



Professional Development Activities: 2010 Report Update

Carole C. Carey, Coordinator
Region 2 Meeting (Virtual)
30 September 2010





Professional Development project ideas and examples

<http://ieeusa.org/volunteers/pace/projects/default.asp>

- Career enhancement
 - Employee Assistance
 - Government Relations
 - Professional Development Seminars
 - (formerly M-PACs)
 - Steps to plan a PDS
- <http://ieeusa.org/volunteers/pace/mpac.asp>
- Precollege Education
 - Student Professional Awareness Conferences (S-PACs)
 - Technical Policy

20 Sections in Region 2

1. Akron
2. Baltimore
3. Central PA
4. Cincinnati
5. Cleveland
6. Columbus
7. Dayton
8. Delaware Bay
9. Erie
10. Johnstown
11. Lehigh Valley
12. Lima
13. Northern VA
14. Philadelphia
15. Pittsburgh
16. Southern NJ
17. Susquehanna
18. Washington
19. West Virginia
20. Youngstown

Great attendance!!

Members and GOLD

2010 Annual Meeting (March 4-7, Nashville)

- Baltimore *
- Baltimore PES Chapter *
- Cleveland
- Columbus
- Dayton
- Delaware *
- Lehigh Valley
- Lima
- NoVA
- Philadelphia *
- Pittsburgh
- SoNJ
- Washington DC *
- West Virginia

* These Sections also
sent GOLD reps

IEEE-USA Funds to Support Region 2 Projects and Travel

Funds previously transferred to R2

- \$5,040 for IEEE-USA Annual Meeting
- \$4,000 Special funding for GOLD travel

2009 PDS Final Report has been accepted

- \$11,580.60

TOTAL: \$20,620.60

- 2010 allocation was initially \$11,628.13
However, only \$11,580.60 was transferred to R2 concentration banking.

According to IEEE-USA, it was \$47.53 less because it was not spent the previous year.

2010 Budget: Level of support available

2010 allocation

- PACE projects
 - \$11,628.13
- Travel to IEEE-USA Annual Meeting
 - \$5133.43
- Special travel funding for 3 GOLD members
 - \$1950

TOTAL: \$18,711.56

2010 Actual Funds Received

- Reserved for PACE projects
 - \$11,580.60
- Travel to IEEE-USA Annual Meeting
 - \$5133.43 - spent
- Special travel funding for 3 GOLD members
 - \$1950 - spent

TOTAL: \$18,663.43



How to Request for Funding and Final Report Requirement

- Who can apply? Section / Society (Chapter)
 - a Project Manager initiates the application process

- Two FORMS available on-line
 1. **Project Funding Request Form**
 2. **Final Project Report Form** (required before monies can be disbursed)
- <http://ieeusa.org/volunteers/pace/funding.asp>



FAQ #1

1. How do I start and request for Professional Development ("PACE") funds?

Answer: Project funding request forms are available on-line at IEEE-USA PACE website.

<http://ieeusa.org/volunteers/pace/funding.asp>

- **TIP:** Answer all questions. Attaching a copy of draft agenda or other material to support the request would be very helpful.



FAQ #2

2. Do I need concurrence from my Section?

Answer: YES.

1) Discuss plans and proposed event with your Section PACE chair (if there is one). Get concurrence from your Section Chair

2) Obtain signatures (see 1) above).

- **TIP:** Scan (in PDF) and send to R2 Coordinator c.carey@ieee.org. Copy your Section officers (Pace Chair and Section Chair at a minimum. Do not forget your Section Treasurer.



FAQ #3 and #4

3. Why do I need Section Chair's signature?

Answer: **Section Chair approval is required** for the request to move forward.

4. Why do I need to inform the Section Treasurer?

Answer: Funding is shared between the Section and R2 IEEE-USA funds.

The Treasurer keeps track of the financial status (receipts and expenditures) of the Section.

- **TIP:** Be sure to include the complete mailing address of your Treasurer in the request for funding application form.



FAQ #5

5. Who else at the Region level should I copy when I send the request to R2 Coordinator?

Answer: You may also copy R2 Director, who has the final approval decision.

- TIP: We strongly advise that you copy R2 Treasurer, Bill Semancik, wsemancik54@comcast.net and Assistant Treasurer, Vil Arafiles, v.arafiles@gmail.com



2010 projects?

- Funds are still available.
Submit by October 15, 2010.
- Thereafter, we will review all the projects requests and allocate the funds among the sections.
- After October 15, 2010, you can still submit projects. It will be “first come, first serve” as long as funds still remain.



Who to contact for inquiries

- To request 2010 project funding, send completed forms to Carole C. Carey, PACE Coordinator
 - c.carey@ieee.org
- To request Section's due allowable reimbursement monies for member attendance to annual meeting travel funds, or approved projects, contact Treasurer Bill Semancik and Assistant Treasurer, Vil Arafiles
 - wsemancik54@comcast.net
 - v.arafiles@gmail.com

Please copy all appropriate Section and Region individuals in your correspondences, so we are all in the same page.