

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
APPROVED MINUTES OF THE MEETING**

18 November 2017  
Phoenix, Arizona, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at***

***<https://tawapps.ieee.org/MPT/Agenda.aspx?eid=5842>***

***Items in these minutes are numbered according to this agenda link.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Mary Ellen Randall, called the meeting to order at 8:00 AM ET, on 18 November 2017, at the Arizona Biltmore, in Phoenix, Arizona, USA.

**MEMBERS PRESENT**

M. Bastiaans, MGA Board VP-Elect / Chair-Elect; K. Chun, Region 10 Director; J. Conrad, Region 3 Director; D. Cooper, Treasurer; K. Duncan, Region 2 Director; M. Eriksson, Region 8 Director; A. Ferreira, Region 9 Director; F. Grosz, Region 5 Director; C. Jankowski, Secretary; W. Kinsner, Region 7 Director; K. Kramer, Region 6 Director; E. Palacio, Vice Chair-Member Development; M. Polavarapu, Vice Chair-Strategic Management and Analysis; M. Randall, MGA Board VP / Chair; M. Salazar Palma, Member - appointed by VP-TA; B. Sander, Region 4 Director; R. Tabroff, Region 1 Director; L. Wong, Past Chair; S. Zanero, Vice Chair-Information Management; J. Zurada, Member - appointed by VP-TA.

Members Absent: C. Stasopoulos, Vice Chair-Geographic Unit Operations

**STAFF**

V. Sharoff, Director, Information Management; S. West, MGA Board Administrator.

Staff participating via telephone: L. Bolsch, Business Finance Solutions; J. Day, Member Products; C. Sinauskas, Geographic Activities.

**GUESTS PRESENT**

B. Beheshti, Region 1 Director-Elect; W. Bettermann, Region 2 Director-Elect; T. Coughlin, IEEE Public Visibility Committee Chair;; P. Donohoe, MGA Student Activities Committee Chair; D. Koehler, Region 4 Director-Elect; J. Lillie, IEEE FinCom Ad Hoc on Evaluating Financial Processes and Implementing Efficiencies Chair; M. Luiken, Region 7 Director-Elect; K. Moore, Region 6 Director-Elect; A. Nishihara, Region 10 Director-Elect; B. Pasik-Duncan, IEEE Women in Engineering Committee Chair; V. Piuri, IEEE Sections Congress 2017 Program Committee Chair; T. Ramos, Region 9 Director-Elect; R. Shapiro, Region 5 Director-Elect; R. Sliz, IEEE Young Professionals Committee Chair; G. Vaughn, Region 3 Director-Elect.

### 3. Approval of Agenda

The Agenda was approved as presented at the meeting.

### 4. Consent Agenda

The Consent Agenda, consisting of the following items, was approved:

201. Resolved that the minutes from the 24 June 2017 meeting shall be approved.
202. Resolved that the 2018 MGA Committee Rosters shall be approved.
203. Resolved that the requested changes to the Region 9 Ted Hissey Award shall be approved.
204. Resolved that the dissolution of IEEE Student Branches shall be and are hereby approved.
205. Resolved that the formation of the Myanmar Subsection in Region 10 shall be approved.
206. Resolved that the dissolution of IEEE Technical Chapters and Affinity Groups shall be approved.
207. Resolved that the elevation of Guangzhou Subsection to Guangzhou Section in Region 10 shall be approved.
208. Resolved that the formation of Sabah Subsection in Region 10 shall be approved.
209. Resolved that formation of the Cambodia Subsection in Region 10 – Countries outside Sections shall be approved.

### 5. Announcement of IEEE Assembly Results

The 17 November IEEE Assembly results were announced, including Francis Grosz to serve as the 2018 Vice President-Elect/MGA Board Chair-Elect (2019 VP-MGA).

6. A resolution for Past Region 9 Director, VP Regional Activities, Luis T. Gandia (Luchi), who passed away on 9 October 2017, was passed.

### 9. Chair Remarks

Mary Ellen Randall, MGA Board Chair, welcomed everyone to the meeting.

### 10. Secretary Remarks

Cecelia Jankowski, Secretary, presented an update on 2017 MGA Successes.

A summary of meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

**11. 2017 MGA Priority Project Update**

An update was provided on 2017 MGA priority projects. The complete 2017 MGA project listing was included on the agenda.

**12. 2018 MGA Priority Project Planning**

An update was provided on 2018 MGA priority projects. After discussion, the following motion passed:

Resolved that the MGA Board approves the 2018 MGA Priority Projects list as presented on the agenda.

The complete 2018 MGA projects update was included on the agenda.

**14. MGA Finances Update**

An update was provided on MGA Finances.

After discussion, the following motion passed:

Resolved that the MGA Board endorses the 2018 MGA Budgets as presented in the agenda, based on the IEEE budget having met the 2.5% challenge; the MGA Dues rule has been met; and MGA has met the 2.5% goal.

**15. Technical Co-Sponsored Conferences**

An update was provided on the Technical Co-Sponsored Conferences that involve IEEE Geo Units.

After discussion, the following motion passed:

MGA OpCom endorses and recommends that the MGA Board approve the following changes to Section 10.5 of the MGA Operations Manual for technical co-sponsorship fees.

**Section 10.5.b. Technical Co-Sponsorship (TCS) Fees**

For any technically co-sponsored conference in which there is no (0%) IEEE financial interest the MGA co-sponsor shall arrange (via an approved MoU) for recovery of IEEE operation costs in the form of TCS fees. Effective for conferences for which the creation of the MoU starts after 1 January 2018, the fees are \$1000 per event plus \$15 for each paper that is optionally published in Xplore. As an exception to this general policy, MGA will continue to pay those fees if the external (non-IEEE) financial sponsor has a National Society Agreement with IEEE or has a

Sister Society Agreement with one or more of the IEEE Societies.

16. IEEE Young Professionals Business Plan

An update was provided on IEEE the Young Professionals Business Plan and activities.

17. IEEE Women in Engineering - Business Plan Status

An update was provided on IEEE Women in Engineering.

18. MGA Student Activities - Implementation Plan for Student Rebate

An update was provided on Student Activities and the implementation plan for the Student Rebate.

After discussion, the following motions were passed:

Resolved that the MGA Board modifies vTools to implement by December 2018, the SAC reporting changes for a budget up to \$20k, fully transitioning to the vTools L31 Meetings Module for activity reporting; section visibility into Branch operations and reporting for performance management purposes, and implementation of Section Incentive once the annual plan, meeting requirements and SSR/SSAC are in place.

Resolved that the MGA Board approves the changes in the Operations Manual, Section 9.4.F.1 - Section Officers, with the exception of the Section Student Representative, each member of the Section ExCom shall be an IEEE member, in good standing, of Graduate Student Member, Member, Senior Member, or Fellow grade.

Resolved that the MGA Board approves the changes in the Operations Manual, Section 9.4.D.3 - Section Management, whereas in sections where there is at least one Student Branch, it is recommended that the Section ExCom select a Section Student Activities Chair (SSAC) and a Section Student Representative (SSR) as voting members of the Section ExCom.

Resolved that the MGA Board approves the Section Rebate Incentive of \$100 USD per Student Branch, and that the Section Rebate Incentive be utilized in support of student activities according to Section 9.4.I.8 of the MGA Operations Manual.

19. MGA Awards and Recognition Program

An update was provided on 2017 MGA Awards and Recognition projects and goals.

21. IEEE Continuing Education Coordination Task Force

An update was provided on IEEE Education Coordination Task Force. The presentation was included on the agenda.

## 22. Sections Congress 2017

An update was provided on IEEE Sections Congress 2017, which was held 11-13 August 2017, in Sydney, Australia. There were more than 1,200 attendees from 97 countries, representing 314 Sections.

The complete Sections Congress presentation was included on the agenda.

## 23. Ad Hoc Committee Updates

An update was provided on the China Strategy and the rapid growth IEEE has achieved in China.

The complete IEEE Ad Hoc China Strategy presentation was included on the agenda.

## 25. Communications Update

An update was provided on MGA communications, actions needed, and items for which MGA Board members should be aware.

The complete Communications Update was included on the agenda.

## 26. New Business

After discussion, the following motion passed:

Resolved that the MGA Board assess necessary actions to achieve the 5% reduction in expenses for 2018.

## 27. Recognition of Outgoing MGA Board Members

The MGA Board recognized outgoing MGA Board members. The following motions were approved by acclamation:

The Member and Geographic Activities Board expresses its deepest appreciation for their efforts to the outgoing members of the 2017 Member and Geographic Activities Board:

- Costas Stasopoulos - Vice Chair, Geographic Unit Operations
- Stefano Zanero - Vice Chair, Information Management
- Murty Polavarapu - Strategic Management & Analysis
- Eduardo Palacio - Vice Chair, Member Development
- Jacek Zurada - Board Member
- Magdalena Salazar Palma - Board Member
- Ronald Tabroff - Region 1 Director
- James Conrad - Region 3 Director
- Francis Grosz - Region 5 Director
- Witold Kinsner - Region 7 Director
- Antonio Ferriera - Region 9 Director

The Member and Geographic Activities Board to recognize the outstanding contributions of Wai-Choong (Lawrence) Wong as 2017 MGA Past Chair.

The Member and Geographic Activities Board to recognize the outstanding contributions of Mary Ellen Randall and express its sincere appreciation for her friendship, exemplary leadership, and dedicated service to the IEEE Member and Geographic Activities Board as 2017 MGA Board Chair and Vice President – Member and Geographic Activities.

28. Next Meeting Dates/Locations:

The 2018 MGA Board Retreat and Orientation will be held on 17 February 2018, in Lake Buena Vista, FL, USA.

The 2018 MGA Board Meetings will be held:

- 17 February 2018 – Lake Buena Vista, FL, USA
- 23 June 2018 - New Brunswick, NJ, USA
- 17 November 2018 – Vancouver, BC, Canada

29. Meeting Adjournment

The meeting was adjourned at 4:53 PM MT.

Respectively submitted,  
Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

24 June 2017

New Brunswick, New Jersey, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at  
<https://tawapps.ieee.org/mpt/Agenda.aspx?eid=5841>  
Items in these minutes are numbered according to this agenda link.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Mary Ellen Randall, called the meeting to order at 8:00 AM EST, on 24 June 2017, at the Hyatt Regency New Brunswick, in New Jersey, USA.

**MEMBERS PRESENT**

M. Bastiaans, MGA Board VP-Elect/Chair Elect; J. Conrad, Region 3 Director; K. Kramer, Region 6 Director; A. Ferreira, Region 9 Director; W.C. Wong, Past Chair; F. Grosz, Region 5 Director; C. Jankowski, Secretary; K. Chun, Region 10 Director; W. Kinsner, Region 7 Director; K. Duncan, Region 2 Director; E. Palacio, Vice Chair-Member Development; B. Sander, Region 4 Director; M. Polavarapu, Vice Chair-Strategic Management and Analysis; M. Salazar-Palma, Member - appointed by VP-TA; M. Eriksson, Region 8 Director; R. Tabroff, Region 1 Director; D. Cooper, Treasurer; C. Stasopoulos, Vice Chair-Geographic Unit Operations; J. Zurada, Member - appointed by VP-TA.

**MEMBERS NOT PRESENT**

S. Zanero, Vice Chair, Information Management

**STAFF**

L. Bolsch, Senior Director, Business Finance Solutions; T. Ciccodicola, Director, IT Business Partner; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; Y. Quiñones, Acting MGA Board Administrator; A. Anderson, Senior Director, Member Experience, S. Waters, Senior Administrator, John Day, Director, Member Products.

**GUESTS**

B. Beheshti, Region 1 Director-Elect; A. Nishihara, Region 10 Director-Elect; W. Bettermann, Region 2 Director-Elect; B. Pasik-Duncan, IEEE Women in Engineering Committee Chair; P. Donohoe, MGA Student Activities Committee Chair; T. Hissey, IEEE Director Emeritus; K. Moore, Region 6 Director-Elect; M. Luiken, Region 7 Director-Elect; R. Sliz, IEEE Young Professionals Committee Chair; T. Ramos, Region

9 Director-Elect; D. Koehler, Region 4 Director-Elect; R. Shapiro, Region 5 Director-Elect, G. Vaughn, Region 3 Director-Elect.

2. Roll Call

3. Approval of Agenda

Adopted the agenda as modified.

4. Consent Agenda

The Consent Agenda, consisting of the following items, was approved:

201. Approval of February 2017 MGA Board Meeting Minutes
202. Approval of 2018 Committee Chairs
203. Endorsement of candidates nominated for IEEE HKN Board of Governors Governor At-Large
204. Approval of the Formation of the Kazakhstan Subsection in Region 8
205. Approval of Formation of Chile Sur Subsection of Chile Section in Region 9
206. Approval of Formation of Nagpur Subsection of Bombay Section in Region 10

5. MGA Assembly Results

Lawrence Wong, Past VP read the results of the Assembly Results

- Slate for 2018 Vice President-Elect, Member and Geographic Activities:
- Witold Kinsner, Francisco Martinez, Karen Pedersen
- 2018 MGA Treasurer: Deborah Cooper
- 2018 MGA Vice Chair-Geographic Unit Operations: Ronald Jensen
- 2018 MGA Vice Chair-Information Management: Michael Lamoureux
- 2018 MGA Vice Chair-Member Development: Murty Polavarapu

6. Chair Remarks

Mary Ellen Randall, MGA Board Chair, welcomed everyone to the meeting and provided remarks.

7. Secretary Remarks

Cecelia Jankowski, Secretary, shared an update on 2017 MGA activities. A summary of meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

8. 2017 MGA Priority Project List

An update was provided on 2017 MGA priority projects and planning for 2018 projects. The complete 2017 MGA project listing was included on the agenda.



## 9. Treasurer Report

D. Cooper provided a report to the MGA Board.

## 10. MGA Finances Update

An update was provided on the 2017 MGA finances.

## 11. Approve Expenses

An update was provided on MGA Finances.

After discussion the following Motion passed:

- Resolved that the following new items shall be added to the 2017 MGA Budget and funded using the 50% rule in the amount not to exceed \$416K:
  - \$105K (expense) Renewal Data File Update to XML
  - \$25K Feith Enhancements (expense)
  - \$41K Correction of Region Assessment (expense) distribution with promotion
  - \$43K Capital & \$33k expense Geo Petitions Renewal & Final Phase
  - Includes additional \$15k in items presented after prioritization discussion
  - \$50K (Capital) Mobile App vTools event registration
  - \$51K (Capital) Mobile App conference attendees to join IEEE
  - \$16K (expense) Fellows Run my Process
  - \$27K (expense) Interactive Reports – credit card token renewal
  - Automate Refunds – no cost estimated to date
  - \$25K for MGA Professional Staff training
  - Totals: \$416K broken down as:
    - \$144K Capital
    - \$272K Expense

## 13. Review Young Professional Business Plan

An update was provided on the YP Business Plan.

## 14. Young Professional 2018 MGA Funding

After discussion, the following motion passed:

MGA Board approves the request in the amount of \$90K for the IEEE Young Professionals Business Plan implementation in 2018.

## 15. SDEA Committee Charter Change

After discussion, the following motion passed:

Resolved that the proposed revisions to the MGA Strategic Direction and Environmental Assessment (SDEA) Committee Charter (MGA Operations Manual, Section 4.14), in the form presented to the Member and Geographic Activities

Board and the associated naming changes throughout the MGA Operations Manual, shall be, and are hereby, approved.

#### 16. GUOS Charter Change

After discussion, the following motion passed:

Resolved that revisions to the IEEE MGA Operations Manual, Section 4.5,D MGA Geographic Unit Operations Support (GUOS) Committee Charter, in the form presented to the Member and Geographic Activities Board shall be, and are hereby, approved.

#### 20. IEEE Sections Congress 2017

An update was provided on IEEE Sections Congress 2017 event to be held in August 2017.

#### 21. IEEE Sections Congress 2017 Recommendations –

The IEEE Sections Congress 2017 Recommendations to be presented to the Sections Congress 2017 delegates for voting in August, as recommended by the MGA Operations Committee, were presented. After discussion the following motion was passed:

MGA Board approves the IEEE Sections Congress 2017 Recommendations as presented to be provided to the Sections Congress delegates for voting at the Congress.

#### 22. IEEE Women in Engineering – International Leadership Conference Results

An update was provided on IEEE Women in Engineering.

#### 23. MGA Student Activities - Plan for Student Rebate and Ops Manual clean up

An update was provided on Student Activities and the implementation plan for the Student Rebate.

#### 24. Communications Update

An update was provided on Communications including key dates and relevant links.

#### 25. Industry Engagement

Proposals for a new committee for industry engagement and a new member grade were presented.

#### 26. IEEE DataPort Overview

A presentation on the DataPort project was presented.

27. TAB MGA Relationship

Marina Ruggieri, Vice President - Technical Activities, spoke to the board about the activities of TAB.

28. The next scheduled meeting of the IEEE MGA Board will be held on 18 November 2017, in Phoenix, AZ, USA.

29. Meeting Adjournment

The meeting was adjourned at 4:30 PM ET.

Respectively submitted,  
Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

11 February 2017  
New Orleans, Louisiana, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at  
<https://tawapps.ieee.org/mpt/Agenda.aspx?eid=5840>  
Items in these minutes are numbered according to this agenda link.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Mary Ellen Randall, called the meeting to order at 8:00 AM CT, on 11 February 2017, at the Hyatt Regency New Orleans, in New Orleans, Louisiana, USA.

**MEMBERS PRESENT**

M. Bastiaans, MGA Board VP-Elect / Chair-Elect; K. Chun, Region 10 Director; J. Conrad, Region 3 Director; D. Cooper, Treasurer; K. Duncan, Region 2 Director; M. Eriksson, Region 8 Director; A. Ferreira, Region 9 Director; F. Grosz, Region 5 Director; C. Jankowski, Secretary; W. Kinsner, Region 7 Director; K. Kramer, Region 6 Director; E. Palacio, Vice Chair-Member Development; M. Polavarapu, Vice Chair-Strategic Management and Analysis; M. Salazar Palma, Member - appointed by VP-TA; B. Sander, Region 4 Director; C. Stasopoulos, Vice Chair-Geographic Unit Operations; R. Tabroff, Region 1 Director; L. Wong, Past Chair; S. Zanero, Vice Chair-Information Management; J. Zurada, Member - appointed by VP-TA.

**STAFF**

A. Andersen, Senior Director, Member Experience; L. Bolsch, Senior Director, Business Finance Solutions; T. Ciccodicola, Director, IT Business Partner; J. Day, Director, Member Products and Programs; L. Gangi, Senior Director, Business Operations; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator.

**GUESTS PRESENT**

B. Beheshti, Region 1 Director-Elect; W. Bettermann, Region 2 Director-Elect; V. Clarkson, IEEE Sections Congress 2017 Steering Committee Chair; T. Coughlin, IEEE Public Visibility Committee Chair; M. Delimar, IEEE Ad Hoc Committee on Engagement in Europe Chair; P. Donohoe, MGA Student Activities Committee Chair; D. Koehler, Region 4 Director-Elect; J. Lillie, IEEE FinCom Ad Hoc on Evaluating Financial Processes and Implementing Efficiencies Chair; M. Luiken, Region 7 Director-Elect; K. Moore, Region 6 Director-Elect; A. Nishihara, Region 10 Director-Elect; B. Pasik-Duncan, IEEE Women in Engineering Committee Chair; V. Piuri, IEEE Sections Congress 2017 Program Committee Chair; T. Ramos, Region 9 Director-Elect; M. Ruggieri, Vice President-Technical Activities; R. Shapiro, Region 5 Director-Elect; R. Sliz, IEEE Young Professionals Committee Chair; G. Vaughn, Region 3 Director-Elect.

### 3. Approval of Agenda

The Agenda was approved as presented at the meeting.

### 4. Consent Agenda

The Consent Agenda, consisting of the following items, was approved:

- 201. Resolved that the minutes from the 19 November 2016 meeting shall be approved.
- 202. Resolved that the executive session minutes from the 19 November 2016 meeting shall be approved.
- 203. Resolved that the 2017 MGA Committee Rosters shall be approved.
- 204. Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 9, to replace "Section Committee" with "Section Executive Committee" or "Section ExCom," in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved.
- 205. Resolved that the requested changes to the IEEE Jim Thomas Memorial Scholarship shall be approved.
- 206. Resolved that the formation of the IEEE Toluca of the IEEE Mexico Section in Region 9 shall be approved.

### 5. Chair Remarks

Mary Ellen Randall, MGA Board Chair, welcomed everyone to the meeting.

### 6. Secretary Remarks

Cecelia Jankowski, Secretary, shared an update on 2017 MGA activities.

A summary of meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

### 7. 2017 MGA Priority Project List

An update was provided on 2017 MGA priority projects. The complete 2017 MGA project listing was included on the agenda.

### 8. MGA Finances Update

An update was provided on MGA Finances.

## 10. IEEE Sections Congress 2017

An update was provided on IEEE Sections Congress 2017, to be held 11-13 August 2017, in Sydney, Australia.

After discussion, the following motion was presented:

Resolved that partial travel support funding be made through Women in Engineering for Region coordinators to participate in Sections Congress.

A motion passed to postpone the motion until after further offline discussion could take place.

After further discussion, the following motion was presented:

Resolved that the following motion shall be approved.

Support from MGA for each Region to send up to:

- ▶ 1 Women in Engineering Coordinator
- ▶ 1 Young Professional Coordinator
- ▶ 1 Student Activities Coordinator

to cover hotel and registration (NTE US \$1,350.00 per person) \*

The Regions will cover any remaining costs (for example, airfare, meal expense, ground transportation).

\* = maximum of US \$40,500

An amendment was accepted to change the motion to read "4 nights hotel" rather than "\$1,350" amount.

An amendment was not accepted to add the following text to the motion: "The promotional SC2017 materials will inform about the participants of these groups and the groups will be offered access to participate in the program."

After discussion, the following amended motion passed:

Resolved that the following motion shall be approved.

Support from MGA for IEEE Sections Congress 2017 for each Region to send up to:

- ▶ 1 Women in Engineering Coordinator
- ▶ 1 Young Professional Coordinator
- ▶ 1 Student Activities Coordinator

to cover up to 4 nights hotel and the SC2017 registration fee.\* The Regions will cover any remaining costs (for example, airfare, meal expense, ground transportation).

\* = per Sections Congress budget estimate per individual

If a Region does not send one of these Coordinators, the money from MGA can not be used to send a different individual.

## 11. IEEE Women in Engineering - Business Plan Status

An update was provided on IEEE Women in Engineering.

12. MGA Student Activities - Implementation Plan for Student Rebate

An update was provided on Student Activities and the implementation plan for the Student Rebate.

13. Public Visibility

An update was provided on IEEE Public Visibility.

16. IEEE FinCom Ad Hoc on Evaluating Financial Processes and Implementing Efficiencies

An update was provided on the IEEE FinCom Ad Hoc on Evaluating Financial Processes and Implementing Efficiencies.

17. IEEE Young Professionals - Business Plan Status

An update was provided on IEEE Young Professionals and activities.

18. Changes to Vice Chair-SMA Position and MGA SDEA Committee

After discussion, the following motion passed:

Resolved that the MGA Board position of MGA Vice Chair – Strategic Management and Analysis shall be eliminated.

Further resolved that the MGA Strategic Direction and Environmental Assessment Committee (SDEA) shall be chaired by the MGA Past Board Chair/Past Vice President-MGA.

Further resolved that the corresponding proposed revisions to the MGA Operations Manual, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved.

19. IEEE Collabratec™ Update

An update was provided on IEEE Collabratec™.

20. IEEE Technical Activities

An update was provided on IEEE Technical Activities and 2017 challenges.

22. IEEE European Public Policy Initiative (EPPI)

After discussion, the following motion was presented:

Motion to endorse the item to be presented to the IEEE Board of Directors, IEEE Bylaw I-108.6 Assessments, which contains an additional US \$5 assessment for

members in the European Union and EFTA countries.

A friendly amendment was accepted to remove "an additional."

After discussion, the following motion passed:

Motion to endorse the item to be presented to the IEEE Board of Directors, IEEE Bylaw I-108.6 Assessments, which contains a US \$5 assessment for members in the European Union and EFTA countries.

23. Volunteer Training

An update was provided on Volunteer Training.

24. Communications Update

An update was provided on MGA communications, actions needed, and items for which MGA Board members should be aware.

26. Next Meeting Dates/Locations:

The next scheduled meetings of the IEEE MGA Board will be held on 24 June 2017, in New Brunswick, NJ, USA, and 18 November 2017, in Phoenix, AZ, USA.

27. Meeting Adjournment

The meeting was adjourned at 4:48 PM CT.

Respectively submitted,  
Cecelia Jankowski  
Secretary



**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

19 November 2016  
New Brunswick, New Jersey, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at  
<https://tawapps.ieee.org/mpt/Agenda.aspx?eid=4643>  
Items in these minutes are numbered according to this agenda link.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Wai-Choong (Lawrence) Wong, called the meeting to order at 8:00 AM ET, on 19 November 2016, at the Hyatt Regency New Brunswick, in New Brunswick, New Jersey, USA.

**MEMBERS PRESENT**

M. Bastiaans, Vice Chair-Geographic Unit Operations; J. Conrad, Region 3 Director; T. Coughlin, Region 6 Director; A. Ferreira, Region 9 Director; R. Ford, Past Chair; F. Grosz, Region 5 Director; C. Jankowski, Secretary; R. Kappagantu, Region 10 Director; W. Kinsner, Region 7 Director; T. Kurzweg, Region 2 Director; F. Martinez, Vice Chair-Information Management; E. Palacio, Vice Chair-Member Development; B. Parro, Region 4 Director; M. Polavarapu, Vice Chair-Strategic Management and Analysis; M. Salazar-Palma, Member - appointed by VP-TA; C. Stasopoulos, Region 8 Director; R. Tabroff, Region 1 Director; D. Watson, Treasurer; J. Zurada, Member - appointed by VP-TA.

**STAFF**

L. Bolsch, Senior Director, Business Finance Solutions; T. Ciccodicola, Director, IT Business Partner; J. Day, Director, Member Products and Programs; L. Gangi, Senior Director, Business Operations; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator; S. Waters, Senior Administrator.

**GUESTS PRESENT**

T. Hashimoto, IEEE Women in Engineering Committee Chair; P. Herrero, MGA Student Activities Committee Chair; J. Johnson, MGA Awards and Recognition Committee Chair; M. Milicevic, IEEE Young Professionals Committee Chair; R. Sliz, 2017 IEEE Young Professionals Committee Chair.

3. Approval of Agenda

The Agenda was approved as presented at the meeting.

4. Consent Agenda

The Consent Agenda was approved, consisting of the following items:

201. Resolved that the minutes from the 18 June 2016 meeting shall be approved.

202. Resolved that the Executive Session minutes from the 18 June 2016 meeting shall be approved.

203. Resolved that the 2017 MGA Committee Members, as recommended by the MGA N&A Committee, shall be approved.

204. Resolved that the dissolution of the IEEE James Cook University Student Branch and IEEE University of Newcastle Student Branch, in the Singapore Section of Region 10 shall be approved.

205. Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 9.4.G.3 Section Nominating Committee, 9.4.H.4 Section Election Process, 9.5.C.1 Management of Subsection, 9.6.E.3 Chapter Nominating Committee, 9.6.F.4 Chapter Election Process, 9.9.E.3 Affinity Group Nominating Committee, and 9.7.F.4/5 Affinity Group Election Process, in the form provided to the IEEE Member and Geographic Activities Board, shall be, and are hereby approved.

These changes provide an exemption process for single candidate slates.

206. Resolved that changes to the Student Branch petition process, to require that the Section Chair must approve the formation of a Student Branch, in addition to the Region Director and Region Student Activities Chair, shall be approved.

Further resolved that the corresponding proposed revisions to the IEEE MGA Operations Manual, Section 9.7 - Student Branches, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved.

207. Resolved that the proposed changes to the IEEE Admission and Advancement Committee Charter (MGA Operations Manual Section 4.15) shall be approved.

208. Resolved that the proposed changes to the IEEE Admission and Advancement Committee Operations Manual shall be approved.

209. Resolved that the formation of the IEEE Afghanistan Subsection in Region 10 shall be approved.

210. Resolved that the formation of the IEEE Anathapuramu Subsection of the IEEE Hyderabad Section in Region 10 shall be approved.

211. Resolved that the formation of the IEEE Chihuahua Subsection of the IEEE Mexico Section in Region 9 shall be approved.

212. Resolved that the formation of the IEEE Tlaxcala Subsection of the IEEE Mexico Section in Region 9 shall be approved.

213. Resolved that changes to the Australia Council Bylaws shall be approved.

214. Resolved that changes to the Malaysia Section Bylaws shall be approved.

215. Resolved that 2016 recipients of the Supporting Friend of IEEE Member and Geographic Activities Award shall be approved.

#### 5. Announcement of IEEE Assembly Results

The 17 November IEEE Assembly results were announced, including Mary Ellen Randall to serve as the 2017 Vice President-MGA/MGA Board Chair and Martin Bastiaans to serve as the 2017 Vice President-Elect/MGA Board Chair-Elect (2018 VP-MGA).

#### 6. Chair Remarks

Wai-Choong (Lawrence) Wong, MGA Board Chair, welcomed everyone to the meeting. The VP-MGA report to the IEEE Board of Directors was included on the agenda.

#### 7. Secretary Remarks

Cecelia Jankowski, Secretary, shared an update on 2016 MGA activity highlights. A summary of meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

#### 8. 2016 MGA Priority Projects and Successes Update

An update was provided on 2016 MGA priority projects and successes. The complete 2016 MGA project listing was included on the agenda.

#### 9. 2017 MGA Priority Project List

An overview of the proposed 2017 MGA priority projects was presented. The complete proposed 2017 MGA priority project list was included on the agenda.

After discussion and the New Business items later in the day, a motion passed to accept the proposed 2017 MGA priority project list as presented.

#### 10. MGA Finances Update

After discussion, the following motion passed:

The MGA Finance Committee seeks the Endorsement from the MGA Board over the 2017 MGA Budgets noted on Slide 8 by Business Unit and by Cost Center, inclusive of the anticipated Capital Expenses to be incurred for the IEEEtv, Careers and Collabratec Programs noted on Slide 13.

#### 11. MGA Conference Related Expense

After discussion, the following motion passed:

MGA VP and Region 1 Director jointly propose the following

- Region, Section & MGA share in the financial responsibility to clear the debt of \$78K and \$9K owed to the Communications Society.
- Region will also reverse their motion to have no responsibility in this matter.
- MGA will repay IEEE for all 100% of the debt and the Region & Section will repay MGA as follows:
  - Region to repay MGA \$5K each year for 5 years for a total of \$25K
  - Section to repay MGA \$3K each year for 5 Years for a total of \$15K
  - MGA will assume the financial responsibility of the balance
  - MGA Staff will seek abatement of the \$9K from COMM. SOC. on behalf of the Region & Section.

#### 13. Approval of Changes to MGA OpsManual - Section 10 - Conferences

After discussion, the following motion passed:

Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 10 - MGA Conferences, shall be and are hereby approved.

#### 14. Technical Co-Sponsored Conferences

This topic was discussed at the MGA Directors Forum on 17 November 2016.

#### 15. Student Activities - Rebate Model

After discussion, the following motion passed:

At the 10 July 2016 Face to Face Meeting of the IEEE Student Activities Committee, the modified model was unanimously supported through the following motion:

- SAC recommends to MGA that the Section rebate be modified to include an incentive component intended to promote Student Branch reporting and

Section Student Branch interaction. SAC proposed that each Section receive a certain amount of USD per Student Branch in the Section, contingent on: the required SB reports have been submitted (Student Branch Annual Plan plus a minimum of four Student Branch meeting reports per SB) and the Section SAC Chair and Section Student Representative positions were filled throughout the rebate calendar year.”

After discussion, the following motion passed:

SAC to propose to MGA that the Section Chair Approval (in addition to the Regional Director and RSAC Approval) be required in order to approve a student branch (can be implemented in 2017 via automated petitions process)

After discussion, the following motion passed:

Section rebate per student/grad student member goes to the Section responsible for the school code to which the student/grad student belongs (can be implemented in next rebate processing cycle)

#### 16. MGA Awards and Recognition Program

An update was provided on 2016 MGA Awards and Recognition projects and goals.

#### 19. Young Professionals Program Plan

After discussion, the following motion passed:

Resolved that MGA supports the proposal from the IEEE Young Professionals for additional funding of \$90K in 2017, 2018, and 2019, for a total of \$200K in each year, to support the delivery of the current program and the projects proposed in the business plan and asks the MGA Finance Committee to advise on the proposal and future funding.

#### 20. SDEA Committee Charter

A proposal to modify the structure of the MGA Strategic Direction and Environmental Assessment (SDEA) Committee was presented. This item will be further developed and presented in 2017.

#### 21. Sections Congress 2017

An update was provided on IEEE Sections Congress 2017.

#### 22. Ad Hoc Committee Updates

Updates were provided on the Joint TA/MGA Member Development Ad Hoc Committee and the Marketing Automation Ad Hoc Committee.

#### 23. Global Opportunities Update

An update was provided on the Global Opportunities Ad Hoc Committee.

#### 24. Approval of MGA Operations Manual Cleanup Project

After discussion, the following motion passed:

Resolved that the proposed revisions to the IEEE MGA Operations Manual, as part of the MGA Operations Manual Clean-up Project, in the form provided to the IEEE Member and Geographic Activities Board, shall be, and are hereby, approved.

Further resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 12.1 - Operations Manual Revisions, in the form provided to the IEEE Member and Geographic Activities Board, shall be, and are hereby, approved.

#### 26. Communications Update

An update was provided on MGA communications, actions needed, and items for which MGA Board members should be aware.

#### 27. New Business

After discussion, the following motion passed:

Resolved that the MGA Board approve spending \$85K to fund the nonmember survey.

After discussion, the following motion passed:

Resolved that the requirement for three faculty members being IEEE members be changed to a single faculty member being an IEEE member to form a student chapter at Oakton Community College in Skokie, IL.

#### 28. Recognition of Outgoing MGA Board Members

The MGA Board recognized outgoing MGA Board members. The following motions were approved by acclamation:

The Member and Geographic Activities Board expresses its deepest appreciation for their efforts to the outgoing members of the 2016 Member and Geographic Activities Board:

- Martin J. Bastiaans - Vice Chair, Geographic Unit Operations
- Francisco R. Martinez - Vice Chair, Information Management
- Dane Watson - MGA Treasurer
- Timothy P. Kurzweg - Region 2 Director
- Robert C. Parro - Region 4 Director
- Thomas Coughlin - Region 6 Director
- Costas M. Stasopoulos - Region 8 Director
- Ramakrishna Kappagantu - Region 10 Director

The Member and Geographic Activities Board to recognize the outstanding contributions of Ralph M. Ford As 2015-2016 MGA Past Chair.

The Member and Geographic Activities Board to recognize the outstanding contributions of Wai-Choong (Lawrence) Wong and express its sincere appreciation for his friendship, exemplary leadership, and dedicated service to the IEEE Member and Geographic Activities Board as 2015-2016 MGA Board Chair and Vice President – Member and Geographic Activities.

30. Next Meeting Dates/Locations:

The 2017 MGA Board Retreat and Orientation will be held on 9 February 2017, in New Orleans, LA, USA.

The 2017 MGA Board Meetings will be held:

- 11 February 2017 - New Orleans, LA, USA
- 24 June 2017 - New Brunswick, NJ, USA
- 18 November 2017 - Phoenix, AZ, USA

31. Meeting Adjournment

The meeting was adjourned at 4:39 PM ET.

Respectively submitted,  
Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

18 June 2016

New Brunswick, New Jersey, USA

(Confidential – Subject to Confirmation)

*The agenda and backup documentation are available at*

*<https://tawapps.ieee.org/mpt/Agenda.aspx?eid=4642>*

*Items in these minutes are numbered according to this agenda link.*

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Wai-Choong (Lawrence) Wong, called the meeting to order at 8:00 AM ET, on 18 June 2016, at the Hyatt Regency New Brunswick, in New Brunswick, New Jersey, USA.

**MEMBERS PRESENT**

M. Bastiaans, Vice Chair-Geographic Unit Operations; J. Conrad, Region 3 Director; T. Coughlin, Region 6 Director; A. Ferreira, Region 9 Director; R. Ford, Past Chair; F. Grosz, Region 5 Director; C. Jankowski, Secretary; R. Kappagantu, Region 10 Director; W. Kinsner, Region 7 Director; T. Kurzweg, Region 2 Director; E. Palacio, Vice Chair-Member Development; B. Parro, Region 4 Director; M. Polavarapu, Vice Chair-Strategic Management and Analysis; M. Salazar-Palma, Member - appointed by VP-TA; C. Stasopoulos, Region 8 Director; R. Tabroff, Region 1 Director; D. Watson, Treasurer; J. Zurada, Member - appointed by VP-TA.

**MEMBERS NOT PRESENT**

F. Martinez, Vice Chair-Information Management.

**STAFF**

L. Bolsch, Senior Director, Business Finance Solutions; T. Ciccodicola, Director, IT Business Partner; J. Day, Director, Member Products and Programs; L. Gangi, Senior Director, Business Operations; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator; S. Waters, Senior Administrator; C. Williams, Global Career Resources Product Manager.

**3. Approval of Agenda**

The Agenda was approved as presented at the meeting.

**4. Consent Agenda**

The Consent Agenda, consisting of the following items, was approved:



201. Resolved that the minutes from the 13 February 2016 meeting shall be approved.
202. Resolved that the 2017 MGA Committee Chairs, as recommended by the MGA N&A Committee, be approved.
203. Resolved that the MGA Board recommends that the 2017 Potentials magazine advertising rates be approved. All rates to increase by 3% from the 2016 rates.
204. Resolved that the MGA Board recommends that the 2017 Potentials magazine subscription rates be approved. All rates to remain the same as the 2016 rates.
205. Resolved that changes to the Region 10 Bylaws shall be approved.
206. Resolved that the formation of the IEEE Baja California Subsection of the IEEE Mexico Section in Region 9 shall be approved.
207. Resolved that the dissolution of the IEEE Zona Centro Subsection of the IEEE Colombia Section in Region 9 shall be approved.
208. Resolved that a 2016 recipient of the Supporting Friend of IEEE Member and Geographic Activities Award shall be approved.

5. Resolution for Robert T.H. Alden, Past Region 7 Director

The MGA Board observed a moment of silence and recognized the passing of Robert T.H. Alden, IEEE Life Fellow, past IEEE Vice President for Regional Activities (1990-1991), and past IEEE Region 7 Director (1988-1989), and approved the following resolution on behalf of Robert T.H. Alden and his family:

The IEEE Member and Geographic Activities Board expresses its deepest sympathy to the Alden Family on the passing of Robert T.H. Alden. His service and contributions to IEEE, to the engineering profession, and to the community are a distinguished, selfless accomplishment. He will be greatly missed by his IEEE colleagues.

6. Announcement of MGA Assembly Results

The 16 June 2016 MGA Assembly results were announced.

The MGA Assembly determined the slates of candidates for the office of 2017 IEEE Vice President-Member and Geographic Activities and 2018 IEEE Vice President-Member and Geographic Activities (2017 VP-Elect). These positions will be elected by the IEEE Assembly in November.

2017 Vice President-Member and Geographic Activities

- Martin Bastiaans - Mierlo, Netherlands
- Ramakrishna Kappagantu - Bangalore, Karnataka, India
- Mary Ellen Randall - Cary, NC, USA

2018 Vice President-Member and Geographic Activities (2017 VP-Elect)

- Martin Bastiaans - Mierlo, Netherlands
- Parviz Famouri - Morgantown, WV, USA
- Ramakrishna Kappagantu - Bangalore, Karnataka, India
- Mary Ellen Randall - Cary, NC, USA

*\*\*Elected 2017 VP to be removed from 2018 slate*

The following individuals were selected to serve on the 2017 MGA Board:

- MGA Treasurer: Deborah Cooper - Reston, VA, USA
- MGA Vice Chair-Geographic Unit Operations: Costas Stasopoulos - Nicosia, Cyprus
- MGA Vice Chair-Information Management: Stefano Zanero - Milano, Italy
- MGA Vice Chair-Member Development: Eduardo Palacio - Saint James, NY, USA
- MGA Vice Chair-Strategic Management and Analysis: Murty Polavarapu - Oakton, VA, USA

7. Chair Remarks

Wai-Choong (Lawrence) Wong, MGA Board Chair, welcomed everyone to the meeting and provided a summary of activities and key initiatives.

8. Secretary Remarks

Cecelia Jankowski, Secretary, shared an update on 2016 MGA activities.

A summary of meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

9. MGA Priority Project Update

An update was provided on the status of 2016 MGA projects. The complete 2016 MGA project listing was included on the agenda.

10. MGA Finances Update. Approval of Changes to Financial Reporting Deadline.

An update was provided on MGA Finances.

After discussion, the following motion passed:

Resolved that the change to the geographic unit financial reporting deadline and the resulting proposed revisions to the IEEE MGA Operations Manual, Sections 9.0.E.1 and 9.4.L.5, in the form presented to the IEEE Member and Geographic Activities Board, shall be and are hereby approved.

The geographic unit year-end financial reporting deadline will now be the last day in February. This change applies only to the financial reporting deadline. The geographic unit officer reporting and meeting reporting deadlines remain as 15 March, and the bonus deadline remains as the third Friday of February. The rebate algorithm and calculation remain unchanged.

#### **11. Expense Reporting and Risk Management**

An update was provided on two items that the IEEE Audit Committee will present to the IEEE Board of Directors: enterprise risk management and timing of reimbursement requests.

#### **12. Approval of MGA Operations Manual Changes, Section 9.0.E.8 - Members and Geographic Units Outside Sections**

After discussion, the following motion passed:

Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 9.0.E.8 – Members and Geographic Units Outside Sections, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved.

The changes provide the Allowance and Membership rebate, as defined in the Geographic Unit Rebate Schedule, to Regions, to assist Regions in providing engagement opportunities for members outside of Sections.

#### **13. Endorsement of Changes to Bylaw I-108 - Dues, Assessments, and Fees**

After discussion, a motion was approved to endorse the following motion, which was submitted for IEEE Board of Directors approval in June 2016.

Resolved that revisions to IEEE Bylaw I-108 - Dues, Assessments, and Fees, in the form presented to the IEEE Board of Directors, shall be, and are hereby, approved.

This change grants authority to the Managing Director, Member and Geographic Activities, to offer discounting up to 25% of the IEEE membership dues, in conjunction with membership development activities designed to promote membership.

#### **15. Response to Sections Congress 2014 Recommendation #5 - Enhance vTools**

After discussion, the following motion passed:

Resolve that MGA allocate a special budget of \$400,000 to complete the plan for enhancements and training that will respond to SC Recommendation 5, and to support the actions and additional functionalities of the applications, facilitating the improvements that will add value to the organization and potential growth/retention in membership.

16. Young Professionals Update

An update was provided on Young Professional activities.

17. Student Activities Update

An update was provided on Student activities.

Lawrence Wong, VP-MGA, asked Pablo Herrero, MGA Student Activities Committee Chair, to create a process flow for Student Branch Chapters and draft a plan for presentation at the September MGA Operations Committee meeting.

18. Segmentation Study

An update was provided on the IEEE Segmentation Study.

24. IEEE Collabratec™. Career Resources.

An update was provided on IEEE Collabratec™ and career resources.

25. Ad Hoc on Marketing Automation Update

An update was provided on the Ad Hoc Committee on Marketing Automation.

Lawrence Wong, VP-MGA, asked Ed Palacio, Vice Chair-Member Development, to have a roadmap ready for presentation at the September MGA Operations Committee meeting.

26. Communications Update

An update was provided on MGA communications, actions needed, and items for which MGA Board members should be aware.

28. Next Meeting Dates/Locations:

The next scheduled meeting of the IEEE MGA Board will be held on 19 November 2016, in New Brunswick, New Jersey, USA.

29. Meeting Adjournment

The meeting was adjourned at 2:06 ET.

Respectively submitted,  
Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

13 February 2016  
San Diego, California, USA

(Confidential – Subject to Confirmation)

*The agenda and backup documentation are available at  
<https://tawapps.ieee.org/mpt/Agenda.aspx?eid=4641>  
Items in these minutes are numbered according to this agenda link.*

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Wai-Choong (Lawrence) Wong, called the meeting to order at 8:00 AM PT, on 13 February 2016, at the Manchester Grand Hyatt, in San Diego, California, USA.

**MEMBERS PRESENT**

M. Bastiaans, Vice Chair-Geographic Unit Operations; J. Conrad, Region 3 Director; T. Coughlin, Region 6 Director; A. Ferreira, Region 9 Director; R. Ford, Past Chair; F. Grosz, Region 5 Director; C. Jankowski, Secretary; R. Kappagantu, Region 10 Director; W. Kinsner, Region 7 Director; T. Kurzweg, Region 2 Director; F. Martinez, Vice Chair-Information Management; E. Palacio, Vice Chair-Member Development; B. Parro, Region 4 Director; M. Polavarapu, Vice Chair-Strategic Management and Analysis; M. Salazar-Palma, Member - appointed by VP-TA; R. Tabroff, Region 1 Director; D. Watson, Treasurer; J. Zurada, Member - appointed by VP-TA.

**MEMBERS NOT PRESENT**

C. Stasopoulos, Region 8 Director.

**STAFF**

L. Bolsch, Senior Director, Business Finance Solutions; T. Ciccodicola, Director, IT Business Partner; J. Day, Director, Member Products and Programs; L. Gangi, Senior Director, Business Operations; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; S. Sharma, Program Director, IEEE Collabratec; G. Sheedy, MGA Board Administrator.

**GUESTS PRESENT**

T. Hashimoto, IEEE Women in Engineering Committee Chair; M. Milicevic, IEEE Young Professionals Committee Chair; S.K. Ramesh, Vice President-Educational Activities.

3. Approval of Agenda

The Agenda was approved as presented at the meeting.

4. Consent Agenda

The Consent Agenda, consisting of the following items, was approved:

201. Resolved that the minutes from the 21 November 2015 meeting shall be approved.
202. Resolved that the executive session minutes from the 21 November 2015 meeting shall be approved.
203. Resolved that the 2016 MGA Committee Rosters shall be approved.
204. Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 4.17 – IEEE Life Members Committee, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved. The revisions improve the communication and understanding of the roles of the IEEE Life Members Committee and its relationship and responsibilities to IEEE and the IEEE Foundation.
205. Resolved that the dissolution of the IEEE Riyadh Subsection of the IEEE Saudi Arabia Section in Region 8 shall be approved.
206. Resolved that the dissolution of IEEE Technical Chapters and Affinity Groups shall be approved.
  - Albuquerque Section Affinity Group, WIE
  - Albuquerque Section Affinity Group, YP
  - Oakland-East Bay Sect Chapter, C16
  - Orange County Section Affinity Group, LM
  - Oregon Section Chapter, EMB18
  - San Francisco Section Chapter, COM19
207. Resolved that the formation of the IEEE Yucatan Subsection of the IEEE Mexico Section in Region 9 shall be approved.
208. Resolved that the formation of the IEEE Bahawalpur Subsection of the IEEE Lahore Section in Region 10 shall be approved.
209. Resolved that changes to the Kolkata Section Bylaws, as presented, shall be approved.
210. Resolved that the updated 2016 Priority Projects List be approved.

5. Chair Remarks

Wai-Choong (Lawrence) Wong, MGA Board Chair, welcomed everyone to the meeting.

6. Secretary Remarks

Cecelia Jankowski, Secretary, shared an update on 2016 MGA activities.

A summary of meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

7. MGA Finances Update

An update was provided on MGA Finances.

8. MGA VP-Elect

After discussion, the following motion passed:

Resolved that revisions to IEEE Bylaws I-203.1 and I-303.5, in the form presented to the MGA Board, establishing the position of Member and Geographic Activities Vice President-Elect effective 1 January 2017, shall be, and are hereby, endorsed.

Resolved that revisions to MGA Operations Manual, Sections 2, 4, 5, 6, and 7 in the form presented to the MGA Board, shall be, and are hereby, approved.

10. Electronic Membership in Low Income Economies

After discussion, the following motion passed:

Resolved that revisions to IEEE Policies, Section 16.2.2 – Electronic Membership, in the form presented to the IEEE Board of Directors, shall be, and are hereby, endorsed.

The revisions create a US\$27 price point for eMembership and make it available to members in countries on the World Bank list of Low Income Economies.

11. Conflict Resolution Process / Warning System for Repetitive Unprofessional Behavior

After discussion, the following motion passed:

Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 4.0, MGA Committees, and Section 2.11, Process for Addressing Member/Volunteer Complaints, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved.

The revisions allow for a consistent process between Technical Activities (TA) Process and MGA.

## 12. Member Dues Promotions

An update was provided on Member Dues Promotions. The MGA Board was supportive of the proposed changes to IEEE By-Law I-108. Dues, Assessments, and Fees, which would add text that "The Managing Director, Member and Geographic Activities is delegated the authority to offer discounting up to 25% of the membership dues in conjunction with membership development activities designed to promote membership." A motion will be brought to the IEEE Board of Directors for approval in June 2016.

## 13. Region 5 Assessment Increase

After discussion, the following motion passed:

Resolved that the Region 5 Regional Assessment be increased from US\$2 to US\$5, beginning with the 2017 Membership Year.

## 16. Student Activities

The following motion passed:

Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 9.7 - Student Branches, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved.

The revision codifies the structural change approved by the MGA Board in November 2015, formally bringing Student Branches under the local Sections' organizational structure, placing Student Branches in the same organizational construct as local Chapters and Affinity Groups.

## 17. MGA Training Committee Charter

After discussion, the following motion passed:

Resolved that the dissolution of the IEEE Center for Leadership Excellence Committee shall be approved.

Resolved that the creation of the MGA Training Committee and the proposed revisions to the IEEE MGA Operations Manual Section 4.1 (MGA Committees) and 4.21 (MGA Training Committee Charter) in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved.

## 18. IEEE Collabratec™ Update

An update was provided on IEEE Collabratec™.



20. Vienna Office Proposal

An update was provided on the Vienna Office Proposal.

21. EAB Section Educational Outreach Committee (SEOC) Charter

After discussion, the EAB Section Educational Outreach Committee (SEOC) Charter was approved as presented.

22. Communications Update

An update was provided on MGA communications, actions needed, and items for which MGA Board members should be aware.

23. New Business

A motion was approved to add the following New Business items to the agenda:

- Global Opportunities Ad Hoc Summary
- MGA Budget Cycle
- MGA Operations Manual Clean-up
- Regional Structure
- Funding Support for Region 9 Meeting
- Marketing Automation

24. Global Opportunities Ad Hoc Summary

An update was provided on the Global Opportunities Ad Hoc Committee.

25. MGA Budget Cycle

After discussion, the following motion was Transferred to the MGA Finance Committee:

Be it resolved that the current MGA budget cycle timeline does not adequately support efficient and timely MGA volunteer leaders' ability to enact meaningful change/projects as they take office, MGA staff shall develop and implement as quickly as possible an MGA budgeting framework that eliminates the cited deficiency in the MGA budget cycle.

26. MGA Operations Manual Clean-up

An update was provided on the MGA Operations Manual Clean-up project for 2016.

27. Regional Structure

The MGA Board discussed Regional structure and what Regions can do to make an impact.

## 28. Funding Support for Region 9 Meeting

After discussion, the following motion passed:

Resolved that an MGA allocation of US\$2500 to conduct a Membership Recruitment and Recovery development/training workshop at the March 2016 Region 9 meeting shall be approved.

## 29. Marketing Automation

After discussion, a motion to take out the following motion passed:

Be it resolved that over 600,000 nonmembers attend IEEE global events annually (across approximately 1,750 conferences, chapter meetings for over 2,200 chapters, etc.) and that IEEE currently lacks an integrated, comprehensive capability that scales to address nurturing that number of qualified leads to become IEEE members, MGA staff shall coordinate putting in place a comprehensive marketing automation platform capable of managing well beyond the cited scale to accommodate future growth.

After discussion, the following motion passed:

Whereas over 600,000 nonmembers attend IEEE global events annually (across approximately 1,750 conferences, chapter meetings for over 2,200 chapters) and, Whereas IEEE currently lacks an integrated, comprehensive capability that scales to address nurturing that number of qualified leads to become IEEE members. Therefore be it resolved that MGA form an ad hoc committee that shall investigate options for an effective marketing automation platform capable of managing well beyond the cited scale to accommodate future growth. The ad hoc shall report back to MGA Board with recommendations and suggestions of implementations.

After the motion passed, Lawrence Wong asked Ed Palacio to lead an ad hoc committee to address this motion.

## 30. Next Meeting Dates/Locations:

The next scheduled meetings of the IEEE MGA Board will be held on 18 June 2016 and 19 November 2016, both in New Brunswick, New Jersey, USA.

## 31. Meeting Adjournment

The meeting was adjourned at 3:31 PT.

Respectively submitted,  
Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

21 November 2015  
New Brunswick, New Jersey, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at  
<https://tawapps.ieee.org/mpt/Uploads/3/Agenda.aspx?eid=3203>  
Items in these minutes are numbered according to this agenda link.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Wai-Choong (Lawrence) Wong, called the meeting to order at 8:00 AM ET, on 21 November 2015, at the Hyatt Regency New Brunswick, in New Brunswick, New Jersey, USA.

**MEMBERS PRESENT**

A. Aghdam, Region 7 Director; M. Bastiaans, Vice Chair-Geographic Unit Operations; T. Coughlin, Region 6 Director; R. Ford, Past Chair; T. Fukuda, Vice Chair-Strategic Management and Analysis; C. Jankowski, Secretary; R. Jensen, Vice Chair-Member Development; R. Kappagantu, Region 10 Director; T. Kurzweg, Region 2 Director; N. Lerendegui, Region 9 Director; F. Martinez, Vice Chair-Information Management; J. Modelski, Member - appointed by VP-TA; J. Morgan, Region 5 Director; B. Parro, Region 4 Director; M. Randall, Region 3 Director; V. Socci, Region 1 Director; C. Stasopoulos, Region 8 Director; E. Tejera, Member - appointed by VP-TA; D. Watson, Treasurer.

**STAFF**

L. Bolsch, Senior Director, Business Finance Solutions; J. Day, Director, Member Products and Programs; L. Gangi, Senior Director, Business Operations; J. Moesch, Senior Director, Member Experience; E. Perez, Senior Manager, Member Market Development; S. Sharma, Director, Collabratec Program; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, Board Administrator; C. Williams, Global Career Resources Product Manager.

**GUESTS PRESENT**

D. Green, MGA Technical Co-Sponsorship Task Force Chair; T. Hashimoto, IEEE Women in Engineering Committee Chair; P. Herrero, MGA Student Activities Committee Chair; M. Milicevic, IEEE Young Professionals Committee Chair; Vincenzo Piuri, Vice President-Technical Activities; M. Polavarapu, MGA Ad Hoc Committee on Engaging Members from Industry Chair and Inter-OU Collaboration Ad Hoc Committee Chair.

3. Approval of Agenda

The Agenda was approved as presented at the meeting.

4. Consent Agenda

The Consent Agenda was approved, consisting of the following items:

201. Resolved that the minutes from the 20 June 2015 meeting shall be approved.

202. Resolved that the Executive Session minutes from the 20 June 2015 meeting shall be approved.

203. Resolved that the minutes from the 13 July 2015 meeting shall be approved.

204. Resolved that the minutes from the 29 July 2015 meeting shall be approved.

205. Resolved that the minutes from the 16 September 2015 meeting shall be approved.

206. Resolved that the 2016 MGA Committee Members, as recommended by the MGA N&A Committee, shall be approved.

207. Resolved that the IEEE Sections Congress 2017 Committee Chair, as recommended by the MGA N&A Committee, shall be approved.

208. Resolved that the dissolution of IEEE Technical Chapters and Affinity Groups (as provided in Appendix A) shall be approved.

209. Resolved that closing "IEEE Sections Congress 2014 Recommendation #3: Introduce loyalty rewards such as publication access, conference fees, standards for continued membership" shall be approved.

210. Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 2.8 - MGA Representatives, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved. The revisions update the MGA representatives and liaisons appointed to other organizational unit boards and committees.

211. Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 9.6 - Chapters, and Section 9.9 - Affinity Groups, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved. The revisions put a reinstatement process in place for dissolved Chapters and Affinity Groups.

212. Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 4.3 - MGA Awards and Recognition Committee, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved. The revisions will allow the MGA Nominations and Appointments Committee some flexibility to recommend the most qualified candidates, but still ensure Region distribution.

213. Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 4.10 - MGA Nominations and Appointments Committee, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved. The revisions will allow the MGA Nominations and Appointments Committee some flexibility to recommend the most qualified candidates, but still ensure Region distribution.

214. Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 4.15 - IEEE Admission and Advancement Committee, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved. The revisions add the Past Chair as a voting member of the committee.

215. Resolved that the MGA Member Benefits Portfolio Advisory Committee Program Manual shall be approved.

216. Resolved that the formation of the IEEE Bhubaneswar Subsection of the IEEE Kolkata Section in Region 10 shall be approved.

217. Resolved that the formation of the IEEE Sarawak Subsection of the IEEE Malaysia Section in Region 10 shall be approved.

218. Resolved that the formation of the IEEE Uganda Subsection in Region 8 shall be approved.

219. Resolved that the elevation of the IEEE Algeria Subsection of Region 8 to create the IEEE Algeria Section shall be approved.

220. Resolved that the dissolution of the IEEE Jubail Subsection of the IEEE Saudi Arabia Section in Region 8 shall be approved.

221. Resolved that the dissolution of the IEEE Sfax Subsection of the IEEE Tunisia Section in Region 8 shall be approved.

222. Resolved that the Mexico Postal Codes ranging from 40880 to 40889, originally assigned to the IEEE Morelos Section, shall be reassigned to the IEEE Centro Occidente Section.

223. Resolved that the Generic National Society Agreement Template and the Supplement 1 Template shall be, and are hereby, endorsed.

5. Announcement of IEEE Assembly Results

The 19 November IEEE Assembly results were announced, including Wai-Choong (Lawrence) Wong to serve as the 2016 Vice President-MGA/MGA Board Chair.

6. Chair Remarks

Wai-Choong (Lawrence) Wong, MGA Board Chair, welcomed everyone to the meeting. The VP-MGA report to the IEEE Board of Directors was included on the agenda.

7. Secretary Remarks

Cecelia Jankowski, Secretary, shared an update on 2015 MGA activity highlights. A summary of meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

8. 2015 Project Update

An update was provided on the status of 2015 MGA projects. The complete 2015 MGA project listing was included on the agenda.

9. 2016 Priority Project List

An overview of the proposed 2016 MGA priority projects was presented. The complete proposed 2016 MGA priority project list was included on the agenda. Three project placeholders were included – for Young Professionals, Women in Engineering, and Engaging Members from Industry – to be defined by the February 2016 meeting.

After discussion and the MGA Finances Update agenda item, a motion passed to accept the proposed 2016 MGA priority project list as presented.

10. MGA VP-Elect

After discussion, the question was called and the following motion passed:

Resolved that the MGA VP-Elect position shall be approved as presented.

Changes to governing documents will be presented for approval by the MGA Board and IEEE Board of Directors in February 2016.

11. IEEE Sections Congress 2017 Update

An update was provided on IEEE Sections Congress 2017.

13. IEEE Young Professionals Update

After discussion, the following motion passed:

Resolved that each Region transfer USD \$1,000 in January 2016 to the MGA Young Professionals program to support an event/track at a flagship conference in their Region. MGA will separately allocate an additional USD \$10,000 in matching funds, for a total of USD \$20,000.

14. MGA Student Activities Update

After discussion, the following motion passed:

Request MGA approve structural change that formally brings Student Branches under the local Sections' organizational structure, placing Student Branches in the same organizational construct as local Chapters and Affinity Groups.

15. IEEE Women in Engineering Update

An update was provided on IEEE Women in Engineering (WIE) activities.

16. Career Resources

An update was provided on career resources.

17. IEEE Collabratec™ Update

An update was provided on IEEE Collabratec™.

18. Dues in Very Low Income Countries

An update was provided on dues in very low income countries. A motion will be brought to the MGA Board for approval in February 2016.

19. MGA Ad Hoc Committee on Engaging Members from Industry Update

An update was provided on the MGA Ad Hoc Committee on Engaging Members from Industry and the 2016 Smart Tech Signature Events Proposal.

20. Inter-OU Collaboration Ad Hoc Committee Update

An update was provided on the Inter-OU Collaboration Ad Hoc Committee.

23. Response to SC Recommendation #4: Provide a tool to build, promote, record, host and broadcast technical events at the local level and make them available to IEEE members

After discussion, the following motion passed:

Resolved that MGA facilitate and provide the suite of tools for web conferencing and offline recording that considers WebEx, Techsmith products, and Google Hangouts to respond to IEEE Sections Congress 2014 Recommendation #4, and to support the plan for training, financing, and making recordings available for IEEE members.

24. Global Opportunities Ad Hoc Committee Update

An update was provided on the Global Opportunities Ad Hoc Committee.

25. Joint Ad Hoc on Warning System for Repetitive Unprofessional Behavior

An update was provided on the Joint Ad Hoc Committee on Warning System for Repetitive Unprofessional Behavior and the Yellow Card Process. A motion will be brought to the MGA Board for approval in February 2016.

26. MGA Finances Update

After discussion, the following motion passed:

Resolved that the 2016 MGA Budget, as presented to the MGA Board, shall be approved.

28. Technical Co-Sponsorship

After discussion, the following motion passed:

Resolved that the MGA Board approve:

1. MGA fully absorbing and waiving the TCS fee for conferences sponsored by established National and Technical / Sister Society partners.
2. The proposed MGA TCS fee schedule that is based upon the number of conference papers published in Xplore and 3% of the IEEE member registration fee (USD 1.00 minimum).
3. A two (2) year evaluation period to review the additional conference data being requested and, after two (2) years reconsider changes to the MGA TCS fee cost structure.
4. MGA proceeding to plan and implement this interim fee schedule as soon as practical.
5. MGA absorbing the fees for 2016 MGA TCS conferences having MoU's that are submitted and approved before the implementation start date.

29. Approval of Changes to Operations Manual - Section 9 - Section Affinity Group Activity

After discussion, the following motion failed:

Resolved that the following MGA Operations Manual changes in clause 9.0.E.3 shall be approved:



3. Chapter, and affinity and Informal group rebate US\$200 for each chapter and affinity group meeting minimum requirements in accordance with the following sections of the MGA Operations Manual:

- ☐ Section 9.6.J - Chapter Requirements for Membership and Meeting Activity
- ☐ Section 9.9.J - Affinity Group Requirements for Meeting Activity [whether the affinity group is official or not](#)

In accordance with the MGA Operations Manual Sections 9.6.G and 9.9.G, "Chapters and Affinity Groups are entitled to receive the funds generated by their own activities, including dues rebates (earned during the preceding year as computed by the Dues Rebate formula)." In accordance with the MGA Operations Manual Section 9.4.I.8, "Chapter and Affinity Group funds provided to the Section through the annual rebate Changes - Section 9 - Rebate Schedule -are intended for the support of those subunits. Chapters and Affinity Groups shall be funded at a minimum at the level of the annual Rebate."

After discussion, the following motion failed:

Resolved that the following MGA Operations Manual changes in clause 9.0.E.3 shall be approved:

5. Activity bonus

- In an effort to encourage activities at the local level, activity bonuses may be awarded as follows:
  - a1. All sections reporting ten meetings or more, at least five of which must be of a technical nature, shall receive an additional US\$200.
  - [a2. All Sections reporting two or more meetings that are \(i\) organized by the Section itself and \(ii\) targeted at an audience whose interest is not covered by an existing Chapter or Affinity Group, shall receive an additional USD 200.](#)

30. Approval of Changes to MGA Student Activities Committee Charter to add IEEE-HKN Member

After discussion, the following motion passed:

Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 4.13 - MGA Student Activities Committee, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved.

The revisions add an IEEE-HKN representative as a voting member to the MGA Student Activities Committee.

31. Job Affiliation of Members

After discussion, the following motion passed:

Resolved that MGA finds a suitable way to ask members on a yearly or as appropriate basis of their main job function and if it falls under the categories of Academia, Industry Government or other sector.

**32. Approval of Changes to Operations Manual - Section 2.9.C - Meeting Schedule Changes and Special Meetings**

After discussion, the following motion passed:

Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 2.9.C. - Meeting Schedule Changes and Special Meetings, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved.

The revisions align MGA Board procedures for meeting schedule changes and special meetings to be consistent with the IEEE Board of Directors procedures.

**33. Approval of Changes to Operations Manual - Section 4.1.B. - Member Eligibility Requirements**

After discussion, the following motion passed:

Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 4.1.B. - Member Eligibility Requirements, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved.

The revisions codify two occurrences where a Student Member has voting privileges on a MGA committee.

**34. Communications Update**

An update was provided on MGA communications, actions needed, and items for which MGA Board members should be aware.

**35. New Business**

Several Region Directors made announcements about upcoming Region activities.

**36. Recognition of Outgoing MGA Board Members**

The MGA Board recognized outgoing MGA Board members. The following motion was approved by acclamation:

The Member and Geographic Activities Board expresses its deepest appreciation for their efforts to the outgoing members of the 2015 Member and Geographic Activities Board:

- Toshio Fukuda - Vice Chair, Strategic Management and Analysis
- Ron Jensen - Vice Chair, Member Development
- Enrique Tejera - TA appointed member
- Vince Socci - Region 1 Director
- Mary Ellen Randall - Region 3 Director
- J. Derald Morgan - Region 5 Director
- Amir Aghdam - Region 7 Director
- Norberto Lerendegui - Region 9 Director

37. Next Meeting Dates/Locations:

The 2016 MGA Board Retreat and Orientation will be held on 11 February 2016, in San Diego, CA, USA.

The 2016 MGA Board Meetings will be held:

- 13 February 2016 - San Diego, CA, USA
- 18 June 2016 - New Brunswick, NJ, USA
- 19 November 2016 - New Brunswick, NJ, USA

38. Meeting Adjournment

The meeting was adjourned at 4:50 PM ET.

Respectively submitted,  
Cecelia Jankowski  
Secretary

**Appendix A – Dissolution of Inactive Technical Chapters/Affinity Groups**  
(Consent Agenda Item #208)

R2 CENTRAL PENNSYLVANIA, SP01  
R2 CINCINNATI, EMB18 (DISSOLVE PER SECTION REQUEST)  
R2 CLEVELAND, YP  
R3 ATLANTA, ED15/PHO36  
R3 CANAVERAL, AES10/C16  
R3 CENTRAL SAVANNAH RIVER, IA34  
R3 CENTRAL VIRGINIA, C16 (DISSOLVE PER SECTION REQUEST)  
R3 NORTHWEST FLORIDA, WIE  
R3 NORTHWEST FLORIDA, YP  
R3 ORLANDO, C16  
R5 PIKES PEAK, EMC27/MTT17/AP03  
R5 PIKES PEAK, YP  
R5 SAINT LOUIS, COM19  
R7 MONTREAL, LM  
R7 MONTREAL, YP  
R8 EGYPT, IE13  
R8 EGYPT, PEL35  
R8 ITALY, DEI32  
R8 NORWAY, IA34  
R8 NORWAY, SP01/IT12/COM19  
R8 RUSSIA NORTHWEST, YP  
R8 RUSSIA SIBERIA, E25  
R9 ECUADOR, IA34  
R9 VENEZUELA, IA34  
R9 VENEZUELA, YP  
R10 BEIJING, IA34  
R10 BEIJING, SMC28  
R10 INDIA COUNCIL, MTT17  
R10 INDONESIA, C16  
R10 INDONESIA, SP01/ED15/E25/PE31  
R10 NANJING, SMC28 (JIANGSU)

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

16 September 2015  
Webconference

(Confidential – Subject to Confirmation)

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Wai-Choong (Lawrence) Wong, called the meeting to order at 10:00 AM ET, on 16 September 2015, via webconference.

**MEMBERS PRESENT VIA WEBCONFERENCE**

A. Aghdam, Region 7 Director; M. Bastiaans, Vice Chair-Geographic Unit Operations; T. Coughlin, Region 6 Director; T. Fukuda, *Vice Chair-Strategic Management and Analysis*; C. Jankowski, Secretary; R. Jensen, Vice Chair-Member Development; R. Kappagantu, Region 10 Director; T. Kurzweg, Region 2 Director; N. Lerendegui, Region 9 Director; F. Martinez, Vice Chair-Information Management; J. Morgan, Region 5 Director; M. Randall, Region 3 Director; V. Socci, Region 1 Director; C. Stasopoulos, Region 8 Director; D. Watson, Treasurer.

**MEMBERS NOT PRESENT**

R. Ford, Past Chair; J. Modelski, Member - appointed by VP-TA; B. Parro, Region 4 Director; E. Tejera, Member - appointed by VP-TA.

**GUESTS**

L. Arellano, Chair, IEEE Center for Leadership Excellence Committee Chair; E. Palacio, 2016 MGA Vice Chair-Member Development; M. Polavarapu, Chair, MGA Ad Hoc Committee on Engaging Members from Industry.

**STAFF**

L. Bolsch, Director, Finance; L. Gangi, Senior Director, Business Operations; J. Moesch, Senior Director, Member Experience; M. Schneider, Program Manager, Operational Compliance; C. Sinauskas, Director, Geographic Activities; V. Sharoff; G. Sheedy, MGA Board Administrator; S. Waters, Senior Administrator.

**1. MGA VP-Elect**

After discussion, the following motion passed:

Resolved that the MGA VP-Elect position shall be approved in concept, and implementation details be developed and submitted to the MGA Board in November 2015 for final approval.

2. Update on MGA Volunteer Training Ad Hoc Committee

An update was provided on the MGA Volunteer Training Ad Hoc Committee.

3. Update on MGA Ad Hoc Committee on Members Working in Industry

An update was provided on the MGA Ad Hoc Committee on Members Working in Industry.

Meeting Adjournment

The meeting was adjourned at 11:33 AM ET.

Respectively submitted,

Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

29 July 2015  
Webconference

(Confidential – Subject to Confirmation)

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Wai-Choong (Lawrence) Wong, called the meeting to order at 10:00 AM ET, on 29 July 2015, via webconference.

**MEMBERS PRESENT VIA WEBCONFERENCE**

A. Aghdam, Region 7 Director; M. Bastiaans, Vice Chair-Geographic Unit Operations; T. Coughlin, Region 6 Director; T. Fukuda, Vice Chair-Strategic Management and Analysis; C. Jankowski, Secretary; R. Jensen, Vice Chair-Member Development; R. Kappagantu, Region 10 Director; T. Kurzweg, Region 2 Director; N. Lerendegui, Region 9 Director; F. Martinez, Vice Chair-Information Management; J. Modelski, Member - appointed by VP-TA; J. Morgan, Region 5 Director; B. Parro, Region 4 Director; M. Randall, Region 3 Director; V. Socci, Region 1 Director; C. Stasopoulos, Region 8 Director.

**MEMBERS NOT PRESENT**

R. Ford, Past Chair; E. Tejera, Member - appointed by VP-TA; D. Watson, Treasurer.

**GUESTS**

P. Herrero, MGA Student Activities Committee Chair.

**STAFF**

L. Bolsch, Director, Finance; L. Delventhal, Manager, Young Professionals Program; L. Gangi, Senior Director, Business Operations; R. Jannuzzi, Director, Business Operations; R. Marosy, Fellow Activities Manager; J. Moesch, Senior Director, Member Experience; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator; S. Waters, Senior Administrator.

**1. MGA Student Activities Update**

An update was provided on MGA Student Activities.

**2. Membership Turn-around**

An update was provided on Membership Turn-around.

### 3. Technical Co-sponsorship

The MGA Board discussed the Technical Co-sponsorship (TCS) fees being implemented by IEEE Meetings, Conferences and Events (MCE) for all TCS conferences beginning in 2016.

A working group was formed to discuss the topic and provide a recommendation to the MGA Board. Group members are: Martin Bastiaans, Ramakrishna Kappagantu, Norberto Lerendegui, Bob Parro, and Costas Stasopoulos. One of the MGA appointed members of the IEEE Conferences Committee will also be asked to participate in the group.

### 4. Next MGA Board Meeting Webconference.

A motion passed to hold a MGA Board Meeting webconference in September or early October. Availability will be requested via email.

### Meeting Adjournment

The meeting was adjourned at 12:13 PM ET.

Respectively submitted,

Cecelia Jankowski  
Secretary



**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

13 July 2015  
Webconference

(Confidential – Subject to Confirmation)

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Wai-Choong (Lawrence) Wong, called the meeting to order at 11:00 AM ET, on 13 July 2015, via webconference.

**MEMBERS PRESENT VIA WEBCONFERENCE**

A. Aghdam, Region 7 Director; M. Bastiaans, Vice Chair-Geographic Unit Operations; T. Coughlin, Region 6 Director; R. Ford, Past Chair; T. Fukuda, Vice Chair-Strategic Management and Analysis; C. Jankowski, Secretary; N. Lerendegui, Region 9 Director; F. Martinez, Vice Chair-Information Management; J. Modelski, Member - appointed by VP-TA; J. Morgan, Region 5 Director; B. Parro, Region 4 Director; M. Randall, Region 3 Director; V. Socci, Region 1 Director; C. Stasopoulos, Region 8 Director; E. Tejera, Member - appointed by VP-TA; D. Watson, Treasurer.

**MEMBERS NOT PRESENT**

R. Jensen, Vice Chair-Member Development; R. Kappagantu, Region 10 Director; T. Kurzweg, Region 2 Director.

**STAFF**

L. Bolsch, Director, Finance; L. Gangi, Director, Business Operations; R. Marosy, Fellow Activities Manager; J. Moesch, Senior Director, Member Experience; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator; S. Waters, Senior Administrator.

**1. Technical Co-sponsorship**

The MGA Board discussed the Technical Co-sponsorship (TCS) fees being implemented by IEEE Meetings, Conferences and Events (MCE) for all TCS conferences beginning in 2016. Proposed changes to the MGA Operations Manual were presented. The MGA Board requested further information, including:

- Origin and break-down of MCE operating expenses associated with the stated US\$5,400 cost per TCS conference.
- Clarification on the use of IEEE logo for conferences and local events and the relationship with 1) requirements for an MOU among sponsors, 2) publishing papers in Xplore, and 3) publicizing a meeting in vTools.
- Conference level detail identifying name of non-IEEE financial sponsors of TCS Conferences and type of sponsor, e.g., university, national society.

- Listing of TCS conferences by Region, requested for Region 8.

This information will be provided by MGA staff, and the MGA Board will again consider the proposed changes to the MGA Operations Manual during the scheduled 29 July 2015 MGA Board meeting webconference.

#### Meeting Adjournment

The meeting was adjourned at 12:14 PM ET.

Respectively submitted,

Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

20 June 2015

New Brunswick, New Jersey, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at  
<https://tawapps.ieee.org/mpt/Uploads/3/Agenda.aspx?eid=3202>  
Items in these minutes are numbered according to this agenda link.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Wai-Choong (Lawrence) Wong, called the meeting to order at 8:00 AM ET, on 20 June 2015, at the Hyatt Regency New Brunswick, in New Brunswick, New Jersey, USA.

