**IEEE UAE Section ExCom Meeting Minutes**

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| **Date & Time** | 8th of March 2017 @ 5:20 PM |
| **Location** | RIT - Dubai |
| **Attendees** | * Essa Basaeed * Mohammed Alzaabi * Adeel Sultan (video call) * Wathiq Mansour * Fatma Taher * Mouza Alshemaili (video call) * Hend Altair (video call) * Boutheina Tlili * Hussain Al Ahmed * Reyadh Al Khazali * Khalifa Alhosani |
| **Duration** | 01:00 |
| **Number of Discussed Motions** | 14 |

**The following have been given voting power:**

Nomination Committee: Prof. Hussain

Membership activities: Dr. Boutheina

Technical committee: Dr. Reyadh

1. Appointment of interim chapter chairs (consent agenda)
2. Sister section agreement with IEEE Kerala Section
3. Detailed MoU Approvals
4. IEEE UAE distinguished speaker program
5. #1 Section in membership benefits
6. Hosting IEEE UAE Office
7. MoU with RIT
8. MoU with Dubai Tourism
9. Hosting region 8 meeting
10. Hosting section congress
11. Appointed members (Recommendations of nominations committee) - (Prof Hussain)
12. IEEE seminar on IoT (Dr Sami)
13. Technical Sponsorship of ITT and ICTUS
14. **Appointment of interim chapter chairs**

**Background:** Since the term of chapter chairs has been extended to three years (as an exception), some of the chapter chairs were not active or not interested in continuing in their positions. Therefore, the section chair (considering the situation as urgent) can appoint chapter chairs without the consent of the nomination committee.

**Motion:** to appoint the following as chapter chairs: Dr Sami (SP/Comm), Eng Essa AlSuwaidi (RA), Dr Khalifa AlHosani (PElect/Ctrl), Dr Hasan AlNashash (EMB), Dr Mouza (Comp), Dr Bashar (P&E), Dr Reyad (CAS), Dr Nazih (MTT/IMS), Dr Lutfi AlBasha (SSC), Prof. Hussain AlAhmad (Edu), and Eng. Meera AlShamsi (GRS).

**Action:** Chapter chairs to appoint their committee members.

1. **Sister section agreement with IEEE Kerala Section**

**Background:** IEEE Kerala Section is an active section in India and is maintaining a large number of members. It is recommended to establish an agreement with Kerala Section to exchange knowledge and experience.

**Motion:** To Sign an MoU with IEEE Kerala Section as a sister section.

**Action:** Secretary to follow up with signing the agreement with both parties.

**Passed**

1. **Detailed MoU/Partnership/Retail Discounts Approvals**

**Background:** MoUs and other agreements are currently approved by the section committee. However, since some of these agreements extend beyond the term of current officers, these agreements requires long-term commitment. The committee that oversees long-term commitment is the strategy committee.

**Motion:** to authorize the strategy committee to approve the detailed MoUs/Partnership/Retail Discountsafter being initially approved by the section committee.

**Action:** Secretary to forward agreements and follow-up with strategy committee

**Passed**

1. **IEEE UAE distinguished speaker program**

**Background:** IEEE UAE Section should be a source for technical expertise in the country. However, we do not have such information available. This program will build such a database and will allow easy planning for technical seminars in the section

**Motion:** to approve the IEEE UAE distinguished speaker program giving that a post-screening is to be done while choosing the lecturer.

**Action:** Section chair to send an email to all members asking for their biography and suggested list of seminar topics. Once done, to forward the list to all technical chapter chairs.

**Passed**.

1. **#1 Section in membership benefits**

**Background:** In its pursuit to be the #1 section worldwide in terms of membership benefits, the section challenges itself to exceed any benefit offered by any other IEEE section in the world. This would allow crowd-sourcing of the ideas from all members and engage them further in section activities. This is in exchange of members renewing their memberships and recruiting another member. As such, membership numbers should double this year.

**Motion:** to approve the initiative “#1 Section in membership benefits”

**Action:** All volunteers to commit to the initiative. Section chair to send an email to all members informing them about the initiative.

