

IEEE Region 3 – ExCom Meeting
Web Conference - Minutes
February 20, 2017
8pm – 10pm

Attendees:

Gregg Vaughn*	Chase Battaglio*	Ken Pigg*	Steve Kemp*	Charles Lord*	Carlos Cabrera*
Eric Grigorian*	Jacquelyn Cunningham*	Don Hill*	Donghui Wu*	Jim Corr	Daniel Diaz
Sean Haynes*	Charles Lord	Jim Howard	Thomas Bellarmine*	Jill Gostin*	Mark Torres*
Lee Stogner	Jennifer Geist	Theresa Brunasso*	David Green*	Bill Ratcliff	Fred Orland
DC Hopkins	Aidan Browne	Frank (???)	Larry Adams		

* Voting members

Agenda:

- I. Start of Region 3 Meeting – Gregg Vaughn started meeting at 8pm for Jim Conrad. Jim is under the weather.
- II. Approval of Agenda – main agenda
- III. Consent Agenda – See Informational Agenda
 - a. Reports
 - b. Approval of meeting minutes 12/19/16 – Minutes approved and recording of meeting is available on the web.
- IV. Officer Reports
 - a. Director/Chair's Report: Jim is under the weather. He will email a formal report later.
 - b. Director-Elect Report (available on web): Gregg noted that the Executive Director of IEEE is retiring.
 - c. Secretary Report (available on web): Sections please report elections and update officer reporting as soon as possible. The IEEE MOVE truck will be part of the IEEE sponsored area of the Atlanta Science Festival's Exploration Expo on Saturday, March 25, 2017 from 11am to 4pm.
 - d. Treasurer Report (available on web):
 - i. 2016 Financial records are reconciled. Outstanding items include:
 1. Adjusting PACE funds – Ken will coordinate with Theresa.
 2. SECON 2016 revenue did not hit budget until 2017.
 3. Ended 2016 with deficit of \$18,234.
 - ii. Please review 2017 travel and reimbursement policies available on Region 3 website.
 - iii. Deadline for all Section financial reporting is 2/28/17.
 - iv. Please watch out for fraudulent activity – this recently occurred with Region 3.
 - v. Review of budget reports (Q&A)
 1. Jill asked about item 5.20.600 (all other travel) in 2016 Budget report – the increased amount is attributable to unbudgeted travel from WIE regional representative.
 2. David Green asked if all Region 3 reporting was completed – yes, all reporting is complete.
 3. Eric Grigorian asked about the ongoing financial assessments – David Green confirmed that this is an ongoing hold on reserves to fund the retirement plans for IEEE employees. Ken will verify the assessment amount for Region 3
 - vi. Please submit all expense reports as soon as possible.
 - e. Past Director Report: No Report
- V. Action Agenda – No items
- VI. Discussion Agenda
 - a. MOVE – No Report
 - b. MELC Report (report available on web) – Mark introduced team and each team member gave a brief overview on their goals for the year. Two new members of the team are Jennifer Geist (WIE Representative) replacing Takoi Hamarita and Sonya Dillard (Membership Recruiting & Recovery) replacing Mauricio Cano Galvis. Senior Member elevation goals remain the same for 2017 as 2016 of 150 member elevations. There are four less panels for 2017 than 2016. Sections will need to be strategic about when to hold an event and ensure that all applications are submitted well before the panel deadline.

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- c. 2017 Sections Congress (report available on web) – Sean provided thorough overview of travel details and guidelines. Region 3 will have a block of rooms at the Hilton Sydney, which is a 10-minute walk to the conference site. Region 3 will have a meeting starting at 1pm on the Friday of Sections Congress. Sean advised everyone to plan to arrive in Sydney by Thursday, which means leaving the US by Tuesday. Additionally, the recommendation process is different for this Sections Congress. Each Region should submit three recommendations that should align with IEEE goals (Networking, Skill Improvement, and Public Service) based member surveys.
- d. 2017 SECON (report available on web) – Charles noted that we are five weeks away from the conference and additional information is available in the report. The Region 3 Committee meeting will be in a single room. Jill Gostin commented that if anyone wants to participate in MOVE truck training on the Friday of SECON, please email her by Monday, March 13, 2017.
- e. 2017 SECON Region Committee Meeting – Gregg provided a tentative schedule of activities.
 - i. Friday, March 31, 2017:
 - 1. Sections Congress Recommendations (4pm – 6pm)
 - 2. Area Meetings (7:30pm – 9pm)
 - ii. Saturday, April 1, 2017:
 - 1. Meetings (8:30am – 12pm)
 - 2. Lunch (12pm – 1pm)
 - 3. Meetings (1pm – 5pm)
 - 4. Awards Banquet (6pm?)
 - iii. Sunday, April 2, 2017 – Region Committee Meeting
 - 1. Meeting start at 8:30am – will review and approve recommendations
 - 2. Section Presentations starting at 11:15am on significant items.
- f. Committee Reorganization – Operations Manual (report available on web) – Gregg walked through the proposed changes to the committee positions and operations manual. The changes will be discussed and voted on at the Region meeting during 2017 SoutheastCon. There is a new committee called Section Support that will focus on assisting Sections. Jacquelyn Cunningham asked about the future of Area Chairs and Councils. David Green and Gregg Vaughn asked for feedback on the Area Chair roles and will take information under advisement when finalizing document.

VII. Old Business – None

VIII. New Business – None

IX. Upcoming Meetings: 3/20/17 from 8pm – 10pm eastern via WebEx