

Minutes of IEEE REGION 3 ExCom Meeting

23 January 2012

Attendees:

David Green	Ken Pigg
Mary Ellen Randall	Nick Smith
Gregg Vaughn	Paul Goodson
Don Hill	Bill Williams
Lee Stogner	John Montague
Donghui Wu	Bill Ratcliff
John Parr	Regina Hannemann
Wilfred Roberts	Josh Shank
Bill Marshall	James Martin
Bill Tiedemann	Jill Gostin
Eric Ackerman	James Imanian
Sean Haynes	Mark Torres
James Conrad	James Corr
George McClure	Tom Weldon
Butch Shadwell	Daniel Tulloch-Reid

1. ExCom Meeting

Director Green welcomed the ExCom members to the e-conference at 9:10 PM EST and thanked them for their participation. Director Green 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 including the consent agenda.

3. The consent agenda consisted of these items.

- Received the reports listed in the Information Agenda
- Approved the minutes of its 5 December 2011 Meeting
- Receive the 2012 ExCom Appointees.

4. Director Green presented his report highlighting items from his written report.

He reported that IEEE, MGA and EAB (amongst other IEEE OUs) are seeking qualified volunteers for a variety of positions. Here is some additional information about these opportunities.

IEEE - www.ieee.org/about/corporate/nominations/nominations_guidelines.html

MGA - www.ieee.org/societies_communities/geo_activities/nominations_and_appointments/mga_positions.html

EAB - It appears the present call is for EA VP candidates and IEEE-HKN VP.

Technical Activities Board - <http://ta.ieee.org/TAb/appointments.aspx>

5. Director-Elect Randall presented her report. She referred to her written report. She emphasized leadership training and her goal for four areas/councils to participate in training this year.

6. Secretary Vaughn reported that all reports received by yesterday were posted to the web site. Those receive today will be posted to the web site soon.

7. Treasurer Hill presented his report.

7.a Treasurer Hill presented a 2011 end-of-year financial report.

<<Action Item>> Hill - Post the balances of the Region 3 reserve bank accounts in the private section of the web site.

7.b Treasurer Hill reported on the transition to NetSuite as the financial tool for all entities starting this year. He noted that it would not be possible to prepare budgets in the tool for at least six months. He said that there would be a soft transition for 2011 treasurers of units who were not staying in office for 2012.

7.c Treasurer Hill reported that the L-50 report from all Sections is due in mid February. A question was raised about how Section Chairs would approve the L-50 report given that the report is web-based. Treasurer Hill stated that for now, Section Treasurers should print a copy for the Section Chair to approve.

<<Action Item>> Hill - How do Section Chairs review and approve the L-50 report given that it is now on line the Chairs do not have access to the report?

8. Past Director Stogner presented his report. He referred to his written report. He thanked members for their support over the past two years. He will be serving as mentor for the Membership Recruitment and Recovery Committee. He is working with the IEEE International Electric Vehicle Conference.

9. Action Agenda

9.a The Region 3 budget for 2012 was approved with no objections.

10. Discussion Agenda

10.a – Operations Manual changes related to candidates for Director-Elect. Bill Ratcliff made a presentation about changes to the operations manual that were made necessary by the change in the MGA procedure for selection candidates for Region Director-Elect. He stated that the new procedures could be implemented with By-Law changes. Bill said that he would circulate the draft of the new wording for the Operations Manual before the next ExCom meeting scheduled for 13 February 2012.

10.b – 2012 Goals and Objectives. Director Green made a presentation on Goals for 2012. It is linked to the agenda on the web.

10.c – SoutheastCon 2012 Region 3 Meeting. Sean Haynes reported that the web site for registration for SoutheastCon 2012 would be operational in about two weeks. He encouraged members to make hotel reservations and to purchase airline tickets. He states that requests for meeting space for Region 3 meetings should be sent to him. He stated that registration rates have been set.

Donghui Wu stated that 180 papers have been submitted to the conference and that reviewers are needed for these papers. He also reported a need for more sponsors.

Director Green reminded members that all R3 ExCom members are funded to attend SoutheastCon 2012 as well as the Chair of each Section in R3. He requested that anyone wishing to have an exception to Region 3 Travel policy considered should talk with the Treasurer.

Regina Hannemann reported that the registration for student competitions is separate from the registration for the conference.

Arrangements for local transportation to/from the hotel may be made through Mears Transportation for about \$30.00 round trip. www.mearstransportation.com

Supershuttle provides shared ride service to/from MCO to the Wyndham Orlando Resort for \$16 each way. To book reservations go to <http://www.supershuttle.com>.

10.d – Conference Task Force. Jim Conrad presented a report from the Conference Task Force. It contained draft recommendations for how future SoutheastCon conferences should be run. It is anticipated that the Conference Task Force will meet again during SoutheastCon 2012.

<<Action Item>> Vaughn - Add a discussion item on Conference Task Force to the agenda of the 13 February 2012 ExCom meeting.

<<Action Item>> Conrad - Make arrangements for the Conference Task Force meeting at SoutheastCon.

Date and Location of Next Meeting

The next meeting of the Region 3 ExCom is scheduled for a teleconference on 13 February 2012.

Having concluded the agenda, Director Green adjourned the meeting at 11.02 PM EST.

Respectfully submitted,

Gregg Vaughn
Secretary