**MEMBERS PRESENT**

A. Aghdam, Region 7 Director; M. Bastiaans, Vice Chair-Geographic Unit Operations; T. Coughlin, Region 6 Director; T. Fukuda, Vice Chair-Strategic Management and Analysis; C. Jankowski, Secretary; R. Jensen, Vice Chair-Member Development; R. Kappagantu, Region 10 Director; T. Kurzweg, Region 2 Director; N. Lerendegui, Region 9 Director; F. Martinez, Vice Chair-Information Management; J. Modelski, Member - appointed by VP-TA; J. Morgan, Region 5 Director; B. Parro, Region 4 Director; M. Randall, Region 3 Director; V. Socci, Region 1 Director; C. Stasopoulos, Region 8 Director; E. Tejera, Member - appointed by VP-TA; D. Watson, Treasurer.

**MEMBERS NOT PRESENT**

R. Ford, Past Chair.

**STAFF**

L. Bolsch, Director, Finance; J. Day, Director, Member Products and Programs; L. Gangi, Director, Business Operations; J. Moesch, Senior Director, Member Experience; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator; C. Williams, Global Career Resources Product Manager.

**GUESTS PRESENT**

D. Green, IEEE Collabratec™ Steering Committee Member; T. Hashimoto, IEEE Women in Engineering Committee Chair; R. Barrera-Michel, MGA Student Activities Committee Vice Chair; M. Milicevic, IEEE Young Professionals Committee Chair; M. Polavarapu, MGA Ad Hoc Committee on Engaging "Practitioners" Chair and Inter-OU Collaboration Ad Hoc Committee Chair.

### 3. Approval of Agenda

The Agenda was approved as presented at the meeting.

### 4. Consent Agenda

The items "Approval of MGA Operations Manual Changes, Section 9 - Definition and Meeting Activity for Chapters and Affinity Groups" and "Approval of MGA Operations Manual Changes, Section 9 - Rebate Schedule" were moved to the Action agenda. The Consent Agenda was then approved, consisting of the following items:

201. Resolved that the minutes from the 7 February 2015 meeting shall be approved.
202. Resolved that the minutes from the 21 April 2015 webconference meeting shall be approved.
203. Resolved that the 2016 MGA Committee Chairs, as recommended by the MGA N&A Committee, be approved.
204. Resolved that the MGA Board recommends that the 2016 Potentials magazine advertising rates be approved. All rates to remain the same as the 2015 rates.
205. Resolved that the MGA Board recommends that the 2016 Potentials magazine subscription rates be approved. All rates to remain the same as the 2015 rates.
206. Resolved that the proposed changes to the IEEE Women in Engineering Committee Charter (MGA Operations Manual Section 4.20) shall be approved.
207. Resolved that the proposed changes to the IEEE Women in Engineering Program Manual shall be approved.
208. Resolved that revisions to the IEEE MGA Operations Manual, Section 4.5 - Geographic Unit Operations Support Committee Charter, shall be approved.
210. Resolved that revisions to Section 9.4.F.7, Chapter 9.6.D.5 and Affinity Group 9.9.D.6 of the MGA Operations Manual - Term limits for officers, in the form presented to the IEEE Member and Geographic Activities Board shall be, and are hereby approved. The revisions ensure a single consistent policy across Section, Chapter, and Affinity Group officer term limits.
212. Resolved that revisions to Section 9.4.F of the MGA Operations Manual – Section Officers, in the form presented to the IEEE Member and

Geographic Activities Board shall be, and are hereby approved. The revision states that a Section may define in its local operating procedures document if the Vice Chair shall automatically become the Chair at the conclusion of their term.

213. Resolved that the formation of the IEEE Rajasthan Subsection of the Delhi Section in Region 10 shall be approved.
214. Resolved that the formation of the IEEE Fiji Subsection in Region 10 shall be approved.
215. Resolved that the name change of the IEEE Lithuanian Section to the IEEE Lithuania Section shall be approved.
216. Resolved that changes to the Region 10 Bylaws shall be approved.
217. Resolved that the reinstatement of the Eastern North Carolina Section Chapter, Technology and Engineering Management Society, shall be approved.
218. Resolved that the reinstatement of the San Diego Section Chapter, Power Electronics Society, shall be approved.
219. Resolved that the appointment to the 2015 MGA IT Coordination and Oversight (ITCO) Committee shall be approved.

5. Resolution for Vernon Albertson, Past Region 4 Director

The MGA Board observed a moment of silence and recognized the passing of Vernon Albertson, IEEE Life Fellow and Past IEEE Region 4 Director (1993-1994), and approved the following resolution on behalf of Vernon Albertson and his family:

The IEEE Member and Geographic Activities Board expresses its deepest sympathy to the Albertson Family on the passing of Vernon Albertson. His service and contributions to IEEE, to the engineering profession, and to the community were a distinguished, selfless accomplishment. He will be greatly missed by his IEEE colleagues.

6. Announcement of MGA Assembly Results

The 18 June 2015 MGA Assembly results were announced.

The MGA Assembly determined the slate of candidates for the office of 2016 IEEE Vice President-Member and Geographic Activities (to be forwarded to the IEEE Assembly, for election in November 2015):

- Mary Ellen Randall - Cary, NC, USA
- Wai-Choong (Lawrence) Wong - Singapore, Singapore

The following individuals were selected to serve on the 2016 MGA Board:

- MGA Treasurer: Dane Watson - Plano, TX, USA
- MGA Vice Chair-Geographic Unit Operations: Martin Bastiaans - Mierlo, Netherlands
- MGA Vice Chair-Information Management: Francisco Martinez - Guadalajara, Mexico
- MGA Vice Chair-Member Development: Eduardo Palacio - Saint James, NY, USA
- MGA Vice Chair-Strategic Management and Analysis: Murty Polavarapu - Manassas, VA, USA

#### 7. Chair Remarks

Wai-Choong (Lawrence) Wong, MGA Board Chair, welcomed everyone to the meeting and noted the MGA aspirations for 2015.

#### 8. Secretary Remarks

Cecelia Jankowski, Secretary, shared an update on 2015 MGA activity highlights.

A summary of meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

#### 9. MGA Priority Project List

An update was provided on the status of 2015 MGA Priority Projects. The complete 2015 MGA project listing was included on the agenda.

#### 10. MGA Finances Update

After discussion, the following motion passed:

Per CFO and Controller - Request approval to move geo unit close / end date for prior year financial reporting to 15 March and update to Operations Manual to follow.

#### 11. Sections Congress 2017 Location and Funding

After discussion, the following motions passed:

Resolved that an MGA expense budget of US\$2.657 Million for IEEE Sections Congress 2017 including \$990,000 program and venue costs and \$1,667,000 for MGA Board, all section delegates and MGA support staff shall be approved.

Resolved that holding IEEE Sections Congress 2017 in the city of Sydney at the International Convention Centre shall be approved.

#### 13. IEEE Women in Engineering

An update was provided on the IEEE Women in Engineering (WIE) Program and the 2015 WIE International Leadership Conference (ILC).

14. Young Professionals - Enhancing Member Experience and Value

An update was provided on the IEEE Young Professionals activities.

15. IEEE Collabratec(tm) Update

An update was provided on IEEE Collabratec(tm).

16. MGA Ad Hoc Committee on Engaging "Practitioners" Update

An update was provided on the MGA Ad Hoc Committee on Engaging "Practitioners."

17. Inter-OU Collaboration Ad Hoc Committee Update

An update was provided on the Inter-OU Collaboration Ad Hoc Committee.

18. Global Opportunities Ad Hoc Committee Update

An update was provided on the Global Opportunities Ad Hoc Committee.

19. Career Resources

An update was provided on career resources.

24. Technical Co-Sponsorship

An update was provided on technical co-sponsorship.

25. Financial Support to Nepal Humanitarian Crisis

After discussion, the following motion passed:

IEEE MGA endorses request for humanitarian assistance from IEEE to Nepal due to damage caused by earthquakes in April and May 2015.

26. Dues in Very Low Income Countries

An update was provided on dues in very low income countries. After discussion, the sense of the board was to proceed along the current path.

27. IEEE.tv Overview

An update was provided on IEEE.tv.

28. Compliance Training

An update was provided on Compliance Training.

29. Communications Update

An update was provided on MGA communications, actions needed, and items for which MGA Board members should be aware.

31. Approval of MGA Operations Manual Changes, Section 9 - Definition and Meeting Activity for Chapters and Affinity Groups (moved from Consent Agenda)

After discussion, the following motion passed:

Resolved that the proposed revisions to the IEEE MGA Operations Manual, Sections 9.6.A and 9.9.A - Definition, and Sections 9.6.J.2 and 9.9.J.2 - Meeting Activity, in the form provided to the IEEE Member and Geographic Activities Board, shall be and are hereby approved.

The revisions clarify that all Chapter policy applies to Joint Chapter as well, require that all geographic unit meetings are reported using electronic communication tools provided by MGA, and state that geographical parents need to be consistent in annually providing allocated rebates to Chapters and Joint Chapters as per the Financial Operating Manual.

This item will be further discussed by the MGA Geographic Unit Operations Support Committee.

32. Approval of MGA Operations Manual Changes, Section 9 - Rebate Schedule (moved from Consent Agenda)

After discussion, the following motion passed:

Resolved that the Section Rebate Schedule and revisions to the MGA Operations Manual adding Section 9.0.E, in the form presented to the IEEE Member and Geographic Activities Board shall be and are hereby, approved. The rebate algorithm and calculation remain unchanged. All requirements for reporting remain unchanged.

The revisions streamline and clarify the information provided in the rebate schedule and add the rebate schedule to the MGA Operations Manual.

33. Next Meeting Dates/Locations:

The next scheduled meeting of the IEEE MGA Board will be held on 21 November 2015 in New Brunswick, New Jersey, USA. A WebEx meeting will also be scheduled for July 2015.



#### 34. Meeting Adjournment

The meeting was adjourned at 2:58 ET.

Respectively submitted,  
Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

21 April 2015  
Webconference

(Confidential – Subject to Confirmation)

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Wai-Choong (Lawrence) Wong, called the meeting to order at 11:00 AM ET, on 21 April 2015, via webconference.

**MEMBERS PRESENT VIA WEBCONFERENCE**

A. Aghdam, Region 7 Director; T. Coughlin, Region 6 Director; T. Fukuda, Vice Chair-Strategic Management and Analysis; C. Jankowski, Secretary; R. Jensen, Vice Chair-Member Development; R. Kappagantu, Region 10 Director; T. Kurzweg, Region 2 Director; N. Lerendegui, Region 9 Director; F. Martinez, Vice Chair-Information Management; J. Modelski, Member - appointed by VP-TA; J. Morgan, Region 5 Director; B. Parro, Region 4 Director; M. Randall, Region 3 Director; C. Stasopoulos, Region 8 Director; D. Watson, Treasurer.

**MEMBERS NOT PRESENT**

M. Bastiaans, Vice Chair-Geographic Unit Operations; R. Ford, Past Chair; V. Socci, Region 1 Director; E. Tejera, Member - appointed by VP-TA.

**STAFF**

L. Bolsch, Director, Finance; J. Day, Director, Member Products and Programs; L. Gangi, Director, Business Operations; J. Moesch, Senior Director, Member Experience; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator.

**1. Region 6 Assessment Increase**

After presentation and discussion, the MGA Board endorsed a Region 6 assessment increase from US\$1 to US\$3.

**2. IEEE in 2030**

Wai-Choong (Lawrence) Wong reminded the Region Directors to provide feedback on the IEEE in 2030 project.

**3. MGA Vice President-Elect**

Wai-Choong (Lawrence) Wong introduced the idea of implementing the position of MGA Vice President-Elect on the MGA Board. Further discussion to be held during the MGA Directors Forum on 18 June 2015.

## Meeting Adjournment

The meeting was adjourned at 11:54 AM ET.

Respectively submitted,

Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

7 February 2015  
New Orleans, Louisiana, USA

(Confidential – Subject to Confirmation)

*The agenda and backup documentation are available at  
<https://tawapps.ieee.org/mpt/Uploads/3/Agenda.aspx?eid=3201>  
Items in these minutes are numbered according to this agenda link.*

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Wai-Choong (Lawrence) Wong, called the meeting to order at 8:00 AM CT, on 7 February 2015, at the Hyatt Regency New Orleans, in New Orleans, Louisiana, USA.

**MEMBERS PRESENT**

A. Aghdam, Region 7 Director; M. Bastiaans, Vice Chair-Geographic Unit Operations; T. Coughlin, Region 6 Director; R. Ford, Past Chair; T. Fukuda, Vice Chair-Strategic Management and Analysis; C. Jankowski, Secretary; R. Jensen, Vice Chair-Member Development; R. Kappagantu, Region 10 Director; T. Kurzweg, Region 2 Director; N. Lerendegui, Region 9 Director; F. Martinez, Vice Chair-Information Management; J. Modelski, Member - appointed by VP-TA; J. Morgan, Region 5 Director; B. Parro, Region 4 Director; M. Randall, Region 3 Director; V. Socci, Region 1 Director; C. Stasopoulos, Region 8 Director; E. Tejera, Member - appointed by VP-TA; D. Watson, Treasurer.

**STAFF**

L. Bolsch, Director, Finance; J. Day, Director, Member Products and Programs; L. Gangi, Director, Business Operations; J. Moesch, Senior Director, Member Experience; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator.

**GUESTS PRESENT**

L. Arellano, Volunteer Leadership Training Program Subcommittee Chair; T. Hashimoto, IEEE Women in Engineering Committee Chair; P. Herrero, MGA Student Activities Committee Chair; M. Milicevic, IEEE Young Professionals Committee Chair; P. Papamichalis, IEEE Fellow Committee Chair; B. Shoop, IEEE President-Elect.

### 3. Approval of Agenda

The Agenda was approved as presented at the meeting.

### 4. Consent Agenda

The Consent Agenda, consisting of the following items, was approved:

- 201. Resolved that the minutes from the 22 November 2014 meeting shall be approved.
- 202. Resolved that the executive session minutes from the 22 November 2014 meeting shall be approved.
- 203. Resolved that the 2015 MGA Committee Rosters shall be approved.

### 5. Chair Remarks

Wai-Choong (Lawrence) Wong, MGA Board Chair, reviewed the MGA aspirations for 2015 and beyond.

### 6. Secretary Remarks

Cecelia Jankowski, Secretary, shared an update on 2014 MGA activity statistics.

A summary of meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

### 7. MGA Finances Update

An update was provided on MGA Finances.

### 8. Volunteer Leadership Training Program Update from Training Ad Hoc Committee

After discussion, the following motion passed:

Resolved that the MGA Board endorse the recommended MGA training path forward.

### 10. MGA Student Activities Committee Update

An update was provided on the MGA Student Activities Committee.

### 11. Approval of Changes to MGA Student Activities Committee Charter

After discussion, the following motion passed (with friendly amendment to the verbiage):

Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 4.13 - Student Activities Committee, shall be approved.

The revisions make the IEEEExtreme ad hoc committee a standing subcommittee of, and reporting to, the MGA Student Activities Committee, including voting privileges for the IEEEExtreme Chair.

#### 12. IEEE Women in Engineering Update

An update was provided on IEEE Women in Engineering (WIE).

#### 13. Career Resources

An update was provided on Career Resources.

#### 14. Building Membership in Region 10

An update was provided on Building Membership in Region 10.

#### 17. Formation of MGA Ad Hoc Committee on Engaging "Practitioners"

After discussion, the following motion passed:

Resolved that the formation of an MGA Ad Hoc Committee on Engaging "Practitioners" shall be endorsed.

#### 18. Young Professionals - Enhancing Member Experience and Value

After discussion, the following motion passed:

Each of our Regions donate US\$1000 to this project that will be matched equally by MGA.

#### 19. Formation of Inter-OU Collaboration Ad Hoc Committee

After discussion, the following motion passed:

Resolved that the formation of Inter-OU Collaboration Ad Hoc Committee - a joint activity with participation from Member and Geographic Activities (MGA), Technical Activities (TA), and Educational Activities (EA) - shall be endorsed.

#### 20. Formation of Global Opportunities Ad Hoc Committee

After discussion, the following motion passed:

Resolved that the formation of a MGA Global Opportunities Ad Hoc Committee shall be endorsed.

## 21. Sections Congress 2017 Location

After discussion, the question was called and approved. The following motion passed:

Motion to consider other venues, including a combination of physical and virtual venues.

After discussion, the question was called and approved. The following motion passed:

Motion that we have a target cap of US\$3.9 million as total actual global expense for Sections Congress 2017.

## 22. MGA Priority Project List

After discussion, the following motion passed:

Resolved that changes to the 2015 Priority Project List shall be approved.

## 24. Student Dues Increase

After discussion, the following motion passed:

The MGA Board endorses a base price of US\$33 in Regions 1-7, and US\$28 in Regions 8-10, effective for the 2016 membership year. This would be a US\$1 increase to all Student Members and Graduate Student Members.

## 25. Syntegrity Post Retreat Update

An update was provided on outcomes since the January 2015 Board of Directors Retreat.

## 26. IEEE Collabratec(tm) and Pilot - Update

An update was provided on IEEE Collabratec(tm) and the Pilot.

## 27. Disruptive Members

After discussion, the following motion passed:

MGA create the Disruptive Member Response ad hoc committee. The Ad Hoc committee will develop a yellow/red card policy respond to disruptive members. Suggested membership in the committee would be:

- A. VC, Member Development: Ron Jensen
- B. VC, Geographic Unit Operations: Martin Bastiaans
- C. Region Director: Vince Socci

D. Ethics and Member Conduct committee: TBD

28. IEEE Fellow Program

An update was provided on the IEEE Fellow Program.

29. Communications Update

An update was provided on MGA communications, actions needed, and items for which MGA Board members should be aware.

30. New Business

31. Next Meeting Dates/Locations:

The next scheduled meeting of the IEEE MGA Board will be held on 20 June 2015 in New Brunswick, New Jersey, USA.

32. Meeting Adjournment

The meeting was adjourned at 5:09PM CT.

Respectively submitted,  
Cecelia Jankowski  
Secretary



**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

22 November 2014  
New Brunswick, New Jersey, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at  
<https://tawapps.ieee.org/MPT/Agenda.aspx?eid=2072>***

***Items in these minutes are numbered according to this agenda link.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Ralph Ford, called the meeting to order at 8:00 AM ET, on 22 November 2014, at the Hyatt New Brunswick in New Brunswick, New Jersey, USA.

**MEMBERS PRESENT**

A. Aghdam, Region 7 Director; M. Andrews, Region 6 Director; M. Bastiaans, Region 8 Director; D. Bramlett, Treasurer; P. Famouri, Region 2 Director; T. Fukuda, Region 10 Director; S. Gopa Kumar, Vice Chair-Information Management; D. Hudson, Member - appointed by VP-TA; C. Jankowski, Secretary; R. Jensen, Vice Chair-Member Development; N. Lerendegui, Region 9 Director; J.D. Morgan, Region 5 Director; K. Pedersen, Region 4 Director; M. Polavarapu, Vice Chair-Geographic Unit Operations; M. Randall, Region 3 Director; B. Shoop, Past Chair; V. Socci, Region 1 Director; E. Tejera, Member - appointed by VP-TA; L. Wong, Vice Chair-Strategic Management and Analysis.

**STAFF**

L. Bolsch, Director, Finance; J. Day, Director, Member Products and Programs; L. Gangi, Director, Business Operations; L. Koblin, Sponsored Discounts and Insurance Program Manager; J. Moesch, Senior Director, Member Experience; V. Sharoff, Director, Information Management; G. Sheedy, MGA Board Administrator.

**GUESTS PRESENT**

J. Lillie, MGA Nominations and Appointments Committee Chair; N. Patel, IEEE Women in Engineering Committee Chair; M. Salazar-Palma, IEEE Sections Congress 2014 Committee Chair.

3. Approval of Agenda

The Agenda was approved as presented.

4. Consent Agenda

The Consent Agenda, consisting of the following items, was approved:

201. Resolved that the minutes from the June 2014 meeting shall be approved.
202. Resolved that the Executive Session minutes from the June 2014 meeting shall be approved.
203. Resolved that the 2015 MGA Committee Members, as recommended by the MGA N&A Committee, shall be approved.
204. Resolved that the dissolution of IEEE Technical Chapters and Affinity Groups (as provided in Appendix A) shall be approved.
205. Resolved that the IEEE Life Members Affinity Group Achievement Award shall be approved.
206. Resolved that the 2015 Section Rebate Schedule shall be approved.
207. Resolved that the changes to the Region 2 Bylaws shall be approved as presented.
208. Resolved that the addition of item 6.8 to the Region 9 Bylaws - Nominations and Elections, shall be approved (limiting service as the Region 9 Director/Delegate to one term).
209. Resolved that the formation of the IEEE Windsor Section in Region 7 shall be approved.
210. Resolved that the formation of the IEEE Nepal Subsection in Region 10 shall be approved.

5. Resolution for Dick Riddle, Past Region 3 Director

The MGA Board recognized the passing of Richard "Dick" LaRue Riddle, IEEE Life Senior and Past IEEE Region 3 Director, and approved the following resolution on behalf of Dick Riddle and his family:

The IEEE Member and Geographic Activities Board expresses its deepest sympathy to the Riddle Family on the passing of Richard "Dick" LaRue Riddle. His service and contributions to IEEE, to the engineering profession, and to the community were a distinguished, selfless accomplishment. He will be greatly missed by his IEEE colleagues.

#### 6. Resolution for Cathy Downer, MGA Manager, Member Market Development

The MGA Board recognized the passing of Cathy Downer, an IEEE employee for 25 years, and approved the following resolution on behalf of Cathy Downer and her family:

The IEEE Member and Geographic Activities Board expresses its deepest sympathy to the Downer Family on the passing of Cathy Downer. Her service and contributions to IEEE and to the community were a distinguished, selfless accomplishment. She will be greatly missed by her IEEE colleagues.

The MGA Board recognized the loss of Dick Riddle and Cathy Downer with a moment of silence.

#### 7. Announcement of IEEE Assembly Results

The 20 November IEEE Assembly results were announced, including Wai-Choong (Lawrence) Wong to serve as the 2015 Vice President-MGA/MGA Board Chair.

#### 8. Chair Remarks

Ralph Ford, MGA Board Chair, noted that he would provide further remarks later in the day. The VP-MGA report to the IEEE Board of Directors was included on the agenda.

Also attached to the agenda was an information item noting that the following motion was unanimously approved by the MGA Board via email in August 2014:

Resolved that the appointment of Loretta Arellano to the position of 2015 IEEE Center for Leadership Excellence Committee Chair shall be approved.

#### 9. Secretary Remarks

Cecelia Jankowski, Secretary, presented highlights on MGA business. A summary of meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

#### 10. 2014 Project Update

An update was provided on the status of 2014 MGA projects.

#### 11. 2015 MGA Priority Project List

After discussion, a motion passed to accept the proposed 2015 MGA priority project list as presented.

#### 12. MGA Finances Part 1 - 2015 Budget and Approval

An update was provided on MGA finances.

After discussion, a motion passed to endorse the 2015 MGA Budget.

### 13. Sections Congress 2014 Update

An update was provided on 2014 Sections Congress.

### 14. Sections Congress 2017

After discussion, the following motion passed:

Resolved that Sections Congress 2017 be held in Region 10.

The following MGA Board member requested to be on record: Amir Aghdam opposed.

### 16. Sections Congress 2014 Recommendations and Next Steps

An update was provided on the final five 2014 Sections Congress Recommendations.

After discussion, the MGA Board supported the formation of a 2014 Sections Congress Recommendations working group / ad hoc to take responsibility for the recommendations; determine which recommendations can be progressed, what will be addressed for each recommendation, and by what group(s); and report back to the MGA Board and IEEE members.

### 17. Careers Business Plan Review

The Careers Business Plan proposal was presented. This plan was also to be presented to the IEEE Board of Directors (during their November 2014 meeting) for 2015 funding.

### 18. Disruptive Members

After discussion, the following motion passed:

Recommend that a joint MGA/TAB ad hoc committee is created to define a policy to manage unprofessional/disruptive behavior.

### 21. MGA Finances, Part 2 - 2015 Budget and Approval

After discussion, the following was endorsed:

A motion passed to endorse Event Cancellation Insurance for \$14k.

A motion passed to endorse COI / POBC Process to move to Audit.

A motion passed to endorse rollout & usage of NetSuite Template.

## 22. Member Benefits - Approval of New Insurance and Financial Services for Regions 1-7

An update was provided on the MGA Member Benefits Portfolio Advisory Committee.

After discussion, the following motion passed:

Resolved that the implementation of BenefitChoice retirement services plan and the implementation of Benefits Choice 529 College Savings Plan be approved.

## 23. Approval of Incoming IEEE Admission and Advancement Chair's Attendance at Senior Member Review Panels

The following motion passed:

Resolved that revisions to Section 4.15 of the MGA Operations Manual - IEEE Admission and Advancement (A&A) Committee, shall be approved.

This addition to the MGA Operations Manual was recommended by the MGA Member Engagement and Life Cycle Committee, stating that "In years when the incoming A&A Chair is a new appointee, that appointee's attendance at two A&A panels following appointment shall be funded." This will allow the new Chair to learn the process in preparation for leading Panels in the following year.

## 24. IEEE Women in Engineering Update

An update was provided on IEEE Women in Engineering (WIE).

## 25. Communications Update

An update was provided on MGA communications, actions needed, and items for which MGA Board members should be aware.

## 26. IEEE Collabratec(tm) and Pilot - Update

An update was provided on IEEE Collabratec(tm) and the upcoming Pilot.

## 29. Region Director and Director Elect Project Updates

Updates were provided on two projects initiated during the February MGA Board Retreat – Region Leader Volunteer Training Curriculum and Bodies of Knowledge (BoK).

## 30. Approval of Region 1 Bylaws

After presentation, the following motion passed:

Resolved that the changes to the Region 1 Bylaws shall be approved as presented.

### 31. Recognition of Outgoing MGA Board Members

Ralph Ford, MGA Board Chair, summarized the success of 2014 MGA key initiatives.

The MGA Board recognized outgoing MGA Board members. The following motions were approved by acclamation:

The Member and Geographic Activities Board expresses its deepest appreciation for their efforts to the outgoing members of the 2014 Member and Geographic Activities Board:

- Don Bramlett - MGA Treasurer
- S. Gopakumar - Vice Chair, Information Management
- Murty Polavarapu - Vice Chair, Geographic Unit Operations
- Enrique Tejera - TA appointed member
- Lawrence Wong - Vice Chair, Strategic Management and Analysis
- Parviz Famouri - Region 2 Director
- Karen Pedersen - Region 4 Director
- Michael Andrews - Region 6 Director
- Martin Bastiaans - Region 8 Director
- Toshio Fukuda - Region 10 Director

The Member and Geographic Activities Board to recognize the outstanding contributions of Barry L. Shoop as 2014 MGA Past Chair.

The Member and Geographic Activities Board to recognize the outstanding contributions of Ralph M. Ford and express its sincere appreciation for his friendship, exemplary leadership, and dedicated service to the IEEE Member and Geographic Activities Board as 2013-2014 MGA Board Chair and Vice President-Member and Geographic Activities

### 32. Next Meeting Dates/Locations:

The 2015 MGA Board Retreat and Orientation will be held 11-12 January 2015, in San Juan, Puerto Rico.

The 2015 MGA Board Meetings will be held:

- 7 February 2015 - New Orleans, LA, USA
- 20 June 2015 - New Brunswick, NJ, USA
- 21 November 2015 - New Brunswick, NJ, USA

### 33. Meeting Adjournment

The meeting was adjourned at 4:18 PM ET.

Respectively submitted,  
Cecelia Jankowski  
Secretary

**Appendix A – Dissolution of Inactive Technical Chapters/Affinity Groups**  
(Consent Agenda Item #204)

R2 - BALTIMORE - E25 JT. BALT/WA  
R2 - PITTSBURGH - LIFE MEMBER  
R2 - WASHINGTON - LIFE MEMBER  
R3 - ALABAMA - Dissolve per Section request - E25  
R3 - EASTERN NORTH CAROLINA - TM14  
R3 - JAMAICA - CONSULTANTS NETWORK  
R4 - CHICAGO - DEI32  
R4 - CHICAGO - EMB18  
R4 - CHICAGO - NPS05/AES10/OE22/GRS29/MAG33  
R4 - WEST MICHIGAN - YOUNG PROFESSIONALS  
R5 - CORPUS CHRISTI - PE31  
R5 - DALLAS - CAS04  
R5 - DENVER - CIS11  
R5 - HOUSTON - AP03/MTT17/GRS29/PHO36  
R5 - HOUSTON - COM19  
R5 - KANSAS CITY - LIFE MEMBER  
R5 - SAINT LOUIS - PE31  
R6 - BUENAVENTURA - Dissolve per Section request - PE31  
R6 - OAKLAND-EAST BAY - TM14  
R6 - SAN FRANCISCO - LIFE MEMBER  
R6 - SEATTLE - LIFE MEMBER  
R8 - AUSTRIA - PE31  
R8 - BELARUS - CPMT21  
R8 - CZECHOSLOVAKIA - SMC28  
R8 - DENMARK - EMB18  
R8 - FINLAND - CPMT21  
R8 - FINLAND - VT06  
R8 - GERMANY - UFFC20  
R8 - GREECE - E25  
R8 - IRAQ - WOMEN IN ENGINEERING  
R8 - JORDAN - E25  
R8 - MOROCCO - E25  
R8 - RUSSIA - GRS29  
R8 - RUSSIA - SP01  
R8 - RUSSIA SIBERIA - AP03/COM19/PC26  
R8 - TURKEY - IE13/RA24  
R8 - TURKEY - SMC28  
R9 - BAHIA - CIS11  
R9 - GUADALAJARA - RA24  
R9 - SOUTH BRAZIL - CEDA44  
R9 - SOUTH BRAZIL - E25  
R10 - BANGALORE - SMC28  
R10 - BANGALORE - TM14  
R10 - BEIJING - E25  
R10 - BEIJING - ED15 (HANGZHOU)  
R10 - BEIJING - EMB18 (TIANJIN)  
R10 - BEIJING - NANO42  
R10 - BEIJING - SMC28 (SHIJIAZHUANG)  
R10 - BEIJING - VT06  
R10 - CHENGDU - PHO36  
R10 - HARBIN - CIS11

R10 - HARBIN - SMC28  
R10 - HARBIN - SMC28 (JILIN)  
R10 - HONG KONG - Dissolve per Section request - YOUNG PROFESSIONALS  
R10 - HONG KONG - Dissolve per Section request - WOMEN IN ENGINEERING  
R10 - INDIA COUNCIL - TM14/IA34  
R10 - INDONESIA - CS23/RA24  
R10 - NANJING - AES10  
R10 - NANJING - NANO42  
R10 - NANJING - SMC28  
R10 - SEOUL - PE31



**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

21 June 2014

New Brunswick, New Jersey, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at***

***<http://taw.ieee.org/MPT/Agenda.aspx?eid=2071>***

***Items in these minutes are numbered according to this agenda link.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Ralph Ford, called the meeting to order at 8:00 AM ET, on 21 June 2014, at the Hyatt Regency New Brunswick, in New Brunswick, New Jersey, USA.

**MEMBERS PRESENT**

A. Aghdam, Region 7 Director; M. Andrews, Region 6 Director; M. Bastiaans, Region 8 Director; D. Bramlett, Treasurer; P. Famouri, Region 2 Director; T. Fukuda, Region 10 Director; S. Gopa Kumar, Vice Chair-Information Management; D. Hudson, Member - appointed by VP-TA; C. Jankowski, Secretary; R. Jensen, Vice Chair-Member Development; N. Lerendegui, Region 9 Director; J.D. Morgan, Region 5 Director; K. Pedersen, Region 4 Director; M. Polavarapu, Vice Chair-Geographic Unit Operations; M. Randall, Region 3 Director; B. Shoop, Past Chair; V. Socci, Region 1 Director; L. Wong, Vice Chair-Strategic Management and Analysis.

**MEMBERS NOT PRESENT**

E. Tejera, Member - appointed by VP-TA.

**STAFF**

L. Bolsch, Director, Finance; J. Day, Director, Member Products and Programs; R. McCorkle, Global Career Resources Product Manager; J. Moesch, Senior Director, Member Experience; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator.

**GUESTS PRESENT**

J. Look, MGA Member Benefits Portfolio Advisory Committee Chair; F. Mintzer, Past Past Vice President-IEEE Technical Activities; N. Patel, IEEE Women in Engineering Committee Chair; M. Salazar-Palma, IEEE Sections Congress 2014 Committee Chair; G. Setti, Vice President-Publication Services and Products; L. Terman, IEEE Awards Board Chair; T. Wong, IEEE Young Professionals Committee Chair.

### 3. Approval of Agenda

The Agenda was approved as presented at the meeting.

### 4. Consent Agenda

The Consent Agenda, consisting of the following items, was approved:

201. Resolved that the minutes from the 15 February 2014 meeting shall be approved.
202. Resolved that the 2015 MGA Committee Chairs, as recommended by the MGA N&A Committee, be approved.
203. Resolved that the three recommended candidates be presented as the MGA endorsed candidates to the IEEE-HKN-BoG.
204. Resolved that the MGA Board recommend that the 2015 Potentials magazine advertising rates be approved, reflecting an increase of approximately 1%. See table of 2015 Advertising Rates.
205. Resolved that the MGA Board recommend that the 2015 Potentials magazine subscription rates be approved.
206. Resolved that revisions to item 6.6 of the Region 9 Bylaws - Nominations and Elections, shall be approved (to add verbiage that members residing within the countries represented by the current Director-Elect, Director, and Past Director shall not be eligible as candidates in Region Director elections).
207. Resolved that the name change of the IEEE United Kingdom and Republic of Ireland Section to the IEEE United Kingdom and Ireland Section (fully written out or abbreviated to 'IEEE UK and Ireland Section') shall be approved.
208. Resolved that revisions to Section 9.4.L.5 of the MGA Operations Manual - Section Reporting Requirements, shall be approved (to explain the process of handling late reports).
209. Resolved that moving the area of Windsor, Ontario, Canada, from the Southeastern Michigan Section to the London Section, shall be approved.
210. Resolved that the reinstatement of the France Section Chapter, CS 23; Guanajuato Section Chapter, PH036; and Seoul Section Chapter, ED15; contingent upon receiving agreement from the parent Sections and Societies, shall be approved.

211. Resolved that the IEEE PES Atlanta Chapter SPSU Outstanding Power Graduate Award shall be approved.
212. Resolved that the IEEE Region 4 Outstanding Student Award shall be approved.

5. Resolution for Sven-Olof Öhrvik, Past Region 8 Director

The MGA Board recognized the passing of Sven-Olof Öhrvik, IEEE Life Senior and Past IEEE Region 8 Director. The following resolution on behalf of Sven-Olof Öhrvik and his family was approved.

The IEEE Member and Geographic Activities Board expresses its deepest sympathy to the Öhrvik Family on the passing of Sven-Olof Öhrvik. His service and contributions to IEEE, to the engineering profession, and to the community were a distinguished, selfless accomplishment. He will be greatly missed by his IEEE colleagues.

6. Announcement of MGA Assembly Results

The 19 June 2014 MGA Assembly results were announced.

The MGA Assembly determined the slate of candidates for the office of 2015 IEEE Vice President-Member and Geographic Activities (to be forwarded to the IEEE Assembly, for election in November 2014):

- David Green - Birmingham, AL, USA
- Wai-Choong (Lawrence) Wong - Singapore, Singapore

The following individuals were selected to serve on the 2015 MGA Board:

- MGA Treasurer: Dane Watson - Plano, TX, USA
- MGA Vice Chair-Geographic Unit Operations: Martin Bastiaans - Mierlo, Netherlands
- MGA Vice Chair-Information Management: Francisco Martinez - Guadalajara, Mexico
- MGA Vice Chair-Member Development: Ronald Jensen - Rochester, MN, USA
- MGA Vice Chair-Strategic Management and Analysis: Toshio Fukuda - Nagoya, Aichi, Japan

7. Chair Remarks

Ralph Ford, MGA Board Chair, reviewed the day's agenda and provided guidelines for the meeting.

8. Secretary Remarks

Cecelia Jankowski, Secretary, shared an update on MGA projects including online access to membership cards, the Member Loyalty Program, the inaugural IEEE Women in Engineering Leadership Conference, IEEE Career Resources, the Section

Vitality Dashboard, and vTools.Meetings. The presentation also included membership statistics and a detailed update on the business status of MGA.

A summary of meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

#### 9. MGA Strategy Playbook

Ralph Ford presented an update on the MGA Strategy Playbook and the path forward.

#### 10. Career Resources Strategy

An update was provided on the Career Resources strategy and business plan.

After discussion, a motion to endorse the plan going forward passed.

#### 11. MGA Member Benefits Portfolio Advisory Committee (MBPAC) Update

An update was provided on the MGA Member Benefits Portfolio Advisory Committee (MBPAC).

#### 13. Volunteer Training

An update was provided on MGA Volunteer Training.

After discussion, a motion passed to endorse the formation of an ad hoc committee to discuss the future direction and action plan for MGA Volunteer Training.

#### 14. Region 1-6 Strategy

An update was provided on the Region 1-6 Strategy and membership development.

#### 15. India and Japan Strategy

An update was provided on the India and Japan Strategy.

#### 21. Sections Congress 2014 Update and Recommendations

An update was provided on Sections Congress 2014 (SC2014), to be held 22-24 August 2014, in Amsterdam, Netherlands.

An update was provided on the SC2014 Recommendations submitted by the Regions. A list of the recommendations was also included on the agenda.

#### 22. Professional Productivity Collaboration Tools (PPCT)

A project status report was provided on the Professional Productivity and Collaboration Tools (PPCT) project.

### 23. MGA Finances Update

An update was provided on MGA finances.

The following motion passed by acclamation:

Motion – proposed adoption of the Women in Engineering full Business Plan in Principal pending outcome of the 2015 Project List Review and Budget Approval Process during Q3 2015. The business plan has been presented in past operating committee and board informational sessions.

Specific incremental expenses are not proposed at this time, only the general business plan adoption.

### 24. 5 Year Budget Planning

An update was provided on MGA's 5 year budget planning and outlook process.

### 25. e-Membership Dues Increase

An update was provided on the proposed e-Membership dues increase.

After discussion, the following motion passed:

The IEEE Member and Geographic Activities board endorses a base price of US\$75 for the IEEE Electronic Membership for the 2015 Membership Year. This membership will continue to only be available in countries where GDP/Capita is <US\$15,000.

Before the IEEE Board of Directors meeting in August, the IEEE policies will need to be amended to state that the base price of electronic membership shall be US\$75 with inflation based increases thereafter.

"The IEEE dues for members who qualify and select Electronic Membership shall be 75 dollars (USD 75.00). Using that amount as a base, Electronic Membership dues shall be adjusted annually beginning in 2016 to reflect the change in the three-year average of the minimum for each year of the following consumer price indices of the Advanced Economies, the World, the U.S., and the Emerging and Developing Economies as published by the International Monetary Fund from such average in the preceding year."

### 27. Program Partnerships

An update was provided on MGA program-level partnership and sponsorship.

### 28. MGA Priority Project List

A presentation on MGA priority projects and the complete 2014 MGA Project Listing were included on the agenda.

29. Communications Update

A MGA broadcasts presentation and summary impact spreadsheet were included on the agenda. The documents included current and upcoming activities and projects, and what is expected from the Region (awareness, understanding, or action).

30. IEEE-wide Review of Awards

An update was provided on the IEEE Awards Program.

31. New Business

After discussion, the following motion passed:

IEEE MGA endorses request for humanitarian assistance from IEEE to Philippines due to damage caused by Super Typhoon Haiyan in November, 2013.

32. Next Meeting Date/Location

The next scheduled meeting of the IEEE MGA Board will be held on 22 November 2014 in New Brunswick, New Jersey, USA.

33. Meeting Adjournment

The meeting was adjourned at 5:12 PM PT.

Respectively submitted,  
Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

15 February 2014  
Los Angeles, California, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at***

***<http://taw.ieee.org/MPT/Agenda.aspx?eid=2070>***

***Items in these minutes are numbered according to this agenda link.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Ralph Ford, called the meeting to order at 8:00 AM PT, on 15 February 2014, at the Hyatt Regency Century Plaza, in Los Angeles, California, USA.

**MEMBERS PRESENT**

A. Aghdam, Region 7 Director; M. Andrews, Region 6 Director; M. Bastiaans, Region 8 Director; D. Bramlett, Treasurer; P. Famouri, Region 2 Director; T. Fukuda, Region 10 Director; S. Gopa Kumar, Vice Chair-Information Management; D. Hudson, Member - appointed by VP-TA; C. Jankowski, Secretary; R. Jensen, Vice Chair-Member Development; N. Lerendegui, Region 9 Director; J.D. Morgan, Region 5 Director; K. Pedersen, Region 4 Director; M. Polavarapu, Vice Chair-Geographic Unit Operations; M. Randall, Region 3 Director; B. Shoop, Past Chair; E. Tejera, Member - appointed by VP-TA; L. Wong, Vice Chair-Strategic Management and Analysis.

**MEMBERS PRESENT VIA TELECONFERENCE**

V. Socci, Region 1 Director.

**STAFF**

L. Bolsch, Director, Finance; J. Moesch, Senior Director, Member Experience; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator.

**GUESTS PRESENT**

L. Arellano, Volunteer Leadership Training Program Subcommittee Chair; E. Lach, IEEE General Counsel and Chief Compliance Officer; F. Mintzer, Past Past Vice President-IEEE Technical Activities; P. Papamichalis, IEEE Fellow Committee Chair; J. Paserba, MGA Student Activities Committee Chair; N. Patel, IEEE Women in Engineering Committee Chair; M. Salazar-Palma, IEEE Sections Congress 2014 Committee Chair; G. Setti, Vice President-Publication Services and Products; T. Wong, IEEE Young Professionals Committee Chair.

### 3. Approval of Agenda

The Agenda was approved as presented at the meeting.

### 4. Consent Agenda

The Consent Agenda, consisting of the following items, was approved:

201. Resolved that the minutes from the 23 November 2013 meeting shall be approved.
202. Resolved that the executive session minutes from the 23 November 2013 meeting shall be approved.
203. Resolved that the 2014 MGA Nominations and Appointments Committee Chair shall be approved.
204. Resolved that the 2014 MGA Committee Rosters shall be approved.
205. Resolved that revisions to the IEEE MGA Operations Manual, Sections 9.4.H.3 - Section Election Process and 9.6.F.3 - Chapter Election Process, in the form presented to the Member and Geographic Activities Board, shall be, and are hereby, approved (to clarify that an individual must be a member of the geographic unit in order to hold office in that geographic unit).
206. Resolved that revisions to the MGA Operations Manual Sections 4 and 9, replacing "GOLD" with "Young Professional," shall be approved.
207. Resolved that the IEEE Career Services Committee Charter be rescinded and the IEEE Career Services Committee be dissolved.

### 5. Chair Remarks

Ralph Ford, MGA Board Chair, reviewed the day's agenda and provided guidelines for the meeting.

### 6. Secretary Remarks

Cecelia Jankowski, Secretary, shared an update on membership statistics, IEEE Sections Congress 2014, IEEE Young Professionals, IEEE ResumeLab, IEEE Fellows Program, and MGA staff changes.

A summary of meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

### 7. MGA Strategy Update



Ralph Ford presented on the MGA Strategy Playbook, outcomes from the 13 February 2014 MGA Retreat, and the path forward.

9. Sections Congress 2014 Update

An update was provided on Sections Congress 2014, to be held 22-24 August 2014, in Amsterdam, Netherlands.

10. Volunteer Compliance Training

An update was provided on Volunteer Compliance Training.

11. Member Loyalty Program Update

An update was provided on the Member Loyalty Program (Sections Congress 2011 Recommendation #2).

After discussion, the sense of the MGA Board was to move forward with an optional "on demand" program for local units to conduct member loyalty activities. MGA will centralize the purchasing/distribution for loyalty items and provide a training guide and ideas for activities.

12. IEEE Women in Engineering (WIE) Business Plan

An update was provided on the 2014 WIE and Business Plan.

13. IEEE Women in Engineering (WIE) International Leadership Conference (ILC) Update

An update was provided on the 2014 WIE ILC.

14. Graduates of the Last Decade (GOLD) Transition to IEEE Young Professionals

An update was provided on the transition from Graduates of the Last Decade (GOLD) to IEEE Young Professionals.

15. Geo Unit Vitality Dashboard

An update was provided on the Section Vitality Dashboard, a monitoring tool for use by Section leaders that provides a real time, top-down status view of Section vitality metrics.

18. Student Grants

An update was provided on Student Grants (Sections Congress 2011 Recommendation #4). It was reported that a Student Grants Portal Web page is now live.

19. MGA Finances Update

An update was provided on MGA finances.

After discussion, a motion passed to accept the distribution of the additional US\$60k (approved in November 2013) in accordance with what was presented.

A motion was presented to make changes to MGA Operations Manual section 9.4.L. on Section Reporting Requirements.

After discussion, the motion was withdrawn.

#### 20. MGA Priority Project List

An update was provided on 2014 priority projects. The complete 2014 MGA Project Listing was included on the agenda.

#### 21. Volunteer Leadership Training Program

An update was provided on the Volunteer Leadership Training Program and proposed 2014 implementation.

#### 22. Communications Update

A list of current and upcoming activities and projects, and the impacted entities, was presented to the MGA Board.

#### 24. Professional Productivity and Collaboration Tools

An update was provided on the Professional Productivity and Collaboration Tools (PPCT) project.

#### 25. IEEE Fellows Program

An update was provided on the IEEE Fellow process.

#### 27. Next Meeting Date/Location

The next scheduled meeting of the IEEE MGA Board will be held on 21 June 2014 in New Brunswick, New Jersey, USA.

#### 28. Meeting Adjournment

The meeting was adjourned at 4:21 PM PT.

Respectively submitted,  
Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

23 November 2013  
New Brunswick, New Jersey, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at***

***<http://taw.ieee.org/MPT/Agenda.aspx?eid=1112>***

***Items in these minutes are numbered according to this agenda link.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Ralph Ford, called the meeting to order at 8:00 AM ET, on 23 November 2013, at the Hyatt New Brunswick in New Brunswick, New Jersey, USA.

**MEMBERS PRESENT**

M. Andrews, Region 6 Director; S. Atkinson, Vice Chair-Geographic Unit Operations; M. Bastiaans, Region 8 Director; B. Beheshti, Vice Chair-Member Development; D. Bramlett, Treasurer; P. Eckstein, Region 1 Director; P. Famouri, Region 2 Director; T. Fukuda, Region 10 Director; G. Giannattasio, Region 9 Director; S. Gopakumar, Vice Chair-Information Management; D. Green, Region 3 Director; C. Jankowski, Secretary; J. Jefferies, Region 5 Director; H. Michel, Past Chair; K. Pedersen, Region 4 Director; S. Sankaran, Member - appointed by VP-TA; E. Tejera, Member - appointed by VP-TA; L. Wong, Vice Chair-Strategic Management and Analysis.

**MEMBERS NOT PRESENT**

K. Brown, Region 7 Director.

**STAFF**

L. Bolsch, Director, Finance; J. Moesch, Senior Director, Member Experience; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator; S. Waters, Senior Administrator.

**GUESTS PRESENT**

L. Arellano, VOLT Volunteer Leadership Training Project Subcommittee Chair; T. Kurzweg, Region 2 Director-Elect; F. Mintzer, Past Vice President-IEEE Technical Activities; N. Patel, IEEE Women in Engineering Committee Chair; M. Polavarapu, Geo Unit Vitality Dashboard Subcommittee Chair; G. Setti, Vice President-Publication Services and Products; A. Skorek, MGA Awards and Recognition Committee Chair; T. Wong, MGA Graduates of the Last Decade Committee Chair.

### 3. Approval of Agenda

The Agenda was approved as presented.

### 4. Consent Agenda

The item "Approval of MGA Operations Manual Changes, - Section 9.4.L - Section Reporting Requirements" was moved to the Action agenda. The Consent Agenda was then approved, consisting of the following items:

201. Resolved that the minutes from the 29 June 2013 meeting shall be approved.
202. Resolved that the Executive Session minutes from the 29 June 2013 meeting shall be approved.
203. Resolved that the minutes from the 30 September 2013 teleconference meeting shall be approved.
204. Resolved that the dissolution of inactive Technical Chapters/Affinity Groups (as provided in Appendix A) shall be approved.
205. Resolved that the 2014 MGA Committee Members, as recommended by the MGA N&A Committee, shall be approved.
206. Resolved that the proposed revisions to the IEEE MGA Operations Manual, Section 4.3 - Awards and Recognition Committee, shall be approved.
207. Resolved that the proposed revisions to the MGA Awards and Recognition Program Manual shall be approved.
208. Resolved that the IEEE Atlanta Section Georgia Science and Engineering Fair Awards shall be approved.
209. Resolved that the IEEE Women in Engineering Inspiring Member of the Year Award and the IEEE Women in Engineering Inspiring Student Member of the Year Award shall be approved.
210. Resolved that the formation of IEEE Hidalgo Subsection of the Mexico Section (Region 9) shall be approved.
211. Resolved that the formation of IEEE Mangalore Subsection of the Bangalore Section (Region 10) shall be approved.
212. Resolved that the updated Region 5 Bylaws shall be approved.

213. Resolved that revisions to Section 9.2.N of the MGA Operations Manual – Region Student Activities Committee, shall be approved (to clarify member grades of the Region Student Activities Committee Chair and Region Student Representative).
214. Resolved that revisions to Section 10.5.C of the MGA Operations Manual – Technical Co-Sponsorship, shall be approved (to facilitate resolution of cross-endorsement rejections).
215. Resolved that the request for additional stringent checks for Chapter and Subsection petitions by the China Council and Sections in mainland China shall be approved.
216. Resolved that revisions to Section 9.4.E of the MGA Operations Manual - Section Governing and Operating Documents shall be approved (to clarify the requirement that the IEEE Legal and Compliance Department shall approve Section Bylaws before they are submitted to MGA Board for subsequent approval)
217. Resolved that revisions to Section 9.6.G - Financial Management of Chapter Funds and Section 9.9.G - Financial Management of Affinity Group Funds, of the MGA Operations Manual, shall be approved (to clarify that funds derived from Chapter/Affinity Group activity are intended for the respective Chapter or Affinity Group).
218. Resolved that revisions to the MGA Operations Manual, Section 9.1.I - Region Funds, Section 9.3.H - Council Funds, Section 9.5.D - Subsection Funds, and Section 9.7.H - Student Branch Reporting and Funds, shall be approved (to ensure the same level of fiduciary responsibility is provided across all geographic units that manage funds of IEEE).

5. Resolution for Rolf Remshardt, Past Region 8 Director

The MGA Board recognized the passing of Rolf Remshardt, IEEE Life Senior and Past IEEE Region 8 Director, and approved the following resolution on behalf of Rolf Remshardt and his family:

The IEEE Member and Geographic Activities Board expresses its deepest sympathy to the Remshardt Family on the passing of Rolf Remshardt. His service and contributions to IEEE, to the engineering profession, and to the community were a distinguished, selfless accomplishment. He will be greatly missed by his IEEE colleagues.

6. Announcement of IEEE Assembly Results

The 21 November IEEE Assembly results were announced, including Ralph M. Ford to serve as the 2014 Vice President-MGA/MGA Board Chair.

## 7. Chair Remarks

Ralph Ford, MGA Board Chair, reviewed the 2013 MGA objectives (#1 Deliver a World-Class Membership Experience, #2 Expand IEEE's Global Membership Presence, #3 Modernize the Volunteer Experience). The MGA Board applauded Cecelia Jankowski on receiving the 2013 IEEE Eric Herz Outstanding Staff Member Award.

The VP-MGA report to the IEEE Board of Directors was included on the agenda.

## 8. Secretary Remarks

Cecelia Jankowski, Secretary, presented highlights on MGA business. It was noted that the fifth annual IEEE Day will take place on 7 October 2014. A summary of meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

## 9. Project Review

After discussion, a motion passed to accept the proposed 2014 MGA priority project list as presented.

## 10. MGA Strategy Update

Ralph Ford presented on MGA Strategy, aligning around the member strategy. MGA Board feedback was provided.

## 11. Metro Area Workshop Update

An update was provided on 2013 Metro Area Workshops.

## 12. Workshop in a Box

An update was provided on the Smart Tech Workshop in a Box project proposal.

## 14. Graduates of the Last Decade (GOLD) Transition to IEEE Young Professionals

After discussion, the following motion passed:

Resolved that the criteria for participation in IEEE Young Professionals shall include members within fifteen years of attaining their first professional degree, and members who optionally choose to participate after the aforementioned timeframe.

## 15. IEEE Women in Engineering (WIE) International Leadership Conference (ILC) Update

An update was provided on the 2014 WIE ILC.

16. VOLT Volunteer Leadership Training Project

An update report was provided on the first class for the VOLT Volunteer Leadership Training Project.

17. Geo Unit Vitality Dashboard

An update was provided on the Geographic Unit Vitality Dashboard.

18. Section Vitality

An update was provided on the 2013 Section Vitality activities. After discussion, the following motion failed:

Resolved that the establishment of the MGA Management Academy, and a 2014 budget of US\$30,000, shall be approved.

19. MGA Outstanding Section Awards

After discussion, the following motion passed:

Resolved that the MGA Outstanding Medium Section Award shall be approved.

22/24. MGA Finances Update / Sections Congress Allocation

An update was provided on MGA finances.

After discussion, the following motion passed:

Amend the Sections Congress Allocation from US\$300k to US\$360k.

Including the above amendment, the following motion passed:

Resolved that the following shall be endorsed as presented:

- MGA Budget for each internal organizational unit
- Sections Congress 2014 Budget
- Additional Sections Congress Travel Subsidy to be disbursed in Q1 2014

23. Sections Congress 2014 Update

An update was provided on 2014 Sections Congress.

25. Student Grants

This item was withdrawn from the agenda.

26. Member Loyalty Program Update

An update was provided on the Member Loyalty Program Update (Sections Congress 2011 Recommendation #2).

After discussion, a motion to postpone passed.

**27. Regional Geographic Strategies**

An update was provided on Regional Geographic Strategies.

**29. Professional Productivity Collaboration Tools**

An update and demo were provided on Professional Productivity Collaboration Tools.

**30. IEEE Code of Ethics Changes**

An update was provided on IEEE Code of Ethics.

After discussion, a motion to endorse the modification passed.

**31. Career Resources**

This item was withdrawn from the agenda.

**32. Communications Update**

The communications list was included on the agenda.

**33. New Business**

**34. Approval of MGA Operations Manual Changes, - Section 9.4.L - Section Reporting Requirements**

This item was removed from the Consent Agenda. After discussion, the following motion passed:

Resolved that revisions to Section 9.4.L of the MGA Operations Manual - Section Reporting Requirements, shall be approved.

Revisions are the addition of the following text to Section 9.4.L.:

5. Sections are required to submit their annual reports by 31 March to be eligible for the dues rebates.  
A 10% bonus will be paid for complete reports received by 15 February.  
A 10% penalty may be applied at the discretion of the Region Director to all rebates where the annual reporting was submitted after the 31 March date.



Exceptions to the payment of the rebate for those units submitting the required reports after 31 March shall be the responsibility of the Region Director.

**35. IEEE Day Plaque Presentation**

The Region Directors were thanked for the role their Section Ambassadors played in promoting IEEE Day 2013.

The MGA Board applauded Simay Akar, IEEE Day volunteer lead.

**36. Recognition of Outgoing MGA Board Members**

The MGA Board recognized outgoing MGA Board members. The following motion was approved by acclamation:

The Member and Geographic Activities Board expresses its deepest appreciation for their efforts to the outgoing members of the 2013 Member and Geographic Activities Board:

- Scott Atkinson - Vice Chair, Geographic Unit Operations
- Babak Beheshti - Vice Chair, Member Development
- Keith Brown - Region 7 Director
- Pete Eckstein - Region 1 Director
- Gustavo Giannattasio - Region 9 Director
- Dave Green - Region 3 Director
- Jim Jefferies - Region 5 Director

The MGA Board recognized Ralph Ford by standing ovation for his work in 2013.

**37. Next Meeting Date/Location:**

The 2014 MGA Board Meetings will be held:

- 15 February 2014 - Los Angeles, CA, USA
- 21 June 2014 - New Brunswick, NJ, USA
- 22 November 2014 - New Brunswick, NJ, USA

**38. Meeting Adjournment**

The meeting was adjourned at 5:43 PM ET.

Respectively submitted,

Cecelia Jankowski  
Secretary

## **Appendix A – Dissolution of Inactive Technical Chapters/Affinity Groups** (Consent Agenda Item #203)

### **Region 1**

Boston - OE22

Mohawk Valley - R07/EMC27

### **Region 2**

Dayton - EMB18/SMC28

Johnstown - GOLD

### **Region 3**

East Tennessee - PE31

Orlando - GOLD

### **Region 4**

Central Iowa - Consultants Network

Twin Cities - GOLD

### **Region 5**

Denver - Consultants Network

### **Region 6**

Albuquerque - C16

Albuquerque - SP01/COM19

China Lake-Bakersfield - C16

Coastal Los Angeles - WIE

San Francisco - EMB18

Seattle - LM

### **Region 8**

Benelux - NPS05

France - CS23

France - SP01

Iceland - C16

Kuwait - WIE

Oman - PE31

Region 8 - PE31 (Libya)

Russia - BT02

Russia - COM19

Russia - UFFC20

United Kingdom & Rep of Ireland - PHO36 (Ireland)

### **Region 9**

Chile - EMB18

Ecuador - C16

Guanajuato - PHO36

Morelos - PEL35

### **Region 10**

Beijing - COM19 (Shenzhen)

Beijing - CPMT21

Chengdu - SMC28

Harbin - CIS11 (Dalian)  
Islamabad - COM19  
Nanjing - CAS04  
Nanjing - GOLD  
New Zealand Council - MTT17  
Seoul - ED15  
Seoul - EMC27  
Seoul - PHO36  
Thailand - EMB18  
Thailand - WIE

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

30 September 2013  
Webconference

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at  
<http://taw.ieee.org/MPT/Uploads/1/Agenda.aspx?eid=1827>.  
Items in these minutes are numbered according to the agenda.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Ralph Ford, called the meeting to order at 11:00 AM ET, on 30 September 2013, via webconference.

**MEMBERS PRESENT VIA WEBCONFERENCE**

M. Andrews, Region 6 Director; S. Atkinson, Vice Chair-Geographic Unit Operations; B. Beheshti, Vice Chair-Member Development; D. Bramlett, Treasurer; P. Famouri, Region 2 Director; T. Fukuda, Region 10 Director; G. Giannattasio, Region 9 Director; D. Green, Region 3 Director; C. Jankowski, Secretary; J. Jefferies, Region 5 Director; H. Michel, Past Chair; S. Sankaran, Member - appointed by VP-TA; E. Tejera, Member - appointed by VP-TA; L. Wong, Vice Chair-Strategic Management and Analysis.

**MEMBERS NOT PRESENT**

M. Bastiaans, Region 8 Director; K. Brown, Region 7 Director; P. Eckstein, Region 1 Director; K. Pedersen, Region 4 Director.

**STAFF**

L. Bolsch, Director, Finance; V. Sharoff, Director, Information Management; G. Sheedy, MGA Board Administrator.

**GUESTS PRESENT**

N. Patel, IEEE Women in Engineering Committee Chair; M. Polavarapu, IEEE Sections Congress 2014 Program Committee Chair.

**1. Chair Remarks**

An update on current key MGA communication items was attached to the agenda.

**2. Approval of 2014 IEEE Women in Engineering (WIE) International Leadership Conference (ILC)**

Nita Patel, IEEE Women in Engineering Committee Chair, provided an update on the 2014 WIE International Leadership Conference (ILC), to be held 2-3 May 2014, in San Francisco, California, USA.

After discussion, the following motion passed:

Resolved that the 2014 Women in Engineering International Leadership Conference budget shall be approved as presented.

### 3. Sections Congress 2014 Discussion

Murty Polavarapu, Sections Congress 2014 Program Committee Chair, provided an update on Sections Congress 2014. MGA Board members provided topics they would like to discuss further at the November MGA Board meeting.

### Meeting Adjournment

The meeting was adjourned at 12:17 PM ET.

Respectively submitted,

Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

29 June 2013  
San Diego, California, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at***

***<http://taw.ieee.org/MPT/Agenda.aspx?eid=1111>***

***Items in these minutes are numbered according to this agenda link.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Ralph Ford, called the meeting to order at 8:00 AM PT, on 29 June 2013, at the Hilton San Diego Bayfront, in San Diego, California, USA.

**MEMBERS PRESENT**

M. Andrews, Region 6 Director; S. Atkinson, Vice Chair-Geographic Unit Operations; M. Bastiaans, Region 8 Director; B. Beheshti, Vice Chair-Member Development; D. Bramlett, Treasurer; K. Brown, Region 7 Director; P. Eckstein, Region 1 Director; P. Famouri, Region 2 Director; T. Fukuda, Region 10 Director; G. Giannattasio, Region 9 Director; D. Green, Region 3 Director; C. Jankowski, Secretary; J. Jefferies, Region 5 Director; H. Michel, Past Chair; K. Pedersen, Region 4 Director; E. Tejera, Member - appointed by VP-TA; K. Tracy, Vice Chair-Information Management; L. Wong, Vice Chair-Strategic Management and Analysis.

**MEMBERS NOT PRESENT**

S. Sankaran, Member - appointed by VP-TA.

**STAFF**

L. Bolsch, Director, Finance; R. McCorkle, Global Career Resources Product Manager; J. Moesch, Senior Director, Member Experience; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator.

**GUESTS PRESENT**

L. Arellano, Volunteer Onboarding Project Subcommittee Chair; H. Flescher, Past IEEE Treasurer; R. Hebner, VP-Technical Activities Board; J. Lillie, MGA Member Benefits Portfolio Advisory Committee Chair; N. Patel, IEEE Women in Engineering Committee Chair; M. Polavarapu, Geo Unit Vitality Dashboard Subcommittee Chair; M. Salazar-Palma, IEEE Sections Congress 2014 Committee Chair; G. Setti, VP-Publication Services and Products Board; T. Wong, MGA Graduates of the Last Decade Committee Chair.

### 3. Approval of Agenda

A discussion item on requirements for Chapter officers and a discussion item on the role of the MGA Information Technology Coordination and Oversight Committee were added to the agenda under New Business. The Agenda was then approved as presented.

### 4. Consent Agenda

The Consent Agenda, consisting of the following items, was approved:

201. Resolved that the minutes from the 16 February 2013 meeting shall be approved.
202. Resolved that the 2014 MGA Committee Chairs, as recommended by the MGA N&A Committee, be approved.
203. Resolved that the 2014 Section Rebate Schedule shall be approved.
204. Resolved that the MGA Board recommend that the 2014 Potentials magazine advertising rates be approved reflecting an increase of approximately 2%. See table of 2013 Advertising Rates.
205. Resolved that the 2014 Potentials magazine subscription rates for IEEE members and Student members (Regions 8, 9, and 10) be maintained at the 2013 levels.
206. Resolved that revisions to Section 4 of the MGA Operations Manual – MGA Committees, shall be approved.
207. Resolved that revisions to Section 6.5 of the MGA Operations Manual – MGA Assembly Appointment and Selection Procedures, shall be approved.
208. Resolved that revisions to Section 7 of the MGA Operations Manual – MGA Nominations and Appointments Process, shall be approved.
209. Resolved that the proposed revisions to the IEEE MGA Operations Manual Section 4.10 (MGA Nominations and Appointments Committee Charter) shall be approved.
210. Resolved that the proposed revisions to the IEEE Women in Engineering Operations Manual shall be approved.
211. Resolved that Wright Brothers Institute - Tec Edge as 2013 recipient of the MGA Supporting Friend Award shall be approved.

212. Resolved that the formation of the IEEE Cono Sur Geographic Council in Region 9 shall be approved.
213. Resolved that the 2013 MGA vTools Committee appointments shall be approved.

## 5. Announcement of MGA Assembly Results

The 27 June 2013 MGA Assembly results were announced.

The MGA Assembly determined the slate of candidates for the office of 2014 IEEE Vice President-Member and Geographic Activities (to be forwarded to the IEEE Assembly, for selection in November 2013):

- Ralph Ford - Erie, PA, USA
- David Green - Birmingham, AL, USA

The following individuals were selected to serve on the 2014 MGA Board:

- MGA Treasurer: Don Bramlett - Livonia, MI, USA
- MGA Vice Chair-Geographic Unit Operations: Murty Polavarapu - Manassas, VA, USA
- MGA Vice Chair-Information Management: S. Gopakumar - Trivandrum, India
- MGA Vice Chair-Member Development: Ronald Jensen - Rochester, MN, USA
- MGA Vice Chair-Strategic Management and Analysis: Wai-Choong (Lawrence) Wong - Singapore, Singapore

## 6. Resolution for William Murray, Past Region 6 Director

The MGA Board recognized the passing of William Murray, IEEE Life Senior and Past IEEE Region 6 Director. After a minute of silence, the following resolution on behalf of William Murray and his family was approved.

The IEEE Member and Geographic Activities Board expresses its deepest sympathy to the Murray Family on the passing of William Murray. His service and contributions to IEEE, to the engineering profession, and to the community were a distinguished, selfless accomplishment. He will be greatly missed by his IEEE colleagues.

## 7. Chair Remarks

Ralph Ford, MGA Board Chair, reviewed the 2013 MGA objectives (#1 Deliver a World-Class Membership Experience, #2 Expand IEEE's Global Membership Presence, #3 Modernize the Volunteer Experience), and noted that the day's agenda is structured based on these objectives.

## 8. Secretary Remarks

Cecelia Jankowski, Secretary, presented highlights on MGA business. It was noted that the fourth annual IEEE Day will take place on 1 October 2013. A summary of



meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

9. Career Resources

An update was provided on the Career Resources portal project strategy and plan.

10. Graduates of the Last Decade (GOLD) Transition to IEEE Young Professionals

After discussion, the following motion passed:

Resolved to change the name of IEEE's early career constituency from Graduates of the Last Decade (GOLD) to "IEEE Young Professionals" to be executed by no later than August 2014.

12. Volunteer Onboarding Project

An update was provided on the Volunteer Onboarding Project, expected outcomes, planned activities, program content, candidates, and mentors.

13. Geo Unit Vitality Dashboard

An update was provided on the Geographic Unit Vitality Dashboard and proposed metrics for the dashboard launch.

14. Section Vitality

An update was provided on the 2013 Section Vitality activities, the Section Vitality Pilot, and the Section Web Site Pilot.

15. Metro Area Workshop Update

An update was provided on 2013 Metro Area Workshops.

16. Workshop in a Box

An update was provided on the Smart Tech Workshop in a Box project and the proposed model.

17. Google Apps Update

An update was provided on GoogleApps@IEEE, a new member benefit for all IEEE members.

18. IEEE Technology Navigator

An update was provided on IEEE Technology Navigator (TechNav).

22. IEEE Women in Engineering (WIE) Strategy Update

An update was provided on WIE strategy, 2013 goals, and initiatives. Information about the WIE Partnership Program and partnership opportunities was attached to the agenda.

23. Social Media Projects

An update was provided on IEEE Social Networking and Collaboration Services: MGA, PSPB, and TAB Requirements and Next Steps.

24. Sections Congress 2014 Update

After discussion, the following motions passed:

Resolved that the 2014 Sections Congress registration fee of \$550 shall be approved.

Resolved that the 2014 Sections Congress budget, as presented and not to exceed \$1,570,000 Net, shall be approved.

26. MGA Finances Update

An update was provided on MGA finances.

27. Region 1 Assessment Increase

After discussion, the following motion to increase the Region 1 dues assessment from US\$5 to US\$7, effective with the 2014 membership year, failed:

Resolved that the following revisions to IEEE Bylaw I-108.6 –Assessments, in the form presented to the IEEE Board of Directors, shall be, and are hereby, approved.

28. Volunteer Communication Strategy

An update was provided on MGA communication considerations, opportunities, and challenges. A list of current and upcoming activities and projects, and the impacted entities, was included on the agenda.

29. Project Review

An update was provided on 2013 priority projects and their relation to the three 2013 MGA goals. The complete 2013 MGA Project Listing was included on the agenda.

30. Endorsement of Non-IEEE Member Voting Privileges item to BoD: MGA Member Benefits Portfolio Assessment Committee

After discussion, the following motion, to allow up to four non-members of IEEE to be appointed as voting members of the MGA Member Benefits Portfolio Advisory Committee, was endorsed:

Resolved that revisions to IEEE Bylaw I-303.5 - Member and Geographic Activities Board (MGAB), in the form presented to the IEEE Board of Directors shall be, and are hereby, approved.

31. New Business

The MGA Geographic Unit Operations Support Committee will discuss requirements for Chapter officers and elections at the Chapter level.

The role of the MGA Information Technology Coordination and Oversight Committee will be discussed at the November MGA Board meeting.

32. Next Meeting Date/Location

The next scheduled meeting of the IEEE MGA Board will be held on 23 November 2013 in New Brunswick, New Jersey, USA.

33. Meeting Adjournment

The meeting was adjourned at 4:19 PM PT.

Respectively submitted,

Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

16 February 2013  
Austin, Texas, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at***

***<http://taw.ieee.org/MPT/Agenda.aspx?eid=1110>***

***Items in these minutes are numbered according to this agenda link.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Ralph Ford, called the meeting to order at 8:00 AM CT, on 16 February 2013, at the Renaissance Austin in Austin, Texas, USA.

**MEMBERS PRESENT**

M. Andrews, Region 6 Director; S. Atkinson, Vice Chair-Geographic Unit Operations; M. Bastiaans, Region 8 Director; B. Beheshti, Vice Chair-Member Development; D. Bramlett, Treasurer; K. Brown, Region 7 Director; P. Eckstein, Region 1 Director; P. Famouri, Region 2 Director; T. Fukuda, Region 10 Director; G. Giannattasio, Region 9 Director; D. Green, Region 3 Director; C. Jankowski, Secretary; J. Jefferies, Region 5 Director; H. Michel, Past Chair; K. Pedersen, Region 4 Director; S. Sankaran, Member - appointed by VP-TA; E. Tejera, Member - appointed by VP-TA; K. Tracy, Vice Chair-Information Management; L. Wong, Vice Chair-Strategic Management and Analysis.

**STAFF**

L. Bolsch, Director, Finance; J. Moesch, Senior Director, Member Experience; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator.

**GUESTS PRESENT**

E. Perkins, MGA Member Recruitment and Recovery Committee Chair; E. Lach, IEEE General Counsel and Chief Compliance Officer; J. Lillie, MGA Individual Benefits and Services Committee Chair; P. Papamichalis, IEEE Fellow Committee Vice Chair; J. Paserba, MGA Student Activities Committee Chair; L. Terman, IEEE Awards Board Chair; L. Weaver, MGA Liaison to IEEE Technical Activities Board; T. Wong, MGA Graduates of the Last Decade Committee Chair.

**3. Approval of Agenda**

The Agenda was approved as presented at the meeting.

**4. Consent Agenda**

The Consent Agenda, consisting of the following items, was approved:

201. Resolved that the minutes from the 10 November 2012 meeting shall be approved.
202. Resolved that the minutes from the 21 December 2012 meeting shall be approved.
203. Resolved that the minutes from the 14 January 2013 meeting shall be approved.
204. Resolved that the 2013 MGA Committee Rosters shall be approved.

5. Chair Remarks

Ralph Ford, MGA Board Chair, reviewed the 2013 MGA objectives (#1 Deliver a World-Class Membership Experience, #2 Expand IEEE's Global Membership Presence, #3 Modernize the Volunteer Experience), and guidelines for the day's agenda. The Chair recognized Howard Michel for his dedication and service as 2011-2012 VP-MGA. The Chair asked Kenny Rice, IEEE Central Texas Section Chair, to lead a moment of silence for the passing of Troy Green, an active IEEE volunteer from Texas.

The following were attached to the agenda: 1) the VP-MGA report to the IEEE Board of Directors; 2) meeting summary and notes from the 14 January 2013 MGA Board Retreat and Orientation in Los Angeles, California, USA; and 3) Region Director 2013 Goals as reported during the Retreat.

6. Secretary Remarks

Cecelia Jankowski, Secretary, shared an update on membership statistics, automatic renewal, IEEE Women in Engineering activities, the mentoring connection, OptimalResume, and the next IEEE Day, to be held 1 October 2013.

A summary of meeting activity by geographic units, a geographic unit formations report, and a student units formations report were included on the agenda.

7. Project Review

An update was provided on 2013 priority projects and their relation to the three 2013 MGA goals. The complete 2013 MGA Project Listing was included on the agenda.

After discussion, a motion passed to accept the 2013 priority project list as presented.

8. SAC/GOLD Plan Update

John Paserba, MGA Student Activities Committee (SAC) Chair, and Timothy Wong, MGA Graduates of the Last Decade (GOLD) Committee Chair, presented an update on SAC and GOLD activities and plans.

9. Online Member Networking Experience

Kim Tracy, MGA Vice Chair-Information Management, and Linda Weaver, MGA Liaison to the IEEE Technical Activities Board, provided an update on the Online Member Networking Experience.

11. 2013 Regional Geographic Strategies Plan

An update was provided on the 2013 Regional Geographic Strategies Plan.

12. 2013 Geographic Unit Vitality Strategy Implementation

An update was provided on the 2013 Geographic Unit Vitality Strategy Implementation, including the Section Vitality Survey, Section Vitality Test Pilot Plan, and Member Onboarding. It was noted that the following supporting documents were attached to the agenda: 1) MGA Vitality Dashboard Specification, 2) Pilot Proposal, 3) Region Vitality Coordinator Position Description, and 4) SC2011 Brief on Vitality.

15. Sections Congress 2014

An update was provided on Sections Congress 2014, to be held 22-25 August 2014, in Amsterdam, Netherlands.

After discussion, the following motion passed:

Resolved that the IEEE Sections Congress 2014 program schedule be shortened to three days, as recommended by the SC2014 Committee, shall be approved.

16. Member Loyalty Program Update

An update was provided on the Member Loyalty Program Update (Sections Congress 2011 Recommendation #2).

After discussion, the following motion passed:

- The MGA Board recommends testing a pilot of a loyalty program for 2015 Membership Year to renewing members in years 2, 5, 10, and 20.
- The MGA Board asks the 2013 MGA Member Engagement and Life Cycle Committee to finalize on recommended choices for rewards.
- Valuable data will be collected in a "real world" scenario:
  - Reward take rates
  - Reward costs
  - Retention impact in tested years

17. Metro Area Workshop Update

An update was provided on the Metro Area Workshops.

18. Restructure of MGA Individual Benefits and Services Committee to MGA Member Benefits Portfolio Assessment Committee

Joe Lillie, MGA Individual Benefits and Services Committee Chair, presented the item to the MGA Board.

After discussion, the following motion passed:

- Resolved that the formation of the MGA Member Benefits Portfolio Assessment Committee shall be approved.
- Resolved that the termination of the MGA Individual Benefits and Services Committee shall be approved.
- Resolved that the MGA Member Benefits Portfolio Assessment Committee Charter, as included in this document, shall be approved.

19. Approval of MGA Membership Recruitment and Recovery Committee Charter Changes

Ed Perkins, MGA Member Recruitment and Recovery Committee Chair, presented the proposed committee charter changes.

After discussion, the following motion passed:

Resolved that the proposed changes to the MGA Membership Recruitment and Recovery Committee Charter (MGA Operations Manual Section 4.9) shall be approved.

The changes (to the committee composition) include:

- Remove the representative from the IEEE Marketing and Sales Committee as a corresponding member, as this committee has been disbanded.
- Add the MRRC Past Chair.
- Add a Representative from IEEE-USA appointed by IEEE-USA President as a corresponding member.

20. MGA Finances

An update was provided on MGA finances.

