**IEEE UAE Section ExCom Meeting Minutes**

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| **Date & Time** | 6th of February 2017 @ 5:30 PM |
| **Location** | Al Ain University, Abu Dhabi |
| **Attendees** | * Essa Basaeed * Mohammed Alzaabi (skype) * Adeel Sultan (skype) * Wathiq Mansour (skype) * Nazih Khaddaj Mallat * Fatma Taher * Mohammed Ayoub (skype) * Ahmed Dabbagh (skype) * Boutheina Tlili (skype) |
| **Duration** | 01:15 |
| **Number of Discussed Motions** | 12 |

1. IEEE UAE Ambassador Programme
2. IEEE UAE Retail Discounts Programme
3. IEEE UAE Partnership Programme
4. Establishing SoE/IEEE Joint Medal of Excellence Award
5. Nominees for Region 8 Awards
6. Certificate/Plaque for IEEE Student Branches
7. Awarding the member with the best suggestion
8. MoU with Arab Robotics Association - Office UAE
9. Newsletter
10. Partnership with MetaTechnology to run the website
11. SAC Chair Nomination

Plaques for IEEE workshop

1. **IEEE UAE Ambassador Programme**

**Background:**IEEE UAE Ambassadors will be responsible to advocate IEEE within their communities.

**Motion:** to approve the formation of IEEE UAE Ambassador Programme. An ambassador will be responsible to advocate IEEE within his/her community. Membership development officer will select and appoint the ambassadors. An ambassador is to be selected for each community. Upon selection, official virtual certificate will be issued to the selected ambassadors. The commitment is for 2017 as a trial.

**Action:** the membership development officer to follow-up.

**Passed**

**2. IEEE UAE Retail Discounts Programme**

**Background:** Increase the benefits to IEEE UAE Members. Companies will be approached to offer discounts to members upon the display of membership card. The list will be published on the section website and sent to members through email.

**Motion:** To approve the formation of **IEEE UAE Retail Discounts Programme**.

**Action:** Section PR to approach companies to join the programme.

**Passed**

**3. IEEE UAE Partnership Programme**

**Background:** Relying solely on volunteers create problem with handover, unplanned resignations, etc. It is better to run section operations (e.g., accounting, publications, event management, website management) through partnerships with established companies in exchange for free advertisements in website and newsletters. Volunteers will liaison with these companies.

**Motion:** To approve the formation of **IEEE UAE Partnership Programme**.

**Action:** Section PR to approach companies to join the programme.

**Passed**

**4. Establishing SoE/IEEE Joint Medal of Excellence**

**Background**: the section (& maybe the country) has no medal to award those with significant contributions to technology fields in the country. This medal is to reorganize such contributions where each year a recipient is selected.

**Motion**: To establish the SoE/IEEE Joint Medal of Excellence. To authorize section chair to nominate the board that will set the criteria, set the procedure, and award the medal. The first medal is to be awarded in Dec. 2018. To authorize section chair to change it to IEEE Medal of Excellence, if necessary.

**Action**: section chair to follow up with SoE-UAE.

**Passed**

**5. Nominees for Region 8 Awards**

**Background**: this is an opportunity to recognize our volunteers at regional level.

**Motion**: to nominate Prof Hussain AlAhmad for volunteer award, Dr Tlili for WIE Volunteer Award, Eng. Mohd Ayoub for YP Award, MTT Chapter for Chapter of the Year Award.

**Action**: Section secretary to send the nominations on behalf of the section.

**Passed**

**6. Certificate/Plaque for IEEE Student Branches**

**Background**: It was suggested to consider issuing a certificate or plaque for IEEE student branch in the UAE that certifies that there is an IEEE student branch in the respective university and stating the establishment date.

**Motion**: To issue a plaque for IEEE student branches upon request and to allocate 5000 AED.

**Action**:

**Passed**.

**7. Awarding the member with the best suggestion**

**Background:** the award aims to encourage members to submit their ideas to the section. Adeel, Essa Al-Suwaidi, and Balqees have been assigned to discuss the mechanism to form this award.

**The main motion:** To award the member with the best suggestion in the AGM.

**Action:** Member happiness officer to receive suggestions and select the best one as part of the happiness meter survey. Then to report it to the section committee.

**Postponed to the next meeting.**

**8. MoU with Arab Robotics Association - Office UAE**

**Background:** The Arab Robotics Association aims at promoting the field of robotics in the arab region. ARA organizes conferences, competitions, and other events in the robotics field. Signing an MoU with the association is recommended. The MoU has been submitted.

**Motion:** to approve the MoU.

**Action:** section secretary to finalize the agreement.

**Passed**

**9. Newsletter**

**Background:** the newsletter is for Dec 2016 and has not been published yet due to many comments of news reporters.

**Motion** to publish the newsletter as it is on the section website and to update it as required

**Action:** Secretary to place the newsletter on the website

**Passed**

**10. Partnership with MetaTechnology to run the website**

**Background**: MetaTechnology has agreed to take care of the website under the IEEE UAE Partnership Program.

**Motion**: to approve MetaTechnology as IEEE UAE Website Partner and to appoint the CEO as the webmaster

**Action**: Secretary to report the webmaster and Chair to inform the CEO of ExCom decision

**Passed**

**11. SAC Chair Nomination**

**Background**: based on the decision by IEEE UAE section to run election for SAC chair, Dr. Wathiq is the only one who has nominated himself for this position.

**Motion**: to approve Dr. Wathiq as SAC chair

**Action**: Secretary to notify Dr. Wathiq regarding this approval.

**Passed**

**12. Plaques for IEEE workshop**

**Motion**: to provide plaques for the speaker and organizer.

**Action**: Treasurer to allocate AED 400 for the plaques.

**Passed**