

IEEE Region 3 – ExCom Meeting
Web Conference – Minutes
15 June 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*	x	Kristin Bing*	x	Sonya Dillard*	x
Eric Grigorian*	x	Bill Marshall*	x	Bill Harrison*	x	Jacquelyn Cunningham*	x
Dave Green*	x	Victor Basantes*		Nelson Lourenco		Grayson Randall	x
Chirat Pathiravasam		Bill LaBelle	x	Evelyn Licona		Lucas Sweet	x
Ebonee Walker		Hulya Kirkici		Glenn Parker		Sean Haynes	
Parag Upadhyay		Wyman Williams	x	Thomas Bellarmine	x	Hasala Dharmawardena	x
Amanda Sahlstrom		Sharlene Brown	x	Mark Torres	x	Jim Conrad	
Bill Ratcliff	x	Bailey Ulferts		Rachel Wilson		Subodha Charles	x
Devon Gayle	x	Bob Hobbs		Patrick Kung	x	Stevbo 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	x	Bob Bush	
Raul Ortega	x	Jim Howard		John Doyle	x	Chris Hardy	
Leandro Barajas		Warren Mackey		Winfort Myles		Eric Ackerman	
David Griffith		Demetris Geddis		Mike Puckett		Nancy Mate'	x

Agenda:

- 1) Director Gostin began the meeting at 8:00pm.
- 2) The meeting agenda was approved with the deletion of the “SoutheastCon 2020” discussion agenda item because Charles Lord was unable to attend the meeting.
- 3) The consent agenda, consisting of the minutes from the 18 May 2020 ExCom Meeting and reports listed in the information agenda, was approved.
- 4) Officer Reports
 - a) Director Report
 - i) Director Gostin reminded the ExCom about the cancellation of Sections Congress 2020 and the Region 3 Committee Meeting that was scheduled to occur in Ottawa just prior the Sections Congress. The Region 3 Committee Meeting will now be held as a teleconference on 17 August 2020 (the third Monday of the month which is the typical ExCom meeting date). The Region will vote on the approval of the 2022-2023 Director-Elect slate of candidates and Director Gostin would like to collect updates on Section “New Event” planning for discussion.
 - ii) Director Gostin noted that IEEE plans to roll out Concur to the Sections in the third quarter of 2020, but that schedule is subject to change.
 - iii) Video recordings of our recent training webinars for Section leaders will soon be available on YouTube, and the Region will be notified when these videos are available. .
 - iv) Director Gostin is planning to invite other groups within IEEE (e.g., Eta Kappa Nu, IEEE Standards) to present webinars in the future to be recorded and shared with Sections, possibly for use as a Section meeting.

- v) Director Gostin reminded the ExCom that if they shop at <https://smile.amazon.com/>, the IEEE Foundation can receive 0.5% of the purchase price if you select IEEE Foundation as your charity of choice.
 - b) Director-Elect Report
 - Director-Elect Brunasso noted that she is working on the RadarCon 2021 and SoutheastCon 2021 committees with both conferences scheduled to be held in Atlanta. She continues to work with the Area Chairs to assist Sections in planning and executing Section meetings to keep members engaged.
 - 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 noted that the 2020 budget is favorable due to the cancellation of events for which the region anticipated significant expenses.
 - iii) The Finance Committee is in the process of modifying the 2019 Region 3 Travel Policy to reflect the use of Concur.
 - e) Past Director Report
 - Past Director Vaughn provided an update on the Nominations and Appointments Committee work to identify 2022-2023 Director Elect candidates. The slate of three candidates will be presented to the ExCom at its July meeting, and depending on the action of the ExCom, the slate will be voted on by the Region 3 Committee at its meeting in August.
- 5) Action Agenda
- Dave Green, Chair of the Strategic Operations Support Committee (SOSC) presented details of proposed changes to the Region 3 Operations Manual. A summary of the changes are provided below.

General

- Removed the term ex-officio specifying specific membership and voting status
- Added encouragement to additionally participate in the non-MGA portion of IEEE
- Updated IEEE staff titles
- Updated superior IEEE document names and linkages
- Add task for SSC to “ensure” vTools voting is used for section officer elections
- Added reference (and process related to) SoutheastCon Conference Manual
- Add an IEEE required vetting step to our N&A Director-Elect process
- Refined wording on awards support expected by all committees
- Improved wording on SSC responsibility related to MRR Coordinator
- Not shown in the changes document -- migrated from 7 files to one file, allowing
 - automatic table of contents
 - links to chapters
 - simpler production into multiple file formats using only GSuite tools

3. Finances (Updated to current practice)

- Eliminated some redundancies
- Clarified reserve guidance
- Added use of Concur
- Updated reporting process to IEEE

- Changed to require the use of Concentration banking
- Added reference to Region 3 Assessment
- Updated the IEEE-USA Professional Development funding process
- Updated to reflect auditing by IEEE Audit

6. Conferences

- Update for stronger Region participation in SoutheastCon Process
- Refer to SoutheastCon Manual and eliminate some items

Discussion followed on the wording of the Section Support Committee requirement to “ensure” that vTools voting procedures are used by Sections in officer elections. The wording on this requirement was amended. The ExCom approved the motion by the SOSC made a motion requesting the ExCom to approve the updated Region 3 Operations Manual. The motion was approved.

6) Discussion Agenda

a) Member Communications Committee

The Chair of the Member Communications Committee (MCC), Sonya Dillard, provided a summary of the committee membership, responsibilities of committee members, current initiatives, and challenges.

b) Conference Promotion in Region 3

Conferences Committee Chair Eric Grigorian provided a presentation on how the Conferences Committee can improve the promotion of technical conferences held in the region. The Conference Committee plans to utilize information provided by IEEE Meetings, Conferences and Events (MCE) to identify these conferences. The recommendations of the committee are:

- (1) Update the new website to include a conference announcement capability similar to Region 4, Region 6, Region 7, or a hybrid version
- (2) Incorporate Social Media capability that can be linked to the Region 3 Conference page to promote conferences and key dates
- (3) Request a feature request to MCE to provide RSS/XML feed so as to automatically retrieve approved conference details

c) Region 3 Strategic Goals – Midyear Update

SOSC Chair Dave Green reminded the ExCom of the 2020 Region 3 strategic goals and provided a midyear update on progress toward these goals.

d) SoutheastCon 2021

SoutheastCon 2021 Chair Wyman Williams provided information on the membership of the conference planning committee, details of the current status for the conference, and an estimated budget.

- 7) Review of Action Items From Last Meeting - none
- 8) Old Business - none
- 9) The meeting was adjourned at 9:39pm.