21. Geo Unit NetSuite Review

An update was provided on NetSuite. After discussion, a motion to divide passed.

The following motion passed:

- The MGA Finance Committee brings forward that The Rebate & Bonus Policy for 2012 reporting (in 2013), shall be Resolved and Pass as:
- NetSuite Activity or Request for Assistance by 15 Feb. And Submission by 31 March (any form), Rebate & Bonus Eligible
- Submission by 31 March (any form), Rebate Only – No Bonus
- Submission after 31 March (any form), No Rebate nor Bonus

A motion to send the following back to committee passed:

- In 2014 for 2013 Financial Activity - If NetSuite is not Used, No Rebate nor Bonus
- Use of NetSuite (in 2014) is defined as recording all transactions throughout the year.
- The Rebate & Bonus policy for 2013 reporting (in 2014), shall reflect that the use of NetSuite is mandatory for any rebate or bonus. The same policy shall apply to regions except that regions are not eligible for the incentive bonus.

#### 23. IEEE Finance Operations Manual FOM.8 Update

Eileen Lach, IEEE General Counsel and Chief Compliance Officer, provided an update on IEEE Finance Operations Manual FOM.8.

#### 24. IEEE Fellow Update

Panos Papamichalis, IEEE Fellow Committee Vice Chair, provided an update on the IEEE Fellow process.

#### 25. IEEE Awards Program

Lewis Terman, IEEE Awards Board Chair, provided an update on the IEEE Awards Program.

#### 26. Member Privileges

The MGA Board discussed member privileges.

#### 27. Section Operating Documents

After discussion, the following motion passed:

Resolved that revisions to Section 9 of the MGA Operations Manual regarding Section Operating Documents (9.4.E) shall be approved.

The revisions include language to clarify that Sections only utilize Section Bylaws when required to meet the requirements of local law.

#### 28. Communications Issues



A list of current and upcoming activities and projects, and the impacted entities, was presented to the MGA Board.

30. Next Meeting Date/Location

The next scheduled meeting of the IEEE MGA Board will be held on 29 June 2013 in San Diego, California, USA.

31. Meeting Adjournment

The meeting was adjourned at 5:18 PM CT.

Respectively submitted,

Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

14 January 2013  
Los Angeles, California, USA

(Confidential – Subject to Confirmation)

An IEEE Member and Geographic Activities (MGA) Board meeting was held in Executive Session on 14 January 2013, at the Hyatt Regency Century Plaza, in Los Angeles, California, USA. IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Ralph Ford, called the meeting to order at 4:17 PM PT.

In accordance with MGA Operations Manual Section 2.9.C.3 - Meetings Without Notice, all MGA Board members signed a waiver of notice, and the signed waivers are on file with the Secretary.

**MEMBERS PRESENT**

M. Andrews, Region 6 Director; S. Atkinson, Vice Chair-Geographic Unit Operations; M. Bastiaans, Region 8 Director; B. Beheshti, Vice Chair-Member Development; D. Bramlett, Treasurer; P. Eckstein, Region 1 Director; P. Famouri, Region 2 Director; T. Fukuda, Region 10 Director; G. Giannattasio, Region 9 Director; D. Green, Region 3 Director; C. Jankowski, Secretary; J. Jefferies, Region 5 Director; H. Michel, Past Chair; K. Pedersen, Region 4 Director; S. Sankaran, Member - appointed by VP-TA; E. Tejera, Member - appointed by VP-TA; K. Tracy, Vice Chair-Information Management; L. Wong, Vice Chair-Strategic Management and Analysis.

**MEMBERS NOT PRESENT**

K. Brown, Region 7 Director.

**STAFF**

L. Bolsch, Director, Finance; J. Moesch, Senior Director, Member Experience; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator; S. Waters, Senior Administrator.

**1. Approval of MGA Nominations and Appointments Committee Chair and Member (Executive Session)**

After Executive Session, the Chair reported out that the following motions passed:

Resolved that Babak Beheshti as 2013 MGA Nominations and Appointments Committee Chair shall be approved.

Resolved that Yong-Jin Park as 2013-2014 MGA Nominations and Appointments Committee Member shall be approved.

2. Meeting Adjournment

The meeting was adjourned at 4:26 PM PT.

Respectively submitted,

Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

21 December 2012  
Webconference

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at  
<http://taw.ieee.org/MPT/Uploads/1/Agenda.aspx?eid=539> (items #27-34).  
Items in these minutes are numbered according to the agenda.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Howard Michel, called the meeting to order at 11:00 AM ET, on 21 December 2012, via webconference.

Note: Due to the storm that affected the New Jersey area in November 2012, this meeting was called to cover some of the agenda items that were postponed in November.

**MEMBERS PRESENT VIA WEBCONFERENCE**

E. Alvarez, Treasurer; S. Atkinson, Vice Chair-Geographic Unit Operations; B. Beheshti, Vice Chair-Member Development; D. Cooper, Member - appointed by VP-TA; M. Delimar, Region 8 Director; R. Ford, Region 2 Director; G. Giannattasio, Region 9 Director; D. Green, Region 3 Director; C. Jankowski, Secretary; J. Jefferies, Region 5 Director; E. Perkins, Region 6 Director; J. Riess, Region 4 Director; B. Shoop, Past Chair; K. Tracy, Vice Chair-Information Management.

**MEMBERS NOT PRESENT**

K. Brown, Region 7 Director; P. Eckstein, Region 1 Director;  
O. Kaynak, Vice Chair-Strategic Management & Analysis; D. Yeung, Member - appointed by VP-TA; L. Wong, Region 10 Director.

**STAFF**

L. Bolsch, Director, Finance; J. Moesch, Senior Director, Member Experience; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator; S. Waters, Senior Administrator.

**29. Announcement of IEEE Assembly Results**

The 10 November IEEE Assembly results were announced, including Ralph M. Ford to serve as the 2013 MGA Board Chair/Vice President-MGA, and Tariq S. Durrani and Howard E. Michel as candidates for 2014 IEEE President-Elect.

**30. Approval of 2013 MGA GOLD Committee Chair**

The following motions passed:

Resolved that Timothy Wong as the Chair of the 2013 MGA GOLD Committee shall be approved.

Resolved that Eva Lang as the Past Chair of the 2013 MGA GOLD Committee shall be approved.

### 31. Update on Sections Congress 2011 Recommendations

An update was provided on IEEE Sections Congress 2011 Recommendations. A link to the web page providing detailed status reports was included on the agenda.

### 32. Sections Congress: Theme, Update

An update was provided on IEEE Sections Congress 2014 (SC2014) to be held 22-25 August 2014, in Amsterdam, Netherlands.

The following motion passed:

Proposed that the following theme be approved for Sections Congress 2014: "Inspiring our Leaders of Tomorrow".

### 33. Update on Membership

An update on membership statistics and 2013 key Membership Development (MD) initiatives was provided.

### 34. Update on Section Vitality Activities

An update on 2012 Section Vitality activities, the Vitality Survey, and 2013 initiatives was provided. Region Directors were asked to report any changes for 2013 Regional Vitality Coordinators.

### 34. Meeting Adjournment

The meeting was adjourned at 12:16 PM ET.

Respectively submitted,

Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

10 November 2012  
New Brunswick, New Jersey, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at  
<https://docs.google.com/folder/d/0Bxg3PXdUW-8eeTIQYkg4OEEdqME0/edit>.  
Items in these minutes are numbered according to the agenda.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Howard Michel, called the meeting to order at 8:00 AM ET, on 10 November 2012, at the Hyatt New Brunswick in New Brunswick, New Jersey, USA.

**MEMBERS PRESENT**

K. Brown, Region 7 Director; M. Delimar, Region 8 Director; P. Eckstein, Region 1 Director; R. Ford, Region 2 Director; G. Giannattasio, Region 9 Director; D. Green, Region 3 Director; C. Jankowski, Secretary; J. Jefferies, Region 5 Director; E. Perkins, Region 6 Director; J. Riess, Region 4 Director; L. Wong, Region 10 Director.

**MEMBERS PRESENT VIA WEBCONFERENCE**

E. Alvarez, Treasurer; S. Atkinson, Vice Chair-Geographic Unit Operations; B. Beheshti, Vice Chair-Member Development; D. Cooper, Member - appointed by VP-TA; B. Shoop, Past Chair; K. Tracy, Vice Chair-Information Management.

**MEMBERS NOT PRESENT**

O. Kaynak, Vice Chair-Strategic Management & Analysis; D. Yeung, Member - appointed by VP-TA.

**STAFF**

L. Bolsch, Director, Finance; J. Moesch, Senior Director, Member Experience; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator; S. Waters, Senior Administrator.

**STAFF PRESENT VIA WEBCONFERENCE**

M. David, Manager, Member Product Management.

**GUESTS PRESENT**

M. Kam, IEEE Past President.

**GUESTS PRESENT VIA WEBCONFERENCE**

J. Lillie, MGA Individual Benefits and Services Committee Chair; K. Pedersen, MGA Awards and Recognition Committee Chair and Region 4 Director-Elect.

3. Review and Adoption of Complete Meeting Agenda for Remainder of 2012

The Agenda was approved as presented at the meeting.

4. Review and Adoption of Revised Meeting Agenda for 10 November 2012

The Revised Agenda was approved as presented at the meeting.

Note: Due to the storm that affected the area, the meeting agenda was shortened. The agenda was presented and approved in two motions – the entire agenda including what would be discussed before the end of the 2012, and the shortened agenda including only what would be discussed on 10 November.

5. Consent Agenda

The Consent Agenda was approved, consisting of the following items:

201. Resolved that the minutes from the 30 June 2012 meeting shall be approved.
202. Resolved that the Executive Session minutes from the 30 June 2012 meeting shall be approved.
203. Resolved that the dissolution of inactive Technical Chapters/Affinity Groups (as provided in Appendix A) shall be approved.
204. Resolved that the 2013 MGA Committee Members, as recommended by the MGA N&A Committee, shall be approved.
205. Resolved that C. P. Krishnan, Hidroelectrica Boliviana S.A., Netserve Systems, and Western Digital Foundation as 2012 recipients of the MGA Supporting Friend Award, shall be approved.
206. Resolved that the posting of the “My 1<sup>st</sup> Job” columns of *IEEE Potentials* on the IEEE Global History Network shall be approved.
207. Resolved that the *IEEE Frances B. Hugle Engineering Scholarship* shall be approved.
208. Resolved that for all MGA geographic units, the provision for allowing write-in votes shall be permitted for any position, and that the corresponding revisions to Section 9.0 of the MGA Operations Manual, shall be approved.

209. Approval of Funding for Membership Bundling Pilot: Motion to approve funding 50% of the expenses related to 2012 TAB/MGA 2012 Adhoc on Member Models "One IEEE" Membership Pilot Project.
210. Resolved that the proposal to offer the Transcare II long term care insurance product to IEEE members be approved.
211. Resolved that a premium credit of 25 percent for the policyholders of record in the IEEE sponsored Hospital Indemnity Plan, as of the October 2012 policy renewal period, be approved.
212. Resolved that the formation of IEEE Dominican Republic Subsection of the Puerto Rico & Caribbean Section (Region 9) shall be approved.
213. Resolved that the formation of IEEE Suroccidente Subsection of the Colombia Section (Region 9) shall be approved.
214. Resolved that the updated Region 6 Awards Program shall be approved.

#### 6. Chair Remarks

The VP-MGA report to the IEEE Board of Directors and the summary from the 28-30 September 2012 MGA Operations Committee meeting were included on the agenda. A motion was approved thanking the staff for their support in preparation for the meeting, with respect to the effects of the storm. The Chair thanked those MGA Board members who were adversely affected by the storm for their participation.

#### 7. Secretary Remarks

It was noted that a 1) summary of meeting activity by geographic units, 2) geographic unit year end summary, and 3) report of formations, changes of technical Chapters and Affinity Groups, were included on the agenda.

#### 8. Communication Items

A list of current and upcoming activities and projects, and the impacted entities, was presented to the MGA Board. The MGA Board had a discussion on selected items.

#### 9. MGA Finances

An update was provided on MGA finances.

#### 10. Reserves

After discussion, the following motion passed:



MGA Treasurer Alvarez brings a motion with MGA Finance & Operating Committee endorsement to modify the Reserve Sharing Process with IEEE and MGA. All Geo Units will share based on their reserve balances. The \$20k / 200% rule will be removed and only voluntary contributions, NIC, Foundation and specifically noted donations will be excluded from a Geo Unit's Reserve balance in determining the unit's share.

Marko Delimar asked to be recorded that the amount that is going to remain blocked will be established on an annual basis and will be communicated to OUs in most simple fashion; it will not be cumulative from previous year.

#### 11. Project Review

An update was provided on MGA priority projects milestones and deliverables. Further information on the individual projects and the complete 2012 MGA Project Listing were included on the agenda.

#### 12. Endorsement of Project Direction for 2013

After discussion, the Project Direction for 2013 was presented and endorsed. Staff were asked to provide the documentation necessary for the MGA Board to approve the Project Direction in February 2013.

#### 13. Selection of 2012 MGA Award Recipients

The MGA Board approved the 2012 MGA Award Recipients for the Larry K. Wilson Transnational, Innovation, Leadership, Achievement, and GOLD Achievement Awards (see Appendix B).

#### 14. Endorsement of Elimination of Exchange Member Grade

After discussion, the following motion passed:

Resolved that the IEEE Member and Geographic Activities Board endorse the recommendation to eliminate the Exchange Member grade.

#### 16. Section Bylaws in Relation to Bylaws / MGA Operations Manual

After discussion, a motion to send back to committee passed, with understanding that those with concerns will communicate with and offer to help Scott Atkinson, Vice Chair-Geographic Unit Operations.

#### 17. SC2011 Recommendation 4 - Student Grants

After discussion, the sense of the board was that MGA is not going to create scholarships of its own, but will identify what exists, and make a central location for information. Staff were directed to proceed along the current path and present to the MGA Board in February.

18. Sections Congress 2014

A motion to approve the Sections Congress 2014 Program Chair and Local Organizing Committee Chair passed.

19. Loyalty Program

An update was provided on Sections Congress 2011 Recommendation #2. The MGA Board was asked for guidance on how to proceed on a tenure-based, not transaction-based fidelity program, in line with the SC recommendation.

20. Online Member Collaboration

An update was provided on the Online Member Collaboration project, and the MGA Board provided agreement to move forward on the collaboration.

21. MGA Individual Benefits and Services Committee (IB&SC) Transition

Joseph Lillie, MGA IB&SC Chair, provided an update on the transition process from the current MGA IB&SC structure to the MGA Member Benefits Portfolio Advisory Committee (MBPAC). Motions and proposed charter changes will be presented to the MGA Board in February 2013.

22. Corporate Engagement

Moshe Kam, IEEE Past President, presented on the activities of the Ad Hoc Committee on Corporate Engagement.

23. Review of Action Items

Action items and meeting outcomes were reviewed.

24. Recognition of Outgoing MGA Board Members

The MGA Board recognized outgoing MGA Board members. The following motions were approved by acclamation:

The Member and Geographic Activities Board expresses its deepest appreciation for their efforts to the outgoing members of the 2012 Member and Geographic Activities Board:

- Enrique Alvarez - Treasurer
- Deb Cooper - Technical Activities Appointment
- Marko Delimar - Region 8 Director
- Ralph Ford - Region 2 Director
- Okyay Kaynak - VC-Strategic Management & Analysis
- Ed Perkins - Region 6 Director
- Jim Riess - Region 4 Director
- Lawrence Wong - Region 10 Director

The Member and Geographic Activities Board to recognize the outstanding contributions of Barry L. Shoop as 2011-2012 MGA Past Chair.

The Member and Geographic Activities Board to recognize the outstanding contributions of Howard E. Michel and express its sincere appreciation for his friendship, exemplary leadership, and dedicated service to the IEEE Member and Geographic Activities Board as 2011-2012 MGA Board Chair and Vice President-Member and Geographic Activities.

25. Next Meeting Date/Location

The MGA Board will hold a Retreat and Orientation on 14 January 2013, in Los Angeles, California, USA.

The 2013 MGA Board Meetings will be held:

- 16 February 2013 - Austin, TX, USA
- 29 June 2013 - San Diego, CA, USA
- 23 November 2013 - New Brunswick, NJ, USA

26. Meeting Adjournment

A motion to postpone all remaining items passed. A motion to adjourn then passed.

The meeting was adjourned at 12:00 PM ET.

The following items will be discussed via webconference before the end of 2012:

27. Announcement of IEEE Assembly Results
28. MGA Exchange: Section Vitality, Membership
29. Update on SC2011 Recommendations
30. Member Privileges
31. IEEE Fellows Committee Update
32. MGA Communications Process
33. New Business
34. Professional Interest Profile
35. Sections Congress: Theme, Update

Respectively submitted,

Cecelia Jankowski  
Secretary

## **Appendix A – Dissolution of Inactive Technical Chapters/Affinity Groups** (Consent Agenda Item #203)

### Region 1

Connecticut – COM19  
Connecticut - GOLD  
Connecticut - WIE  
Mohawk Valley – GOLD

### Region 2

Philadelphia – E25

### Region 3

Jacksonville – WIE  
Virginia Mountain - IE13/C16/CS23

### Region 4

Chicago - C16  
Chicago - CAS04/ED15/SSC37  
Chicago - CPMT21  
Chicago - LM  
Chicago - PEL35  
Twin Cities (per Section request) - E25

### Region 5

Dallas – CIS11  
Dallas – PEL35  
Fort Worth – TM14  
Saint Louis (per Section request) - GOLD

### Region 6

Coastal Los Angeles – CIS11/RA24/SMC28  
Los Angeles Council – C16  
Los Angeles Council – EMC27  
Los Angeles Council – SSC37  
Phoenix - CN

### Region 7

Southern Alberta – LM  
Victoria – GOLD  
Victoria - WIE

### Region 8

Denmark – GOLD  
Finland – C16  
Russia - GOLD

### Region 9

South Brazil – CAS04  
South Brazil – COM19

### Region 10

Beijing – CE08  
India Council – CPMT21  
Kolkata (formerly Calcutta Section) – ED15 (Bhubaneswar)

**APPENDIX B - 2012 MGA AWARD RECIPIENTS** (Agenda Item #13)**MGA LARRY K. WILSON TRANSNATIONAL AWARD**

No award to be presented.

**MGA INNOVATION AWARD**

**John Collins** (R6), Orange County Section

For outstanding dedication to improving the IEEE member experience through numerous innovative accomplishments, resulting in increased membership and volunteerism, Chapter revitalization, and greater student participation.

**MGA LEADERSHIP AWARD**

**Ramalatha Marimuthu** (R10), Madras Section

For inspiring leadership in transforming young engineers into socially responsible professionals and encouraging innovative IEEE Student Branch and Women in Engineering humanitarian activities across the Region.

**Darwin Jose Raju** (R10), Madras Section

For influential leadership and commitment to member engagement and promoting IEEE and Women in Engineering among young engineering professionals.

**Anil Kumar Roy** (R10), Gujarat Section

For distinguished leadership and making outstanding contributions as a volunteer serving IEEE for the benefit of its members and the engineering profession.

**MGA ACHIEVEMENT AWARD**

**Filomena Citarella** (R1), New Jersey Coast Section

For dedication to IEEE activities and programs at the Chapter, Society, Section, and Region levels, and increasing the collaboration and cooperation between geographic units.

**Debabrata Das** (R10), Bangalore Section

For excellent and relentless pursuit of IEEE goals by enhancing relationships with industry, organizing conferences, and promoting student activities within the Section, Council, and Region.

**Alba Gabriela Garay Romero** (R9), Honduras Section

For initiating the Industry Applications Society track for CONCAPAN 2012 and encouraging innovation in the IEEE Honduras Section and throughout Central America

**Paul Goodson** (R3), Eastern North Carolina Section

For outstanding leadership and sustained contributions in promoting and expanding volunteer engagement and enhancing membership value for IEEE members at the Section, Council, and Region levels.

**Dave Kemp** (R7), Winnipeg Section

For exemplary leadership and contributions to the IEEE Center for Leadership Excellence, providing a lasting impact and basis for further development.

**Sreeraman Rajan** (R7), Ottawa Section

For encouraging members to connect, communicate, and collaborate at all levels of IEEE and fostering cooperation within Region 7.

**MGA GOLD ACHIEVEMENT AWARD****Mithun Bhaskar** (R10), Hyderabad Section

For consistent and commendable efforts to improve young professional and student participation in IEEE Chapter activities in India.

**Barnabas Muthu** (R10), Madras Section

For continuous efforts and excellent leadership in substantially increasing member retention and transition through organizing IEEE STEP programs and collaborative GOLD events.

**Ranjit Nair** (R10), Kerala Section

For exemplary contributions to IEEE GOLD in Region 10 and for bridging generations through GOLD activities.

**Jaison Abey Sabu** (R10), Kerala Section

For outstanding leadership and achievements in engaging, guiding, and motivating IEEE GOLD members and students across India and Region 10.

**Heike Sichtig** (R3), Gainesville Section

For innovative leadership and commitment to the IEEE GOLD mission of engaging and recruiting new members.

**Amir Zahoor** (R8), Sweden Section

For inspirational leadership and outstanding contributions to IEEE GOLD activities, boosting member engagement, and motivating and training volunteers.

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

30 June 2012  
Boston, Massachusetts, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at  
<http://taw.ieee.org/MPT/Uploads/1/Agenda.aspx?eid=538>  
Items in these minutes are numbered according to this agenda link.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Howard Michel, called the meeting to order at 8:03 AM ET, on 30 June 2012, at the Westin Copley Place in Boston, Massachusetts, USA.

**MEMBERS PRESENT**

E. Alvarez, Treasurer; S. Atkinson, Vice Chair-Geographic Unit Operations; B. Beheshti, Vice Chair-Member Development; K. Brown, Region 7 Director; D. Cooper, Member - appointed by VP-TA; M. Delimar, Region 8 Director; P. Eckstein, Region 1 Director; R. Ford, Region 2 Director; G. Giannattasio, Region 9 Director; D. Green, Region 3 Director; C. Jankowski, Secretary; J. Jefferies, Region 5 Director; O. Kaynak, Vice Chair-Strategic Management & Analysis; E. Perkins, Region 6 Director; J. Riess, Region 4 Director; B. Shoop, Past Chair; K. Tracy, Vice Chair-Information Management; L. Wong, Region 10 Director; D. Yeung, Member - appointed by VP-TA.

**STAFF**

L. Bolsch, Director, Finance; J. Day, Director, Membership Development; J. Moesch, Director, Member Strategy; A. Pasik, Chief Information Officer; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator.

**GUESTS**

D. Coode, IEEE Center for Leadership Excellence Committee Chair; J. Lillie, MGA Individual Benefits and Services Committee Chair; K. Pedersen, MGA Awards and Recognition Committee Chair, Region 4 Director-Elect.

**3. Approval of Agenda**

The Agenda was approved as presented at the meeting.

**4. Consent Agenda**

The item "Approval of MGA Operations Manual Changes - Section 9, Term Limits" was moved to the Action agenda. The Consent Agenda was then approved, consisting of the following items:

201. Resolved that the minutes from the 18 February 2012 meeting shall be approved.
202. Resolved that the minutes from the 24 May 2012 meeting shall be approved.
203. Resolved that the formation of IEEE Technical Chapters and Affinity Groups (as provided in Appendix A) shall be approved.
204. Resolved that the 2013 MGA Committee Chairs, as recommended by the MGA N&A Committee, be approved.
205. Resolved that the proposed revisions to the IEEE MGA Operations Manual Section 4.6 (MGA GOLD Committee Charter) shall be approved.
206. Resolved that the proposed revisions to the IEEE Women in Engineering Operations Manual and Committee Charter (MGA Operations Manual, Section 4.20) shall be approved.
207. Resolved that the 2013 Section Rebate Schedule shall be approved.
208. Resolved that the MGA Board recommend that the 2013 Potentials magazine advertising rates be approved reflecting an increase of approximately 2%. See table of 2013 Advertising Rates.
209. Resolved that the 2013 Potentials magazine subscription rates for IEEE members and Student members (Regions 8, 9, and 10) be maintained at the 2012 rates and that the non-member rate be increased by US\$10.00 as outlined above. A digital version and option is under consideration for the 2014 renewal year.
210. Resolved that the IEEE Los Angeles Council operations manual shall be approved.
211. Resolved that the dissolution of the IEEE Virginia Council shall be approved.
212. Resolved that an average rate increase of 33.5% for the IEEE member group dental insurance plan shall be approved, effective 1 September 2012.
213. Resolved that the Vacation Center discount program be approved.
214. Resolved that BAE Systems, Manassas, as 2012 recipient of the MGA Supporting Friend Award, shall be approved.



215. Resolved that revisions to Section 4.1 of the MGA Operations Manual – MGA Committees, shall be approved.
216. Resolved that revisions to Section 7.1 of the MGA Operations Manual - MGA Nominations and Appointments Process - MGA Nominations and Appointments Committee, shall be approved.
217. Resolved that revisions to Section 9.5.C.1 of the MGA Operations Manual shall be approved.
218. Resolved that revisions to Section 9 of the MGA Operations Manual regarding the Election Petition Process (sections 9.4.H.6 Section, 9.6.F.5 Chapter, 9.9.F.6 Affinity Group) shall be approved.
219. Resolved that revisions to Section 9 of the MGA Operations Manual regarding Annual Hardcopy Mailings (9.4.D.5 Section, 9.5.C.2 Subsection, 9.6.C.5 Chapter, 9.9.C.2 Affinity Group) shall be approved.

## 5. Announcement of MGA Assembly Results

The 28 June 2012 MGA Assembly results were announced.

The MGA Assembly determined the slate of candidates for the office of 2013 IEEE Vice President-Member and Geographic Activities (to be forwarded to the IEEE Assembly, for selection in November 2012):

- Ralph Ford - Erie, PA, USA
- William Kennedy - Calgary, AB, Canada

The following individuals were selected to serve on the 2013 MGA Board:

- MGA Treasurer: Don Bramlett - Livonia, MI, USA
- MGA Vice Chair-Geographic Unit Operations: T. Scott Atkinson - San Antonio, TX, USA
- MGA Vice Chair-Information Management: Kim Tracy - Naperville, IL, USA
- MGA Vice Chair-Member Development: Babak Beheshti - Bethpage, NY, USA
- MGA Vice Chair-Strategic Management and Analysis: Lawrence Wong - Singapore, Singapore

## 6. Resolution for George McClure, Past Region 3 Director

The MGA Board recognized the passing of George McClure, a past IEEE Region 3 Director and IEEE Life Members Committee Chair, from Winter Park, Florida, USA. After a minute of silence, the following resolution on behalf of George McClure and his family was approved.

The IEEE Member and Geographic Activities Board expresses its deepest sympathy to the McClure Family on the passing of George McClure. His service and contributions to IEEE, to the engineering profession, and to the community were a distinguished, selfless accomplishment. He will be greatly missed by his IEEE

colleagues.

7. Chair Remarks

Howard Michel, MGA Board Chair, delivered a presentation on Member Strategy, as delivered to the IEEE Technical Activities Board on 29 June 2012. The Chair announced the new Region 8-10 insurance policy, effective 1 August 2012. The VP-MGA report to the IEEE Board of Directors was included on the agenda.

8. Secretary Remarks

Cecelia Jankowski, Secretary, presented highlights on MGA business and department operations. It was noted that a summary of meeting activity by geographic units was included on the agenda.

9. MGA Finances

An update was provided on MGA finances, including 2013 headcount budget.

10. Project Review

An update was provided on milestones and deliverables for the MGA priority projects. Further information on the individual projects and the complete 2012 MGA Project Listing were included on the agenda.

12. Reserves

An update was provided on reserves, related to the geographic unit reserves motion passed by the MGA Board in November 2011. Further discussions will occur within the MGA Operations Committee and MGA Board.

13. Digital Spectrum for Students Update

An update was provided on the digital delivery of IEEE Spectrum and The Institute for students.

14. MGA Exchange

The MGA Board discussed Section Vitality and Membership project goals, as follow-up to the Region goals presented by each of the Region Directors at the MGA Directors Forum on 28 June 2012.

20. Member Privileges

At the request of the IEEE Governance Committee, the MGA Board discussed member privileges as related to limitations on committee service by grade, in organizational units under the Major Boards.

21. MGA Information Management Activities

An update was provided on MGA Information Management Activities.

22. IEEE Center for Leadership Excellence

An update was provided on the IEEE Center for Leadership Excellence.

23. Sections Congress 2014

An update was provided on Sections Congress 2014, to be held 22-25 August 2014, in Amsterdam, Netherlands.

24. IEEE CIO Update

Alexander Pasik, IEEE Chief Information Officer, provided an update on potential member benefits related to IEEE e-mail alias service and Google apps accounts.

26. MGA Geographic Unit Elections Process

The MGA Board was informed that the MGA Geographic Unit Operations Support Committee will be looking at the elections process. The MGA Board was asked to review the slides attached to the agenda.

27. Write in Ballots

After discussion, the following motion failed:

For all MGA Geographic Units, the provision for allowing write-in votes shall not be permitted for any position.

The MGA Geographic Unit Operations Support Committee was asked to come back with a further recommendation.

28. IEEE Day

After discussion, the sense of the MGA Board is to continue IEEE Day in 2012. A project implementation plan will be discussed and IEEE Day 2012 will be 2 October.

29. MGA Decision Making

After discussion, the following motion was presented:

Resolved that Region resources obtained from Members' contributions cannot be considered reserves, and can only be used for activities and programs that result in direct benefit to the Membership.

After discussion, a motion passed to send the motion back to the MGA Finance Committee to bring it back to MGA Board in November.

The following MGA Board member requested to be on record: Gustavo Giannattasio opposed.

30. New Business

It was noted that further changes were made to the GOLD Charter and an updated attachment was added to the Consent Agenda Item #205 "Approval of GOLD Committee Charter Changes" after it was approved as part of Agenda Item #4 "Review and Adoption of MGA Consent Agenda (See Items #201-220)." After discussion, the following motion passed:

Resolved that the proposed revisions to the IEEE MGA Operations Manual Section 4.6 (MGA GOLD Committee Charter) shall be approved.

31. Approval of MGA Operations Manual Changes - Section 9, Term Limits

This item was removed from the Consent Agenda. After discussion, the following motion passed:

Resolved that revisions to Section 9 of the MGA Operations Manual regarding Term Limits (sections 9.3.E.9 Council, 9.4.F.7 Section, 9.6.D.5 Chapter, 9.9.D.6 Affinity Group) shall be approved.

32. Next Meeting Date/Location: 10 November 2012 - New Brunswick, NJ, USA

The next scheduled meeting of the IEEE MGA Board will be held on 10 November 2012, in New Brunswick, New Jersey, USA.

33. Meeting Adjournment

The meeting was adjourned at 4:24 PM ET.

Respectively submitted,

Cecelia Jankowski  
Secretary

## Appendix A

Approved IEEE Technical Chapter and Affinity Group Formations (as approved in Consent Agenda Item #203)

### Formations Report - Geo Units

Region	Unit_Name	Society	Unit_Type	Approval_Date
1	Princeton/Central Jersey Section Affinity Group, LM	Life Member	Affinity Group	6/8/2012
1	Schenectady Section Chapter, DEI32	Dielectrics & Electrical Insulation Society	Chapter	6/12/2012
2	Cleveland Section Affinity Group, GOLD	GOLD	Affinity Group	6/13/2012
3	Central Tennessee Section Chapter, IA34/PE31	Industry Applications Society and Power & Energy Society	Chapter	6/28/2012
3	Eastern North Carolina Section Affinity Grp, GOLD	GOLD	Affinity Group	6/12/2012
3	Mississippi Section Chapter, PE31	Power & Energy Society	Chapter	3/20/2012
4	Central Illinois Section Chapter, GRS29/PHO36	Geoscience & Remote Sensing Society and Photonics Society	Chapter	6/25/2012
4	Rock River Valley Section Affinity Group, LM	Life Member	Affinity Group	6/12/2012
5	Central Texas Section, CEDA44	Council on Electronic Design Automation	Chapter	3/14/2012
6	Orange County Section Chapter, AES10	Aerospace & Electronic Systems Society	Chapter	4/20/2012
6	Orange County Section Chapter, CE08	Consumer Electronics Society	Chapter	6/12/2012
7	Kitchener-Waterloo Section Chapter, EMC27/MAG33	Electromagnetic Compatibility Society and Magnetics Society	Joint Chapter	4/30/2012
7	London Section Chapter, C16/SMC28	Computer Society and Systems, Man, & Cybernetics Society	Joint Chapter	3/27/2012
8	Algeria Jt. Chapter, IE13/IA34	Industrial Electronics Society and Industry Applications Society	Joint Chapter	6/8/2012
8	Benelux Section Affinity Group, WIE	Women In Engineering	Affinity Group	6/28/2012
8	Benelux Section Chapter, AES10/GRS29	Aerospace & Electronic Systems Society and Geoscience & Remote Sensing Society	Joint Chapter	4/25/2012
8	Benelux Section Chapter, IM09	Instrumentation and Measurement Society	Chapter	6/13/2012
8	Cyprus Section, GOLD	GOLD	Affinity Group	5/9/2012
8	Finland Section Jt. Chapter, CS23/RA24/SMC28	Control Systems Society & Robotics & Automation Society	Joint Chapter	6/28/2012
8	Ghana Section Joint Chapter, COM19/C16	Communications Society and Computer Society	Chapter	6/8/2012
8	Italy Section Chapter, ED15	Electron Devices Society	Status Change	4/4/2012
8	Malta Section Chapter Affinity Group, GOLD	GOLD	Affinity Group	6/14/2012
8	Nigeria Section Chapter, PE31	Power & Energy Society	Chapter	6/28/2012
8	Russia (Northwest) Section, GOLD	GOLD	Affinity Group	5/9/2012
8	Serbia and Montenegro Section Chapter, BT02	Broadcast Technology Society	Chapter	3/20/2012
8	Spain Section Chapter, ITSS38	Intelligent Transportation Systems Society	Chapter	4/30/2012
8	Tunisia Section Chapter, SSC37	Solid-State Circuits Society	Chapter	6/25/2012

8	U.K. & Rep of Ireland Section Chapter, ED15	Electron Devices Society	Chapter	4/18/2012
8	Ukraine Section Affinity Group, GOLD	GOLD	Affinity Group	6/14/2012
9	Centro Occidente Section Chapter, CIS11/RA24	Computational Intelligence Society and Robotics & Automation Society	Joint Chapter	6/8/2012
9	Colombia Section Affinity Group, GOLD (Medellin)	GOLD	Affinity Group	6/25/2012
9	Colombia Section Chapter, ED15/RA24 -Tunja	Electron Devices Society and Robotics & Automation Society	Chapter	4/27/2012
9	Peru Section Chapter, CIS11	Computational Intelligence Society	Chapter	6/13/2012
9	Uruguay Section Affinity Group, WIE	Women In Engineering	Affinity Group	6/14/2012
10	Australia Council Chapter, IM09	Instrumentation and Measurement Society	Chapter	5/22/2012
10	Delhi Section Chapter, E25	Education Society	Chapter	6/25/2012
10	Delhi Section Chapter, SSC37	Solid-State Circuits Society	Chapter	5/14/2012
10	Hyderabad Section Chapter, CAS04/ED15	Circuits & Systems Society and Electron Devices Society	Joint Chapter	5/22/2012
10	Kolkata Section Chapter, DEI32	Dielectrics & Electrical Insulation Society	Chapter	5/14/2012
10	Madras Section Chapter, CS23	Control Systems Society	Chapter	5/22/2012
10	Nanjing Section Chapter, SMC28 Jiangsu	Systems, Man, & Cybernetics Society	Chapter	5/17/2012
10	Sri Lanka Section Chapter, RA24	Robotics & Automation Society	Chapter	6/4/2012

### Formations Report - Student Units

Region	Section	Unit_Name	School	Society	Approval_Date	Unit_Type
1	Boston Section	Benjamin Franklin Institute of Technology SB	Benjamin Franklin Institute of Technology		4/18/2012	Student Branch
1	New York Section	Long Island Univ-Brooklyn, SMC28/C16	Long Island Univ-Brooklyn	Systems, Man, & Cybernetics Society and Computer Society	6/25/2012	Student Branch Chapter
1	New York Section	Long Island University-Brooklyn Campus SB	Long Island University-Brooklyn Campus		4/30/2012	Student Branch
2	Cincinnati Section	Northern Kentucky University SB	Northern Kentucky University		6/13/2012	Student Branch
3	Jamaica Section	University of the West Indies-Mona Campus SB	University of the West Indies-Mona Campus		4/4/2012	Student Branch
4	Southeastern Michigan Section	Eastern Michigan Univ SB	Eastern Michigan Univ		6/25/2012	Student Branch
4	Red River Valley Section	University of North Dakota, EMB18	University of North Dakota	Engineering in Medicine and Biology Society	4/4/2012	Student Branch Chapter
6	Central Coast Section	California Univ of Santa Barbara, PHO36	California Univ of Santa Barbara	Photonics Society	3/23/2012	Student Branch Chapter
6	Sacramento Valley Section	California Univ Of-Davis, MTT17	California Univ Of-Davis	Microwave Theory and Techniques Society	6/20/2012	Student Branch Chapter
6	Hawaii Section	University of Hawaii Manoa, MTT17	University of Hawaii Manoa	Microwave Theory and Techniques Society	6/13/2012	Student Branch Chapter
6	Hawaii Section	University of Hawaii Maui Campus SB	University of Hawaii Maui Campus		6/28/2012	Student Branch
7	Vancouver Section	Simon Fraser University, WIE	Simon Fraser University	Women in Engineering	4/30/2012	Student Affinity Group
8	Poland Section	AGH Univ of Science & Tech SB	AGH Univ of Science & Tech		6/8/2012	Student Branch
8	Ghana Section	All Nations University College SB	All Nations University College		6/11/2012	Student Branch
8	Turkey Section	Beykent University SB	Beykent University		4/18/2012	Student Branch
8	Turkey Section	Cumhuriyet University SB	Cumhuriyet University		3/6/2012	Student Branch
8	Turkey Section	Dogus Universitesi, WIE	Dogus University	Women In Engineering	4/30/2012	Student Affinity Group
8	United Arab Emirates Section	Higher Coll of Tech, Sharjah Womens College, WIE	Sharjah College	Women In Engineering	4/20/2012	Student Affinity Group
8	Turkey Section	Izmir Inst of Tech SB	Izmir Inst of Tech		6/18/2012	Student Branch
8	Saudi Arabia Section	King Faisal University SB	King Faisal University		2/24/2012	Student Branch
8	Turkey Section	Kirikkale Univ SB	Kirikkale Univ		6/11/2012	Student Branch
8	Nigeria Section	Ladoke Akintola University of Technology SB	Ladoke Akintola Univ Of Tech		2/24/2012	Student Branch

8	Reg 8-Countries Outside Sections	Mentouri University Constantine SB	Mentouri University Constantine		6/18/2012	Student Branch
8	Reg 8-Countries Outside Sections	Mentouri University Constantine, IA34	Mentouri University Constantine	Industry Applications Society	6/18/2012	Student Branch Chapter
8	Spain Section	Miguel Hernandez University SB	Miguel Hernandez University		6/28/2012	Student Branch
8	Egypt Section	Minia University SB	Minia University		4/18/2012	Student Branch
8	Egypt Section	Misr University for Science & Technology SB	Misr University for Science & Technology		3/23/2012	Student Branch
8	Egypt Section	Modern Academy for Engineering and Technology SB	Modern Academy for Engineering and Technology		3/23/2012	Student Branch
8	Russia (Northwest) Section	National Research Univ of IT, Mech, & Optics, C16	National Research Univ of IT, Mech, & Optics	Computer Society	3/26/2012	Student Branch Chapter
8	Ukraine section	Natl Aviation University SB	Natl Aviation University		6/27/2012	Student Branch
8	Hungary Section	Obuda University, IA34	Obuda University	Industry Applications Society	4/26/2012	Student Branch Chapter
8	Reg 8-Countries Outside Sections	Palestine Technical University SB	Palestine Technical University		3/6/2012	Student Branch
8	Saudi Arabia Section	Prince Mohammad Bin Fahd Univ Men's Campus SB	Prince Mohammad Bin Fahd University Men's Campus		2/24/2012	Student Branch
8	U.K & Rep Of Ireland Section	Queen Mary, University of London, SP01	Queen Mary, University of London	Signal Processing Society	6/11/2012	Student Branch Chapter
8	Italy Section	Scuola Superiore Di Studi Univ Sant'Anna SB	Scuola Superiore Di Studi Univ Sant'Anna		6/27/2012	Student Branch
8	Greece Section	Technological Educational Inst of Ionian Islands SB	Technological Educational Inst of Ionian Islands		6/18/2012	Student Branch
8	U.K & Rep Of Ireland Section	Univ of Manchester, PE31	University of Manchester	Power & Energy Society	6/28/2012	Student Branch Chapter
8	Croatia Section	Univ of Zagreb, IA34	Univ of Zagreb	Industry Applications Society	6/15/2012	Student Branch Chapter
8	South Africa Section	University of Pretoria, IA34	University of Pretoria	Industry Applications Society	6/18/2012	Student Branch Chapter
8	Bosnia and Herzegovina Section	University of Sarajevo, IA34	University of Sarajevo	Industry Applications	6/18/2012	Student Branch Chapter
8	Reg 8-Countries Outside Sections	University of Technology, Mauritius SB	University of Technology, Mauritius		6/18/2012	Student Branch
8	United Arab Emirates Section	Zayed University SB	Zayed University		6/18/2012	Student Branch



9	Guadalajara Section	Centro De Invest Y Estudios Del Ipn Avanzado, C16	Centro De Investigacion Y Estudios Del Ipn Avanzado	Computer Society	3/26/2012	Student Branch Chapter
9	Colombia Section	Francisco De Paula Santander SB	Francisco De Paula Santander		6/7/2012	Student Branch
9	South Brazil Section	Fundacao Universidade Federal do ABC, WIE	Fundacao Universidade Federal do ABC	Women In Engineering	6/8/2012	Student Affinity Group
9	Honduras Section	Honduras Univ Nacional Autonoma, PE31/IA34	Honduras Univ Nacional Autonoma	Power & Energy Society and Industry Applications Society	6/28/2012	Student Branch Chapter
9	Veracruz Section	Instituto Tecnologico Superior de Coatzacoalcos, PE31	Instituto Tecnologico Superior de Coatzacoalcos	Power & Energy Society	6/28/2012	Student Branch Chapter
9	Veracruz Section	Instituto Tecnologico Superior de Coatzacoalcos, RA24	Instituto Tecnologico Superior de Coatzacoalcos	Robotics & Automation Society	6/25/2012	Student Branch Chapter
9	Mexico Section	Leon Instituto Tecnologico SB	Leon Instituto Tecnologico		6/21/2012	Student Branch
9	Colombia Section	Pontificia Univ Javeriana Sede Bogota, RA24	Pontificia Univ Javeriana Sede Bogota	Robotics and Automation Society	6/12/2012	Student Branch Chapter
9	Guatemala Section	San Carlos Univ De Guatemala, PE31	San Carlos Univ De Guatemala	Power & Energy Society	6/28/2012	Student Branch Chapter
9	Guatemala Section	San Carlos Univ De Guatemala, RA24	San Carlos Univ De Guatemala	Robotics & Automation Society	6/19/2012	Student Branch Chapter
9	Colombia Section	Unipanamericana SB	Unipanamericana		6/11/2012	Student Branch
9	Argentina Section	Univ De Palermo, CIS11	Univ De Palermo	Computational Intelligence Society	6/13/2012	Student Branch Chapter
9	South Brazil Section	Univ Estadual De Londrina SB	Univ Estadual De Londrina		6/26/2012	Student Branch
9	Argentina Section	Univ Nacional De Misiones SB	Universidad Nacional De Misiones		6/8/2012	Student Branch
9	Ecuador Section	Universidad Del Azuay SB	Universidad Del Azuay		6/26/2012	Student Branch
9	Peru Section	Universidad Nacional de Piura, RA24	Universidad Nacional de Piura	Robotics & Automation Society	6/12/2012	Student Branch Chapter
9	Peru Section	Universidad Nacional del Callao, COM19	Universidad Nacional del Callao	Communications Society	4/20/2012	Student Branch Chapter
9	Peru Section	Universidad Nacional del Callao, IA34	Universidad Nacional del Callao	Industry Applications Society	6/13/2012	Student Branch Chapter
9	Colombia Section	Universidad Pedagogica Nacional, E25	Universidad Pedagogica Nacional	Education Society	3/26/2012	Student Branch Chapter
9	Peru Section	Universidad Privada Antenor Orrego, WIE	Universidad Privada Antenor Orrego	Women in Engineering	6/11/2012	Student Affinity Group
9	Colombia Section	Universidad Santo Tomas - Tunja, ED15	Universidad Santo Tomas	Electron Devices Society	6/8/2012	Student Branch Chapter
9	Bahia Section	Universidade Estadual de Feira de Santana SB	Universidade Estadual de Feira de Santana		6/26/2012	Student Branch

9	Argentina Section	University of Mendoza, RA24	University of Mendoza	Robotics & Automation Society	6/22/2012	Student Branch Chapter
9	South Brazil Section	University of Sao Paulo SB	University of Sao Paulo		6/8/2012	Student Branch
10	Kerala Section	Adi Shankara Inst Of Engineering & Tech, WIE	Adi Shankara Inst Of Engineering & Tech	Women In Engineering	6/15/2012	Student Affinity Group
10	Uttar Pradesh Section	Ajay Kumar Garg Engineering College SB	Ajay Kumar Garg Engineering College		6/15/2012	Student Branch
10	Kerala Section	Al-Ameen Engineering College SB	Al-Ameen Engineering College		6/15/2012	Student Branch
10	Delhi Section	Amity University, Haryana SB	Amity University, Haryana		6/15/2012	Student Branch
10	Kerala Section	Amrita School of Engineering, IE13	Amrita School of Engineering	Industrial Electronics Society	6/19/2012	Student Branch Chapter
10	Kerala Section	Amrita Vishwa Vidyapeetham, E25	Amrita Vishwa Vidyapeetham	Education Society	6/15/2012	Student Branch Chapter
10	Kerala Section	Amrita Vishwa Vidyapeetham, RA24	Amrita Vishwa Vidyapeetham	Robotics & Automation Society	6/15/2012	Student Branch Chapter
10	Beijing Section	Beijing Univ Of Posts & Telecomm, C16	Beijing Univ Of Posts & Telecomm	Computer Society	6/25/2012	Student branch Chapter
10	Gujarat Section	Dhirubhai Ambani Inst Of Info & Comm Tec, IA34	Dhirubhai Ambani Inst Of Info & Comm Tec	Industry Applications Society	6/15/2012	Student Branch Chapter
10	Shanghai Section	East China Normal University SB	East China Normal University		6/15/2012	Student Branch
10	Madras Section	Excel College of Technology SB	Excel College of Technology		6/15/2012	Student Branch
10	Hyderabad Section	GITAM University, Hyderabad Campus SB	GITAM University, Hyderabad Campus		6/20/2012	Student Branch
10	Delhi Section	Global Institute of Technology, MTT17	Global Institute of Technology	Microwave Theory and Techniques Society	6/15/2012	Student Branch Chapter
10	Kerala Section	Government Engineering College-Wayanad SB	Government Engineering College-Wayanad		6/19/2012	Student Branch
10	Uttar Pradesh Section	Hindustan Inst of Tech and Mangement Keetham SB	Hindustan Inst of Tech and Mangement Keetham, Agra		2/15/2012	Student Branch
10	Bangalore Section	HKBK College of Engineering, CS23	HKBK College of Engineering	Control Systems Society	6/15/2012	Student Branch Chapter
10	Hyderabad Section	Hyderabad Inst of Technology and Management, WIE	Hyderabad Inst of Technology and Management	Women In Engineering	6/15/2012	Student Affinity Group
10	Indonesia Section	Institut Teknologi Bandung, C16	Institut Teknologi Bandung	Computer Society	6/25/2012	Student Branch Chapter
10	Indonesia Section	Institut Teknologi Bandung, CAS04	Institut Teknologi Bandung	Circuits & Systems Society	6/25/2012	Student Branch Chapter
10	Indonesia Section	Institut Teknologi Bandung, RA24	Institut Teknologi Bandung	Robotics & Automation Society	6/25/2012	Student Branch Chapter
10	Indonesia Section	Institut Teknologi Bandung, WIE	Institut Teknologi Bandung	Women In Engineering	6/19/2012	Student Affinity Group

10	Madras Section	Jeppiaar Institute of Technology SB	Jeppiaar Institute of Technology		6/15/2012	Student Branch
10	Bombay Section	K.C. College of Engineering SB	K.C. College of Engineering		6/20/2012	Student Branch
10	Kerala Section	KMEA Engineering College SB	KMEA Engineering College		6/19/2012	Student Branch
10	Hyderabad Section	Koneru Lakshmaiah College of Engineering, WIE	Koneru Lakshmaiah College of Engineering	Women In Engineering	4/27/2012	Student Affinity Group
10	Madras Section	Kumaraguru College of Technology, WIE	Kumaraguru College of Technology	Women In Engineering	6/15/2012	Student Affinity Group
10	Delhi Section	Laxmi Devi Inst Of Eng & Tech SB	Laxmi Devi Inst Of Eng & Tech		6/15/2012	Student Branch
10	Delhi Section	Maharaja Surajmal Institute of Technology, MTT17	Maharaja Surajmal Institute of Technology	Microwave Theory & Techniques Society	6/26/2012	Student Branch Chapter
10	Madras Section	Manakula Vinayagar Institute of Technology SB	Manakula Vinayagar Institute of Technology		6/15/2012	Student Branch
10	Bangalore Section	Maratha Mandal Engineering College SB	Maratha Mandal Engineering College		6/15/2012	Student Branch
10	Gujarat Section	Marwadi Education Foundations Group of Inst, IA34	Marwadi Education Foundations Group of Inst	Industry Applications Society	6/15/2012	Student Branch Chapter
10	Bombay Section	Maulana Azad National Inst of Tech, WIE	Maulana Azad National Inst of Tech	Women In Engineering	6/15/2012	Student Affinity Group
10	Gujarat Section	MBICT College SB	MBICT College		6/19/2012	Student Branch
10	Kerala Section	Mohandas College Of Engineering & Tech, WIE	Mohandas College Of Engineering & Tech	Women In Engineering	6/19/2012	Student Affinity Group
10	Madras Section	MRK Institute of Technology SB	MRK Institute of Technology		6/15/2012	Student Branch
10	Hyderabad Section	Nalla Narasimha Reddy Group of Institutions SB	Nalla Narasimha Reddy Eduation Society's Group of Institutions		6/15/2012	Student Branch
10	Madras Section	Nandha Engineering College SB	Nandha Engineering College		6/15/2012	Student Branch
10	Bombay Section	National Institute of Technology Goa SB	National Institue of Technology Goa		6/20/2012	Student Branch
10	Delhi Section	Netaji Subhas Institute of Technology MTT17	Netaji Subhas Institute of Technology	Microwave Theory and Techniques Society	6/26/2012	Student Branch Chapter
10	Bombay Section	Oriental University, Indore SB	Oriental University, Indore		6/20/2012	Student Branch
10	Hyderabad Section	Padmasri Dr B V Raju Inst Of Tech, WIE	Padmasri Dr B V Raju Inst Of Tech	Women In Engineering	6/15/2012	Student Affinity Group
10	Gujarat Section	Pandit Deendayal Petroleum University SB	Pandit Deendayal Petroleum University		6/6/2012	Student Branch
10	Madras Section	Prathyusha Institute of Tech and Management, WIE	Prathyusha Institute of Tech and Management	Women In Engineering	6/25/2012	Student Affinity Group

10	Bangalore Section	R N S Institute of Technology, WIE	R N S Institute of Technology	Women In Engineering	6/19/2012	Student Affinity Group
10	Hyderabad Section	Royal Institute of Technology & Science SB	Royal Institute of Technology & Science		6/19/2012	Student Branch
10	Kerala Section	Saintgits College Of Engineering. IA34	Saintgits College Of Engineering	Industry Applications Society	6/15/2012	Student Branch Chapter
10	Madras Section	Saveetha Engineering College SB	Saveetha Engineering College		6/25/2012	Student Branch
10	Uttar Pradesh Section	Sherwood Coll of Eng Research & Tech, Barabanki, MTT17	Sherwood Coll of Eng Research & Tech, Barabanki	Microwave Theory and Techniques Society	6/19/2012	Student Branch Chapter
10	Uttar Pradesh Section	Sherwood Coll of Eng Research & Tech- Barabanki SB	Sherwood Coll of Eng Research & Tech- Barabanki		6/25/2012	Student Branch
10	Bombay Section	Shri Shankaracharya Technical Campus SB	Shri Shankaracharya Technical Campus		6/15/2012	Student Branch
10	Nanjing Section	Southeast University, IA34	Southeast University	Industry Applications Society	6/19/2012	Student Branch Chapter
10	Kerala Section	Sree Narayana Gurukulam College of Eng, WIE	Sree Narayana Gurukulam College of Eng	Women In Engineering	6/15/2012	Student Affinity Group
10	Hyderabad Section	Sree Visveswarayya Inst Of Tech & Sci SB	Sree Visveswarayya Inst Of Tech & Sci		6/15/2012	Student Branch
10	Madras Section	St. Joseph's College of Engineering & Tech, C16	St. Joseph's College of Engineering & Tech	Computer Society	6/15/2012	Student Branch Chapter
10	Bangladesh Section	Stamford University Bangladesh SB	Stamford University Bangladesh		6/25/2012	Student Branch
10	Karachi Setion	Sukkur Institute of Business Administration SB	Sukkur Institute of Business Administration		6/19/2012	Student Branch
10	Karachi Setion	Sukkur Institute of Business Administration, COM19	Sukkur Institute of Business Administration	Communications Society	6/19/2012	Student Branch Chapter
10	Victorian Section	Swinburne Univ of Tech SB	Swinburne Univ of Tech		6/19/2012	Student Branch
10	Kerala Section	Thangal Kunju Musaliar College of Engineering SB	Thangal Kunju Musaliar College of Engineering		6/15/2012	Student Branch
10	Madras Section	Thangavelu Engineering College SB	Thangavelu Engineering College		6/15/2012	Student Branch
10	Kerala Section	Thejus Engineering College SB	Thejus Engineering College		6/6/2012	Student Branch
10	Kerala Section	Trivandrum College of Engrg, C16	Trivandrum College of Engineering	Computer Society	6/19/2012	Student Branch Chapter
10	Uttar Pradesh Section	Univ of Petroleum & Energy Studies SB	Univ of Petroleum & Energy Studies		6/20/2012	Student Branch
10	Lahore Section	University of Management and Technology, WIE	University of Management and Technology	Women In Engineering	6/19/2012	Student Affinity Group

10	Sri Lanka Section	University of Ruhuna SB	University of Ruhuna		4/27/2012	Student Branch
10	Hyderabad Section	Varadha Reddy College of Engineering SB	Varadha Reddy College of Engineering		6/18/2012	Student Branch
10	Madras Section	Vellore Inst of Technology, EMB18	Vellore Inst of Technology	Engineering in Medicine and Biology Society	6/28/2012	Student Branch Chapter
10	Hyderabad Section	Vignan Institute of Technology & Science WIE	Vignan Institute of Technology & Science	Women In Engineering	6/15/2012	Student Affinity Group

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

24 May 2012  
Webconference

(Confidential – Subject to Confirmation)

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Howard Michel, called the meeting to order at 11:00 AM EDT, on 24 May, via webconference.

**MEMBERS PRESENT**

S. Atkinson, Vice Chair-Geographic Unit Operations; B. Beheshti, Vice Chair-Member Development; K. Brown, Region 7 Director; D. Cooper, Member - appointed by VP-TA; M. Delimar, Region 8 Director; R. Ford, Region 2 Director; D. Green, Region 3 Director; C. Jankowski, Secretary; J. Jefferies, Region 5 Director; E. Perkins, Region 6 Director; J. Riess, Region 4 Director; K. Tracy, Vice Chair-Information Management.

**STAFF**

L. Bolsch, Director, Finance; J. Day, Director, Membership Development; T. Durniak, Staff Executive, Publications; J. Moesch, Director, Member Strategy; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator.

1. Future Direction of Digital Delivery of IEEE Spectrum and The Institute for Students

An update was provided on two proposed options for the digital delivery of IEEE Spectrum and The Institute for Student Members and Graduate Student Members. After discussion, the following motion passed:

Digital Students, \$5 change to Print

- Be it resolved the IEEE MGA Board approves defaulting all Student (STU) and Graduate Student (GSM) members to receive the Digital edition of IEEE Spectrum and The Institute in lieu of the printed editions, beginning with the 2013 Membership Year. Pricing should remain the same as 2012: US\$32 in North America; US\$27 outside North America.
- Student (STU) and Graduate Student (GSM) members shall have the option to change to print copies of IEEE Spectrum and The Institute for US\$5.

2. Meeting Adjournment

The meeting was adjourned at 11:44AM EDT.

Respectively submitted,

Cecelia Jankowski  
Secretary

**IEEE MEMBER AND GEOGRAPHIC ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE MEETING**

18 February 2012  
Phoenix, Arizona, USA

(Confidential – Subject to Confirmation)

***The agenda and backup documentation are available at  
<http://taw.ieee.org/MPT/Uploads/1/Agenda.aspx?eid=494>  
Items in these minutes are numbered according to this agenda link.***

IEEE Vice President-Member and Geographic Activities (MGA) / MGA Board Chair, Howard Michel, called the meeting to order at 8:00 AM MT, on 18 February 2012, at the Pointe Hilton Squaw Peak in Phoenix, Arizona, USA.

**MEMBERS PRESENT**

E. Alvarez, Treasurer; S. Atkinson, Vice Chair-Geographic Unit Operations; B. Beheshti, Vice Chair-Member Development; K. Brown, Region 7 Director; D. Cooper, Member - appointed by VP-TA; M. Delimar, Region 8 Director; P. Eckstein, Region 1 Director; R. Ford, Region 2 Director; G. Giannattasio, Region 9 Director; D. Green, Region 3 Director; C. Jankowski, Secretary; J. Jefferies, Region 5 Director; O. Kaynak, Vice Chair-Strategic Management & Analysis; E. Perkins, Region 6 Director; J. Riess, Region 4 Director; K. Tracy, Vice Chair-Information Management; L. Wong, Region 10 Director; D. Yeung, Member - appointed by VP-TA.

**STAFF**

L. Bolsch, Director, Finance; J. Moesch, Director, Member Strategy; V. Sharoff, Director, Information Management; C. Sinauskas, Director, Geographic Activities; G. Sheedy, MGA Board Administrator.

**3. Approval of Agenda**

The Agenda was approved as presented at the meeting.

**4. Consent Agenda**

The Consent Agenda, consisting of the following items, was approved:

201. Resolved that the minutes from the 18 November 2011 meeting shall be approved.
202. Resolved that the formation of IEEE Technical Chapters and Affinity Groups (as provided in Appendix A) shall be approved.

- 203. Resolved that the 2012 MGA Committee Rosters shall be approved as presented.
- 204. Resolved that the IEEE Center for Leadership Excellence Committee Charter shall be approved.
- 205. Resolved that revisions to Section 4.20.H of the MGA Operations Manual, regarding WIE Membership dues, shall be approved.
- 206. Resolved that IEEE Richmond Section to withdraw from the IEEE Virginia Council as requested by the Richmond Section members and recommended by the Region 3 Director, shall be approved.

## 5. Chair Remarks

Howard Michel, MGA Board Chair, provided an update on the 15-16 January 2012 MGA Board Retreat and Orientation in Hong Kong. The summary from the retreat and the VP-MGA report to the IEEE Board of Directors were included on the agenda.

## 6. Secretary Remarks

Cecelia Jankowski, Secretary, noted that a summary of meeting activity by geographic units was included on the agenda.

## 7. MGA Finances

An update was provided on MGA finances and the rebate bonus process.

After discussion, the following motion passed:

The deadline of 17 February, 2012 to submit 2011 required reports in order to receive the 10% bonus will not be extended. However, each Geo Unit will be reviewed upon request by Volunteer Leadership and MGA Staff to determine if the unit would qualify after the deadline. Each unit will be reviewed on an individual basis.

## 8. Reserves

An update was provided on the geographic unit reserves motion passed by the MGA Board in November 2011.

## 10. Project Review

An update was provided on MGA projects, including Career Activities, IEEE Center for Leadership Excellence, myIEEE Collaboration, Regional Geographic Strategies, Sustained Membership, and vTools - eNotice Automation. The complete 2012 MGA Project Listing was included on the agenda.



11. Region Director Project Presentation and MGA Exchange

The MGA Board discussed the 2012 projects goals presented by each of the Region Directors.

14. Region 1-6 Strategy

An update was provided on Metropolitan Area Workshops.

15. Membership Statistics

An update was provided on the December 2011 Membership Statistics. An IEEE membership development tutorial presentation and new joins statistics by Region were included on the agenda.

16. Technology Navigator Improvements

An update was provided on the Technology Navigator.

17. Digital Spectrum for Student Members

The MGA Board considered a proposal for the digital delivery of IEEE Spectrum and The Institute for students and discussed options. After discussion, the sense of the MGA Board is to change the default option from print to digital, and to pursue keeping the price the same, data pending.

18. Sections Congress 2014

An update was provided on Sections Congress 2014, to be held 22-25 August 2014, in Amsterdam, Netherlands.

19. MGA GOLD Committee Charter Changes

An update was provided on MGA Graduates of the Last Decade (GOLD) Committee charter changes.

20. Payment for Charges Associated with Plagiarism in Conferences

An update was provided on potential plagiarism cases related to conference papers.

After discussion, the following motion passed:

MGA should move forward on the 2010 & 2011 cases for \$16.5k and accept offer of \$600 per new case in 2012 for a potential annual cost of \$24,000 USD.

21. Conferences Policy 10.1.16

An update was provided on the naming of IEEE conferences.

22. Technical Co-Sponsorship

An update was provided on technical co-sponsorship of conferences.

24. Member Segmentation

An update was provided on the 2012 Member Segmentation results. An appendix with the information presented was attached to the agenda.

25. Region Functions/Funding Project Update

An update was provided on recommendations for core Region functions.

27. Next Meeting Date/Location

The next scheduled meeting of the IEEE MGA Board will be held on 30 June 2012 in Boston, Massachusetts, USA.

28. Meeting Adjournment

The meeting was adjourned at 5:27 PM MT.

Respectively submitted,

Cecelia Jankowski  
Secretary

## Appendix A

Approved IEEE Technical Chapter and Affinity Group Formations (as approved in Consent Agenda Item #202)

### Formations Report - Geo Units

Region	Name	Section	Society/Council/Affinity Group	Type	Formation Date
01	Connecticut Section Jt. Chapter, C16/SMC28/SIT30	Connecticut Section	Computer Society & Systems, Man, and Cybernetics Society & Society on Social Implications of Technology	Status Change	12/27/2011
01	Rochester Section Jt. Chapter, MTT17/AP03	Rochester Section	Microwave Theory & Techniques and Antennas and Propagation Joint Societies	Status Change	11/29/2011
03	Atlanta Section Affinity Group, GOLD	Atlanta Section	GOLD	Affinity Group	1/3/2012
03	Huntsville Section Jt. Chapter, CS23/RA24	Huntsville Section	Control Systems Society and Robotics & Automation Society	Status Change	2/9/2012
04	Cedar Rapids Section Chapter, PE31	Cedar Rapids Section	Power & Energy Society	Chapter	11/22/2011
04	Central Indiana Section Chapter PEL35/IA34/PE31	Central Indiana Section	Power Electronics Society and Industry Applications Society and Power and Energy Society	Status Change	12/27/2011
04	Southeastern Michigan Section, LM	Southeastern Michigan Section	Life Member	Affinity Group	11/28/2011
04	West Michigan Section Chapter, EMC27	West Michigan Section	Electromagnetic Compatibility Society	Chapter	11/28/2011
05	Central Texas Section PE31/PEL35/IE13/IA34 Austin	Central Texas Section	Power Electronics and Industrial Electronics and Industry Applications and Power & Energy Joint Societies	Status Change	12/12/2011
05	Dallas Section Chapter, IM09	Dallas Section	Instrumentation & Measurement Society	Chapter	2/2/2012
05	Galveston Bay Section Affinity Group, CN	Galveston Bay Section	Consultants Network	Affinity Group	11/18/2011
06	Los Alamos/Northern New Mexico Sect Aff Group, WIE	Los Alamos/Northern New Mexico Section	Women In Engineering	Affinity Group	12/5/2011
06	Oregon Section Chapter, SSC37	Oregon Section	Solid-State Circuits Society	Chapter	11/16/2011
06	San Diego Section Chapter, BT02	San Diego Section	Broadcast Technology Society	Chapter	2/2/2012
06	Santa Clara Valley Jt Chapt PHO36/PEL35/CPMT21	Santa Clara Valley Section	Photonics Society and Power Electronics Society and Components, Packaging & Manufacturing Technology	Joint Chapter	12/6/2011
06	Santa Clara Valley Section Chapter, IT12	Santa Clara Valley Section	Information Theory Society	Chapter	12/2/2011

06	Utah Section Chapter, SSC37	Utah Section	Solid-State Circuits Society	Chapter	11/17/2011
07	Montreal Section Chapter, RA24	Montreal Section	Robotics & Automation Society	Chapter	12/29/2011
07	Vancouver Section Chapter, OE22	Vancouver Section	Oceanic Engineering Society	Chapter	11/23/2011
07	Vancouver Section, CN	Vancouver Section	Consultant Network	Affinity Group	12/9/2011
08	Algeria Chapter, PE31	Countries Outside Region 8	Power & Energy Society	Chapter	1/31/2012
08	Egypt Section Chapter, RA24	Egypt Section	Robotics & Automation Society	Chapter	1/31/2012
08	Romania Section Chapter, IA34	Romania Section	Industry Applications Society	Chapter	11/18/2011
08	South Africa Section ED15/PHO36/CAS04/SSC37	South Africa Section	Electron Devices Society and Photonics Society and Circuits & Systems Society and Solid-State Circuits Society	Status Change	2/8/2012
09	Argentina Section Affinity Group, WIE	Argentina Section	Women In Engineering	Affinity Group	11/17/2011
09	Bolivia Section Affinity Group, WIE	Bolivia Section	Women in Engineering	Affinity Group	12/28/2011
09	Ecuador Section Chapter, IA34	Ecuador Section	Industry Applications Society	Chapter	12/5/2011
09	Queretaro Section Chapter, CIS11	Queretaro Section	Computational Intelligence Society	Chapter	11/23/2011
09	Queretaro Section Chapter, PE31	Queretaro Section	Power & Energy Society	Chapter	2/2/2012
09	Uruguay Section Chapter, CAS04	Uruguay Section	Circuits and Systems Society	Chapter	11/16/2011
10	Chengdu Section Chapter AP03/EMC27	Chengdu Section	Antennas & Propagation and Electromagnetic Compatibility Joint Societies	Chapter	2/7/2012
10	Delhi Section Chapter, GRS29	Delhi Section	Geoscience & Remote Sensing Society	Chapter	1/3/2012
10	Fukuoka Section Chapter, PHO36	Fukuoka Section	Photonics Society	Chapter	11/3/2011
10	Harbin Section (Jilin) Chapter, SMC28	Harbin Section	Systems, Man, and Cybernetics Society	Chapter	11/14/2011
10	Lahore Section Affinity Group, WIE	Lahore Section	Women In Engineering	Affinity Group	12/30/2011
10	Sendai Section Chapter, COM19	Sendai Section	Communications Society	Chapter	2/9/2012
10	Shanghai Section Chapter, CEDA44	Shanghai Section	Council on Electronic Design Automation	Chapter	11/22/2011

### Formations Report - Student Units

Region	Unit Name	Section	School	Society/Council/Affinity Group	Type	Formation Date
01	Central Connecticut State University SB	Connecticut Section	Central Connecticut State University		Student Branch	1/4/2012
01	Columbia University, WIE	New York Section	Columbia University	Women in Engineering	Student Affinity Group	11/29/2011
03	Savannah Tecnical College SB	Savannah Section	Savannah Tecnical College		Student Branch	1/3/2012
04	Purdue Univ West Lafayette, ED15	Central Indiana Section	Purdue University West Lafayette	Electron Devices Society	Student Branch Chapter	11/29/2011
05	Univ of Texas-El Paso, C16	El Paso Section	University of Texas-El Paso	Computer Society	Student Branch Chapter	11/18/2011
06	ITT Technical Institute-Everett SB	Seattle Section	ITT Technical Institute		Student Branch	12/29/2011
06	University of Washington - Bothell SB	Seattle Section	University of Washington		Student Branch	12/5/2011
07	University of Waterloo, AES10	Kitchener-Waterloo Section	University of Waterloo	Aerospace & Electronic Systems Society	Student Branch Chapter	12/9/2011
08	University of Cyprus PE31	Cyprus Section	University of Cyprus	Power and Energy Society	Student Branch Chapter	1/3/2012
08	Methodist Univ College Ghana SB	Ghana Section	Methodist University College Ghana		Student Branch	11/3/2011
08	University of Patras EMB18	Greece Section	University of Patras	Engineering in Medicine and Biology Society	Student branch Chapter	1/3/2012
08	University of Patras, C16	Greece Section	University of Patras	Computer Society	Student Branch Chapter	1/5/2012
08	Obuda University SB	Hungary Section	Obuda University		Student Branch	12/7/2011
08	University of Salento SB	Italy Section	University of Salento		Student Branch	1/3/2012
08	Riga Technical Univ SB	Latvia Section	Riga Technical University		Student Branch	11/21/2011
08	Instituto Superior Tecnico, WIE	Portugal Section	Instituto Superior Tecnico	Women in Engineering	Student Affinity Group	11/21/2011
08	Birzeit University SB	Reg 8-Countries Outside Sections	Birzeit University		Student Branch	1/3/2012
08	Universidad de Valencia - ETSE SB	Spain Section	Universidad de Valencia - ETSE		Student Branch	1/3/2012
08	Ecole Nationale D'Ingenieurs De Tunis, WIE	Tunisia Section	Ecole Nationale D'Ingenieurs De Tunis	Women in Engineering	Student Affinity Group	1/3/2012

08	Higher School of Comm of Tunis SB	Tunisia Section	Higher School of Communication of Tunis (Sup Com)		Student Branch	11/22/2011
08	University College Cork SB	U.K.& Rep Of Ireland Section	University College Cork		Student Branch	11/21/2011
09	Pontificia Universidad Catolica De Chile, CAS04	Chile Section	Pontificia Universidad Catolica De Chile	Circuits and Systems Society	Student Branch Chapter	11/18/2011
09	Corporacion Universitaria Americana SB	Colombia Section	Corporacion Universitaria Americana		Student Branch	12/6/2011
09	Fundacion CIDCA - Villavicencio SB	Colombia Section	Fundacion CIDCA - Villavicencio		Student Branch	11/16/2011
09	Servicio Nacional de Aprendizaje - Antioquia SB	Colombia Section	Servicio Nacional de Aprendizaje - Antioquia		Student Branch	11/28/2011
09	Servicio Nacional de Aprendizaje Antioquia SB	Colombia Section	Servicio Nacional de Aprendizaje - Antioquia		Student Branch	11/16/2011
09	Univ Nacional De Colombia, WIE	Colombia Section	Universidad Nacional De Colombia	Women In Engineering	Student Affinity Group	12/6/2011
09	Universidad de la Sabana, C16	Colombia Section	Universidad de la Sabana	Computer Society	Student Branch Chapter	12/28/2011
09	Universidad de la Sabana, RA24	Colombia Section	Universidad de la Sabana	Robotics & Automation Society	Student Branch Chapter	12/28/2011
09	Universidad Autonoma de Guadalajara, C16	Guadalajara Section	Universidad Autonoma de Guadalajara	Computer Society	Student Branch Chapter	11/18/2011
09	Honduras Univ Nacional Autonoma WIE	Honduras Section	Honduras Universidad Nacional Autonoma	Women In Engineering	Student Affinity Group	11/29/2011
09	Tecnologico de Estudios Superiores - Ixtapaluca SB	Mexico Section	Tecnologico de Estudios Superiores de Ixtapaluca		Student Branch	12/27/2011
09	Univ Iberoamericana, C16	Mexico Section	Universidad Iberoamericana	Computer Society	Student Branch Chapter	11/29/2011
09	Universidad Politecnica del Centro SB	Mexico Section	Universidad Politecnica del Centro		Student Branch	11/18/2011
09	Universidad Tec Milenio Campus Las Torres SB	Monterrey Section	Universidad Tec Milenio Campus Las Torres		Student Branch	12/29/2011
09	Pontificia Universidad Catolica del Peru, COM19	Peru Section	Pontificia Universidad Catolica del Peru	Communications Society	Student Branch Chapter	2/10/2012
09	Instituto Tecnologico de Minatitlan, C16	Veracruz Section	Instituto Tecnologico de Minatitlan	Computer Society	Student Branch Chapter	11/18/2011
10	HKBK College of Engineering SB	Bangalore Section	HKBK College of Engineering		Student Branch	1/10/2012
10	PES College of Engineering, WIE	Bangalore Section	PES College of Engineering	Women In Engineering	Student Affinity Group	1/10/2012

10	The Oxford College Of Engineering, WIE	Bangalore Section	The Oxford College Of Engineering	Women in Engineering	Student Affinity Group	11/22/2011
10	GOA College of Engineering SB	Bombay Section	GOA College of Engineering		Student Branch	12/19/2011
10	Godavari College of Engineering - Jalgaon SB	Bombay Section	Godavari College of Engineering - Jalgaon		Student Branch	12/22/2011
10	Gyan Ganga Institute of Tech & Sciences SB	Bombay Section	Gyan Ganga Institute of Tech & Sciences		Student Branch	2/7/2012
10	Kit's College Of Engineering SB	Bombay Section	Kit's College Of Engineering		Student Branch	11/22/2011
10	MBES College of Engineering - Ambajogai SB	Bombay Section	MBES College of Engineering - Ambajogai		Student Branch	2/7/2012
10	Priyadarshini Institute of Eng & Tech, Nagpur SB	Bombay Section	Priyadarshini Institute of Engineering & Technology, Nagpur		Student Branch	11/22/2011
10	Dalian Univ Of Tech SB	Daejeon Section	Dalian University Of Technology		Student Branch	10/17/2011
10	Advanced Institute of Technology and Management SB	Delhi Section	Advanced Institute of Technology and Management		Student Branch	11/22/2011
10	Ambedkar Institute of Technology, WIE	Delhi Section	Ambedkar Institute of Technology	Women In Engineering	Student Affinity Group	12/27/2011
10	Amity University - Bijwasan, MTT17	Delhi Section	Amity University - Bijwasan	Microwave Theory and Techniques Society	Student Branch Chapter	12/19/2011
10	Amity University, C16	Delhi Section	Amity University	Computer Society	Student Branch Chapter	10/17/2011
10	Gurukul Inst of Eng and Tech College Kota SB	Delhi Section	Gurukul Institute of Engineering and Technology		Student Branch	6/23/2011
10	Krishna Inst Of Engineering & Tech SB	Delhi Section	Krishna Inst Of Engineering & Tech		Student Branch	12/19/2011
10	LNM Institute of Information Technology SB	Delhi section	LNM Institute of Information Technology, Jaipur		Student Branch	11/23/2011
10	Mody Inst Of Tech and Science SB	Delhi Section	Mody Institute of Technology and Science		Student Branch	10/11/2011
10	Rajasthan Inst of Engineering and Technology SB	Delhi Section	Rajasthan Institute of Engineering and Technology		Student Branch	9/20/2011
10	Sengunthar Engineering College SB	Delhi Section	Sengunthar Engineering College		Student Branch	8/19/2011
10	SRM University, NCR Campus SB	Delhi Section	SRM University NCR Campus		Student Branch	6/23/2011
10	Techno India NJR Institute of Technology, C16	Delhi Section	Techno India NJR Institute of Technology	Computer Society	Student Branch Chapter	9/22/2011

