

IEEE Region 3 – ExCom Meeting
Web Conference – Minutes
15 August 2022
8:00-10:00pm

Attendees (* denotes ExCom voting member):

Theresa Brunasso*	x	Eric Grigorian*	x	Pat Donohoe*	x	Joe Pennisi *	x
Jill Gostin*	x	James Imanian*	x	Wyman Williams*	x	Raul Ortega *	x
Paul Kuban*	x	Patrick Kung*		Nelson Lourenco*	x	Sonya Dillard*	
Eric Ackerman*		Kristin Bing*		Bill Ratcliff*	x	David Fillion*	x
Dave Green*	x	Bailey Heyman*	x	Devon Gayle	x	Sharlene Brown	x
Bill LaBelle		Evelyn Licona	x	Lucas Sweet		Stephen Hopkins	
Gregg Vaughn	x	Ebonee Walker		Hulya Kirkici		Charles Lord	x
Jim Conrad		Warren Nicholson		Joe Juisai		Alessio Medda	x
Claude Pitts		Eric Cramer	x	Andrew Seely	x	Mark Torres	x
Allen Jones	x	Tamseel Syed	x	Bill Harrison		Damith Wickramamayake	x
Steve Kemp		Don Wright		Jacquelyn Cunningham	x	Lee Stogner	
Jiayi Lin		Mary Ellen Randall		Dave Conner		AJ Burke	
Paul Belussi		Larry Adams		Mohamed El-Sharkh		Annette Burney	x
Grayson Randall		Bob Hobbs	x	Don Hill		Earl McDonald	x
Matt Horrer		McCauley Osaisai		Rich Kent		Christopher Burge	
Derik Pack		Angelo Ferraro	x	Jihye Bae		Rajeev Agrawal	
Leandro Barajas		Warren Mackey		Mike Puckett		Bob Bush	
David Griffith		Demetris Geddis		Allen Zheng		Jason Finn	
Stephen Morris		Dave Irons		Christopher Udeagha		Olugbenga Anubi	
Dan Bishop		Erica Simmonds		Melody Richardson		Parag Upadhyay	
Jeff Bevan		Bruce Harvey		Andrew Seely		Masood Ejaz	
Steffen Camarato		Arup Kumar Ghosh		Michael Smith		Regina Hannemann	

Agenda:

- 1) Director Brunasso called the meeting to order at 8:00pm.
- 2) The meeting agenda was approved.
- 3) The consent agenda, consisting of the minutes from the 20 June 2022 ExCom Meeting and reports listed in the information agenda, was approved.
- 4) Officer Reports
 - a) Director Report
 - i) Director Brunasso is very pleased with the number of new affinity groups formed in the Region since our last meeting (two Life Member Affinity Groups, two WIE Affinity Groups, along with several new Student Branch Technical Chapters).
 - ii) Director Brunasso noted that the Region 3 membership in July has increased by 1.7% year over year (total Region 3 membership = 22,553). Graduate Students are up 10% while the Undergraduates Students are up 24% and Higher Grade Members are down by less than 0.5%.
 - iii) Director Brunasso attended the IEEE Board Series in June in Bellevue, WA. The Board endorsed an amendment to the constitution to require signatures from 1/3 of 1% of the voting members of each Region to change the constitution by petition. Director Brunasso encouraged everyone to review the information on the amendment provided by IEEE and vote in the election.
 - iv) Evelyn Licona (Region 3 Women in Engineering Coordinator) has asked if Region 3 can set up a WIE page and Stephen Hopkins has agreed to work with Evelyn on that project.

