

IEEE Region 3 – ExCom Meeting  
Web Conference – Minutes  
27 March 2023  
8:00-10:00pm

<https://ewh.ieee.org/reg/3/excom/meetings/2023-03/agendas.html>

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*	x	Nelson Lourenco*		Sonya Dillard*	x
Eric Ackerman*	x	Kristin Bing*	x	Bill Ratcliff*	x	David Fillion*	x
Dave Green*	x	Bailey Heyman*		Devon Gayle	x	Sharlene Brown	x
Bill LaBelle		Evelyn Licona		Lucas Sweet		Stephen Hopkins	
Gregg Vaughn		Ebonee Walker		Hulya Kirkici		Charles Lord	x
Jim Conrad		Warren Nicholson		Joe Juisai	x	Alessio Medda	x
Claude Pitts		Eric Cramer		Andrew Seely		Mark Torres	
Allen Jones	x	Tamseel Syed	x	Elizabeth Hayes	x	Damith Wickramamayake	x
Steve Kemp		Don Wright		Jacquelyn Cunningham		Lee Stogner	
Jiayi Lin		Mary Ellen Randall		Dave Conner		AJ Burke	x
Paul Belussi		Larry Adams		Raj Gurupur	x	Annette Burney	x
Grayson Randall		Bob Hobbs		Don Hill		Earl McDonald	
Matt Horrer		McCauley Osaisai		Rich Kent		Christopher Burge	
Derik Pack		Angelo Ferraro	x	Jihye Bae		Rajeev Agrawal	
Leandro Barajas		Warren Mackey		Mike Puckett	x	Bob Bush	
David Griffith		Demetris Geddis		Allen Zheng		Jason Finn	
Stephen Morris		Dave Irons		Christopher Udeagha	x	Will Goins	x
Dan Bishop		Erica Simmonds		Melody Richardson	x	Binesh Kumar	
Jeff Bevan		Chan Wong		Carlos Cabrera		Masood Ejaz	
Bruce Magruder	x	Arup Kumar Ghosh		Magreth Mushi	x	Regina Hannemann	
Jacob Kulangara	x						

Agenda:

- 1) Director Brunasso called the meeting to order at 8:00pm.
- 2) The meeting agenda was approved.
- 3) The consent agenda was approved which consisted of the minutes from the 27 February 2023 ExCom Meeting and reports listed in the information agenda.
- 4) Officer Reports
  - a) Director Report
    - i) Director Brunasso recognized Melody Richardson and Lucas Sweet for their work in developing a STEM Outreach page on the Region 3 website. Everyone was encouraged to contact Melody if they have STEM outreach events to share or need help with STEM outreach efforts.
    - ii) Director Brunasso attended the Region 9 meeting in Panama earlier this month where all ten Regions were in attendance. The MOVE program and SoutheastCon are recognized by other IEEE Regions as models to be emulated. Region 9 is currently working on creating MOVE kits for assistance after hurricane disasters.
    - iii) With the Region Meeting at SoutheastCon 2023 approaching, Sections were reminded that they should provide the name of their delegate to their Area Chair.
    - iv) Excitement is building for the VIC Summit & Honors Ceremony Gala to be held in Atlanta in May.

b) Director-Elect Report

Director-Elect Grigorian continues to work with the SoutheastCon 2023 planning committee in preparation for the conference next month. He has also participated in activities with the Region 3 Conference Committee and Finance Committee. Director-Elect Grigorian participated in the 2023 IEEE Conference Publication Committee meeting and initiated a draft MOU for consideration by Region 9 for an annual collaborative technical Caribbean Conference (CaribCon) to be hosted jointly between Region 3 and Region 9. The Director-Elect also noted that the Area Chairs are continuing to collect Section recommendations for the upcoming Sections Congress.

c) Secretary Report

Secretary Donohoe reminded Sections that they should have submitted their Section Delegate to the upcoming Region Meeting using either (1) the Google Form link that was supplied earlier, or (2) by contacting their Area Chair. The meeting roll call was taken.