10	Marwadi Education Foundations Group of Inst SB	Gujarat Section	Marwadi Education Foundations Group of Institution		Student Branch	8/19/2011
10	Aurora's Technological & Research Inst, WIE	Hyderabad Section	Aurora's Technological & Research Institute	Women In Engineering	Student Affinity Group	1/10/2012
10	Gitam University, C16	Hyderabad Section	Gitam University	Computer Society	Student Branch Chapter	12/19/2011
10	GITAM University, PE31	Hyderabad Section	GITAM University	Power and Energy Society	Student Branch Chapter	10/13/2011
10	Gokaraju Rangaraju Inst Of Eng & Tech, WIE	Hyderabad Section	Gokaraju Rangaraju Institute Of Engineering & Technology	Women In Engineering	Student Affinity Group	6/29/2011
10	Guru Nanak Engineering College SB	Hyderabad Section	Guru Nanak Engineering College		Student Branch	6/16/2011
10	Hyderabad Inst of Technology and Management SB	Hyderabad Section	Hyderabad Institute of Technology and Management	Women in Engineering	Student Branch	11/22/2011
10	Jayamukhi Inst Of Technological Sciences, WIE	Hyderabad Section	Jayamukhi Institute of Technological Sciences		Student Affinity Group	10/13/2011
10	Kakatiya Institute of Technology and Science SB	Hyderabad Section	Kakatiya Institute of Technology and Science		Student Branch	9/20/2011
10	Malla Reddy Engineering College for Women SB	Hyderabad Section	Malla Reddy Engineering College for Women		Student Branch	8/19/2011
10	Muffakhamjah College of Engineering & Tech, PE31	Hyderabad Section	Muffakhamjah College of Engineering & Technology	Power & Energy Society	Student Branch Chapter	1/10/2012
10	Muffakhamjah College of Engineering & Tech, WIE	Hyderabad Section	Muffakhamjah College of Engineering & Technology	Women In Engineering	Student Affinity Group	6/29/2011
10	Pragati Engineering College SB	Hyderabad Section	Pragati Engineering College		Student Branch	10/13/2011
10	S R Engineering College Warangal, C16	Hyderabad Section	S R Engineering College, Warangal		Student Branch Chapter	10/17/2011
10	Shri Vishnu Engineering College For Women, WIE	Hyderabad Section	Shri Vishnu Engineering College For Women	Computer Society	Student Affinity Group	9/20/2011
10	Sri Y P R College of Engineering & Technology SB	Hyderabad Section	Sri Y P R College of Engineering & Technology	Women in Engineering	Student Branch	9/20/2011
10	Usha Rama College of Engg and Tech SB	Hyderabad Section	Usha Rama College of Engineering and Technology		Student Branch	10/17/2011
10	Vignana Bharathi Inst Of Tech, COM019	Hyderabad Section	Vignana Bharathi Institute Of Technology	Communications Society	Student Branch Chapter	6/16/2011
10	Gadjah Mada University SB	Indonesia Section	Gadjah Mada University		Student Branch	10/12/2011
10	COMSATS Inst of Info Technology - Abbottabad SB	Islamabad Section	COMSATS Inst of Info Technology - Abbottabad		Student Branch	12/19/2011



10	Iqra University SB	Islamabad Section	Iqra University Islamabad Campus		Student Branch	10/31/2011
10	Quaid-E-Awam Univ Of Engineering Science & Tech SB	Karachi Section	Quaid-E-Awam Univ Of Engineering Science & Tech		Student Branch	11/22/2011
10	Usman Institute of Technology, WIE	Karachi Section	Usman Institute of Technology	Women In Engineering	Student Affinity Group	6/29/2011
10	College of Engineering - Attingal SB	Kerala Section	College of Engineering - Attingal		Student Branch	11/22/2011
10	College of Engineering - Cherthala WIE	Kerala Section	College of Engineering - Cherthala	Women in Engineering	Student Affinity Group	2/7/2012
10	College of Engineering Poonjar, WIE	Kerala Section	College of Engineering Poonjar	Women in Engineering	Student Affinity Group	10/12/2011
10	Cooperative Institute of Technology SB	Kerala Section	Co-operative Institute of Technology		Student Branch	10/13/2011
10	Government Engineering College-Thrissur, WIE	Kerala Section	Government Engineering College-Thrissur		Student Affinity Group	8/19/2011
10	Indian Institute of Space Science And Tech SB	Kerala Section	Indian Institute of Space Science And Technology	Women In Engineering	Student Branch	10/31/2011
10	Kerala University, PHO36	Kerala Section	Kerala University	Photonics Society	Student Branch Chapter	10/13/2011
10	Mar Baselios College of Eng and Tech, C16	Kerala Section	Mar Baselios College of Engineering and Technology	Computer Society	Student Branch Chapter	10/12/2011
10	MES College Of Engineering, COM019	Kerala Section	MES College Of Engineering	Communications Society	Student Branch Chapter	10/17/2011
10	Mount Zion College of Engineering SB	Kerala Section	Mount Zion College of Engineering, Pathanamthitta		Student Branch	8/15/2011
10	Rajiv Gandhi Inst Of Tech, WIE	Kerala Section	Rajiv Gandhi Inst Of Tech	Women in Engineering	Student Affinity Group	10/17/2011
10	Sahrdaya College Of Eng & Tech, WIE	Kerala Section	Sahrdaya College Of Eng & Tech	Women in Engineering	Student Affinity Group	10/17/2011
10	Saintgits College Of Engineering, WIE	Kerala Section	Saintgits College Of Engineering	Women in Engineering	Student Affinity Group	10/11/2011
10	Sree Chitra Thirunal College Of Engineering, WIE	Kerala Section	Sree Chitra Thirunal College Of Engineering	Women in Engineering	Student Affinity Group	9/20/2011
10	Younus College of Eng & Tech, WIE	Kerala Section	Younus College of Engineering & Technology	Women In Engineering	Student Affinity Group	6/29/2011
10	Akshaya College of Engineering & Technology SB	Madras Section	Akshaya College of Engineering and Technology		Student Branch	8/19/2011

10	Dhanalakshmi Srinivasan College of Eng, Tech SB	Madras Section	Dhanalakshmi Srinivasan College of Engineering and Technology		Student Branch	10/17/2011
10	Dr. Pauls Engineering College SB	Madras Section	Dr. Pauls Engineering College		Student Branch	6/24/2011
10	Indra Ganesan College of Engineering SB	Madras Section	Indra Ganesan College of Engineering		Student Branch	9/26/2011
10	Indus College of Engineering SB	Madras Section	Indus College of Engineering		Student Branch	8/19/2011
10	Jansons Institute of Technology SB	Madras Section	Jansons Institute of Technology		Student Branch	9/20/2011
10	Jeppiaar Engineering College, WIE	Madras Section	Jeppiaar Engineering College	Women In Engineering	Student Affinity Group	11/29/2011
10	Kalasalingam Institute of Technology SB	Madras Section	Kalasalingam Institute of Technology		Student Branch	10/31/2011
10	KCG College Of Technology SB	Madras Section	KCG College Of Technology		Student Branch	9/20/2011
10	Mahendra Engineering College SB	Madras Section	Mahendra Engineering College		Student Branch	10/11/2011
10	Periyar University SB	Madras Section	Periyar University		Student Branch	2/9/2012
10	PSG College of Tech, WIE	Madras Section	PSG College Of Technology	Women in Engineering	Student Affinity Group	10/11/2011
10	Sri Jayaram Engineering College Cuddalore SB	Madras Section	Sri Jayaram Engineering College		Student Branch	10/31/2011
10	St Joseph College Of Engineering SB	Madras Section	St Joseph College Of Engineering		Student Branch	10/31/2011
10	VIT University Chennai SB	Madras Section	VIT University, Chennai		Student Branch	10/17/2011
10	Massey Univ SB	New Zealand South Section	Massey University		Student Branch	10/17/2011
10	Dr. D. Y. Patil Inst of Master of Computer Apps SB	Pune Section	Dr. D. Y. Patil Institute of Master of Computer Applications		Student Branch	6/23/2011
10	University of Peradeniya, WIE	Sri Lanka Section	University of Peradeniya	Women In Engineering	Student Affinity Group	11/29/2011
10	National Changhua University of Education SB	Taipei Section	National Changhua University of Education		Student Branch	9/20/2011
10	University of Allahabad, C016	Uttar Pradesh Section	University of Allahabad	Computer Society	Student Branch Chapter	6/23/2011
10	Electric Power University SB	Vietnam Section	Electric Power University		Student Branch	11/22/2011

**Minutes**  
**IEEE Member and Geographic Activities Board Meeting**  
**19 November 2011**  
*New Brunswick NJ, USA*  
*(Privileged information, Pending Approval)*

- 71. MGA/TA Joint Session.** Before the IEEE Member and Geographic Activities (MGA) Board meeting, the MGA Board and Technical Activities Board (TAB) held a joint session to discuss bundled membership and the IEEE Conference Exchange Prototype (ICX).
- 72. Welcome and Introductions.** Howard Michel, Chair, IEEE MGA Board, called the meeting to order at 8:45am. It was confirmed that a member quorum was present. (Items #1&2)
- 73. Review and Adoption of Meeting Agenda.** The agenda was approved as presented. (Item #3)
- 74. Review and Adoption of MGA Consent Agenda (See Items #201-212).** The item "Approval of MGA Operations Manual Changes: Geographic Unit Formation Process" was moved to the Action agenda. The consent agenda was then approved. (Item #4)
- 75. Announcement of IEEE Assembly Results.** The 17 November IEEE Assembly results were announced, including Howard Michel to serve as the 2012 MGA Board Chair/Vice President-MGA. (Item #6)

<b>Items #76-90 were approved as part of the Consent Agenda</b>
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- 76. Approval of June 2011 MGA Board Meeting Minutes.** The MGA Board approved the 25 June 2011 MGA Board Meeting Minutes. (Item #201)
- 77. Approval of Formations, Changes of Technical Chapters and Affinity Groups.** The MGA Board approved the formation of 47 IEEE Technical Chapters (includes Joint Chapters, Joint Societies Chapters, and Chapter changes), 16 Affinity Groups (6 WIE, 5 GOLD, 5 Life Members), 65 Student Branches, 34 Student Branch Chapters, and 19 Student Branch Affinity Groups (Women in Engineering). (Item #202)
- 78. Approval of Dissolution of Inactive Technical Chapters/Affinity Groups.** The MGA Board approved the dissolution of 21 Inactive Technical Chapters and 5 Inactive Affinity Groups. (Item #203)
- 79. Approval of 2012 MGA Committee Members.** The MGA Board approved the 2012 MGA Committee Rosters, as recommended by the MGA Nominations and Appointments (N&A) Committee. (Item #204)
- 80. Approval of Name Change for Brasilia Section.** The MGA Board approved the name change of the IEEE Brasilia Section to IEEE Centro-Norte Brasil Section. (Item #205)
- 81. Approval of Name Change for Calcutta Section.** The MGA Board approved the name change of the IEEE Calcutta Section to IEEE Kolkata Section. (Item #206)

82. **Approval of Name Change for China Lake Section.** The MGA Board approved the name change of the IEEE China Lake Section to IEEE China Lake - Bakersfield Section. (Item #207)
83. **Approval of Name Change for Montana Section.** The MGA Board approved the name change of the IEEE Montana Section to IEEE Central Montana Section. (Item #208)
84. **Approval of Formation of IEEE Algeria Subsection in Region 8.** The MGA Board approved the formation of the IEEE Algeria Subsection in Region 8. The boundaries of the unit are the country of Algeria. (Item #209)
85. **Approval of MGA Operations Manual Changes: Nominations Process for Region Director-Elects.** The MGA Board approved revisions to Section 9.1.H (Region Nominating Committee) of the MGA Operations Manual. (Item #210)
86. **Approval of Changes to the IEEE Canada (Region 7) Bylaws.** The MGA Board approved the revisions to the Region 7 Bylaws. (Item #211)
87. **Approval of Changes to North Carolina Council Bylaws.** The MGA Board approved the revisions to the North Carolina Council Bylaws. (Item #212)
88. **Approval of Orlando Section Addendum.** The MGA Board approved the Orlando Section Addendum. (Item #213)
89. **Approval of MGA Supporting and Sustaining Friend Awards.** The MGA Board approved ABB Bolivia (R9), ABB Panama (R9), Colegio de Ingenieros de Chile A.G. (R9), and NIKSUN, Inc. (R1), as recipients of the Supporting Friend of IEEE Member and Geographic Activities Award. The MGA Board approved Boeing (R5) as recipient of the Sustaining Friend of IEEE Member and Geographic Activities Award. (Item #214)
90. **Endorsement of Women in Engineering (WIE) Transition to MGA and Approval of Changes to MGA Operations Manual.** The MGA Board endorsed the transition of Women in Engineering (WIE) to MGA and approved revisions to Section 4 of the MGA Operations Manual – MGA Committee Operations – to indicate that the Women in Engineering Committee (WIEC) will report to the MGA Board through the MGA Member Engagement Life Cycle Committee (MELCC), contingent upon the IEEE Board of Director's approval at the 20-21 November Meeting. (Item #215)

<b>Action/Discussion Items</b>
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91. **Chair Remarks.** The Chair discussed 2011 priorities and completed projects and 2012 priorities. The VP-MGA report to the IEEE Board of Directors and the MGA Operations Committee October 2011 Meeting Summary were included on the agenda. (Item #5)

92. **Secretary Remarks.** A summary of meeting activity by geographic units was included on the agenda. Additionally, an update was provided on MGA activities. (Item #7)
93. **MGA Finances.** An update was provided on MGA finances, the IEEE 2012 budget process, and geographic unit investment compliance. The 2012 MGA budget was endorsed as presented. (Item #8)
94. **Approval of MGA and Geo Unit Reserves Plan.** The MGA Board discussed geographic unit reserves allocation. **A motion was made that:** (Item #9)

The MOTION is that, beginning with the 2011 year end close, All Geo Units with a 3 Year Average Reserve to Expense ratio of 200% or more and with a 3 year average balance in Net Assets of \$20,000 or more (USD) at year end, would share in any Pension Gain. Qualifying Geo Units would share in any Pension Loss and New Initiatives Allocations currently being absorbed by MGA. In 2012 and forward the process would be a sharing through Accounting until Bylaws and Allocations / Rebates could be adjusted starting in 2013.

The motion was approved.

The following MGA Board members requested to be on record: Charles Rubenstein opposed. Lawrence Wong abstained.

95. **GeoUnit/Finance Joint Effort Update.** The MGA Board received an update on the Region Funding joint effort of the MGA Geographic Unit Operations Support Committee and MGA Allocation and Expense Analysis Ad Hoc Committee. (Item #11)
96. **MGA Rep to Educational Activities (EA).** The MGA Board discussed MGA representation on the IEEE Educational Activities Board (EAB). **A motion was made that:** (Item #12)

To request EA to withdraw the item from their agenda regarding the one MGA Rep to EA to be GOLD.

The motion was approved.

97. **Approval of MGA Operations Manual Changes: Geographic Unit Formation Process.** The MGA Board approved revisions to Section 9.4.C, 9.5.B, 9.6.B and 9.9.B of the MGA Operations Manual. (Item #13)
98. **gTLD (generic top level domain) Project (Executive Session).** The gTLD (generic top level domain) Project was discussed in Executive Session. (Item #14)
99. **Approval of MGA Award Recipients (Executive Session).** The MGA Board approved the 2011 MGA Award Recipients for the Larry K. Wilson Transnational, Innovation, Leadership, Achievement, and GOLD Achievement Awards (see Appendix). (Item #15)

- 100. IEEE Membership Strategy and Planning.** The MGA Board received an update on IEEE Membership Strategy and Planning. (Item #17)
- 101. Project Review.** The MGA Board received an update on 2011 MGA project accomplishments and completed deliverables and 2012 project direction. (Item #18)
- 102. Region 1-6 Strategy.** The MGA Board received an update on Region 1-6 Strategy, Metropolitan Area Workshops, and 2012 plans. The August 2011 Region 1-6 report and presentation to the IEEE Board of Directors were included on the agenda. (Item #19)
- 103. Sections Congress 2011 Recommendations.** The MGA Board received a status update on each of the top five Sections Congress 2011 Recommendations (Pre-University Long Term Strategy, Global Fidelity, Bundled Membership, Student Grants, Pre-University Periodical). (Item #20)
- 104. Sections Congress 2014 Update.** The MGA Board received an update on Sections Congress 2014 planning and discussed next steps. (Item #20)
- 105. Approval of MGA Operations Manual Changes: Term Limits and Removal from Office.** The MGA Board discussed proposed revisions to Section 9.4.F of the MGA Operations Manual. The approved text is as follows: (Item #23)

**F. Section Officers**

At a minimum the officers of the Section shall include a Chair, a Vice Chair, a Secretary, and a Treasurer. The Section may combine the offices of Secretary and Treasurer.

1. With the exception of the Student Branch Representative, each member of the Section Committee shall be an IEEE member, in good standing, of Graduate Student Member, Member, Senior Member or Fellow grade.
2. Pending election of the first officers of the Section, the Regional Director shall appoint a Chair pro tem of the Section Committee, and the Chair pro tem may appoint a Secretary and Treasurer pro tem.
3. The Section Chair shall serve as Chair for all meetings of the Section, the Section Committee and the Section ExCom where such ExCom exists.
4. The Section Vice Chair shall assist the Chair in the coordination of all Section activities. At the request of the Section Chair or in the absence of the Section Chair, the Section Vice Chair shall chair meetings of the Section, Section Committee or Section ExCom.
5. The duties of the Section Secretary shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, and submission of meeting and officer reports to the Member and Geographic Activities Department at the end of each year and such other duties as are assigned to him/her by the Chair.
6. The duties of the Section Treasurer shall include the development of a Section budget for approval by the Section, accounting of all Section funds, keeping financial records, and submitting the Financial Operations Report of the Section to the IEEE Staff Director, Financial

Services.

7. All officers shall be elected by Section members of Graduate Student Member, Member, Senior Member and Fellow Grade. The term of office for all officers shall be one or two years. An individual may continue in the position until a successor has been duly elected and takes office. The term of office will date from 1 January through 31 December. The consecutive period of service in any one office shall normally not exceed four years. An individual may be re-elected to a position previously held provided at least one year term has passed since he or she held that office. The maximum life time limit an individual may serve in one position is 3 terms provided there is at least one break in service. Under extenuating circumstances, exceptions to this rule require approval by the Region Director who will annually report such exceptions to the MGA Board. MGA Staff will track the term of office (one or two years) for each Section.
8. Any vacancy occurring during the year shall be filled by a majority vote of the Section Committee or Section Executive Committee (if applicable).
9. Removal from office. In order to proceed with the following options - a two-thirds vote of the Section Executive Committee is required or 15% of the Section voting members must submit a petition to the Region Director. An individual can only be removed from office in the same manner in which they were elected.
  - a. If the individual was elected at an annual General Meeting, they may be removed from office, with or without cause, by the affirmative vote of two-thirds of the members at duly constituted meeting. Prior to taking this action, the meeting must be announced to the general membership via their normal practice.
  - b. If the individual was elected via the general membership (paper or electronic) election, this individual may be removed from office, with or without cause, by the affirmative vote of two-thirds of the total votes cast of the recall election.
10. Suspension. The authority to act as an officer of a Section may be suspended by the appropriate Region Director with the concurrence of the Region Director-elect and immediate past Director for cause, as follows:
  - a. Conduct that is determined to be a material violation of the IEEE Code of Ethics, or a material violation of the Constitution, Bylaws, Policies, or Operations Manuals of the IEEE that is seriously prejudicial to the IEEE, or other conduct that is seriously prejudicial to the IEEE.
  - b. Has not complied in accordance to the policies as defined in this manual.
  - c. The Section has not met the minimum reporting requirements for at least one year
  - d. If an individual is suspended, the Region Director may appoint an individual to serve in the interim position until an election may be held within the Section.
  - e. Any action taken by the Region Director must be reported to Vice President-MGA and MGA Board Secretary.

The following MGA Board members requested to be on record: Barry Shoop and Marko Delimar opposed.

- 106. MELCC Special Circumstances.** A recommendation on dues relief in disaster situations was presented to the MGA Board. **A motion was made that:** (Item #24)

**Resolved that in the case of a disaster, members requesting relief from paying membership dues and fees should be directed by staff to the existing special circumstance categories available currently to members.**

The motion was approved.

- 107. Pre-University Membership.** The MGA Board received an update on the Jnior Membership Program (JUMP) new initiative. **A motion was made that:** (Item #25)

**Resolved that the MGA board endorse moving forward with the JUMP program based on existing Student membership material and pilot with selected educational partners and evaluate regularly to see if viable to continue.**

The motion was approved.

- 108. Elevation of IEEE Center for Leadership Excellence (CLE) Ad Hoc Committee to Standing Committee.** The MGA Board was requested to approve the elevation of the IEEE CLE Ad Hoc Committee to a standing committee. **A motion was made that:** (Item #26)

**Resolved that the elevation of the IEEE Center for Leadership Excellence Ad Hoc Committee to a standing committee, reporting to the MGA Operations Committee of the MGA Board, shall be approved, pending IEEE Governance Committee review.**

The motion was approved.

- 109. GOLD Committee Charter Changes.** The MGA Board received an update on proposed changes to the MGA Graduates of the Last Decade (GOLD) Committee charter. (Item #27)

- 110. IEEE Women in Engineering Update.** An update was provided on IEEE Women in Engineering Committee activities. (Item #28)

- 111. MGA Student Activities Committee Update.** An update was provided on MGA Student Activities Committee activities. (Item #29)

- 112. Membership Recruitment and Recovery Update.** An update was provided on MGA Membership Recruitment and Recovery Committee activities. (Item #30)



**113. January Retreat Expectations.** The MGA Board Chair shared his expectations for the January MGA Board retreat in Hong Kong. (Item #15)

**114. New Business.** (Item #32)

**A motion was made to support the gTLD as presented.**

**The motion was approved.**

**115. Virtual Sections Congress.** A proposal for a Virtual Sections Congress was presented to the MGA Board. The sense of the MGA Board was to continue developing as a concept. (Item #33)

**116. Recognition of Outgoing MGA Board Members.** The MGA Board recognized outgoing MGA Board members. **A motion was made that:** (Item #34)

**The Member and Geographic Activities Board expresses its deepest appreciation for their efforts to the outgoing members of the 2011 Member and Geographic Activities Board:**

- **Bob Parro - VC-Information Management**
- **Mini Thomas - VC-Member Development**
- **John Reinert - VC-Strategic Management & Analysis**
- **Rob Anderson - Treasurer**
- **Charles Rubenstein - Region 1 Director**
- **Lee Stogner - Region 3 Director**
- **Candy Robinson - Region 5 Director**
- **Om Malik - Region 7 Director**
- **Tania Quiel - Region 9 Director**
- **Roberto de Marca - Technical Activities Appointment**

**The motion was approved by acclamation.**

**117. Next Meeting Date/Location.** The MGA Board will hold a Retreat and Orientation on 15-16 January 2012, in Hong Kong. The 2012 MGA Board Meetings will be held 18 February, in Phoenix, Arizona, USA; 30 June, in Boston, Massachusetts; and 10 November, in New Brunswick, New Jersey, USA. (Item #35)

The meeting was adjourned at 5:36pm.

**APPENDIX - 2011 MGA AWARD RECIPIENTS** (Minutes #99, Agenda Item #15)

**MGA Larry K. Wilson Transnational Award**

**Roland J. Saam** (R8), U.K. & Rep. of Ireland Section

For exemplary service and significant contributions over many years, particularly developing and maintaining the distinctive IEEE Region 8 News, which fosters collaboration and engagement across three continents.

**MGA Innovation Award**

**Jesus Daniel Sanchez Ruiz** (R9), Peru Section

For outstanding efforts towards IEEE student engagement in Latin America through the development of the MORE IEEE.

**MGA Leadership Award**

**Ram Gopal Gupta** (R10), Delhi Section

For distinguished leadership and outstanding contributions at the Section and Region levels, serving IEEE for the benefit of its members and the engineering profession by engaging local industry professionals and students.

**Om Perkash** (R10), Australian Capital Territory Section

For significant contributions and exceptional leadership in Region 10 and global student activities.

**Darlene E. Rivera** (R1), New York Section

For innovative, influential leadership, encouraging member engagement and development in the IEEE New York Section.

**MGA Achievement Award**

**Raed Abdullah** (R7), Ottawa Section

For his drive and dedication to lead by example and promote MGA Goals, while encouraging members to remain engaged at all levels of IEEE.

**P.Suresh Chander Pal** (R10), Madras Section

For sustained excellence and inspirational guidance in promoting IEEE among students and mentoring young professionals to address humanitarian needs through technology.

**Holly M. Cyrus** (R2), Southern New Jersey Section

For outstanding leadership and continued inspiration towards the establishment of Women In Engineering (WIE) Affinity Groups within IEEE, and creating a robust, engaged membership environment by integrating WIE within the Southern New Jersey Section.

**Ramakrishna Kappagantu** (R10), Bangalore Section

For engaging and developing members in the Bangalore Section and India by leading programs and events to promote IEEE young professionals and technical activities, including the IEEE All India Young Engineers' Humanitarian Challenge.

**Luis Ivan Ruiz Flores** (R9), Morelos Section

For outstanding contributions at the Student Branch, Chapter, and Region levels by promoting the benefits of IEEE and creating opportunities for engineering professionals.

**T.K. Srinivas** (R1), New Jersey Coast Section

For dedicated leadership and outstanding contributions at the Section, Area, and Region levels, organizing events to engage local industry professionals.

### **MGA GOLD Achievement Award**

**Balvinder Blah** (R1), New York Section

For extraordinary contributions to GOLD, Student Activities, Section, and Chapter level activities that encourage and engage the next generation of IEEE members and leaders.

**Noel Gomes** (R10), New Zealand North Section

For excellent leadership and outstanding contributions to IEEE GOLD in New Zealand and the Region 10 Student/GOLD/WIE Congress 2011 in Auckland.

**Elizabeth Johnston** (R6), Alaska Section

For outstanding service as Program Chair of the 2011 GOLD Summit, providing an interactive and engaging experience for GOLD volunteers from around the world.

**Kartik Kulkarni** (R10), Bangalore Section

For dynamic leadership in spearheading humanitarian and innovative engagement opportunities for young IEEE engineering professionals in India.

**Cristian A. Linte** (R4), Southern Minnesota Section

For continuous efforts in educating the IEEE Engineering in Medicine & Biology Society (EMBS) GOLD and student members through professional and career development sessions, workshops, and editorials.

**David Oyedokun** (R8), South Africa Section

For inspirational leadership towards successful IEEE EPICS-High Projects, fostering member engagement, and empowering the community.

**MGA MEMBERS PRESENT**

**MGA Officers**

- Michel, Howard - Chair
- Shoop, Barry - Past Chair
- Anderson, Rob - Treasurer
- Jankowski, Cecelia - Secretary (Non-Voting)

**Region Directors**

- Rubenstein, Charles - Region 1 Director
- Ford, Ralph - Region 2 Director
- Stogner, Lee - Region 3 Director
- Riess, Jim - Region 4 Director
- Robinson, Candy - Region 5 Director
- Perkins, Ed - Region 6 Director
- Malik, Om - Region 7 Director
- Delimar, Marko - Region 8 Director
- Quiel, Tania - Region 9 Director
- Wong, Lawrence - Region 10 Director

**MGA Vice Chairs and Additional Members**

- Beheshti, Babak - Vice Chair, Geographic Unit Activities
- Parro, Bob - Vice Chair, Information Management
- Thomas, Mini - Vice Chair, Member Development
- Reinert, John - Vice Chair, Strategic Management and Analysis
- de Marca, Roberto - Technical Activities Appointment

**NOT IN ATTENDANCE**

- Cooper, Deb - Technical Activities Appointment

**PARTICIPATING MGA STAFF**

- Bolsch, Larry - Director, Finance
- Cook, Bill - Staff Director, Member Operations
- Hutton, Susan - Project Manager
- Moesch, Jamie - Director, Member Strategy
- Sharoff, Vera - Director, Information Management
- Sinauskas, Cheryl - Director, Geographic Activities
- Sheedy, Gail - MGA Board Administrator

**Minutes**  
**IEEE Member and Geographic Activities Board Meeting**  
**25 June 2011**  
*Bellevue, WA, USA*  
*(Privileged information, Pending Approval)*

- 31. Welcome and Introductions.** Howard Michel, Chair, IEEE Member and Geographic Activities Board (MGA Board), called the meeting to order at 8:00am. It was confirmed that a member quorum was present. (Items #1&2)
- 32. Review and Adoption of Meeting Agenda.** The agenda was approved as presented at the meeting. (Item #3)
- 33. Review and Adoption of MGA Consent Agenda (See Items #201-212).** The items "Approval of 2012 MGA Committee Chairs" and "Endorsement of Revisions to IEEE Policies, Section 16.3 - Dues - Membership Categories; Reduced; Waived" were moved to the Action agenda. The consent agenda was then approved. (Item #4)
- 34. Announcement of MGA Assembly Results.** The 23 June 2011 MGA Assembly results were announced. (Item #5)

The MGA Assembly confirmed the slate of candidates for the office of 2012 IEEE Vice President-Member and Geographic Activities (to be forwarded to the IEEE Assembly, for selection in November 2011):

- Bill Kennedy - Calgary, AB, Canada
- Howard Michel - North Dartmouth, MA, USA

The following individuals will serve on the 2012 MGA Board:

Name	Position
Enrique Alvarez - Lima, Peru	MGA Treasurer
Scott Atkinson - San Antonio, TX, USA	MGA Vice Chair-Geographic Unit Operations
Kim Tracy - Naperville, IL, USA	MGA Vice Chair-Information Management
Babak Beheshti - Bethpage, NY, USA	MGA Vice Chair-Member Development
Okyay Kaynak - Istanbul, Turkey	MGA Vice Chair-Strategic Mgmt & Analysis

<b>Items #35-44 were approved as part of the Consent Agenda</b>
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- 35. Approval of February 2011 MGA Board Meeting Minutes.** The MGA Board approved the 19 February 2011 MGA Board Meeting Minutes. (Item #201)
- 36. Approval of Formations, Changes of Technical Chapters and Affinity Groups.** The MGA Board approved the formation of 29 IEEE Technical Chapters (includes Joint Chapters, Joint Societies Chapters, and Chapter changes), 9 Affinity Groups (3 WIE, 5 GOLD, 1 Life Members), 53 Student Branches, 24 Student Branch Chapters, and 11 Student Branch Affinity Groups (Women in Engineering). (Item #202)
- 37. Approval of 2012 Section Rebate Schedule.** The MGA Board approved the 2012 Section Rebate Schedule. (Item #204)

- 38. **Approval of Potentials Magazine 2012 Advertising Rates.** The MGA Board approved that the 2012 IEEE Potentials advertising rates will be increased approximately 3% from the 2011 rates. (Item #205)
- 39. **Approval of Potentials Magazine 2012 Subscription Rates.** The MGA Board approved that the 2012 IEEE Potentials subscription rates will not change from 2011. (Item #206)
- 40. **Approval of Eta Kappa Nu (HKN) Candidates.** The MGA Board approved the two recommended candidates (Gerard Christman and Cathy Strickland) to be presented as the MGA endorsed candidates to the IEEE-HKN Board of Governors. (Item #207)
- 41. **Approval of Revision of Region 9 Bylaws.** The MGA Board approved the revisions to Region 9 Bylaws. (Item #209)
- 42. **Approval of Formation of IEEE Mauritius Subsection in Region 8.** The MGA Board approved the formation of the IEEE Mauritius Subsection in Region 8. The boundaries of the unit are the country of Mauritius. (Item #210)
- 43. **Approval of Formation of IEEE Brunei Darussalam Subsection in Region 10.** The MGA Board approved the formation of the IEEE Brunei Darussalam Subsection in Region 10. The boundaries of the unit are the country of Brunei Darussalam. (Item #211)
- 44. **Approval of Formation of IEEE Kochi Subsection of the Kerala Section in Region 10.** The MGA Board approved the formation of the IEEE Kochi Subsection of the Kerala Section in Region 10. The boundaries of the unit are the following districts of Kerala: Ernakulam, Alappuzha, Kottayam, Ldukki, and Thrissur. (Item #212)

<b>Action/Discussion Items</b>
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- 45. **Chair Remarks.** The Chair discussed globalization, membership, and the MGA finance ad hoc committees. The VP-MGA report to the IEEE Board of Directors was included on the agenda. (Item #6)
- 46. **Secretary Remarks.** A summary of meeting activity by Geographic Units was included on the agenda. Additionally, an update was provided on current MGA membership statistics, IEEE.tv projects, the MGA legal status project, geographic unit dissolution, and IEEE Day. (Item #7)
- 47. **Review of MGA Projects.** An update was provided on the status of 2011 MGA projects. (Item #8)
- 48. **MGA Finances.** An update was provided on the 2011 Financial Forecast, preliminary 2012 MGA Budget, and Allocation and Expense Analysis Ad Hoc Committee activities. (Item #9)
- 49. **MGA Dues.** An update was provided on e-Membership, the India Student Payments in Rupees Project, and Member Survey Results (regarding

preference for additional payment options and multiyear memberships). MGA Board members were asked to provide feedback on the life cycle stage posters. (Item #10)

- 50. Metro Workshops.** An update was provided on the Metro Workshops and Region 1-6 Strategy. The Region 1-6 report to the IEEE Board of Directors was included on the agenda. (Item #11)
- 51. MGA/TAB Forum.** The MGA Board and the IEEE Technical Activities (TA) Board conducted a joint session for Society Bundling. The MGA and TA Boards were asked to vote on a motion in their individual Board meetings. (Item #13)
- 52. Approval of 2012 MGA Committee Chairs (Executive Session).** The MGA Board selected/approved the following 2012 MGA Committee Chairs: (Item #15)

<u>Committee</u>	<u>Chair</u>
IEEE Admission and Advancement	Francisco Martinez (R9) - Guadalajara, Mexico
IEEE Life Members	Lou Luceri (R1) - Lindenhurst, NY, USA
MGA Awards and Recognition	Karen Pedersen (R4) - Cedar Falls, IA, USA
MGA Graduates of the Last Decade (GOLD)	Eva Lang (R8) - Passau, Germany
MGA ieee.tv Advisory	Bill Hayes (R4) - Johnston, IA, USA
MGA Individual Benefits and Services	Joe Lillie (R5) - Lafayette, LA, USA
MGA Membership Recruitment and Recovery	Aleksandar Szabo (R8) - Zagreb, Croatia
MGA Potentials Editorial Board	Elizabeth Johnston (R6) - Fairbanks, AK, USA
MGA Student Activities	Darrel Chong (R10) - Singapore, Singapore
MGA vTools	Gene Ressler (R1) - West Point, NY, USA

- 53. Selection of 2011 MGA Outstanding Large Section Award Recipient (Executive Session).** The MGA Board selected the IEEE Ottawa Section (R7) as the recipient of the MGA Outstanding Large Section Award for their 2010 activities. (Item #16)
- 54. Selection of 2011 MGA Outstanding Small Section Award Recipient (Executive Session).** The MGA Board selected the IEEE London Section (R7) as the recipient of the MGA Outstanding Small Section Award for their 2010 activities. (Item #17)
- 55. Selection of 2011 MGA William W. Middleton Distinguished Service Award Recipient (Executive Session).** The MGA Board selected Evelyn Hirt (R6 - Richland, WA, USA) as the recipient of the 2011 MGA William W. Middleton Distinguished Service Award. (Item #18)
- 56. Sections Congress 2011 (SC2011) Update on Program and Activities.** An update was provided on Sections Congress 2011. (Item #19)
- 57. Sections Congress 2011 Recommendations.** An update was provided on the Sections Congress 2011 recommendations and process. (Item #20)

- 88. Sections Congress 2014 (SC2014) Site Selection.** A recommendation from IEEE MGA/Meeting and Conference Management (MCM) was presented in regards to a location for SC2014. **A motion was made that:** (Item #21)

**Resolved that the below principal venues and dates for the IEEE 2014 Sections Congress shall be approved. Resolved further that if contract negotiations for a principal venue fail, the Section Congress shall be held at the respective alternate venue.**

	Venue	Dates	Estimated Cost
Principal Venue	Amsterdam	19 – 26 Sept	US\$2,803,649
Alternate Venue	Singapore	16-22 September	US\$2,697,900

**The motion was approved.**

- 89. Approval of Changes to Officer Requirements.** A recommendation from the MGA Geographic Unit Operations Support Committee was presented, in regards to changes to the following items relative to Section officers: term of office, establish term limits, removal from office, and suspension from office. **A motion was made that:** (Item #22)

**Resolved that the IEEE Member and Geographic Activities Board shall approve the following statements:**

- 1. All Section officers must be elected. This election can be conducted annually or every two years. An individual may serve two consecutive terms of office.**
- 2. A lifetime term limit shall be established for Section officers. An individual shall not normally serve in a position for more than 3 terms (i.e. 6 years) provided there is at least a one term break.**
- 3. The MGA Operations Manual to be revised to incorporate text which explains how an individual may be removed from the position and how an individual can be suspended from office.**

**The motion was approved.**

- 58. Proposed Region Functions.** An update was provided on the MGA Geo Unit Operations Support Committee's charge to determine the functions a Region should perform. (Item #23)
- 59. Geographic Unit Formation Process.** A recommendation from the MGA Geographic Unit Operations Support Committee was presented in regards to implementing changes to the formation process for Sections, Subsections, Chapters, and Affinity Groups. **A motion was made that:** (Item #24)

**Resolved that revisions to the geographic unit formation in the form presented to the IEEE Member and Geographic Activities Board, shall be approved, effective 1 January 2012. The proposed revision to the MGA Operations Manual will be**



presented to the IEEE Governance Committee for review/ comments.

The motion was approved.

60. **Approval of Formation of IEEE Palestine Subsection in Region 8.** The MGA Board discussed the petition requesting the formation of the IEEE Palestine Subsection in Region 8. **A motion was made that:** (Item #25)

1. Resolved that the Member and Geographical Activities Board (MGAB) acknowledge receipt of a valid petition to establish the IEEE Palestine subsection in Region 8.
2. The MGAB expresses its gratitude to the organizers of the petition for their initiative and effort.
3. Resolved further that the MGAB intends to develop an implementation plan so that the IEEE Palestine Subsection can be effectuated as soon as practicable.
4. The responsibility for the implementation plan is assigned to the Managing Director, Member and Geographical Activities who will keep MGAB informed of progress of the plan as warranted.

The motion was approved.

61. **Approval of Formation of IEEE Sudan Subsection in Region 8.** The MGA Board approved the formation of the IEEE Sudan Subsection in Region 8. The boundaries of the unit are the country of Sudan. **A motion was made that:** (Item #26)

**Resolved that the formation of IEEE Sudan Subsection (Region 8) shall be approved.**

The motion was approved.

62. **Conference Sponsorship - MGA Process.** A recommendation from the MGA Conferences Tiger Team was presented in regards to developing a process for technical co-sponsorship based upon the motion approved by the IEEE Board of Directors in May 2011. (Item #28)

63. **MGA View of Conferences.** A MGA view of Conferences was presented. (Item #29)

64. **IEEE Fellow Program.** An overview of the IEEE Fellow Program was provided. MGA Board members were asked to work at the Section, Chapter, and Region level to provide nominations and encourage practitioner or technical leader nominations. (Item #30)

65. **Globalization.** The item on Globalization was withdrawn. (Item #31)

66. **Motion to Endorse Bundling Membership Plan.** As an outcome of the MGA/TA Forum, **a motion was made that:** (Item #32)

Endorse the following plan and recommend it to the IEEE Board of Directors for approval

5. All societies will have a basic membership offering, preferably e-delivered.
6. All Societies must develop the benefits included in the Basic membership by no later than 15 December 2011, in order to roll out for 2013 membership year.
7. All societies will have the option of offering an enhanced membership, price and benefits offered to be determined by the society.
8. All Higher grade members, not Students, will be offered a single basic (electronic) society bundled with IEEE membership
9. All members will be able to add additional basic Society memberships at US\$15.
10. All members will be able to buy an enhanced (traditional) membership either outright or by an upgrade from a basic membership
11. For the first year of implementation there would be no IEEE additional dues increase related to this project
12. Dues transition, if needed, would be 2014 - 2016. IEEE dues will increase by no more than \$15 (above CPI increases) at the end of the transition period.
13. The Societies' dues revenues will be held to the 2012 membership budgets. Any shortfalls or improvements in dues revenue during the 2013 – 2015 transition would be funded from reserves.
14. Key metrics:
  1. Retention of Higher Grade members
  2. Ratio of basic to enhanced Society membership
  3. Increase in number of Society memberships per member
11. Exit Strategy on bundled membership.
  - a. All Society memberships would be optional add-on purchases.
  - or
  - b. Allow Society to individually price basic membership and/or withdraw enhanced
12. Impact of exit strategy on two-tier Society membership. There are two options depending on the take-rates and revenue reality for Societies.
  - a. Increase the price of Basic membership equally across all Societies to be in line with the revenue needed to cover costs and improve value.
  - b. Allow Societies to increase the price of Basic membership on a Society by Society basis as needed to cover costs and improve value.

The motion was approved.

- 67. Investing in the Future of IEEE Information Products and Services (Executive Session).** David Hodges, IEEE Vice President, Publications and Services Products, presented to the MGA Board. (Item #33)
- 68. Endorsement of Revisions to IEEE Policies, Section 16.3 - Dues - Membership Categories; Reduced; Waived.** The MGA Board was requested to consider revisions to IEEE Policies Section 16.3. **A motion was made that:** (Item #34)

**Resolved that revisions to IEEE Policies Section 16.3- Dues – Membership Categories: Reduced; Waived, in the form presented to the IEEE MGA Board, shall be endorsed with the recommendation that the IEEE Board of Directors approve the revisions.**

**The motion was approved.**

- 69. Review of Action Items and Financial Implications.** The MGA Board reviewed action items and financial implications. (Item #38)
- 70. Next Meeting Date/Location.** The next MGA Board Meeting will be held on 19 November 2011, in New Brunswick, NJ, USA. (Item #101)

The meeting was adjourned at 6:07pm.

## **MGA MEMBERS PRESENT**

### **MGA Officers**

- Michel, Howard - Chair
- Shoop, Barry - Past Chair
- Anderson, Rob - Treasurer
- Jankowski, Cecelia - Secretary (Non-Voting)

### **Region Directors**

- Rubenstein, Charles - Region 1 Director
- Ford, Ralph - Region 2 Director
- Stogner, Lee - Region 3 Director
- Riess, Jim - Region 4 Director
- Robinson, Candy - Region 5 Director
- Perkins, Ed - Region 6 Director
- Malik, Om - Region 7 Director
- Delimar, Marko - Region 8 Director
- Quiel, Tania - Region 9 Director
- Wong, Lawrence - Region 10 Director

### **MGA Vice Chairs and Additional Members**

- Beheshti, Babak - Vice Chair, Geographic Unit Activities
- Parro, Bob - Vice Chair, Information Management
- Thomas, Mini - Vice Chair, Member Development
- Reinert, John - Vice Chair, Strategic Management and Analysis
- Cooper, Deb - Technical Activities Appointment
- de Marca, Roberto - Technical Activities Appointment

## **PARTICIPATING MGA STAFF**

- Larry Bolsch, Director, Finance
- Bill Cook, Staff Director, Member Operations
- Susan Hutton, Project Manager
- Jamie Moesch, Director, Member Strategy
- Vera Sharoff, Director, Information Management
- Cheryl Sinauskas, Director, Geographic Activities
- Dan Toland, Manager, MGA Governance and Volunteer Relations
- Gail Sheedy, MGA Board Administrator

**Minutes**  
**IEEE Member and Geographic Activities Board Meeting**  
**19 February 2011**  
*Miami, FL, USA*  
*(Privileged information, Pending Approval)*

1. **Welcome and Introductions.** Howard Michel, Chair, IEEE Member and Geographic Activities Board (MGA Board), called the meeting to order at 8:00am. It was confirmed that a member quorum was present. (Items #1&2)
2. **Review and Adoption of Meeting Agenda.** The agenda was approved as presented at the meeting. (Item #3)
3. **Review and Adoption of MGA Consent Agenda (See Items #201-206).** The item "Approval of November 2010 MGA Board Meeting Minutes" was moved to the Action agenda. The consent agenda was approved. (Item #4)

<b>Items #4-8 were approved as part of the Consent Agenda</b>
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4. **Approval of Changes to MGA Operations Manual.** The MGA Board approved revisions to Sections 4 and 5 of the MGA Operations Manual to indicate that the MGA Board will make all Committee appointments as detailed. The MGA Board had approved these changes in concept in November 2010. (Item #202)
5. **Affirmation of Appointments to MGA Committees.** The MGA Board approved appointments made to the 2011 MGA Committees. As additional appointments are made, they will be communicated to the MGA Board. (Item #203)
6. **Filled Vacancy on IEEE Life Members Committee.** The MGA Board approved Albert Engelhardt as replacement for Manuel Rodriguez-Perazza on the IEEE Life Members Committee, as a voting member for the period of 19 February - 31 December 2011. (Item #204)
7. **Approval of MGA Individual Benefits and Services Committee designee for IEEE Treasurer.** The MGA Board approved Joseph Lillie as replacement for Treasurer Harold Flescher on the MGA Individual Benefits and Services Committee, as a voting member for the period of 1 January - 31 December 2011. (Item #205)
8. **Approval of Region 7 Bylaws.** The MGA Board approved the revisions to Region 7 Bylaws. (Item #206)

<b>Action/Discussion Items</b>
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9. **Chair Remarks.** The Chair discussed his 2011 MGA priorities and 2011 MGA Ad Hoc Committee appointments. The VP-MGA report to the IEEE Board of Directors and summary slide presentation were included on the agenda. (Item #5)
10. **Secretary Remarks.** A summary of meeting activity by Geographic Units was included on the agenda. Additionally, updates on current MGA

concerns/opportunities and Sections Congress 2014 site selection were provided. (Item #6)

11. **Review of MGA Projects.** The MGA Board received an update on the status of completed 2010 MGA projects, 2011 project milestones and deliverables, and top priority projects. (Item #7)
12. **MGA Finances.** The MGA Board received a report on 2011 Financial Topics, including the work of the MGA Allocation and Expense Analysis Ad Hoc Committee. (Item #8)
13. **Approval of November 2010 MGA Board Meeting Minutes.** The MGA Board approved the Minutes from the 20 November 2010 MGA Board Meeting. (Item #201)
14. **Membership Statistics.** Region/Section data regarding retention, recruitment, and first year member retention was presented to the MGA Board. Region Directors were asked to use the resources and tools provided to work with local units to improve membership and contact staff with any questions. (Item #9)
15. **MGA/TAB Forum.** The MGA Board and the IEEE Technical Activities Board conducted a joint session for presentations on Society Membership Initiatives and Co-Sponsored Conferences. MGA Board members were asked to socialize the concept of a \$5 increase to IEEE dues for three years (\$15 total), along with bundling a Society membership. (Item #11)
16. **Geographic Unit Formations.** In November 2010, the MGA Board agreed to suspend geographic unit formations so that no new geographic units (Section, Subsection, Technical Chapters, Student Branches, Affinity Groups, SB Chapters/AGs) could be formed without specific approval from the MGA Board. (Item #15) **Following Executive Session, the following motions were reported:**
  1. The MGA Board to approve the formation of 88 Geographic Units as presented.
  2. The MGA Board does not approve the list of 60 Geographic Unit formation petitions as presented. MGA Staff to take appropriate action and notify the petitioners.
  3. The MGA Board to dissolve 7 Subsections as presented.
  4. The MGA Board to dissolve 31 Technical Chapters as presented pending the requirements in the MGA Operations Manual.
  5. The MGA Board to reinstate Geographic Unit formation approval process as stated in MGA Operations Manual.

The motions were approved. See Appendix for list of units.

17. **Conference Sponsorship.** In November 2010, the MGA Board requested that the IEEE Conferences Committee create a policy that requires Sections, Subsections, Chapters, Affinity Groups, and Student organizational units to receive Region or Society/Council approval to financially or technically co-

sponsor conferences using the IEEE Master Brand. The IEEE Conferences Committee prepared a motion in response. (Item #16) **A motion was made that:**

**The MGA Board to endorse the following addition to Policy 10.1.4 "Subsections, Chapters, Affinity Groups and Student Organizations are not authorized to approve requests for co-sponsorship or technical co-sponsorship/technical cooperation involving non-IEEE entities. Such requests must be approved by the Region or Section to which that co-sponsoring or technically co-sponsoring IEEE OU belongs."**

**The motion was approved.**

- 18. Sections Congress 2011.** The MGA Board was asked to review the presentation on Sections Congress 2011 Program and Activities updates provided in the agenda for further details. Staff will send the presentation to the Regional SC Coordinators. (Item #17)
- 19. Region 1-6 Strategy.** It was announced that Ralph Ford, Region 2 Director, will lead the Region 1-6 Strategy Implementation efforts for the Metropolitan Workshops and Geounit Revitalization. It was agreed that Metro Workshops will take place in Regions 3 and 5 in 2011. The Region 1-6 Directors were asked to send proposals to Ralph Ford, with a copy to Howard Michel, Barry Shoop, and Susan Hutton ([ralph.ford@ieee.org](mailto:ralph.ford@ieee.org), [h.michel@ieee.org](mailto:h.michel@ieee.org), [b.shoop@ieee.org](mailto:b.shoop@ieee.org), [s.hutton@ieee.org](mailto:s.hutton@ieee.org)). (Item #18)
- 20. IEEE Finances.** The MGA Board received a presentation from Harold Flescher, IEEE Treasurer, on the IEEE Treasurer's roles, his perceptions about IEEE, a brief IEEE financial history, 2011 Finance Committee retreats, and the 2011 Ad Hoc Committees. (Item #20)
- 21. MGA Nominations and Appointments Process.** The MGA Board received an update on the changes made to the MGA Nominations and Appointments (N&A) process, as approved in November 2010. It was noted that the MGA Board members will be contacted by members of the MGA N&A Committee to discuss candidates for 2012 VP-MGA, MGA Treasurer, Vice Chair, Committee Chair, and Committee Member positions. (Item #21)
- 22. New IEEE Geographic Unit Web Templates.** This item was not presented at the meeting and will be discussed at a later date via webinar. (Item #22)
- 23. Educational Activities.** The MGA Board received a report from Tariq Durrani, VP-Publication Services and Products, on the role of the Educational Activities Board (EAB), EAB support for Regional activities, pre-university education, continuing education, university education, Eta Kappa Nu (HKN), Women in Engineering, Standards education, and EAB awards. (Item #23)
- 24. IEEE Online Education Portal and IEEE iTunes University Web Site.** This item was not presented at the meeting and will be discussed at a later date via webinar. (Item #24)

- 25. **PSPB - IEEE Spectrum.** The MGA Board received a report from David Hodges, VP-Publication Services and Products, on *IEEE Spectrum*. (Item #25)
- 26. **IEEE Technology News.** The MGA Board received an update on the status of the IEEE Technology News project. **Following Executive Session, the following motion was reported:** (Item #26)

**MGA Board endorses allowing free downloads for members from IEEE Technology News.**

**The motion was approved.**

- 27. **Awards Board Proposal for Student Competition and Honors Ceremony.** The MGA Board received a report from the Awards Board Presentation and Publicity Committee, which was tasked by the IEEE Board of Directors to consider ways to shorten the IEEE Honors Ceremony. The MGA Board was asked to begin socializing this item and send comments to Ed Rezek and Howard Michel ([e.rezek@ieee.org](mailto:e.rezek@ieee.org), [h.michel@ieee.org](mailto:h.michel@ieee.org)). This will be discussed further at the June 2011 MGA Board Meeting, and possibly the April OpCom Committee meeting. (Item #27)
- 29. **Review of Action Items and Financial Implications.** The MGA Board reviewed action items and financial implications. (Item #98)
- 30. **Next Meeting Date/Location.** The next MGA Board Meetings will be held on 25 June 2011, in Bellevue, WA, USA, and 19 November 2011, in New Brunswick, NJ, USA. (Item #99)

The meeting was adjourned at 6:07pm.



# IEEE MGA Board Meeting Minutes - 19 February 2011

## APPENDIX - GEOGRAPHIC UNIT FORMATIONS (Minutes #16, Agenda Item #15)

### 1. The MGA Board to approve the formation of 88 Geographic Units as presented.

Reg	Section	Society	Unit_Type	Endorsement Date
1	New Hampshire Section	RA24	Chapter	2/14/2011
1	New York Section	CIS11	Chapter	2/11/2011
1	Syracuse Section	AP03/MTT17/EMC27	Chapter	2/14/2011
2	Philadelphia & Lehigh Valley Sections	CN	Chapter	12/7/2010
2	Washington and Northern Virginia Sections	AP03	Chapter	2/14/2011
4	Cedar Rapids Section	CN	Affinity Group	2/8/2011
4	Southeaster Michigan Section	AP03/ED15/MTT17/PHO36	Chapter	2/16/2011
4	Southern Minnesota Section	CN	Affinity Group	2/17/2011
6	Alaska Section	GRS29	Chapter	2/17/2011
6	Foothill Section	C16	Chapter	2/11/2011
6	Foothill Section	PE31	Chapter	2/17/2011
6	San Francisco Section	LM	Affinity Group	12/7/2010
6	Santa Clara Valley Section	LM	Affinity Group	12/7/2010
7	Canadian Atlantic Section	CIS11/SMC28	Chapter	2/8/2011
7	Montreal Section	IA34	Chapter	2/17/2011
7	Toronto Section	SYS45	Chapter	2/8/2011
8	Austria Section	PE31	Chapter	2/14/2011
8	Denmark Section	PE31	Chapter	2/14/2011
8	Greece Section	CE08	Chapter	2/8/2011
8	Morocco Section	SP01	Chapter	1/3/2011
8	South Africa Section	TM14/SYS45	Chapter	2/9/2011
9	Argentina Section	IE13/CS23/RA24/IA34/PEL35/VT06	Chapter	2/17/2011
10	Bangladesh Section	ED15/SSC37	Chapter	12/7/2010
10	Hyderabad Section	TM14	Chapter	12/7/2010
10	Indonesia Section	CS23/RA24	Chapter	2/17/2010
10	New South Wales Section	WIE	Affinity Group	2/9/2011
10	Pune Section	COM19	Chapter	2/17/2011
10	Pune Section	WIE	Affinity Group	2/9/2011
10	Republic Of Philippines Section	CIS11	Chapter	1/3/2011
10	Shanghai Section	OE22	Chapter	2/17/2011
10	Vietnam Section	CIS11	Chapter	2/17/2011
10	Vizag Bay Subsection of Hyderabad Sec		Subsection	2/17/2011

Reg	Section	School	Unit_Type	Society	Endorsement Date
1	New York Section	State University Of New York - Maritime College	Student Branch		2/14/2011
2	Columbus Section	Ohio State University	Student Branch		2/14/2011

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2	Delaware Bay Sec	Delaware State University	Student Branch		2/17/2011
4	Nebraska Section	Univ of Nebraska-Lincoln	Student Branch Chapter	PE31/PEL34	2/17/2011
5	Houston Section	Devry University-Houston	Student Branch		2/9/2011
6	Oakland-East Bay	DeVry University-Sacramento	Student Branch		2/17/2011
6	Oregon Section	Oregon Institute of Technology - Portland	Student Branch		2/17/2011
7	Northern Canada Section	Concordia University - College Of Alberta	Student Branch		2/8/2011
7	Vancouver Section	Univ Of Northern British Columbia	Student Branch		2/8/2011
7	Vancouver Section	University Of British Columbia	Student Branch Chapter	PE31	2/14/2011
8	Denmark Section	Technical University of Denmark	Student Branch Chapter	PHO36	2/14/2011
8	Germany Section	Fachhochschule Bielefeld	Student Branch		2/14/2011
8	Ghana Section	Regional Maritime University	Student Branch		1/3/2011
8	Greece Section	Technological Educational Inst of Messolonghi	Student Branch		2/16/2011
8	Greece Section	Techological Educational Institute – Serres	Student Branch		2/16/2011
8	Spain Section	Universidad Politecnica de Madrid - Campus Sur	Student Branch		2/14/2011
8	Spain Section	Universitaria Nacional De Educacion A Distancia	Student Branch Chapter	E25	12/6/2010
8	U.K & R.I. Section	De Montfort University	Student Branch		2/16/2011
9	Argentina Section	Universidad Nacional de Santiago Del Estero	Student Branch		2/8/2011
9	Colombia Section	Universidad de Medellin	Student Branch		2/8/2011
9	Colombia Section	Universidad de San Buenaventura - Cali	Student Branch		2/8/2011
9	Mexico Section	Instituto Tecnologico de la Piedad	Student Branch		2/17/2011
9	Uruguay Section	Universitario Autonomo del Sur Instituto	Student Branch		12/7/2010
10	Bangalore Section	Vidya Vikas Institute Of Engineering & Technology	Student Branch		2/8/2011
10	Bangalore Section	VTU Extension Center UTL Tech Ltd	Student Branch		2/8/2011
10	Bombay Section	Amrutvahini College Of Engineering	Student Branch Chapter	CAS04	2/15/2011
10	Bombay Section	Central India Institute of Tech – Indore	Student Branch		2/8/2011
10	Bombay Section	Sagar Institute of Science and Technology	Student Branch		2/15/2011
10	Bombay Section	Sanghvi Institute of Management & Science	Student Branch		1/3/2011
10	Calcutta Section	Indian Institute of Technology Bhubaneswar	Student Branch		12/7/2010
10	Delhi Section	Amity University	Student Branch Chapter	MTT17	2/15/2011
10	Delhi Section	B S Anagpuria Institute of Technology & Management	Student Branch		2/8/2011
10	Delhi Section	Lovely Professional University	Student Branch Chapter	RA24	2/15/2011
10	Gujarat Section	Nirma Institute of Technology, Ahmedabab	Student Affinity Group	WIE	2/15/2011
10	Hyderabad Section	Aurora's Technological & Research Institute	Student Branch Chapter	C16	2/15/2011
10	Hyderabad Section	Devineni Venkata Ramana & Dr Hima Sekhar MIC CIT	Student Branch		2/8/2011
10	Hyderabad Section	Malla Reddy College of Engineering for Women	Student Branch		2/8/2011

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10	Hyderabad Section	Turbomachinery Institute of Technology & Sciences	Student Branch		1/3/2011
10	Hyderabad Section	Vignana Bharathi Institute Of Technology	Student Branch Chapter	PE31	2/15/2011
10	Islamabad Section	Air University	Student Branch		2/8/2011
10	Karachi Section	Karachi Institute of Economics & Technology (PAF)	Student Branch		1/3/2011
10	Karachi Section	Pakistan Air Force - Karachi Institute of Economics and Technology	Student Branch		2/8/2011
10	Kerala Section	Government Engineering College - Kozhikode	Student Branch		2/15/2011
10	Kerala Section	IES College of Engineerng	Student Affinity Group	WIE	2/15/2011
10	Kerala Section	MEA Engineering College, Perinthalmanna	Student Branch		2/8/2011
10	Kerala Section	Royal College of Engineering and Technology	Student Affinity Group	WIE	2/15/2011
10	Madras Section	Cape Institute of Technology	Student Branch		2/8/2011
10	Madras Section	Karpaga Vinayaka College of Eng & Tech	Student Branch Chapter	C16	2/17/2011
10	Madras Section	Knowledge Institute of Technology	Student Branch		2/8/2011
10	Madras Section	PSNA College of Engineering and Technology	Student Branch		2/15/2011
10	Madras Section	Sri Shakthi Institute of Engineering and Technology	Student Branch		2/15/2011
10	Pune Section	Maharashtra Inst Of Technology-Pune	Student Branch		2/8/2011
10	Uttar Pradesh Section	G. L. A. University Mathura	Student Branch		2/15/2011
10	Uttar Pradesh Section	Motilal Nehru National Institute of Technology	Student Branch		2/15/2011
10	Uttar Pradesh Section	Sachdeva Institute of Technology	Student Branch Chapter	MTT17	12/6/2010
10	Uttar Pradesh Section	Zakir Hussain College of Engineering & Technology	Student Branch		1/3/2011

- 2. The MGA Board does not approve the list of 60 geographic unit formation petitions as presented. MGA Staff to take appropriate action and notify the petitioners.**

Reg	Receive_Date	Unit_Name	Country	Section	Society	Unit_Type
8	11/11/2010	Azerbaijan Chapter, CIS11	Azerbaijan	Reg 8-COS	CIS11	Chapter
8	11/12/2010	Azerbaijan Chapter, NANO42	Azerbaijan	Reg 8-COS	NANO42	Chapter
8	11/12/2010	Azerbaijan Chapter, SYS45	Azerbaijan	Reg 8-COS	SYS45	Chapter
8	11/17/2010	Georgia Chapter, IA34	Georgia	Reg 8-COS	IA34	Chapter
8	10/22/2010	Mauritius Chapter, C16	Mauritius	Reg 8-COS	C16	Chapter
8	10/22/2010	Mauritius Chapter, PE31	Mauritius	Reg 8-COS	PE31	Chapter
8	9/27/2010	Mauritius Section	Mauritius	Reg 8-COS		Section
8	11/12/2010	Libya Section	Libya	Reg 8-COS		Section
8	7/26/2010	Gambia Subsection	Gambia	Reg 8-COS		Subsection
8	11/17/2010	Georgia Subsection	Georgia	Reg 8-COS		Subsection
9	11/4/2010	Guyana Chapter, ASC41	Guyana	Reg 9-COS	ASC41	Chapter
9	11/4/2010	Guyana Chapter, COM19	Guyana	Reg 9-COS	COM19	Chapter
9	11/4/2010	Guyana Chapter, NANO42	Guyana	Reg 9-COS	NANO42	Chapter
9	11/4/2010	Guyana Chapter, SYS45	Guyana	Reg 9-COS	SYS45	Chapter
9	11/2/2010	Guyana Chapter, TMC14	Guyana	Reg 9-COS	TM14	Chapter
9	11/9/2010	Belize Subsection	Belize	Reg 9-COS		Subsection

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9	11/4/2010	Guyana Subsection	Guyana	Reg 9-COS		Subsection
10	10/18/2010	Beijing (Chongqing) Section Chapter, IA34	China	Beijing Section	IA34	Chapter
10	11/20/2010	Beijing (Chongqing) Section Chapter, IE13	China	Beijing Section	IE13	Chapter
10	11/3/2010	Beijing (Qingdao) Section Chapter, CAS04	China	Beijing Section	CAS04	Chapter
10	6/24/2010	Henan Subsection	China	Beijing Section		Subsection
10	6/27/2010	Guiyang Subsection	China	Beijing Section		Subsection
10	6/28/2010	Jiangxi Subsection	China	Beijing Section		Subsection
10	7/6/2010	Tianjin Subsection	China	Beijing Section		Subsection
10	7/8/2010	Fujian Subsection	China	Beijing Section		Subsection
10	7/9/2010	Lanzhou Subsection	China	Beijing Section		Subsection
10	7/12/2010	Inner Mongolia Subsection	China	Beijing Section		Subsection
10	7/17/2010	Qinghai Subsection	China	Beijing Section		Subsection
10	7/18/2010	Ningxia Subsection	China	Beijing Section		Subsection
10	7/21/2010	Xinjiang Subsection	China	Beijing Section		Subsection
10	7/28/2010	Hainan Subsection	China	Beijing Section		Subsection
10	11/16/2010	Shenzhen Subsection	China	Beijing Section		Subsection
10	9/27/2010	Jilin Subsection	China	Changsha Subsection		Subsection
10	11/20/2010	Harbin (Dalian) Section Chapter, RA24	China	Harbin Section	RA24	Chapter
10	10/18/2010	Jeju Subsection	South Korea	Kwangju Section		Subsection
10	11/17/2010	Suzhou Subsection	China	Nanjing Section		Subsection
10	7/26/2010	Maldives Subsection	Maldives	Reg 10-COS		Subsection
10	11/10/2010	Fiji Chapter, ACS41	Fiji	Reg 10-COS	ASC41	Chapter
10	11/10/2010	Fiji Chapter, COM19	Fiji	Reg 10-COS	COM19	Chapter
10	11/10/2010	Fiji Chapter, NANO42	Fiji	Reg 10-COS	NANO42	Chapter
10	11/12/2010	Fiji Chapter, TM14	Fiji	Reg 10-COS	TM14	Chapter
10	10/14/2010	Laos Biometrics Council	Laos	Reg 10-COS	BIO46	Chapter
10	10/19/2010	Laos Chapter, CAS04	Laos	Reg 10-COS	CAS04	Chapter
10	10/14/2010	Laos Chapter, CS	Laos	Reg 10-COS	CS23	Chapter
10	8/12/2010	Maldives Chapter, BIO46	Maldives	Reg 10-COS	BIO46	Chapter
10	10/27/2010	Maldives Chapter, SEN39	Maldives	Reg 10-COS	SEN39	Chapter
10	10/7/2010	Nepal Chapter, ASC41	Nepal	Reg 10-COS	ASC41	Chapter
10	8/29/2010	Nepal Chapter, CEDA44	Nepal	Reg 10-COS	CEDA44	Chapter
10	10/7/2010	Nepal Chapter, NANO42	Nepal	Reg 10-COS	NANO42	Chapter
10	10/19/2010	Timor Leste Chapter, ASC41	Timor Leste	Reg 10-COS	ASC41	Chapter
10	10/19/2010	Timor Leste Chapter, CPMT21	Timor Leste	Reg 10-COS	CPMT21	Chapter
10	11/3/2010	Timor Leste Chapter, NANO42	Timor Leste	Reg 10-COS	NANO42	Chapter
10	11/3/2010	Timor Leste Chapter, SEN39	Timor Leste	Reg 10-COS	SEN39	Chapter
10	8/31/2010	Brunei Darussalam Subsection	Brunei Darussalam	Reg 10-COS		Subsection
10	9/16/2010	Nepal Subsection	Nepal	Reg 10-COS		Subsection
10	9/23/2010	Mongolia Subsection	Mongolia	Reg 10-COS		Subsection
10	10/13/2010	Laos Subsection	Laos	Reg 10-COS		Subsection
10	11/10/2010	Fiji Subsection	Fiji	Reg 10-COS		Subsection
10	11/7/2010	Taichung Subsection	Taiwan	Taipei Section		Subsection
10	11/7/2010	Hsinchu Subsection	Taiwan	Taipei Section		Subsection

**3. The MGA Board to dissolve 7 Subsections as presented.**

**Subsections (of Beijing Section)**

Changsha Subsection  
Chongqing Subsection  
Guangxi Subsection  
Hebei Subsection  
Shenyang Subsection  
Taiyuan Subsection  
Yunnan Subsection

**4. The MGA Board to dissolve 31 Technical Chapters as presented pending the requirements in the MGA Operations Manual being followed.**

Beijing (Changsha) Section Chapter: COM19, CPMT21, C16, E25  
Beijing (Chongqing) Section Chapter: IA34  
Beijing (Guangzhou) Section Chapter: CIS11, IM09  
Beijing (Haikou) Section Chapter: CAS04  
Beijing (Luoyang) Section Chapter: RA24  
Beijing (Nanchang) Section Chapter: IA34  
Beijing (Shenzhen) Section Chapter: IE13, CAS04, EMB18, SIT30  
Beijing (Zhengzhou) Section Chapter: IA34, PE31  
Brunei Darussalam Chapter: COM19, SYS45  
Cambodia Chapter: COM19, NANO42, TM14  
Gambia Chapter: GRS29 – **R8**  
Maldives Chapter: TMC14, VT06  
Mauritius Chapter: COM19 – **R8**  
Mongolia Chapter: RA24, SYS45  
Nepal Chapter: SMC28  
Wuhan Section Chapter: E25, ITSS38, SMC28

**MGA MEMBERS PRESENT**

**MGA Officers**

- Michel, Howard - Chair
- Shoop, Barry - Past Chair
- Anderson, Rob - Treasurer
- Jankowski, Cecelia - Secretary (Non-Voting)

**Region Directors**

- Rubenstein, Charles - Region 1 Director
- Ford, Ralph - Region 2 Director
- Stogner, Lee - Region 3 Director
- Riess, Jim - Region 4 Director
- Robinson, Candy - Region 5 Director
- Perkins, Ed - Region 6 Director
- Malik, Om - Region 7 Director
- Delimar, Marko - Region 8 Director
- Quiel, Tania - Region 9 Director
- Wong, Lawrence - Region 10 Director

**MGA Vice Chairs and Additional Members**

- Beheshti, Babak - Vice Chair, Geographic Unit Activities
- Parro, Bob - Vice Chair, Information Management
- Reinert, John - Vice Chair, Strategic Management and Analysis
- Cooper, Deb - Technical Activities Appointment
- de Marca, Roberto - Technical Activities Appointment

**Attended via Teleconference**

- Thomas, Mini - Vice Chair, Member Development

**PARTICIPATING MGA STAFF**

- Larry Bolsch, Director, Finance
- Bill Cook, Staff Director, Member Operations
- Susan Hutton, Project Manager
- Jamie Moesch, Director, Member Strategy
- Vera Sharoff, Director, Information Management
- Cheryl Sinauskas, Director, Geographic Activities
- Dan Toland, Manager, MGA Governance and Volunteer Relations
- Gail Sheedy, MGA Board Administrator

**Minutes**  
**IEEE Member and Geographic Activities Board Meeting**  
**20 November 2010**

*New Brunswick, NJ, USA*

*(Privileged information, MGA Board Approved - 19 February 2011)*

- 88. Welcome and Introductions.** Barry Shoop, Chair, IEEE Member and Geographic Activities Board (MGA Board), called the meeting to order at 8:00am. The MGA Board Secretary confirmed that a member quorum was present. (Items #1 & 2)
- 89. Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. No modifications were made. The agenda was approved. (Item #3)
- 90. Announcement of IEEE Assembly and MGA Assembly Results.** The MGA Board received an announcement that Howard Michel will serve as the 2011 MGA Board Chair/Vice President-MGA. The results of the MGA Assembly meeting were also announced. The following individuals will serve on the 2011 MGA Board: (Item #6)

Individual	Position
Rob Anderson - Calgary, AB, Canada	MGA Treasurer
Babak Beheshti - Bethpage, NY, USA	MGA Vice Chair-Geographic Unit Operations
Bob Parro - Rockford, IL, USA	MGA Vice Chair-Information Management
Mini Thomas - New Delhi, India	MGA Vice Chair-Member Development
John Reinert - Colorado Springs, CO, USA	MGA Vice Chair-Strategic Mgmt & Analysis

**Items 91-104 were approved as part of the Consent Agenda**

- 91. Approval of June 2010 MGA Board Meeting Minutes.** The MGA Board approved the 26 June 2010 MGA Board Meeting Minutes. (Item #201)
- 92. Approval of Formations, Changes of Technical Chapters and Affinity Groups.** The MGA Board approved the formation of 75 IEEE Technical Chapters (includes Joint Chapters, Joint Societies Chapters, and Chapter changes), 17 Affinity Groups (7 WIE, 8 GOLD, 2 Life Members), 58 Student Branches, 41 Student Branch Chapters, and 16 Student Branch Affinity Groups (Women in Engineering). (Item #202)
- 93. Approval of Dissolution of Inactive Technical Chapters/Affinity Groups.** The MGA Board approved the dissolution of 29 Inactive Technical Chapters and 9 Affinity Groups. (Item #203)
- 94. Approval of Supporting Friend of IEEE MGA Award Recipients.** The MGA Board approved Electropaz, S.A. (R9), North Carolina State University Department of Electrical and Computer Engineering (R3), and RTI International (R3), as recipients of the Supporting Friend of IEEE Member and Geographic Activities Award. (Item #204)
- 95. Approval of Formation of IEEE Sfax Subsection of the Tunisia Section in Region 8.** The MGA Board approved the formation of the IEEE Sfax Subsection of the Tunisia Section in Region 8. The boundaries of the unit are the city/state of Sfax, Tunisia. (Item #205)

96. **Approval of Formation of IEEE Paraguay Section in Region 9.** The MGA Board approved the formation of the IEEE Paraguay Section in Region 9. The boundaries of the unit are the country of Paraguay. (Item #206)
97. **Approval of Changes to Region 8 Bylaws.** The MGA Board approved revisions to the Region 8 Bylaws, as adopted at the R8 Meeting in Prague on 10 October 2010. (Item #207)
98. **Approval of Name Change of Richland Section's Scholarship Award.** The MGA Board approved the name change of IEEE Richland Section's Scholarship Award for Washington State University, Tri-Cities, to the *IEEE Jim Thomas Memorial Scholarship*. (Item #208)
99. **Approval of Changes to IEEE Life Members Committee Charter.** The MGA Board approved changes to the IEEE Life Members Committee (LMC) Charter, reflecting the following: reference the MGA Member Engagement and Life Cycle Committee (MELCC), add the Regional Life Member Coordinators as corresponding members, remove the automatic appointment of a BoD member to the LMC. (Item #209)
100. **Approval of Marketing Agreement with National Instruments (IB&SC).** The MGA Board approved a Student Member discount from National Instruments for LabView software products (the details of which are to be further refined by a marketing agreement that may be implemented in 2011). (Item #210)
101. **Endorsement of Change to Benefits Schedule in IEEE Member Group Term Life Insurance Plan (IB&SC).** The MGA Board endorsed the proposed change to the benefits reduction schedule in the IEEE Member Group Term Life Insurance Plan, postponing the benefits reduction schedule for ages over 65, in order to retain a higher level of benefit for older insureds, effective March 2011. (Item #211)
102. **Endorsement of IEEE Member Group Comprehensive Healthcare Insurance Rate Action (IB&SC).** The MGA Board endorsed a 16.0% rate increase for the IEEE Member Group Comprehensive Healthcare Insurance, effective 1 January 2011. (Item #212)
103. **Endorsement of Hospital Indemnity Plan Premium Credit (IB&SC).** The MGA Board endorsed a premium credit of 10% for the policyholders of record in the IEEE sponsored Hospital Indemnity Plan, as of the April 2011 policy renewal period. (Item #213)
104. **Approval of the Transfer of the Vancouver Section Scholarship Fund from IEEE Vancouver Section to the IEEE Canadian Foundation.** The MGA Board approved the proposed transfer of the Vancouver Section Scholarship Fund from IEEE Vancouver Section to the IEEE Canadian Foundation. (Item #214)



<b>Action/Discussion Items</b>
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**105. MGA Board Chair Remarks.** The Chair provided a report on the September 2010 MGA Operations Committee (OpCom) meeting. He also noted that he approved a US\$1,000 contribution to the National Electronics Museum (NEM) in Linthicum, MD, USA, from the IEEE Baltimore Section. The presentation that was given to the IEEE Board of Directors and the Summary from the September OpCom Meeting were included on the agenda. (Item #5)

**106. Resolution for Bob Adams, Past Region 4 Director.** The MGA Board recognized the passing of Bob Adams, a Past IEEE Region 4 Director, from Indianapolis, Indiana, USA. (Item #7) **A motion was made that:**

**The IEEE Member and Geographic Activities Board expresses its deepest sympathy to the Adams Family on the passing of Robert D. "Bob" Adams. His service and contributions to IEEE, to the engineering profession, and to the community were a distinguished, selfless accomplishment. He will be greatly missed by his IEEE colleagues.**

**The motion was approved.**

**107. MGA Secretary Remarks.** A summary of meeting activity by geographic units was included on the agenda. The MGA Board received reports on the Legal Status Project and the MGA Process for Support of Future IEEE Emergency Relief Campaigns. (Item #8)

**108. MGA Challenge.** An update was provided on the four 2010 MGA Challenge 2010 projects. It was noted that proposals not selected as part of the MGA Challenge will be forwarded to the appropriate Region Directors for possible consideration as Region projects. (Item #9)

**109. MGA Finances.** The 2011 Annual Financial Reporting Package and Process was announced. The new process will be rolled out in early December 2010, and was endorsed by the MGA Finance Committee and MGA Operations Committee. **A motion was made that:** (Item #10)

**The MGA Board to approve the 2011 Annual Geographic Unit Financial Reporting Package and Process.**

**The motion was approved.**

**110. 2010 Financial Forecast.** An update on the 2010 MGA Financial Forecast was provided. (Item #11)

**111. Approval of 2011 Budgets.** The MGA Finance and Operations Committees endorsed the 2011 MGA Budget, 2011 Member Operations Budget, and 2011 Member Dues Budget. **A motion was made that:** (Item #12)

**The MGA Board to endorse and recommend the IEEE Board of Directors to approve the 2011 budgets for MGA, Member Operations, and Member Dues.**

**The motion was approved.**

- 112. Region Allocations Committee Update.** The MGA Board received an update on the work of the Region Allocations Subcommittee. The long term goal of this subcommittee is to create a standard Region assessment and determine how to distribute it while devising a new Region allocation algorithm with both activity and financial components that will drive Region leadership to maintain agreed upon year end reserve balance as a percentage of expenses. (Item #13) **Motions were made that:**

- 1. The MGA Board to approve the revised Region allocation formula for 2011 - changing the amount distributed to Region 7 and reallocating across the Regions.**
- 2. The MGA Board to recommend that 2011 MGA Board Chair form an ad hoc committee to continue to work on standard assessment that is derived based on activity needed to be funded by MGA to each Region.**

**The motions were approved.**

- 113. Approval of Region Assessment Increase Process.** In the future, all proposed changes to the Regional Assessment must be endorsed/presented to the MGA Finance Committee and MGA Board prior to presentation to the IEEE Board of Directors. **A motion was made that:** (Item #14)

**The MGA Board to approve the establishment of a Regional Assessment Increase Process.**

**The motion was approved.** The process is to be documented in the MGA Operations Manual.

- 114. Regional Geographic Strategies / Globalization.** The MGA Board received an update on Regional Geographic Strategies and Globalization. A Regional Geographic Strategy was defined as a sub-strategy of the business unit that supports the strategy of both the business unit and the corporation and focuses on the unique circumstances and commonality of a local geographic region. Measures of success were identified - Member Development, Market Development, Volunteer Development, and Partner Development. The importance of Section vitality was also stressed. (Item #16)

- 115. Approval of MGA Award Recipients.** The MGA Board approved the 2010 MGA Award Recipients for the Larry K. Wilson Transnational, Innovation, Leadership, Achievement, and GOLD Achievement Awards (see Appendix). (Item #18)

- 116. Selection - 2011 MGA Nominations and Appointments Committee.** The MGA Board selected/approved the following individuals to the 2011 MGA Nominations and Appointments (N&A) Committee: (Item #19)

- Barry Shoop, Chair - West Point, NY, USA
- Francis Grosz - Slidell, LA, USA

- Darren Mullen - Tucson, AZ, USA
- Ed Palacio - Saint James, NY, USA
- Soon Wan - Andover, MA, USA
- Pilar Molina Gaudó - Zaragoza, Spain
- Tieniu Tan - Beijing, China
- Lori Hogan - Mount Pearl, NL, Canada (GOLD)

**117. Selection - 2011 MGA Individual Benefits and Services Committee.** The MGA Board appointed the following individuals to serve on the 2011 MGA Individual Benefits and Services (IB&SC) Committee: (Item #20)

- Peter Staecker - Chair - Lexington, MA, USA
- Harold Flescher - IEEE Treasurer - Palm Beach Gardens, FL, USA
- Jacquelyn Nagel - Member-at-Large GOLD - Harrisonburg, VA, USA
- Wole Akpose - Member-at-Large - Baltimore, MD, USA
- William Kassebaum - Member-at-Large - Indianapolis, IN, USA
- Raed Abdullah - Region 7 Representative - Gloucester, ON, Canada
- Costas Stasopoulos - Region 8 Representative - Nicosia, Cyprus
- Antonio De La O - Region 9 Representative - Garza Garcia, Mexico
- Hidenori Nakazato - Region 10 Representative - Honjo-shi, Japan
- IEEE-USA Representative to be chosen at later date

**118. Selection - 2011 IEEE Life Members Committee.** The MGA Board appointed the following individuals to serve on the 2011 IEEE Life Members Committee (LMC): (Item #21)

- George McClure, Chair - Winter Park, FL, USA
- Ross Anderson - Houston, TX, USA
- Manuel Rodriguez-Perazza - Mayaguez, PR, USA
- Fiorenza C. Albert-Howard - West Vancouver, BC, Canada
- Marc Apter - Alexandria, VA, USA
- Robert Dawson - Marion, IA, USA
- Pravin Parikh - Mumbai, India
- Baldomir Zajc - Ljubljana, Slovenia

**119. Selection - 2011 IEEE Admission and Advancement Committee.** The MGA Board appointed the following individuals to serve on the 2011 IEEE Admission and Advancement (A&A) Committee: (Item #22)

- Gerhard Hancke, Chair (R8) - Pretoria, South Africa
- Harold Belson (R1) - Portsmouth, RI, USA
- AB Shafaye (R2) - Middletown, PA, USA
- Don Wright (R3) - Lexington, KY, USA
- Bob Schlentz (R4) - Minneapolis, MN, USA
- Paul Meisel (R5) - Louisville, CO, USA
- Zachary Cohen (R6) - Oak Park, CA, USA
- Marcelo Mota (R7) - Richmond Hill, ON, Canada
- Jaafar Al-Ibrahim (R8) - Dhahran, Saudi Arabia
- Francisco Martinez (R9) - Guadalajara, Mexico
- Norman Mariun (R10) - Kajang, Malaysia

**120. Geographic Unit Formations and Conferences.** (Item #23) **A motion was made that:**

The MGA Board to approve the suspension of geographic unit formations and no new geographic unit formations (Section, Subsection, Technical Chapters, Student Branches, Affinity Groups, SB Chapters/Affinity Groups) may be approved without specific approval being received by the MGA Board.

