

Minutes of IEEE REGION 3 ExCom Meeting

3 June 2013

Attendees:

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| David Green | Eric Ackerman |
| Mary Ellen Randall | Bill Tiedemann |
| Gregg Vaughn | Cathy Freeman |
| Don Hill | Mary Lynn Smith |
| Lee Stogner | Bill Ratcliff |
| Jeff Dowdell | Roy Harris |
| Tom Weldon | Brian Kowald |
| Curtis Lee | Mark Torres |
| Ron Ogan | Yuri Quintana |
| Tony Richardson | Jamie Imanian |
| Daniel Tulloch-Reid | Jennifer Ammentrop |

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

0.17.<<Action Item>> Eric Ackerman to send a list of requirements for head-shot photos for ExCom members for R3 web site.

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 the agenda 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 29 April 2013 ExCom Meeting.
- Received appointment of Tony Richardson as Area 8 Chair.

4. Director Green presented his report. He presented highlights from his written report. He just returned for IEEE strategic planning committee meeting. The art of story telling needs to be encouraged among engineers. The conversion to Google email is moving along. The email alias has been frozen at this point for all volunteers. Maybe some time in the third quarter the full conversion will happen.

5. Director-Elect Randall presented her report. She presented highlights from her written report. She attended the IEEE Board of Directors meeting in May. She talked with Yuri Quintana about the leadership training initiative. Yuri has much work underway in this area.

6. Secretary Vaughn reported that all reports that were received two 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. Some parts of the budget will be completed later in the year. Right now we have about \$158,000 in the bank. All expense reports that Don has received have been handled. The audit is underway. Director Green asked the "awards" category is over budget at this point. Don reported that a late expense report from last year for a rather large amount was received recently.

8. Past Director Stogner presented his report. He has been trying to launch a conference in December. (1) IEEE nominations are still open in some areas. If you are interested let Lee know. (2) Lee is the mentor of two committees in R3: membership and employment assistance. (3) He is looking for your opinions about the new R3 employment assistance web site.

9. Action Agenda

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

10. Discussion Agenda

10.a – Survey results of the Region 3 Meeting. Director Green presented the results of the survey of participants in SoutheastCon 2013. It showed that everyone was satisfied or very satisfied with the event. There is plenty of room for improvement and there is a Region 3 Ad Hoc working on a proposal for 2014.

10.b – Committee Report: 360 Degree View of the Member. Bill Ratcliff reported that the next meeting is 5 June 9:00 P.M. EDT. Jennifer stated that a question should be added to seek the modes of communication that a new member prefers.

10.c – Committee Report: SoutheastCon Structure. Mary Ellen Randall presented in the place of Grayson Randall who was attending another IEEE meeting.

10.d – Committee Report: Leadership Development / Training Program. Yuri Quintana is working on leadership development workshop for Memphis and surrounding Sections. Lee Stogner pointed Yuri toward IEEE-USA materials on leadership. Lee suggested that we look at the Project Management Institute as a model for leadership development training. The CLE site may be hard to navigate.

10.e – Committee Report: Remote Conferences / Meetings. Bill Tiedemann said that his committee is getting started. He recruited Jamie Imanian as an additional member for his committee. He pointed out some of the differences between WebEx "meetings" and "events." Not all features exist in both models nor are the defaults the same. His committee is so make a list of supported hardware, bandwidth, cameras, microphones, etc. VOIP would be nice to have in WebEx.

10.f – Member Engagement Example: Hampton Roads Section. Jennifer Ammentrop: The greatest success in 2012 was the section picnic. A good time for a picnic was the weekend after April 15. In her case there was no cost to attendees, all students were invited, door prizes were given away, and students were encouraged to meet senior members. The second success was the awards banquet.

Round Table

Bill Tiedemann. Bill is seeking questions about IEEE vTools suite to forward to IEEE.

Brian Kowald. He reported a busy time at the end of the school year. He plans to continue STEM and PACE activities.

Cathy Freeman. Submitted written report.

Daniel Tulloch-Reid. Distinguish lecture in Jamaica last month. Working on items for SoutheastCon 2016.

Don Hill. SoutheastCon 2014 plans are progressing. The food plans were settled.

Eric Ackerman. Eric is seeking updates to R3 web site. The new salary calculator is coming soon.

Jeff Dowdell. Jeff made contact with Area1 Sections about remote conferencing and meetings.

Lee Stogner. Lee was representing Bill Williams. Lee asked if the group was aware of two sessions of training for Section level volunteers. Lee said he would send information about the training opportunities.

Mark Torres. Alabama Section now has Life Member Affinity Group.

Mary Ellen Randall. Grayson attended a meeting of robotics hobbyists that have joined forces with IEEE.

Mary Lynn Smith. All but one of the student leadership training sessions are set for the fall. Mary Lynn is still working on the session in the Virginia area. It would be helpful to her if local Sections could arrange their meetings to fall on the same days as these training meetings.

Ron Ogan. Ron attended a Professional Development conference at Jacksonville University. There were 40 attendees.

Tom Weldon. The Region 3 web site shows winners of student competitions from SoutheastCon 2013. The photographs of leadership were great.

Yuri Quintana. Yuri talked about STEM outreach. He met with a local high school wanting to develop an engineering focus. The high school wanted to develop one engineering course for each grade 9-12.

Roy Harris. Roy reported that there are two committees under review.

Date and Location of Next Meeting

The next meeting of the Region 3 ExCom is scheduled for a teleconference on 5 August 2013.

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

Respectfully submitted,

Gregg Vaughn
Secretary