

IEEE Region 3 – Region Committee Meeting
Sections Congress 2023 – Ottawa, Canada
The Shaw Centre – Room 206
11 August 2023
9:00am - 4:00pm

Minutes

Attendees (voting member*):

Director – Theresa Brunasso*	x	Director Elect – Eric Grigorian*	x
Secretary – Pat Donohoe*	x	Treasurer – Joe Pennisi*	x
Past Director – Jill Gostin*	x	Area 1 – James Imanian*	x
Area 2 – Wyman Williams*		Area 3 – Raul Ortega*	x
Area 4 – Paul Kuban*	x	Area 5 – Patrick Kung*	x
Awards Chair – Nelson Lourenco*		Member Communications – Sonya Dillard*	x
Conference – Eric Ackerman*		Finance – Joe Pennisi*	x
Section Support – Kristin Bing*	x	Nominations and Appointments – Jill Gostin*	x
Operational Audit – Bill Ratcliff*		Professional Activities – David Fillion*	x
Strategic Operations and Support – Dave Green*	x	Student Activities – Bailey Heyman*	x
Alabama Section – Glenn Jones*	x	Atlanta Section – Allesio Medda*	x
Broward Section – Carolyn Gilchrist*	x	Canaveral Section – Macaulay Osaisai*	x
Central Georgia Section*		Central North Carolina Section – Jeff Jones*	x
Central Savannah River Section*		Central Tennessee Section – Howard Frederick*	x
Central Virginia Section*		Charlotte Section – Jim Conrad*	x
Chattanooga Section*		Coastal South Carolina Section*	
Columbia Section – Michael Birochak*	x	Daytona Section*	
East Tennessee Section – Jordan Johnson*	x	Eastern North Carolina Section – Bruce Magruder*	x
Evansville-Owensboro Section – Mike Weinzapfel*	x	Florida West Coast Section – Andy Seely*	x
Gainesville Section*		Hampton Roads Section – Demetris Geddis*	x
Huntsville Section – Will Goins*	x	Jacksonville Section – Butch Shadwell*	x
Jamaica Section – Christopher Udeagha*	x	Lexington Section – Jihye Bae*	x
Louisville Section – Don Hill*	x	Melbourne Section – Raul Ortega*	x
Memphis Section – Patrick McGinnis*	x	Miami Section – Osama Mohammed*	x
Mississippi Section – Rajeev Agrawal*	x	Mobile Section – Mohamed El-Sharkh*	x
Northwest Florida Section – Stephen Hopkins*	x	Orlando Section*	
Palm Beach Section*		Piedmont Section*	
Richmond Section – Allen Jones*	x	Savannah Section – Masoud Davari*	x
Tallahassee Section – Bruce Harvey*		Tri-Cities Section*	
Virginia Mountain Section*		Western North Carolina Section – Charles Lord*	x
Winston-Salem Section – David Griffith*	x	Haruna Gana	x
Robert Harris	x	Mark Torres	x
Xiaohe Wu	x	Ryan Bales	x
Evelyn Licon	x	Magreth Mushi	x
Melody Richardson	x	Varadraj Gurupur	x
Momin Quddus	x	Rabab Ward	x
Bryan Riley	x	Jennifer Franco	x
Sam Shue	x	Jacob Magnin	x
Pam Brewer	x		x

Agenda:

- 1) Director Brunasso called the Region 3 Meeting to order at 9:00am EDT.
- 2) The meeting agenda was approved followed by introductions of meeting attendees.
- 3) The minutes from the 16 April 2023 Region Committee Meeting were approved.
- 4) Director Brunasso made a presentation on leading volunteers. The presentation addressed the following questions: What is leadership?, How is leadership different for volunteers?, Why do people volunteer?, What do people want from their leaders at work?, What characteristics do good leaders possess?