The motion was approved by the MGA Board.

- 121. IEEE Board Transformation.** The MGA Board received an update on the IEEE Board Transformation from IEEE President Pedro Ray. (Item #25)
- 122. Regions 1-6 Strategy.** The MGA Board received an update on the Region 1-6 Strategy, as will be presented to the IEEE Board for approval. (Item #26)
- 123. MGA Strategic Roadmap.** The MGA Board received an update on the MGA Strategic Roadmap, including the present and target member experience, top member needs, current roadmap results and high level project recommendations, and the roadmap process. (Item #27) **Motions were made that:**

1. The MGA Board recommends the roadmap process be used as a piece of the strategic planning process on an annual basis by the MGA Strategic Direction and Environmental Assessment Committee.
2. The MGA Board will use the recommendations from the member experience roadmap during project prioritization planning.

The motions were approved.

- 124. Review of 2010 MGA Projects.** The MGA Board received an update on the MGA Project Dashboard, MGA Prioritized Task List, and 2010 Deliverables. (Item #29)
- 125. Sections Congress 2011.** The MGA Board received an update on Sections Congress 2011 activities. (Item #30) **Motions were made that:**
1. The MGA Board to approve the core track training as presented with the stipulation that the overall content of the core track session should emphasize the development of the member and the benefits of establishing strong relationships among local units (Sections, Chapters, and Societies).
  2. The MGA Board to approve the revisions to the Sections Congress Recommendation process, with the recommendations being provided from the Regions being due on 15 May 2011.

The motions were approved.

**126. 2008 Sections Congress Recommendations.** The MGA Board was informed of the project status of the 2008 Sections Congress Recommendations. Results will be announced to the Section Chairs in March 2011. (Item #31)

**127. Sections Congress 2014 - Site Selection Process.** The MGA Board discussed the site selection process for Sections Congress 2014. (Item #32)  
**Motions were made that:**

1. MGA Board to agree that IEEE MGA/MCM will research and provide recommendations in regards to a location for SC2014. Recommendation will be from R8 or R10 and presented to the MGA Board no later than June 2010.
2. MGA Board to recommend to 2011 MGA Board Chair to set up an ad hoc committee to review the purpose, objectives, and scope of Sections Congress.

The motions were approved.

**128. IEEE Center for Leadership Excellence.** The MGA Board received an update on the IEEE Center for Leadership Excellence (CLE), including the 2010 activity plan and project status, framework, completed volunteer positions, anticipated 2011 positions, and 2011 activity plan. The VP-MGA recognized and thanked the Chair and CLE team. (Item #33)

**129. Approval of Changes to Selection Schedule of MGA Treasurer/MGA Vice Chairs and MGA Committee Appointments Process.** The MGA Nominations and Appointments Committee endorsed the following actions.  
**Motions were made that:** (Item #35)

1. The MGA Board to approve that the selection schedule for the MGA Treasurer and MGA Vice Chair be modified such that the individuals are selected in June rather than November.
2. The MGA Board to approve that the MGA Assembly selection process be changed to indicate that candidates for VP-MGA will be provided with an opportunity to give a 5 minute presentation at the MGA Assembly meeting.
3. The MGA Board to approve that the MGA Committee Chair and Member appointment processes be modified such that the MGA N&A Committee will recommend appointments to the MGA Board. MGA Staff to prepare the appropriate changes to the MGA Operations Manual.
4. The MGA Board to approve that the MGA N&A process be updated to include 2 MGA endorsed candidates for inclusion on ballot for membership on the Eta Kappa Nu Board of Governors.

The motions were approved.

- 130. Approval of MGA Membership Recruitment and Recovery Ad Hoc Committee Elevation to MGA Standing Committee.** A motion was made that: (Item #36)

The MGA Board to approve the elevation of the MGA Membership Recruitment and Recovery Ad Hoc Committee to an MGA Standing Committee.

The motion was approved.

- 131. Approval of Growth Awards Transition from ARC to MRR.** The Section Growth and Section Sustained Growth and Student Branch Growth awards will not be distributed in 2010, and any future membership development recognition awards will be determined by the MGA Member Recruitment and Recovery Committee. **A motion was made that:** (Item #37)

The MGA Board to approve the removal of the Section Growth and Section Sustained Growth and Student Branch Growth from MGA Awards and Recognition Committee administration.

The motion was approved.

- 132. Approval of Dissolution of MGA Pre-University Committee.** MGA Pre-University Committee activities should be combined with the Pre-University Education Coordinating Committee (PECC) activities. **A motion was made that:** (Item #38)

The MGA Board to approve the dissolution of the MGA Pre-University Committee and recommend the appointment of an MGA representative to the Educational Activities Board (EAB) Pre-University Education Coordinating Committee (PECC).

The motion was approved.

- 133. Approval of IEEE GOLD Affinity Groups Hall of Fame Award.** The MGA Member Engagement and Life Cycle Committee and the MGA GOLD Committee have endorsed the formation of the GOLD Affinity Groups Hall of Fame. **A motion was made that:** (Item #39)

The MGA Board to approve the formation of the GOLD Affinity Groups Hall of Fame and MGA funding of US\$2,000 annually to reward the recipients.

The motion was approved.

- 134. Approval of MGA Student Activities Committee Charter Revisions.** The MGA Student Activities Committee has recommended that the Branch Chapter Representative be funded to attend the annual SAC face-to-face meeting. (Item #40) **A motion was made that:**

The MGA Board to approve the revision to the MGA Student Activities Committee Charter, adding funding for the Branch

Chapter Representative to attend the annual SAC face-to-face meeting.

The motion was approved.

**135. Revision of IEEE Policy Manual - IEEE Presidents Change the World Competition.** The MGA Board was informed that the IEEE Policies will be updated to codify the IEEE Presidents Change the World Competition. It was noted that the competition is administered by IEEE MGA, and that the detailed procedures for the competition shall be codified in the MGA Operations Manual. (Item #41)

**136. Method of Determination of Section and Region Boundaries.** The MGA Board received an update on the method of determination of Section and Region Boundaries in Regions 1-6. An IT request was submitted to look at a way to map members, with the goal of providing a visual mapping report of all the members, with intent to optimize Region and Section boundaries, ultimately finding a better way to serve members and bring members together. (Item #42)

**137. Conferences.** It was noted that IEEE policy allows any geographic unit to financially or technically co-sponsor any conference with no additional approval required. (Item #44) **A motion was made that:**

**The MGA Board requests that the IEEE Conference Committee create a policy that require Sections, Subsections, Chapters, Affinity Groups, and Student organizational units to receive Region, or Society/Council approval to financially or technically co-sponsor conferences using the IEEE Master Brand.**

The motion was approved.

**138. Information Management and vTools Update.** The MGA Board received an update on MGA Information Management and vTools, including 2008 Sections Congress recommendations project status, organizational accomplishments, product deliverables accomplishments, product adoption metrics, training, and the 2011 plan – which includes credit card processing for Regions 8-10, e-Notice automation, online officer reporting, Student Branch reporting, IBP, support for non face-to-face meetings, and vTools commercialization consideration. (Item #45)

**139. Recognition of Outgoing MGA Board Members.** The MGA Board recognized outgoing MGA Board members. **Motions were made that:** (Item #98)

**1. The Member and Geographic Activities Board to express its deepest appreciation for their efforts to the outgoing members of the 2010 Member and Geographic Activities Board:**

- **Rami Al-Mushcab - MGA Vice Chair-Strategic Management and Analysis**
- **Leonard Bond - Region 6 Director**
- **Don Bramlett - Region 4 Director**

- Tom Habetler - Technical Activities Appointment
- Jozef Modelski - Region 8 Director
- Yong-Jin Park - Region 10 Director
- William Walsh - Region 2 Director

2. The Member and Geographic Activities Board to recognize the outstanding contributions of Joseph V. Lillie as 2010 MGA Past Chair.
3. The Member and Geographic Activities Board to recognize the exemplary leadership and contributions of Barry L. Shoop for his outstanding efforts and focus in 2010 to define the regional geographic strategies and for his commitment to serve the needs of IEEE and member as 2010 MGA Board Chair and Vice President-Member and Geographic Activities.

**The motions were approved.**

140. **Time and location of the next meeting.** The MGA Board will hold a Retreat and Orientation on 11 January 2011, in Puerto Rico. The next MGA Board Meeting will be held on 19 February 2011, in Miami, Florida, USA.

The meeting was adjourned at 6:00pm.



**APPENDIX - 2010 MGA AWARD RECIPIENTS** (Minutes #114, Agenda Item #18)

**MGA Larry K. Wilson Transnational Award**

**JOSE JARDINI (R9)**, South Brazil Section

For distinguished contributions to IEEE global activities through establishing new technical activities and publications - the Transmission & Distribution Latin America conference and the IEEE Latin America Transactions, an electronic periodical published in multiple languages.

**MGA Innovation Award**

**RUEY-BEEI WU (R10)**, Taipei Section

For his outstanding efforts in promoting IEEE membership, Chapters consolidation, and talents cultivation, especially initiating the Electromagnetics Education Initiative - Summer Camp Program.

**MGA Leadership Award**

**WAHAB ALMUHTADI (R7)**, Ottawa Section

For his distinguished leadership and outstanding contributions as a leader, at the Section and Regional levels, serving IEEE for the benefit of its members and the engineering profession.

**NITA PATEL (R1)**, New Hampshire Section

For her dedication to IEEE activities and programs at the Section, Region, and USA levels, and for contributing significantly towards achieving MGA goals.

**ALEKSANDAR SZABO (R8)**, Croatia Section

For his significant contributions in empowering IEEE member involvement and development in the IEEE Croatia Section and throughout Region 8.

**MGA Achievement Award**

**JIM BLAHA (R4)**, Milwaukee Section

For his vision, leadership, and commitment in assisting the professional development of IEEE members by organizing the Electromagnetic Compatibility (EMC) seminars in Milwaukee from 2001 to 2010.

**JOSE DAVID CELY CALLEJAS (R9)**, Colombia Section

For engaging and developing members by organizing conferences within the IEEE Colombia Section.

**CHAN-JIN CHUNG (R4)**, Southeastern Michigan Section

For inspiring thousands of young students into the science and engineering career path through his Robofest and hands-on robotics workshops.

**JOHN CONRAD (R1)**, Boston Section

For outstanding contributions and leadership toward increasing public awareness of IEEE throughout the Boston metropolitan area during National Engineers Week.

**ELLEN FERRARO (R1)**, Boston Section

For her efforts in enhancing collaboration within IEEE organizational units and encouraging membership recruitment through organizing technical events within the IEEE Boston Section.

**DEEPAK MATHUR (R10)**, Gujarat Section

For his efforts in member development by engaging Region 10 members through enhanced Chapter activities.

**MGA GOLD Achievement Award**

**M. RAFAEEL AKBAR CHAUDHRY (R10)**, Lahore Section

For his efforts in substantially increasing member engagement through the IEEE Lahore Section GOLD Affinity Group activities.

**NANA AMPOFO AMPOFO-ANTI (R8)**, South Africa Section

For his dedicated efforts toward the success of IEEE EPICS-High Projects that have fostered IEEE member engagement through service to the community.

**JENIFER CASTILLO RODRIGUEZ (R9)**, Colombia Section

For excellent leadership and remarkable contributions to IEEE GOLD member engagement, collaboration, and networking within the IEEE Colombia Section.

**SALIMA KAISSI (R8)**, France Section

For her outstanding contributions to public visibility of IEEE by creating and implementing the idea of establishing a global IEEE Day.

**JENNIFER M. SCHELLY (R1)**, New Hampshire Section

For outstanding leadership and substantial contributions to the IEEE New Hampshire Section Joint WIE/GOLD Affinity Group and Region 1 GOLD activities.

## List of Attendees - MGA Board Meeting

### MGA MEMBERS PRESENT

#### MGA Officers

- Shoop, Barry - Chair
- Lillie, Joe - Past Chair
- Anderson, Rob - Treasurer
- Jankowski, Cecelia - Secretary (Non-Voting)

#### Region Directors

- Rubenstein, Charles - Region 1 Director
- Walsh, William - Region 2 Director
- Stogner, Lee - Region 3 Director
- Bramlett, Don - Region 4 Director
- Robinson, Candy - Region 5 Director
- Bond, Leonard - Region 6 Director
- Modelski, Jozef - Region 8 Director
- Quiel, Tania - Region 9 Director
- Park, Yong Jin - Region 10 Director

#### MGA Vice Chairs and Additional Members

- Al-Mushcab, Rami - Vice Chair, Strategic Management and Analysis
- Beheshti, Babak - Vice Chair, Geographic Unit Activities
- Parro, Bob - Vice Chair, Information Management
- Thomas, Mini - Vice Chair, Member Development
- Habetler, Tom - Technical Activities Appointment
- de Marca, Roberto - Technical Activities Appointment

#### Attended via Teleconference

- Malik, Om - Region 7 Director

### PARTICIPATING MGA STAFF

- Larry Bolsch, Director, Finance
- Bill Cook, Staff Director, Member Operations
- Susan Hutton, Project Manager
- Jamie Moesch, Director, Member Strategy
- Vera Sharoff, Director, Information Management
- Cheryl Sinauskas, Director, Geographic Activities
- Dan Toland, Manager, MGA Governance and Volunteer Relations
- Gail Sheedy, MGA Board Administrator
  
- John Day
- Peggy Lefkin
- Maria Schneider
- Mark David
- Stacey Waters

**Minutes**  
**IEEE Member and Geographic Activities Board Meeting**  
**26 June 2010**

*Montreal, Quebec, Canada*  
*(Privileged information, Pending Approval)*

- 39. Welcome and Introductions.** Barry Shoop, Chair, IEEE Member and Geographic Activities Board (MGA Board), called the meeting to order at 8:00am. The MGA Board Secretary confirmed that a member quorum was present. (Items #1&2)
- 40. Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. No modifications were made. The agenda was approved. (Item #3)

<b>Items #41-59 were approved as part of the Consent Agenda</b>
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- 41. Approval of February 2010 MGA Board Meeting Minutes.** The MGA Board approved the 13 February 2010 MGA Board Meeting Minutes. (Item #201)
- 42. Approval of Formations, Changes of Technical Chapters and Affinity Groups.** The MGA Board approved the formation of 57 IEEE Technical Chapters (includes Joint Chapters, Joint Societies Chapters, and Chapter changes), 22 Affinity Groups (10 WIE, 6 GOLD, 4 Life Members, 2 Consultants Network), 68 Student Branches, 30 Student Branch Chapters, and 10 Student Branch Affinity Groups (Women in Engineering). (Item #202)
- 43. Approval of Supporting Friend of IEEE MGA Award Recipients.** The MGA Board approved the University of Hyderabad (R10) as a recipient of the Supporting Friend of IEEE Member and Geographic Activities Award. (Item #203)
- 44. Approval of Potentials Magazine 2011 Advertising Rates.** The MGA Board approved that the 2011 IEEE Potentials advertising rates will be increased approximately 3% from the 2010 rates. (Item #204)
- 45. Approval of Potentials Magazine 2011 Subscription Rates.** The MGA Board approved that the 2011 IEEE Potentials subscription rates will not change from 2010. (Item #205)
- 46. Approval of Pune Subsection Elevation to Pune Section in Region 10.** The MGA Board approved the elevation of the IEEE Pune Subsection to the IEEE Pune Section in Region 10. The boundaries of the unit are the same as the Pune Subsection - the metropolitan city of Pune. (Item #206)
- 47. Approval of Formation of IEEE Malabar Subsection of the Kerala Section in Region 10.** The MGA Board approved the formation of the IEEE Malabar Subsection of the Kerala Section in Region 10. The boundaries of the unit are the northern districts of Kerala including Kasaragod, Kannur, Wayanad, Kozhikode, Malappuram and Palakkad. (Item #207)
- 48. Approval of Formation of IEEE Taiyuan Subsection of the Xian Section in Region 10.** The MGA Board approved the formation of the IEEE Taiyuan

Subsection of the Xian Section in Region 10. The boundaries of the unit are the Shanxi province. (Item #208)

49. **Approval of Formation of IEEE Guangzhou Subsection of the Beijing Section in Region 10.** The MGA Board approved the formation of the IEEE Guangzhou Subsection of the Beijing Section in Region 10. The boundaries of the unit are Guangdong province of China. (Item #209)
50. **Approval of Formation of IEEE Guangxi Subsection of the Beijing Section in Region 10.** The MGA Board approved the formation of the IEEE Guangxi Subsection of the Beijing Section in Region 10. The boundaries of the unit are the province of Guangxi. (Item #210)
51. **Approval of Formation of IEEE Zona Centro Subsection of the Colombia Section in Region 9.** The MGA Board approved the formation of the IEEE Zona Centro Subsection of the Colombia Section in Region 9. The boundaries of the unit are the Colombian departamentos (states/provinces) of Cundinamarca, Meta, Boyaca, Tolima, and the Distrito Capital (Capital District). (Item #211)
52. **Approval of Formation of IEEE Hebei Subsection of the Beijing Section in Region 10.** The MGA Board approved the formation of the IEEE Hebei Subsection of the Beijing Section in Region 10. The boundaries of the unit are the Hebei province. (Item #212)
53. **Approval of Formation of IEEE Changsha Subsection of the Beijing Section in Region 10.** The MGA Board approved the formation of the IEEE Changsha Subsection of the Beijing Section in Region 10. The boundaries of the unit are the Hunan province. (Item #213)
54. **Approval of Revisions to Region 1 Bylaws.** The MGA Board approved revisions to the Region 1 Bylaws. (Item #214)
55. **Approval of 2011 Section Rebate Schedule.** The MGA Board approved the 2011 Section Rebate Schedule. (Item #215)
56. **Endorsement of MGA Operations Manual Revisions - Section 4.7, Student Branches - Faculty Requirements for Student Branch Formations.** The MGA Board endorsed revisions to the MGA Operations Manual Revisions - Section 4.7, regarding faculty requirements for Student Branch Formations. (Item #216)
57. **Endorsement of MGA Operations Manual Revisions - Section 4.8, Student Branch Chapters - Joint Student Branch Chapter Formation - Minimum Student Branch Chapter Membership.** The MGA Board endorsed revisions to the MGA Operations Manual Revisions - Section 4.8, regarding Joint Student Branch Chapter formation and the minimum Member requirements for Student Branch Chapters. (Item #217)
58. **Approval of IEEE Career Services Committee Charter.** The MGA Board approved the IEEE Career Services Committee Charter. (Item #218)

59. **Approval of Formation of IEEE Yunnan Subsection of the Beijing Section in Region 10.** The MGA Board approved the formation of the IEEE Yunnan Subsection of the Beijing Section in Region 10. The boundaries of the unit are the Yunnan province. (Item #219)

<b>Action/Discussion Items</b>
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60. **MGA Board Chair Remarks.** The Chair noted that he approved a US\$500 contribution to a local Robotics Club from the IEEE Spokane Section and a US\$150 contribution to "Super Smarties" FIRST Lego League Team from the IEEE Boise Computer Society (BCS) Chapter. He also provided an update on Global Professional Activities. (Item #5)
61. **MGA Secretary Remarks.** A summary of meeting activity by geographic units was included on the agenda. The MGA Board received a report from the MGA Secretary on completed items from then MGA Prioritized Task List and the MGA/TAB Leadership Orientation. (Item #6)
62. **MGA Challenge 2010.** The MGA Board received an update on the MGA Challenge 2010. It was reported that the four selected projects are IEEE Day, Industry Contact/Employee Assistance Program, myMobile IEEE, and IEEE Promotional Video Vignettes. (Item #7)
63. **Approval of MGA Operations Manual Revisions - Section 4.7, IT Coordination and Oversight Committee.** The MGA Board approved revisions to Section 4.7 of the MGA Operations Manual, regarding the IT Coordination and Oversight Committee. (Item #8.1)
64. **Approval of vTools Committee Charter.** The MGA Board approved the vTools Committee Charter. (Item #8.2)
65. **Growth Awards - Elimination from ARC and Transition to MRR.** The MGA Board postponed a decision on the removal of the Section Growth, Section Sustained Growth, and Student Branch Growth Awards from MGA Awards and Recognition Committee administration. This item will be further discussed by the MGA Member Recruitment and Recovery Ad Hoc Committee and re-presented in November. (Item #8.3)
66. **Endorsement of Increase to Region 6 Assessment.** Leonard Bond, Region 6 Director, withdrew the Region 6 Assessment Increase proposal. (Item #8.4)
67. **Endorsement of Increase to Region 9 Assessment.** Tania Quiel, Region 9 Director, withdrew the Region 6 Assessment Increase proposal. (Item #8.5)
68. **Approval of Student Activities Committee Charter Revisions - Funding for Branch Chapter Representative.** The MGA Board postponed a decision on the revisions to the MGA Student Activities Committee (SAC) Charter, to include US\$2,000 funding to support the SAC Branch Chapter Representative's attendance at the SAC face-to-face meetings annually. This item will be clarified by SAC and re-presented in November. (Item #8.6)

- 69. MGA Finances.** The MGA Board endorsed the use of estimated year end favorable variance funds, the use of additional conference revenue funds, and the use of Sections Congress 2011 funds, all as presented. The MGA Board also received an update on the 2010 MGA Financial Forecast and the ability to accelerate projects in 2010. (Items #9, 9.1, and 9.2)
- 70. Sections Congress 2011 - Activities Update and Budget.** The MGA Board approved the draft program schedule and a Sunday night event to the Computer History Museum, both as presented. The MGA Board also received an update on Sections Congress 2011 Activities. (Item #10)
- 71. IEEE Center For Leadership Excellence.** The MGA Board received an update on the IEEE Center for Leadership Excellence, including certification, surveying users and requesting feedback, combining the vTools and CLE portal environments, how other units will be involved, and the importance of quality control and standardizing content and format. (Item #12)
- 72. Member Life Cycle Portfolio - Product Mapping Project.** The MGA Board received an update on 2010 Member Development projects: Promoting Member Value through the Lifecycle; IEEE Value Proposition: 'Why should someone become an IEEE member;' and GSM Differentiators. (Item #13)
- 73. Information Management.** The MGA Board received an update on vTools projects, including completed 2010 vTools deliverables, the vTools adoption and delivery acceleration plans, the development and integration of the vTools portal, and the new vTools reporting structure. The transformation of the Electronic Communications Coordinator (ECC) role to Information Management Coordinator (IMC) was also discussed, and each Region Director was asked to appoint a volunteer for the regional IMC position to help achieve IM goals. (Item #14)
- 74. Selection of 2010 MGA Outstanding Small Section Award Recipient (Executive Session).** The MGA Board selected the IEEE Canadian Atlantic Section (R7) as the recipient of the MGA Outstanding Small Section Award for their 2009 activities. (Item #15.1)
- 75. Selection of 2010 MGA Outstanding Large Section Award Recipient (Executive Session).** The MGA Board selected the IEEE Vancouver Section (R7) as the recipient of the MGA Outstanding Large Section Award for their 2009 activities. (Item #15.2)
- 76. IEEE Budgeting Practices (Executive Session).** The MGA Board discussed IEEE budgeting practices regarding reimbursement of expenses at the local level. (Item #15.3)
- 77. Director-Elect Slate (Executive Session).** The MGA Board discussed the Director-Elect slate process. (Item #15.4)
- 78. Regional Geographic Strategies.** The MGA Board received an update on Regional Geographic Strategies, including the strategy framework definition/introduction; linking the MGA vision, mission, and goals; goals and measures

of success; and data analysis, prioritization criteria, and the decision making process. (Item #17)

79. **MGA Strategic Roadmap - Membership Experience Roadmap.** The MGA Board received an update on the Member Experience Roadmap, including the MGA strategic roadmap methodology and framework, 2010 deliverables, completed tasks, process flow, project timeline, the need for metrics - performance measurement and analysis, and professional networking and mobile application opportunities. (Item #18)
80. **Geographic Unit Communications Strategy - Section Vitality Survey.** The MGA Board received an update on Geographic Unit Communications Strategy, including message delivery to the geographic units and the drivers of the communication message to improve Section vitality; the implementation plan and phased process approach to reach objectives; key areas of opportunity; and unit goal development. (Item #19)
81. **Conferences.** The MGA Board received a presentation from the MGA Conferences Ad Hoc Committee, including the recommendation for conference acquisition payments and remaining plans for 2010. (Item #21)
82. **Public Visibility Initiative.** The MGA Board received an update on the Public Visibility Initiative from Howard Michel, Committee Chair. The MGA Board was requested to publicize the need for more local experts and also to let the Committee know what is important in their Regions and countries. (Item #22)
83. **Publications - Open Access.** The MGA Board endorsed the Draft Joint TAB/PSPB Policy Statement on Open and Public Access, presented by Jon G. Rokne, Vice President, Publication Services and Products Board. (Item #23.1)
84. **IEEE Technology News (ITN).** The MGA Board endorsed further development of the IEEE Technology News (ITN) project, presented by John Vig, IEEE Past-President. MGA Board members were asked to send articles suitable for publishing on ITN to John Vig. (Item #23.2)
85. **The Global Earth Observation System of Systems (GEOSS) IEEE-GEO Collaboration.** The MGA Board received a presentation from Tom Wiener of The Global Earth Observation System of Systems (GEOSS), regarding the IEEE-GEO Collaboration and opportunities for MGA. MGA Board members were asked to engage current and future IEEE members and get the information out to the Regions. (Item #23.3)
86. **New Business: Method of Determination of Section and Regional Boundaries - Regions 1 through 6.** As new business, the MGA Board discussed IEEE Section and Region boundaries. An update will be provided to the MGA Board in November 2010. (Item #50.1) **A Motion was made that:**

**Resolved that IEEE MGA Staff consider the capabilities and electronic tools now available to IEEE in order to change the method of associating a member to a Section from his or her residential zip code to his or her home county/city, based on the**



address provided in his or her registration, and develop an implementation approach for consideration by this MGA Board of Directors by the November 2010 MGA BOD Meeting.

**The Motion was approved.**

- 87. Time and location of the next meeting.** The next MGA Board meeting will be held on 20 November 2010 in New Brunswick, NJ, USA.

The meeting was adjourned at 4:30pm.

## List of Attendees - MGA Board Meeting

### MGA MEMBERS PRESENT

#### MGA Officers

- Shoop, Barry - Chair
- Lillie, Joe - Past Chair
- Anderson, Rob - Treasurer
- Jankowski, Cecelia - Secretary (Non-Voting)

#### Region Directors

- Rubenstein, Charles - Region 1 Director
- Walsh, William - Region 2 Director
- Stogner, Lee - Region 3 Director
- Bramlett, Don - Region 4 Director
- Robinson, Candy - Region 5 Director
- Bond, Leonard - Region 6 Director
- Malik, Om - Region 7 Director
- Modelski, Jozef - Region 8 Director
- Quiel, Tania - Region 9 Director
- Park, Yong Jin - Region 10 Director

#### MGA Vice Chairs and Additional Members

- Al-Mushcab, Rami - Vice Chair, Strategic Management and Analysis
- Beheshti, Babak - Vice Chair, Geographic Unit Activities
- Parro, Bob - Vice Chair, Information Management
- Thomas, Mini - Vice Chair, Member Development
- Habetler, Tom - Technical Activities Appointment
- de Marca, Roberto - Technical Activities Appointment

### PARTICIPATING MGA STAFF

- Larry Bolsch, Director, Finance
- Bill Cook, Staff Director, Member Operations
- Susan Hutton, Project Manager
- Jamie Moesch, Director, Member Strategy
- Vera Sharoff, Director, Information Management
- Gail Sheedy, MGA Board Administrator
- Cheryl Sinauskas, Director, Geographic Activities

**Minutes**  
**IEEE Member and Geographic Activities Board Meeting**  
**13 February 2010**  
*Atlanta, Georgia, USA*  
*(Privileged information, Pending Approval)*

1. **Welcome and Introductions.** Barry Shoop, Chair, IEEE Member and Geographic Activities Board (MGA Board), called the meeting to order at 8:00am. The MGA Board Secretary confirmed that a member quorum was present. (Items #1&2)
2. **Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. No modifications were made. The agenda was approved. (Item #3)

<b>Items #3-20 were approved as part of the Consent Agenda</b>
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3. **Approval of November 2009 MGA Board Meeting Minutes.** The MGA Board approved the Minutes from the 21 November 2009 MGA Board Meeting. (Item #201)
4. **Approval of Formations, Changes of Technical Chapters and Affinity Groups.** The MGA Board approved the formation of 24 IEEE Technical Chapters (includes Joint Chapters, Joint Societies Chapters, and Chapter changes), 7 Affinity Groups (2 WIE, 1 GOLD, 3 Life Members, 1 Consultants Network), 25 Student Branches, 15 Student Branch Chapters, and 9 Student Branch Affinity Groups (Women in Engineering). (Item #202)
5. **Approval of Supporting Friend of IEEE MGA Award Recipient.** The MGA Board approved The Faculty of Engineering and Computer Science at Concordia University (R7) as a recipient of the Supporting Friend of IEEE Member and Geographic Activities Award. (Item #203)
6. **Approval of IB&SC Motion - Hewlett Packard.** The MGA Board approved a new member benefit, discounted access to Hewlett-Packard products for IEEE members in Regions 1-7. (Item #204)
7. **Approval of IEEE.tv Advisory Committee Charter.** The MGA Board approved the IEEE.tv Advisory Committee Charter. Minor editorial changes will be made by MGA staff, based on feedback from IEEE Governance staff. (Item #205)
8. **Approval of MGA Nominations and Appointments Committee Chair.** The MGA Board approved the appointment of Eduardo Palacio as the 2010 MGA Nominations and Appointments Committee Chair. (Item #206)
9. **Approval of Northern British Columbia Subsection of the Vancouver Section (R7).** The MGA Board approved the formation of the IEEE Northern British Columbia Subsection of the Vancouver Section in Region 7. The boundaries of the Unit are all portions of Northern British Colombia, including the cities of Kitimat, Prince Rupert, Prince George, Fort Nelson, Fort St. John, and Dawson Creek. (Item #207)
10. **Approval of Okanagan Subsection of the Vancouver Section (R7).** The MGA Board approved the formation of the IEEE Okanagan Subsection of

the Vancouver Section in Region 7. The boundaries of the Unit are the areas in and adjacent to the Okanagan Valley. (Item #208)

11. **Approval of Shenyang Subsection of the Harbin Section (R10).** The MGA Board approved the formation of the IEEE Shenyang Subsection of the Harbin Section in Region 10. The boundaries of the Unit are the Laoning Province of China. (Item #209)
12. **Approval of Chongqing Subsection of the Beijing Section (R10).** The MGA Board approved the formation of the IEEE Chongqing Subsection of the Beijing Section in Region 10. The boundaries of the Unit are the Chongqing Province of China. (Item #210)
13. **Approval of Roorkee Subsection of the Uttar Pradesh Section (R10).** The MGA Board approved the formation of the IEEE Roorkee Subsection of the Uttar Pradesh Section in Region 10. The boundaries of the Unit are the geographic region of the following districts of India: Haridwar, Dehradun, and Saharanpur. (Item #211)
14. **Approval of Centennial Subsection Elevation to High Plains Section (R5).** The MGA Board approved the elevation of the IEEE Centennial Subsection to the IEEE High Plains Section in Region 5. The boundaries of the High Plains Section will include the same as the Centennial Subsection: the Colorado counties of Larimer, Logan, Morgan, Phillips, Sedgwick, and Weld; the Wyoming counties of Albany, Campbell, Carbon, Converse, Goshen, Johnson, Laramie, Natrona, Niobrara, and Platte; the Nebraska counties of Banner, Box Butte, Cheyenne, Deuel, Garden, Kimball, Morrill, Scotts Bluff, and Sheridan. This elevation will include Black Hills as a Subsection of High Plains (currently a Subsection of the Denver Section). The Black Hills Subsection boundaries remain as: the South Dakota counties of Butte, Custer, Fall River, Harding, Lawrence, Meade, Pennington, Perkins, and Shannon; the Wyoming counties of Crook and Weston; the Nebraska counties of Dawes and Sioux. (Item #212)
15. **Approval of Revisions to the Region 3 Bylaws.** The MGA Board approved the revisions to Region 3 Bylaws. (Item #213)
16. **Endorsement of Revisions to Bylaws and Policies regarding A&A and Life Members Committees.** The MGA Board endorsed the revisions to Bylaws and Policies changing the Admission and Advancement (A&A) and Life Members Committees from IEEE Standing Committees (administered by MGA) to committees of MGA. (Item #214)
17. **Endorsement of Revisions to IEEE PSPB Operations Manual Section 8.1.3.** The MGA Board endorsed revisions to the IEEE PSPB Operations Manual Section 8.1.3, regarding Publication Policies, Presentation of Nontechnical Material. (Item #215)
18. **Endorsement of Revisions to IEEE PSPB Operations Manual Section 8.2.1.B.5.** The MGA Board endorsed revisions to the IEEE PSPB Operations Manual Section 8.2.1.B.5, regarding Publication Principles, Responsibilities of Manuscript. (Item #216)

19. **Endorsement of Revisions to IEEE PSPB Operations Manual Section 8.2.2.C.** The MGA Board endorsed revisions to the IEEE PSPB Operations Manual Section 8.2.2.C, regarding The Review Process, Disclosure of Conference Paper Review Level. (Item #217)
20. **Affirmation of Appointments to MGA Committees.** The MGA Board approved the affirmation of the appointments to the 2010 MGA Committees. As additional appointments are made, they will be communicated to the Board. (Item #218)

<b>Action/Discussion Items</b>
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21. **MGA Board Chair Remarks.** The Chair welcomed everyone to the 2010 MGA Board. He noted that he approved a US\$2500 Contribution to the IEEE Haiti Engineering Educational and Professional Development Rebuilding Fund from IEEE Northern Canada Section and a US\$500 Contribution to the Engineering Society of Baltimore Garrett-Jacobs Mansion Endowment Fund from the IEEE Baltimore Section. He also announced the launch of the MGA Challenge and noted that more information is available on the MGA Web page <http://www.ieee.org/web/volunteers/mga/home/index.html>. (Item #5)
22. **MGA Secretary Remarks.** A summary of meeting activity by Geographic Units was included on the agenda. Additionally, the IEEE Contact Center Pilot Program and MGA Project Management Process were reviewed. (Item #6)
23. **2009 MGA Financial Summary.** The MGA Board received a report on 2010 Financial Topics, including 2010 Target Budget Dues Income, 2010 Budget Potential Impacts, Dues Revenue, and Geo-Unit Revenue. (Item #7)
24. **Sections Congress 2011.** The MGA Board received an update on Sections Congress (SC) Activities, recommendations from the 2011 Sections Congress Strategy Ad Hoc Committee, and Society Participation. The MGA Board (1) reaffirmed the IEEE Sections Congress strategy and goals, (2) approved the modification to the Sections Congress recommendation process to ensure that it includes pre and post Congress activities, and (3) directed the SC2011 Program Committee to ensure that the training material presented at SC will be coordinated with curriculum developed with the IEEE Center for Leadership Excellence. (Item #8,8.1,8.2,&8.3)
25. **Sections Congress 2011 - Budget and Use of Reserves for Sections Congress Funding.** The MGA Board received a report on the Sections Congress 2011 budget and approved that US\$700k be allocated from the MGA reserves to support Sections Congress 2011. (Item #8.4) **A Motion was made that:**

**The MGA Board to allocate \$700k from the MGA reserves to support Sections Congress 2011.**

**The Motion was approved.**

26. **MGA Information Management Organizational Changes.** The MGA Board received a report on the organization of MGA Information Management Committee and the vTools Ad Hoc Committee. (Item #9.1) **A Motion was made that:**

**Resolved that the vTools Ad Hoc Committee be elevated to a permanent MGA Committee reporting to the MGA Board through the MGA Vice Chair-Information Management.**

**The Motion was approved.**

Appropriate revisions to the MGA Operations Manual will be presented to the MGA Board at an upcoming meeting.

27. **Executive Session: N&A Committee Member.** During Executive Session, the MGA Board selected Francis Grosz from Slidell, LA, USA, to the 2010 MGA Nominations and Appointments (N&A) Committee. (Item #9.2)
28. **Center for Leadership Excellence.** The MGA Board received an update on the IEEE Center for Leadership Excellence (CLE), including Quick Start Training, lessons learned, primary activities for 2010, and future goals. The MGA Board directed the CLE Committee to focus on breadth, rather than depth; expanding the training to include more volunteer positions and soft skills, rather than adding content to the positions already developed. (Item #11)
29. **2010 Priorities - MGA Prioritized Task List.** The MGA Board received an update on MGA Project Prioritization, including 2009 completed projects, required resources, core operations, and recommendations for 2010 MGA project priorities. The MGA Board agreed to add three projects to the list of MGA top priority projects for 2010 - e-Membership, Society Bundling and Longevity Benefits, and Products for Practicing Engineers. The Strategic Roadmap and Regional Geographic Strategy will be considered as ongoing efforts in 2010. (Item #12)
30. **Regional Geographic Strategies.** The MGA Board received a report on the Framework for Regional Geographic Strategies, including strategy, operations, and the local level. More information on this topic will be presented in June, and, in the interim, the VP-MGA and MGA Staff will work with Region Directors in support of these strategies. (Item #15)
31. **IEEE Board of Directors Transformation Q&A.** The MGA Board received a report from IEEE President Pedro Ray and President-Elect Moshe Kam on the proposed changes to the composition of the IEEE Board of Directors. (Item #16)
32. **Conference Strategy.** The MGA Board received a report from the MGA Conference Tiger Team Ad Hoc Committee, including a background on IEEE Conferences, the Committee Charter, challenges and opportunities for MGA, and strategies/recommendations/actions. (Item #7)

- 33. IEEE EPICS (Engineering Projects in Community Service).** The MGA Board received a report on IEEE EPICS (Engineering Projects in Community Service). The MGA Board was encouraged to promote EPICS within their Regions, empowering Student Branches and IEEE GOLD groups to work with high school students on EPICS community service-related engineering projects. (Item #19.1)
- 34. Educational Activities.** The MGA Board received an overview of IEEE Educational Activities from Tariq Durrani, Vice President-Educational Activities Board (EAB), including EAB's guiding principles/duties/purpose and primary activities at various levels - pre-university, university, continuing education, education about standards, and Women in Engineering (WIE). (Item #19.2)
- 35. IEEE for Pre-University Students Discussion.** The MGA Board received a call to action on IEEE for pre-university students / IEEE4Kids. The MGA Board was encouraged to get involved and help develop a path forward for IEEE and pre-university programs. (Item #19.3)
- 36. Endorsement of e-Membership.** An update on an electronic membership proposal was presented. Electronic membership will be provided at US\$50 for members in countries with GDP/Capita of US\$15k or less, beginning with the 2011 membership year. (Item #19.4) **A Motion was made that:**
- The MGA Board to endorse and recommend that the IEEE Board of Directors approve the electronic membership proposal as presented.**
- The Motion was approved.**
- 37. Public Visibility Project and Tagline.** The MGA Board received an update on the Public Visibility Initiative, including the announcement of the new tagline rollout, "Advancing Technology for Humanity." The MGA Board was encouraged to pass on the message - promote the tagline and IEEE brand identity within their Regions. (Item #19.5)
- 38. Time and location of the next meeting.** The next MGA Board meeting will be held on 26 June 2010, in Montreal, Quebec, Canada. (Item #31)

The meeting was adjourned at 4:50pm.

**List of Attendees - MGA Meeting**

**MGA MEMBERS PRESENT**

**MGA Officers**

- Shoop, Barry - Chair
- Lillie, Joe - Past Chair
- Anderson, Rob - Treasurer
- Jankowski, Cecelia - Secretary (Non-Voting)

**Region Directors**

- Rubenstein, Charles - Region 1 Director
- Walsh, William - Region 2 Director
- Stogner, Lee - Region 3 Director
- Bramlett, Don - Region 4 Director
- Robinson, Candy - Region 5 Director
- Bond, Leonard - Region 6 Director
- Malik, Om - Region 7 Director
- Modelski, Jozef - Region 8 Director
- Quiel, Tania - Region 9 Director
- Park, Yong Jin - Region 10 Director

**MGA Vice Chairs and Additional Members**

- Beheshti, Babak - Vice Chair, Geographic Unit Activities
- Thomas, Mini - Vice Chair, Member Development
- Parro, Bob - Vice Chair, Information Management
- Habetler, Tom - Technical Activities Appointment
- de Marca, Roberto - Technical Activities Appointment

**MEMBER ABSENT**

- Al-Mushcab, Rami - Vice Chair, Strategic Management and Analysis

**PARTICIPATING MGA STAFF**

- Hutton, Susan - Project Manager
- Moesch, Jamie - Director, Member Strategy
- Sheedy, Gail - MGA Board Administrator
- Sinauskas, Cheryl - Director, Geographic Activities
- Toland, Dan - Manager, Geographic Activities



**Minutes**  
**IEEE Member and Geographic Activities Board Meeting**  
**21 November 2009**

*New Brunswick, New Jersey, USA*  
*(Privileged information, Pending Approval)*

77. **Welcome and Introductions.** Joseph Lillie, Chair, IEEE Member and Geographic Activities Board (MGA Board), called the meeting to order at 8:00am. The MGA Board Secretary confirmed that a member quorum was present.
78. **Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. The modifications included: (a) Removing the Centennial Subsection elevation from the agenda, (b) Removing the Graduate Student Member Discussion regarding Delegation to the Major Boards - Restrictions to Chair Positions, from the agenda, and (c) Moving the Approval of Revisions to the MGA Operations Manual (Sections 7.2 and 12.1) from the Consent to Action agenda, and (Items #3&4)
79. **Announcement of IEEE Assembly and MGA Assembly Results.** The MGA Board received an announcement that Barry Shoop will serve as the 2010 MGA Board Chair/Vice President-MGA. The results of the MGA Assembly meeting were also announced. The following individuals will serve on the 2010 MGA Board: (Item #7)

Individual	Position
Rob Anderson - Calgary, AB, Canada	MGA Treasurer
Babak Beheshti - Bethpage, NY, USA	MGA Vice Chair-Geographic Unit Operations
Bob Parro - Rockford, IL, USA	MGA Vice Chair-Information Management
Mini Thomas - New Delhi, India	MGA Vice Chair-Member Development
Rami Al-Mushcab - Dhahran, Saudi Arabia	MGA Vice Chair-Strategic Mgmt & Analysis

<b>Items #80-99 were approved as part of the Consent Agenda</b>
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80. **Approval of June 2009 MGA Board Meeting Minutes.** The MGA Board approved the Minutes from the June MGA Board Meeting. (Item #201)
81. **Approval of Formations, Changes of Technical Chapters, and Affinity Groups.** The MGA Board approved the formation of 50 IEEE Technical Chapters (includes Joint Chapters, Joint Societies Chapters, and Chapter changes), 13 Affinity Groups (7 WIE, 4 GOLD, 2 Life Members), 45 Student Branches, 25 Student Branch Chapters, and 15 Student Branch Affinity Groups (Women in Engineering). (Item #202)
82. **Approval of Dissolution of Inactive Technical Chapters/Affinity Groups.** The MGA Board approved the dissolution of 11 Inactive Technical Chapters and 2 Affinity Groups. (Item #203)
83. **Approval of Supporting Friend of IEEE MGA Award Recipients: Interdigital, Telephonics.** The MGA Board approved Interdigital Communications Corporation and Telephonics Corporation as recipients of the Supporting Friend of IEEE Member and Geographic Activities Award. (Item #204)
84. **Approval of Changes to Region 1 Bylaws.** The MGA Board approved administrative changes to Region 1 Bylaws. (Item #205)
85. **Approval of Korea Council Bylaws.** The MGA Board approved the IEEE Korea Council Bylaws. (Item #206)
86. **Endorsement of Revisions to IEEE PSPB Operations Manual - Section 8.2.2.C.** The MGA Board endorsed and recommended the IEEE Board of Directors approve the

revisions to PSPB Operations Manual Section 8.2.2.C - Disclosure of the Review Level for Conference Proceedings Papers. (Item #208)

87. **Endorsement of Revisions to IEEE PSPB Operations Manual - Section 8.2.1.B.** The MGA Board endorsed and recommended the IEEE Board of Directors approve the revisions to PSPB Operations Manual Section 8.2.1.B - Part 8, which specifies that fabrication or falsification is unacceptable, and a new Part 13, which specifies the requirements for authors to present their conference papers. (Item #209)
88. **Endorsement of Revisions to IEEE PSPB Operations Manual - Sections 8.1.1.I and 8.1.3.** The MGA Board endorsed and recommended the IEEE Board of Directors approve the revisions to PSPB Operations Manual - the addition of a new Section 8.1.1.I, which will define the official date of publication for the various IEEE publications, and Section 8.1.3, which presents the policies governing the presentation of nontechnical material. (Item #210)
89. **Endorsement of IB&SC Motion - Metlife Dental Insurance.** The MGA Board endorsed and recommended the IEEE Board of Directors approve a new dental plan, with MetLife, for IEEE members in Regions 1-6. (Item #211)
90. **Endorsement of IB&SC Motion - Life with Living.** The MGA Board endorsed and recommended the IEEE Board of Directors approve a new member benefit, Life with Living Benefits, underwritten by the New York Life Insurance Company. (Item #212)
91. **Endorsement of IB&SC Motion - Long Term Care Insurance Buying Service.** The MGA Board endorsed and recommended the IEEE Board of Directors approve the addition of the Prudential long term care insurance products, Prudential Evolution and Prudential LTC3, to the long term care buying service portfolio for IEEE members in Regions 1-6. (Item #213)
92. **Approval of IB&SC Motion - Mozy.** The MGA Board approved a new member benefit - discounted access to Mozy.com, an online file backup system, which will be offered at a 15% discount to IEEE members in Regions 1-10. (Item #214)
93. **Approval of IB&SC Motion - National and Alamo.** The MGA Board approved a new National/Alamo car rental affinity discount program for IEEE members in Regions 1-10. (Item #215)
94. **Endorsement of Revisions to IEEE Conferences Committee Charter - Terms of Office.** The MGA Board endorsed the revisions to the IEEE Conferences Committee Charter, regarding Terms of Office. (Item #216)
95. **Endorsement of Revisions to IEEE Conferences Committee Charter - MCM Financial Oversight Committee.** The MGA Board endorsed the revisions to the IEEE Conferences Committee Charter, regarding the establishment of a MCM Financial Oversight Committee. (Item #217)
96. **GOLD Representative to be Invited to MGA Board Meetings.** The MGA Board agreed that a representative from the IEEE MGA GOLD Committee will be invited to attend the MGA Board's three board meetings each year. (Item #218)
97. **SAC Representative to be Invited to MGA Board Meetings.** The MGA Board agreed that a representative from the IEEE MGA Student Activities Committee will be invited to attend the MGA Board's three board meetings each year. (Item #219)

98. **Approval of Revisions to Potentials Editorial Board Charter.** The MGA Board approved the revisions to Potentials Editorial Board Charter, to establish the term of office for Associate Editors for three years, with re-appointment allowed by the Editor-in-Chief. The changes will be effective pending IEEE Governance Committee review. (Item #220)
99. **Approval of the IEEE Phoenix Section Student Scholarship Fund.** The MGA Board approved the establishment of the IEEE Phoenix Section Scholarship. (Item #222)

<b>Action/Discussion Items</b>
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100. **MGA Board Chair Remarks.** The Chair noted that he appreciated the opportunity to visit the Regions and congratulated the 2010 Chair. He also noted that he approved a \$500 Contribution to University of Michigan Dearborn. The presentation that was given to the IEEE Board of Directors was included on the agenda. (Item #5)
101. **MGA Secretary Remarks.** A summary of meeting activity by Geographic Units was included on the agenda. Additionally, the IEEE Contact Center Pilot Program and MGA Project Management Process were reviewed. (Item #6)
102. **2009 Financial Forecast.** The MGA Board received a report on the 2009 MGA Financial Forecast. (Item #8)
103. **2008/2009 Financial Summary - Pension and Investment Discussion.** The MGA Board received a report on the 2008/2009 Financial Summary, including a brief pension and investment discussion. (Item #9)
104. **Approval of 2010 Budget - 2010 MGA Budget - 2010 Member Services Budget - 2010 Member Dues Budget.** The MGA Board endorsed and recommended the IEEE Board of Directors approve the 2010 MGA Budget, 2010 Member Services Budget, and 2010 Member Dues Budget. (Item #10) **A Motion was made that:**

**The MGA Board to endorse and recommend the IEEE Board of Directors approve the 2010 MGA Budget, 2010 Member Services Budget, and 2010 Member Dues Budget.**

**The Motion was approved.**

105. **Update: 2008 Sections Congress Recommendations.** The MGA Board received an update on the IEEE Sections Congress 2008 recommendations. (Item #11)
106. **Approval in Concept to Develop Details for a 2 and 3 Year Membership Option (Sustained Membership Option).** The MGA Board approved in concept that a multi-year membership option be further developed and submitted to the MGA Board at a later date for final approval. (Item #12) **A Motion was made that:**

**Resolved that a 2 and 3 Year Membership Option shall be approved in concept and implementation details be developed and submitted to the MGA Board at a later date for final approval.**

**The Motion was approved.**

107. **Update: 2011 Sections Congress Activities.** The MGA Board received an update on the IEEE Sections Congress 2011 activities. (Item #13)

108. **MGA Prioritized Task List.** The MGA Board received an update on the MGA Prioritized Task List. (Item #14)
109. **Update: MGA Implementing the Vision Ad Hoc Committee.** The MGA Board received an update from the MGA Implementing the Vision Ad Hoc Committee, including updates on Governance, Position Descriptions, Training, Communications Plan, Data Architecture, and MGA Visibility/Credibility/Strategic Communications. (Item #16)
110. **Update: Eta Kappa Nu (HKN).** The MGA Board received an update on the Eta Kappa Nu (HKN) merger. (Item #17)
111. **Update: Student Strategy and IEEEExtreme Programming Competition.** The MGA Board received a report on Student Strategy and the 2009 IEEEExtreme Programming Competition. (Item #18)
112. **Discussion of Director-Elect Selection Process by Regions.** The MGA Board received a proposal for and discussed the standardization of the Director-Elect selection process across Regions. Further information about corresponding revisions to the MGA Operations Manual and a schedule for implementation will be presented at a future meeting. (Item #19)
113. **Public Visibility Project.** The MGA Board received a report on the Public Visibility Project. (Item #20)
114. **Approval of MGA Award Recipients (Executive Session).** During Executive Session, the MGA Board approved the 2009 MGA Award Recipients for the Larry K. Wilson Transnational, Innovation, Leadership, Achievement, and GOLD Achievement Awards (see Appendix). (Item #21)
115. **Election - 2010 MGA Nominations and Appointments (N&A) Committee Members (Executive Session).** During Executive Session, the MGA Board selected the following individuals to the 2010-2011 MGA Nominations and Appointments (N&A) Committee: (Item #22)
- Ed Palacio - Saint James, NY, US
  - Pilar Molina Gaudó - Zaragoza, Spain
  - Tieniu Tan - Beijing, China
116. **Election - 2010 MGA Individuals Benefits and Services (IB&SC) Committee Members (Executive Session).** During Executive Session, the MGA Board appointed the following individuals to serve on the 2010 MGA Individuals Benefits and Services (IB&SC) Committee: (Item #23)
- Paul J. Kostek - Seattle, WA, USA - Chair
  - Peter W. Staecker - Lexington, MA, USA - IEEE Treasurer
  - Lisa Lazareck - London, United Kingdom - Member-at-Large (GOLD)
  - Wole Akpose - Baltimore, MD, USA - Member-at-Large
  - William Kassebaum - Indianapolis, IN, USA - Member-at-Large
  - John Grefford - Kanata, ON, Canada - Region 7 Representative
  - Costas Stasopoulos - Nicosia, Cyprus - Region 8 Representative
  - Antonio De La O - Garza Garcia, Mexico - Region 9 Representative
  - Hidenori Nakazato - Honjo-shi, Japan - Region 10 Representative
  - Pankaj Goyal - Englewood, CO, USA - IEEE-USA Representative

During Open Session, a **Motion was made that:**

The MGA Board to approve the following, discussed during Executive Session:

- 2010 MGA Nominations and Appointments Committee
- 2010 MGA Individual Benefits and Services Committee
- MGA Award Recipients

The Motion was approved.

117. **E-books in IEEE Xplore 3.0 as a Member Benefit.** The MGA Board received a report on E-books in IEEE Xplore 3.0 as a Member Benefit. (Item #25)
118. **Overview of Member Experience Improvement Process.** The MGA Board received an overview of the Member Experience Improvement Process. (Item #26)
119. **Revisions to TAB Operations Manual - Society Affiliate Qualifications and Privileges.** The MGA Board received a report and clarification of the revisions to TAB Operations Manual regarding Society Affiliate Qualifications and Privileges. (Item #27)
120. **Endorsement of Computer Society Corporate Affiliate Membership Program.** The MGA Board endorsed the IEEE Computer Society Corporate Affiliate Membership Program. (Item #28) **A Motion was made that:**

**Resolved that the MGA Board endorses the IEEE Computer Society Corporate Affiliate Membership Program. The MGA Board will be informed of actions and results throughout the process.**

The Motion was approved.

121. **Member Experience Discussion - First Year Member Experience.** The MGA Board received a report on the First Year Member Experience. (Item #29)
122. **Update: Society Membership Initiative.** The MGA Board received an update on the Society Membership Initiative. (Item #30)
123. **Member Segmentation Survey Results.** The MGA Board received a report on Member Segmentation Survey Results. (Item #31)
124. **Electronic Membership Option in Developing Countries.** The MGA Board received a report on Electronic Membership Option in Developing Countries. (Item #33)
125. **Endorsement of Revisions to IEEE Conferences Committee Charter - Technical Program Integrity Committee.** The MGA Board endorsed the revisions to the IEEE Conferences Committee Charter, regarding the establishment of a Technical Program Integrity Committee. (Item #35) **A Motion was made that:**

**Resolved that the MGA Board endorses and recommends the IEEE Board of Directors to approve revisions to the IEEE Technical Activities Board Operations Manual, Section 3.14, IEEE Conference Committee Charter, in the form presented to the IEEE Board of Directors.**

The Motion was approved.

126. **Update: GOLD Activities.** The MGA Board received an update on GOLD activities and initiatives, including mission, vision, and goals. (Item #36)

127. **Globalization of Professional Activities.** Received a report on the Globalization of Professional Activities (GPA) and expressed appreciation to Francisco Martinez, Russell Lefevre, and the MGA/IEEE-USA GPA Ad Hoc Committee. (Item #37) **A Motion was made that:**

**The MGA Board to express its appreciation to Francisco Martinez, Russell Lefevre, and the MGA/IEEE-USA GPA Ad Hoc Committee for their 2009 activities and encourage future development of their efforts in 2010 and beyond.**

**The Motion was approved.**

128. **Approval of Revisions to MGA Operations Manual - Section 7.2 - Section 12.1.** The MGA Board approved the revisions to the MGA Operations Manual - Sections 7.2 and 12.1, which identifies the process used when appointing the IEEE Admission and Advancement Committee and the IEEE Life Members Committee membership. This item was moved from the Consent agenda to the Action agenda. (Item #41) **A Motion was made that:**

**Resolved that the proposed changes to Section 7.2 and Section 12.1 of the MGA Operations Manual (re: appointments to the IEEE Admission and Advancement Committee and the IEEE Life Members Committee) shall be approved.**

**The Motion was approved.**

129. **Recognition of Outgoing MGA Board Members.** The MGA Board recognized outgoing MGA Board Members. **Three Motions were made that:** (Item #50)

- (a) **The Member and Geographic Activities Board to express its deepest appreciation for their efforts to the outgoing members of the 2009 Member and Geographic Activities Board:**

- Enrique Alvarez - Region 9 Director
- John Dentler - MGA Vice Chair-Geographic Unit Operations
- Ferial El-Hawary - Region 7 Director
- William Gruver - Technical Activities Appointment
- Gerhard Hancke - MGA Vice Chair-Member Development
- William Kennedy - MGA Treasurer
- Howard Michel - Region 1 Director
- Ed Palacio - MGA Vice Chair-Strategic Management & Analysis
- David Pierce - Region 5 Director
- William Ratcliff - Region 3 Director
- Eugene Ressler - MGA Vice Chair-Information Management
- Michael Williams - Technical Activities Appointment

- (b) **The Member and Geographic Activities Board to recognize the outstanding contributions of Marc Apter as 2009 MGA Past Chair and MGA Nominations and Appointments Committee Chair.**

- (c) **The Member and Geographic Activities Board to recognize the outstanding contributions of Joseph V. Lillie and express its sincere appreciation for his friendship, exemplary leadership, and dedicated service to the IEEE Member and Geographic Activities Board as 2008-2009 MGA Board Chair and Vice President-Member and Geographic Activities**

**All three Motions were approved.**

- 130. Time and location of the next meeting.** The next MGA Board meeting will be held 13 February 2010, in Atlanta, Georgia, USA. A MGA Board Orientation and Retreat will be held 13 January 2010, in Coral Gables, Florida, USA.

The meeting was adjourned at 5:30pm.

Respectfully submitted,



Cecelia Jankowski  
MGA Board Secretary

**APPENDIX - 2009 MGA AWARD RECIPIENTS** (Minutes #115, Agenda Item #21)

**MGA Larry K. Wilson Transnational Award**

- **Martin J. Bastiaans** (R8), Benelux Section  
For significant contributions to the IEEE volunteer-experience and member engagement throughout the world.

**MGA Innovation Award**

- **Marko Delimar (R8) / Ricardo Varela (R8)**  
(Croatia Section / U.K. & Rep Of Ireland Section)  
For the creation, development, and implementation of the IEEEExtreme Programming Contest.

**MGA Leadership Award**

- **Cesar Chamochumbi G.** (R9), Peru Section  
For outstanding leadership and contributions toward member development and activities of the IEEE Peru Section, Andean Council, and PES Chapter R9.
- **Ashutosh Dutta** (R1), Princeton/Central Jersey Section  
For distinguished leadership of the "Region 1 Southern Area Industry Day" and continuous efforts to engage members of the IEEE Princeton and Central Jersey Section.
- **Robert A. Reilly** (R1), Berkshire Section  
For developing and implementing an innovative process which encourages the expansion of IEEE activities throughout the world.

**MGA Achievement Award**

- **Amir G. Aghdam** (R7), Montreal Section  
For continuous efforts in engaging IEEE members in technical and non-technical events and promoting cooperation and collaboration between IEEE Sections in Eastern Canada.
- **Doris Sáez Hueichapan** (R9), Chile Section  
For increasing member engagement by implementing and developing an IEEE National Distinguished Lecturer Program in Chile.
- **Sampathkumar Veeraraghavan** (R10), Madras Section  
For outstanding leadership and contributions toward the development and implementation of IEEE humanitarian projects with government and non-governmental organizations, which engage IEEE members and geographic units in India.
- **Soon Wan** (R1), Boston Section  
For sustained leadership in developing successful GOLD programs in support of the MGA vision and mission.
- **Zia Ahmed** (R10), South Australia Section  
For enhancing the exchange of information between members and geographic units by increasing opportunities for collaboration through the Region 10 Newsletter.



- **2009 IEEE Extreme Team**

For outstanding accomplishment and contributions toward the implementation of the 2009 IEEEExtreme Programming Contest.

**MGA GOLD Achievement Award**

- **Joao Figueiras** (R8), Portugal Section  
For outstanding contributions to the public visibility of IEEE by creating the “GOLD Around the World” video.
- **George S. D. Gordon** (R8), U.K.& Rep Of Ireland Section  
For exceptional leadership and outstanding contributions to the development of the IEEE GOLDRush Newsletter.
- **Lisa Lazareck** (R8), U.K.& Rep Of Ireland Section  
For outstanding success in increasing GOLD activities within the IEEE EMBS Society.
- **Pui-In Mak** (R10), Macau Section  
For outstanding contributions to global GOLD activities by implementing new strategies to recognize, support, and network GOLD members.
- **Uri Moszkowicz** (R1), Boston Section  
For extraordinary leadership and dedication to enhancing Region 1 GOLD activities.
- **Timothy TH Wong** (R10), Western Australia Section  
For significant contributions and leadership in Region 10 and worldwide GOLD activities.

**List of Attendees - MGA Meeting**

**MGA MEMBERS PRESENT**

**MGA Officers:**

- Lillie, Joseph - Chair
- Apter, Marc - Past Chair
- Kennedy, Bill - Treasurer
- Jankowski, Cecelia - Secretary (Non-Voting)

**Region Directors**

- Michel, Howard - Region 1 Director
- Walsh, William - Region 2 Director
- Ratcliff, William - Region 3 Director
- Bramlett, Don - Region 4 Director
- Pierce, David - Region 5 Director
- Bond, Leonard - Region 6 Director
- El-Hawary, Ferial - Region 7 Director
- Modelski, Jozef - Region 8 Director
- Alvarez, Enrique - Region 9 Director
- Park, Yong Jin - Region 10 Director

**MGA Vice Chairs and additional members**

- Dentler, John - Vice Chair, Geographic Unit Activities
- Hancke, Gerhard - Vice Chair, Member Development
- Palacio, Eduardo - Vice Chair, Strategic Management & Analysis
- Ressler, Eugene - Vice Chair, Information Management
- Gruver, William - Technical Activities Appointment
- Williams, Mike - Technical Activities Appointment

**PARTICIPATING MGA STAFF**

- Chiu, Kuangyunn - Member Data and Research Manager
- Cook, William - Director, Contact Center
- David, Mark - Manager, Member Products
- Hutton, Susan - Project Manager
- Moesch, Jamie - Director, Member Strategy
- Sharoff, Vera - Director, MGA Information Management
- Sheedy, Gail - MGA Board Administrator
- Sinauskas, Cheryl - Director, GeoUnit Operations
- Su, Fanny - Manager, IEEE Asia Pacific Operations Centre
- Tan, Ewell - IEEE Asia Pacific Operations Centre
- Toland, Dan - Manager, Geographic Activities

**Minutes**  
**IEEE Member and Geographic Activities Board Meeting**  
**27 June 2009**

*Los Angeles, California, USA*  
*(Privileged information, Pending Approval)*

- 33. Welcome and Introductions.** Joseph Lillie, Chair, IEEE Member and Geographic Activities Board (MGA Board), called the meeting to order at 8:00am. The MGA Board Secretary confirmed that a member quorum was present.
- 34. Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. The modification include: (a) Moving of the formation of the Korea Council to the action agenda from the Consent Agenda (b) Revisions to Policies 9.4 - Staff Operations Outside HQ. The agenda was approved. (Item #3)
- 35. MGA Board Chair Remarks.** The presentation that was given to the IEEE Board of Directors on 24 June was highlighted and a report on Eta Kappa Nu (EKN) was provided. (Item #4)
- 36. MGA Secretary Remarks.** A summary of meeting activity by Geographic Units was included on the agenda. Additionally, MGA Activities were reviewed. (Item #5)

**Items #37-48 were approved as part of the Consent Agenda**

- 37. Approval of February 2009 MGA Board Meeting Minutes.** The MGA Board approved the Minutes from the February MGA Board Meeting. (Item #201)
- 38. Approval of Formations, Changes of Technical Chapters and Affinity Groups.** 60 IEEE Technical Chapters (includes Joint Chapters, Joint Societies Chapters, and Chapter changes), 12 Affinity Groups (5 WIE, 3 GOLD, 2 Life Members, 2 Consultants Network), 70 Student Branches, 21 Student Branch Chapters, and 22 Student Branch Affinity Groups (Women in Engineering) were formed. (Item #202)
- 39. Approval of the 2008 Student Branch Growth Award Recipients.** The MGA Board approved the recipients of the Student Branch Growth Award. (Item #204)

Region	Section	Student Branch
1	Boston Section	Wentworth Institute of Technology
2	Cleveland Section	Cleveland State University
3	Miami Section	University of Miami - Coral Gables
4	Toledo Section	University of Toledo
5	No Recipient	All Student Branches had a decrease in membership
6	No Recipient	All Student Branches had a decrease in membership
7	Toronto Section	University of Ontario Institute of Technology
8	Jordan Section	University of Jordan
9	Colombia Section	Universidad Militar Nueva Granada
10	Madras Section	Kongu Engineering College

- 40. Approval of the 2008 Section Growth Award Recipients.** The MGA Board approved the recipients of the Section Growth Award. (Item #205)

Region	Section	Region	Section
1	Berkshire	6	Western Montana
2	Lima	7	South Saskatchewan
3	Gainesville	8	Iran
4	Toledo	9	Morelos
5	Lafayette	10	Wuhan

- 41. Approval of the 2008 Section Sustained Growth Award Recipients.** The MGA Board approved the recipients of the Section Sustained Growth Award. (Item #206)

Region	Section	Region	Section
1	N/A	6	Seattle
2	N/A	7	Northern Canada
3	Miami	8	U.K.&Rep Of Ireland
4	Central Iowa	9	South Brazil
5	Houston	10	Kerala

- 42. Approval of Supporting Friend of IEEE MGA Award Recipients.** The MGA Board approved MITRE Corporation, Mark Morgan, and Telcordia Technologies as recipients of the Supporting Friend of IEEE Member and Geographic Activities Award. (Item #207)

- 43. Approval of 2010 Section Rebate Schedule.** The MGA Board approved the 2010 Section Rebate Schedule. (Item #208)

- 44. Approval of IEEE Potentials Magazine 2010 Advertising Rates.** The MGA Board approved that the 2010 *IEEE Potentials* advertising rates will not change from the 2009 rates. The rates for 2010 will be the same as the 2009 rates. (Item #209)

- 45. Approval of Changes to MGA Operations Manual: IEEE Bylaw I-402.6 Chapters - Geographic Organization of Members.** The IEEE Board of Directors approved changes to the IEEE Bylaw I-402.6 on 24 June. The proposed revision explicitly states the types of Technical Chapters that can be formed and indicates that a petition must be submitted to the parent organizational unit(s) and Technical Council concerned. The MGA Board supported this approval and the resulting changes to the MGA Operations Manual. (Item #210)

- 46. Approval of Changes to MGA Operations Manual: Section 4.2 - Potentials Editorial Board Reporting Change.** The MGA Board approved revisions to Section 4.2 of the Operations Manual to list the Potentials Editorial Board correctly and update the name of the Student Activities Committee. (Item #211)

- 47. Approval of Changes to MGA Operations Manual: Removal of Transnational Committee.** The MGA Board approved revisions to the Operations Manual, removing any reference to the Transnational Committee. (Item #212)

- 48. Endorsement of Revisions to IEEE PSPB Operations Manual.** The MGA Board endorsed and recommended that the IEEE Board of Directors approve the revisions to PSPB Operations Manual - Section 8.2.1.B - Authorship Responsibilities - Require Authors to Acknowledge Funding Sources; and PSPB Operations Manual Section 8.2.2.B - The Review Process - Conference Publications. (Item #213)

<b>Action/Discussion Items</b>
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49. **Introduction of New IEEE Executive Director, James Prendergast.** Jim Prendergast, IEEE Executive Director, spoke to the MGA Board. (Item #7)
50. **2008 Financial Summary.** The MGA Board received a presentation of the 2008 MGA Financial Summary. (Item #8)
51. **Approval of Allocation of 2008 Investment Losses.** The MGA Board discussed the Allocation of 2008 Investment Losses. No action was taken on this item and it was postponed until the November 2009 MGA Board Meeting. (Item #9)
52. **2009 Financial Forecast.** The MGA Board received a presentation of the 2009 MGA Financial Forecast. (Item #10)
53. **Review of Preliminary 2010 MGA Budget.** The MGA Board received a presentation of the Preliminary 2010 MGA Budget. (Item #11)
54. **Endorsement of Proposed Membership Dues Increase.** The MGA Board received a presentation of the proposed 2010 dues increase. (Item #12) **A Motion was made that:**

**The MGA Board to endorse and recommend that the IEEE Board of Directors increase the student dues by US\$2 for the 2010 Membership year.**

**The Motion was approved.**

55. **Endorsement of the 2010 Member Services Budget.** The MGA Board received a presentation of the proposed 2010 Member Services Budget. (Item #13) **A Motion was made that:**

**The MGA Board to endorse the proposed 2010 Member Services Budget.**

**The Motion was approved.**

56. **Endorsement of the 2010 Member Dues Budget.** The MGA Board received a presentation of the proposed 2010 Member Dues Budget. (Item #14) **A Motion was made that:**

**The MGA Board to endorse the 2010 Member Dues Budget.**

**The Motion was approved.**

57. **Review of Business Case for Payment Flexibility in the Collection of IEEE Membership Dues.** The MGA Board received an update on Payment Flexibility in the Collection of IEEE Membership Dues. This proposal would only be applicable for Student Members. (Item #15) **A Motion was made that:**

**The MGA Board to authorize a pilot program for Rupee payment in India.**

**The Motion was approved.**

58. **MGA Implementing the Vision Ad Hoc Committee.** The MGA Board received an update from the MGA Implementing the Vision Ad Hoc Committee. This included updates on Governance, Position Descriptions, Training, Communications Plan, Data Architecture, and MGA Visibility/Credibility/Strategic Communications. (Item #16)
59. **2011 Sections Congress Activities.** The MGA Board received an update on IEEE Sections Congress 2011 Activities. (Item #17)
60. **2011 Sections Congress Theme.** The MGA Board approved a theme for IEEE Sections Congress 2011. (Item #18) **A Motion was made that:**

**The MGA Board to approve the theme for IEEE Sections Congress 2011, "Empowering Members to create the future."**

**The Motion was approved.**

61. **IEEE Contact Center Pilot Program.** The MGA Board received an interim report on the continued development of the IEEE Contact Center Pilot Program. The message was to get the word out about the improved service and extended hours. (Item #19)
62. **GOLD Activities and Initiatives.** The MGA Board received a presentation on GOLD activities and initiatives, including mission, vision, and goals. (Item #20)
63. **GOLD Representation on MGA Board.** A motion to formally invite a GOLD representative to each MGA Board meeting was withdrawn from the agenda. (Item #20.1)
64. **SAC Representation on MGA Board.** A motion to include a SAC representative on the MGA Board as a non-voting member was withdrawn from the agenda. (Item #21)
65. **MGA Performance Dashboard.** The MGA Board received a report on the MGA Performance Dashboard. (Item #22)
66. **Endorsement of Appointments to 2010 IEEE Admission and Advancement Committee - Chair and Members.** In Executive Session, the MGA Board endorsed and recommended that the IEEE Board of Directors approve the appointments of the Chair and members of the 2010 IEEE Admission and Advancement Committee. (Item #23)  
Note: The following appointments were approved by the Board of Directors on 13 September 2009.

