

CHAPTER BRIEFS

a newsletter for IEEE Society Chapters

February 2020

A Chapter is required to report and file not less than two (2) technical meetings per year. Changes to its roster of officers need to be submitted in a timely manner using electronic reporting tools provided by MGA <<http://vtools.ieee>>. Failure to hold/report meetings annually could result in dissolution of your chapter.

Reminder...

2019 FINANCIAL & OFFICER REPORTING DATES

Rebates are approaching.....please be sure to close out your 2019 meetings in order to qualify for your Chapter rebate.

The deadlines for Geo Units to submit the financials via NetSuite for the fiscal year of 2019:

In order to be eligible for the additional 10% rebate bonus, all Geo Unit financials had to be submitted by **February 21, 2020**.

In order to be eligible for a rebate, all Geo Unit financials must be submitted by **February 29, 2020**.

Officer Reporting should be submitted by **March 6, 2020**.

2020 Service Deactivations

The annual IEEE Service Deactivation process completed this past weekend. This process canceled all non-renewals for the 2020 membership year and placed them in arrears. This includes IEEE memberships, Society memberships, Technical Community participants (where applicable), subscriptions, etc. that were not renewed for 2020. Information regarding these cancelled memberships, etc. is available in OU Analytics. Chapter Chairs may utilize the OU Analytics tool (see "Tip of the Month" below) to obtain data on their chapter members who are now in Arrears. Chapter Chairs may choose to regularly check OU Analytics to evaluate the number of members that reactivate their membership for 2020 or remain in arrears, since the data is refreshed daily. The Memberships and Subscriptions Monthly Statistics report, also accessible via a link on the OU Analytics landing page, is also a convenient resource for monthly reporting on the status of these arrears and reactivations. It also allows chapter chairs to select data through the various filters provided. The monthly report provides a snapshot view of the status of memberships, etc. at month end and can be used for trending.

Feel free to contact us if you have any questions or need additional information. society-statistics@ieee.org

Nominate Yourself or a Colleague for Upcoming Volunteer Positions

IEEE Technical Activities (TA) is looking for volunteers with the necessary leadership and organizational skills to impact the future success of the organization. Currently, nominations are being accepted for the open positions below. The deadline to receive nominations is Monday, 16 March 2020. The open positions are as follows:

- 2021-2022 Chair, IEEE Conferences Committee (two-year term)
- 2021-2022 Member, IEEE Conferences Committee (Appointment TAB) (two-year term)
- 2021 Member - CPC Liaison, IEEE Conferences Committee (Appointment TAB)/2021 Member, Conference Publications Committee (one-year term)
- 2021-2022 Chair, TAB/PSPB Products and Services Committee (two-year term)

[Find more detailed information about each of these roles.](#)

To nominate yourself or a colleague, please go to https://ieeesecondplatform.com/a/page/Nominations_and_Appointments/ta_na. You will need to sign in using your IEEE Account.

- From the drop-down menu near the top of the page, select "Nominations and Appointments," and then "TA Nominations and Appointments"
- Click on the "TA Nominations and Appointments Application," then "Click to begin a new Nomination"
- Select the position you are interested in and fill out the nomination form.

Please contact Jennifer Dedrick at ta-noms@ieee.org if you are having trouble with your nomination or have any additional questions or concerns.

Payments to Chapters Processed through Local Section Bank Accounts

A process is in place to ensure that Section, Chapter and Society officers will be notified when a wire transfer is processed through a local Section bank account for a chapter that does not have its own bank account. The Society or Council administrative staff who is submitting the chapter payment request to IEEE Treasury will notify the Section, Chapter and Society Treasurers via email that a payment to that particular Section is in progress. The wire transfer will contain the GEO code of the Chapter to assist in identifying the final destination of the funds.

OU Analytics - A Valuable Resource for Volunteers

As a reminder for continuing chapter chairs and for incoming chapter chairs for 2020, we would like to highlight a valuable resource available to you. Launched in 2018, IEEE OU Analytics, is a web-based business intelligence tool which delivers essential metrics on memberships or subscriptions to OUs, including Societies, Councils, Technical Communities, etc. Using Tableau platform, the intuitive interface leverages visualization technology to present data in multidimensional tables and charts. The landing page provides easy access to various dashboards which contains filters to refine by OU, Region, Section, Grade, and Gender. Counts provided on the dashboards can link directly to respective member contact details. The ability to search for one particular

member by last name, first name or member number from the membership list is also available. Selected volunteer positions in respective OUs have automatic access to their OU's data.

Based upon members' renewal status, OU Analytics delivers key statistics for active, new, renewing or arrears members that can be sorted or refined using various filters. It eliminates the need for volunteers to create/run queries from a data set (previously through SAMIEEE) which can sometimes lead to incorrect results. Doublet (overlapping) society membership and technical community/technical council data are also available.

The OU Analytics Geo Map offers geographic displays and interactive dashboard views of IEEE organization units. The Map provides key statistical facts by Region, IEEE/Society Member, Chapter, Student Branch, and Affinity Group and shows the concentration within all ten IEEE Regions. Hover over various views to display data counts. Data can be refined using the filters. The map also provides the ability to identify membership density for potential society chapters and student branches globally.

Data is updated daily and is pulled directly from IEEE's membership database, reflecting the most current information. Data and images can be downloaded using various formats. You will need your IEEE Account information to access. Please review the site for more information or feel free to contact us. There are recorded training webinars, presentations, FAQs, and Users Groups readily available to you as a resource, and one-on-one sessions can be scheduled, upon request.

- <http://www.ieee.org/ouanalytics>

OU Analytics Webinar Training Available: To receive customized or personalized training for a better understanding of how to use OU Analytics, please email ouanalytics@ieee.org or tad-chap-dev@ieee.org.

OU Analytics - Tip of the Month

Each month, the Chapter Briefs Newsletter will feature an OU Analytics Tip that will be helpful to all who utilize the OU Analytics tool. This month's Tip features instructions on how chapter chairs can obtain data on arrears members (non-renewals) in their chapter, by society, by section, and by grade accessible within the Renewal Summary dashboard within OU Analytics. Please click the link below to obtain instructions on how to access this information.

- [Society Member Counts - Arrears](#) (PDF, 857KB)
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RESOURCES

- [IEEE Technical Chapters](#)
 - [Volunteer Tools](#)
 - [Volunteer Development](#)
 - [Membership Development](#)
 - [IEEE Member and Geographic Activities Operations Manual](#)
 - [Tip of the Month Archive](#)
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ABOUT THIS NEWSLETTER

This monthly Chapter Briefs newsletter provides information and resources to volunteers and staff of IEEE Society and Council chapters.

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IEEE Chapter Briefs

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