IEEE Region 3 – ExCom Meeting
Web Conference - Minutes
January 18, 2016
8pm – 10pm

Attendees:

Bill Harrison	Bill Ratcliff	Eric Grigorian	Gregg Vaughn	Jim Conrad	Jill Gostin
Ken Pigg	Lee Stogner	Mary Ellen Randall	Oceane Boulais	Pat Donohoe	Thomas Bellarmine
Jacquelyn Cunningham	Carlos Cabera	Kathy Land	Tom Habetler	Daniel Diaz	Eric Ackerman
Lee Stogner	Mark Torres	Jim Howard	Tim Bigelow	John Montague	Chase Battaglio
Jim Holland	Theresa Brunasso				

Agenda:

I. Start of Region 3 Meeting – Conrad started meeting at 8pm
II. Approval of Agenda – main agenda
III. Consent Agenda – See Informational Agenda
    a. Reports
    b. Approval meeting minutes 12/14/15
IV. Officer Reports
    a. Director /Chair's Report (available on web): Please make sure that register for SoutheastCon and review volunteer assignments. Covering travel for Region Officers, Section Officers and/or assigned delegate. Make travel arrangements as soon as possible.
    b. Director-Elect Report (available on web): Reviewed recent activities and specifications of MOVE truck. Sean Hayes asked about dimensions of truck (32' long).
    c. Secretary Report (available on web): Working on email aliases. Please contact Chase through gmail account.
    d. Treasurer Report (available on web): Reimbursement and travel policy – available on Region 3 website. Please make sure that get reimbursements in as soon as possible to ensure that keep budget current. Will cover 2016 budget later in meeting.
    e. Past Director Report (available on web): Turned over gavel to Jim. MOVE vehicle will be available in March. Preparing marketing and training materials on MOVE. There will be an Institute article on the MOVE project within the next few months. MOVE team needs volunteers and more information is available in formal report. Thursday before the start of Southeast – there will be training available starting at 1pm. There will be additional training sessions throughout the year.
        i. Questions:
            1. Sean asked if covering hotel for Thursday night – yes, the Region is covering hotel for that night
            2. Jacquelyn mentioned that should put together a document for history committee.
            3. Jill asked about the start of the training – starting at 1pm and should end by 5pm.
V. Action Agenda
    a. 2016 Budget (Ken): Reviewed proposed budget and trying to revamp format to make clearer – blue cells are total of items listed above. The reports will come out of Quicken for future meetings. Moving $5000 for MOVE project. PACE items: 4.70.1 series – activities that are reimbursable through IEEE USA; 4.70.2 through 5 – not covered through IEEE USA. Decided to consolidated items for PACE. 4.85 – non-IEEE entities – need to move Awards to a different category. No Sections Congress for 2015 – trying to clean up claims from 2014 sections congress. Travel budget down $13,000 to $90,000 overall. 2016 Expense budget at $196,600. Pension set aside $37,228 for IEEE national. Budget approved pending changes.
        i. Questions:
            1. Theresa asked about PACE income – is that the money from National – yes
            2. Mary Ellen Randall asked about IEEE advantage – Pat Donohoe said that we will get funding for 2016; program was reinstated for 2016.
            3. Jill asked about educational activities funding

4. Theresa brought up that expenses covered by IEEE USA for PACE should match the income from IEEE USA

b. 2017 SoutheastCon proposal – Tom Habetler walked through proposal from NC Council. In Charlotte, NC from 3/30/17 to 4/2/17 and will be led by Charles Lord. Proposal is complete with all necessary information – very thorough. The conference committee did approval this proposal via email on 1/18/16. Charles mentioned that looking to use multiple student volunteers from various schools since there is not one single host school. 2017 SoutheastCon approved!
    i. Questions/Comments:
        1. Jill asked about whether or not there was a strong student team to run student activities for hardware/software competitions. Jill additionally asked is this a trial run or will this be normal going forward. Pat Donohoe stated that this is a one off for this SoutheastCon only. Jill wants to ensure that there is a good post review of the student activities from this SoutheastCon to compare with past SoutheastCon conferences.
        2. Oceane Boulais asked about why professionals are managing the student competitions when the students typically coordinate and run the activities. Charles Lord noted that the local school could not provide the necessary support for competitions. This is something new.
        3. Oceane asked how online support for the hardware competition would be handled for 2017 if run by professionals. Strongly advocated for Professional Development workshop.
c. Region 3 Award Recipients – held at end of meeting during the executive session which started at 9:40pm and ended at 10:00pm