Gerhard Hancke, Chair  
AB Shafeye  
F. Ayhan Sakarya  
Scott Tamashiro  
Jaafar Al-Ibrahim  
Rajendra Asthana

Harold Belson  
Charles Hickman  
Dennis Ferguson  
Gerard Dunphy  
Francisco Martinez

67. **Endorsement of Appointments to 2010 IEEE Life Members Committee - Chair and Members.** In Executive Session, the MGA Board endorsed and recommended that the IEEE Board of Directors approve the appointment of the Chair of the 2010 IEEE Life Members Committee. (Item #24) The following appointments were approved by the Board of Directors on 13 September 2009.

George McClure, Chair  
Scott Atkinson  
Ross Anderson  
Fiorenza C. Albert Howard

Luis Gandia  
Aleksander Szabo  
Manuel Rodriguez-Perazza  
Richard Volz

68. **Selection of 2009 MGA Outstanding Large Section Award Recipient.** In Executive Session, the MGA Board selected the Taipei Section, Region 10, as the recipient of the Outstanding Large Section Award for their 2008 activities. (Item #25)
69. **Selection of 2009 MGA Outstanding Small Section Award Recipient.** In Executive Session, the MGA Board selected the Richland Section, Region 6, as the recipient of the Outstanding Small Section Award for their 2008 activities. It was noted that the Region 6 Director did not participate in this vote since he is from the Richland Section. (Item #26)
70. **Endorsement of preliminary 2010 MGA Budget.** The MGA Board received a presentation of the proposed 2010 MGA Budget. (Item #27) **A Motion was made that:**
- The MGA Board to endorse the preliminary 2010 MGA Budget.**
- The Motion was approved.**
71. **MGA Prioritized Task List.** The MGA Board received a report on 2009 MGA Prioritized Task List. (Item #28)
72. **Compliance of Geographic Units.** In Executive Session, Robert Dwyer and Richard Schwartz spoke to the MGA Board about International Legal Compliance of IEEE Geographic Units. (Item #29)
73. **Revision to IEEE Policy 9.4 - Staff Operations Outside HQ.** It was noted that the Region Directors should be aware of the change in this policy and that they should make sure that the Section Chairs are aware of this policy.
74. **Modifications to Senior Member Elevation Process for Life Members.** This item was withdrawn and not discussed. (Item #30)
75. **IEEE Spectrum Proposal - Digital Facsimile Edition for Students.** Due to lack of time, this item was withdrawn and not discussed. (Item #31)
76. **Time and location of the next meeting.** The next MGA Board meeting will be held on 21 November 2009, in New Brunswick, New Jersey, USA.

The meeting was adjourned at 4:57pm.

Respectfully submitted,



Cecelia Jankowski  
MGA Board Secretary

## **List of Attendees - MGA Meeting**

### **MGA MEMBERS PRESENT**

#### **MGA Officers:**

- Lillie, Joseph - Chair
- Apter, Marc - Past Chair
- Kennedy, Bill - Treasurer
- Jankowski, Cecelia - Secretary (Non-Voting)

#### **Region Directors**

- Michel, Howard - Region 1 Director
- Walsh, William - Region 2 Director
- Ratcliff, William - Region 3 Director
- Bramlett, Don - Region 4 Director
- Pierce, David - Region 5 Director
- Bond, Leonard - Region 6 Director
- El-Hawary, Ferial - Region 7 Director
- Modelski, Jozef - Region 8 Director
- Park, Yong Jin - Region 10 Director

#### **MGA Vice Chairs and additional members**

- Dentler, John - Vice Chair, Geographic Unit Activities
- Hancke, Gerhard - Vice Chair, Member Development
- Palacio, Eduardo - Vice Chair, Strategic Management & Analysis
- Ressler, Eugene - Vice Chair, Information Management
- Gruver, William - Technical Activities Appointment
- Williams, Mike - Technical Activities Appointment

#### **MEMBER ABSENT**

- Alvarez, Enrique - Region 9 Director

### **PARTICIPATING MGA STAFF**

- Gray, Allan - Director, Finance and Administration
- Sheedy, Gail - MGA Board Administrator
- Toland, Dan - Manager, Geographic Activities

By phone:

- Sharoff, Vera - Manager, MGA Information Management
- Sinauskas, Cheryl - Director, GeoUnit Operations
- Cook, William - Director, Contact Center
- Schmidt, Marianne - Contact Center



**Minutes**  
**IEEE Member and Geographic Activities Board Meeting**  
**14 February 2009**  
*San Juan, Puerto Rico*  
*(Privileged information, Pending Approval)*

1. **Welcome and Introductions.** Joseph Lillie, Chair, IEEE Member and Geographic Activities Board (MGA Board), called the meeting to order at 8:00am. The MGA Board Secretary confirmed that a member quorum was present.
2. **Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. The agenda was approved. (Item #3)
3. **MGA Board Chair Remarks.** A presentation on 2009 Membership Performance to Date, Implementing the MGA Vision, and Student & Young Professional Activities was provided. (Item #4)
4. **MGA Secretary Remarks.** A summary of meeting activity by Geographic Units was included on the agenda. (Item #5)

<b>Items #5-13 were approved as part of the Consent Agenda</b>
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5. **Approval of November 2008 MGA Board Meeting Minutes.** The MGA Board approved the Minutes from the November MGA Board Meeting. (Item #201)
6. **Reaffirmation of MGA Committee Membership.** The MGA Board reaffirmed the appointments to the 2009 MGA Committees. As additional appointments are made, they will be communicated to the Board. (Item #202)
7. **Approval of formations, Changes of Technical Chapters and Affinity Groups.** 30 IEEE Technical Chapters (includes Chapter changes), 11 Affinity Groups, 13 Student Branches, 6 Student Branch Chapters, and 2 Student Branch Affinity Groups (Women in Engineering) were formed. (Item #203)
8. **Approval of the Southwest Missouri Section (R5).** The MGA Board approved the formation of the IEEE Southwest Missouri Section in Region 5. The boundaries of the Section will be the area of Southwest Missouri USA, that include the counties of Barton, Jasper, Newton, McDonald, Cedar, Dade, Lawrence, Barry, Polk, Greene, Christian, Stone, Taney, Dallas, Webster, Douglas, Ozark, Laclede, and Wright. (Item #204)
9. **Approval of Shandong SubSection of the Beijing Section (R10).** The MGA Board approved the formation of the IEEE Shandong Subsection of the Beijing Section in Region 10. The boundaries of the Subsection are the Shandong province of China. (Item #205)
10. **Approval of Tasmania Subsection of the Victorian Section (R10).** The MGA Board approved the formation of the IEEE Tasmania Subsection of the Victorian Section in Region 10. The boundaries of the unit are the Australian State of Tasmania. (Item #206)
11. **Approval of the Medellin Subsection of the Colombia Section (R9).** The MGA Board approved the formation of the IEEE Medellin Subsection of the Colombia Section in Region 9. The boundaries of the unit will be the state of Departamento of Antiquia in the country of Colombia. (Item #207)
12. **Approval of Revisions to Region 1 Bylaws.** The MGA Board approved the revisions to Region 1 Bylaws. (Item #208)

13. **Endorsement to IEEE Bylaws - IEEE Individual Benefits and Services Committee to report to MGA Board.** The MGA Board endorsed and recommended that the IEEE Board of Directors approve revisions to IEEE Bylaws I-305 - Other Boards, Standing Committees, and Ad Hoc Committees, I-306 - Functions and Membership of the Standing Committees and Board, and IEEE Policies Section 9.13 - Guidelines for Individual Benefits and Services Committee, 9.14 - Responsibility for IEEE Member Insurance, and MGA Operations Manual Section 4.19 - MGA Individual Benefits and Services Committee. (Item #209) *Note: the IEEE Board of Directors approved the changes noted above.*

<b>Action/Discussion Items (Items #14-30)</b>
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14. **2008 MGA Financial Summary and 2009 Financial Forecast.** An updated 2008 MGA Budget financial summary was reviewed. This included an overview of the IEEE investment summary, 2009 financial highlights, and 2010 budget guidelines. The MGA Finance Committee to provide recommendations to the MGA Board on 2010 MGA projects that can be deferred. (Items #7 & 8)
15. **Update from MGA Implementing the Vision ad hoc committee.** The MGA Board received an update from the MGA Implementing the Vision ad hoc committee. This included updates on the following projects: Governance, Position Descriptions, Training, Communications Plan, Data Architecture, and MGA Visibility/Credibility/Strategic Communications. (Item #9)
16. **Update on 2008 Sections Congress Recommendations.** The MGA Board received an update on the 2008 IEEE Sections Congress Recommendations assignments. (Item #10)
17. **Update on 2011 Sections Congress Activities.** The MGA Board received an update on IEEE Sections Congress 2011 Activities. MGA Board members were requested to provide suggestions to the MGA Sections Congress Committee on potential goals and the theme for the event. This update included the following: (Item #11)
- a. **Selection of 2011 Sections Congress - Local Organizing Committee Chair (Executive Session).** Roger Hoyt was selected as the 2011 Sections Congress Local Organizing Committee Chair. (Item #11.1) **A motion was made that:**  
**The MGA Board to approve Roger Hoyt as the 2011 Sections Congress Local Organizing Committee Chair.**  
**The motion was approved.**
  - b. **Selection of 2011 Sections Congress - Program Committee Chair (Executive Session).** Loretta Arellano was selected as the 2011 Sections Congress Program Committee Chair. (Item #11.2) **A motion was made that:**  
**The MGA Board to approve Loretta Arellano as the 2011 Sections Congress Program Committee Chair.**  
**The motion was approved.**
  - c. **Revision to IEEE Sections Congress Committee Charter.** The MGA Board reviewed proposed revisions to the MGA Sections Congress Committee charter to include a fundraising chair on the committee, appointed by the Sections Congress Committee Chair. (Item #11.3) **A motion was made that:**  
**The MGA Board to approve revisions to the MGA Sections Congress Committee charter to include the addition of a fundraising chair to the MGA Sections Congress Committee.**  
**The motion was approved.**

- d. **Approval of the establishment of an IEEE Sections Congress Support Fund in the IEEE Foundation.** The MGA Board reviewed the proposed establishment of an IEEE Sections Congress Support fund in the IEEE Foundation. A formal proposal to be presented to the IEEE Foundation Board of Directors in March 2009. (Item #11.4) **A motion was made that:**

**The MGA Board to approve the establishment of an IEEE Sections Congress Support fund in the IEEE Foundation.**

**The motion was approved.**

18. **Election - 2009 MGA Nominations and Appointments Committee Members.** In Executive Session, the MGA Board appointed the following individuals to the 2009/2010 MGA Nominations and Appointments Committee: (Item #12)

- Elizabeth Johnston, Fairbanks, Alaska, USA
- Tarek Lahdhiri, Madison Heights, MI, USA
- Kim Tracy, Chicago, IL, USA
- Brian Harrington, Essex, United Kingdom

19. **Update on IEEE Contact Center Pilot Program.** The MGA Board received an interim report on the continued development of the IEEE Contact Center Pilot Program. Updates on the pilot program will be provided at the next MGA Board meeting. (Item #13)

20. **Update on Alternate Models ad hoc committee activities.** The MGA Board received an update on the Alternate Membership Models project and supported the following MGA actions:

- Form team to generate requirements for SOA allowing complete member model flexibility
- Form team to study the details of a 'no-print' member discount
- Form team to continue to work with TAB on member downloads

The Alternate Membership Model ad hoc committee will conduct one more meeting and additional teams will be formed to address the concepts noted above. (Item #14)

21. **Update on 2009 Membership Renewal.** The MGA Board received an update on 2009 Membership statistics. It was reported that the first good checkpoint in forecasting 2009 Membership numbers will be 31 March 2009. Through 31 January 2009, the overall percentage of members who have renewed is comparable with the percentage renewed in the same period in 2008. (Item #15)

22. **Approval of Revisions to MGA Member Engagement and Life Cycle Committee Charter.** The MGA Board reviewed revisions to the MGA Member Engagement and Life Cycle Committee Charter. The MGA Vice Chair - Member Development shall serve as chair and the past committee chair shall also be a member of the committee. (Item #16) **A motion was made that:**

**The MGA Board to approve revisions to the MGA Member Engagement and Life Cycle Committee charter.**

**Motion was approved.**

23. **Approval of 2010 IEEE Potentials Advertising Rates.** The MGA Board reviewed the proposal for 2010 IEEE Potentials advertising rates. This item to be presented to the IEEE Publications, Products and Services Board in June 2009. (Item #17) **A motion was made that:**

**The MGA Board to approve and recommend that the 2010 IEEE Potentials advertising rates be increased by 3-5% over the 2009 rates.**

**Motion was approved.**

24. **Approval of 2010 IEEE Potentials Subscription Rates.** The MGA Board reviewed the proposal for 2010 IEEE Potentials subscription rates for IEEE members and non-members. Additionally, staff was requested to conduct an analysis on the effect of the number of downloads against the subscription revenue. (Item #18) **A motion was made that:**

**The MGA Board to approve maintaining the 2010 IEEE Potentials subscription rates for IEEE members and non-members at the 2009 rates.**

**Motion was approved.**

25. **Update on IEEE Senior Member Application Process.** The MGA Board received an update on the IEEE Senior Member application process. (Item #19)
26. **Update on Region 1 Pilot - Incentive Based Funding Program.** The MGA Board received a report on the Region 1 Pilot Program, regarding the establishment of an incentive based Section rebate funding program. It was noted that the lessons learned from the pilot program can be incorporated into the MGA Leadership Training initiative. (Item #20)
27. **Review of the Region 1 Audit on the functions of a Region.** The MGA Board received a report on the Region 1 Audit process and the functions of a Region. An update on the survey of Sections in Region 1 will be provided in June. (Item #21)
28. **Update on MGA Strategic Direction and Environmental Assessment Committee - Prioritization of MGA Projects.** The MGA Board reviewed the prioritized list of MGA projects, and it was agreed that projects will be re-prioritized as recommended by the MGA Secretary. (Item #22)
29. **Update on MGA Student Activities Committee plans for 2009.** The MGA Board received a report on the Student Member Experience and Projects, Student Membership Development, and the MGA Student Activities Committee. (Item #23)
30. **Approval of disbursement for Singapore SAC attendance.** The MGA Board reviewed a proposed disbursement of up to \$20,000 USD (up to \$2,000 USD to each Region) to support co-funding for attendance of two representatives (RSAC Chair & RSR) from each Region to attend the MGA Student Activities Committee meeting to be held in Singapore 16-20 July, 2009. **A motion was made that:**

**The MGA Board to approve a disbursement of \$20,000 USD to the Regions to support co-funding for attendance of two representatives (RSAC Chair & RSR) from each Region to attend the SAC meeting in Singapore, 16-20 July, 2009. Funding to be provided up to \$2,000 for each Region.**

**Motion was approved.**

31. **Ad Hoc Committee Reports.** The MGA Board received report updates on the following items (Items #301-416)
- MGA Board Retreat and MGA Operations Committee Meeting Summary (Item #301)
  - Region 4 Report (Item #309)
  - Region 10 Report (Item #315)
  - Graduates of the Last Decade Committee Report (Item #319)
  - IEEE Life Members Committee (Item #320)
  - Call for nominations - 2010 VP-MGA, A&A and LM Committees (Item #323)

- Potentials Editorial Board Report (Item #328)
- IEEE Educational Activities Board (Item #401)
- IEEE Career Services Committee (Item #402)
- IEEE Individual Benefits & Services Committee Report (Item #405)
- IEEE Conference Committee (Item #407)
- IEEE Publications, Products & Services Board - Please see slides #13, 17, & 18 about building a social community (Item #409)
- IEEE Women in Engineering Report/Update (Item #416)

**32. Time and location of the next meeting.** The next MGA Board meeting will be held on 27 June 2009, in Los Angeles, California. (Item #49)

The meeting was adjourned at 6:15pm. (Item #50)

Respectfully submitted,



Cecelia Jankowski  
MGA Board Secretary

**List of Attendees – MGA Meeting**

**MGA MEMBERS PRESENT**

**MGA Officers:**

- Lillie, Joseph - Chair
- Ray, Pedro - Past Chair
- Kennedy, Bill - Treasurer
- Jankowski, Cecelia - Secretary (Non-Voting)

**Region Directors**

- Michel, Howard - Region 1 Director
- Dentler, John - Region 2 Director
- Ratcliff, William - Region 3 Director
- Dawson, Robert - Region 4 Director
- Pierce, David - Region 5 Director
- Arellano, Loretta - Region 6 Director
- El-Hawary, Ferial - Region 7 Director
- Remy, Jean Gabriel - Region 8 Director
- Alvarez, Enrique - Region 9 Director
- Mazierska, Janina - Region 10 Director

**MGA Vice Chairs and additional members**

- Hancke, Gerhard - Vice Chair, Member Development
- Long, Stuart - Technical Activities Appointment
- Palacio, Eduardo - Vice Chair, Strategic Management & Analysis
- Pilotto, Luiz - Vice Chair, Geographic Unit Activities
- Ressler, Eugene - Vice Chair, Information Management
- Williams, Mike - Technical Activities Appointment

**MEMBER ABSENT**

**PARTICIPATING MGA STAFF**

- Day, John - Manager, Membership Development
- Gray, Allan - Director, Finance and Administration
- Moesch, James - Director, Member Strategy
- Sharoff, Vera - Manager, MGA Information Management
- Toland, Dan - Manager, Geographic Activities

**Minutes**  
**IEEE Member and Geographic Activities Board Meeting**  
**15 November 2008**

*New Brunswick, NJ, USA*

*(Privileged information, Pending Approval)*

- 121. Welcome and Introductions.** Joseph Lillie, Chair, IEEE Member and Geographic Activities Board (MGA Board), called the meeting to order at 8:05am. The MGA Board Secretary confirmed that a member quorum was present.
- 122. MGA Board Chair Remarks.** A presentation on 2008 MGA accomplishments was provided (Item 03).
- 123. IEEE Assembly/MGA Assembly Results.** It was reported that Joseph V. Lillie was elected by the IEEE Assembly as the 2009 Vice President – Member & Geographic Activities/MGA Board Chair. The following individuals were selected by the MGA Assembly on 13 November to the 2009 Member and Geographic Activities Board:
- MGA Treasurer – William Kennedy  
MGA Vice Chair, Strategic Management and Analysis – Eduardo Palacio  
MGA Vice Chair, Information Management – Gene Ressler  
MGA Vice Chair, Member Development – Gerhard Hancke  
MGA Vice Chair, Geographic Unit Operations – John Dentler
- 124. MGA Secretary Remarks.** A summary of meeting activity by geographic units was included on the agenda. Additionally, the MGA Organizational structure was reviewed. (item #5)
- 125. Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting.

<b>Items #126 through #138 were approved as part of the Consent Agenda</b>
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- 126. Approval of August 2008 meeting minutes.** The MGA Board approved the Minutes from the August MGA Board Meeting. (item #6)
- 127. Approval of September 2008 meeting minutes.** The MGA Board approved the Minutes from the September MGA Board Meeting. (item #7)
- 128. Approval of formation of Technical Chapters, Affinity Groups, Student Branches.** 22 IEEE Technical Chapters (includes Chapter changes), 8 Affinity Groups, 27 Student Branches, 12 Student Branch Chapters and 11 Student Branch Affinity Groups (Women in Engineering) were formed. (item #8)
- 129. Approval of dissolution of inactive Technical Chapters/Affinity Groups.** The MGA Board approved the dissolution of 17 Technical Chapters (including joint chapters) and 3 Affinity Groups (2 – Life Member, 1 – Consultants Network) (item #8a)
- 130. Approval of re-assignment/dissolution of Region 1 Technical Chapters.** The MGA Board approved the re-assignment of 2 Technical Chapters from Region 1 and the dissolution of the Region 1 Technical Management Society Chapter. (item #8b)
- 131. Approval of revision to PSPB Operations Manual.** The MGA Board endorsed and recommended that IEEE Board of Directors approve revisions to the PSPB Operations Manual Section 8.4.1 - Approval of New Periodicals and Section 8.4.2 - Major Changes to an Existing Publication Product or Service. (items #9 & 10)
- 132. Approval of revisions to the Region 4 Bylaws.** The MGA Board approved the revisions to Region 4 Bylaws. (item #11)
- 133. Approval of revisions to the Region 5 Bylaws.** The MGA Board approved the revisions to Region 5 Bylaws. (item #12)

134. **Approval of the formation of the IEEE Zambia Section.** The MGA Board approved the formation of the IEEE Zambia Section in Region 8. The Section shall comprise the country of Zambia. (item #13)
135. **Approval of the formation of the IEEE Botswana Subsection.** The MGA Board approved the formation of the IEEE Botswana Subsection of IEEE Region 8. The boundaries of the Subsection will be the country of Botswana. (item # 14)
136. **Approval of Supporting Friend of IEEE MGA Award Recipient.** The MGA Board approved IEEE Saudi Council of Engineers as a recipient of the Supporting Friend of IEEE Member and Geographic Activities Award. (item #15)
137. **Approval of IEEE Atlanta Section Undergraduate Scholarship.** The MGA Board approved the IEEE Atlanta Section Undergraduate Scholarship Award. (item #16)
138. **Endorsement of revision to IEEE Bylaw I-306.12 – Individual Benefits & Services Committee and approval of revisions to MGA Operations Manual Section 4.19.** The MGA Board endorsed and recommended that the IEEE Board of Directors approve revisions to IEEE Bylaw I-305 - Other Boards, Standing Committees, and Ad Hoc Committees; Bylaw I-306 - Functions and Membership of the Standing Committees and Board; and IEEE Policies Section 9.13 - Guidelines for Individual Benefits and Services Committee, 9.14 - Responsibility for IEEE Member Insurance, and MGA Operations Manual Section 4.19 – MGA Individual Benefits and Services Committee. Additionally, resolved that the Individual Benefits and Services Committee shall be a committee of the Member and Geographic Activities Board, effective 1 January 2009. (item #17)

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**Action/Discussion Items (items 139 - 160)**

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139. **Endorsement of IEEE emeritbadges.org Project.** The MGA Board reviewed the request for funding of \$30,000 to Region 3 in the support of the IEEE Scouting Program. (item # 26). **A Motion was made that:**
- The MGA Board to approve a grant request of \$30,000 USD in support of the IEEE Scouting Program. The funding to be provided in 2008.**
- The Motion was approved.**
140. **Update on 2008 MGA Finances.** The MGA Board received an update on the 2008 financial summary on the Member Dues, Member Services and MGA Budgets. In Executive Session, discussed the 2009 MGA Budget and the MGA Contingency Plan which includes (a) actively monitoring revenue streams (b) potential deferral of expenses (c) reductions. (item #27)
141. **Disbursement of 2008 MGA Surplus.** The MGA Board reviewed a proposed disbursement of \$300,000 USD from the 2008 estimated MGA surplus to the Regions to cover the 2009 disbursements. As part of this discussion, it was reported that the MGA Treasurer will work with the MGA Finance Committee to review the Region allocation formula. (item #27) **A motion was made that:**
- The MGA Board to approve a disbursement of \$300,000 USD from the 2008 estimated MGA surplus to the Regions to cover the 2009 disbursements. This transfer shall be made prior to 15 December 2008.**
- The Motion was approved.**



Should an additional surplus be identified before the end of 2008. **A motion was made that:**

**The MGA Board to approve one or both of the following disbursements, should an additional surplus be identified before the end of 2008:**

- **\$75k to the Regions to cover 2008 expenses**
- **\$225k to Reserves earmarked to cover 2011 IEEE Sections Congress expenses**

**The Motion was approved.**

**142. MGA Operational Planning.** An update on the MGA Operational Planning efforts was provided. A prioritized list of projects and programs that MGA Volunteers/Staff are currently working or will be started sometime in 2009 has been developed. Further discussions will be conducted at the MGA Board Planning meeting on 15 January 2009. (item #31)

**143. Report on IEEE Sections Congress 2008.** The MGA Board received a status report on the 2008 IEEE Sections Congress. (item # 32a)

**144. Endorsement of assignment of IEEE Sections Congress 2008 Recommendations.** It was recommended that an MGA Board member be accountable for the tracking of each recommendation and will contact the appropriate lead staff/volunteer to discuss a potential response. At each MGA Board meeting, a response summarizing the action being taken or justification for why action was not taken will be provided. (item #32b) **A motion was made that:**

**The MGA Board to approve the 2008 IEEE Sections Congress Recommendations assignments**

**The Motion was approved.**

**145. Approval of hotel contract – IEEE Sections Congress 2011.** It was proposed that the MGA Secretary work with MGA Chair/MGA Treasurer to negotiate and sign contracts in regards to the 2011 IEEE Sections Congress. It was also noted that the Sections Congress business model will be reviewed/examined as part of the planning for the 2011 Sections Congress. (item # 33) **A motion was made that:**

**The MGA Board to authorize the MGA Secretary to work with MGA Chair/MGA Treasurer to negotiate and sign contracts in regard to the 2011 IEEE Sections Congress.**

**The Motion was approved.**

**146. IEEE Honors Ceremony in conjunction with Sections Congress 2011.** It was proposed that the 2011 IEEE Honors Ceremony be held during the 2011 Sections Congress. Adoption of this action is contingent on the development and approval of a written document indicating the roles/ responsibilities between the MGA and IEEE Awards Board. (item #34) **A motion was made that:**

**The MGA Board to approve holding of the 2011 IEEE Honors Ceremony on Saturday, 20 August 2011 as part of the Sections Congress Program.**

**The Motion was approved.**

147. **Approval of Semi Automatic Elevation – Associate to Member Grade.** The IEEE Admission and Advancement Committee recommended that IEEE establish a procedure to give credit to students and associate members who have successfully completed a given number of years of programs or years of professional work experience. (item #35)  
**A motion was made that:**

**The MGA Board to approve the establishment of a procedure to give credit to members who have successfully completed 2-3 year programs and to address the issue of the elevation of Associate Members who have 6 or more years of professional/work experience.**

**The Motion was approved.**

148. **IEEE Admission and Advancement Committee Operations Manual.** The MGA Board reviewed the proposed IEEE Admission and Advancement Operations Manual and an authorized version was submitted to the IEEE Governance Committee for review/comments. (item #36) **A motion was made that:**

**The MGA Board to endorse the proposed IEEE Admission and Advancement Committee Operations Manual. The IEEE Admission and Advancement Committee Chair will work with the IEEE Governance Committee to prepare the final version of the manual that will be presented to the IEEE Board of Directors for approval.**

**The Motion was approved.**

149. **2009 MGA Member Engagement and Lifecycle Committee Chair.** In Executive Session, the MGA Board deferred the appointment of the Chair of the MGA Member Engagement & Life Cycle Committee until February 2009 and appointed Gerhard Hancke as the acting committee chair, effective 1 January 2009. (item #37)
150. **Selection of MGA Award Recipients.** The MGA Board in Executive Session, approved the following MGA Awards Recipients: (item #38)

MGA Larry K. Wilson Transnational Award

- **Marcelo Mota (Toronto Section)** - "For 20 years of IEEE volunteerism, and significant contributions to the development and promotion of global activities and services to IEEE members."

MGA Innovation Award

- **Mini S. Thomas (Delhi Section), Prijo P. Kommattu (Madras Section) and S. Gopakumar (Kerala Section)** - "For their inspirational development of the Global Integrated Network of IEEE (GINI) which will provide increased value of IEEE membership to the students of Region 10."

MGA Achievement Award

1. **Rami Abielmona (Ottawa Section)** - "For exemplary contributions and energetic leadership towards increasing the participation in the IEEE Ottawa Section Robotics Competition, and actively engaging the local students."
2. **Julian Bussgang (Boston Section)** - "For his dedication to advancing the goals of IEEE through activities that support IEEE Life Members."
3. **Jorge Him-Cassanova, (Panama Section)** – "For his significant contributions in the development of the membership and activities of the IEEE Council of Central America and the Panama Section."

4. **Ramalatha Marimuthu, (Madras Section)** – “For her dedicated mentoring of IEEE R10 WIE students and encouraging them to focus their efforts towards contributions to benefit humanity.”
5. **Ahmed Osama Mikkawi, (Egypt Section)** – “For his outstanding efforts in the GOLD and Women in Engineering programs for fostering inspiration among IEEE members.”
6. **Ravi Todi, (Mid-Hudson Section)** – “For his outstanding leadership and sustaining contributions to IEEE “across local and technical activities.

MGA Leadership Award

1. **Nirwan Ansari, (North Jersey Section)** – “For his sustained leadership and tireless efforts to increase and maintain continuous engagement of the IEEE North Jersey Section members.”
2. **Anader Benyamin-Seeyar, (Quebec Section)** – “For his dedicated leadership and significant contributions to serve IEEE and the engineering profession through continuous engagement efforts in the Montreal Section.”
3. **Tania Quiel, (Panama Section)** – “For her leadership and commitment to promoting IEEE membership and activities throughout Region 9.”

MGA GOLD Achievement Award

1. **Irena Atov, (Victorian Section)** – “For her organization and leadership of the implementation of GOLD track programs at IEEE conferences, and the GOLD Academic Portal on the IEEE Job Site.”
  2. **Megha Joshi, (Uttar Pradesh Section)** – “For outstanding contributions to the Student Transition Project and STEP (Student Transition & Elevation Partnership) program.”
  3. **Yasuharu Ohgoe, (Tokyo Section)** – “For his strong leadership in planning and organizing the inaugural GOLD Summit 2008.”
  4. **Adrian Pais, (Benelux Section)** – “For extraordinary leadership and valuable contributions to the development of the IEEE GOLDRush newsletter.”
151. **BMS Ad Hoc committee.** Members of the BMS ad hoc committee were thanked for their efforts in 2008.
  152. **Call Center ad hoc committee.** A report from the Call Center ad hoc committee was provided. The MGA Board supported the continued development of IEEE Contact Center Pilot Program – Phase 1 and Phase 2. Updates on the Pilot Programs will be provided at the next MGA Board meeting. (item #40)
  153. **Status on 2009 Renewal Campaign.** Updates on the Membership Recruitment Plan and the 2009 Renewal campaign were provided. (item #42)
  153. **Status on Geographic Unit Outreach.** An update on the IEEE Geographic Unit Outreach Program was provided. (item #43)
  154. **Revisions to MGA Pre-University Committee Charter.** The MGA board reviewed a report of the MGA Pre-University Committee Charter and the administrative changes to the committee charter. It was noted that the MGA Board strongly supports the consolidation of all IEEE pre-university efforts. (item #44a)

**The MGA Board approved administrative revisions to the MGA Pre-University Committee Charter.**

**The Motion was approved.**

155. **Revisions to MGA Geographic Unit Operations Support Committee Charter.** The MGA Board reviewed changes to the MGA Geographic Unit Operations Support Committee Charter. The document did not correctly indicate that the VP-TA appoints 2 members to the committee. (item #46) **A Motion was made that:**

**The MGA Board to approve revisions to the MGA Geographic Unit Operations Support Committee charter to permit 2 VP-TA member to appoint two (2) members to this committee.**

**The Motion was approved.**

156. **Endorsement of MGA/IEEE-USA Joint Initiative – Globalizing Professional Activities.** The IEEE New Initiatives Committee is considering a \$25K proposal to support preliminary assessment and planning to define needs and options for “globalizing” professional activities. Funding approval of is program is contingent on approval of the proposal by MGA and IEEE-USA. ”. (item #47) **A Motion was made that:**

**The MGA Board to approve the proposed IEEE New Initiative Seed Grant Proposal entitled “Globalizing IEEE Professional Activities**

**The Motion was approved.**

157. **Update on IEEE India Initiative.** The MGA Board received a report on the IEEE India Initiative. It was noted that the 2009 IEEE President has agreed to appoint an ad hoc committee to continue this effort. (item #48)
158. **Update on GOLD Activities/Programs.** The MGA Board received an update on the GOLD program (1) 2009 Planned Activities (2) Humanitarian Workshop (3) GOLD Summit (4) GOLD Talent Search. (item #49)
159. **Update on vTools Program and Press Books as Member Benefit.** Written reports on the vTools Project and Press Books as a member benefit were distributed. (item #55a)
160. **Recognition outgoing MGA Board Members.** The MGA Board expressed its deepest appreciation for their efforts to the outgoing members of the 2008 Member and Geographic Activities Board.
161. **2009 Past MGA Board Chair.** It was announced effective 1 January 2009, Pedro Ray will resign his position as Past MGA Board Chair. Marc Apter will assume the duties of the Past MGA Board Chair in 2009.
162. **Time and location of the next meeting.** The next MGA Board meeting will be held on 14 February 2009, San Juan, Puerto Rico. (item #74)

The meeting was adjourned at 6:15pm.

Respectfully submitted,



Cecelia Jankowski  
MGA Board Secretary

**List of Attendees – MGA Meeting**

**MGA MEMBERS PRESENT**

**MGA Officers:**

- Lillie, Joseph –Chair
- Ray, Pedro, Past Chair
- Kennedy, Bill - Treasurer
- Jankowski, Cecelia - Secretary (Non-Voting)

**Region Directors**

- Michel, Howard– Region 1 Director
- Dentler, John - Region 2 Director
- Ratcliff, William - Region 3 Director
- Dawson, Robert - Region 4 Director
- Pierce, David - Region 5 Director
- Arellano, Loretta - Region 6 Director
- El-Hawary, Ferial - Region 7 Director
- Remy, Jean Gabriel - Region 8 Director
- Alvarez, Enrique, Region 9 Director
- Mazierska, Janina - Region 10 Director

**MGA Vice Chairs and additional members**

- Hancke, Gerhard – Vice Chair – Member Development
- Long, Stuart – Technical Activities Appointment
- Palacio, Eduardo – Vice Chair – Strategic Management & Analysis
- Ressler, Eugene – Vice Chair – Information Management
- Williams, Mike – Technical Activities Appointment

**MEMBER ABSENT**

- Pilotto, Luiz – Vice Chair – Geographic Unit Activities

**PARTICIPATING MGA STAFF**

- Day, John - Manager, Membership Development
- Gray, Allan – Director – Finance and Administration
- Lefkin, Peggy – Supervisor, Geographic Activities
- Moesch, James – Director-Member Strategy
- Sharoff, Vera – Manager – MGA Information Management
- Sinauskas, Cheryl – Director, MGA Geographic Activities
- Toland, Dan – Manager, Geographic Activities

**Minutes**  
**IEEE Member and Geographic Activities Board Meeting**  
**5 September 2008**

*(Privileged information, Pending Approval)*

114. **Welcome and Introductions.** Joseph Lillie, Chair, IEEE Member and Geographic Activities Board (MGA Board), called the meeting to order. The MGA Board Secretary confirmed that a member quorum was present.
115. **Review and Adoption of Meeting Agenda.** The Agenda was approved.
116. **MGA Board Chair Remarks.** Joe Lillie thanked members for their participation in the meeting. It was noted that the MGA Board and MGA Committee should take advantage of the telecommunication tools available and conduct business electronically.
117. **Approval of Revision to the MGA Operations Manual – Section 2.2- MGA Mission.** As discussed at the last MGA Board meeting, it was requested that the MGA Mission statement be revised. All participants on the call provided their input on this suggestion. The proposed revisions to the MGA Mission are underlined below:

Inspire, Enable, Empower and Engage Members of IEEE

For the purpose of...

- Fulfilling the mission of IEEE
- Enhancing the members' growth and development through their life cycle
- Providing a professional home

**A Motion was made that:**

**The MGA Board to endorse and recommend that the IEEE Board of Directors approve the proposed revisions to Section 2.2 (Mission) of the MGA Operations Manual.**

**The Motion was approved.**

118. **MGA Operational Plan.** The MGA Board received an update on the development of an MGA Operational Plan. It was noted that an MGA Operational Planning meeting will be held in October 2008.
119. **Formation of the IEEE Ghana Section.** A petition has been received regarding the formation of the IEEE Ghana Section. The boundaries of the Section will be the entire country of Ghana. **A Motion was made that:**

**The MGA Board to approve the formation of the IEEE Ghana Section in Region 8.**

**The motion was approved.**

120. **Time and location of the next meeting.** The next MGA Board face-to-face meeting will be held on Saturday, 15 November in New Brunswick, NJ, USA.

The meeting was adjourned.

Respectfully submitted,



Cecelia Jankowski  
MGA Board Secretary

**List of Attendees – MGA Meeting**

**MGA MEMBERS PRESENT**

**MGA Officers:**

- Lillie, Joseph – Chair
- Ray, Pedro, Past Chair
- Jankowski, Cecelia - Secretary (Non-Voting)

**Region Directors**

- Michel, Howard– Region 1 Director
- Dentler, John - Region 2 Director
- Ratcliff, William - Region 3 Director
- Pierce, David - Region 5 Director
- El-Hawary, Ferial - Region 7 Director
- Alvarez, Enrique, Region 9 Director
- Mazierska, Janina - Region 10 Director

**MGA Vice Chairs and additional members**

- Hancke, Gerhard – Vice Chair – Member Development
- Long, Stuart – Technical Activities Appointment
- Palacio, Eduardo – Vice Chair – Strategic Management & Analysis
- Williams, Mike – Technical Activities Appointment

**MEMBER ABSENT**

- Arellano, Loretta - Region 6 Director
- Dawson, Robert - Region 4 Director
- Kennedy, Bill - Treasurer
- Pilotto, Luiz – Vice Chair – Geographic Unit Activities
- Remy, Jean Gabriel - Region 8 Director
- Ressler, Eugene – Vice Chair – Information Management

**PARTICIPATING MGA STAFF**

- Lefkin, Peggy – Supervisor, Geographic Activities
- Moesch, James – Director-Member Strategy
- Sharoff, Veria – Manager – Information Technology
- Sinauskas, Cheryl – Director, Member and Geographic Activities
- Toland, Dan – Manager, Geographic Activities

**Minutes**  
**IEEE Member and Geographic Activities Board Meeting**  
**3 August 2008**  
*Albany, NY, USA*  
*(Privileged information, Pending Approval)*

96. **Welcome and Introductions.** Joseph Lillie, Chair, IEEE Member and Geographic Activities Board (MGA Board), called the meeting to order at 8:30 am. The MGA Board Secretary confirmed that a member quorum was present.
97. **Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. The Agenda was approved.
98. **MGA Board Chair Remarks.** Joe Lillie thanked members for their participation in the meeting.

<b>Items #99 and #100 were approved as part of the Consent Agenda</b>
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99. **June 2008 MGA Board Meeting minutes.** The MGA Board approved the 21 June 2008 MGA Board Meeting minutes. (Item #6)
100. **Approval of Formations, Changes of Technical Chapters & Affinity Groups.** The MGA Board approved the formation of 5 Technical Chapters and 4 Affinity Groups. (Item #7)
101. **MGA Strategic Direction and Environment Assessment Committee Activities.** The MGA Board received an update from MGA Strategic Direction and Environmental Assessment Committee. The MGA Board discussed the development of the MGA SDEA action items regarding the recruitment, training, and assessment of IEEE volunteer leaders. **A Motion was made that:**
- The MGA Board to approve the further development of the MGA SDEA action items regarding the recruitment, training, and development of IEEE volunteer leaders. This includes:**
- **Working with the MGA Nominations & Appointments Committee on the development of a process to assess the performance of MGA Committee Chairs by MGA Committee members.**
  - **Establishment of a training/orientation plan for MGA Director-elects. This will include the coordination/review of current resources.**
- The Motion was approved.**
102. **MGA Self Assessment.** The MGA SDEA Committee has recommended that the MGA Board develop processes related to self-assessment of performance. **A motion was made that:**
- The MGA Board to approve the concept of self-assessment of MGA activities and agreed that the MGA SDEA Committee should continue to work on a process on how to conduct this self assessment.**
- The Motion was approved.**
103. **IEEE Sections Congress - Core Track Material.** The MGA Board reviewed and provided comments on the drafts of presentations to be given as part of the SC08 Core Track Training: (1) MGA – Focusing on the Member, (2) Strategy and the Volunteer. The MGA Board agreed that the presentation on Strategy and Volunteer can include the proposed Section Mission Statement, “Inspire, Enable, Empower and Engage Members of IEEE of the local level.” In support of the member engagement concept, **a motion was made that:**



**The MGA Board to direct the MGA Vice Chair, Information Management to work with the appropriate volunteers/staff to facilitate communications and engagement opportunities for IEEE members in multiple ways (electronic, online and/or similar media).**

**The Motion was approved.**

- 104. Revisions to MGA Mission.** The MGA Board discussed a revision to the MGA Mission statement and will be requested to take formal action on this proposal at the upcoming MGA Board teleconference on 5 September.
- 105. Update on IEEE Sections Congress 2008.** The MGA Board received an update on the IEEE Sections Congress 2008 registration and program development. (Item #27)
- 106. Endorsement of the 2009 MGA Budget.** The MGA Board received a presentation of the proposed 2009 MGA Budget Principles and 2009 MGA Budget with the proposed reductions from the June view of the 2009 MGA Budget. The 2009 MGA Budget Principles and Budget were previously endorsed by the MGA Finance Committee. (Item #28) **A Motion was made that:**

**The MGA Board to approve the 2009 MGA Budget Principles and to endorse and recommend that the IEEE Board of Directors approve the proposed 2009 Member and Geographic Activities Budget.**

**The Motion was approved.**

- 107. Endorsement of the 2009 Member Services Budget.** The MGA Board received a presentation of the proposed 2009 Member Services Budget. For 2009, headcount from Member Services has been redeployed back to Customer Service budget to support the single sale order processing business and the non-member print subscription business. Oversight of IEEE Customer Service will be provided by the IEEE Infrastructure Oversight Committee. (Item #29) **A Motion was made that:**

**The MGA Board to endorse and recommend that the IEEE Board of Directors approve the proposed 2009 Member Services Budget.**

**The Motion was approved.**

- 108. Endorsement of the 2009 Member Dues Budget.** The MGA Board received a presentation of the proposed 2009 Member Dues Budget. The MGA Finance Committee has reviewed and endorsed the 2009 Member Dues Budget. (Item #30) **A Motion was made that:**

**The MGA Board to endorse and recommend that the IEEE Board of Directors approve the 2009 Member Dues Budget.**

**The Motion was approved.**

- 109. Revision to IEEE Bylaw I-402.6 – Chapters.** The MGA Board reviewed the revisions to IEEE Bylaw I-402.6 – which clarify the language regarding the establishment of Technical Council Chapters. (Item #31) **A Motion was made that:**

**The MGA Board to endorse and recommend that the IEEE Board of Directors approve the revisions to IEEE Bylaw I-402.6 - Chapters.**

**The Motion was approved.**

- 110. Approval of 2008 Recipient – MGA Platinum Friend Award –** The MGA Board reviewed the nominee information submitted by the MGA Awards & Recognition Committee. (Item #32) **A Motion was made that:**

**The MGA Board to approve the California Public Utilities Commission as the recipient of the 2008 Platinum Friend of IEEE Member and Geographic Activities Award.**

**The Motion was approved.**

- 111. Dissolution of IEEE Central New England Council (CNEC).** The MGA Board reviewed a proposal submitted by the Region 1 Director with regard to Dissolution of IEEE Central New England Council (CNEC). (Item #33) **A Motion was made that:**

**The MGA Board to approve the dissolution of the IEEE Central New England Council and the reassignment of the 19 Technical Chapters in the Council.**

**The MGA Board to authorize the current assets of the Geographic Council to be split among the former member Sections of the Council based on the percent of each Section's membership compared to the total Council membership, as of 1 August 2008**

**The Motions were approved.**

- 112. Ad Hoc Committee Reports.** The MGA Board received updates on the following items (Items #34 - #39)

- MGA New Initiative Process Activities
- MGA Initiative to Grow Society Membership
- vTools Project
- Outreach to Geographic Units
- Membership Renewal Experience ad hoc committee

- 113. Time and location of the next meeting.** A MGA Board meeting will be conducted via teleconference on Friday, 5 September. The next MGA Board face-to-face meeting will be held on Saturday, 15 November in New Brunswick, NJ, USA.

The meeting was adjourned at 5:15pm.

Respectfully submitted,



Cecelia Jankowski  
MGA Board Secretary

**List of Attendees – MGA Meeting**

**MGA MEMBERS PRESENT**

**MGA Officers:**

- Lillie, Joseph – Chair
- Ray, Pedro, Past Chair
- Kennedy, Bill - Treasurer
- Jankowski, Cecelia - Secretary (Non-Voting)

**Region Directors**

- Michel, Howard– Region 1 Director
- Dentler, John - Region 2 Director
- Ratcliff, William - Region 3 Director
- Dawson, Robert - Region 4 Director
- Pierce, David - Region 5 Director
- El-Hawary, Ferial - Region 7 Director
- Remy, Jean Gabriel - Region 8 Director
- Alvarez, Enrique, Region 9 Director
- Mazierska, Janina - Region 10 Director - Teleconference

**MGA Vice Chairs and additional members**

- Hancke, Gerhard – Vice Chair – Member Development
- Long, Stuart – Technical Activities Appointment
- Palacio, Eduardo – Vice Chair – Strategic Management & Analysis
- Williams, Mike – Technical Activities Appointment

**MEMBER ABSENT**

- Ressler, Eugene – Vice Chair – Information Management
- Arellano, Loretta - Region 6 Director
- Pilotto, Luiz – Vice Chair – Geographic Unit Activities

**PARTICIPATING MGA STAFF**

- Lefkin, Peggy – Supervisor, Geographic Activities
- Moesch, James – Director-Member Strategy
- Sharoff, Veria – Manager – Information Technology
- Sinauskas, Cheryl – Director, Member and Geographic Activities
- Toland, Dan – Manager, Geographic Activities

**Minutes**  
**IEEE Member and Geographic Activities Board Meeting**  
**21 June 2008**

*Denver, CO, USA*

*(Privileged information, Pending Approval)*

37. **Welcome and Introductions.** Joseph Lillie, Chair, IEEE Member and Geographic Activities Board (MGA Board), called the meeting to order at 8:15am. The MGA Board Secretary confirmed that a member quorum was present.
38. **MGA Board Chair Remarks.** A presentation on MGA transition that had been presented at Region Meetings was presented. It was also noted that a joint session with TAB will be held during the afternoon.
39. **MGA Secretary Remarks.** A summary of meeting activity by geographic units was included on the agenda. Additionally, the MGA Organizational structure was reviewed.
40. **Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. The Agenda was approved after moving item #7 – Approval to Formations, Chapters of Technical Chapters and Affinity Groups, to an Action item.

**Items #41 through #56 were approved as part of the Consent Agenda**

41. **February 2008 MGA Board Meeting minutes.** The MGA Board approved the 16 February 2008 MGA Board Meeting minutes. (Item #6)
42. **Approval of IEEE Tunisia Section (Region 8).** The MGA Board approved the formation of the IEEE Tunisia Section. The boundaries of the Section will be the country of Tunisia. (Item #8).
43. **IEEE North Queensland Section (Region 10) name change.** The MGA Board approved the renaming of the North Queensland Section to the IEEE Northern Australia Section, which includes changing the Section's boundaries to include the IEEE members residing in Northern Territory. (Item #10)
44. **Approval of the 2007 Student Branch Membership Growth Award Recipients.** The MGA Board approved the recipients of the Student Branch Membership Growth Award. (Item #11)

REGION	SECTION	STUDENT BRANCH
1	North Jersey	Stevens Inst of Technology
2	Pittsburgh	Carnegie Mellon University
3	Miami	Florida International University
4	Central Illinois	University of Illinois -Urbana
5	Central Texas	University Of Texas-Austin
6	Metro. Los Angeles	California Univ of Berkeley (C-016)
7	Northern Canada	University of Alberta
8	Italy	University of Padova
9	Bahia	Faculdade de Ciencia E Tecnologia-Area 1 Bahia
10	Bombay	Shri Sant Gajanan Maharaj Coll of Engr

45. **Approval of the 2007 Alaska Section Scholarships.** The MGA Board approved the IEEE Alaska Section Harold D. Smith Scholarship and the IEEE Alaska Section Robert P. Merritt Scholarship. (Item #12)
46. **Approval of 2009 IEEE Potentials Advertising Rates.** The MGA Board approved that the 2009 *IEEE Potentials* advertising rates be increased by 3-5% over the 2008 rates. (Item #13)

- 47. **Approval of 2009 IEEE Potentials Subscription Rates.** The MGA Board approved that the 2009 *IEEE Potentials* subscription rates be maintained at the 2008 rates. (Item #14)
- 48. **Approval to rename the MGA Students Committee to the MGA Student Activities Committee.** The MGA Board approved the revisions to the MGA Operations Manual renaming the MGA Students Committee to the MGA Students Activities Committee. (Item #15)
- 59. **Approval of Revisions to Region 1 Bylaws.** The MGA Board approved revisions to the IEEE Region 1 Bylaws modifying the composition of the R1 Board of Governors and to reflect the name change from Regional Activities to the Member and Geographic Activities Board. (Item #16)
- 50. **Approval of Revisions to Region 3 Bylaws.** The MGA Board approved revisions to the IEEE Region 3 Bylaws to reflect the name change from Regional Activities to the Member and Geographic Activities Board. (Item #17)
- 51. **Approval of Revisions to the IEEE Region 5 Bylaws.** The MGA Board approved revisions to the IEEE Region 5 Bylaws modifying the composition to the Region 5 Executive Committee and to reflect the name change from Regional Activities to the Member and Geographic Activities Board. (Item #18)
- 52. **Approval of Revisions to the IEEE Region 7 (IEEE Canada) Bylaws.** The MGA Board approved revisions of the IEEE Region 7 Bylaws which included clarifying the wording of existing positions and to reflect the name change from Regional Activities to the Member and Geographic Activities Board. (Item #19)
- 53. **Approval of Revisions to the IEEE Region 8 Bylaws.** The MGA Board approved revisions to the IEEE Region 8 Bylaw to indicate that IEEE members of Graduate Student Grade are eligible to be on the Region 8 Operating Committee and to reflect the name change from Regional Activities to the Member and Geographic Activities Board. (Item #20)
- 54. **Approval of the 2009 Section Rebate Schedule.** The MGA Board approved the 2009 Section Rebate Schedule. (Item #21)
- 55. **MGA Membership Recruitment and Recovery ad-hoc Committee Charter.** The MGA Board approved the establishment of the MGA Membership Recruitment and Recovery ad-hoc Committee Charter. (Item #22)
- 56. **Endorsement of revisions to the PSPB Operations Manual.** The MGA Board endorsed and recommended that the IEEE Board of Directors approve the revision to PSPB Operations Manual Section 8.4.2 – Procedure for Making a Major Change to a Publications Service or Product. (Item #23)

<b>Action/Discussion Items (items 57 - 94)</b>
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- 57. **Strategic Session-MGA Implementation.** The MGA Board conducted a strategic discussion regarding the mapping of the MGA Mission, Vision and Strategies into a framework. (Item #26)
- 58. **Update on Communication to Sections.** The MGA Board received a report on the proposed outreach to Sections regarding the MGA Transformation. A letter was distributed to the MGA Board for comments. (Item #26a)
- 59. **Proposed Mission and Vision for IEEE Sections.** The MGA Board reviewed and discussed the proposed Mission and Vision for Sections which was endorsed by the MGA Geographic Unit Operations Support committee.. (Item 26b) **A Motion was made that:**  

**The MGA Board to approve the proposed vision and mission of IEEE Sections.**

In discussing this issue, MGA Board members indicated that proposed statements are too narrow the following substitute was made:

**The MGA Board to refer the proposed vision and mission of IEEE Sections back to the MGA Geographic Unit Operations Support Committee for further discussion/consideration.**

**The Motion was approved.**

60. **Member Services Transition to MGA.** A presentation regarding the incorporation of IEEE Member Services staff into the MGA staff organization structure was reviewed. (Item #26c)

61. **IEEE Individual Benefits and Services Committee.** The IEEE Individuals Benefits and Services Committee endorsed a proposal which would make the IEEE Individual Benefits Committee an MGA Committee. (Item #26d) **A Motion was made that:**

**The MGA Board to endorse and recommend to the IEEE Governance Committee and the IEEE Board of Directors that the IEEE Individual Benefits and Services Committee report to the MGA Board rather than the IEEE Executive Committee.**

**The Motion was approved.**

62. **Approval of Formations, Chapters of Technical Chapters and Affinity Groups.** The list of proposed Chapter and Affinity group formats and changes were reviewed. **A Motion was made that:**

**The MGA Board to approve the formation and changes of 25 Technical Chapters and 11 Affinity Groups.**

**The Motion was approved. (Item #7)**

63. **Endorsement of IEEE emeritbadges.** The MGA Operations Committee endorsed and recommended that the MGA Board approve the funding request of \$30,000 in support of the IEEE emeritbadges.org Project. This funding will be provided to Region 3 which will use the funds to reimburse the travel expenses of the volunteers who support the program and equipment that is used in the project. A Motion was made that:

**The MGA Board to approve the IEEE emeritbadges.org Project's grant request of \$30,000. This funding will be for 2009 and been included in the 2009 MGA Budget.**

After discussing this issue, **the Motion was tabled.** The MGA Finance Committee was requested to review and provide a recommendation on this proposal.

64. **Endorsement of preliminary 2009 MGA Budget.** The 2008 MGA Finance committee has reviewed/discussed the proposed 2009 Budgets for the Member & Geographic Activities, Member Services and Member Dues. The MGA Finance Committee will be meeting on 13 July 2008 to review and discuss these budgets.. A revised budget will be presented at the August MGA Board meeting. (Item #28 - #30)

65. **Revisions to IEEE Bylaw I-108.5 – IEEE Dues and I – 108.6 – Annual Dues and Assessments.** The MGA Board reviewed the revisions to IEEE Bylaw I-108.5 – IEEE Dues and I – 108.6 – Annual Dues and Assessments specifying the 2009 amounts of

USD 131.00 for basic IEEE dues. This will increase the dues by five (USD 5.00) for higher-grade members over 2008 and will strengthen the rules on who is involved in the infrastructure within IEEE. (Item #30a) **A Motion was made that:**

**The MGA Board to recommend that the IEEE Board of Directors approve the revisions to IEEE Bylaw I-108.5 – IEEE Dues and I – 108.6 – Annual Dues and Assessments specifying the 2009 amounts of USD 131.00 for basic IEEE dues.**

**The Motion was approved.**

66. **Revisions to MGA Operations Manual 9.1.H – (Region Committee).** This item was withdrawn and not discussed. (Item #31a)
67. **Revisions to MGA Operations Manual – Section 9.4 (Sections).** This item was withdrawn and not discussed. (item #31b)
68. **Revisions to MGA Operations Manual – Section 2.10.** The MGA Geographic Unit Operations Support Committee has endorsed the proposed revisions to Section 2.10 of MGA Operations Manual. (item #32) **A Motion was made that:**

**The MGA Board to approve the revision to MGA Operations Manual Section 2.10 (Volunteer Responsibilities) and Section 2.11 (Process for Addressing Member/Volunteer Complaints)**

**The Motion was approved.**

69. **Revisions to MGA Operations Manual – Section 9.6.** The MGA Board reviewed Section 9.6 – Technical Council Chapter. The revisions stipulate that IEEE Technical Council Chapters shall conduct activities within the technical field of interest of the Technical Council. (Item #33) **A Motion was made that:**

**The MGA Board to approve the revision to Section 9.6 of the MGA Operations Manual to indicate that IEEE Technical Society Chapters shall conduct activities within the scope of technical field of interest of the sponsoring Society/Societies.**

**The Motion was approved.**

70. **Revision to IEEE Bylaw I-402.6 (Technical Chapters).** The MGA Board received the proposed revisions to IEEE Bylaw I-402.6 – Definition of Chapters. Time permitting; this item will be discussed at the 3 August 2008 MGA Board meeting. (Item #34)
71. **Modification to the minimum size required to establish a Student Branch.** It was proposed that the requirement to form a Student Branch and Student Branch Chapter be modified. It was suggested that a Student Branch be formed upon the signature of 12 Student members and a Student Branch chapter be formed upon the signature of 6 Student members of an IEEE Society. (Item #35) **A Motion was made that:**

**The MGA Board to approve revisions to the MGA Operations Manual changing the requirement to form a Student Branch from 20 Student members to 12 Student members and from 12 Student members to 6 Student members to form an IEEE Student Branch Chapter of an IEEE Society.**

**The Motion was approved and will be reviewed by the IEEE Governance Committee.**

- 72. Sections Congress 2011 Steering Committee Chair.** In Executive Session, the MGA Board selected Thomas Coughlin as IEEE Sections Congress 2011 – Steering Committee Chair (item #36)
- 73. Selection of 2009 IEEE Admission and Advancement Committee Members.** In Executive Session, the MGA Board endorsed and recommended that the IEEE Board of Directors approve the appointments of the Chair and members of the 2009 IEEE Admission & Advancement Committee (Item#37)
- 74. Selection of 2009 IEEE Life Members Committee Members.** In Executive Session, the MGA Board endorsed and recommended that the IEEE Board of Directors approve the appointment of the Chair and members of the 2009 IEEE Life Members Committee: (Item #38)
- 75. Approval of 2008 MGA William W. Middleton Distinguished Service Award Recipient.** In Executive Session, the MGA Board selected Robert S. Duggan, Jr. as the recipient of the 2008 MGA William W. Middleton Distinguished Service Award. (Item #39)
- 76. 2008 MGA Outstanding Large Section Award:** In Executive Session, the MGA Board selected the Peru Section, Region 9 as the 2008 Outstanding Large Section Award for their 2007 activities. (Item #40) It was noted that the Region 9 Director did not participate in this vote since he is from the Peru Section.
- 77. 2008 MGA Outstanding Small Section Award:** In Executive Session, the MGA Board selected the South Australia Section, Region 10 as the recipient of the 2008 Outstanding Small Section Award for their 2007 activities. (Item #41)
- 78. Approval of the 2007 Section Membership Growth Award Recipients.** The MGA Board approved the recipients of the Section Membership Growth Award. (Item #42)

Region	Section	Region	Section
1	SYRACUSE	6	MONTANA
2	JOHNSTOWN	7	NEWFOUNDLAND-LABRADOR
3	JAMAICA	8	BOSNIA & HERZEGOVINA
4	MISSOURI SLOPE	9	CENTRO OCCIDENTE
5	BEAUMONT	10	LAHORE

- 79. Update on SC05 Recommendations.** The MGA Board received a report on the status of SC05 Recommendations. (Item #43)
- 80. Update on 2008 MGA Finances.** An update on the 2008 MGA Financial Forecast was presented . (Item #44)
- 81. Ad Hoc Committee Reports.** The MGA Board received updates from the following ad hoc committees: (items #45-#47)
- Definition of a Member
  - Call Center
  - Member Renewal Experience
- 82. Sections Congress 2008.** An update on the IEEE Sections Congress 2008 activities was provided. (Item #48)
- 83. Update on the IEEE Geographic Unit Outreach Program.** The MGA Board received a status report on the Geographic Unit Outreach Programs. (Item #49)
- 84. IEEE Xtreme Programming Competition.** A presentation on IEEE Xtreme Programming Competition was provided. The 2008 competition results and team recommendations were presented. (Item #50)



85. **Update on vTools ad hoc committee.** A presentation on the vTools Ad Hoc Committee activities was presented. (Item #51)
86. **IEEE Pre-University Committee Charter.** The proposed IEEE Pre-University Committee Charter was distributed for comments. (Item #52)
87. **MGA/TAB Discussion Session.** MGA Board members participated in a joint session with the IEEE Technical Activities Board. Topics discussed included an update on the MGA/TAB Visits Program and the Computer Society/Membership New Initiative Proposal. (Item #53)
88. **Update on Open Access.** It was noted that the IEEE Board of Directors discussed this issue and no further update will be provided.
89. **IEEE Implementation of High School Engineering Projects in Community Service (EPICS).** A report on the IEEE Implementation of High School Engineering Projects in Community Service (EPICS) was presented. MGA Board were requested to will provide comments on the proposal to Moshe Kam. (Item #55)
90. **Approval of the Formation of IEEE Iraq Section.** It was noted that more than 50 IEEE members reside in Iraq but some of the individuals are reluctant to sign a petition indicating their willingness to form an IEEE Section in the country. The Region 8 Director supports the formation of this Section. (item #56). **A Motion was made that:**
- The MGA Board to waive the requirement for signatures on a petition to form the IEEE Iraq Section (Region 8), pending agreement from IEEE legal counsel, Dorsey & Whitney.**
- The Motion was approved**
91. **Endorsement of Region Evaluation Form.** It was proposed that the MGA Board support a proposal which would modify the IEEE Fellow approval process to include the review of the applications by a Regional Evaluation Committee.. (Item #57) **A Motion was made that:**
- The MGA Board to recommend that the Fellow evaluation process be modified to include input from Regional Evaluation Committees.**
- The Motion was not approved**
92. **Revision to IEEE Policy – 10.1.3 (Inter-organizational Unit Roles & Responsibilities).** It was reported that IEEE Policy – 10.1.3 – Inter-organizational Unit Roles & Responsibilities is being revised by the IEEE Conference Committee. (Item #58)
93. **Update on GOLD Activities** – An update on GOLD activities was distributed after the meeting via email. (Item #59)
94. **IEEE Reserves Policy.** Each Region Director/Treasurer will be asked to provide input on how their Region uses their reserves. This information will be reported to the IEEE Finance Committee. (item #60)
95. **Time and location of the next meeting.** The next MGA Board meeting will be held on 3 August in Albany, NY USA

The meeting was adjourned at 6:15pm.

Respectfully submitted,



Cecelia Jankowski

MGA Board Secretary

**List of Attendees – MGA Meeting**

**MGA MEMBERS PRESENT**

**MGA Officers:**

- Lillie, Joseph –Chair
- Ray, Pedro, Past Chair
- Kennedy, Bill - Treasurer
- Jankowski, Cecelia - Secretary (Non-Voting)

**Region Directors**

- Michel, Howard– Region 1 Director
- Dentler, John - Region 2 Director
- Ratcliff, William - Region 3 Director
- Dawson, Robert - Region 4 Director
- Pierce, David - Region 5 Director
- Arellano, Loretta - Region 6 Director
- El-Hawary, Ferial - Region 7 Director
- Remy, Jean Gabriel - Region 8 Director
- Alvarez, Enrique, Region 9 Director
- Mazierska, Janina - Region 10 Director

**MGA Vice Chairs and additional members**

- Hancke, Gerhard – Vice Chair – Member Development
- Long, Stuart – Technical Activities Appointment
- Palacio, Eduardo – Vice Chair – Strategic Management & Analysis
- Pilotto, Luiz – Vice Chair – Geographic Unit Activities
- Williams, Mike – Technical Activities Appointment

**MEMBER ABSENT**

- Ressler, Eugene – Vice Chair – Information Management

**PARTICIPATING MGA STAFF**

- Day, John - Manager, Membership Development
- Lefkin, Peggy – Supervisor, Geographic Activities
- Moesch, James – Director-Member Strategy
- Sinauskas, Cheryl – Director, Member and Geographic Activities
- Toland, Dan – Manager, Geographic Activities

**Minutes**  
**IEEE Member and Geographic Activities Board Meeting**  
**16 February 2008**  
*Louisville, KY, USA*  
*(Privileged information, Pending Approval)*

1. **Welcome and Introductions.** Joseph Lillie, Chair, IEEE Member and Geographic Activities Board (MGA Board), called the meeting to order at 8:15am. The MGA Board Secretary confirmed that a member quorum was present.
2. **MGA Board Chair Remarks.** It was noted that a written report was included with the agenda. It was also noted that a joint session with TAB will be held during the afternoon.
3. **MGA Secretary Remarks.** A summary of meeting activity by geographic units was included on the agenda.
4. **Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. The meeting agenda was approved.

<b>Items #6 through #15 were approved as part of the Consent Agenda</b>
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6. **November 2007 RAB Meeting minutes.** The MGA Board approved the 16 November RAB Meeting minutes. (Item #6)
7. **IEEE Technical Chapter and Affinity Group Formations.** The MGA Board approved the formation of 12 IEEE Technical Chapters (includes Chapter changes) and 3 Affinity Groups. (Item #7).
8. **2008 MGA Nominations and Appointments Committee Chair.** The MGA Board appointed Francisco Martinez as the 2008 MGA Nominations and Appointments Committee Chair. (item #8)
9. **Recipient of the Supporting Friend of IEEE Member and Geographic Activities Award.** The MGA Board approved Urban Engineers of New York, P.C. as a recipient of the Supporting Friend of IEEE Member and Geographic Activities Award. (item #9)
10. **Appointments to 2008 MGA Committees.** The MGA Board affirmed the appointments to the 2008 MGA Committees. As additional appointments are made, they will be communicated to the Board. (item #10)
11. **Withdrawal of Coastal LA Section from LA Council.** The MGA Board approved the IEEE Coastal Los Angeles Section withdrawal from the IEEE Los Angeles Council. This will be effective immediately. (item #11)
12. **Revisions to PSPB Operations Manual – Section 8.2 PSPB Publication Guidelines: Proper Handling of Articles Written by Publications Volunteers.** The MGA Board resolved that revisions to the PSPB Operations Manual Section 8.2.2 - The Review Process, in the form presented to the IEEE Board of Directors shall be approved. (item #12)
13. **MGA Potentials Editorial Board Charter.** The MGA Board approved the MGA Potentials Editorial Board Charter. (item #13)
14. **MGA Geographic Unit Automation Committee Charter.** The MGA Board approved, in principle, the revisions to MGA Geographic Unit Electronic Communications & Automation Committee Charter. (item #14)
15. **IEEE Buffalo and Rochester Section Boundary Changes.** The MGA Board approved the boundary changes between the IEEE Buffalo and IEEE Rochester Sections in Region 1. (item #15)

<b>End of the Consent Agenda</b>
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16. **Financial Update.** An updated 2007 financial summary report on the results for Member Dues, Member Services and MGA Budgets was reviewed. (item #26)
17. **Update on Geographic Unit Outreach.** An update on the Geographic Unit Outreach program was given to the MGA Board explaining that the program includes the development of a summary of Sections that are paying individuals for some type of unit support and Sections that are paying for an office or specific location used for their operations/activities. (item #27)
18. **Update on IEEE New Initiative Proposals.** The IEEE New Initiatives Committee has received a proposal from Chile Section entitled "National Distinguished Lecture Program in Chile". **A Motion was made that:**

**The MGA Board to endorse the amount of \$10,000 USD from the IEEE Chili Section in regards to the development of a National Distinguished Lecture Program in Chili.** (item #28a)

**The Motion was approved.**

Additionally, the MGA Board received a report that the IEEE India Council has submitted a proposal to the IEEE New Initiative Committee. It was also reported that MGA volunteers/staff are working with other groups on developing a new initiative regarding the development of a new member benefit and a proposal with the IEEE Computer Society. (item 28b)

19. **Revisions to MGA Operations Manual - Section 9.1.H (Region Committees) and Section 9.4 (Sections) and Section 2.10 (Volunteer Responsibilities).** The MGA Board received and update on the proposed revisions to the Operations Manual and members are requested to provide feedback to the MGA Vice Chair – Geographic Unit Activities. (items #30 & 32)
20. **Review of Region Assessments.** It was announced that ad hoc committee will be formed to review the Region Assessment and provide a recommendation on simplification. Director-elects were requested to contact Bill Kennedy if they were interested in serving on the ad hoc committee. (item #29)
21. **Revisions to MGA Operations Manual.** The MGA Board reviewed section 2.9.8 modifying the requirements for achieving a quorum at MGA Board meetings. (item #31) **A Motion was made that:**

**The Member and Geographic Activities Board to approve the revision to Section 2.9.8 of the MGA Operations Manual modifying the requirements for achieving a quorum at MGA Board, to a majority of the voting members of the MGA Board, provided that at least six of the Regional Directors are present, shall constitute a quorum.**

**Motion was approved.**

22. **IEEE Potentials Magazine.** An update was given on the 2008 IEEE Potential Magazine activities. Included in the update was a call for articles for the magazine. (item #33)
23. **IEEE Latvia Section.** A petition was submitted with more than fifty (50) qualified signatures, requesting the formation of the IEEE Latvia Section in Region 8. The boundaries of the proposed Section will be the country of Latvia. **A Motion was made that:**

**The MGA Board to approve the formation of the IEEE Latvia Section. The Section shall comprise the country of Latvia.** (item 34a)

**The Motion was approved.**

24. **IEEE Zhejiang Subsection.** A petition was submitted with more than 50 qualified signatures requesting the formation of the IEEE Zhejiang Section. It was requested that the application be approved first as a Subsection under the Nanjing Section and to develop activities first before it progresses to a full Section. The boundaries of the proposed Subsection will be the province of Zhejiang, postal code range 310000-329999. **A Motion was approved that:**

**The MGA Board to approve the formation of the Zhejiang Subsection of IEEE Nanjing Section (Region 10). (item #34b)**

**The Motion was approved.**

25. **Organizational Unit Management Project.** An update on the Organizational Unit Management Project was presented. (item #35)
26. **Membership Recruitment ad hoc Committee.** The MGA Board received an update on the Membership Recruitment plan. Additionally, the MGA Operations Committee has recommended that a Membership Recruitment ad hoc committee be established. **A Motion was approved that:**

**The MGA Board to establish the MGA Membership Recruitment and Recovery ad hoc Committee. This ad hoc committee shall report to the MGA Operations Committee and the committee charter will be presented to the MGA Board for approval in June 2008. (item #36)**

**The Motion was approved.**

27. **Update on Member Experience in 2008 Join/Renew.** The MGA Board received an update on BMS/Membership. The Board thanked the join/renewal ad hoc committee and requested that they continue to develop recommendations for the following:

- Short term enhancements to the BMS user interface
- Enhancements to be considered for the 2009 membership year renew/join.

An update will be provided on these efforts at the MGA Operations Committee meeting on 4 April 2008. (items #37a-37c)

28. **Relationship with External Organization.** In Executive Session, the MGA Board endorsed the proposed revisions to the MGA Operations Manual Sections 4.9 and 4.13. This action is contingent upon receiving the appropriate approvals by the IEEE Board of Directors and other external organizations. (item 38e)
29. **2008/09 MGA Nominations and Appointments Committee.** In Executive Session, the MGA Board selected the following individuals as members of the 2008-2009 MGA Nominations and Appointments Committee:
- Robert Scoll, Yukon, Oklahoma
  - Hilmi Turanli, Winnipeg, Canada
  - Darrel Chong, Singapore

30. **Sections Congress 2008.** An update on the IEEE Sections Congress 2008 activities was provided. (item #40)

31. **Site Selection for SC2011.** The evaluations from the proposals which were submitted by the following Sections: Syracuse, Alaska, and San Francisco & Oakland East Bay Sections (joint proposal R6) were reviewed. (item #41) **A motion was made that:**

**The MGA Board to approve San Francisco, CA USA as the site for IEEE Sections Congress 2011.**

**The Motion was approved.**

MGA Staff will contact IEEE Conference Management Services regarding the negotiation of meeting and hotel accommodations.

32. **MGA/TAB Discussion Session.** The MGA Board participated in a joint session with TAB and discussed Partnering for Membership Growth and Partnering for Conference Success. The MGA Board agreed to conduct another joint session with TAB in the future, schedule permitting. (item #42)
33. **IEEE Presidents Goals.** The MGA Board received a report by the IEEE President regarding his 2008 Focus areas: (item #44)
- India
  - IEEE reserves and the wise use of these reserves
  - Philanthropic/Humanitarian Issues
34. **Competitive Positioning Initiative.** An update was provided on the IEEE Competitive Positioning Committee. (item #45)
35. **IEEE Fellows Evaluation.** The MGA Board members provided comments on a suggestion to increase MGA/Region involvement in the IEEE Fellow Evaluation process.
36. **Time and location of the next meeting.** The next MGA Board meeting will be held on 21 June in Denver, CO USA.

The meeting was adjourned at 5:15pm.

Respectfully submitted,



Cecelia Jankowski  
MGA Secretary

**List of Attendees – MGA Meeting**

**MGA MEMBERS PRESENT**

**MGA Officers:**

- Lillie, Joseph – MGA Chair
- Bill Kennedy - MGA Treasurer
- Jankowski, Cecelia - Secretary - IEEE Member and Geographic Activities Board (Non-Voting)

**Region Directors**

- Michel, Howard– Region 1 Director
- Dentler, John - Region 2 Director
- Ratcliff, William - Region 3 Director
- Dawson, Robert - Region 4 Director
- Pierce, David - Region 5 Director
- Arellano, Loretta - Region 6 Director
- El-Hawary, Ferial - Region 7 Director
- Remy, Jean Gabriel - Region 8 Director
- Alvarez, Enrique, Region 9 Director
- Mazierska, Janina - Region 10 Director

**MGA Vice Chairs and additional members**

- Hancke, Gerhard – Vice Chair – Member Development
- Long, Stuart – Member-at-Large
- Palacio, Eduardo – Vice Chair – Strategic Management & Analysis
- Ressler, Gene - Vice Chair – Information Management
- Williams, Mike – Member-at-Large

**MEMBER ABSENT**

- Ray, Pedro – Past Chair
- Pilotto, Luiz – Vice Chair – Geographic Unit Operations

**PARTICIPATING STAFF**

- Lefkin, Peggy – Supervisor, Geographic Activities
- Moesch, James – Director-Member Strategy
- Toland, Dan – Manager, Geographic Activities



**Minutes**  
**IEEE Regional Activities Board Meeting**  
**17 November 2007**  
*Boston, Massachusetts, USA*  
*(Privileged information, Pending Approval)*

97. **Welcome and Introductions.** Pedro Ray, Chair, IEEE Regional Activities Board (RAB), called the meeting to order at 8:15am. The RAB Secretary confirmed that a member quorum was present.
98. **RAB Chair Remarks.** It was announced that Joseph V. Lillie was elected by the IEEE Assembly as the 2008 Vice President Member and Geographic Activities/MGA Board Chair. It was also announced that the following individuals were selected by the RAB Assembly on 15 November for the 2008 Member and Geographic Activities Board:
- MGA Treasurer - Bill Kennedy
  - MGA Vice Chair, Strategic Management and Analysis – Eduardo Palacio
  - MGA Vice Chair, Information Management – Gene Ressler
  - MGA Vice Chair, Member Development – Gerhard Hancke
  - MGA Vice Chair, Geographic Unit Operations – Luiz Pilotto
99. **RAB Secretary Remarks.** It was noted that a summary of meeting activity by geographic units was included on the agenda.
100. **Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. The meeting agenda was approved.

