

IEEE Region 3 – ExCom Meeting
Web Conference – Minutes
17 February 2020
8:00-10:00pm

Attendees (ExCom voting member*):

Jill Gostin*	x	Theresa Brunasso*	x	Pat Donohoe*	x	John Balsam*	x
Gregg Vaughn*	x	Steve Kemp*	x	Charles Lord*		Jenny Palmer*	
Claude Pitts*		Justin Baba*		Danny Merkl*	x	Lee Stogner*	x
Don Hill*	x	Damith Wickramamayake*		Kristin Bing*	x	Sonya Dillard*	
Eric Grigorian*	x	Bill Marshall*	x	Bill Harrison*	x	Jacquelyn Cunningham*	x
Dave Green*		Victor Basantes*		Nelson Lourenco		Grayson Randall	
Chirat Pathiravasam		Bill LaBelle		Evelyn Licona		Lucas Sweet	x
Ebonee Walker		Hulya Kirkici		Glenn Parker	x	Sean Haynes	
Parag Upadhyay		Wyman Williams		Thomas Bellarmine		Hasala Dharmawardena	
Amanda Sahlstrom		Sharlene Brown	x	Mark Torres		Jim Conrad	
Bill Ratcliff	x	Bailey Ulferts		Rachel Wilson		Subodha Charles	x
Devon Gayle	x	Bob Hobbs		Patrick Kung	x	Stevo Bozonovski	x
Matt Horrer		McCauley Osaisai	x	Rich Kent	x	David Fillion	
Derik Pack		Scott Kuntzelman		Paul Goodson		Allen Jones	x
Mary Ellen Randall		AJ Burke	x	Paul Belussi		Bob Bush	
Raul Ortega	x	Jim Howard		John Doyle		Chris Hardy	
Leandro Barajas		Warren Mackey		Winfort Myles	x	Eric Ackerman	x

Agenda:

- 1) Director Gostin began the meeting at 8:00pm.
- 2) The meeting agenda was approved.
- 3) The consent agenda, consisting of the minutes from the 27 January 2020 ExCom Meeting and reports listed in the information agenda, was approved.
- 4) Officer Reports
 - a) Director Report
 - i) Director Gostin referred to her Director's report and discussed a video created by IEEE that focuses on the value of IEEE membership that will be incorporated into the program at SoutheastCon 2020.
 - ii) Director Gostin informed the ExCom that the Terminator (removal of all members that have not renewed) will be run on February 22, and Sections may see changes in membership numbers.
 - iii) IEEE currently plans to roll out Concur to the Sections during the third quarter of this year.
 - iv) The YP report scheduled for this ExCom meeting will have to be moved to our next meeting since Hasala Dharmawardena is unable to attend this meeting. You are invited to the YP Networking Social at SoutheastCon that will be held in parallel with the conference reception and Area meetings on Friday night.
 - v) Director Gostin is soliciting best practices by Sections in supporting their Chapters. These best practices will be collected for presentation at Sections Congress.
 - b) Director-Elect Report

Director-Elect Brunasso referred to her report and noted that the Area Chairs now have a monthly meeting scheduled by WebEx, and will meet in Raleigh at SoutheastCon.
 - c) Secretary Report

Secretary Donohoe has posted all submitted reports to the meeting website, and encouraged those with other reports to submit them for posting after the meeting.

d) Treasurer Report

- i) Treasurer Balsam presented the overall details of the 2020 Region 3 budget to date.
- ii) Treasurer Balsam provided information on which Sections have completed the NetSuite reporting required for rebates and bonuses. The reporting deadline for rebates with bonuses is February 21. The absolute deadline for rebate reporting is February 28. A question arose regarding how to handle the reporting by the Winston-Salem Section, given their current inactive state. Treasurer Balsam stated that he would look into that issue.
- iii) Treasurer Balsam listed the Sections that have not provided information on their Section representative to SoutheastCon 2020, and asked the ExCom to assist in collecting that information. Details of the Region 3 travel policy for SoutheastCon were discussed, along with the use of Concur for expense reports.
- iv) Treasurer Balsam asked Eric Grigorian provided a brief update on the closeout of SoutheastCon 2019.
- v) Director Gostin asked Treasurer Balsam to contact the ExCom and Section Representatives attending SoutheastCon and provide them information on where to go to set up a Concur account.

e) Past Director Report

Past Director Vaughn reported that the Nominating Committee is currently working to develop the slate of candidates for the 2024-2025 Director (2022-2023 Director Elect) who will be elected in 2021. The slate of candidates will have to be approved by the Region 3 Committee at Sections Congress 2020, so anyone interested in serving in this position should contact Past Director Vaughn.

5) Action Agenda

No items

6) Discussion Agenda

a) Process for submitting items for the ExCom agenda

Director Gostin noted that throughout the year she will be asking certain ExCom committees and representatives to provide updates on activities. Any ExCom member wanting to provide an agenda item can provide a request at any time.

b) SoutheastCon 2020 Report

Conference Chair Eric Grigorian provided an update on SoutheastCon 2020 relative to the number of accepted papers, the number of registered attendees, the number of paid attendees, and student registration. The student Hackathon has only two teams registered at this time, and may need to be removed from the program.

c) SoutheastCon Region Committee Meeting

Director Gostin reminded everyone that the Region 3 Committee Meeting at SoutheastCon 2020 will begin on Friday afternoon and will conclude on Sunday at noon, with the Area Meetings on Friday evening. Details of the program were presented. Director Gostin reminded everyone of the "New Section Event" thrust for the year, and provided details on how this topic will be discussed at the Region Meeting. Each Section will make a short presentation (less than 2 minutes) on Sunday morning to provide (1) details of the new event, (2) what intrigues your Section about the event, and (3) challenges for the event.

d) Sections Congress 2020 Update

Director Gostin noted that Sections Congress registration should open on March 3 (for the conference and the hotel). Region 3 Sections Congress Coordinator Kristin Bing will send out that information at that time.

e) Update from Professional Activities Committee

Professional Activities Chair Jacquelyn Cunningham discussed the types of activities that qualify for PACE funding, and encouraged everyone to submit their funding requests early, given the limited amount of funding available. She encouraged everyone to submit your event reports in a timely fashion, keep metrics on your event, and take photos for use in newsletters.

7) Review of Action Items From Last Meeting

Director Gostin announced the remaining 2020 ExCom appointments: Mary Ellen Randle will represent Region 3 on the Educational Activities Board, Eric Ackerman will serve as Technical Activities Coordinator under the Section Support Committee and Ken Fields will serve as the Region 3 representative to the Humanitarian Activities Committee.

8) Old Business - none

9) New Business

Region 3 Student Representative Subhoda Charles provided a brief description of a proposal for an Industry Relations Platform to help to improve continuity of connections with industry by IEEE units, given the rotation of IEEE leadership at the Unit level.

10) The meeting was adjourned at 9:06pm.