- v) Region 3 is still looking for an Industry Relations Coordinator so please contact Director Brunasso if you know of a good candidate for the position.
 - vi) The 2023 IEEE Vision, Innovation and Challenges Summit & Honors Ceremony will be held in Atlanta on 5 May 2023 and Region 3 is working with the Atlanta Section officers to make this a special event.
 - vii) Director Brunasso will participate in the IEEE interview of three finalists for the Executive Director position this weekend.
 - viii) Region 3 is hosting a “Meet the IEEE President-Elect Candidates Webex” with Regions 1 and 2 at 7:00pm EST on August 16 and Director Brunasso encouraged everyone to attend.
 - ix) Kristin Bing is currently hospitalized and Andrew Seely has agreed to fill in as the Region 3 Section Support Committee Chair until Kristin is able to return to the position. Also, Evelyn Licon will serve as the Region 3 Sections Congress Coordinator.
- b) Director-Elect Report
- Director-Elect Grigorian continues to support the activities of the Conference Committee, the Strategic Operations and Support Committee and the Finance Committee. In addition, Director-Elect Grigorian has been working with the Section Vitality Committee, the Region 3 Area Chairs, and the IEEE Region Realignment Committee.
- c) Secretary Report
- Secretary Donohoe has posted all submitted reports to the meeting website. The roll call was taken for the ExCom meeting.
- d) Treasurer Report
- Treasurer Pennisi noted the Region rebate (\$81,436) has been received since our last ExCom meeting, yielding a significant boost in income. We are still awaiting the surplus from SoutheastCon 2022 as the conference close out is processed. Only a few SoutheastCon 2022 expense reports are outstanding at this point. There are seven Student Branches who have yet to cash their travel subsidy checks. The funding for the Student Hardware Competition cash awards, provided by the IEEE Life Member Committee, are in progress. Our 2021 Audit was designated as satisfactory.
- e) Past Director Report
- Past Director Gostin noted that Region 3 will have a Region Committee Meeting next month (September) to endorse the slate of candidates for 2024-25 Director-Elect, which was approved by the ExCom at the June Meeting. If endorsed by the Region Committee, the slate of candidates is then submitted to IEEE in preparation for the elections in 2023.
- 5) Action Agenda
- a) Approval of the SoutheastCon 2023 Budget
- Charles Lord from the Region 3 Conference Committee made a presentation detailing the budget for SoutheastCon 2023. In negotiations with the conference hotel regarding food costs, the conference committee has been working to reduce the food costs to levels comparable to past SoutheastCons. While negotiations have resulted in lower costs than the original values, the food costs for SoutheastCon 2023 will be somewhat higher than what we have seen in the past. This necessitated increases in registration fees which have been approved by the Region 3 Finance Committee. Charles Lord presented details of the increases in the conference registration fees for authors, virtual authors, student members and life members, and Region 3 Meeting attendees. After discussion, a motion was presented to “move to approve the IEEE SoutheastCon 2023 budget as presented”. The motion was approved.

b) Updates to the Region 3 Operations Manual

Dave Green, the Chair of the Strategic Operations and Support Committee, presented details of proposed changes to the Region Operations Manual. The changes included (a.) adjustment of the terms for members of the Awards Committee to be from SoutheastCon to SoutheastCon (aligning with the Region 3 awards cycle), (b.) addition of a "Projects" charge to the Section Support Committee (SSC) along with a Projects Subcommittee of the SSC, (c.) addition of the position Region Coordinator of Industry Engagement to the Conference Committee, the Awards Committee, and the Section Support Committee and (d.) various editorial changes. Chair Green made the motion "motion to approve the changes to the Region 3 Operations Manual as shown in the attached document". After discussion, the motion was approved.

6) Discussion Agenda

SoutheastCon 2023 Update

Charles Lord from the Region 3 Conference Committee presented an update on SoutheastCon 2023. We have received updates on hotel pricing (meals) and pricing on audio/visual support. The local organizing committee is meeting regularly, and the technical program committee met on August 2. For the student hardware competition, the test boards are complete, parts for the test robot are being received and the rules are to be released on August 15. For the student software competition, the UCF software competition team is ready to support with objective testing and problem set writing. The technical program committee is working to achieve a two-week turnaround on submitted papers. Tutorial and workshop proposals can be submitted after September 1. Paper and extended abstract submission will begin on September 15.

7) Review of Action Items From Last Meeting – none

8) Old Business – none

9) New Business – none

10) The next ExCom meeting is scheduled for 17 October 2022 from 8:00-10:00pm EST.

11) After the executive session, the meeting was adjourned at 8:54 pm.