<b>Items #101 through #108 were approved as part of the Consent Agenda</b>
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101. **Approval of August 2007 RAB Meeting minutes.** The Regional Activities Board approved the 25 August 2007 RAB Meeting minutes. (Item 3a)
102. **Approval of IEEE Technical Chapter and Affinity Group Formations.** The Regional Activities Board approved the formation of 19 IEEE Technical Chapters (includes Chapter changes) and 6 Affinity Groups (3 GOLD, 2 WIE, 1 LM). (Item 3b).
103. **Approval of the Dissolution of IEEE Technical Chapter & Affinity Groups.** The Regional Activities Board approved the dissolution of 11 Technical Chapters & 2 Affinity Groups (GOLD & LM). (Item 3c)
104. **Approval of revisions to PSPB Operations Manual – Section 8 PSPB Procedural and Operations Decisions.** The Regional Activities Board endorsed and recommended that the IEEE Board of Directors approve the revisions to the PSPB Operations Manual. Section 8.1 – Publication Policies and Section 8.2.2 – The Review Process. (Item 3d).
105. **Approval of the dissolution of RAB Committees.** The Regional Activities Board approved the dissolution of the following RAB Committees as of 31 December 2007:
- Membership Development
  - RAB/TAB Section/Chapter Support
  - Strategic Planning
  - Industry Relations

The functions of these committees will be included as a part of the transformation to Member and Geographic Activities Board Structure. (Item 4d)

106. **Approval of the Member & Geographic Activities Operations Manual.** The Regional Activities Board endorsed and recommended the IEEE Board of Directors approve the IEEE Member and Geographic Activities Operations Manual, effective 1 January 2008. (item 4e2)
107. **Approval of IEEE Hefei Subsection of the IEEE Nanjing Section.** The Regional Activities Board approved the formation of IEEE Hefei Subsection of the IEEE Nanjing Section. (Item 3b)
108. **Approval of Dissolution of the IEEE Monroe Subsection (Shreveport Section).** The Regional Activities Board approved the dissolution of the Monroe Subsection of the Shreveport Section. (Item 6j)

<b>End of the Consent Agenda</b>
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109. **Financial Update.** A summary report on the 2007 forecast for Regional Activities, Member Dues, and Member Services was provided. (Item 4a)
110. **Update on Geographic Unit Outreach.** An update on the outreach to Sections regarding their operations was presented. RA staff will be following up with the appropriate Region volunteers to ensure that a response is received from all units. (item 4a1)
111. **SC08 Distributions to Regions.** Since the current 2007 RA forecast is favorable to budget it was suggested that the SC08 allocations be distributed in December 2007 rather than 2008. In addition, it was suggested that an additional \$260,000 USD be distributed to the Regions. (Item 4a2) **A Motion was made that:**

**The Regional Activities Board to approve the disbursement of \$520,000 to Regions 1 – 10 prior to 31 December 2007 in support of 2008 Section Congress and MGA education and training.**

**The Motion was approved.**

112. **Endorsement of the 2008 MGA Budget.** The 2008 Member Services, Member Dues and Member & Geographic Activities/Regional Activities Budgets were reviewed (Item #4b). **A Motion was made that:**

**The Regional Activities Board to recommend that the IEEE Board of Directors approve the 2008 Budgets for Member & Geographic Activities, Member Services and Member Dues.**

**The Motion was approved.**

113. **Update on RAB Simplification Efforts.** An update on RAB simplification efforts was provided (Item #4c)
114. **Revisions to IEEE Bylaws.** As part of the transformation to the IEEE Member and Geographic Activities Board, it was suggested to modify the composition of the Board to include representatives from the IEEE Technical Activities Board. (Item 4e) **A Motion was made that:**

**The Regional Activities Board to endorse and recommended the IEEE Board of Directors approve revisions to IEEE Bylaw I-304.5 - Member and Geographic Activities Board.**

**The Motion was approved.**

It was also noted, the transformation to the MGA Board requires a modification to IEEE Bylaw I-306.12 – Individual Benefits and Services Committee. **A motion was made that:**

**The Regional Activities Board to endorse and recommended the IEEE Board of Directors approve revisions to IEEE Bylaw I-306.12 - Individual Benefits and Services Committee.**

**The Motion was approved.**

- 115. IEEE Career Services Committee.** The IEEE Career Services Committee is a joint committee between RAB, IEEE-USA and Publications (item 4e1). **A Motion was made that:**

**The Regional Activities Board to continue to support the the Career Services Committee in accordance to the Memorandum of Understanding with PSPB and IEEE-USA.**

**The Motion was approved.**

- 116. Alternate Membership Models.** An update on the strategic issue of Alternative Membership Model was provided. (Item #4f)

- 117. Incentive Based Rebate Program.** The RAB/TAB Section Chapter Support Committee has recommended that a pilot program be conducted in which the Section receive funding based on specific activities rather than reporting meetings. Region 1 and Region 9 have volunteered to pilot this program in 2008. (Item #5) **A Motion was made that:**

**The Regional Activities Board to approve the implementation of a pilot program of the incentive-based rebate mechanism.**

**The Motion was approved.**

- 118. Appointment to Global Earth Observations System of Systems (GEOSS).** (Item 5a) In executive session, RAB approved the appointment of Marc Apter as the 2008 MGA liaison to the Global Earth Observations System of Systems (GEOSS).

- 119. IEEE Open Access Policy-Publishing Principals** (Item #5B) An update on the Open Access publishing was provided. **A Motion was made that:**

**The Regional Activities Board endorsed and recommended the IEEE Board of Directors to approve the Publishing Principals for scholarly publishing as proposed by IEEE Publications Products and Services Board.**

**The Motion was approved.**

- 120. Approval of the formation of the IEEE China Council and the IEEE China Council Bylaws.** (Item #6a) In Executive Session, the Regional Activities Board approved the formation of the IEEE China Council and the IEEE China Council Bylaws.

- 121. Update to Region Bylaws.** It was requested that all Region Bylaws be updated to reflect the establishment of the Member & Geographic Activities Board. Additionally, each Region Director is requested to take this opportunity to ensure that the Regional bylaws are in accordance to the statements included in Section 9.1 of the MGA Operations manual (Item #6b)

- 122. Region Functionality.** It was proposed to include specific examples of the functions of a Region in the MGA Operations Manual. (Item #6c) **A Motion was made:**

**The Regional Activities Board to approve the functions of a Region and recommend that they be included in the Operations Manual.**

**The Motion was defeated.**

- 123. Selection of 2008 IEEE Admission & Advancement Committee Chair.** (Item #6F1) In Executive Session, the Regional Activities Board selected and recommended that the IEEE Board of Directors approve Charles Hickman as the 2008 Chair of the IEEE Admission and Advancement Committee.

- 124. Selection of 2008 IEEE Admission and Advancement Committee Members.** (Item #6F2). In Executive Session, the Regional Activities Board endorsed and recommended that the IEEE Board of Directors approve the appointments of the following members of the 2008 IEEE Admission & Advancement Committee:

Mary Reidy, Syracuse, NY, USA  
 James Burghart Cleveland, OH, USA  
 Bruce Walcott, Lexington, KY, USA  
 F. Ayhan Sakarya, Cedar Rapids, IA, USA  
 Donald Dunn, Channelview, TX, USA  
 Edward Perkins, Tualatin, OR, USA  
 Gerard Dunphy, Torbay NL, Canada  
 Kurt Richter, Graz, Austria  
 Gustavo Giannattasio, Montevideo, Uruguay  
 Rajendra K Asthana, Delhi, India

- 125. Selection of 2008 IEEE Life Members Committee Chair** (Item #6G1) In Executive Session, the Regional Activities Board endorsed and recommended that the IEEE Board of Directors approve Luis T. Gandia as the 2008 Chair of the IEEE Life Members Committee.

- 126. Selection of 2008 IEEE Life Members Committee Members.** In Executive Session, the Regional Activities Board endorsed and recommended that the IEEE Board of Directors approve the appointment of the members of the 2008 IEEE Life Members Committee.

Ross Anderson, Houston, Texas, USA  
 Theodore Bickart, Golden, CO, USA  
 Robert J Dawson, Marion, IA, USA (BoD Representative)  
 Lyle Feisel, Saint Michaels, MD, USA – Past Chair  
 Graeme Gwilliam, West Kogarah, Australia  
 George McClure, Winter Park, Florida, USA  
 Jerry Yeargan, Fayetteville, AR, USA

- 127. MGA Member Engagement & Life Cycle Committee Chair.** In Executive Session, the Regional Activities Board appointed Marc Apter as the 2008 Chair of the MGA Member Engagement and Life Cycle Committee.

- 128. Approval of Award Recipients.** In Executive Session, the Regional Activities Board approved the 2007 recipients of the following awards:

**RAB Larry K. Wilson Transnational**

- **Gerhard Hancke, South Africa Section** - "For inspiring membership development and services as a member of several regional and technical conferences worldwide"

**RAB Innovation Award**

- **Daniel Bellomo & Marcelo Doallo, Joint Nomination, Argentina Section** - "For effective use of technology for knowledge-sharing and networking in the Argentina Section and throughout Region 9"

**RAB GOLD Achievement Award**

- **Kristi Brooks, Red River Valley Section** – "For exemplary achievements, significant contributions and leadership in Region 4 GOLD activities"
- **Tom Curtis, Tanzania Subsection** – "For his dedication and enthusiasm to share his technical knowledge through the education of young students in Tanzania"
- **Mohammed Qasimi, Rock River Valley Section** – "For outstanding leadership in GOLD activities in the IEEE Rock River Section"
- **Scott Tamashiro, Coastal Los Angeles Section** – "For his creativity in the GOLD online game concept and pioneering relations between GOLD and the Standards Association"
- **Sampathkumar Veeararaghavan, Madras Section** – "For outstanding efforts in local GOLD activities and successfully obtaining industry sponsorship"
- **Verona Wong, Vancouver Section** - "For Outstanding contributions and dedication towards membership retention by establishing GOLD activities, and exemplary leadership in the GOLD 10th Anniversary Project"

**RAB Leadership Award**

- **Diane Collier, Fort Worth Section** – "For outstanding long term contributions to Region 5 and the Fort Worth Section"
- **Dattatray Doke, Pune Subsection** – "For leadership in propagating awareness of industry applications of electrical & power engineering"
- **Gerry Kumnik, Pittsburgh Section** – "For continuous, outstanding service and leadership to the IEEE Pittsburgh Section and Community through the IEEE Robot Car Race"

**RAB Achievement Award**

- **Merrill Buckley, Philadelphia Section** - "For his dedicated efforts in documenting the history of major technical achievements in the Delaware Valley region in honor of the Philadelphia Section's 100th anniversary in 2003"
- **Darrel Chong, Benelux Section** - "For extraordinary leadership and sustaining contributions to IEEE GOLD activities especially GOLD Online Seminars"
- **Dr. Branislav Djokic, Ottawa Section** – "For his leadership in maintaining, enhancing and supporting the IEEE Ottawa Section"
- **Isao Shirakawa - Kansai Section** – "For sustained and significant contributions and leadership in Student Activities and Industry-Academia Cooperation to the IEEE Kansai Section and Region 10"
- **Byung Yi – San Diego Section** – "For his dedication to rejuvenate the IEEE San Diego Section Vehicular Technology Society Chapter"

129. **SC08 Status Report.** An update on SC08 activities was provided this included approval of primary delegate selection approval. (Item #7c2)
130. **Sections Congress 2011 Site Selection.** It was announced that an ad hoc committee will be formed to review/judge the proposals submitted by the following Sections: Syracuse, Alaska, and San Francisco & Oakland East Bay Sections (joint proposal R6). Evaluations will be based on IEEE Sections Congress 2001 Site Selection Criteria. (Item #7c3)

- 131. Additional Distribution to Regions.** A discussion was held regarding the distribution of an additional distribution to the Regions to offset Region expenses. **A Motion was made that:**

**The Regional Activities Board to approve the disbursement of \$260,000 to Regions 1 – 10 to offset 2007 Region expenses.**

**The Motion was approved.**

- 132. Additional Reports.** Received reports on the following:

1. Simplification efforts (Item #4c)
2. Organizational Unit Management Project (Item #6d)
3. Alternate Membership Models (Item #4f)
4. Teacher In Service Program (Item #5c)
5. IEEE Student Branches Industry Relations Program (Item #8b)
6. IEEE Sections Congress 2005 Recommendations (Item #7c1)
7. Improving Student Branch and Section Communications (Item #6e)
8. IEEE Standards Activities (#Item 8c)

- 133. Resolution - Outgoing RAB Members.** The Regional Activities Board expressed its deepest appreciation for their efforts to the outgoing members of the 2007 Regional Activities Board.

- |                   |                   |
|-------------------|-------------------|
| 1. Marc Apter     | 6. Robert Scolli  |
| 2. Ronald Jensen  | 7. Barry Shoop    |
| 3. George McClure | 8. Roger Sullivan |
| 4. Robert Hanna   | 9. Hilmi Turanli  |
| 5. James Riess    |                   |

- 134. Resolution – RAB Chair.** The Regional Activities Board recognized the outstanding contributions of Pedro Ray and expressed its sincere appreciation for his friendship, exemplary leadership and dedicated service to the IEEE Regional Activities Board as the 2006-2007 RAB Chair and Vice President – Regional Activities.

- 135. Time and location of the next meeting.** The first MGA Board meeting in 2008 will be held on 16 February in Louisville, Kentucky, USA.

The meeting was adjourned at 5:15pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

**List of Attendees – RAB Meeting**

**RAB MEMBERS PRESENT**

**RAB Officers:**

- Ray, Pedro – RAB Chair/Vice President, Regional Activities
- Apter, Marc T – Past RAB Chair
- Ronald Jensen - RAB Treasurer
- Jankowski, Cecelia - Secretary - IEEE Regional Activities Board (Non-Voting)

**Region Directors**

- Shoop, Barry– Region 1 Director
- Dentler, John - Region 2 Director
- McClure, George - Region 3 Director
- Dawson, Robert - Region 4 Director
- Scolli, Robert - Region 5 Director
- Arellano, Loretta - Region 6 Director
- Hanna, Robert - Region 7 Director
- Remy, Jean Gabriel - Region 8 Director
- Mazierska, Janina - Region 10 Director

**RAB Vice Chairs**

- Palacio, Eduardo – Vice Chair – Region, Section & Chapter Activities
- Sullivan, Roger - Vice Chair - Strategic Planning
- Riess, James – Vice Chair – Student Activities
- Turanli, Hilmi – Vice Chair – Member Activities

Additional Member:

- Soon, Wan - GOLD Representative (Non-Voting)

**PARTICIPATING STAFF**

- Toland, Dan – Manager, Regional Activities
- Lefkin, Peggy – Supervisor, Regional Activities Administration
- Caswell, Janet – Administrator, Regional Activities

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**25 August 2007**  
*Elizabeth, New Jersey, USA*  
*(Privileged information, Pending Approval)*

82. **Welcome and Introductions.** Pedro Ray, Chair, IEEE Regional Activities Board (RAB), called the meeting to order at 8:15am. The RAB Secretary confirmed that a member quorum was present. A list of RAB members is shown in Appendix III.
83. **Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. The meeting agenda was approved as revised in Appendix IV.

**Items #84 through #86 were approved as part of the Consent Agenda**

84. **Approval of June 2007 RAB Meeting minutes.** The Regional Activities Board approved the 15 June 2007 RAB Meeting minutes. (Item 3a)
85. **Approval of IEEE Technical Chapter and Affinity Group Formations.** The Regional Activities Board approved the formation of 19 IEEE Technical Chapters (includes Chapter changes) and 8 Affinity Groups. (Item 3b)
86. **Approval of IEEE Region 8 Uzbekistan Communications Society Chapter.** The Regional Activities Board approved the formation of IEEE Region 8 Uzbekistan Communications Society Chapter. (Item 3c)

**End of the Consent Agenda**

87. **Approval of Member & Geographic Activities Board – Structure.** In June 2007, the IEEE Board of Directors approved the name change of the Regional Activities Board to the Member and Geographic Activities Board (MGAB). The MGA Transformation subcommittee has proposed MGAB volunteer structure. (Item #4i) For each position and/or committee presented, **a motion was made that:**

**The Regional Activities Board to accept the description as proposed by the MGA Transformation Subcommittee. The information will be reflected throughout the RAB (MGA) Operations Manual effective 1 January 2008.**

**The Motions were unanimously approved as noted below.** Each instance of MGA or MGAB will be consistent throughout the documentation. Each committee composition will be consistent to include the chair position. Each committee meeting type to state "Face-to-face meetings or frequent electronic meetings as required."

The Member & Geographic Activities Board includes the following individuals:

- MGA Chair/VP-MGA
- Past MGA Chair
- MGA Secretary
- MGA Treasurer
- MGA VC, Strategic Management and Analysis
- MGA VC, Information Management
- MGA VC, Member Development
- MGA VC, Geographic Unit Operations
- Region 1 – 10 Directors



**MGA Standing Committees:**

- Nominations & Appointments
- Strategic Direction and Environmental Assessment
- Geographic Unit Operations Support
- Member Engagement and Life Cycle
- IT Coordination and Oversight
- Operations Committee
- Sections Congress

**MGA Sub-committees:**

Communications  
 Geographic Unit Electronic  
     Communications and Automation  
 MGA Awards and Recognition Committee  
 Admission and Advancement (A&A)  
 GOLD  
 Life Member  
 Students  
 Pre-University  
 Sections Congress Program Committee  
 Sections Congress Local Arrangements  
 Finance Committee

**Reports to:**

Member Engagement and Life Cycle  
 Information Management  
  
 Member Engagement and Life Cycle  
 Member Engagement and Life Cycle  
 Member Engagement and Life Cycle  
 Member Engagement and Life Cycle  
 Member Engagement and Life Cycle  
 Member Engagement and Life Cycle  
 Sections Congress Committee  
 Sections Congress Committee  
 Operations Committee

**Ad-hoc Committees:**

MGA VP Advisory	VP MGA
Transformation	VP MGA
Public, Industry, and Educational Institution Interface	VP MGA
IT Initiatives	VC Information Management
Member Data Acquisition Management	VC Information Management
	VC Strategic Management and Analysis
MGA Policy Development and Review	VP MGA
Interface Management	VP MGA
IEEE Call Center and Development	VP MGA
Member Education and Training	VC Member Development

- 88. Update on Membership Models Study.** An update on the Membership Model Study was presented. The cost of each benefit and the total costs to deploy any of these proposed models are being analyzed. A recommendation on the proposed model will be provided to the Board of Directors at its November 2007 meeting. Pending BoD approval a validation survey will be conducted on the chosen model. If a new model is chosen, a business plan for implementation will be presented to the BoD in February 2008. The target roll out is the 2009 renewal. (Item #4h)
- 89. Approval of the formation of the Podhigai Subsection (Madras Section).** It was noted that a Subsection can be elevated to Section status without obtaining specific approval of the parent Section. It was requested that RAB approve the establishment of this Podhigai Subsection even though the Madras Section Chair/Executive Committee has not acted upon the request to authorize the formation. **A Motion was made that:**

**The Regional Activities Board to approve the formation of the IEEE Podhigai Subsection of the IEEE Madras Section. (Item #7b)**

**The Motion was approved.**

90. **Approval of the formation of the IEEE New Zealand Central Section** (Item #7c). The New Zealand Central subsection would like to be elevated to Section status. This action has been endorsed by the New Zealand North and New Zealand South Sections. It was noted approval of the section will also result in changing the realignment of the New Zealand North and New Zealand South Sections' boundaries. **A Motion was made that:**

**The Regional Activities Board to approve the elevation of the New Zealand Central Subsection to a Section (Region 10).**

**The Motion was approved.**

91. **2008 Capital Funding Budget.** It was requested that RAB approve the addition of \$50,000 to the 2008 RA Capital Budget. \$20,000 is added to support additional hardware required for the implementation of OU Management modules for geographic units. \$30,000 is required for additional camera/video hardware for expansion of IEEE.tv. **A Motion was made that:**

**The Regional Activities Board to approve the 2008 Capital Funding Budget.**

**The Motion was approved.**

92. **Request for Funding GOLD Members at SC08.** It was requested that RAB consider a proposal to provide \$10,000 to fund young members to attend a conference discussing next generation web services from an educated user point of view at the Sections Congress 2008. **A Motion was made that:**

**The Regional Activities Board to approve the additional \$10,000 funding to support GOLD Summit 2008 at Sections Congress.**

**The Motion was withdrawn.**

Following discussion, it was agreed that RAB will distribute \$10,000 of the expected 2007 RA surplus to the Regions to assist in planning for Sections Congress 2008 attendance.

93. **Process to Review New Initiative Proposals.** It was noted that a call for New Initiative Proposals was recently distributed. It was suggested that RAB/MGAB create a review process to ensure the IEEE New Initiative Committee consider those initiatives that are of highest value to the organization. It was agreed that a process be developed for RAB/MGA to review and approve New Initiatives from Geographic Units prior to submission to the New Initiatives Committee.
94. **New Member Benefit Initiative.** It was suggested that RAB/MGA develop a new initiative that creates a new member benefit. The RAB Chair formed an ad hoc committee to determine funding for the new member benefit initiative. Joe Lillie was appointed to chair this ad hoc committee. Additional members will be appointed by the RAB Chair.
95. **Society Membership Ad Hoc Committee.** The RAB Chair formed an ad hoc committee about reversing the direction of Society membership. J. Isaak and F. El-Hawary were appointed to serve on this ad hoc committee. Additional members will be appointed by the RAB Chair.

96. **Time and location of the next RAB meeting.** The final RAB meeting in 2007 will be held on 17 November in Boston, Massachusetts, USA.

The meeting was adjourned at 5:15pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

### **List of Attendees – RAB Meeting**

#### **RAB MEMBERS PRESENT**

##### **RAB Officers:**

- Ray, Pedro – RAB Chair/Vice President, Regional Activities
- Apter, Marc T – Past RAB Chair
- Ronald Jensen - RAB Treasurer
- Jankowski, Cecelia - Secretary - IEEE Regional Activities Board (Non-Voting)

##### **Region Directors**

- Shoop, Barry– Region 1 Director
- Dentler, John - Region 2 Director
- McClure, George - Region 3 Director
- Dawson, Robert - Region 4 Director
- Scolli, Robert - Region 5 Director
- Arellano, Loretta - Region 6 Director
- Hanna, Robert - Region 7 Director
- Remy, Jean Gabriel - Region 8 Director
- Mazierska, Janina - Region 10 Director

##### **RAB Vice Chairs**

- Palacio, Eduardo – Vice Chair – Region, Section & Chapter Activities
- Sullivan, Roger - Vice Chair - Strategic Planning
- Riess, James – Vice Chair – Student Activities
- Turanli, Hilmi – Vice Chair – Member Activities

##### Additional Member:

- Soon, Wan - GOLD Representative (Non-Voting)

#### **PARTICIPATING STAFF**

- Sharoff, Vera – Manager, Regional Activities Information Processing
- Lefkin, Peggy – Supervisor, Regional Activities Administration
- Durrett, Laura – Manager, Student Services
- Caswell, Janet – Administrator, Regional Activities

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**15 June 2007**  
*Philadelphia, Pennsylvania, USA*  
*(Privileged information, Pending Approval)*

40. **Welcome and Introductions.** Pedro Ray, Chair, IEEE Regional Activities Board (RAB), called the meeting to order at 8:10am. The RAB Secretary confirmed that a member quorum was present. A list of RAB members is shown in Appendix III.
41. **Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. The meeting agenda was approved as shown in Appendix IV.

**Items #42 through # 54 were approved as part of the Consent Agenda**

42. **Approval of February 2007 RAB Meeting minutes.** The Regional Activities Board approved the 17 February 2007 RAB Meeting Minutes. (Item 3a)
43. **Approval of IEEE Technical Chapter and Affinity Group Formations.** The Regional Activities Board approved the formation of 52 IEEE Technical Chapters (includes Chapter changes) and 9 Affinity Groups. (Item 3b)
44. **Appointment of the 2007 IEEE Admissions and Advancement Committee Chair.** The Regional Activities Board endorsed the re-instatement of Gene Hoffnagle as the 2007 IEEE Admission & Advancement Committee Chair. (Item 3c)
45. **Approval of the 2006 Section Membership Growth Award Recipients.** The Regional Activities Board approved the recipients of the 2006 Section Membership Growth Award. (Item 3d)

Region	Section	Region	Section
1	Mid-Hudson	6	Alamogordo-Holloman
2	Johnstown	7	Southern Alberta
3	Tallahassee Area	8	Belarus
4	Siouxland	9	Aguascalientes
5	Baton Rouge	10	Sapporo

46. **Approval of the 2006 Section Sustained Membership Growth Award Recipients.** The Regional Activities Board approved the recipients of the Section Sustained Membership Growth Award. (Item 3e)

Region	Section	Region	Section
1	No Section Eligible	6	Eastern Montana
2	No Section Eligible	7	Toronto
3	No Section Eligible	8	United Arab Emirates
4	Siouxland	9	Colombia
5	Lafayette	10	Islamabad

47. **Approval of the 2006 Student Branch Membership Growth Award Recipients.** The Regional Activities Board approved the recipients of the Student Branch Membership Growth Award. (Item 3f)

Region	Section	Student Branch
1	Mid-Hudson	State University of New York at New Paltz
2	Akron	Stark State College of Technology
3	Columbia	University of South Carolina
4	Chicago	Devry University-Dupage/Addison
5	Houston	Texas A&M University-Engrg Tech
6	Phoenix	Embry-Riddle Aeronautical University-Arizona
7	Toronto	Ecole Polytechnique-Univ of Montreal
8	United Kingdom & Rep Irel	Southampton Univ (England)
9	Mexico	Hermosillo Inst Tecnologico De
10	Bombay	Veermata Jijabai Technical Inst.

48. **Approval of the Friend of IEEE Regional Activities Awards.** The Regional Activities Board approved the following recipients of the Supporting Friend of IEEE Regional Activities (Item 3g)

- **TELUS (Organization)** For outstanding dedication to students of the IEEE through the annual IEEE/TELUS Innovation Award
- **California Public Utilities Commission (Organization)** In recognition of outstanding and continued support of the activities of the IEEE San Francisco Section and its Chapters.
- **North Sydney Institute of TAFE, Gore Hill Campus (Organization)** The IEEE South Wales Section recognizes the kind assistance of the North Sydney Institute of TAFE for providing meeting space and supporting the activities of the IEEE New Wales Section for the past 10 years.

49. **Approval of 2008 IEEE Potentials Advertising Rates:** The Regional Activities Board approved the increase of the 2008 IEEE Potentials advertising rates by approximately 5% more than the 2007 rates because of the strong print circulation of *IEEE Potentials*. (Item 3h)

50. **Approval of 2008 IEEE Potentials Subscription Rates:** The Regional Activities Board approved that the 2008 *IEEE Potentials* subscription rates for IEEE members and non-members in 2008 stay at the 2007 rates. (Item 3i)

51. **Endorsement of revisions to the IEEE Admission & Advancement Committee Charter** The Regional Activities Board endorsed and recommended that the IEEE Board of Directors approve revisions to the Admission and Advancement Committee Charter. The revisions clarify that the immediate review of Senior Member Applications is allowed when extenuating circumstances warrant such attention. (Item 3k)

52. **Approval of Revisions to Region 3 Bylaws** The Regional Activities Board approved the revisions to the Region 3 Bylaws. (Item 3l)

53. **Approval of revisions to RAB Operations Manual – RAB Complaint Resolution Process** The Regional Activities Board approved the revisions to the RAB Operations Manual which established a process for handling member/volunteer complaints in RAB. (Item 7b)
54. **Approval of revisions to RAB Operations Manual – Section 9.6, Technical Chapters** The Regional Activities Board approved the additions to Section 9.6 of the RAB Operations Manual to further define the operations for a Technical Council Chapter. (Item 8a)

<b>End of the Consent Agenda</b>
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55. **Financial Update.** Based on April 2007 Financial reports, the Member Dues Budget is \$0.5M favorable to budget primarily related to higher than anticipated higher grade members. The Regional Activities Budget was \$0.5M favorable to budget primarily due to Sections Congress being budgeted over three years, higher than anticipated net Conference Proceedings distribution and savings related to open positions. A net unfavorable combined variance in Member & Customer Services of approximately \$(0.5M) is primarily due to additional temporary staffing and training requirements related to BMS, not being able to meet the salary challenge and lower than anticipated revenue related to customer handling. (Item #4a)
56. **2008 Regional Activities, Member Dues and Member Services Budgets.** The RAB Treasurer provided an update on the 2008 budgets for Regional Activities, Member Dues and Member Services. **The following motions were made:**
- The Regional Activities Board to approve the preliminary 2008 Regional Activities Budget.**
- The Regional Activities Board to approve the preliminary 2008 Member Dues Budget.**
- The Regional Activities Board to approve the preliminary 2008 Member Services Budget.**
- The motions were approved.** (Item #4b)
57. **Update on RA Simplification efforts.** A report on the RA Simplification efforts was provided. (Item #4c)
58. **Geographic Unit Financial Reporting Process.** An update on the submission of financial reports was provided. As of 15 June 2007, 98.7% of the financial reports have been submitted to IEEE. (Item #4d)
59. **Recommendation on the Role/Function of the Section.** The RAB/TAB Section/Chapter Support Committee has recommended that the definition of a Section shall be to engage the members and promote the vision and mission of IEEE locally. **A Motion was made that:**
- The Regional Activities Board referred this recommendation to the RAB Transformation Subcommittee. The subcommittee is requested to provide recommendation at the next RAB Meeting.**
- The Motion was approved.** (Item #4e)
60. **Approval of 2008 Section Rebate Schedule.** The RAB/TAB Section/Chapter Support Committee endorsed and recommended that no changes be made to the Section Rebate Schedule. **A Motion was made:**
- The Regional Activities Board to approve 2008 Section Rebate Schedule.**
- The Motion was approved** (Item #4f)

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61. **Update on ieee.tv project.** A written report on ieee.tv was provided (Item 4g).
62. **Transformation to Member & Geographic Activities.** In February 2007, RAB unanimously supported the implementation of the Membership Business Unit. The implementation of the MBU will result in Regional Activities being transformed to the Member and Geographic Activities Board. Specific changes to the volunteer and staff structure will be discussed at a Special RAB meeting which will be held on 25 August 2007 in the New York/New Jersey Area. (Item #4h)
63. **Approval of Name Change from the Regional Activities Board to Member and Geographic Activities Board** In support of the MBU effort, it has been recommended that the name of the Regional Activities Board be changed to the Member and Geographic Activities Board to reflect RAB's transformation to a member centered organization. **A Motion was made that:**
- The Regional Activities Board to recommend that the IEEE Board of Directors approve changing the name of the Regional Activities Board to the Member and Geographic Activities Board and the title of the Vice President - Regional Activities to the Vice President - Member and Geographic Activities, throughout the IEEE documents effective 1 January 2008.**
- The Motion was unanimously approved.** (Item #4i)
64. **Update on Membership Models Study.** A written report on the Membership Model Study was provided. It was noted that a study to determine the cost of each membership benefit will be implemented and it is expected that a recommendation on a possible alternative membership model will be provided by November 2007. (Item #4j)
65. **Update on IEEE Educational Activities** An update on the New developments in EAB's areas of activities and areas of mutual interest and cooperation RAB/EAB was presented. (Item #5a)
66. **Region 8 Conference Activities.** Director Remy noted that the Region 8 Committee feels that the cooperation between the local units and the IEEE Conference Organizers (i.e. Societies) should be improved. A Motion was made that:
- The Regional Activities Board to approve the establishment of an ad hoc committee to study a way to systematically involve geographic units in the organization of any IEEE sponsored conferences, to ensure there is no financial exposure (e.g. VAT), and an opportunity for membership development (Societies), etc.**
- The Motion was approved.** (Item #5b)
67. **Open Access.** RAB received a report regarding IEEE's position on Open Access. It is suggested that IEEE promote its current Open Access-friendly policies, and speak out on government mandated Open Access. Additional IEEE PSPB will conduct a series of well defined experiments that allow IEEE to gain some experience while managing risk. (Item #5c)
68. **Approval of the formation of the IEEE China Council.** This item was conducted in Executive Session. The formation of the IEEE China Council was unanimously approved the Region 10 Committee. The petition to form the China Council was signed by the following Sections: Beijing, Chengdu, Harbin, Shanghai, Nanjing, Wuhan, Xian. **A Motion was made that:**
- The Regional Activities Board to approve the formation of the IEEE China Council and the IEEE China Council Bylaws.**

It was noted that the proposed IEEE China Council Bylaws do not specifically list the Sections that are participating in the Council activities. Current RA policy indicates the list of member Sections must be listed in the Council Bylaws. **An amended Motion was made that:**

**The Regional Activities Board to provisionally approve the formation of the IEEE China Council and the IEEE China Council Bylaws. The IEEE China Council is requested to submit an update to their Bylaws by 31 October 2007 which indicates the purpose of the council and includes the list of the Sections that are currently included in the Council.**

**The Motion was approved. (Item #6a)**

69. **Update on Region Focus Functionality/ Boundaries.** A RAB SPC ad hoc committee is defining the specific role/function of a Region. Input from Director and Director-elects will be solicited and considered prior to an official recommendation being made. (Item #6c)
70. **Endorsement of IEEE and Eta Kappa Nu (HKN) Due Diligence.** An update on the proposed merger between IEEE and Eta Kappa Nu was presented. The Regional Activities Board endorsed the proposal to conduct due diligence in regards this merger. (Item #6d)
71. **Organizational Unit Management Project.** RAB received an update on the Organizational Unit management project. (Item 6e)
72. **Region 8, 9, & 10 Member Salary Survey.** It was proposed the RA consider conducting a Member Salary Survey for members in Regions 8, 9 & 10. **A Motion was made that:**

**The Regional Activities Board to approve the establishment of an ad hoc committee to review and investigate the implementation of a Member Salary Survey in Regions 8, 9 & 10. The ad hoc committee is to provide a business plan which includes 2007 and 2008 funding requirements.**

**The Motion was approved. (Item #6h)**

73. **Approval of Outstanding Section Award Recipients.** The RAB Awards & Recognition Committee provided a recommendation regarding the recipients for the Outstanding Small and Large Section Award. **A Motion was made that:**

**The Regional Activities Board to approve the IEEE Melbourne Section (R3) as the recipient of the RAB Outstanding Large Section Award.**

**The Motion was approved.**

**The Regional Activities Board to approve the Shikoku Section (R10) as the recipient of the RAB Outstanding Small Section Award.**

**The Motion was approved. (Item #7a)**

74. **GOLD Activities:** RAB received a report on proposed 2007/2008 GOLD Committee activities. **Additionally, a Motion was made that:**

**The Regional Activities Board to approve the proposal that the GOLD Committee submit a new initiative request in the amount of \$25,000 to support an online game.**

**The Motion was approved. (Item #7c)**



75. **GOLD Summit:** The GOLD Committee is recommending that a GOLD Summit be held in conjunction with IEEE Sections Congress 2008. It was noted that the RAB Finance Committee agreed to provide \$15,000 in support of this event. **A Motion was made that:**

**The Regional Activities Board to authorize the funding of an additional \$10,000 in support of the GOLD Summit to be held in conjunction with SC08.**

**The Motion was postponed.**

76. **Update on IEEE Sections Congress.** An update on IEEE Sections Congress 2008 was proved. (Item #7E)
77. **Establish a New Program To Recognize Members** It was suggested the RA implement a program that automatically recognizes younger professional members. **A Motion was made that:**

**The RAB Chair assigns a RAB Committee to investigate the implementation of a new Program which recognizes Members after their 12th consecutive year as Members.**

**The Motion was approved.** (Item #4k)

78. **Investigate A4 Format for Regional Activities Documents.** Due to time constraints, this item was not addressed during the meeting. (Item #6G)
79. **Student Activities Committee Meeting - 2007.** It was announced that the Student Activities Committee was considering conducting their 2<sup>nd</sup> meeting in conjunction with the Region 9 Student Congress in Santiago, Chile.
80. **IEEE Career Services Committee.** RAB members were requested to review the report submitted and provide feedback to Robert Scollie.
81. **Time and location of the next RAB meeting.** A RAB Meeting will be held on 25 August 2007 in Newark, New Jersey, USA. The final RAB meeting in 2007 will be held on 17 November in Boston, Massachusetts, USA.

The meeting was adjourned at 5:30pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

## **List of Attendees – RAB Meeting**

### **RAB MEMBERS PRESENT**

#### **RAB Officers:**

- Ray, Pedro – RAB Chair/Vice President, Regional Activities
- Apter, Marc T – Past RAB Chair
- Ronald Jensen - RAB Treasurer
- Jankowski, Cecelia - Secretary - IEEE Regional Activities Board (Non-Voting)

#### **Region Directors**

- Shoop, Barry– Region 1 Director
- Dentler, John - Region 2 Director
- McClure, George - Region 3 Director
- Dawson, Robert - Region 4 Director
- Scolli, Robert - Region 5 Director
- Arellano, Loretta - Region 6 Director
- Hanna, Robert - Region 7 Director
- Remy, Jean Gabriel - Region 8 Director
- Pilotto, Luiz - Region 9 Director
- Mazierska, Janina - Region 10 Director

#### **RAB Vice Chairs**

- Palacio, Eduardo – Vice Chair – Region, Section & Chapter Activities
- Sullivan, Roger - Vice Chair - Strategic Planning
- Riess, James – Vice Chair – Student Activities
- Turanli, Hilmi – Vice Chair – Member Activities

#### Additional Member:

- Soon, Wan - GOLD Representative (Non-Voting)

### **PARTICIPATING STAFF**

- Toland, Daniel – Manager, Regional Activities
- Lefkin, Peggy – Supervisor, Regional Activities

**DRAFT Minutes**  
**IEEE Regional Activities Board Meeting**  
**17 February 2007**  
*Universal City, California, USA*  
*(Privileged information, Pending Approval)*

1. **Welcome and Introductions.** Pedro Ray, Chair, IEEE Regional Activities Board (RAB), called the meeting to order at 8:05am. The RAB Secretary confirmed that a member quorum was present. A list of RAB members is noted in Appendix I.
2. **RAB Chair Remarks.** The formation of two ad hoc committees (1) ieee.tv advisory group and (2) joint ad hoc committee with TAB on GEOSS - IEEE Committee on Earth Observation was announced.
3. **RAB Secretary Report.** It was noted that a summary of meeting activity by geographic units was included on the agenda.
4. **Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. The meeting agenda was approved as shown in Appendix II.

<b>Items #5 through # 16 were approved as part of the Consent Agenda</b>
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5. **Approval of November 2006 RAB Meeting minutes.** The Regional Activities Board approved the 18 November 2006 RAB Meeting Minutes. (Item 3a)
6. **Approval of IEEE Technical Chapter and Affinity Group Formations.** The Regional Activities Board approved the formation of 25 IEEE Technical Chapters and 7 Affinity Groups. (Item 3b)
7. **Approval of the Friend of IEEE Regional Activities Awards.** The Regional Activities Board approved the following recipients of the Supporting Friend of IEEE Regional Activities Award. (Item 3c)
  - **Consolidated Edison (ConEd) (Organization)** "For distinguished and continuing exceptional support to the activities of the IEEE New York Section and technical chapters."
  - **MTA - New York City Transit (Organization)** "In sincere appreciation of MTA-New York City Transit for its support of the IEEE New York Section and for its contributions to engineering excellence."
8. **Appointment of the 2007 RAB Nominations & Appointments Committee Chair.** The Regional Activities Board appointed Francisco Martinez as the 2007 RAB Nominations and Appointments Committee Chair. (Item 3d)
9. **Approval of Formation of Palouse Section.** The Regional Activities Board approved the elevation of the IEEE Palouse Subsection to Section (Region 6). (Item 3e)
10. **Approval of Formation of Nanjing Section.** The Regional Activities Board approved the formation of the IEEE Nanjing Section in the People's Republic of China (Region 10). (Item 3f)
11. **Approval of Formation of Vietnam Section** The Regional Activities Board approved the formation of the IEEE Vietnam Section (Region 10). (Item 3g)
12. **Approval of Formation of Wuhan Section** The Regional Activities Board approved the formation of the IEEE Wuhan Section in the People's Republic of China (Region 10). (Item 3h)

13. **Establishment of the Region 8 Clementina Saduwa Award.** The Regional Activities Board approved the establishment of the Region 8 Clementina Saduwa Award contingent upon RAB Awards & Recognition Committee review and approval. (Item 3i)
14. **Registration as US Non-Profit Corporation – Russian Federal Registration Service.** The Regional Activities Board recommended the IEEE Board of Directors authorize the registration of a branch of the US non-profit corporation with the Russian Federal Registration Service. (Item 3j)
15. **Establishment of Theme for IEEE Sections Congress 2008.** The Regional Activities Board approved “Celebrating Volunteer Achievements Worldwide” as the theme for IEEE Sections Congress 2008. (Item 7d1)
16. **Revisions to IEEE Conference Committee Charter.** The Regional Activities Board endorsed and recommended the IEEE Board of Directors approve the proposed revisions to the IEEE Conference Committee Charter. (Item 8a)

<b>End of the Consent Agenda</b>
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17. **Regional Activities Financial Update.** A summary report on the 2006 Regional Activities Financial activities was provided. (Item 4a1)
18. **2008 IEEE Budget Guidelines/Infrastructure Reserve Account.** It was reported that the IEEE Board of Directors approved the 2008 IEEE Budget Guidelines. Additionally, it was noted that RAB supports the establishment of the Infrastructure Reserve Account. (Item 4a3)
19. **IEEE New Initiative Process.** M. Apter noted that a proposed bylaw revision will be presented to the IEEE Board of Directors in June 2007 to establish an IEEE New Initiative Committee. (Item 4a3)
20. **Update on RA Simplification efforts.** RAB received a report on the RA Simplification ad efforts. (Item 4a5)
21. **Update on Section Relevancy.** RAB received a presentation regarding role of the Section, proposed modifications to the Section Rebate process and criteria regarding Section formations (Item 4a5).
22. **Revisions to RAB Operations Manual – Section 9.5 – Subsections.** It was suggested that the RAB Operations Manual be revised to include the process of a Subsection elevation to Section Status. The RAB Strategic Planning Committee has reviewed and endorsed the proposed changes. **A Motion was made:**  
**The Regional Activities Board to approve the proposed revisions to the Section 9.5 of the RAB Operations Manual reflecting the process of Subsection elevation to Section status.**  
**The Motion was approved**
23. **Update on ieee.tv project:** An update on ieee.tv project was provided (Item 4b1).
24. **Establishment of Member Business Unit:** A presentation regarding the IEEE Member Business Unit Business Case was discussed. (Item #4C1) **A Motion was made that:**  
**The Regional Activities Board to approve the implementation of the Member Business Unit.**  
**The Motion was unanimously approved.**

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25. **Review of Member Service.** An overview of IEEE Member and Customer Service Operations was provided. It was also noted the Business Unit summary for the Member Dues and Member Services cost center was available. (Item 4c3)
26. **Update on Member Value Study:** A presentation on the Phase 2 of the Member Value Study was presented at the IEEE Plenary Session and the Membership Development Committee meeting on 15 February.
27. **Enhancement of IEEE Membership Card:** The Membership Development Committee voted unanimously to recommend that RAB approve the creation of a new enhanced membership card for the IEEE members. The MDC would like the implementation to begin with the 2008 membership renewal, if feasible/possible. **A Motion was made that:**
- The Regional Activities Board to approve the enhancement of the IEEE membership card.**
- After a short discussion, **a Motion was made that:**
- The Regional Activities Board to refer this proposal to the Membership Development Committee with a request to provide additional alternatives to the proposal.**
- The Motion was approved.**
28. **Redesign of IEEE Institute:** RAB received a report on the redesign of the *IEEE Institute*. It was noted the redesign will be launched with the June 2007 issue. (Appendix III)
29. **Region Relevancy.** RAB received a report from the RAB Strategic Planning Committee regarding the relevancy of Regions. An additional report will be provided at the June RAB meeting. (Item 6c1)
30. **IEEE Asia Initiatives.** An update on the IEEE Asia Initiative was provided by IEEE Past President Lightner. (Item 6c3).
31. **Organizational Unit Management Project.** RAB received an update on the Organizational Unit management project. (Item 6f1)
32. **Update on Knowledge Capture Initiative - SC05 Recommendation.** It was noted a pilot project is being developed. Preliminary plans include the review of the record retention schedule, development of a communication plan reminding the geographic units of the retention schedule and implementation of survey to understand what tasks volunteers perform and how they perform them. (Item 7c2)
33. **Standardization of Region Nomination Committee Procedures.** It was noted that current processes regarding the selection of Director-elect candidates are not consistent from Region to Region. RAB members were requested to provide feedback on the proposed guidelines to the RAB N&A Committee (Item 7a2).
34. **Complaint Resolution Process:** Regional Activities currently does not have a specific process with which to address cases brought to its attention from the IEEE Ethic and Member Conduct Committee. It was requested that RAB establish a process for handling member/volunteer complaints in RAB. **A Motion was made that:**
- The Regional Activities Board to approve implementing a Complaint Resolution Process as presented.**
- The Motion was approved.** The RAB Operations Manual to be updated to reflect this process.
35. **Report on GOLD Activities:** RAB received a report on proposed 2007/2008 GOLD Committee activities. (RAB Item 7B1)
36. **Update on IEEE Business Management System:** RAB received a report on the implementation of the IEEE Business Management System. (RAB Item 8b)

- 37. **European Union VAT Registration:** RAB received a report on the implications on conducting IEEE Conferences within the European Union relative to VAT registration. The IEEE Board of Directors will be requested to take action on this issue on 18 February 2007. (RAB Item 8c)
- 38. **IEEE Admission and Advancement Committee Activities:** RAB received a verbal report on IEEE Admission & Advancement Committee activities.
- 39. **Time and location of the next RAB meeting.** The RAB Meeting will be held on 16 June 2007 in Philadelphia, Pennsylvania, USA

The meeting was adjourned at 4:30pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

**List of Attendees – RAB Meeting**

**RAB MEMBERS PRESENT**

**RAB Officers:**

- Ray, Pedro – RAB Chair/Vice President, Regional Activities
- Apter, Marc T – Past RAB Chair
- Ronald Jensen - RAB Treasurer
- Jankowski, Cecelia - Secretary - IEEE Regional Activities Board (Non-Voting)

**Region Directors**

- Shoop, Barry– Region 1 Director
- Dentler, John - Region 2 Director
- McClure, George - Region 3 Director
- Dawson, Robert - Region 4 Director
- Scolli, Robert - Region 5 Director
- Arellano, Loretta - Region 6 Director
- Hanna, Robert - Region 7 Director
- Remy, Jean Gabriel - Region 8 Director
- Pilotto, Luiz - Region 9 Director
- Mazierska, Janina - Region 10 Director

**RAB Vice Chairs**

- Palacio, Eduardo – Vice Chair – Region, Section & Chapter Activities
- Sullivan, Roger - Vice Chair - Strategic Planning
- Riess, James – Vice Chair – Student Activities
- Turanli, Hilmi – Vice Chair – Member Activities

Additional Member:

- Soon, Wan - GOLD Representative (Non-Voting)

**PARTICIPATING STAFF**

- Toland, Daniel – Manager, Regional Activities

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**18 November 2006**  
*New Orleans, Louisiana, USA*  
*(Privileged information, Pending Approval)*

- 98. Welcome and Introductions.** Pedro Ray, Chair, IEEE Regional Activities Board (RAB), called the meeting to order at 8:10am. The RAB Secretary confirmed that a member quorum was present. A list of RAB members is noted in Appendix V.
- 99. RAB Chair Remarks.** The following individuals were elected by the RAB Assembly on 13 November to the 2007 Regional Activities Board.

Ronald Jensen  
Eduardo Palacio

RAB Treasurer  
RAB Vice Chair - Region Section  
and Chapter Activities  
RAB Vice Chair - Student Activities  
RAB Vice Chair - Strategic Planning  
RAB Vice Chair - Member Activities

James Riess  
Roger Sullivan  
Hilmi Turanli

- 100. Resolution for Eduardo Bonzi Correa:** The following resolution was approved by acclamation:

WHEREAS, it is with deep regret that the IEEE received the news that our gracious and dedicated colleague Eduardo Bonzi passed away on 22 October 2006, and

WHEREAS, Eduardo Bonzi demonstrated exemplary leadership and dedication to IEEE for more than 45 years, and

WHEREAS, Eduardo Bonzi provided valued service to all communities of which he was a part and, in particular, to the IEEE as its 1982-83 Director from Region 9, and

WHEREAS, he served in numerous other capacities including service on the IEEE Life Members Committee, Region 9 Treasurer and IEEE Chile Section Chair.

THEREFORE, BE IT RESOLVED that it is with the utmost respect and regard that the IEEE Regional Activities Board expresses its sympathies on the loss of its friend and esteemed colleague, 1982-83 Region 9 Director Eduardo Bonzi Correa.

- 101. RAB Secretary Report.** It was noted that a summary of meeting activity by geographic units was included on the agenda.
- 102. Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. The meeting agenda was approved as shown in Appendix VI.

<b>Items #103 through # 108 were approved as part of the Consent Agenda</b>
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- 103. Approval of June 2006 RAB Meeting minutes.** RAB approved the 23 June 2006 RAB Meeting Minutes. (Item 3a)
- 104. Approval of IEEE Technical Chapter and Affinity Group Formations.** RAB approved the formation of 75 IEEE Technical Chapters, 13 Chapter changes and 20 Affinity Groups. (Item 3b)
- 105. Approval of the Dissolution of IEEE Technical Chapter & Affinity Groups.** RAB approved the dissolution of 16 Technical Chapters. (Item 3c)



- 106. Approval of the Friend of IEEE Regional Activities Awards.** RAB approved the following recipients of the Supporting Friend of IEEE Regional Activities. (Item 3d)
- DeVry Institute of Technology – Calgary
  - Polytechnic University Westchester Graduate Center
  - University of Maine – Orono
- 107. Approval of the formation of IEEE Malta Section.** RAB approved the formation of the IEEE Malta Section (Region 8). (Item 3e)
- 108. Approval of Withdraw of the IEEE Central Coast Section from the LA Council.** RAB approved the withdrawal of the IEEE Central Coast Section from the Los Angeles Council, effective 1 Dec 2006. (Item 3f)
- 109. Regional Activities Financial Update:** A summary report on the 2006 Regional Activities Financial activities and the 2006 Geographic Unit Financial Reporting process was provided. (Item 4a1 and 4a2)
- 110. Endorsement of the 2007 RA Budget:** The 2007 RA Budget was reviewed. **A Motion was made that:** (Item 4a3)
- The Regional Activities Board to endorse and recommend the IEEE Board of Directors approves the 2007 Regional Activities Budget.**
- The Motion was approved.**
- 111. Establishment of an Infrastructure Reserve Account.** Received a report on the TAB Finance Committee AdHoc Committee on Infrastructure Reorganization. The ad hoc committee is recommending the creation of an Infrastructure Reserve account. If the proposal is implemented, the Regional Activities Board will be requested to provide \$2M from the RAB Reserves. There would be no impact from the assets of Regions and Sections. The proposal will be forwarded to the IEEE Finance Committee for consideration. (Item 4a4)
- 112. Update on RA Simplification ad hoc Committee.** Received a report by the RA Simplification ad hoc committee. (Item 4a5)
- 113. SAC Student Branch Chapter and Student Branch Affinity Group Process Simplification:** Reviewed proposed changes (Item 4a6). **A Motion was made that:**
- The Regional Activities board to approve the revisions to the RAB Operations Manual, Sections 9.8 and 9.10 simplifying the Student Branch Technical Chapter and Affinity Group formation process.**
- The Motion was approved**
- 114. Criteria to Determine Healthy Sections, Chapters & Affinity Groups.** A presentation regarding the development of criteria to determine healthy Sections, Chapters and Affinity Groups was provided (Item 4a7).
- 115. Approval of distribution of unspent funds from Geographic Unit Funding. (Item 4a8)** In June 2006, RAB approved the distribution of any unspent funds originally allocated for Section/Chapter activities to the Regions based on the regional allocation formula. It is recommended that the Regions use these funds for local Section/Chapter activities and/or Leadership development. The summary of expected distribution was reviewed. **A Motion was made that:**

**The Regional Activities Board to approve the proposed distribution of \$175k, originally allocated for Section/Chapter activities, to the Regions based on the regional Allocation formula.**

**The Motion was approved**

- 116. Revisions to RAB Operations Manual – Section 9.5 – Subsections.** In June 2006, the IEEE Board of Directors modified the IEEE Bylaws to allow subsections to report to a Region. The RAB Operations Manual has been revised to reflect these changes. The RAB/TAB Section/Chapter Support Committee has reviewed and endorsed the proposed changes. **A Motion was made:**

**The Regional Activities Board to approve the proposed revisions to the Section 9.5 of the RAB Operations Manual reflecting the changes to allow Subsections to report to a Region.**

**The Motion was approved**

- 117. Approval of 2007 Section Rebate Schedule.** The RAB/TAB Section/Chapter Support Committee endorsed and recommended that no changes be made to the Section Rebate Schedule. The funding provided to the units will remain at the same level in 2007. The proposed 2007 RA Budget was prepared in accordance to this assumption (Item 4a10). **A Motion was made:**

**The Regional Activities Board to approve the 2007 Section Rebate Schedule.**

**The Motion was approved**

- 118. Establishment of Process – Donations from Sections.** In accordance with the IEEE Financial Operations Manual, the IEEE Victoria Section submitted a request to the IEEE Executive Committee requesting approval to donate funds. Prior to submission to the IEEE Executive Committee, this specific request was not reviewed by RAB and/or the Region Committee. **A Motion was made that:**

**The Regional Activities Board to direct the RAB Finance Committee to develop a process which stipulates that any donation of a philanthropic nature, including scholarships, to be made by a Geographic Unit be reviewed by RAB prior to its presentation to the IEEE Executive Committee. A formal proposal will be presented to RAB for approval in June 2007. (Item 4a11)**

**The Motion was approved.**

The Region 7 Director, RAB Chair and RA Managing Director will work with the IEEE Victoria Section officers to resolve the issue regarding the donation of IEEE funds to support IEEE Pacific Rim Vijay Bhargava Scholarships Endowment Fund. (Item 4a11)

- 119. Update on ieee.tv project:** An update on ieee.tv project was provided (Item 4b1).
- 120. RAB Enterprise Engineering Project.** An update on the RAB Enterprise Engineering Project was provided. (RAB Item #4C1) **A Motion was made:**

**The Regional Activities Board to approve the scope of the Member Business Unit as presented. A business case will be presented to the RAB in February 2007.**

**The Motion was approved.**

121. **Revision to IEEE Bylaw 1-304.5 – Regional Activities Board name change to Member Activities Board.** This item was withdrawn from the agenda (RAB Item 4c2)
122. **Revision to IEEE Bylaw 1-306.14 – Infrastructure Oversight committee.** (RAB Item 4c3) The current IEEE Bylaws indicate that Member Services should be included as one of the infrastructure units reviewed by the IEEE Infrastructure Oversight Committee. Since RAB is responsible for membership it is requested that the IEEE Bylaw I-306.14 be revised. **A Motion was made that:**

**The Regional Activities Board to endorse and recommend the IEEE Board of Directors resolve that IEEE Bylaw 1-306.14 be revised removing the reference to Member Services**

**The Motion was approved.**

123. **Endorsement of Member Dues Budget.** The 2007 Member Dues budget was presented. **A Motion was made that:** (Item 4c5)

**The Regional Activities Board to endorse and recommend the IEEE Board of Directors approves the 2007 Member Dues Budget.**

**The Motion was approved.**

124. **Update on GEOSS- IEEE Committee on Earth Observation.** Received a presentation from the IEEE Committee on Earth Observation which participates in the GEOSS project. It was requested that the RAB Chair consider appointing a RAB representative to participate in these activities (Item 5a2)

125. **Approval of the formation of the Xi'an Section** (item 5b1). A petition was submitted with fifty (50) qualified signatures to form the IEEE Xian Section (currently Xian Subsection of the IEEE Beijing Section) in Region 10. **A Motion was made:**

**The Regional Activities Board to approve the formation of the IEEE Xian Section (Region 10).**

**The Motion was approved**

126. **Approval of formation of the IEEE Chengdu Section** (Item 5b2). A petition was submitted with fifty (50) qualified signatures to form the IEEE Chengdu Section in Region 10. **A Motion was made:**

**The Regional Activities Board to approve the formation of the IEEE Chengdu Section (Region 10).**

**The Motion was approved**

127. **Approval of the addition of the IEEE Shin-etsu Section to the Japan Council** (Item 5d). In June 2006, RAB approved the formation of the Shin-etsu Section. The Section has requested permission to join the Japan Council. The Shin-etsu Executive Committee, the Japan Council Executive Committee and the Region support this action. **A Motion was made:**

**The Regional Activities Board to approve the addition of the Shin-etsu Section to the Japan Council (Region 10).**

**The Motion was approved**

128. **Region relevancy.** Received a report from the RAB Strategic Planning Committee regarding the relevancy of Regions. RAB members were requested to provide comments to Roger Sullivan (6c1)

129. **Coordinate efforts within IEEE and local units to ensure that RAB policies are appropriate on a global basis** (Item 6c2). Received report on developing a Pilot Project for an international approach to administrative and financial operational procedures. The 2007 Transnational Committee will be charged with the task of monitoring the progress of the Pilot Project throughout the year, and with the decision on whether to extend the project in 2008 to the three other transnational regions, Canada, Latin America and Asia Pacific.
130. **IEEE Asia Initiatives.** Received a report on the IEEE China Initiative. It was noted that membership has been included as part of the business plan for the Beijing office. (Item 6c3).
131. **Transnational Committee.** Received an update from the Transnational Committee on the meeting held in October 2006 (Item 6c4).
132. **Organizational Unit Management Project.** Received an update on the Organizational Unit management proposal (Item 6f1)
133. **Approval of RAB Award Recipients (Executive Session Item).** RAB approved the 2006 recipients of the following RAB Awards. It was noted that the no recipient was selected for the RAB Innovation Award.

#### **RAB Larry K. Wilson Transnational**

- Rob Reilly, Boston Section - "For distinguished contributions to IEEE's global activities through the establishment and development of IEEE chapters"

#### **RAB Leadership Award**

- Adam Skorek, St. Maurice Section - "In recognition of his dynamic leadership and significant contributions in promoting IEEE and the engineering profession"
- Charles Lord, Eastern North Carolina Section - "For continued contributions to encourage IEEE members' development through the creation and utilization of innovative tools"
- Douglas R. Askegard, Buenaventura Section - "For outstanding leadership of the Buenaventura Section, significantly expanding its role in the Engineering community, and increasing Section membership and collaboration"

#### **RAB Achievement Award**

- Rolf Remshardt, Germany Section - "For outstanding strategic contributions towards establishing and nurturing the young professional community within Region 8 and throughout IEEE"
- Gerald Anleitner, Germany Section - "For exemplary leadership skills in IEEE GOLD activities and the creation of the GOLD-Society Pilot Program"
- Vijay Sood, Montreal Section - "For outstanding leadership and contributions in the development and production of IEEE Canadian Review/La Revue Canadienne de l'IEEE"
- Hisham El-Masry, Kingston Section - "For exemplary leadership in promoting IEEE membership and activities in the Kingston Section"
- Marko Delimar, Croatia Section - "For significant contributions and energetic leadership to encourage IEEE Student activities and participation"

#### **RAB GOLD Achievement Award**

- Helene Hoi-Ying Fung, Western Australia Section – "For outstanding contributions in Western Australia GOLD activities, and encouraging industry support and participation."
- May Chee Wan, Boston Section – "For outstanding leadership and contributions in Boston GOLD activities, implementing strategies to bridge Student and GOLD members, and promoting IEEE GOLD on the Regional level"
- Mohamed Aboud, Egypt Section – "For exemplary achievements, significant contributions and leadership in the Egypt Section GOLD activities."

- Stephen Dueck, Winnipeg Section - "For outstanding and sustained contributions towards the success of the Winnipeg Section GOLD activities "
  - Gim Soon Wan, Boston Section – "For outstanding leadership and dedication to improving the Region 1 GOLD Program by establishing best practices"
  - Dawn Nedohin-Macek, Winnipeg Section - "For outstanding leadership of the IEEE Winnipeg Section GOLD Affinity Group".
134. **Approval of the establishment of VP-RA Discretionary Award.** The RAB Awards & Recognition Committee has approved the establishment of an IEEE Vice President – Regional Activities Discretionary Award. This award is similar to award that is currently awarded by the VP-Educational Activities (Item 7a4). **A Motion was made that:**
- The Regional Activities Board to approve the establishment of the VP-RA Discretionary Award.**
- The Motion was approved.**
135. **Standardization of Region Nomination Committee Procedures.** The RAB Operations Manual indicates that the Region Committee shall approve the slate of candidates recommended for the office of Region Delegate-Director-Elect. However current processes are not consistent from Region to Region. After discussion, RAB postponed action regarding the standardization of the Region Nomination Committee Procedures. (Item 7a5).
136. **IEEE and Ethics.** Received a report from the IEEE Ethics and Member Conduct Committee regarding the promotion of ethics and ethical behavior. (Item 7a6).
137. **Approval of 2007 Membership Development Committee Chair.** In executive session, RAB appointed Jan Brown as the 2007 Membership Development Committee Chair (Item 8a)
138. **Election of 2007 RAB Nominations & Appointments Committee.** In executive session, RAB elected Gerard Alphonse, Baldomir Zajc, Karl Sommer and Ralph Ford to the 2007-08 RAB Nominations and Appointments Committee (Item 8b)
139. **Revisions to GOLD Committee Charter.** The GOLD Committee Charter has been revised to reflect current activities (Item 8c) **A Motion was made that:**
- The Regional Activities Board to approve the proposed revisions to GOLD Committee Charter**
- The Motion was approved.** It was noted that the proposed revisions will be presented to TAB for approval.
140. **Revisions to Membership Development Committee Charter.** The Membership Development Committee has recommended that the GOLD Committee chair be included as a voting member of the committee (Item 8d). **A Motion was made that:**
- The Regional Activities Board to approve the proposed revisions to Membership Development Committee Charter**
- The Motion was approved.**
141. **Approval of revisions to the RAB Finance Committee Charter.** It was requested that the RAB Finance Committee composition be revised to include the past committee chair as a voting member of the committee (Item 8e) **A Motion was made that:**
- The Regional Activities Board to approve the proposed revisions to RAB Finance Committee Charter**
- The Motion was approved.**

- 142. Approval of revisions to the Transnational Committee Charter.** The Transnational Committee has endorsed administrative revisions to the Transnational Committee charter (Item 8f). **A Motion was made that:**

**The Regional Activities Board to approve the proposed revisions to Transnational Committee Charter**

**The Motion was approved.**

- 143. Additional Reports:** Written reports were provided on the following projects.

- Update on Task Force on Xplore Downloads Proposal (Item 4c4)
- Research to better identify or enhance products and services (Item 4c7)
- Enable & empower MD Chairs (Item 4c8)
- Better communication of existing benefits (Item 4c9)
- Demonstrate the Value of IEEE membership (Item 4c10)
- Enhance the capabilities of myieee (Item 4c11)
- Provide recognition for years of membership in the form of progressive series of benefits (Item 4c12)
- Received a report on increasing awareness of the value and expertise that IEEE members add to Society, but particularly their employers. (Item 5a1)
- Formalize Training/Mentoring Process for volunteer development (Item 7a1)
- Establish a common framework across IEEE for the Value of Volunteering and develop a communications campaign. (Item 7a2)
- Examine relevancy of the GOLD Program (Item 7b1)
- IEEE Career Committee Activities (Item 7c1)
- 2008 Sections Congress (Item 7d1)

- 144. Time and location of the next RAB meeting.** The RAB Meeting will be held on 17 February 2007 in Universal City, California, USA

The meeting was adjourned at 5:30pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

## **List of Attendees – RAB Meeting**

### **RAB MEMBERS PRESENT**

#### **RAB Officers:**

- Ray, Pedro – RAB Chair/Vice President, Regional Activities
- Apter, Marc T – Past RAB Chair
- Dave Green - RAB Treasurer
- Jankowski, Cecelia - Secretary - IEEE Regional Activities Board (Non-Voting)

#### **Region Directors**

- Shoop, Barry– Region 1 Director
- Tullia, Thomas - Region 2 Director
- McClure, George - Region 3 Director
- Jensen, Ronald - Region 4 Director
- Scollie, Robert - Region 5 Director
- Baldwin, Robert - Region 6 Director
- Hanna, Robert - Region 7 Director
- Zajc, Baldomir - Region 8 Director
- Pilotto, Luiz - Region 9 Director
- Takeuchi, Seiichi - Region 10 Director

#### **RAB Vice Chairs**

- Palacio, Eduardo – Vice Chair – Region, Section & Chapter Activities
- Sullivan, Roger - Vice Chair - Strategic Planning
- Riess, James – Vice Chair – Student Activities
- Turanli, Hilmi – Vice Chair – Member Activities

#### Additional Member:

- Chong, Darrel - GOLD Representative (Non-Voting)

### **PARTICIPATING STAFF**

- Toland, Daniel – Manager, Regional Activities
- Lefkin, Peggy – Supervisor – RA Administration

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**23 June 2006**  
*Minneapolis, Minnesota, USA*  
*(Privileged information, Pending Approval)*

49. **Welcome and Introductions.** Pedro Ray, Chair, IEEE Regional Activities Board (RAB), called the meeting to order at 8:10am. The RAB Secretary confirmed that a member quorum was present. A list of attendees is noted in APPENDIX II.
50. **RAB Chair Remarks.** The RAB Meeting agenda has been organized to discuss the strategic actions that relate to the RAB Strategic Objectives. A summary of top RA goals was provided – Appendix III.
51. **RAB Secretary Report.** It was noted that a summary of meeting activity by geographic units was included on the agenda CD.
52. **Review and Adoption of Meeting Agenda.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. The meeting agenda was approved as shown in APPENDIX IV.

<b>Items # 53 through # 61 were approved as part of the Consent Agenda</b>
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53. **Approval of February 2006 RAB Meeting minutes.** RAB approved the 12 February 2006 RAB Meeting Minutes. (Item 3A)
54. **Approval of IEEE Technical Chapter and Affinity Group Formations.** RAB approved the formation of 18 IEEE Technical Chapters and 7 Affinity Groups. (Item #3B).
55. **Dissolution of IEEE Student Branches.** RAB approved the dissolution of 7 Student Branches. (Item 3G)
56. **Approval of Revisions to the Region 1, 5 and 8 Bylaws.** RAB approved the Revisions Region 1, 5 & 8 Bylaws. (Item 3c, 3d, 3e)
57. **Approval of the recipients of the Supporting Friend of IEEE Regional Activities.** (item 3f) RAB approved the following recipients of the Supporting Friend of IEEE Regional Activities Award.

DTN Engineers, Inc (Organization) - For supporting and promoting the IEEE activities by allowing the San Francisco Section to conduct events within their facility.

Historical Electronics Museum in Baltimore (Organization) - For supporting and promoting the IEEE activities by allowing the Baltimore Section to conduct events within their facility.

Marilyn Searing (Individual) - For years of dedicated service to the IEEE Milwaukee Section.

Cape Peninsula University of Technology (Organization) - For outstanding and continued support of the activities of the IEEE South Africa Section to the benefit of the Southern African community.

University of Pretoria (Organization) - For outstanding and continued support of the activities of the IEEE South Africa Section to the benefit of the Southern African community.

University of Stellenbosch (Organization) - For outstanding and continued support of the activities of the IEEE South Africa Section to the benefit of the Southern African community.

Darling's Restaurant (Organization) - In sincere appreciation of exceptional cooperation, outstanding service and commitment to excellence in support of the IEEE Providence Section activities.



58. **Endorsement of Revisions to PSPB Operations Manual.** RAB reviewed and endorsed the proposed changes to the PSPB Operations Manual - Section 8 – PSPB Procedural and Operations Decisions. (Item 3h)
59. **Endorsement of Revisions to the IEEE Conference Committee Charter.** RAB endorsed proposed revisions to the IEEE Conference Committee Charter (RAB Item 3i)
60. **Endorsement of an increase to the Region 1 Assessment.** RAB recommended that the IEEE board of Directors increase the R1 Assessment to \$5 and approve revisions to IEEE Bylaw – Dues, Assessments & Fee, Annual Dues and Assessments. ( Item 4b4).
61. **Endorsement of an increase to the Region 7 Assessment:** RAB recommended that the IEEE Board of Directors increase the R7 assessment to \$19 and approved revisions to IEEE Bylaw – Dues, Assessments & Fee, Annual Dues and Assessments. (RAB Item 4b5).

<b>End of Consent Agenda</b>
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62. **Financial Update:** Received a summary report on the Regional Activities Financial activities and the 2005 Geographic Unit Reporting. (Item 4a1 and 4a2)
63. **Endorsement of the 2007 RA Budget:** The preliminary 2007 RA Budget was distributed and reviewed (Item 4a3). **A Motion was made that:**

**The Regional Activities Board to endorse the preliminary 2007 RA Budget.**

**The Motion was approved.**

64. **2007 Membership Dues:** RAB received a report regarding the proposed action to modify IEEE Bylaw I-108 – Dues, Assessments, and Fees, which specifies that IEEE basic dues and the IEEE-USA assessment increases shall be in accordance with the rate of inflation based on the Consumer Price Index for the preceding year, the basic dues for the 2007 membership year shall be increased by \$4 and the assessment for members residing in Regions 1- 6 and the USA shall be increased by \$1.00.
65. **Update on RA Simplification ad hoc Committee:** Received a report by the RA Simplification ad hoc committee. (Item 4a4 and 4a5) **Additionally, a Motion was made that:**

**The standard distribution method of agenda material for RAB and RAB Committees meeting is via the onsite server or on the web.  
Hard copy/CD's ROMs will be available upon request.**

**The Motion was approved.**

66. **Update – establishment of criteria to determine healthy Sections, Chapters, affinity Groups.** RAB received a report/update regarding the development of criteria to determine healthy Sections, Chapters and Affinity Groups. (Item 4a6)
67. **Approval of a process to distribution of unspent funds from Geographic Unit Funding.** It was requested that the RAB/TAB Section/Chapter Support committee formalize a process in regards to distributing unspent funds from the Section Rebate Budget. (Item 4a7) **A Motion was made that:**

**The Regional Activities Board to approve the distribution of any unspent funds originally allocated for Section/Chapter activities to the Regions based on the regional allocation formula. It is recommended that the Regions use these funds for local Section/Chapter activities and/or Leadership development.**

**The Motion was approved.**

- 68. Expansion of ieee.tv project.** An update on ieee.tv was provided (Item 4b1). **A Motion was made that:**

**The Regional Activities Board to authorize a second installment of financing in 2006 for the beta release of IEEE.tv, for a total of \$30k. The authorization shall provide funding for the following: (1) \$18k contingency for new program development; (2) \$10k for travel expenses related to the formation of an IEEE.tv advisory group, and; (3) \$2k for travel expenses for a pro-bono consultant to help guide the business direction of IEEE.tv.**

**The Motion was approved.**

- 69. Approval of 2007 IEEE Potentials Subscription Rates.** It was recommended that the *IEEE Potentials* subscription rates for IEEE members and non-members in 2007 stay at the 2006 rates. (Item 4b2). **A Motion was made that:**

**The Regional Activities Board to approve the 2007 IEEE Potentials subscription rates for IEEE members and non-members.**

**The Motion was approved.**

- 70. Approval of 2007 IEEE Potentials Advertising Rates.** The proposed 2007 *IEEE Potentials* advertising rates were presented. (Item 4b3) **A Motion was made that:**

**The Regional Activities Board to approve the 2007 IEEE Potentials advertising rates**

**The Motion was approved.**

- 71. RAB Enterprise Engineering Project.** An update on the RAB Enterprise Engineering Project was provided. (RAB Item #4C1). **A Motion was made that:**

**The Regional Activities Board to support the concept and further development of the committee recommendations.**

**The Motion was approved.**

- 72. Member Value Study.** A report on the Member Value Study was provided. Members were informed that input in regards to Phase II of the project should be provided by 20 July 2006 (RAB Item 4c4)

- 73. Endorsement of Members Due Budget.** The preliminary 2007 Members Due Budget was presented. (RAB Item 4c7) **A Motion was made that:**

**The Regional Activities Board to endorse the preliminary 2007 Member Dues Budget.**

**The Motion was approved.**

- 74. Update on Educational Activities Programs:** A report on Educational activities programs and endorsed the following actions:

- Support the establishment of an Expert Now IEEE Competition - Financial Impact: 18k in 2008
- Support the participation of Region 2 and the Baltimore Section in the 2007 Standards workshop
- Endorse the proposal that Regional Education Chairs serve on the EAB Section Outreach Committee - Financial Impact: Each Region will be asked to split expenses in 2008
- Agreed to work with EAB on activities in China and in Guandong Province (Item 5b1)

- 75. Endorsement of IEEE Xtreme Programming Contest.** A report on the proposed IEEE Xtreme programming contest was presented. It was noted that funding for this program is in the 2006 RAB Budget. (Item 5b2). **A Motion was made that:**

**The Regional Activities Board to approve the establishment of the IEEE Xtreme Programming Contest in 2006.**

**The Motion was approved.**

- 76. Approval of revisions to the Student Enterprise Award.** An update on the Student Enterprise Award was presented (Item 5b3). **A Motion was made that:**

**The Regional Activities Board to approve changing the name of the IEEE AT&T Labs Student Enterprise Award to the IEEE Student Enterprise Award. Each project will be eligible to receive up to \$1,500 per Student Branch project. The maximum to be awarded annually will be \$9,000 for the next five years.**

**The Motion was approved.**

- 77. Approval of the Formation of the IEEE Tanzania Subsection.** RAB was requested to approve the formation of the Tanzania Subsection. (Item 5b4) **A Motion was made that:**

**The Regional Activities Board to approve approved the formation of the IEEE Tanzania Subsection in Region 8 contingent upon the IEEE Board of Directors approving the proposed revisions to IEEE Bylaws allowing Subsections to report administratively to a Region.**

**The Motion was approved.**

- 78. Approval of formation of the IEEE Colombian Caribbean Subsection of IEEE Colombia Section.** It was requested that RAB approve the formation of the Colombian Caribbean Subsection (Item 5b5). **A Motion was made that:**

**The Regional Activities Board to approve the formation of the IEEE Colombian Caribbean Subsection of IEEE Colombia Section - Region 9.**

**The Motion was approved.**

- 79. Approval of formation of the IEEE Estonian Section.** A petition was submitted with 50 qualified signatures to form the Estonian Section. **A Motion was made that:**

**The Regional Activities Board to approve the formation of the IEEE Estonian Section in Region 8.**

**The Motion was approved.**

- 80. Approval of formation of the IEEE Shin-etsu Section.** A petition was submitted with 50 qualified signatures to form the Shin-etsu Section. **A Motion was made that:**

**The Regional Activities Board to approve the formation of the IEEE Shin-etsu Section in Region 10.**

**The Motion was approved.**

- 81. Approval of formation of the IEEE Shanghai Section.** A petition was submitted with 50 qualified signatures to form the Shanghai Section. **A Motion was made that:**

**The Regional Activities Board to approve the formation of the IEEE Shanghai Section in Region 10. The formation of the Shanghai Section is pending the determination of the Section boundaries by the Region Director.**

**The Motion was approved.**

82. **Approval of Establishment of IEEE Pacific Rim Vijay Bhargava Scholarship.** This item was withdrawn from the agenda. (Item 5b7)
83. **Approval of Subsection Elevation Process.** There is no current formal process established in regards to a Subsection elevation to a Section. (Item 5b9) **A motion was made that:**

**The Regional Activities Board to approve the Subsection Elevation Process which indicates that the petition must be submitted to the Region Director/Committee for action. The RAB Operations Manual will be updated to reflect this process.**

**The Motion was approved.**

#### **Executive Session Items**

84. **Approval of RAB Outstanding Section Award Recipients.** The Regional Activities Board approved the IEEE Pittsburgh Section as the recipient of the RAB Outstanding Large Section Award. Additionally, the IEEE Oklahoma City Section was approved as the recipient of the RAB Outstanding Small Section Award. (Item 4a8)
85. **Approval of RAB Membership Growth Award Recipients.** The Regional Activities Board approved the recipients of the 2005 Section Membership Growth Award, 2005 Section Sustained Growth Award, and 2005 Student Branch Membership Growth Awards. (Item 4a9)

#### **Section Membership Growth Award**

<b>Region</b>	<b>Section</b>	<b>Region</b>	<b>Section</b>
1	Green Mountain	6	Eastern Montana
2	Johnstown	7	North Saskatchewan
3	Winston-Salem	8	Qatar
4	Southern Minnesota	9	Centro Occidente
5	Wichita	10	Islamabad

#### **Student Branch Membership Growth Award**

<b>Region</b>	<b>Section</b>	<b>Student Branch</b>
1	Binghamton	New York State Univ of Binghamton
2	Pittsburgh	University of Pittsburgh
3	Orlando	University of Central Florida
4	Twin Cities	University of Minnesota
5	Houston	University of Houston – College of Tech
6	Coastal Los Angeles	California State Univ – Long Beach
7	Kingston	Queen's University
8	Egypt	Alexandria University
9	Ecuador	Litoral Escuela Sup Politecnico de
10	Madras	Sri Sivsubramaniya Nadar College

**Section Sustained Membership Growth Awards**

Region	Section	Region	Section
1	No Section Eligible	6	Eastern Montana
2	No Section Eligible	7	Northern Canada
3	No Section Eligible	8	United Arab Emirates
4	Missouri Slope	9	Nicaragua
5	No Section Eligible	10	Kharagpur

- 86. Approval of 2008 Sections Congress Committee Appointments.** The Regional Activities Board approved the appointment of the Xavier Maldague and Mohamed El-Hawary as the 2008 Sections Congress Program Co-Chairs and Yves de Villers as the 2008 Local Arrangements Committee Chair. (Item 7d1)
- 87. Endorsement of 2007 IEEE Life Members Committee Membership.** The Regional Activities Board endorsed and recommended the IEEE Board of Directors approve the appointments to the 2007 IEEE Life Members Committee. (Item 8b)
- 88. Endorsement of 2007 IEEE Admission & Advancement Committee Membership.** The Regional Activities Board endorsed and recommended the IEEE Board of Directors approve the appointments to the 2007 IEEE Admission and Advancement Committee. The RAB N&A Committee Chair will work with the Region 3 Director regarding the Region 3 appointment to the committee (Item 8c)

**End of Executive Session Items**

- 89. Review geographic boundaries to ensure they are relevant.** It was noted that the RAB Strategic Planning Committee should be assigned the action item concerning the review of the Region Boundaries. (Item 6c1)
- 90. Transnational Committee Working Groups Recommendations.** The Transnational Committee met on 22 June 2006. **The following Motion were made**
- The Regional Activities Board to approve, in principle, the recommendation that the following transnational communication tools to be developed within IEEE's business management and IT initiatives (a) 24 hours/7 day inquiry tracking system (b) Built-in web communication interface. The financial implications of this service will be discussed by the RAB Finance Committee.**
- The Motion was approved.**
- The Regional Activities Board to approve, in principle, the formation of a regional support team for one transnational region in 2007. The Transnational Committee would have oversight of the project and review its achievements at the end of 2007. The financial implications to be finalized, the 2007 RA Budget has funds available for staff to attend each Region meeting. (Item 6c4)**
- The Motion was approved.**
- 91. Enable volunteers & staff to collaborate on creating effective processes & tools.** RAB received an update on the Organizational Unit Management proposal. (Item 6f1)
- 92. Develop volunteers into strong leaders; Formalize Training/Mentoring Process for volunteer development.** RAB received reports on the RAB/TAB Section/Chapter Support Committee activity regarding the following: (Item 7a1, 7a2)
- a. Formalize Training/Mentoring Process for volunteer development

- b. Establish a common framework across IEEE for the Value of Volunteering and develop a communications campaign.

