

IEEE Region 3 – ExCom Meeting  
 Web Conference – Minutes  
 21 September 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*	x	Jenny Palmer*	
Claude Pitts*		Justin Baba*		Danny Merkl*		Lee Stogner*	x
Don Hill*	x	Damith Wickramamayake*		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	x	Grayson Randall	
Chirat Pathiravasam		Bill LaBelle		Evelyn Licona		Lucas Sweet	
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		Jim Conrad	x
Bill Ratcliff	x	Bailey Ulferts		Rachel Wilson		Subodha Charles	x
Devon Gayle		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	x	Chris Hardy	
Leandro Barajas		Warren Mackey		Winfort Myles		Eric Ackerman	x
David Griffith		Demetris Geddis		Mike Puckett	x	Nancy Mate'	

Agenda:

- 1) Director Gostin began the meeting at 8:00pm.
- 2) The meeting agenda was approved after Director Gostin noted two items that were added after the agenda was initially sent to the ExCom. The two items added to the Discussion agenda were “IEEE Day” and “IEEE Volunteering Platform”.
- 3) The consent agenda, consisting of the minutes from the 20 July 2020 ExCom Meeting and reports listed in the information agenda, was approved.
- 4) Officer Reports
  - a) Director Report
    - i) Director Gostin reminded Sections that they should conduct elections according to the process outlined in the MGA Operations Manual (Section 9.4.H), and she strongly recommends using vTools voting.
    - ii) Director Gostin thanked everyone who participated in Sections Congress in the virtual environment.
    - iii) The online vote to give Director Gostin authority to make decisions on negotiations with the SoutheastCon 2021/2024 hotel passed unanimously. The region will not be charged a cancellation fee for taking SoutheastCon 2021 virtual based on an agreement to hold SoutheastCon 2024 at the same hotel.
    - iv) Director Gostin sent out a summary of all Section “New Events” submitted to the ExCom, and encouraged Sections to see what other Sections are doing.
    - v) Mark Torres has created a spreadsheet containing all Region 3 unit events for the last three and half years, which should be a useful resource for Sections to assess the health of their unit.

- vi) Director Gostin reminded the ExCom that all Sections will go live with Concur on September 28.
  - b) Director-Elect Report
    - Director-Elect Brunasso noted that she is meeting with Director Gostin to plan the Region 3 meeting agenda for SoutheastCon 2021. Please contact her if you have any special requests regarding training.
  - c) Secretary Report
    - Secretary Donohoe has posted all submitted reports to the meeting website. The roll call was taken for the meeting.
  - d) Treasurer Report
    - i) Treasurer Balsam presented the overall details of the 2020 Region 3 budget to date.
    - ii) Treasurer Balsam discussed the preliminary budget planning for 2021, and noted that committee chairs should provide feedback to the Treasurer.
    - iii) The Region 3 Finance Committee has updated the region travel policy and expense reimbursement documents which will be presented at this meeting for approval.
    - iv) The Treasurer noted that there are several incomplete COI reports in the region and those individuals will be notified to complete their report.
    - v) The Finance Committee audit by the Operational Audit Committee has been completed satisfactorily.
  - e) Past Director Report
    - Past Director Vaughn noted that he is currently working on projects as assigned by the Director.
- 5) Action Agenda
- a) Region 3 Treasurer John Balsam presented details on a motion to approve changes to the “Region 3 Volunteer Expense Reimbursement” document and the “Region 3 Travel Policy for Travel Planning and Reimbursement” document. These changes are basically updates based on the use of Concur and link to the Concur website for much of the information. Discussion followed and the motion was approved.
  - b) Conference Committee Chair Eric Grigorian presented the revised SoutheastCon 2021 budget based on the transition to a virtual conference. The Conference Committee moved that “the Region 3 ExCom approve the SoutheastCon 2021 budget for the virtual conference scheduled to be hosted in Atlanta, GA on March 10-14, 2021”. After discussion the motion was approved.
  - c) Strategic Operations Support Committee Chair Dave Green, on behalf of Grayson Randall (Region 3 Projects Coordinator) presented details of the “Region 3 Pandemic Project Proposal”. The following motion was put forward. “Move that Region 3 encourage and support sections to develop projects that engage members to bring solutions to address local problems arising out of the current and future pandemics. The Region 3 Project Coordinator shall establish a review committee to evaluate proposals directly from, or endorsed by, sections and report regularly to the Region 3 Section Support Committee. Up to \$1,000 of funding may be provided per section to support approved projects. The Region 3 Finance Committee is authorized to approve funding for the 2020 Budget.” After discussion, the motion was approved.
- 6) Discussion Agenda
- a) Awards and Recognition Committee
    - The Chair of the Region 3 Awards and Recognition Committee, Kristin Bing, provided a summary of the committee membership, responsibilities, activities and goals.
  - b) Sections Congress 2020

The Region 3 Sections Congress 2020 Coordinator Kristin Bing presented a summary of the selected Sections Congress 2020 recommendations, which are (1) Create a 3-5 multi-year membership fee structure with discounts, (2) Provide continuing education to provide true value added for working professionals, and (3) Provide resources to Sections to serve industry professionals and engage with local industries. Coordinator Bing provided details on these recommendations and some of the proposed recommendations from Region 3 that were not selected.

c) SoutheastCon 2021 Update

SoutheastCon 2021 Chair Wyman Williams provided an update on planning for SoutheastCon 2021. Renegotiation with the conference hotel is nearing completion. Chair Williams discussed paper submission and student competitions.

d) Multi-Section Events

Region 3 Director Gostin reminded the ExCom about the upcoming multi-section events. The next two events will be presentations by IEEE Publications on 9/30 and IEEE-USA on 10/14. Director Gostin stressed that these presentations are focused on members, not just volunteers.

e) IEEE Day

Lee Stogner provided information on the upcoming IEEE Day for 2020 which will occur on October 6. Lee encouraged all Region 3 members to get involved to promote your Section, your Committee, your Society and all things that make IEEE special.

f) IEEE Volunteering Platform

Region 3 YP Coordinator Hasala Dharmawardena presented details on the IEEE Volunteering Platform. IEEE Young Professionals has generated The IEEE Volunteering Platform as an online tool for finding volunteers for specific tasks. The tool was demonstrated for the ExCom.

7) Review of Action Items From Last Meeting

The new YP award has been approved by MGA Awards and Recognition Committee. The award should be on the consent agenda for the November Board meeting, so that Region 3 can move forward with this award cycle.

8) Old Business – none

9) New Business

Director Gostin would like to develop a Distinguished Lecturer Program for Region 3 Sections that includes recorded presentations with live Q&A, and solicited comments from the ExCom.

10) The next ExCom meeting is scheduled for November 19, 2020 from 8:00-10:00pm EST.

11) The meeting was adjourned at 9:54pm.