**Passed**

1. **Hosting IEEE UAE Office**

**Background:** IEEE UAE Section has currently no permanent physical address. This complicates section operations requiring constant update of addresses and telephone numbers etc. as section chair changes. In addition, there is no place to keep section trophies, poster, promotional materials. Having an office in one of the universities will resolve these issues.

**Motion:** to host IEEE UAE Section office at University of Dubai.

**Action:** Section chair to work with UoD officials to reach an official agreement.

**Passed**

1. **MoU with RIT**

**Background:** RIT is one of the leading universities in IEEE UAE Section. It wants to offer special discounts to IEEE UAE members on tuition fees

**Motion:** to initially approve the MoU, forward to the strategy committee, and authorize it to take a final decision.

**Action:** Section secretary to forward and follow-up with the strategy committee.

**Passed**

1. **MoU with Dubai Tourism**

**Background:** Dubai Tourism is keen to establish collaboration and sponsorship of different events with IEEE UAE Section. They organize events and conferences in different fields. Therefore, it is recommended to establish an agreement with Dubai

**Motion:** to initially approve the MoU, forward to the strategy committee, and authorize it to take a final decision.

**Action:** Section secretary to forward and follow-up with the strategy committee.

**Passed**

1. **Hosting region 8 meeting**

**Background:** One of the major administrative meetings in the region is the region 8 meeting. There are two meetings in a year. One in March and the other one in October. The event attracts around 200 volunteers from all sections of region 8. The local section helps in organizing the event but only funds the social dinner.

**Motion:** to host the region 8 meeting in March 2018 and to allocate a total of 50,000 AED towards the expenses of the event. To authorize the section chair to appoint the organizing committee.

**Action:** Section chair to follow-up.

**Rejected**

1. **Hosting Section Congress 2023**

**Background:** One of the major administrative meetings worldwide is the section congress. It happens once every three years. There is one in Aug. 2017, followed by 2020 and 2023. Since 2020 is a very busy year for the section and the country, it is suggested to host the event in 2023.

**Motion:** to host the section congress in August 2023. To authorize the section chair to appoint the bidding committee.

**Action:** Section chair to follow-up.

**Passed**

1. **Appointed members (Recommendations of nominations committee)**

**Background:** Appointing members of the section committee. The list provided by the nomination committee is as follows:

1- Membership development Adeel Sultan

2- Professional activities Mahesh Nair

3- Conference Coordination Piyush Maheshwari

4- Educational Activities Vishwesh Laxmikant

5- Industry relation Bushra Alblushi

6- Social Networks Soha Jawabreh

7- Teacher In Service Husam Al Hamadi

**Motion:** to approve the list of the nominated committee.

**Action:** secretary to officially report the newly assigned members.

**Passed**

1. **IEEE seminar on IoT**

**Background:** Dr. Fawzi Behmann is invited to give a seminar on IoT under the Distinguished Lecturer Program.

**Motion:** to approve $1350 for conducting two seminars.

**Action:** the treasurer is to assign the requested amount.

**Passed**

1. **Technical Sponsorship of ITT and ICTUS**

**Background:** Two conferences are requesting a technical sponsorship of IEEE UAE:

* The Fourth HCT Information Technology Trends (ITT): the focus of the conference is “Innovative Technologies for Smart Learning”. It will be held in HCT-Alain Women’s college on 24-25 October 2017. The request
* International Conference on Infocom Technologies and Unmanned Systems (ICTUS)**:** the conference is organized by Amity University - Dubai and focuses on information technology, telecommunication, networking technologies, unmanned systems, and aerospace technology. It will be held on 18-20 December 2017.

Both requests are under review by the technical activities and conferences chair.

**Motion:** to accept the sponsorship of ITT and ICTUS based on the recommendation of the technical activities and conferences chair.

**Action:** Secretary to follow up.

**Passed**

**Hosting the Student day**

**Motion**: the student day is to be organized by university of Dubai in 2018 and by AURAK in 2019 (subject to a letter from them).

**Action:** Dr. Wathiq to follow up

**Passed**