and nature of the expenses to be incurred. The Region requires thorough reports of the use of all funds advanced and the results obtained.

(2) Proposed wording - Special Projects, including Professional Activities Projects. Initiative programs to fund projects such as the Region 3 Special Projects and Professional Activities Projects shall be funded on a grant basis to the responsible section. Requirements for project proposals, project reviews, and granting decisions are the responsibility of the specific committees they are assigned to. The region shall transfer the grant to the section whose leadership has agreed to be financially responsible for the project. The section will be responsible for tracking, receipts and reporting as required by IEEE Finance. The section shall return any unused grant funds to the Region. The section or subgroup doing the project shall give a brief financial summary in reports they submit to the Region 3 committee overseeing the grants.

SOSC Chair Green made the motion to approve the new Region 3 Operations Manual wording. The motion was approved.

c) Approval of Region 3 Awards

The ExCom approval of the Region 3 Awards was conducted in Executive Session at end of the ExCom meeting.

6) Discussion Agenda

a) Update on IEEE Sections Congress 2023

Region 3 Women in Engineering (WIE) Coordinator Evelyn Licon presented details regarding IEEE Sections Congress 2023. Details on the preferred hotel for Region 3 were provided, along with the estimated expenses for attending the event. The Region will be asked to provide three Sections Congress recommendations by April 15. The Region plans to hold a Region 3 Committee Meeting on Friday August 11 at Sections Congress. Sections will soon be asked to submit information on their Section delegate to Sections Congress.

b) SoutheastCon 2023 Update

SoutheastCon 2023 Chair Joe Juisai provided an update on the conference planning. The conference Local Organizing Committee is now meeting weekly. The submission of papers closed on January 20 with a total of 234 papers submitted successfully. At this time, a total of 115 papers have been accepted (77 in-person, 29 virtual, 9 posters) and 49 papers were rejected. After many near-deadline submissions, 69 are now pending decision. The Technical Program Committee expects to have approximately 180 papers accepted with about an 80/20 split for in-person/virtual presentations. Four tutorials are scheduled for SoutheastCon 2023 on Friday, April 14. The student hardware competition boards are being built with an estimated completion date of February 28. The target date for publication of the student software competition rules is February 1. Finalization of conference room planning is proceeding. Conference Chair Juisai reminded everyone that Region 3 Committee members should wait to register for the conference when instructed by the Region.

7) Review of Action Items from Last Meeting – none

8) Old Business – none

9) New Business – none

10) The next ExCom meeting will be held on 27 February 2023 from 8:00-10:00pm EST by Webex.

11) The meeting was adjourned after the Executive Session at 9:15pm.