

**Friday January 29, 2016 (Region 6 OpCom Meeting Day)**

AI is an action item

**AM1**

9:00 AM Call to Order

- Introduction to the agenda.
  - We need a sign in sheet. Someone will start it.
    - Upkar suggestion: use vTools to sign in

Tom's opening talk on the agenda

**First: Region 6 OU Financial Reports**

- For section financial reports there is a 10% bonus if reports in by Feb 19, hard deadline March 15
- Training on treasurer and Netsuite on CLE
- PLEASE use concentration banking
- We are all non-profit 501C3
- We are all part of IEEE
- Guidelines for asset and expense controls
- Expense reports:
  - IRS mileage is 54 cents per mile this year
  - Expenses need receipts at \$25 or more
    - Sign your expense reports.
    - Optional: use Electronic Signature technology – e.g. scanned signature or certified electronic signature
    - Include member number and address
    - Preferred name: [last name-first name, meeting name.pdf] with all receipts

**AI: Scott send the 2016 reimbursement form to Lance for the web site**

**AI: put IEEE Insurance and Tax ID documentation on the Region 6 web site**

**Second: Draft 2016 budget** <shall we put URL for budget xls on the web site?>

- We are spending our money
- \$400K reserves in 2008, \$150K reserves in 2016
- 2015: we spent \$76K more than we took in.
- Member dues are increasing from \$1 to \$3 per year.
- We are planning on overspending by \$45K this year (per budget).
- This includes reserving \$20K for SC2017 (Australia)
- Note that our history is not to spend all the expenses in the budget
- Scott will skip income

What to spend money on:

- Awards

**Commented [TC1]:** I don't think we should do this unless it is a secure web page

**Commented [TC2]:** Scott please review and correct this as needed

- PACE, 2X more budgeted for this as in 2015
- MentorNet mentor connection website
- Government activities
- Industry liaison
- Precollege
- YP events
- Career and talent online expo
- Tooling for student branches, like 3D printers
- No more Region competitions – just section or Area competitions (open to what ever works in these OUs)
- Sheree wants more money for WIE, maybe \$10K—need budget
- WE NEED an industrial advisory board for the Region
- \$6K is not enough for all the award plaques.—need budget
- Discussion about other ways to spend award money
- **AI: If we tell PayPal we are a non profit, we get some discounts**
- Employment career services (ECSC), \$1500
- Send people to POCO, conferences budget
- Ask money for section education labs, \$5000 (Brian Hagerty)
- Ask for money for STEM education – already there
- Copyright and branding: \$1000 - Natalie
- GHTC refund from 2015 already in income, with \$10K loan for 2016
- Additional grant to GHTC postponed—need budget
- Diversity promotion: \$2K, Worboys – or just membership development
- Charles Rubenstein suggested to continue considering joint meetings with other Regions—not clear how this impacts the budget

Now: \$55k in the hole

**MS to pass the budget. Passed unanimously**

**AM2**

11:00 AM Presentation and Discussion of Region 6 Strategies

Tom's "No Limits" story

- Prime imperative: increase membership 1% year on year
- A lot of members don't see the value of membership
- Losing the young members: cost and value
- Request for discounts for volunteers – exchange time for cost
- Tom has a list of 10 items for increasing Membership
- We dropped 1.2% in last year
- Explained micro-volunteering, and member-to-member renewal
  - This goes into the eNotice for the next month
- The reinstatement material is available
- **AI: Gora Datta: wants a way to send an email referral**
- Ask: what would you like to see next year?

**Commented [TC3]:** What does this mean?

- Stress: MentorNet – way to engage the younger members
  - Open to all STEM students
  - **AI: Add this to the online volunteer form**
- Creating chapter technical meeting recordings
  - Our members are asking for this
- Career Expo – meant for all members, and non-members
  - Success
  - Next one in April
- Elevations
  - Search for associates members in sections and convert them to members (find on SAMIEEE—this is an easy process, much easier than senior member elevation and most associate members should be full members)
  - Continue with Senior member elevations
    - Region volunteers
    - Section events
    - Our goal is to exceed the official goal for senior member elevations for 2016
- Get communities set up on Collabratech
- We need project management tools to manage micro-volunteer projects
- Need industry advisory board—do any of the attendees have any corporate contracts that they could help us leverage advisors
- Buy region 6 gear on the web site home page
- Suggestion to Chris: we need an IEEE App

**Commented [TC4]:** What was this app to do?

12:00 PM Lunch and STEM Activities Awards

Sections who have done outstanding pre-college STEM work:

- 3<sup>rd</sup> place: San Diego Section
- 2<sup>nd</sup> place: Buenaventura Section
- 1<sup>st</sup> place: Utah Section

1:00 PM Committee Reports and Updates (brief, focus on current needs and initiatives)

1. **PACE** - Mustafa <insert slide URL>
  - he explained the process, starting with the request form
  - Future Leaders Forum for YPs and students, New Orleans, July 28-30
  - Recommendation: all the Sections allocate money to send people to this conference
  - There is region PACE money to support this travel
  - **AI: put notice about this in the eNotice, targeting the Sections to help fund this with some Region PACE support**
2. **Membership Development**—Positive membership growth in 2016 – Ralph Hogan <insert URL>
  - Different calendar
  - Why is membership important? Everything impacts members
  - Develop a section plan – more from Chris Wright

