Executive Committee Minutes
March 6, 2017 6:00PM – 8:00PM, Byblos, Reynolds Road, Toledo

A. Call to Order - Attendance

[X] Dominic Wilson–C	[ ] Tom Nestor	[X] Steve Root	[X] Juan Asenjo (SM)
[X] Brandon Boltz–VC	[ ] Richard Molyet	[X] Bob Toth	[ ] Jason Ness (SM)
[X] Ed McConnell–S	[ ] Tom Papademos	[ ] Gary Waugh	[ ] Tom Royko (SM)
[X] Jarrad Henson-T	[ ] Bill Barnhart	[X] Jian-yu Lu	[ ]
[X] Raghav Khanna	[X] Ryan Goolsby	[X] Jessica Bollin-Smith	[ ]
[ ] Bryan Curtis -IPC	[ ] Vamsi Borra	[ ] Mohsin Jamali-NV	

Summary of motions

B. Officer Reports
a. Secretary ....Ed McConnell
   The Minutes of the February 7, 2017 meeting were approved as amended. Steve Root –motion, Jarrad Henson – second. Passed with 1 abstention.
b. Treasurer... Jarrad Henson
   The March 7, 2017 Treasurer's Report was approved and filed for future audit. Bob Toth – motion, Brandon Boltz – second.
c. Vice Chair... Brandon Boltz
   No report.
d. Chair .... Dominic Wilson
   See discussions below.

C. Old Business
a. "Years of Service" award pins.
   Jarrad Henson reported that he is continuing dialogue with IEEE.

b. Filing of Section reports as required by February 17, 2017.
   The filing deadline was extended to February 28, 2017. All reports have been filed.

c. Google apps for OUs. Status Update.
   There will be a link to view the "Toledo Drive" content on the Web site. Instructions will be included on the Web site for access to the "Toledo Drive". The link will be set up the same as the Region 4 Web site.

d. Women in Engineering (WIE) international leadership conference, May 22-23, 2017 in San Jose, CA.
   Jessica Bolin-Smith submitted a request for funding to the Ex Com. A motion was presented to support Jessica's registration and expenses for this conference up to $1450 with the request that she pursue other funding options. Steve Root –motion, Raghav Khanna – second. Passed.

D. New Business
a. 2017 Budget was presented by Jarrad Henson.
   The budget was amended to increase conference expenses.
      Meeting & Social Events = $3800
      Conference Expenses = $1500
      Student Activities = $250.

Motion to approve as amended Bob Toth, Ryan Goolsby – second. Passed.

b. Engineers Week Banquet was on Feb 23. Eight attended. The event was good. It was suggested that it may be good to consider less subsidy for the 2018 event.

c. New officer training via CLE (IEEE Center for Leadership Excellence).
    i. The training modules on CLE can be started at any time. No one has started yet.
    ii. The website address is: **https://ieee-elearning.org/CLE/**

d. Draft Section Activities Calendar. No specific report.

e. Elections/Confirmations for Affinity Groups and Committees.
    i. WIE Affinity Group formation activities.
    a. An e-mail pertaining to WIE activities was sent out on March 7, 2017.
    b. Jessica Bolin-Smith is preparing a petition to form a WIE Affinity Group.
    c. Six (6) members are required to initiate an Affinity Group.

f. Ethics presentation. Update on e-blasts, registrations (13 for dinner/presentation, 5 presentation only as of 3/5).
    i. Speaker: John Greenhalge, Executive Director of the Ohio Professional Engineers & Surveyors Board. Topic: Code of Ethics for Professional Engineers and Surveyors.
    ii. NECA rooms reserved for April 5, 4:30pm to 8:30pm. The dinner entrée choices will be Lemon Tarragon Chicken or Vegetable Lasagna. Dinner/Program cost at $50 and the Program only cost at $30.
    iii. As of March 7, 2017
    a. Registration is good. 21 registrations with approximately 50% guests and 2/3 attending the dinner portion.
    b. The idea was introduced that we could consider early registration discounts for future events, but there was a concern that too many varaiables could slow the event entry process.
    c. It was moved to provide an honorarium for the speaker with the cost not the exceed $70. Steven Root – motion, Brandon Boltz – second. Passed.

g. The Toledo Chapter MATHCOUNTS Competition for 6th, 7th and 8th grade students occurred on February 4, 2017. The PACE application was approved and received. Jarrad Henson will be submitting payment to the MATHCOUNTS committee.

h. Brandon Boltz discussed age guidelines for YEoY. Upon review the Awards Committee recommended:
    i. The Young Engineer of the Year YEoY award, when awarded, will be limited to those 35 years of age or less.
    ii. Special case Mid-career level awards can be considered any year.
    iii. Could consider recognizing continued years of service on the Executive Committee.
i. Raghav Khanna requested funding for IEEE Student Awards for 2017.
    i. Motion:
        i $300 – Undergraduate EE, $300 Undergraduate CSE, $400 Graduate. Steve Root – motion, Ed McConnell – second. Passed.
        ii The Executive Committee requested a report from UT for the April meeting and that names be provided as soon as possible for preparing checks and certificates.

