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

https://ewh.ieee.org/reg/3/excom/meetings/2023-05/agendas.html

Attendees (* denotes ExCom voting member):

Theresa Brunasso*		Eric Grigorian*	x	Pat Donohoe*	x	Joe Pennisi *	x
Jill Gostin*	x	James Imanian*	x	Wyman Williams*	x	Raul Ortega *	x
Paul Kuban*		Patrick Kung*	x	Nelson Lourenco*		Sonya Dillard*	x
Eric Ackerman*	x	Kristin Bing*	x	Bill Ratcliff*	x	David Fillion*	
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	x	Warren Nicholson		Joe Juisai	x	Alessio Medda	x
Claude Pitts		Eric Cramer		Andrew Seely		Mark Torres	x
Allen Jones	x	Tamseel Syed	x	Elizabeth Hayes	x	Damith Wickramamayake	x
Steve Kemp		Don Wright		Jacquelyn Cunningham		Lee Stogner	x
Jiayi Lin		Mary Ellen Randall		Dave Conner		AJ Burke	x
Paul Belussi		Larry Adams		Raj Gurupur		Annette Burney	x
Grayson Randall		Bob Hobbs		Don Hill		Earl McDonald	
Matt Horrer		McCauley Osaisai	x	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	x	Will Goins	x
Dan Bishop		Erica Simmonds		Melody Richardson		Binesh Kumar	
Jeff Bevan		Chan Wong	x	Carlos Cabrera		Masood Ejaz	
Bruce Magruder	x	Arup Kumar Ghosh		Magreth Mushi		Regina Hannemann	
Jacob Kulangara	x						

Agenda:
1) Director Brunasso was traveling internationally so Director-Elect Grigorian 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 March 2023 ExCom Meeting and reports listed in the information agenda.
4) Officer Reports
   a) Director Report
      i) Director Brunasso submitted her report online prior to the meeting. She noted that the VIC Summit and Honors Ceremony in Atlanta was a huge success.
      ii) Director Brunasso and Director-Elect Grigorian have developed the agenda for the Region 3 meeting to be held at Sections Congress 2023 in Ottawa in August. Director Brunasso reminded Sections to notify Evelyn Licona and their Area Chair of their Section delegate to Sections Congress.
   b) Director-Elect Report
      Since SoutheastCon 2023 in April, Director-Elect Grigorian has met with Area Chairs, participated in the VIC Summit, attended Region 3 committee meetings [Strategic Operations and Support Committee (SOSC) and Finance Committee (FinCom)] and supported MGA in his role as Liaison to the Conference Publications Committee.

c) Secretary Report

Secretary Donohoe thanked everyone for submitting their ExCom meeting reports in a timely fashion. All ExCom meeting attendees had been identified prior to the start of the meeting so no meeting roll call was necessary.

d) Treasurer Report

Treasurer Pennisi presented details of the 2023 Region 3 budget and noted that finances are tracking as expected for the year. The Region 3 rebate has not yet been received but is expected soon. For SoutheastCon 2023, prepaying for hotel rooms resulted in a tax savings of over $3,200. To date, approximately two-thirds of the expected SoutheastCon expense reports have been submitted and paid. The target date to complete the processing of expense reports is 16 June 2023. Six travel subsidy checks were provided to student branches at the conference in Orlando. Chair Pennisi is working with Student Activities Committee (SAC) Chair Heyman to complete the remaining student travel subsidies. The 2022 Region 3 Audit is in progress. Treasurer Pennisi related details of an issue with duplicate payments for Concur expense reports. The issue has been resolved.

e) Past Director Report

Past Director Gostin noted there are links to recordings of the VIC Summit and the Honors Ceremony in her Past Director's report. The Region Nominations and Appointments Committee would like to hear from current ExCom members regarding their willingness to continue in their current role for 2024 along with any new positions they may be considering. A Region 3 Educational Activities webinar organized by EA Coordinator Damith Wikramanayake will be held on Thursday, May 25 at 7:00pm EDT. 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

There were no action agenda items.

6) Discussion Agenda

a) SoutheastCon 2023 Review

SoutheastCon 2023 Chair Joe Juisai provided a summary of the conference. Chair Juisai first thanked all Region 3 volunteers who helped with the conference. In addition to the conference debrief that was held in Orlando at the end of SoutheastCon, an operational debrief was held on April 20 and a report was submitted. A notice was received on May 9 that the conference papers had been published in IEEE Xplore. The Hilton bill was paid on May 15. A summary of the conference meals was provided relative to the guarantee counts and the actual counts. It is now projected that approximately $33k will be returned to both Region 3 and the Orlando Section. Next steps include executing the conference closeout, providing updates to the conference operations manual, and providing a hotel operations manual for future SoutheastCons.

b) SoutheastCon 2024 Update

SoutheastCon 2024 Chair Alessio Medda provided a conference planning update. Chair Medda provided a roster of the local planning committee along with planning details for the student hardware and software competitions. Planning activities of the conference technical committee were summarized. A hotel visit is planned for May 30 where the room setup will be reviewed, and the food menu/cost will be evaluated. Chair Medda discussed the conference budget. The conference bank account is active and the seed funding from Region 3 and the Atlanta Section has been received. Budget revisions will occur once new food cost data is received. The committee is working to get Concur set up to start logging expenses.

    c) Sections Congress 2023 Update

        Section Support Committee (SSC) Chair Kristin Bing provided details for Sections Congress 2023 to be held August 11-13 in Ottawa, CA at the Shaw Centre. The three conference tracks will be (1) Empowering Volunteer Engagement, (2) Enriching Member Experience and (3) Achieving Future Sustainability. There will be two session types including twenty-minute breakouts and five-minute Ignite Sessions. The overall conference schedule was provided including details for the Region 3 Committee meeting to be held on August 11 prior to the start of Sections Congress. The estimated cost to attend was presented along with details of the current status of primary delegates for the Region 3 Sections.

    d) Google Drive Storage Space

        SOSC Chair Dave Green presented an update on the issue of Google storage provided to IEEE volunteers, which has been 30 GB in the past and is scheduled to be reduced soon. The new storage level per volunteer was initially set at 2GB, but a limit of 5GB now appears to be the value. Improvements to the workspaces within Collabratec are being worked to address this issue. The implementation of the new Google storage limit is expected in August.

7) Review of Action Items from Last Meeting – No action items.

8) Old Business – none

9) New Business – none

    a) 2023 IEEE ComSoc School Series Atlanta

        Technical Activities Coordinator Tamseel Syed noted that the Atlanta Section and Communications Society is organizing the 2023 IEEE ComSoc School Series Atlanta meeting for students (21-23 September 2023). This meeting will focus on next generation cloud communications and is free to students (no registration fee). The registration deadline is June 30 and Sections are encouraged to promote the event to their students. Director-Elect Grigorian suggested that this event be included in the monthly meetings announcement sent out by the Member Communications Committee.

    b) Hosting SoutheastCon in Jamaica

        Jamaica Section Chair Christopher Udeagha expressed frustration regarding the negative responses from Region 3 relative to the possibility of hosting SoutheastCon in Jamaica. Excessive travel cost and lack of required hotel/meeting space have been cited as the primary reasons that hosting a SoutheastCon in Jamaica is currently not feasible. Chair Udeagha noted that the Jamaica Section is considering a new location. Director-Elect Grigorian encouraged Chair Udeagha to develop a new host proposal for submission to the Region 3 Conference Committee.

10) The next ExCom meeting will be held on 26 June 2023 from 8:00-10:00pm EST by Webex.

11) The meeting was adjourned at 9:14pm.