- 5) Section Support Committee Chair Kristin Bing made a presentation on the IEEE Center for Leadership Excellence (CLE). As an example, the CLE resources for the position of Section Chair were presented including the recommended training modules. A detailed description of the 2023 Volunteer Leadership Training (VoLT) Program was provided, CLE training resources for conference positions were presented, and the Region 3 Wiki Knowledgebase was demonstrated.
- 6) Past Director Jill Gostin made a presentation on Planning for Sections Congress based on recommendations from the MGA Sections Congress Strategic Path Ad Hoc Committee. The committee focused on finances, expanded training opportunities, derived benefits, structure of the face-to-face congress or other delivery modes, coordination of Region meetings, and the recommendation process. Details of the future Section Congress events were presented.
- 7) Area 5 Chair Patrick Kung made a presentation on vTools Elections. The presentation focused on Section officer elections, vTools nominations and vTools elections. Key elements of section officer elections defined in the MGA Operations Manual were covered along with the MGA timeline for elections including the vTools nomination and petition process.
- 8) Atlanta Section Chair Alessio Medda made a presentation on Succession Planning. The importance of succession planning for Section officers was discussed along with keys to the successful recruitment of volunteers. These keys include the need for personal communication, teamwork, recruiting for smaller projects, the section support network, and a focus on the skillset of the prospective volunteer. The presentation concluded with details for the care and feeding of volunteers.
- 9) Director-Elect Eric Grigorian made a presentation on Hosting a SoutheastCon, beginning with details from the Region 3 Operations Manual. The benefits of hosting a SoutheastCon were summarized including member engagement, volunteer recruitment, leadership opportunities, providing visibility for IEEE, engaging other technical societies, increasing student membership, and providing revenue to the section. Some historical data on past SoutheastCons was also provided.
- 10) Secretary Pat Donohoe made a presentation on Engaging Student Branches. The parent-child relationship between sections and student branches was discussed along with the reasons students join IEEE, and the need for sections to be proactive. An analysis of student membership data shows that the overall Region 3 student membership has not rebounded from the pandemic. Techniques for initiating student branch engagement or revitalizing an inactive student branch were discussed.
- 11) Member Communications Committee Chair Sonya Dillard made a presentation on Outreach and Social Media. The IEEE Data Access and Use policy was reviewed along with the IEEE Centralized Tools to enable data users to leverage the centralized consent information (eNotice, vTools Events, List Validator, Member Validator, IEEE OU Analytics). Several scenarios were considered to demonstrate the proper use of IEEE data.
- 12) Melody Richardson from the Atlanta Section made a presentation on The Power of Having a Website. The importance of having a website was discussed (the public face of IEEE with 24/7 availability) as a platform for communication. The tools provided by IEEE (WebInABox) to simplify building a website were presented.
- 13) The candidates for IEEE-USA President-Elect (Tim Lee, Jim Look) made presentations and fielded questions from the attendees.
- 14) Past VP of MGA David Koehler made a presentation on MGA Bylaw Requirements. The structure of the MGA board was presented along with key MGA responsibilities supporting local units and volunteers. All Sections are required to operate in accordance with the IEEE Constitution, IEEE Bylaws, IEEE Policies, and the MGA Operations Manual. Details were presented on the future realignment of IEEE regions.
- 15) Treasurer Joe Pennisi made a presentation on Filing Expense Reports. The presentation included details on what expenses are allowed, how to access Concur, starting an expense report, adding

expenses to the report, and what happens after the report is submitted. Some tips and answers to common questions were provided.

- 16) Atlanta Chair Alessio Medda made a presentation on Starting and Growing Chapters focusing on the benefits to forming technical chapters and affinity groups. The steps to forming new chapters were discussed including (i) analysis of member data, (ii) gauging interest for the potential chapter formation and (iii) starting the petition. Tips for growing chapters were presented such as engaging chapter officers regularly, encouraging more chapter meetings with innovative ideas, allocating section funds for chapters, encouraging close cooperation with technical societies, and leveraging regional support.
- 17) Vera Sharoff and Aubrey Walter from IEEE MGA Information Management made a presentation on vTools Engage. vTools Engage, launched in December 2022, is an interactive relationship management solution that captures data for IEEE members and non-members. Details for utilizing vTools Engage were presented.
- 18) Strategic Operations and Support Committee Chair Dave Green made a presentation entitled Google Storage Update and Suggestions. The IEEE Email Alias service formed the basis for common credentialing of IEEE members in many apps and services. The Google storage cap is moving from 30 GB down to 5 GB on 30 August 2023. If over the limit, users will not be able to add files or send/receive email but will not have data deleted.
- 19) The five area chairs provided summary reports.
 - a) Area 1 – Two of nine sections are at risk of not meeting their meetings number goal. Two sections do not have a functioning ExCom and one section has a newly appointed ExCom.
 - b) Area 2 – The Savannah Section has been revitalized. The Atlanta Section formed an IEEE Sensors Council and a Robotics and Automation Society Chapter.
 - c) Area 3 – All sections but one have been highly active regarding the meetings number goal. The Area Chair has met with the one section regarding revitalization strategies.
 - d) Area 4 – All active sections have met the meetings number goal (one inactive section).
 - e) Area 5 – Two of eight sections have not met the meetings number goal.
- 20) Charlotte Section Chair Jim Conrad made a presentation entitled Micro-volunteering and the Region 3 Cookbook. Region 3 needs to utilize micro-volunteering to recruit more volunteers and section meeting planning seems to be a good way to achieve this. We propose updating the Region 3 Cookbook (recipe format) with more topics specific to holding a technical meeting.
- 21) Strategic Operations and Support Committee Chair Dave Green made a presentation on Collabratec. The major Collabratec modes were detailed (stream with network, communities, workspaces, mentoring, opportunities, member directory, linkage to other IEEE services, user guide). Some new Collabratec features for 2023 were noted including (i) help finding the directory of a file for which a link is available, (ii) new access control (restricted and read only), (iii) OU workspaces, (iv) default store – Google.
- 22) The meeting adjourned at approximately 3:45pm.