

IEEE Region 3 – ExCom Meeting
Web Conference – Minutes
19 October 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*	x	Lee Stogner*	x
Don Hill*		Damith Wickramamayake*	x	Kristin Bing*	x	Sonya Dillard*	x
Eric Grigorian*		Bill Marshall*	x	Bill Harrison*	x	Jacquelyn Cunningham*	
Dave Green*	x	Victor Basantes*		Nelson Lourenco		Grayson Randall	
Chirat Pathiravasam		Bill LaBelle		Evelyn Licona		Lucas Sweet	
Ebonee Walker		Hulya Kirkici		Glenn Parker	x	Sean Haynes	
Parag Upadhyay		Wyman Williams		Thomas Bellarmine	x	Hasala Dharmawardena	x
Amanda Sahlstrom		Sharlene Brown	x	Mark Torres	x	Jim Conrad	
Bill Ratcliff	x	Bailey Heyman	x	Rachel Wilson		Subodha Charles	x
Devon Gayle	x	Bob Hobbs		Patrick Kung		Stevo Bozonovski	
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	x
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		Nancy Mate'	

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 21 September 2020 ExCom Meeting and reports listed in the information agenda, was approved.
- 4) Officer Reports
 - a) Director Report
 - i) Director Gostin noted that the IEEE annual elections have been completed and a link to the results is provided in the Director's report. She 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) The ExCom will hear from two committees tonight: the Student Activities Committee and the Operational Audit Committee. The Conferences Committee will present at the November meeting.
 - iii) Director Gostin noted that our recent "broader scope" presentations on IEEE Publications (Hulya Kirkici) and IEEE USA (Jim Conrad/Mark Torres) were well-attended with significant interaction. Please contact Director Gostin with ideas for other presentations on the broader scope of IEEE.
 - b) Director-Elect Report

Director-Elect Brunasso noted that she continues to work with Region committees, and is meeting with Director Gostin to plan the online Region 3 meeting agenda for SoutheastCon 2021. Please contact her if you have any special requests regarding training.
 - c) Secretary Report

Secretary Donohoe noted the importance of providing presentation files to the Secretary for inclusion in the meeting record. If necessary, those files can be provided after the meeting.

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) The updates to the region travel policy and expense reimbursement documents were approved at the last meeting.
 - iii) The Region is currently considering increasing the amount in the Conference Reserve account.
 - iv) There are several incomplete COI reports in the region and those individuals will be notified to complete their report.
- e) Past Director Report
 - Past Director Vaughn noted that he is currently working on projects as assigned by the Director.
- 5) Action Agenda
 - None
- 6) Discussion Agenda
 - a) Student Activities Committee
 - The Chair of the Region 3 Student Activities Committee, Bailey Heyman, provided a summary of the committee vision and mission, with a focus on the near-term vision in the light of Covid-19.
 - b) Operational Audit Committee
 - The Region 3 Operational Audit Committee Chair Bill Harrison presented a summary of what the committee does as specified in the Region 3 Operations Manual and the schedule for committee audits. A motion was made to accept the report. The motion passed.
 - c) Draft 2021 Region 3 Budget
 - Treasurer John Balsam presented details of the draft SoutheastCon 2021 budget. Treasurer Balsam noted that the Finance Committee has provided significant input for this draft. Treasurer Balsam welcomes more input on the draft budget (please provide input before the next Finance Committee meeting on November 9) so that the budget can be voted on in the November ExCom meeting.
 - d) Region Monthly eNotice
 - Sonya Dillard, Chair of the Member Communications Committee, presented information about a monthly eNotice that will be going out to the Region. Local Sections can collaborate virtually throughout Region 3 and any member can participate in selected monthly meetings in the Region. Sections are requested to submit meeting information during the third week of the month. The monthly eNotice will go out to all Region 3 members during the last week of each month.
 - e) SoutheastCon 2020 Update
 - SoutheastCon 2020 Chair Charles Lord presented an update on the conference. Issues regarding copyright and formatting issues of papers are being resolved. A surplus of approximately \$16,000 is expected.
 - f) SoutheastCon 2021 Update
 - Director Gostin provided a brief update on SoutheastCon 2021 regarding negotiations with the conference hotel relative to the conference going virtual. Director-Elect Brunasso noted that the website has been updated. She also invited anyone interested in being a reviewer to contact her.
- 7) Review of Action Items From Last Meeting
 - None.
- 8) Old Business – none

9) New Business

Director Gostin encouraged all Sections and Committees to submit at least one award nomination by the deadline of December 1.

10) The next ExCom meeting is scheduled for November 16, 2020 from 8:00-10:00pm EST.

11) The meeting was adjourned at 9:40pm.