

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

<https://ewh.ieee.org/reg/3/excom/meetings/2023-10/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*	x	Sonya Dillard*	x
Eric Ackerman*		Kristin Bing*		Bill Ratcliff*		David Fillion*	x
Dave Green*	x	Bailey Heyman*	x	Devon Gayle	x	Sharlene Brown	x
Bill LaBelle		Evelyn Licon		Lucas Sweet	x	Stephen Hopkins	
Gregg Vaughn		Ebonee Walker		Hulya Kirkici		Charles Lord	x
Jim Conrad		Warren Nicholson		Joe Juisai		Alessio Medda	x
Claude Pitts		Eric Cramer		Andrew Seely	x	Mark Torres	x
Allen Jones	x	Tamseel Syed	x	Elizabeth Hayes		Damith Wickramamayake	x
Steve Kemp		Don Wright		Jacquelyn Cunningham		Lee Stogner	x
Jiayi Lin		Mary Ellen Randall		Dave Conner		AJ Burke	
Paul Belussi		Larry Adams		Raj Gurupur	x	Annette Burney	
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	x	Bob Bush	
David Griffith	x	Demetris Geddis		Allen Zheng		Jason Finn	
Stephen Morris		Dave Irons		Christopher Udeagha		Will Goins	x
Dan Bishop		Erica Simmonds		Melody Richardson	x	Binesh Kumar	x
Jeff Bevan		Chan Wong		Carlos Cabrera		Masood Ejaz	
Bruce Magruder		Arup Kumar Ghosh	x	Magreth Mushi		Regina Hannemann	
Jacob Kulangara	x	Daniel Diaz					

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 25 September 2023 ExCom Meeting and reports listed in the information agenda.
- 4) Officer Reports
  - a) Director Report
    - i) Director Brunasso participated in the MGA Mini-Series in Baltimore where she attended the IEEE.tv Committee and the Geographic Unit Operations Support Committee (GUOS) meetings.
    - ii) Director Brunasso continued her work on the Outreach Subcommittee of the IEEE Ad Hoc Committee to Coordinate IEEE's Response to Climate Change (CCIRCC).
    - iii) Director Brunasso will be in Pittsburgh at the end of this week to participate in a panel at the WIE forum with Past Director Gostin, President-Elect Kathleen Kramer, and Region 6 Director Hayashi and will attend the final IEEE Board Series of 2023 in November.
  - b) Director-Elect Report
 

Director-Elect Grigorian has been working with Area Chairs to follow-up with each Section to make sure they hold and report their meetings between now and the end of the year as Region 3 tries to meet a minimum of 5 meetings for each Section and Society. Additionally, the Area Chairs have been planning to work with each Section to plan for the upcoming

Section Elections and plan for a smooth leadership transition. Director-Elect Grigorian also noted several activities he has been supporting over the last month.

c) Secretary Report

Secretary Donohoe thanked everyone for submitting their ExCom meeting reports in a timely fashion. Reports received during the meeting will be posted to the meeting website after the meeting.

d) Treasurer Report

Treasurer Pennisi presented details of the 2023 Region 3 budget, noting that finances have moved into the red slightly but are tracking as expected for the year. All but three Concur reimbursements for SoutheastCon are complete, along with two who have not responded. Only one Student Branch travel subsidy check remains to be cashed. The student hardware competition prize money funding has been delivered to two of the winning schools and Treasurer Pennisi is working to the prize money to a third school. The overall expenses for Sections Congress should be well under the budgeted amount.

e) Past Director Report

Past Director Gostin continues to work with Director-Elect Grigorian to finalize the 2024-25 Region 3 leadership team. She congratulated Sonya Dillard on her election as 2024-25 Director-Elect and noted that she will have many qualified Past Directors to provide support in her new role.

5) Action Agenda

Approval of Region 3 DEI Statement

Director Brunasso reminded the ExCom of the diversity, equity and inclusion statement that was discussed during the Region meeting at Sections Congress in Ottawa. The statement was read to the ExCom and Director-Elect Grigorian moved that the statement be approved. If endorsed, the statement will be read at the beginning of each meeting. The motion passed.

6) Discussion Agenda

a) Review of the Proposed 2024 Region 3 Budget

Treasurer Pennisi provided a detailed summary for the proposed 2024 Region 3 budget. The 2024 budget includes a \$90K deficit compared to a \$164K deficit proposed in the 2023 budget. This follows the trend in previous years as the region spends into large surpluses from 2020 and 2021. The actual 2024 deficit is expected to be much lower than that of the proposed budget. The SoutheastCon surplus for 2024 is planned to be the same as 2023. The rebate and region assessment are also unchanged from 2023. The interest income is expected to remain favorable and is increased for 2024. On the expense side, the line item for the Atlanta Science Fair was eliminated since nothing was spent in 2023. The RSAC travel amount was increased due to additional expense expected in 2024. All Sections Congress expenses included in the 2023 budget are dropped from the 2024 budget. Expenses for SoutheastCon conference and travel costs have been increased for 2024. Travel expense in support of Region 3 Affinity groups was included in the 2024 budget. Small increases in the discretionary budgets for the Director-Elect and Past Director were also included. The proposed 2024 budget has been approved by the Region 3 FinCom, and a vote to approve the 2024 budget by the ExCom will be taken in November.

b) Sections Congress Finance Report

Treasurer Pennisi provided a summary of the current state of the 2023 Sections Congress overall budget of \$92.2K. The following expenses have been recorded: 28 of 37 Section Chairs (\$7.4K), 12 of 12 Region attendees (\$19.0K), and the Region meeting expense (\$8.3K). Fewer Region 3 guests and Past Directors attended Sections Congress than budgeted. The Region

attendee cost and the cost of the extra day for the Region meeting were also less than budgeted. The estimated total expense for the 2023 Sections Congress should be approximately 50% of the budgeted amount.

c) SoutheastCon 2024 Update

SoutheastCon 2024 Chair Alessio Medda provided an update on planning for the conference. The planning committee is looking into ways to enhance the level of corporate sponsorship for SoutheastCon. The rules for the Student Hardware Competition are finalized and posted on the conference website. The Student Activities Committee is working on the Software Competition (hackathon) and the Circuit Design Competition. The conference hotel has provided the first round of food options which will be reviewed and negotiated as necessary. Higher food prices may result in higher registration costs for attendees. Four tutorials are currently planned for SoutheastCon 2024 and this number is expected to increase.

d) Awards and Recognition Committee Update

Awards and Recognition Committee Interim Chair Nelson Lourenco provided an update on the activities of the committee. Chair Lourenco provided information on the committee membership, the importance of awards, the responsibilities of the committee, and the committee goals. Detailed information on all Region 3 awards and the nomination process was also provided.

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

8) Old Business – none

9) New Business – none

10) The next ExCom meeting will be held on 22 January 2024 from 8:00-10:00pm EST by Webex.

11) The meeting was adjourned at 9:13pm.