

Minutes  
IEEE Region 2 Winter 2014 Meeting  
Galloway, NJ  
21-22 Feb 2014

1. Opening Remarks & Introductions- Parviz Famouri called the meeting to order at 1230, the attendees introduced themselves, where they are from, their IEEE position and affiliation, their daytime job and their goals for 2014. A total of 47 [attended](#) including IEEE leadership, staff and candidates for President Elect IEEE-USA and President Elect IEEE.
2. Director Report – Parviz Famouri gave the [presentation](#). Agenda was proposed and approved by attendees. He gave an overview of the organization structure of IEEE and gave the vision of IEEE. He showed the membership is growing worldwide with >50% outside US. He also discussed the challenges that come along with that shift (language, internet access, etc.). He explained that over 450K attendees are coming to IEEE conferences worldwide. He encouraged the transition to the IEEE Web hosting solutions so that we could move to mobile updates, which would make managing websites easier and more dynamic. He said we will continue looking at surveys as ways to improve member satisfaction. First year membership retention incentives and arrearage renewal incentives were discussed. He showed the Global membership portal and discussed the transition of GOLD to Young Professionals. He explained he is contributing to 3 IEEE boards as part of his director duties. His R2 goals are to join with 5,6, 8 and 10 to develop a volunteer training curriculum and a deep dive into the reasons why the R2 membership is declining. His goal of this meeting is to showcase R2 section to see what we are doing and get some constructive dialogue going with them on improvements, SC2014 and R2 director candidate selection.
3. Approval of [appointments](#) –Felicia Harlow presented the appointments to the committee, which were approved.
4. Approval of minutes of April 2013 meeting – The [Minutes](#) were approved
5. Director Elect Report – Tim Kurzweg gave the [presentation](#). He thanked the presenters from the morning training session. He thanked Anna for awards work. He brought up the CLE resources for leadership training and said we should use what's out there already. His goals: Improve engagement, participation, involvement of members. Use what works...One such effort is the volunteer DB

setup by Phil section (Gonski). Increase volunteer numbers. IEEE-HKN: His goal is to integrate into the IEEE Region honor society. Develop philosophy of integrating EPICS into Region. Attract more students, especially grad students. One proposal is to let them run a section meeting one month. The objective of Metro Area Workshops is to help practicing folks update skills on emerging tech areas. The pilot has been funded for 2014. Contact Tim if interested. Identify volunteers and build R2 teams.

6. Past Director Report – Ralph Ford gave the [presentation](#). He discussed the goal of candidate elections and told folks to look at the bios. He went into MGA discussion. Membership dues make up 30-35% of revenue. He discussed the core values set forth from 2007 leadership. He explained importance of MGA board and its impact on member interests at section level. IEEE has greater growth than other professional societies. Total membership numbers were discussed as well as growth and decline in the different levels. We are 6<sup>th</sup> largest region but our numbers are down, against the trend of worldwide membership. Benchmarking other organizations...what are their challenges: meeting member needs, attracting young members, perception of association/culture, weak products/offers, student conversion to full membership. He said the member-get-a-member incentives are working and thus we should expand/continue them. We should accentuate uniqueness. 65% OF MEMBERS join IEEE because of friend referrals. If we improve satisfaction, we can increase this. He touched on our communication and presentation abilities and methods that can be used to retain and engage the new members. Volunteers express greatest satisfaction with membership. He discussed where MGA should focus their efforts going forward and the 2014 MGA priority projects. He also discussed: WIE conference, Resume lab tool, Young Professionals, etc. A question was asked about the MAW curriculum development. The funding was approved late so the committee is still working this issue and will help sections with content, funding going forward.
7. Treasurers Report –Gerry Christman gave the presentation. Region passed its last audit. He gave state of finances. Reflects that we have done set asides for SC2014 and this good planning will help fund that. Parviz mentioned that SAC is very important and that's why it is a significant part of our budget. R2 is looking for additional fundraising sources, to reduce burden on region, which is working well. The area chair meeting allocation was increased so 2 meetings could take place this year (before and after sections congress). Parviz also stated small sections could approach the region if they have a good idea and need financial support. They discussed allocation of Sections congress funding and who will be

fully funded (20 section chair or delegate, director, director-elect) and who would be partially funded (committee members)