**Commented [TC5]:** Lance would have to do this

**Commented [TC6]:** Lance would have to do this

- Identify best practices
- Recruit, retain, reinstate
- New member orientation – online webinars
- Leveraging Collabratec, and use for member engagement
- Membership development resources: [www.ieee.org/md](http://www.ieee.org/md)

### 3. Student Activities – Kate (no slides)

- Best: rising stars last year
- Innovation and entrepreneurship – pitching workshops, e.g. pitch IEEE
- This year: get all student branches have some step event – get it hosted by the Sections
- Her request: have a student branch support person in each section; force them all to update their student branch mailing list; be contactable – with an up to date web site

### 4. Conferences - Ed

1. SusTech (Gopi Krishnan) – [sites.ieee.org/sustech](http://sites.ieee.org/sustech)
  - Make this a ‘go to’ conference on the ‘green circuit’
  - This is travelling. Phoenix twice, then LA or San Diego planned next
2. b. GHTC (Joe Decuir) – [point to Catherine’s URL](#)
3. f. New Conferences (Intellectual Property Conference, others) – Keith Grzelak
  - Patent law is under siege
  - Find “Cybersecurity Threats” on IEEE.TV, from IEEE USA last year
4. Rising Stars (Mike Andrews and Tom Coughlin) – 2017 plans in discussion
5. Career Expo: successful. Goes live 4 times/year, all virtual, camera-to-camera.
  - create corporate portals, more often. Free for all IEEE members.

AI: request a paragraph for the next enotice
6. Industry Summit (Mike Condry) – [techindustrysummit.org](http://techindustrysummit.org)
  - June 6-10 in Santa Clara Convention Center
  - Two days: industry summit; three days: other IEEE events
  - Request: stimulate a ‘challenge’ program for Industry to access IEEE community
  - Benefits: showcase events (20-80 exhibits), showcase operators combined registration, try for 500 attendees
  - Lots of stuff on IoT at the Summit (Industrial IoT)
  - Berkeley putting on a seminar.
  - Needed: long term objective. TAB needs to be engaged, plus a Region

Commented [TC7]: Lance would have to do this

### 5. WIE –Sheree (no slides)

- bring the value to the women members
- they will do a survey
- meeting Saturday after 2pm
- AI: Sheree send something to Joe for the next eNotice

### 6. Young Professionals

- Some history

<get slides?>

Commented [TC8]: Lance would have to help with this

- Add YP events to major conferences

#### 7. Education – Brian Hagerty <get his slides>

- Educational Activities Board
- K-12 & STEM
- Establish a fiscal sponsorship and sponsored research board
- Institute for Engineering, Entrepreneurship and Empowerment
- Industry and Academia collaboration

**Commented [TC9]:** Lance would have to help with this

#### 8. Awards - Jeffrey

- Honor deserving people and OUs
- Inspire people and OUs
- Make them feel good about themselves
- Awards process: members -> sections -> areas -> Region 6 -> IEEE USA and MGA
- Some rules: no self-nomination, no awards chairs, only within your section
  - Any nominating organization *should* have an up-to-date web site
- New nomination forms, 11 categories
- Put these documents on all Section and Area web sites
- Appoint a Section awards chair if possible, at least 3 today
- Send out eNotices to Section members
- Jeffrey has examples of winning nominations

#### 9. Humanitarian Activities - Catherine

- HAC (Humanitarian Activities Committee)
- SIGHT – 5 SIGHT groups in Region 6
- Looking at rearranging finances for sustainability
- Looking for expertise in this space
- Cfp for GHTC available
- What would you like to see going forward?
- Try to make funding more sustainable
- Make IEEE a global player in humanitarian technology

#### 3:15 PM Region 6 Candidate Selection

Three candidates:

- Keith Moore
- Ram Sivaraman
- Joe Decuir

Motion & second: two candidates

- Impact: travel cost
- Result of vote: passes 36-6

Selected candidates: Keith & Ram

Continue main agenda

**10. IEEE Engineering Milestones** – Brian Berg [<include pointer to his URL>](#)

- 168 milestones so far
- we have 17 in Region 6
- Most are in the bay area
- What is the significance?
- What obstacles needed to be overcome?
- What features set the work apart?
- Special place in SCV: Birthplace of Silicon Valley.
- Region goal is 4 milestone proposals in 2016 outside of the SF Bay Area

**Commented [TC10]:** Lance would have to help with this

**11. Sections Congress 2017**

- August 11-13, Sydney Australia
- Set directions for the next 3 years
- Example: chapter recording came from SC2014

**Not covered:**

- Electronic Communication
- Social Media/Webcasts
- SAMIEEE
- STEM Plans—Maker Faire, First Robotics, others
- Pre-University
- Awards and Recognition
- Section/Chapter Report
- Strategic Planning
- Region Vitality

**Liaison Committee Reports** (written only, included in minutes)

- Employment and Career Services
- Life Member
- Historian
- Section Education
- Admissions and Appointments
- vTools
- Medical Technology
- Energy
- Transportation
- R&D
- Intellectual Policy

**Region 6 Area Spring meeting schedule:**

19 March, Salt Lake City: Northeast Area & Northwest Area  
9 April, Cal State Long Beach Southern Area

16 April, University of Hawaii: Central Area  
23 April, Arizona State U Southwest Area

Meeting adjourned.

