

Minutes of IEEE REGION 3 ExCom Meeting

5 December 2011

Attendees:

Aj Burke	Gregg Vaughn
Bill LaBelle	James Conrad
Bill Ratcliff	James Corr
Bill Tiedemann	John Montague
Brian Kowald	Jonathan Torbert
Daniel Tulloch-Reid	Khanh Luu
David Green	Lee Stogner
Don Hill	Mary Ellen Randall
Donghui Wu	Regina Hannemann
Ed Kirchner	Robert Duggan
Eric Ackerman	Sean Haynes
George McClure	Wilfred Roberts

1. ExCom Meeting

Director Stogner welcomed the ExCom members to the e-conference at 9:03 PM EST and thanked them for their participation. Director Stogner reviewed the plans for the evening. The group used IEEE's WebEx Web Meeting service. The group used IEEE's conferencing bridge service with Skype, toll-free, and long distance dialing along with Web pages to accomplish its work.

2. The agenda was reviewed and approved.

3. The consent agenda was reviewed and approved.

- Received the reports listed in the Information Agenda
- Approved the minutes of its 10 October 2011 Meeting

4. Director Stogner presented his report. He referred to his written report and emphasized the creation of Jobs Boards in each Section. He also encouraged members to submit technical papers to SoutheastCon 2012. The deadline for submission has been moved to January 9, 2012. Director Stogner reminded attendees of the Electric Vehicle conference (<http://electricvehicle.ieee.org/>) in Region 3 (Greenville, SC) on 4-8 March 2012.

5. Director-Elect Green presented his report. He referred to his written report. He gave the sad news that the IEEE Secretary died on 3 December 2011. He mentioned that Director Stogner is a candidate for IEEE-USA President 2014. He thanked various members who participated in the meetings (planning, conference task force, with Florida Council, with SoutheastCon 2012) in Orlando in December 2011.

6. Secretary Vaughn reported that all submitted reports were posted to the web site. Those who have not yet submitted reports were encouraged to do so for the meeting archive.

7. Treasurer Hill presented his report. He also presented agenda items 10.b and 10.c at this time. He presented a draft budget for 2012. He gave an estimate of the remaining expenses for 2011 and concluded that the Region will complete the year with an acceptable financial balance. He anticipated a few more expenses for 2011 including the expenses for the meeting in Orlando. He expects some income from SoutheastCon 2011. The final balance for 2011 should be negative for about \$10K to \$15K compared to a planned deficit of \$52K.

8. Past Director Ratcliff stated that his report would be contained in item 10.d below.

9. Action Agenda

There were no items in the Action Agenda.

10. Discussion Agenda

10.a - 2012 Newsletter Schedule (and topic brainstorming). Director Stogner congratulated Bill LaBelle on excellent newsletters in 2011. Bill LaBelle set a target of four issues in 2012. The target months for newsletter issues are January, April, July, and October. Only the issue for January is to be sent to all members of Region 3. The other three issues are for electronic distribution to volunteers and posted to the Region 3 Web Site.

10.b - 2011 Financial Forecast. Part of item 7.

10.c - 2012 Draft Budget. Part of item 7..

10.d - Operations Manual Changes. Bill Ratcliff presented slides about changes to the Region 3 Operations Manual. The changes to the Operations Manual are mainly motivated by two factors: the MGA nomination process for Region Director and Structural modifications in the Region 3 organization.

10.e - Report from Conference Task Force Meeting in Orlando. James Conrad presented a report from the meeting of the Conference Task Force in Orlando (December 2011). He showed a Mind-Map about the concept of SoutheastCon. He stated a conclusion of the Task Force that the technical part of SoutheastCon should in the future be mostly organized by Region 3 rather than by the local committee.

For SoutheastCon 2012 the technical papers are being submitted and evaluated using a software product XCD. Conference registrations are also being handled by XCD. However, no registration money flows through XCD. Donghui Wu reported on the current status of SoutheastCon 2012. More technical papers are needed as well as more donors. Director Stogner has volunteered to help find donors for the conference.

10.f - Report from MAW in Huntsville. Director Stogner reported that each of the workshops at Huntsville and Austin attracted more than 100 attendees. The Huntsville event contained three technical offerings: Software Engineering, Introduction to SmartGrid, and Communications Tutorial. There was also a heavy careers focus developed by Ed Kirshner with support from others including Director Stogner as well as a panel discussion at the start of the conference. The event achieved an over 84% satisfaction result from participants.

10.g - Membership development in Region 3. This item was discussed as a part of item 4.

10.h - Formation of Jobs Boards. This item was discussed as a part of Item 4.

10.i - 2011 Review and Wrap Up. This item was discussed as a part of Item 4.

10.j - 2012 Plans for 2012-13. David Green presented slides about plans for 2012-13. The proposed focus is on the Region supporting the sections in improving member engagement.

Date and Location of Next Meeting

The next meeting of the Region 3 ExCom is yet to be arranged. David Green suggested a teleconference on a Monday night in January 2012.

Having concluded the agenda, Director Stogner adjourned the meeting at 10.44 PM EST.

Respectfully submitted,

Gregg Vaughn
Secretary