

SECTION REPORT

Central TN Section



Date: 04/22/24
Prepared By: Mike Puckett, Chair

Issues requiring action by the Region 3 Committee or ExCom:

1. The \$1,000 limit on the Section's bank card is too low and adds additional burden when paying for catering for our typical meetings. Please see info below:
 - a. The lunch catering for our meetings is often over the \$1,000 limit. The treasurer places the order one or two days before the meeting. If the amount is over \$1,000, he must place the order but hold it so he can send a preliminary receipt to the concentrated bank card services and request a temporary credit increase. He receives confirmation by email. Then he places the order but the credit card usually gets declined. Then he repeats the process by starting with another request to increase the limit. Often, to avoid the hassles and delays he uses his personal card and then submits for reimbursement through Concur.
 - b. I reached out to Robin Madden (Strategic Sourcing Manager) who responds to emails sent to cbcard@ieee.org and requested a permanent limit increase to \$2,000 and explained why.
 - c. She forwarded my request to Lori Keller (Sr. Director of Business Finance Solutions). Lori said "The only increase I can provide approval for is if you have a specific expense that needs to be paid and for a temporary time period. All CB cards are limited to \$1000 because expenses over that amount should be paid from an invoice through the NextGen system. If you would like to send me information for a specific expense and time frame, we can check the CB account for available funds and provide a temporary increase."
 - d. We have been ordering food from Firehouse Subs and Panera and not being able to order the food sooner due to solidifying the headcount, we cannot get an invoice and then go through the process of having it paid through the NextGen system. I could understand going the invoice route for something like paying the venue, a speaker, or catering for a large event where we cutoff registration earlier but not for our typical meetings.
 - e. The Section currently has about \$41,000 in the bank account and \$33,000 in the investment account. I don't know why we have to be so restricted on the bank card.
 - f. Is there anything the Region can do to help with this?

Successes/Opportunities for Engaging Members, Volunteers, Non-members, Public:

1. Had a successful professional activities workshop in April.
2. We have a full slate of technical meetings for the remaining part of this year and into 2025.
3. Continuing to work on upgrading/updating the Section website to be more useful to members and volunteers.
4. Working on implementing a cloud solution for sharing documents among the Section volunteers.

Notable Section Activities (Positive/Negative):

1. Finally, we have enough volunteers to hold an election for officers. I will run again for Chair and will have new volunteers for secretary and treasurer positions to give the past officers a break. For now, the vice chair position will be open.

Notable Challenges:

Bankcard limit as noted above.