8. SC2014: Joe Kalasky gave the [presentation](#). His talk was sections congress attendance motivation. He also gave updates results of previous sections congress. Parviz explained that all section chairs, director and director elect would be fully funded to attend, while R2 committee members would be funded for airfare and registration only. Murty Polavarapu also gave a [presentation](#) with SC2014 logistic details.
9. John Golzy did SAC [presentation](#). The 2014 SAC coordinators meeting will be May 2-4 2014 in Philadelphia and the 2014 SAC will be held at Rowan University from 4-6 April 2014. Suggestions for 2015 should go to [golzy@ieee.org](mailto:golzy@ieee.org). He discussed his goals of 2015 and last 2 years SAC summary. History is located on R2 website. He wants to make sure he contacts every school for possible participation. He also stated that section chairs needs to communicate to all students who wish to participate at SAC conferences will need to provide their social security number to the SAC committee at the time of registration. Instructions how to do this will follow.
10. Membership Development: Adrienne Hahn and Bob Brooks gave the presentations ([Hahn](#) and [Brooks](#)). Adrienne said in spite of declines, higher grade renewal is very high. She discussed MD strategies such as email tracking advertising, and peer-to-peer methods. Good recruitment places are MAWs and society conferences. She also discussed corporate partnerships to promote renewals. Today was the renewal deadline for deactivation. Run a list in SAMIEEE to see if you can get them to renew. Reach out to new members to welcome and encourage them to upgrade to senior member. Member-get-a-member program is still going but rewards drop off at the ½ year renewal. Get students involved! Bob presented some additional information. He explained that the MD chair is the section chair if none exists and encouraged the senior membership drives.
11. Area Report East – [Presented](#) by Robert Lawson. He highlighted the changes and accomplishments of his sections for 2013
12. Area Report West – [Presented](#) by Barbara Frantom. She highlighted previous years' activities, concerns from her sections and upcoming events. Chief concerns among all sections are recruiting volunteers and getting attendees for

technical events. Columbus concerns on integration of vtools and website was directly addressed by the move to wordpress hosting.

13. IEEE-USA President-Elect Candidates Presentations – Keith D. Grzelak gave the first presentation. Peter Eckstein gave the second presentation. Questions were presented from group to both members.
14. Area Report South – [Presented](#) by Carole Carey. Carole discussed the challenges addressed by their sections: Outreach, Member Engagement training, mentoring volunteers, infrastructure and recognition. They determined locally that recognition is nice even if the token is small. The chairs of her sections spoke about their accomplishments, upcoming plans and challenges faced. NoVa does joint officer training workshop.
15. Area Report Central – [Presented](#) by Joe Kalasky and his section chairs.
16. Region Vitality – [Presented](#) by Murty Polavarapu. Murty started out by asking about the represented sections at the meeting, which was 14 out of 20. He also asked if people knew what the region vitality position was and how to measure it. He also asked about which sections are not using vtools. He recommended all meetings use it because it makes it easier for reporting and integrating with the websites. Most reports are being submitted at the end of the year, which makes it hard to measure vitality during the year. He encouraged people to check out the new region vitality dashboard.
17. Budget approval – Sections Congress: A motion was made that sections should have their primary delegate purchase an airline ticket and send a receipt and expense report for that to the region 2 secretary NLT March 30. This would ensure that the region will know who is attending and the airline ticket prices are still within a reasonable range. The region will also send an email with a list of eligible members for R2 funding. The motion to have section chairs and R2 committee to commit to go by March 30 was seconded and passed. A motion was made to approve version 5 of the R2 Budget. The motion was seconded and passed. Gerry Christman reminded attendees to use the 2014 version of expense report for this meeting.
18. Awards report – Anna Romaniuk gave the [presentation](#). She wants to update the R2 awards portal on the website. She also wants to get more input from sections on their local awards. She gave list of awards and eligibility guidelines and submission info. She encouraged people to reach out to her. Parviz wants

her to form an ad-hoc committee to make R2 meeting with nominations that region can then forward the R2 winner for the IEEE-USA level awards