d) Treasurer Report

Treasurer Pennisi presented details of the 2023 Region 3 budget and noted that we are tracking as expected for the year. Only one item remains open for SoutheastCon 2022 (one Student Branch has yet to cash its travel subsidy check). The Treasurer is working with the Region 3 Student Activities Committee to improve the distribution of the travel subsidy checks for the Student Branches this year. The 2022 Region 3 financial reporting is complete with all Sections, Chapters and Affinity Groups that submitted reports qualifying for the rebate. The Treasurer thanked the Area Chairs for their help in working with Sections to submit their MGA compliance documentation.

e) Past Director Report

Past Director Gostin noted that attending Region meetings in her role as MGA Vice-President provides valuable information relative to the best practices from the Regions. The Region Nominations and Appointments Committee has recommended two new members for the Operational Audit Committee and will be announced soon after the process is completed. The Past Director noted a high level of excitement among Regions for the upcoming Sections Congress 2023. Past Director Gostin noted that she has been asked to chair the Subgroup on Engagement and Membership of the IEEE in 2050 Committee, and welcomes input from the Region 3 membership.

5) Action Agenda

Proposed Change to Region 3 Operations Manual

Chair of the Strategic Operations and Support Committee (SOSC) Dave Green presented details of proposed changes to the Region 3 Operations Manual. The change is to the Projects Subcommittee of the R3 Section Chapter Support Committee and deals with the following two issues.

(1) The IEEE change from a Humanitarian Activities (with had an explicit R3 liaison) to a Humanitarian Technologies Board (which does not have such a liaison) requires rewording the membership of the committee, and

(2) To simplify the granting process, it is proposed that the R3 Director be the final approver rather than the ExCom.

SOSC Chair Green made the motion to approve the new Region 3 Operations Manual wording. The motion was approved.

6) Discussion Agenda

a) Section Support Committee (SSC) Update

SSC Chair Kristin Bing presented information on the goals and responsibilities of the SSC in assisting Sections and provided the current committee membership. Chair Bing noted two new Regional Life Member Awards: (1) Best Life Member Affinity Group and (2) Individual Life Member Service Award. A joint YP/WIE event will be held at SoutheastCon 2023 and details are forthcoming regarding the WIE Annual Global Meeting. The process and schedule for Senior Membership elevation efforts in the Region was detailed. The role of the Section Operations Specialists on the SSC was summarized. The Region 3 Projects Coordinator is a member of SSC and details of the 2023 Region 3 Projects Theme (Climate Change) were discussed. The role of the Technical Activities Coordinator in interfacing between the Technical Chapters in Region 3 and the Region 3 ExCom was presented. A new interactive Customer Relationship Management (CRM) resource within vTools will be presented at SoutheastCon 2023. The Educational Activities efforts of the SSC were presented. Charles Lord, Section Operations Specialist, presented a summary of results from the Region 3 Volunteer Skills Survey, which was sent to all identified Region 3 volunteers at the Section, Chapter, Student Branch and Region levels. Of the 743 volunteer positions currently in the Region, a total of 65 survey responses (8.7%) have been received so far. The initial data provided information related to the level of familiarity with organizational units, volunteer tools, and other IEEE resources.

b) Region Program at SoutheastCon 2023

Director-Elect Grigorian presented details of the Region Program at SoutheastCon 2023, which fits into an abbreviated timeframe due to Sections Congress 2023 to be held later this year. The conference Reception will occur on Friday night followed by the Area meetings and a WIE/YP Networking Event. There will be two tracks of training on Saturday: Track 1 - Section Foundations and Track 2 - Section Growth. The Awards Banquet will follow on Saturday night and the Region Meeting will occur on Sunday morning, as usual.

c) SoutheastCon 2023 Update

SoutheastCon 2023 Chair Joe Juisai provided an update on conference planning. The conference Local Organizing Committee is meeting weekly. The conference hotel bookings closed on March 20 and the hotel is sold out. The advanced registration totals currently sit at 494 on-site registrations and 59 virtual registrations. The original hotel block commitment was 650 nights and the final count was 685 nights. Logistics for the conference (AV, internet, power, sponsorships and payments, student volunteers, conference program, awards banquet program) are currently being finalized.

7) Review of Action Items from Last Meeting – An action item from the January meeting was to provide Joe Juisai with a list of possible conference sponsors. Wyman Williams sent this information so this item has been completed.

8) Old Business – none

9) New Business – none

10) The next ExCom meeting will be held on 22 May 2023 from 8:00-10:00pm EST by Webex.

11) The meeting was adjourned at 9:00pm.