

Minutes of IEEE REGION 3 ExCom Meeting

29 April 2013

Attendees:

David Green
Mary Ellen Randall
Gregg Vaughn
Don Hill

Chris Hardy
Butch Shadwell
John Montague
Bill Ratcliff
Brian Kowald
Mark Torres
Bill Williams
Yuri Quintana
Charles Lord

0. Action Items

Previous Action Items.

0.2 <Action Item> Lee Stogner and Sean Haynes to write a draft Memorandum of Understanding (MOU) for technical Societies who want to hold conferences in Region 3 with the help of Region 3 personnel.

0.11. <Action Item> Ron Ogan to send a recommendation regarding the control of email lists for Sections in the IEEE Listserv to Eric Ackerman.

New Action Items

None.

1. ExCom Meeting

Director Green welcomed the ExCom members to the e-conference at 9:05 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.

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 the 1 April 2013 ExCom Meeting.
- Received appointments to ad hoc committees.

4. Director Green presented his report. He thanked various volunteers for their efforts at SoutheastCon 2013. All of the attendees joined with Director Green in thanking the volunteers that helped with SoutheastCon 2013. Director Green mentioned the change of IEEE email alias service to Google. Some products have been added. The full rollout is planned for May-June.

Director Green presented the members of various ad hoc committees.

360 degree view of member

Given the goal to have a 360 degree view of the member, what is the data that should be collected by the section, and what are the needs of the section for this information. Try to suggest the form of solutions that would address the need.

Bill Ratcliff (Chair), Chase Battaglio, Jacquelyn Cunningham, Danny Merkl , Bill Tiedemann

STEM

Evaluate benefits and costs of a Region 3 - based speakers available to support Section STEM outreach and make a recommendation on the associated implementation.

Theresa Brunasso(Chair) Ron Ogan, Cathy Freeman, Ken Pigg

Leadership Development Training Program

Design, prepare, and deliver a prototype of a next generation leadership development program that would be useful for IEEE in preparing leaders and useful to the individual in their career. Evaluate the results of the delivery and recommend future actions.

Yuri Quintana (Chair), Sonya Dillard, Mary Ellen Randall, Bill Ratcliff

Remote Conferencing / Meetings

Investigate the feasibility of generating, and if possible, generate a list of equipment and procedures that would facilitate the publicizing, recording, and sharing of Section meetings across the Region.

Bill Tiedemann (Chair), Gregg Vaughn, Bill Ratcliff

SoutheastCon Structure – Student Conference / Region Activities

Review the present structure of the Region 3 events associated with SoutheastCon including the events shared with the SoutheastCon professional program as well as the events associated with the Region 3 Student Conference and the events associated with the Region 3 Committee meeting, training, and workshops with respect to the mission of IEEE and propose improvements (measured) within the current budget preserving all MGA required activities (such as official region committee meeting, official student paper contest).

Grayson Randall (Chair), Mary Lynn Smith, Mary Ellen Randall

5. Director-Elect Randall presented her report. She is looking forward to next year's Region meeting at SoutheastCon 2014. She encouraged everyone to let her and N&A Chair Lee Stogner know of anyone who is interested in serving on the ExCom for 2014.

6. Secretary Vaughn reported that all reports that were received 2 hours before the meeting were posted to the web site. He asked that all other reports be submitted for archival purposes.

7. Treasurer Hill reported the financial status of the Region so far this year. The Region rebate has been posted. Most Sections should have their rebates. The major part of the income for the year has been posted. The Region has received about 74% of the budgeted for the year. Travel has been a large expense, about \$50,000 so far. Treasurer Hill has received well over half of the expense reports from SoutheastCon 2013, although he has not received any expenses for student travel to SoutheastCon 2013. He mentioned some enhancements to NetSuite that might be incorporated as well as some training in NetSuite.

8. Past Director Stogner was not present.

9. Action Agenda

9.a – There were no items in the Action Agenda.

10. Discussion Agenda

10.a – Review of follow-up items from the IEEE Region 3 Meeting at SoutheastCon 2013.

Butch Shadwell gave a summary of the events of SoutheastCon 2013. From a personal point of view, it turned out to be not as bad as he expected, although he did contribute a lot of hours. He was happy to do the work. It looks like the conference will clear over \$30,000 net. The conference sold 747 room nights. More could have been sold if the rooms had been blocked properly. The contract specified 707. The conference sold 40 more room nights than needed. Of the 750 paid registrants 480 were students, 120 were authors. The gross receipts were about \$155,000.00. The hotel expenses were about \$67,000. For Internet access for the Region meetings there was an agreement for 50 simultaneous connections that would disconnect in one hour. There was a similar arrangement for the students. Internet access was contracted from the hotel at a cost of \$2,260.00. At the Awards Dinner there were 605 guests. The hotel contract required payment for 620 guests.

The Hotel wants to host SoutheastCon 2016 in Jacksonville. There is not yet a volunteer to chair the conference.

David Green shared the preliminary results from a survey of Section representatives that attended SoutheastCon 2013.

Round Table

Butch Shadwell. There were STEM slots for 80 high school students to attend SoutheastCon 2013. 25 actually came.

Chris Hardy. Sections Congress in August 2014, in Amsterdam. Representatives from Region 3 will need a passport that is valid at least six months beyond 14 August 2014.

Don Hill. Work is proceeding toward SoutheastCon 2014 with meetings every 2 weeks. They are using information from SoutheastCon 2013.

Eric Ackerman. Please continue to look at web site. Report corrections and changes.

John Montague. The registration for IEEE-USA Annual Meeting opened last week. Early registration extends through 29 June 2013. John sent out information about applying for travel money. He will shortly send information about the video contest. So far, there have been no requests for professional activities funding in the Sections. John will send information about professional activities funding in two weeks. There is a new grant program for sections with a \$1,500.00 matching grant for new and larger projects with life span longer than one year.

Tom Weldon. I appreciated the longer time slots for area meetings.

Yuri Quintana. The Memphis Section ExCom supported idea of joint leadership development retreat. They are seeking to work with Huntsville Section. They are also considering a monthly STEM talk. They also want to have a joint web-based Section meeting.

Date and Location of Next Meeting

The next meeting of the Region 3 ExCom is scheduled for a teleconference on 3 June 2013.

Having concluded the business of the meeting, Direct Green closed the meeting at 9:55 PM EST.

Respectfully submitted,

Gregg Vaughn
Secretary