19. PACE- Emilio Salguiero gave the [presentation](#). There was discussion about the PACE submissions for chapter versus section. It was explained that all PACE requests go through Emilio who will coordinate with other entities who may need to be involved. This includes matching chapter funding support, which will go through Murty.
20. Employment & Career Activities – [Presented](#) by Holly Cyrus. She talked about how members need to keep engaged especially if they become unemployed. There is much help to be had from networking. She stressed the MAWs for their support for mid-career folks. She also discussed resume writing support she can provide.
21. K-12 STEM (formerly Precollege) and S-PAC– Joe Burns gave the presentations ([K-12 STEM](#) and [S-PAC](#)). He explained we had 19 events, which was #1 in IEEE worldwide. In 2014 we've already had 4. We have approximately 45 active student branches out of 80 universities. K-12 STEM needs to be updated on website from "Pre College" because STEM is more widely recognized. ACTION ITEMS for sections: Please report metrics on these activities to Joe Burns. This impacts funding. Please respond when he asks for feedback.
22. Young Professional (previously GOLD) - Richard Ravenell made the [presentation](#). He discussed the transition to YP name and the activities of the R2 affinity groups. Ralph Ford suggested we encourage involvement and Parviz echoed sections appoint a YP coordinator in sections.
23. Tech Policy- Barry Tilton gave the [presentation](#). He explained we have a high concentration of federal government and are greatly affected by government legislation. He also discussed ITAR restrictions and how they are outdated. He explained that sequestration hit our region very hard. R&D budgets have been greatly impacted. He also touched on the H-1 Visas issue.
24. WIE – Kate Duncan gave the [presentation](#). She discussed her role as R2 coordinator. She is working with sections to try and get affinity groups activated. She has already gotten one activated last year.

25. Conferences Report – Bob Rassa gave the [presentation](#). He gave an IEEE conference statistics report and presented an opportunity for a Systems Engineering conference.
26. Chapter Coordination – Mike Cardinale gave the [presentation](#).
27. Continuing Education – Doug Tipton had a [presentation](#). He talked about ROMP and Distinguished Lecturer program speakers. He says it is better organized than it used to be and he displayed the number in each society and how many are in R2. Usually the society will pay for travel if you have an active chapter and section pays for local expenses. He also gave a list of IEEE CE programs and certifications. Parviz said that sections should seek help from R2 for getting CEU certification for technical meetings.
28. SAMIEEE – Ralph Sprang gave the [presentation](#). He said sections can email him to do searches they can't or don't know how to do. There is also a tutorial in the slides.
29. Discussions & Action Items
30. Region 2 Director Elect Selection - Ralph gave the [presentation](#) on the process and led the discussion. Parviz explained the candidate selection process. Ralph explained who votes, how nominees were chosen (the committee considered 12-15 candidates and ultimately submitted 3 for consideration) and the rules for tie-breakers. Motion was made and passed to approve the voting process as explained in Ralph's presentation. Ralph also suggested we put the process in by-laws. That was tabled for by-law discussion after the selection. Motion was made and passed to put forward 2 candidates. Gerry Christman was also nominated and accepted. The voting process was conducted with all the candidates making a 5 minute presentation. The voting resulted in the final selection of 2 candidates: Carole Carey and Katherine Duncan
31. Action Items:
  - a. SC2014 - Sections to send recommendations to Joe asap and send proposed delegate selection to R2 secretary.
  - b. Sections are to send a list of active student school chapters to John Golzy.
  - c. Also, please send forth 2 or 3 industries which have been generous to your sections for consideration as SAC sponsors.
32. The meeting adjourned at 1205