j. UTMC is open to additional tours of their 3D lab. Ed McConnell will discuss this further with Steve Root.

k. Vamsi is arranging a presentation by Steve Cowan, UT EE graduate and Director of Roofing Manufacturing at Owens Corning. Dates are being reviewed. The topic has not been defined. Dominic is coordinating with Vamsi. Steve Root should be copied on the continuing discussions.

l. New Member mixer
   i. Bryan Curtis suggested in a previous meeting that the section should consider starting a quarterly mixer specifically for new members (professional and student) to meet existing members in a casual setting. There has been no specific action on this yet in 2017. Events such as a Mudhens game and/or UT football Tailgate Party were suggested.
   Jessica Bolin-Smith will work with Bryan Curtis and Raghav Khanna on a "Summer Kick-off" event for May or June.

   ii. We discussed approaches to get members more involved.
      1. Group activities.
      2. Be very clear on the benefits of membership so it can easily be communicated to prospective or new members to encourage getting the most out of membership.
      i. Members in Arrears (since 2015) and members Inactive (since 2014 or earlier). They are now included in normal e-blasts.

m. R4 Region Committee webex (Jan 28). Region 4 stresses having an Education coordinator. Dominic Wilson will follow up with Mohsin Jamali to determine if he is still interested.
   i. Mohsin would prefer not to be the Education Coordinator at this time.
   ii. Steve Root will investigate more what this means. Is it different from our Section's definition of our Technical Programs Chair.
   iii. Raghav Khanna may have some interest. He will also investigate.

n. R4 bi-monthly X-Com webex meeting. Meetings to move to Tuesday evenings. No report.

o. Create a Life Members Affinity Group. Gary Waugh and Richard Molyet have reached out to the Life Members. No update.

p. 2016 Toledo Section Strategic Plan: The Strategic Plan needs to be reviewed to align with the overall 2017 Strategic Plan.

   i. Inspire- maintain contact and incentives for Student Branches. Reach out to Community Colleges. – We need to Network with others to find successful strategies in other areas. Dominic Wilson is discussing activities at Owens Community College. Mentoring activities may be considered. More information will be provided when available.

   ii. Empower- Ensure each Section has a trained IMC.
   Dominic Wilson is our IMC. This is most useful for widespread electronic events.

   iii. Enable- Webinar on recruiting and retaining (refer to Bramlett, Patel). Contact members in arrears.

   iv. Engage- Experiment with new ways to reach younger members (refer to John Johnson).
   Facebook Connections
   Facebook Announcements
   Mentoring at High School or College levels.

E. Chapter/Affinity Group Updates
   a. IAS..Gary Waugh

a   No report.
b.   Computer/Controls .... Dominic Wilson
  a   Dominic is pursuing a presentation with a distinguished lecturer on cyber security
       tentatively for Fall of 2017.
c.   Power .... Bob Toth
  a   Bob is looking into a possible tour of the Oregon Clean Energy facility.
d.   Young Professionals .... Vamsi Borra
  a   No report.

F. Committee Updates
a.   Technical Programs .... Steve Root
  a   Nothing beyond what was previously reported.
  b   Steve is coordinating dates for programs.
b.   Membership Development .... Jessica Bolin-Smith
  d   Nothing beyond what was previously reported.
c.   Student Section.. Raghav Khanna
  a.   The EECS Awards event will be in April.
  b.   The Student section is pursuing OSI registration on campus.
  c.   The section is resolving the section bylaws to meet UT and IEEE guidelines.
     i.   The section was cautioned to assure that the bylaws and all other Section documents
          are easily accessible for future generations of officers.
  d.   The section has decided to complete an Led billboard project this year.
d.   PACE .... Tom Papademos
  a.   No report.
e.   Webmaster .... Vamsi Borra/Dominic Wilson
  a.   They are working on the link to the Google drive.
  b.   Meeting notes will be posted on the Web Site.
f.   Information Management Coordinator (IMC)... Dominic Wilso
  a.   No additional information.

G. Roundtable Discussion
a.   Next Meeting – Tuesday, April 4.
b.   Juan asked for more input from section resources for Student section meetings.
  i.   The section meets every other Monday.
  ii. There is an interest in career development.
  iii. Jessica, Jarrad and Brandon volunteered to participate with some high level overviews of
       career opportunities in an upcoming meeting.
  iv. Ragav suggested that there be regular participation in meetings with the students.
  v.   Jarrad identified that we need to update the approved signors on the bank account to reflect
       the current Chair, Treasurer, and maybe the Vice Chair.
  vi. Ryan suggested a possible program with the Bowling Green Solar Generating Station.
  vii. Dominic suggested a possible program with the Toledo Zoo power system.

H. Adjournment 8:56PM.