VI. Discussion Agenda
a. MOVE – Mary Ellen included all information in the past directors report
b. MELC Report (report available on web) – Mark walked through the power point presentation and team members. No region goals set yet for Senior Member applications. 43 pending applications that need additional references. Group will be meeting regularly to address concerns for MELC.
    i. Questions/Comments:
        1. Mary Ellen asked if the group is collecting information on which Sections are holding Senior Member round ups?
c. Financial Report – end of year for 2015 – no report from Don Hill
d. SoutheastCon 2016 – Sean Hayes “train is gaining speed!” Worked out a cash buffet for the students for under $10 each and has contributions from IEEE USA to get $5 vouchers to students. Working on late night menu for students especially for night of hardware competition practice. Looking at transportation options in case of inclement weather between hotel and off-site reception. Pursuing entertainment for off-site reception. Hardware competition is moving along well. Having next meeting this weekend and will be held via web conference. Sean asked that everyone register as soon as possible. Only 16 registered so far and that is mainly for current SoutheastCon volunteers. Tickets available to tour USS Wisconsin. Watch out for hotel room preferences.
    i. Questions/Comments:
        1. Ken asked if there is a preferred browser for registering. Currently does not work for Chrome.
        2. Can you make changes once you are registered? Yes and you will need to walk back through the same process you used for registration.
e. Young Professional Support – SoutheastCon 2016: Moved to February meeting
f. SoutheastCon 2016 – Region Meeting Agenda: Jim sent out a listing in email.
g. 2016 Region Goals: Jim sent out additional information in a separate email. Please review and send back any additional comments or suggestions.

VII. Old Business

a. Review of outstanding action items – no outstanding items from December meeting

VIII. New Business – none

IX. Next Meeting: 3/21/16 from 8pm – 10pm eastern via WebEx

X. Adjourn at 9:32pm and moved to Executive Session (Committee Chairs, Area Chairs, and Executive Officers only)

Informational Agenda:

I. Officer Reports
   a. Director/Chair's Report
   b. Director-Elect's Report
   c. Secretary's Report
   d. Treasurer's Report
   e. Past Director's Report

II. Standing Committee Reports
   a. Awards & Recognition
   b. Communications (MGA-IMC)
      i. Archive Management
      ii. Automated Tools (ECSE)
      iii. Newsletter
      iv. Public Information
      v. Webmaster

III. Conferences
   a. SoutheastCon 2015, Broward, FL (6-12 April)
   b. SoutheastCon 2016, Hampton Roads, VA (31 Mar-3 Apr)

IV. SoutheastCon 2017, TBD

V. Educational Activities

VI. Finance Committee (FINCOM)
   a. Leadership Development and Regional Support
   b. Regional Support
   c. Leadership Development Training
   d. Section/Chapter Rejuvenation
   e. Sections Congress

VII. Member Engagement and Life Cycle
   a. Young Professional Representative
   b. Industry Relations
   c. Life Member
   d. Member Recruitment and Recovery
   e. Women in Engineering

VIII. Nominations & Appointments

IX. Professional Activities Operations (USA-PACE)
   a. Career Enhancement / Jobs Board
   b. Educational Activities Liaison
   c. Employment and Career Services (USA-ECSC)
   d. PACE Chair
   e. IEEE-USA K-12 STEM Literacy Comm. Rep. (Not in OM)
   f. SPAC

X. Strategic Planning
   a. History

b. Special Review Committee

XI. Student Activities
   a. Student Representative

XII. IEEE-USA Policy Committees Liaisons

XIII. Area/Council Reports
   a. Area 1
      i. Central Virginia Section
      ii. Hampton Roads Section
      iii. Richmond Section
      iv. Virginia Mountain Section
   b. Area 2/NC Council
      i. Central North Carolina Section
      ii. Charlotte Section
      iii. Eastern North Carolina Section
      iv. Western North Carolina Section
      v. Winston-Salem Section

XIV. Area 3
   a. Atlanta Section
   b. Central Georgia Section
   c. Savannah Section

XV. Area 4/Florida Council
   a. Broward Section
   b. Canaveral Section
   c. Daytona Section
   d. Florida West Coast Section
   e. Gainesville Section
   f. Jacksonville Section
   g. Melbourne Section
   h. Miami Section
   i. Northwest Florida Section
   j. Orlando Section
   k. Palm Beach Section
   l. Tallahassee Section

XVI. Area 5/Tennessee Council
   a. Chattanooga Section
   b. East Tennessee Section
   c. Memphis Section
   d. Central Tennessee Section
   e. Tri-Cities Section

XVII. Area 6
   a. Alabama Section
   b. Huntsville Section
   c. Mississippi Section
   d. Mobile Section

XVIII. Area 7/SC Council
   a. Central Savannah River Section
   b. Coastal South Carolina Section
   c. Columbia Section
   d. Piedmont Section

XIX. Area 8
   a. Evansville/Owensboro Section
   b. Lexington Section
   c. Louisville Section

XX. Area 9
   a. Jamaica Section