**93. Examine relevancy of the GOLD Program.** A report on the GOLD program was presented. (Item 7b1) **A Motion was made that:**

**The Regional Activities Board to approve, in principle, the expansion of the GOLD Committee to include representatives from the following units: EAB, PSPB, IEEE-USA, Standards and WIE Committee.**

**The Motion was approved.**

**94. Update on RAB Strategy Map/Balanced Scorecard:** RAB received a report on the update on the RAB Strategy Map and Balanced Scorecard.

**95. Approval of the establishment of VP-RA Discretionary Award.** A proposal on the establishment of VP-RA Discretionary Award was presented but requested that the RAB Awards & Recognition Committee review and revise the proposed VP-RA Discretionary Award. (Item 8d) **A Motion was made that:**

**The Regional Activities Board to authorize the Vice President – Regional Activities to distribute 1 VP-RA Discretionary Award in 2006.**

**The Motion was approved.**

**96. Additional Reports.** RAB received written reports on the following items:

- a. Update on Task Force on Xplore Downloads Proposal (Item 4c2)
- b. Research to better identify or enhance products and services (Item 4c3)
- c. Better communication of existing benefits (Item 4c6)
- d. Improve communication/cooperation between Sections, Chapters and other units (Item 6a1)
- e. Update on National Society Agreements (Item 6b1)
- f. Participate and contribute towards the IEEE Asia Initiatives (Item 6c3)
- g. Evolve products to support the volunteers (Item 6d1)
- h. Update on IEEE Career Committee Activities/IEEE Job Site (Item 6f2)

**97. Candidates 2007 Vice President – Regional Activities.** The RAB Assembly Chair announced that Mohamed El-Hawary and Pedro Ray are candidates for the position of 2007 Vice President – Regional Activities/RAB Chair.

**98. Report on IEEE Twin Cities Section Activities.** RAB received a verbal report from the Twin Cities Section Chair regarding IEEE activities.

**99. Time and location of the next RAB meeting.** The RAB Meeting will be held on 18 November 2006 in New Orleans, Louisiana, USA

The meeting was adjourned at 4:10pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

## **List of Attendees – RAB Meeting**

### **RAB MEMBERS PRESENT**

#### **RAB Officers:**

- Ray, Pedro – RAB Chair/Vice President, Regional Activities
- Apter, Marc T – Past RAB Chair
- Dave Green - RAB Treasurer
- Jankowski, Cecelia - Secretary - IEEE Regional Activities Board (Non-Voting)

#### **Region Directors**

- Shoop, Barry– Region 1 Director
- Tullia, Thomas - Region 2 Director
- McClure, George - Region 3 Director
- Jensen, Ronald - Region 4 Director
- Scollie, Robert - Region 5 Director
- Baldwin, Robert - Region 6 Director
- Hanna, Robert - Region 7 Director
- Zajc, Baldomir - Region 8 Director
- Pilotto, Luiz - Region 9 Director
- Takeuchi, Seiichi - Region 10 Director

#### **RAB Vice Chairs**

- Palacio, Eduardo – Vice Chair – Region, Section & Chapter Activities
- Sullivan, Roger - Vice Chair - Strategic Planning
- Riess, James – Vice Chair – Student Activities
- Turanli, Hilmi – Vice Chair – Member Activities

#### Additional Member:

- Chong, Darrel - GOLD Representative (Non-Voting)

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**18 February 2006**  
*Scottsdale, Arizona, USA*

*(Privileged information, Pending Approval)*

1. **WELCOME AND INTRODUCTIONS.** Pedro Ray, Chair, IEEE Regional Activities Board (RAB), called the meeting to order at 8:10am. The RAB Secretary confirmed that a member quorum was present. A list of attendees is noted in APPENDIX I.
2. **RAB CHAIR REMARKS.** The RAB Meeting agenda has been organized to discuss the strategic actions that relate to the RAB Strategic Objectives. Top three goals in 2006 include efforts by the ad hoc Enterprise Engineering Committee, Business Simplification with Regional Activities and development of ieee.tv.
3. **RAB SECRETARY REPORT.** A summary of meeting activity by geographic units was included on the agenda CD.
4. **REVIEW AND ADOPTION OF MEETING AGENDA.** A preliminary meeting agenda was distributed in advance of the meeting and modified prior to the meeting. The meeting agenda was approved as noted in APPENDIX II.

<b>Items # 5 through # 12 were approved as part of the Consent Agenda</b>
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5. **Approval of November 2005 RAB Meeting minutes.** RAB approved the 12 November 2005 RAB Meeting Minutes. (RAB Item 3A)
6. **Approval of IEEE Technical Chapter and Affinity Group Formations.** RAB approved the formation of 25 IEEE Technical Chapters, 7 Affinity Groups and dissolution of 1 Affinity Group. (RAB Item #3B)
7. **Approval of 2006 Nominations & Appointments Committee Chair.** RAB approved the appointment of Francisco Martinez as the 2006 RAB Nominations and Appointments Committee Chair. (RAB Item #3C)
8. **Distribution of Unallocated Section Rebate Funds - Dec 2005.** RAB ratified the action taken in December 2005, to distribute the unallocated Section Rebate funds (\$270K) after the appropriate RAB infrastructure expenses are covered. The distribution was proportional to 2005 Section rebate. (RAB Item #3D)
9. **2005 RAB Give Back to Member Dues Budget.** RAB ratified the action taken in December 2005, to give back to the member dues budget, the unused funds due to open positions (\$300K) for the purpose of covering additional infrastructure costs. (RAB Item #3E)
10. **Approval of Oman Section Formation.** RAB approved the formation of the IEEE Oman Section in Region 8. (RAB Item #3F)
11. **Approval of Peshwar Subsection Formation.** RAB approved the formation of the IEEE Peshawar Subsection of the IEEE Islamabad Section in Region 10. (RAB Item #3G)
12. **Approved the revisions to Section 2 and Section 4 - RAB Operations Manual.** RAB approved the revisions to Sections 2 (Regional Activities Board) and 4 (RAB Committees) of the RAB Operations Manual which reflect the recent actions approved by the RAB and/or the IEEE Board of Directors. (RAB Item #3H and #3I)

<b>End of Consent Agenda</b>
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13. **2005 RA Financial Summary.** A summary report on the 2005 Regional Activities Financial and the 2005 Member Dues Financial results was presented (RAB Item #4A1).
14. **2007 RA Budget Timeline.** The 2007 RA Budget timeline was noted. A preliminary 2007 RA Budget will be presented to RAB for endorsement in June 2006. (RAB Item #4A2)
15. **Ad Hoc Simplification Committee.** The RAB Chair appointed an ad hoc Simplification Committee to review RAB and membership operational and administrative processes and procedures with intent to simplify, update or eliminate processes that are inefficient or unnecessary for current business goals and objectives. (RAB Item #4A3)
16. **Develop Strong Sections.** A brief discussion was held concerning the action related to developing strong Sections. The RAB/TAB Section/Chapter Support Committee will be defining what is considered a "healthy" Section. An update will be provided to RAB in June. (RAB Item #4A4)
17. **Approval of Revisions to Section 9 - RAB Operations Manual.** Section 9 of the RAB Operations Manual has been revised to reflect the recent actions approved by the RAB and/or the IEEE Board of Directors. (RAB Item #4A5) **A Motion was made that:**

**The Regional Activities Board to approve the revisions to Section 9 (Geographic Organizational Units) of the RAB Operations Manual.**

**The Motion was approved.**

18. **Expansion of ieeetv project.** IEEE.tv is an internet broadcasting network that produces and delivers special-interest programming about technology and engineering, for the benefit of IEEE's members and the public. (RAB Item #4B1) **A Motion was made that:**

**The Regional Activities Board to endorsed the further development of ieeetv and authorized an expenditure of up to \$45,000 in 2006.**

**The Motion was approved.**

19. **RAB Enterprise Engineering Project.** RAB received a report from the ad hoc Enterprise Engineering Committee during the RAB Caucus. The Committee was tasked to take a fresh look at the functions and processes of RAB and the larger IEEE as appropriate to engineer the IEEE Membership Enterprise. Expectations are a set of recommendations for the most effective and efficient organizational functions, processes, and structure to support, develop, and grow the enterprise. (RAB Item #4C1) **A Motion was made that:**

**The Regional Activities Board to authorize the ad hoc Enterprise Engineering Committee to have a face to face meeting in 2006. The expected financial impact to RAB is approximately \$10,000.**

**The Motion was approved.**

20. **Update on Xplore Download Proposal.** RAB received an update on proposal to Increase IEEE & Society membership value through Xplore. It was noted that R. Sullivan will ask other RAB members for input regarding this proposal. (RAB Item #4C2)
21. **Research to better identify or enhance products and services.** This item has been assigned to the RAB Vice Chair - Strategic Planning and RAB VC -Member Activities. An update will be provided in June 2006. (RAB Item #4C3)
22. **Membership Model Development** This item has been assigned to the RAB Vice Chair - Member Activities/MD Committee Chair. An update will be provided in June 2006. (RAB Item #4C4)

23. **Enable and empower MD Chairs** This item has been assigned to the RAB Vice Chair - Member Activities/MD Committee Chair. An update will be provided in June 2006. (RAB Item #4C5)
24. **Better communication of existing benefits.** This item has been assigned to the RAB Vice Chair – Region, Section & Chapter Activities. An update will be provided in June 2006. (RAB Item #4C6)
25. **Cooperation with Educational Activities Programs.** During the RAB Caucus, RAB received a report on and a request to provide \$50k in 2007 to support Educational Activities programs. (RAB Item #5A1)
26. **Increase relevance to industry.** The RAB Chair will be appointing an individual to serve on the IEEE Industry Committee. An update on the IEEE Industry Committee will be provided at the next RAB meeting. (RAB Item #5B)
27. **Enhance collaboration among IEEE OUs.** An update on the action regarding the improvement of communication/ cooperation between Sections, Chapters and other units was reported. (RAB Item #6A)
28. **Promote IEEE through partnerships with non-IEEE local organizations** The National Society Agreement Template was recently updated. (RAB Item #6B1) **A Motion was made that:**

**The Regional Activities Board to endorse and recommend that the IEEE Board of Directors approve the National Society Agreement Template as recently updated.**

**The Motion was approved.**

29. **Endorse in principle, to Revisions to IEEE Bylaw to allow the formation of Regional Sub-Section, Chapter and Affinity Groups.** At the current time, Subsections, Affinity Groups and Technical Chapters must report administratively to a Section. It was noted, in some cases, it may be necessary to allow the formation of these units in geographic areas in which no IEEE Section has been formed. (RAB Item #6C1) **A Motion was made that:**

**The Regional Activities Board to approve, in principal, the formation of Region Sub-Sections, Chapters, and Affinity Groups. The Region Director shall be responsible for appointing the individuals to serve as chairs of these units and an individual who will coordinate these activities within the Region.**

**The Motion was approved.**

The appropriate revisions to IEEE Bylaw I-402.5, I-402.6 and I-402.9 will be submitted to the IEEE Board of Directors for consideration in June 2006 and appropriate changes to the RAB Operations Manual will be made after BoD Action.

30. **Review geographic boundaries to ensure they are relevant.** The RAB/TAB Section/Chapter Support Committee will be discussing this issue in 2006. (RAB Item #6C2)
31. **Coordinate efforts within IEEE and local units to ensure that RA policies are appropriate on a global basis.** The RAB/TAB Section/Chapter Support Committee and the Transnational Committee will be discussing this issue in 2006. (RAB Item #6C3)
32. **Participate and contribute towards the IEEE Asia Initiatives,** An ad hoc committee including the Region 10 Director has been established by the RAB Chair to assist with the IEEE China Initiative. (RAB Item #6C4) **A Motion was made that:**

**RAB recommend that the VP-RA socialize with his counterparts the importance that the Regional Directors be informed and given the opportunity to be involved in all activities and issues affecting their respective Regions.**

**The Motion was approved.**

- 33. Approval of Revisions to the Transnational Committee Charter.** The proposed revisions to the Transnational Committee charter were endorsed by the RAB Strategic Planning Committee. (RAB Item #6C5) **A Motion was made that:**

**The Regional Activities Board to approve the proposed revisions to the Transnational Committee Charter as modified by the RAB Strategic Planning Committee.**

**The Motion was approved.**

- 34. Acceptance of Review of the Transnational Committee. (RAB Item #6C6)** In 2005, a RAB ad hoc committee reviewed the Transnational Committee. **A Motion was made that:**

**The Regional Activities Board to accept the recommendations provided by the Transnational Committee Ad Hoc Review committee. The Transnational Committee to implement and/or make recommendations on the actionable items.**

**The Motion was approved.**

- 35. Build strong member relationships through supportive processes & tools.** The RAB/TAB Section/Chapter Support Committee is discussing the development of products to support the volunteers. (RAB Item #6D1)

- 36. Development of Organizational Unit Management Proposal.** The OU Management Proposal is an integrated system (database and content management driven) that supports OU volunteers. (RAB Item #6E1) **A Motion was made that:**

**The Regional Activities Board to approve the submission of Organizational Unit Management proposal as a new initiative for 2007. The initiative will be presented to RAB for formal approval in June 2006.**

**The Motion was approved.**

- 37. Develop volunteers into strong leaders.** Updates on the following actions were provided.

- Formalize Training/Mentoring Process for volunteer development (RAB Item #7A1)
- Establish a common framework across IEEE for the Value of Volunteering and develop a communications campaign. (RAB Item #7A2)
- Examine relevancy of the GOLD Program (RAB Item #7A3)

- 38. Enable members' careers.** The RAB Chair will appoint 2 individuals to serve on the Career Committee who will provide updates on the IEEE Job Site. (RAB Item #7B)

- 39. Update on 2008 Sections Congress.** In June 2006, RAB authorized the RAB Secretary to work with RAB Chair/RAB Treasurer to negotiate and sign hotel contracts in regards to the 2008 IEEE Sections Congress. (RAB Item #7C1) **A Motion was made that:**

**RAB ratify the actions taken by the RAB Secretary/RAB Treasurer regarding the hotel contracts for the 2008 IEEE Sections Congress.**

**The Motion was approved.**

- 40. Approval of RAB Strategy Map.** A RAB Strategy Map was developed based on the input from the RAB SP Retreat in January 2006. (RAB Item #8A) **A Motion was made that:**

**RAB to approve the adoption of the RAB Strategy Map – January 2006.**

**The Motion was approved.**

- 41. RAB Travel Policy** The RAB Travel Expense Policy/Procedures was reviewed. (RAB Item #8D). **A Motion was made that:**

**RAB to reaffirm the RAB Travel Expense Procedures as distributed.**

**The Motion was approved.**

- 42. Business Class Travel.** The IEEE Policy regarding business class travel was reviewed. **A Motion was made that:**

**RAB authorize business class travel for Regional Activities volunteer in 2006 with the following constraints**

- **With the pre-approval of the RAB Chair/RAB Treasurer**
- **For flight legs that are greater than eight hours**
- **With reasonable arrangements**
- **Subject to an aggregate RAB expenses of \$30k**

**The Motion was approved.**

- 43. IEEE Admission & Advancement Committee Appointment.** A vacancy has occurred on the 2006 IEEE Admission & Advancement Committee. **A Motion was made that:**

**RAB to endorse and recommend the IEEE Board of Directors approve the appointment of Myron F. Wilson to the 2006 Admissions and Advancement Committee.**

**The Motion was approved.**

- 44. 2006 RAB Nominations & Appointments Committee Chair.** A vacancy occurred for the position of the Chair of the 2006 RAB Nominations & Appointments Committee. **A Motion was made that:**

**RAB to approve the appointment of Francisco Martinez as the 2006 RAB Nominations and Appointments Committee Chair.**

**The Motion was approved.**

- 45. Modification to Retired Member – Special Circumstances.** RAB discussed potential revisions to the eligibility requirements for members to qualify for the Retired Member - special circumstance. (RAB Item #8D)

- 46. Written Reports.** Written reports from RAB Committee members and RAB Liaisons to other Organizational Units and Committees were distributed.

- 47. Report on IEEE Phoenix Section Activities.** The IEEE Phoenix Section chair provided an overview of IEEE activities within their Section.
- 48. Time and location of the next RAB meeting.** The RAB Meeting will be held on 24 or 25 June 2006 in Minneapolis, Minnesota, USA

The meeting was adjourned at 5:00pm

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

## **List of Attendees – RAB Meeting**

### **RAB MEMBERS PRESENT**

#### **RAB Officers:**

- Ray, Pedro – RAB Chair/Vice President, Regional Activities
- Apter, Marc T – Past RAB Chair
- Dave Green - RAB Treasurer
- Jankowski, Cecelia - Secretary - IEEE Regional Activities Board (Non-Voting)

#### **Region Directors**

- Shoop, Barry– Region 1 Director
- Tullia, Thomas - Region 2 Director
- McClure, George - Region 3 Director
- Jensen, Ronald - Region 4 Director
- Scollie, Robert - Region 5 Director
- Baldwin, Robert - Region 6 Director
- Hanna, Robert - Region 7 Director
- Zajc, Baldomir - Region 8 Director
- Pilotto, Luiz - Region 9 Director
- Takeuchi, Seiichi - Region 10 Director

#### **RAB Vice Chairs**

- Palacio, Eduardo – Vice Chair – Region, Section & Chapter Activities
- Sullivan, Roger - Vice Chair - Strategic Planning
- Riess, James – Vice Chair – Student Activities
- Turanli, Hilmi – Vice Chair – Member Activities

#### Additional Member:

- Chong, Darrel - GOLD Representative (Non-Voting)

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**12 November 2005**  
*Hilton at Walt Disney World Hotel*  
*Lake Buena Vista, Florida, USA*

*(Privileged information, Approved 18 February 2006)*

- 74. WELCOME AND INTRODUCTIONS.** Marc T. Apter, Chair, IEEE Regional Activities Board (RAB), called the meeting to order at 8:10am. The RAB Secretary confirmed that a member quorum was present. A list of attendees is noted in APPENDIX XI.
- 75. REVIEW AND ADOPTION OF MEETING AGENDA.** A preliminary meeting agenda was distributed in advance of the meeting and modified during the RAB Caucus. The meeting agenda was approved as noted in APPENDIX XII.
- 76. RAB ASSEMBLY RESULTS.** The RAB Assembly met on 10 November 2005 and elected the following individuals to the 2006 Regional Activities Board.
- RAB Treasurer - David Green  
RAB Vice Chair - Region, Section & Chapter Activities - Eduardo Palacio  
RAB Vice Chair - Strategic Planning - Roger Sullivan  
RAB Vice Chair - Member Activities - Hilmi Turanli  
RAB Vice Chair - Student Activities - James Riess

<b>Items # 77 through # 97 were approved as part of the Consent Agenda</b>
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- 77. Approval of the 18 June 2005 RAB Minutes.** RAB approved the 18 June 2005 RAB Meeting Minutes. (RAB Item 3A)
- 78. Approval of IEEE Technical Chapter and Affinity Group Formations.** RAB approved the formation of 48 IEEE Technical Chapters and 14 Affinity Groups. (RAB Item 3B)
- 79. Approval of the Dissolution of Technical Chapters/Affinity Groups.** RAB approved the dissolution of 5 Technical Chapters and 4 Affinity Groups (RAB Item 3C).
- 80. Approval of RAB Leadership Award Recipient - K. Reed Thompson.** RAB approved K. Reed Thompson as a 2005 recipient of the RAB Leadership Award - "For his many years of exemplary leadership, contributions and service to the IEEE, Region 3, the Regional Activities Board and the profession." (RAB Item 3D)
- 81. Approval of Supporting Friend of Regional Activities Recipient - Hewlett – Packard.** RAB approved Hewlett Packard – Aguadilla, Puerto Rico as a recipient of a 2005 Supporting Friend of IEEE Regional Activities Award for its consistent support in sponsoring various IEEE activities with the IEEE Western Puerto Rico Section. (RAB Item 3E)
- 82. Endorsement of revisions to IEEE Code of Ethics.** RAB endorsed and recommended IEEE Board of Directors approval of revisions to IEEE Code of Ethics (RAB Item 4E)
- 83. Approval of waiver – RAB N&A Committee Election.** RAB agreed to waive the requirement that the slate of candidates for the RAB N&A Committee elections be released 20 days prior to the RAB meeting at which the elections will occur. (RAB Item 5D)
- 84. Dissolution of REPCOM and Revisions to IEEE Bylaw I-104.4 and I-104.11, and Deletion of Policy 3.2.** RAB endorsed the (1) revisions to IEEE Bylaws I-104 to eliminate reference to Part I of the IEEE REP List of Institutions, (2) deletion of IEEE Policy 3.2 REP List, and (3) termination of the EAB/RAB/TAB REP Committee with transfer of any residual responsibilities with respect to admissions to the Admission and Advancement (A&A) Committee. (RAB Item 8B)

85. **Clarification of the Elevation of Life Associate Members.** RAB endorsed the elevation of all Associate Members to the grade of Member at such time as said Associate Member(s) becomes eligible for Life status in IEEE. This procedure is to commence with the 2006 Life elevations (effective 1 Jan 2007) and continue annually thereafter. (RAB Item 8C)
86. **Review of RAB Award Process - Friend of IEEE Regional Activities.** RAB authorized the RAB Awards & Recognition Committee to approve recipients of the Supporting Friend of IEEE Regional Activities Award. Such recipients must be presented to RAB for ratification. (RAB Item 8I)
87. **Approval of RAB as the Parent Organization for the Consultant Network Affinity Groups in Region 7 – 10.** RAB approved a motion indicating that RAB shall be the Parent Organization for the Consultant Network Affinity Groups in Region 7 – 10. Additionally, approved the formation of the Delhi Section Consultants Network Affinity Group (RAB Item 9C)
88. **Approval of Region 2 Assessment - Endorsement of Revisions to IEEE Bylaw I-108.6 (Annual Dues & Assessment)** RAB recommended that the IEEE Board of Directors establish a Region 2 Assessment of \$2.00 and approve revisions to IEEE Bylaw – Dues, Assessments & Fee, Annual Dues and Assessments (RAB Item 11B1)
89. **Endorsement to increase Region 4 Assessment - Revision to IEEE Bylaw I-108.6 (Annual Dues & Assessment)** RAB recommended that the IEEE Board of Directors increase the R4 Assessment to \$3 and approve revisions to IEEE Bylaw – Dues, Assessments & Fee, Annual Dues and Assessment (RAB Item 11D1)
90. **Endorsement of the establishment of the IEEE Canada - TELUS Innovation Award.** RAB recommended the IEEE Awards Board approve the establishment of the IEEE Canada – Telus Innovation Award. (RAB Item 11g1)
91. **Approval of merger of North Italy and Central/South Italy Sections into the IEEE Italy Section.** RAB approved the merger of North Italy and Central/South Italy Sections into the IEEE Italy Section. (RAB Item 11h1)
92. **Approval of Revision to IEEE Bylaw 308.5.A (Region Delegate-Elect/Director-Elect Positions)** RAB endorsed and recommended the IEEE Board of Directors approve the revision to IEEE Bylaw I-308.5 changing the term of office of the Region 8 Director-elect from one year to two years. (RAB Item 11h4)
93. **Approval of Bosnia and Herzegovina Section.** RAB approved the formation of the IEEE Bosnia and Herzegovina Section. (RAB Item 11h5)
94. **Approval of IEEE Trinidad & Tobago Section.** RAB approved the formation of the IEEE Trinidad & Tobago Section. (RAB Item 11i1)
95. **Approval of IEEE Sri Lanka Central Region Subsection of the Sri Lanka Section.** RAB approved the formation of the IEEE Sri Lanka Central Region Subsection of the Sri Lanka Section. (RAB Item 11J2)
96. **Approval of IEEE New Zealand Central Subsection of the IEEE New Zealand South Section.** RAB approved the formation of the IEEE New Zealand Central Subsection of the IEEE New Zealand South Section (RAB Item 11j3)
97. **Increase to IEEE Potentials Advertising Rates.** RAB approved increases to 2006 *IEEE Potentials* Advertising Rates (RAB Item 12d)

<b>End of Consent Agenda</b>
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98. **RAB Chair Report.** (RAB Item 4A) The 2006 RAB meeting dates & locations and the RAB Committee review schedule for 2006 were noted. Additionally, it was suggested that RAB consider establishing an award which is to be presented/determined by the Vice President – Regional Activities.



- 99. Response to the Review of RAB Operating Committee Operations.** (RAB Item 4D) An Ad Hoc committee was formed to review the functionality of the RAB Operating Committee. **A Motion was made that:**

**The Regional Activities Board to eliminate face to face meetings of the RAB Operating Committee in 2006.**

**The Motion was approved.**

- 100. Past RAB Chair/RAB N&A Committee Activities.** (RAB Item 5A) A report was included with the agenda book. Maurice Papo, Past RAB Chair, was unable to attend the meeting but participated via teleconference. **A Motion was made that:**

**The Regional Activities Board to recognize the outstanding contributions of Maurice Papo and express its sincere appreciation for his friendship, exemplary leadership, and dedicated service to the IEEE Regional Activities Board from 2001 – 2005.**

**The Motion was approved by acclamation.**

- 101. Approval of Revisions to the RAB Nominations & Appointments Committee Charter.** (RAB Item 5B) The RAB N&A Committee agreed to modify the RAB N&A Committee charter to reflect the decision that the Committee Chair shall be either the past past chair or the immediate Past RAB Chair. The RAB N&A committee chair will also serve concurrently on the IEEE Nominations & Appointment Committee and may not resign from one position without also resigning from the other. In case of extenuating circumstances, and upon prior approval by RAB, RAB may appoint a different individual to serve as RAB N&A Committee Chair. **A Motion was made that:**

**The Regional Activities Board to approve the proposed revisions to the RAB N&A Committee charter regarding the decision that the Committee Chair shall be either the past past chair or the immediate Past RAB Chair.**

**The Motion was approved.**

- 101. Approval of Recommendations on Regional Nominations & Appointment Committee Operations.** (RAB Item 5B1) The RAB N&A Committee discussed the standardization of the Regional N&A Operations. The Committee approved recommendations with a request that they be implemented by 1 January 2007. **A Motion was made that:**

**The Regional Activities Board to accept the proposed guidelines for Region N&A Operations.**

**The Motion was TABLED.**

- 102. Appointment to the IEEE Admission and Advancement Committee.** (RAB Item 5C) In Executive Session, RAB rescinded the motion endorsing the slate of candidates for the 2006 IEEE Admission and Advancement Committee. Additionally, RAB recommended the IEEE Board of Directors approve the appointment of revised slated of candidates for the 2006 IEEE Admission and Advancement Committee. The revised slate was endorsed as follows:

**Chair**

William Gjertson (Seattle, Washington, Region 6) \*

**Members**

1. Larry Nelson (Webster, Massachusetts, Region 1) \*
2. James Burghart (Cleveland, Ohio, Region 2)
3. James Beall (New Port Richey, Florida, Region 3) \*
4. Harry Bostic (Indianapolis, Indiana, Region 4) \*
5. Donald Dunn (Channel View, Texas, Region 5)
6. Edward Perkins (Tualatin, Oregon, Region 6)
7. Kostas Plataniotis (Toronto, Canada, Region 7)

8. Tom Rowbotham (Suffolk, England, Region 8) \*
9. Fernando Masis-Vargas (San Jose, Costa Rica, Region 9) \*
10. Toshio Fukuda (Nagoya, Japan, Region 10)

\* = Re-appointment to the A&A Committee – served on committee in 2005

- 103. Election of RAB N&A Committee members.** (RAB Item 5D) In Executive Session, RAB elected the following individuals to serve on the RAB N&A Committee in 2006 and 2007.

Helene Hoi-Ying Fung (R10) - GOLD Member  
Francisco Martinez (R9) - Past Region Director (R7-10)  
John Meredith (R5) - Past Region Director (R1-6)

- 104. Election of Membership Development Committee.** (RAB Item 5E) In Executive Session, RAB elected the Jan Brown from West Whately, MA to serve as Chair of the Membership Development Committee.

- 105. Report of RAB Secretary.** (RAB Item 6) A summary of meeting activity by geographic units was included on the agenda CD. A review of the accomplishments of the Regional Activities Department was presented.

- 106. RAB Treasurer Report.** (RAB Item 7A, 7B) An update on the geographic asset protection plan and the response to the IEEE Management Comment letter was reviewed. It was also noted that the IEEE Plenary session highlighted the need for geographic units to report disbursements to individuals that are for services rendered (compensation), or other payments (awards, honorariums, etc.) and any tax withheld, when required, to the US Internal Revenue Service (IRS) and state government agencies.

The 2005 RA forecast to budget was reviewed. Revisions to the RAB Operations Manual will be made in 2006. These revisions will include material that was incorporated into the core track training material from SC05.

- 107. 2006 Member Dues Budget.** (RAB Item 7C) The Member Dues Budget was included on the RAB Agenda CD. **A Motion was made that:**

**The Regional Activities Board to endorse and recommend the Board of Directors to approve the 2006 Member Dues Budget.**

**The Motion was approved.**

- 108. 2006 Regional Activities Budget.** (RAB Item 7D) The RA Budget was included on the RAB Agenda CD. **A Motion was made that:**

**The Regional Activities Board to endorse and recommend the Board of Directors to approve the 2006 Regional Activities Budget.**

**The Motion was approved.**

- 109. 2006 IEEE New Initiatives.** (RAB Item 7G) A summary of the 2006 IEEE New Initiatives was reviewed. No formal action was taken.

- 110. 2006 Travel Expenses for Region Directors.** (RAB Item 7I) F. Martinez and R. Sullivan suggested that RAB provide specific funding for Region Directors to attend Region meetings outside their own Region. **A Motion was made that:**

**The Regional Activities Board to authorize the support, in 2006, of travel expenses for each Regional Director or the Director-Elect to attend one Region meeting of a Region other than their own per year. The Director shall submit a petition to VP RA presenting the budget in a brief request for this support.**

**The Motion was approved.**

- 111. Revision to annual Region Director Subsidy.** (RAB Item 7H) This item was withdrawn from the agenda.
- 112. RAB Vice Chair – Member Activities Report.** L Weaver presented status reports on activities for the following Committees: IEEE Admission & Advancement; Membership Development; RAB Awards & Recognition; EAB/RAB/TAB REP.
- a) Membership Cards (RAB Item 8A2). It was noted due to the emergence of a motion on other member benefits the membership card issue was not discussed by MDC in November 2005.
  - b) Significant Anniversary Banners (RAB Item 8O). It was reported that 13 Sections will be celebrating significant anniversaries in 2006. The appropriate Region Directors will be contacted regarding the presentation location of the banners.
- 113. Xplore Download Proposal.** (RAB Item 8k) The MDC voted to endorse the motion regarding complimentary downloads from Xplore for full dues paying members, with the following qualification that the referenced trial program is to be restricted to a small representative sample not to exceed 3,000 members. **A Motion was made that:**
- In support of the 2007 membership renewal, RAB authorized staff to take appropriate action to allow full dues paying members to download 6 articles per year, additionally each full dues paying members who belongs to at least one Society may download an additional 3 articles per year. An update to be provided at the next RAB meeting.**
- The Motion was approved.**
- 114. Review of Proposal to revise Life Member Qualification Criteria.** (RAB Item 8D) This item was presented as an information item. RAB members were requested to provide their comments to the LMC Chair.
- 115. Approval of RAB Award Recipients** (RAB Item 8E) In executive session, RAB approved the following:

**RAB Larry K. Wilson Transnational Award**

- o Elya B. Joffe (Israel Section, R8) - For outstanding contribution to enhancement of the transnational character of IEEE through promotion of conferences, membership and chapter development on a regional and global basis.

**RAB Innovation Award - No recipient selected**

**RAB Leadership Award**

- o Eric Holdrinet (Montreal Section, R7) - For Leadership, a global vision, sustained contributions and support for the growth and development of IEEE in Canada, especially in Eastern Canada and Montreal.
- o Jose Valdez Calle (Peru Section, R9) - For outstanding and continued contributions to the IEEE Peru Section and its Student Branches creating the new leaders.

**RAB Achievement Award**

- o Barry Shoop (Mid Hudson Section, R1) - For a high level of commitment and outstanding contributions to both the IEEE Mid-Hudson Section and Region 1 by developing effective volunteers, improving communications and leading by

example in advancing the organization in membership development and education activities.

- Carlos Rueda Artunduaga (Colombia Section, R9) - For outstanding leadership, contributions and valued service to the IEEE through coordinating Student and Young Professional Activities.
- Ali Asraf Chowdhury (Iowa-Illinois Section, R4) - For outstanding service to the IEEE Iowa-Illinois Section
- Sandra "Candy" Robinson (Dallas Section, R5) - For achievement in developing a working dialog between women through WIE activities.
- Nathalie Gosset (Buenaventura Section, R6) - For exemplary leadership, initiative and service in fostering organizational, educational, professional, technical and membership growth within the IEEE – EMBS Buenaventura Section.
- Murty S. Polavarapu (Northern Virginia Section, R2) - For outstanding contribution in promoting IEEE to College and Pre-College Students within the IEEE Northern Virginia Section.

#### **RAB GOLD Achievement Award**

- Peter W. Guy (Montreal Section, Region 7) - For co-leading “Aurum” publishing efforts to successfully reach out to French-speaking members and to create unity amongst Region 7’s GOLD members”
- Saurabh Sinha (South Africa Section, R8) - For significant contributions and leadership in the South Africa GOLD activities, for providing pre-college education exposure to high school students, involvement in conference organization activities and GOLD activities on the Region level.

**116. IEEE Admission & Advancement Committee Operations Manual.** (RAB Item 8F) The Regional Activities Board received a draft of the IEEE Admission & Advancement Committee Operations Manual. RAB members were requested to provide comments by 31 December 2005

**117. Update on MD Project – IT on Healthcare Initiative.** (RAB Item 8L) A report on 2005 activities was presented. The Task Force agreed that resources (human and financial) in 2006 should focus on Healthcare Technology Management.

**118. IEEE Career Services Program** (RAB Item 8P) A memo of understanding which defines the relationship between the IEEE-USA, PSPB & RAB in their effort to develop an IEEE CAREER SERVICES program was presented. **A Motion was made that:**

**The Regional Activities Board to approve the Memo of Understanding between IEEE-USA, PSPB and RAB regarding the development of an IEEE Career Services Program.**

**The Motion was approved.**

**119. Elimination of Reduced Category for Retired Members** (RAB Item 8Q) A discussion was held but no action was taken regarding a proposal to eliminate the reduced dues category for retired members.

- 120. Elevation of Life Member with Member Grade to Senior Member Grade (RAB Item 8M)**  
Received a report regarding the proposal to elevate current Life members with Member grade to Senior Member grade. Due to current policies, no action will be taken on this proposal.

- 120. Report of RAB Vice Chair – Region, Section & Chapter Activities. (RAB ITEM 9A)**  
Status reports on activities for RAB/TAB Section/Chapter Support, IEEE Life Members and GOLD Committees were presented.

- 121. Response to the review of the Life Members Committee. (RAB Item 9B)** In June, RAB received a report of the ad hoc committee reviewing the IEEE Life Members Committee. Each committee was requested to provide a response to the report by the November 2005.  
**A Motion was made that:**

**The Regional Activities Board to accept the response from the IEEE Life Members Committee regarding the review of LMC activities.**

**The Motion was approved.**

- 122. 2006 Section Rebate Schedule (RAB Item 9D).** The RAB/TAB Section/Chapter Support Committee endorsed and recommended that RAB approve a modification to the Section Rebate schedule indicating that all Section, Subsection, Chapter & Affinity Group reporting (financial, meeting & officer) must be received by 31 March in order to receive their annual rebate payment. **A Motion was made that:**

**The Regional Activities Board to approve the 2006 Section Rebate Schedule modifying the submission deadline to 31 March.**

**The Motion was approved.**

- 123. Proposal to allow Technical Councils to form Technical Chapters (RAB Item 9F).** The RAB/TAB Section/Chapter Support Committee endorsed a recommendation that Technical Councils be allowed to establish Technical Chapters. The committee agreed that the petition to form this unit will be signed by individuals who are a member of a Society which is a Member Society of the Technical Council. **A Motion was made that:**

**The Regional Activities Board to endorse a proposal to allow Technical Councils to form Technical Chapters.**

**The Motion was approved.** A proposed IEEE Bylaw revision will be prepared for consideration at the February Board of Directors meeting.

- 124. Report on Sections Congress. (RAB Item 10A)** RAB received a report on 2005 Sections Congress. An updated on IEEE Sections Congress 2008 will be provided in February 2006.

- 125. 2005 Sections Congress Recommendations (RAB Item 10B)** The RAB SPC and RAB/TAB Section/Chapter Support Committee reviewed and endorsed the proposed assignment of a unit that should take the lead (i.e. action) in responding to each SC05 recommendation. **A Motion was made that:**

**The Regional Activities Board to endorsed and recommend the Board of Directors approve the proposed assignments to the SC05 Recommendations.**

**The Motion was approved.**

**126. Region Director Reports.** (RAB Item 11) Each Region Director provided a report on activities within their Region.

**127. Approval of Subsection Formations.** (RAB Item 11H2, 11H3, 11J1) The formation of the following subsections was withdrawn from the agenda: Tanzania (Kenya Section), Lagos (Nigeria Section), Nepal (Uttar Pradesh).

**128. Resolution of K. Reed Thompson.** K. Reed Thompson, Past Region 3 Director, recently passed away. **A Motion was made that:**

**The Regional Activities Board to express its deepest sympathy to the Thompson family on the passing of K. Reed Thompson. His many years of service and contributions to the IEEE and to the engineering profession were distinguished accomplishments. He will be greatly missed by his IEEE colleagues.**

**The Motion was approved by acclamation.**

**129. Report of RAB Vice Chair – Student Activities.** (RAB Item 12A) Status reports on activities for the Student Activities and Potentials Advisory Committee were provided

**130. Response to the review of the RAB Potentials Advisory Committee.** (RAB Item 12C) RAB received a report of the ad hoc committee reviewing the IEEE Potentials Advisory Committee. **A Motion was made that:**

**The Regional Activities Board to accept the recommendations provided by the Potentials Advisory Ad Hoc Review committee. The Potentials Advisory Committee to discuss the impementation of any actionable items.**

**The Motion was approved.**

**131. Approval of Darrel Chong Student Activities Award** (RAB Item 12E) In April 2005, the RAB Operating Committee approved, in principle, a new student activity recognition program. At its October 2005 meeting, SAC unanimously recommended that RAB approve this award. **A Motion was made that:**

**The Regional Activities Board to approve the Darrel Chong Student Activitiy Award for 2006.**

**The Motion was approved.**

**132. Funding for Regional Student Representatives (RSRs) to attend cross-regional events (RAB Item 12F)** The Student Activities Committee requested that RAB to set aside funding to allow selected Regional Student Representatives (RSRs) to attend and participate in cross regional events. **A Motion was made that:**

**The Regional Activities Board to approve funding for Regional Student Representatives (RSRs) to attend and participate in cross regional events.**

**The Motion was approved.**

**133. IEEE Programming Contest** (RAB Item 12H) A draft outline of the proposed programming contest was on the agenda CD. It is expected that SAC will recommend the contest be named "IEEEExtreme Programming Contest". **A Motion was made that:**

**The Regional Activities Board to approve the draft of the proposed IEEE Progaming Contest for Student Branches.**

**The Motion was approved.**

- 134. Report of RAB Vice Chair – Strategic Planning.** Status reports on activities for the RAB Strategic Planning and Transnational Committees were provided. (RAB Item #13A)
- 135. Review of Transnational Committee and Committee Charter Revisions** (RAB Item 13B and 13D). Action on the proposed revisions to the Transnational Committee charter and the report on the review of the Transnational Committee was postponed until the February 2006 RAB Meeting.
- 136. RAB Strategy Map/Balanced Scorecard** (RAB Item 13C) E. Hirt presented a report on the draft RAB Strategy Map and Balanced Scorecard. All RAB members and Director-elects will be requested to attend a RAB Strategic Planning Retreat 20 – 22 January 2005 in New Jersey.
- 137. IEEE Strategic Planning Committee Responsibilities** (RAB Item 13E) A proposal to discuss the transfer of the current responsibilities from the IEEE Strategic Planning Committee to the IEEE Executive Committee was withdrawn from the agenda.
- 138. Revisions to the RAB Operations Manual** (RAB Item 13F) E. Hirt provided an update on the revisions to the RAB Operations Manual. Each Region Director was requested to identify individuals who can review the draft manual from the Section, Chapter, Affinity Group and Student Branch perspective
- 139. RAB Liaison Reports.** (RAB Item 14) Reports from the RAB Liaison to other Boards/Committees were available on the agenda CD.
- 140. Teaching Opportunities for Partners in Science (TOPS)** (RAB Item 15A) Received a report on Teaching Opportunities for Partners in Science (TOPS)
- 141. Resolution - Outgoing RAB Members.** The Regional Activities Board expresses its deepest appreciation for their efforts to the outgoing members of the 2005 Regional Activities Board.
- 142. Resolution – RAB Chair** The Regional Activities Board recognized the outstanding contributions of Marc Apter and expresses its sincere appreciation for his friendship, exemplary leadership and dedicated service to the IEEE Regional Activities Board as the 2004-05 RAB Chair and Vice President– Regional Activities.
- 143. Time and location of the next RAB meeting.** The RAB Meeting is scheduled to be held on Saturday, 18 February 2006 in Scottsdale, Arizona, USA.

The meeting was adjourned at 5:10pm

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

### **RAB Caucus**

A RAB Caucus was conducted on 8 November, from 6:00pm to 10:00pm. During this time, RAB received updates on the following items:

- National Society Agreement Template (4F)
- Approval of TAB/RAB Visits Program Charter (4G)
- Approval of Policy 6.10 – Review Process of Conference Papers (9E)
- Addition to IEEE Policy 10.0 – Types of Meetings (9G)
- Report on the Review of the IEEE History Center (14C)
- Approval of Revisions to IEEE Policies Manual – Section 10 (14E1)
- Endorsement of Revisions to IEEE Meetings & Services Committee Charter (14E2)
- Revisions to Publications, Products & Services Board Manual and IEEE Policies (14F)
- Report on IEEE Infrastructure Oversight Committee (14L)
- Update on IEEE Publications Strategy Activities (15B)



**IEEE Regional Activities Board  
Teleconference – 26 October 2005**

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1. Increase membership value. Include as part of the basic membership free limited access to online publications, products and services or one free society membership with increased benefits according to membership grade, volunteer contributions, and years of membership. To be implemented by 2007 membership year.
2. Develop web-based interactive seminars, downloadable and on-line electronic presentations on technical subjects including an exam which, when completed will provide CEU/PDH credit for participants. Available to members at minimal cost; students, unemployed, life members, and presentations at sections and chapters at no cost. 50 CEU awardable tutorials - Q32006.
3. Provide incentives to companies encouraging employee involvement in the IEEE. Reach out to companies showing the value of IEEE membership (Provides better understanding of current trends in the industry, networking, professional development, and continuing education).
4. IEEE should provide to organizational units and members new tools that demonstrate the value of IEEE membership, both in terms of the advantages to employers and the benefits received by members; for implementation by 4Q2006.
5. Update, expand, and improve the IEEE Job Site to:
  - Expand marketing world-wide, visible to both large and small employers
  - Develop materials to create more effective job searches
  - Provide on-line guidance/training for unemployed and underemployed members
  - Make it easier for employers using the Job Site
6. The IEEE Board of Directors shall direct the Regional Activities Board to find means to increase awareness of the value and expertise that IEEE members add to society, but particularly to their employers.
7. Further develop interactive training toward specific volunteer functions. There shall be quick-start, basic, and advanced training that is easily updatable. Feedback shall be collected on the training effectiveness. Entity leaders upon assumption of office will be notified via an e-mail of training availability. Pilot - 4Q06, Training - 4Q07
8. Often, we lose the expertise of past leaders while new leaders end up re-inventing the wheel. Records retention requirements are ill-defined. IEEE shall institute guidelines, mechanisms, and resources for capturing, archiving, searching, and delivering collective records, knowledge, and wisdom of past and current volunteer leaders. Guidelines and pilot - 4Q06.
9. To recruit and retain members, IEEE should automatically provide recognition for years of membership in the form of a progressive series of benefits; for implementation by 4Q2006.
10. Create IEEE Digital Video Library in 2007 - Provide web-based continuing education that captures presentations in conferences, societies, sections, and chapters and provides virtual speakers for other sections and society meetings. Presentations would provide valuable training courses to all IEEE members.

**IEEE Regional Activities Board  
Teleconference – 26 October 2005**

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The following recommendations were also presented to the delegates.

- A IEEE will enable Sections to process incoming credit and debit card transactions by 2006. This feature will simplify financial transactions.
- B. The IEEE should continue to develop interactive internet based section management and communications capabilities in 2006. Such capabilities should include a web based calendar to Personal Information Manager Interface and adding Instant messenger ID's to MyIEEE profiles.
- C Create a process to enable membership dues to be paid to sections in local currencies by 2007 for the 2008 renewal. Allow member to renew on the Web without credit cards with the section paying IEEE.
- D To raise public awareness of IEEE worldwide, the IEEE Board of Directors shall direct the six sub boards to find means to implement a worldwide IEEE day to be celebrated on Alexander Graham Bell's birthday annually, in every IEEE country and every Section on the same day, by 2007.
- E IEEE Corporate Communications shall develop a public relations program to be implemented worldwide, and designed to raise awareness of IEEE and the IEEE brand. The program is to be launched by 1st Qtr. 2007 and reviewed for results in 3 years using appropriate metrics by the Board of Directors.
- F. IEEE shall develop a presentation tool that entity leaders can use to develop presenter-configured training material for volunteers. This would be a presentation 'generator' that has selectable attributes that can be presenter-defined to meet specific operational unit needs. The pilot shall be available by 4Q06, and the tool by 4Q07.
- G. To better retain our young members, IEEE should develop a transitional program of better relevance to members with less industrial experience (students and GOLD), including an advertising campaign and incentives; for implementation by 2Q2006.
- H. Build the "IEEE Network" by teaching personal skills. On a person-person basis globally provide the tools needed to maintain long relationships for job advancement, career management, and technical vitality. Skills to include leadership, management, mentoring, networking, and transitional skills to leadership / public service. Two region pilot - EOY2006.
- I. Financial benefits: Local IEEE units outside the U.S. to be allowed to develop local Financial Advantage Programs in collaboration with HQ. To be developed no later than 4Q 2006.
- J. Address un-employment and under-employment:
  - A Rapid Response team of resume/skill/ entrepreneurial coaches would be formed to take action in a geographic or specialization area in need
  - Skill coaching should be available for engineers changing specialization and for job searching

Roger to speak at PSPB – about the Motion – how do you respond to this request that this motion will affect the \$2M revenue generated by MDL  
Can they offer this only to full dues paying members?

RAB SPC to development from the ranked region

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**18 June 2005**  
*Westfields Marriott Hotel*  
*Chantilly, Virginia, USA*

*(Privileged information, Approved 12 November 2005)*

26. **WELCOME AND INTRODUCTIONS.** Marc T. Apter, Chair, IEEE Regional Activities Board (RAB), called the meeting to order at 7:30am on 18 June 2005. The RAB Secretary confirmed that a member quorum was present. A list of attendees is noted in APPENDIX IX.
27. **REVIEW AND ADOPTION OF MEETING AGENDA.** A preliminary meeting agenda was distributed in advance of the meeting and modified during the RAB Caucus. The meeting agenda was approved as noted in APPENDIX X.

<b>Items # 28 through # 47 were approved as part of the Consent Agenda</b>
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28. **APPROVAL OF THE 18 FEBRUARY 2005 RAB MINUTES.** The Regional Activities Board approved the 18 February 2005 RAB Meeting Minutes. (RAB ITEM 3A)
29. **APPROVAL OF IEEE CHAPTER AND AFFINITY GROUP FORMATIONS.** The Regional Activities Board approved the formation of 61 IEEE Technical Chapters and 20 Affinity Groups. (RAB ITEM 3B)
30. **APPROVAL OF 2006 IEEE POTENTIALS SUBSCRIPTION RATES.** The Regional Activities Board approved the 2006 *IEEE Potentials* subscription rates for IEEE members and non-members to stay at the 2005 rates. (RAB ITEM 3C)
31. **APPROVAL OF 2006 IEEE POTENTIALS ADVERTISING RATES.** The Regional Activities Board approved the IEEE Potentials advertising rates be maintained at their current rates. (RAB ITEM 3D)
32. **ENDORSED REVISIONS TO IEEE CODE OF ETHICS.** The Regional Activities Board endorsed and recommended the IEEE Board of Directors approve revisions to IEEE Code of Ethics. (RAB ITEM 4B)
33. **APPROVED THE LIST OF RAB ALTERNATES TO ATTEND THE RAB MEETINGS.** The Regional Activities Board approved the list of voting alternates in the event the RAB Treasurer, Past RAB Chair, GOLD Committee Chair, or a RAB Vice Chair, is unable to attend one or more of the RAB meetings. This process will be effective in 2006. (RAB ITEM 4C)
34. **REVIEW OF COMMITTEES.** The Regional Activities Board received reports of the ad hoc committees reviewing the IEEE Life Members Committee, Transnational Committee, and the RAB Operating Committee. Each committee is requested to provide a response to the report by the November 2005 RAB Meeting. A report concerning the review of the RAB Potentials Advisory Committee will be presented during the RAB November meeting. (RAB ITEM 4D, 4E, 4F and 4G)
35. **RAB 2004 SECTION MEMBERSHIP GROWTH AWARD RECIPIENTS.** The Regional Activities Board approved the following recipients of the 2004 Section Membership Growth Award: Ithaca (R1); Baltimore (R2); Gainesville (R3); Missouri Slope (R4); Beaumont (R5); Montana (R6); Newfoundland-Labrador (R7); Hungary (R8); Ecuador (R9); Hyderabad (R10). (RAB Item 8F)
36. **RAB 2004 SECTION SUSTAINED MEMBERSHIP GROWTH AWARD RECIPIENTS.** The Regional Activities Board approved the following recipients of the 2004 Section Sustained Membership Growth Award: Tallahassee Area (R3); Missouri Slope (R4); Eastern Montana (R6); Northern Canada (R7); Nigeria (R8); Ecuador (R9); Bombay (R10). Regions 1, 2 and 5 did not have any Sections eligible to receive the award. (RAB Item 8G)

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37. **RAB 2004 STUDENT BRANCH MEMBERSHIP GROWTH AWARD RECIPIENTS.** The Regional Activities Board approved the following recipients of the 2004 Student Branch Membership Growth Award: University of Vermont (R1); Carnegie Mellon University (R2); University of Kentucky (R3); University of Lincoln Nebraska (R4); University of Colorado-Denver (R5); University of California-Davis (R6); Universite de Sherbrooke (R7); King Fahd University Petroleum & Minerals (R8); Universidad Autonoma Nacional de Mexico (R9); Crescent Engineering College (R10) (RAB Item 8H)
38. **ENDORSED IEEE EXPERTS ADMISSION SYSTEM (EASY) PROCESS.** The Regional Activities Board endorsed and recommended the IEEE Board of Directors approve the IEEE Experts Admission System (EASY) process. (RAB Item 8J)
39. **APPROVED RECIPIENTS OF THE FRIEND OF IEEE REGIONAL ACTIVITIES AWARD.** The Regional Activities Board approved the following as recipients of the Sustaining and Supporting Friend of IEEE Regional Activities Awards. (RAB ITEM 8K)
- Pacific Gas & Electric Company, San Francisco - Region 6 (Sustaining Friend Award) - In recognition of their generous and decades-long support to the IEEE San Francisco Section and IEEE San Francisco Section Power Engineering Society Chapter.
  - Newfoundland and Labrador Hydro, Canada – Region 7 (Supporting Friend Award) – For continued involvement and support of many IEEE activities within IEEE Canada at the Section and Regional levels.
  - Zenon Environmental, Inc. Ontario, Canada – Region 7 (Supporting Friend Award) – In recognition of continued support for IEEE Hamilton Section Activities.
  - Gennum Corporation, Ontario, Canada – Region 7 (Supporting Friend Award) - In recognition of continued support for IEEE Hamilton Section Activities.
  - Camisa and Wipf Consulting Engineers, San Francisco - Region 6 (Supporting Friend Award) - For outstanding and continued support of the activities of the IEEE San Francisco Section.
  - Northwestern Energy Corporation (NWE), Bozeman, Montana - Region 6 (Supporting Friend Award) - To the Bozeman Division of the Northwestern Energy Corporation for continuing support of the IEEE Montana Section.
  - Mr. Venu Chettupalli, Hyderabad, India - Region 10 (Individual Supporting Friend Award) - For the distinguished services to the IEEE fraternity within IEEE Hyderabad Section.
40. **APPROVED TO RECOGNIZE IEEE LIFE MEMBERS COMMITTEE AS A PARENT ORGANIZATION.** The Regional Activities Board recognized the IEEE Life Members Committee as a parent organization of an Affinity Group to allow the formation of Life Member Affinity Groups and the establishment of 32 Life Member Affinity Groups. (RAB Item 9B)
41. **APPROVED OF THE REVISIONS TO REGION 1 BYLAWS.** The Regional Activities Board approved revisions to the Region 1 Bylaws to reflect that Region 1 be sub-divided into four Areas, namely, Northern, Southern, Central, and Western. (RAB ITEM 11A1)
42. **APPROVED OF THE REVISIONS TO IEEE CANADA/REGION 7 BYLAWS.** The Regional Activities Board approved revisions to the IEEE Canada/Region 7 Bylaws to reflect the revised governance structure commenced in 2004. (RAB ITEM 11G1)
43. **APPROVED THE NAME CHANGE OF THE YUGOSLAVIA SECTION (REGION 8).** The Regional Activities Board approved the name change of the Yugoslavia Section to the IEEE Serbia and Montenegro Section, to be more representative of the members in the Bosnia & Herzegovina geographic area. (RAB ITEM 11H1)

44. **APPROVED THE FORMATION OF THE LITHUANIAN SECTION (REGION 8).** The Regional Activities Board approved the formation of the IEEE Lithuanian Section in Region 8. The boundaries of the proposed Section will be the Country of Lithuania. (RAB ITEM 11H2)
45. **APPROVED THE FORMATION OF THE VERACRUZ SECTION (REGION 9).** The Regional Activities Board approved the formation of the IEEE Veracruz Section in Region 9, currently the IEEE Veracruz Subsection of the IEEE Mexico Section. The boundaries of the proposed Section will be the State of Veracruz. (RAB ITEM 11I1)
46. **APPROVED THE FORMATION OF THE GUERRERO SUBSECTION (REGION 9).** The Regional Activities Board approved the formation of the IEEE Guerrero Subsection of the IEEE Morelos Section in Region 9. The boundaries of the proposed Subsection will be the State of Guerrero. (RAB ITEM 11I2)
47. **APPROVED THE FORMATION OF THE CHANDIGARH SUBSECTION (REGION 10).** The Regional Activities Board approved the formation of the IEEE Chandigarh Subsection of the IEEE Delhi Section in Region 10. The boundaries of the proposed Subsection will be Chandigarh, Mohali, and Panchkula, in India.. (RAB ITEM 11J1)

<b>END OF CONSENT AGENDA</b>
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48. **ELECTED SECTIONS CONGRESS 2008 STEERING COMMITTEE CHAIR.** In executive session, the Regional Activities Board elected Paul Fortier, Quebec, Canada, as the 2008 Sections Congress Steering Committee Chair. (RAB ITEM 5B)
49. **APPOINTMENT OF 2006 IEEE LIFE MEMBERS COMMITTEE.** In executive session, RAB appointed individuals to the IEEE Life Members Committee to be effective 01 January 2006: The committee roster shall be transmitted to the IEEE Board of Directors. If no objections are raised by any of the Directors within 30 days after distribution, the Directors shall be so notified and the appointments shall be included on the consent agenda of the November meeting of the Board of Directors. (RAB ITEM 5C)
50. **APPOINTMENT OF 2006 IEEE ADMISSIONS & ADVANCEMENT COMMITTEE.** In executive session, RAB appointed the following individuals to the Admissions & Advancement Committee to be effective 01 January 2006: The committee roster shall be transmitted to the IEEE Board of Directors. If no objections are raised by any of the Directors within 30 days after distribution, the Directors shall be so notified and the appointments shall be included on the consent agenda of the November meeting of the Board of Directors. (RAB ITEM 5D)
51. **ENDORSED PRELIMINARY 2006 REGIONAL ACTIVITIES BUDGET.** At its April 2005 meeting, the RAB Finance Committee endorsed the preliminary 2006 Regional Activities Budget, which includes the endorsement of the proposed actions regarding financial compliance for the Geographic Units, enhanced Membership Activities, and assuming oversight of the Member Dues Budget. The RAB Finance Committee recommends that RAB endorse the 2006 preliminary RA Budget. (RAB ITEM 7E)  
**A Motion was made that:**

**The Regional Activities Board to endorse the 2006 preliminary Regional Activities Budget.**

**The MOTION was APPROVED.**

52. **ENDORSED IN PRINCIPLE RAB OPERATIONS MANUAL SECTION 3 REVISIONS.** THE RAB Finance and Operating Committees recommended that the RAB Operations Manual be updated to include stipulations on IEEE Bank Accounts indicating that at least one member who holds the "Member" grade or higher be a signer on the account. RAB SPC to draft revisions regarding this recommendation. (RAB ITEM 7F)

53. ENDORSED REVISION TO BYLAW - 1-308.5 - IEEE DUES. The Regional Activities Board endorsed the revision to IEEE Bylaw I-308.5 which indicates increases to the basic IEEE dues be rounded to the nearest dollar and remove reference to up/down. (RAB Item 7G) **A Motion was made that:**

**The Regional Activities Board to endorse the proposed revisions to IEEE Bylaw I-308.5 - IEEE Dues.**

**The MOTION was APPROVED.**

54. **APPROVED THE GEOGRAPHIC UNIT ASSET PROTECTION RECOMMENDATIONS.** The Geographic Unit Asset Protection Recommendations were presented, which includes establishment of controls to ensure that the interests of the unit treasurer and the unit are protected. (RAB Item 7H) **A Motion was made that:**

**The Regional Activities Board to approve the Geographic Unit Asset Protection Recommendations and direct that the following actions be taken on their implementation by the appropriate RAB Volunteers and Staff.**

- **Geographic unit present their check registry to their Executive Committee on a periodic basis.**
- **The geographic unit Chair and Treasurer periodically review the monthly statements of their bank and/or investment accounts. Send Prompts on a regular basis**
- **On a sampling basis, contact external banking institutions to verify account balances. Original bank statements must be provided with the financial report (L50).**
- **Develop a pilot program to implement a process to verify that the names and signatures on the bank account cards.**
- **Develop a pilot program to implement a process to ensure that all geographic units conduct audits on an annual basis.**
- **Develop metrics to measure effectiveness of new practices.**
- **Require both outgoing and incoming Section Chairs/Treasurer to sign off on annual financial report.**

**The MOTION was APPROVED.**

55. IEEE CAREER SITE. The IEEE Job Site Committee recommended the Regional Activities Board accept responsibility and ownership of the IEEE Job Site Committee, and for oversight of this committee be assigned to the RAB Vice Chair - Member Activities. (RAB ITEM 8C) **A Motion was made that:**

**The Regional Activities Board to accept responsibility and ownership of the IEEE Job Site Committee.**

**A Request was made to Withdraw the Motion**

**The Motion was APPROVED.**

56. NEW MEMBER APPLICATION PROCESS. The Regional Activities Board provided feedback on the New Member application process and overall IT responsiveness to problems.

57. ELEVATION OF CURRENT LIFE MEMBERS. The IEEE Life Members Committee recommended that the Regional Activities Board approve the elevation of current Life members with Associate Grade to Member Grade, and elevate current Life members with Member Grade to Senior Member Grade. (RAB Item 8D) **A Motion was made that:**

**The Regional Activities Board to approve the elevation of current Life members with the Associate Member Grade to Member Grade.**

**The MOTION was APPROVED**

**A Motion was made that:**

**The Regional Activities Board to approve the elevation of current Life members with the Member Grade to Senior Member Grade.**

**The MOTION was POSTPONED**

58. **RAB WILLIAM W. MIDDLETON DISTINGUISHED SERVICE AWARD RECIPIENT.** The RAB Awards & Recognition Committee recommended that RAB approve Louis A. Luceri recipient of the 2005 RAB William W. Middleton Distinguished Service Award. (RAB ITEM 8E) **A Motion was made that:**

**The Regional Activities Board to approve Louis A. Luceri, the recipient of the 2005 RAB William W. Middleton Distinguished Service Award as endorsed by the RAB Awards and Recognition Committee.**

- **Louis A. Luceri (Long Island Section, Region 1) – For significant contributions and service in advancing IEEE Regional Activities through the development of manuals, goals, strategic & operational plans for use within Region 1.**

**The MOTION was APPROVED.**

59. **RAB 2004 OUTSTANDING SECTION AWARD RECIPIENTS.** The RAB Awards & Recognition Committee recommended that RAB approve the following recipients for the RAB 2004 Outstanding Large and Small Section Awards. (RAB ITEM 8I)

RAB 2004 Outstanding Large Section Award - IEEE Ottawa Section, Region 7

RAB 2004 Outstanding Small Section Award - IEEE Bahia Section, Region 9

**A Motion was made that:**

**The Regional Activities Board to approve the recipients of the RAB 2004 Outstanding Large and Small Section Awards as endorsed by the RAB Awards and Recognition Committee.**

**RAB 2004 Outstanding Large Section Award - IEEE Ottawa Section, Region 7**

**RAB 2004 Outstanding Small Section Award - IEEE Bahia Section, Region 9**

- **For their successful efforts in fulfilling IEEE's educational and scientific goals for the benefit of the public by maintaining, enhancing and supporting the Student Branches, Technical Chapters, and Affinity Groups within their geographic boundaries.**

**The MOTION was APPROVED.**

60. **GOLD COMMITTEE PROPOSALS.** The Regional Activities Board raised no objections to the GOLD Committee proposals regarding (a) creation of two (2) IEEE Expert Now (formerly IEEE XELL) seminars with GOLD related content; (b) offer of three (3) online seminars via the IEEE Internet Conferencing tool. (RAB ITEM 9A1)
61. **PROPOSAL TO ALLOW TECHNICAL COUNCILS TO FORM TECHNICAL CHAPTERS.** The Regional Activities Board received a proposal to allow Technical Councils to form Technical Chapters. (RAB Item 9C) **A Motion was made that:**

**The Regional Activities Board to approve in principle a proposal to allow Technical Councils to form Technical Chapters.**

**A Request was made to Withdraw the Motion.**

**The MOTION was APPROVED**



- 62. 2006 SECTION REBATE SCHEDULE.** The RAB/TAB Section/Chapter Support Committee has reviewed the Rebate Schedule and recommends RAB approval of the 2006 Rebate Schedule as proposed. (RAB Item 9D) **A Motion was made that:**

**The Regional Activities Board to approve the 2006 Section Rebate Schedule. The RAB Treasurer/RAB VC-Region, Section & Chapter Activities are authorized to modify the 30 June deadline if necessary.**

**The MOTION was APPROVED**

- 63. DISBURSEMENT OF \$2,000 USD TO EACH NEWLY FORMED SECTION.** RAB/TAB Section/Chapter Support Committee proposed that new formed sections receive start-up funding of \$2,000 USD. SCS recommends RAB approve to provide start-up funding of \$2,000 USD for new formed Sections as proposed. (RAB Item 9E) **A Motion was made that:**

**The Regional Activities Board to provide \$2,000 USD to each new formed Section. This will be effective 01 January 2006 and distributed upon formation approval by RAB. Such funds will only be released if the Section qualifies for a Section Rebate and distributed with their annual rebate.**

**The MOTION was APPROVED.**

**An Amendment to the Motion was proposed:**

The Regional Activities Board to provide the disbursement of up to \$2,000 USD to each newly formed Section in 2005. Such funds must be used to support the primary delegate to attend the 2005 Sections Congress. **A Motion was made that:**

**The Regional Activities Board to provide \$2,000 USD to each newly formed Section in 2005. Such funds must be used to support the primary delegate to attend the 2005 Sections Congress, 14-17 October, Tampa, Florida, USA.**

**The MOTION was APPROVED.**

- 64. SECTION WEBSITE CONTEST.** RAB/TAB Section/Chapter Support Committee proposed the establishment of a RAB Section website contest, to provide incentive for the Sections to update their web pages. (RAB Item 9F) **A Motion was made that:**

**The Regional Activities Board to provide endorse the establishment of a Section Web Site Contest.**

**The MOTION was NOT APPROVED.**

- 65. CONSULTANTS NETWORK AFFINITY GROUPS APPROVAL PROCESS.** RAB/TAB Section/Chapter Support Committee recommends that RAB modify the procedures for Consultants Network Affinity Group formation in Regions 7 - 10, as proposed. (RAB Item 9G) **A Motion was made that:**

**The RAB/TAB Section/Chapter Support Committee has recommended that RAB modify the procedures to allow the RAB Vice Chair - Region, Section, Chapter Activities to consider Consultants Network Affinity Group formation requests from units outside the USA and forward a recommendation to RAB.**

**The Regional Activities Board is requested to approve the formation of the Delhi Consultants Network Affinity Group.**

**A Substitute Motion was made:**

**The Regional Activities Board to recognize IEEE-USA for Regions 1 - 6 and the Section/Chapter Support Committee for Regions 7 - 10 as the**

**parent organization for the corresponding Consultant Network Affinity Groups.**

**The Substitute Motion was POSTPONED to the next RAB Meeting in November 2005.**

66. **2008 IEEE SECTIONS CONGRESS HOTEL CONTRACTS.** RAB authorized the RAB Secretary to work with RAB Chair/RAB Treasurer to negotiate and sign hotel contracts in regard to the 2008 IEEE Sections Congress. Quebec City will host the IEEE Sections Congress 2008. (RAB Item 10C)
67. **APPROVED RESOLUTION FOR CHARLES R. WRIGHT.** The Regional Activities Board expressed deepest sympathy to the Wright family on the passing of Charles R. Wright (a Past Region 5 Director). His service and loyalty to the IEEE and contributions to the engineering profession were a great example to the countless many that knew him. We are especially grateful for his dedicated service on the IEEE Board of Directors (1984 - 85) and the IEEE History Committee. He will be greatly missed by his IEEE colleagues.(RAB Item 11E1)
68. **STUDENT ACTIVITIES COMMITTEE CHARTER REVISIONS.** SAC recommends RAB approve revisions to the committee charter to include the IEEE designated fields description and to prioritize the functions. RAB Operating Committee endorsed these revisions at its April 2005 meeting. (RAB Item 12C) **A Motion was made that:**

**The Regional Activities Board to approve the revised SAC charter as proposed.**

**The Motion was APPROVED.**

69. **REVISION OF RAB OPERATIONS MANUAL - SECTION 9H - STUDENT BRANCH FUNDS.** The SAC proposed to revise RAB Operations Manual - Section 9H - Student Branch Reporting and Funds, to streamline the Student Branch rebate process and send one payment to Student Branches annually. **A Motion was made that:** (RAB ITEM 12D)

**The Regional Activities Board to approve the revisions to RAB Operations Manual, Section 9H - Student Branch Reporting and Funds.**

**The Motion was APPROVED.**

70. **RAB OPERATIONS MANUAL REVISIONS.** The Regional Activities Board discussed the status of the RAB Operation Manual revisions. (RAB ITEM 13C)
71. **RAB INDUSTRY RELATIONS COMMITTEE.** Received a recommendation from the RAB Strategic Planning Committee that the RAB Industry Relations Committee report administratively through the Membership Development Committee rather than reporting directly to RAB.
72. **IEEE INDIVIDUAL BENEFITS AND SERVICES COMMITTEE (IBSC).** Transnational Committee requests that IEEE IBSC establish a procedure for use by geographic organizational units outside North America. (RAB ITEM 13E) **A Motion was made that:**

**The Regional Activities Board to request that the IEEE Individual Benefits and Services Committee (IBSC) establish a procedure for use by geographic organizational units to initiate the creation and facilitate development of locally available benefits and services for IEEE Members. This request shall be forwarded to the IBSC with a copy of the IEEE Executive Committee**

**The Motion was APPROVED.**

73. **TIME AND LOCATION OF THE NEXT RAB MEETING.** The RAB Meeting is scheduled to be held on Saturday, 19 November 2005 in Orlando, Florida, USA.

The meeting was adjourned at 3:30pm

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

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### RAB Caucus

A RAB Caucus was conducted on 14 June, from 6:00pm to 10:00pm. During this time, RAB received updates on the following items:

- Received a report of RAB Chair/VP-RA (4A)
- Received a report IEEE Section & Society Corporate Sales Pilot Program for IEEE Enterprise & IEL. (4A1)
- RAB Nominations & Appointments Committee Activities (5A)
- Received reports of IEEE Geographic Units: Delinquent IEEE Section/Council Reporting Meetings, Finances and Officers; Inactive Subunit. (6B)
- Received reports from the RAB Secretary on the RAB Action/Follow Up List; RAD Accomplishments Year-to-Date; Update on 2005 New Initiatives. (6A, 6C, 6D, 6E,)
- RAB Treasurer/IEEE Finance Committee Report; the 2004 Regional Activities Financial/RAB Reserves; 2005 Financial Forecast; 2006 Preliminary Member Dues Budget. (7A, 7B, 7C, 7D)
- Update on ECI (7I)
- Status Reports on activities for the following Committees: Admission & Advancement Committee; Membership Development Committee, RAB Awards & Recognition Committee; GOLD; RAB/TAB Section/Chapter Support; Life Members Committee; Potentials Advisory, RAB Student Activities, RAB Strategic Planning Committee and the Transnational Committee: (8A, 9A, 12A, 13A)
- Update on the Eligibility of Candidates for RAB Awards. (8B)
- Sections Congress 2005; and SC'02 Recommendations. (10A, 10B)
- Reports from Region Directors on their Region activities. (11A-11J) (*During RAB Caucus*)
- List of IEEE Student Branches formed since the November 2004 meeting. (12B)
- Reports of RAB Liaison Representatives. (14A - 14N)
- Overview of Standards Association Activities. (15A) (*During RAB Caucus*)
- Presentation on Internal Controls. (15B) (*During RAB Caucus*)
- Received a report regarding the appointment a Society Liaison on Region Committees (15C) (*During RAB Caucus*)
- List of active National Society Agreements with IEEE. (16A)

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**18 February 2005**  
*Hyatt Regency Hotel*  
*San Francisco, California, USA*

*(Privileged information, Pending Approval)*

1. **WELCOME AND INTRODUCTIONS.** Marc T. Apter, Chair, IEEE Regional Activities Board (RAB), called the meeting to order at 1:10pm on 18 February 2005. The Secretary confirmed that a member quorum was present. A list of attendees is noted in APPENDIX I.
2. **REVIEW AND ADOPTION OF MEETING AGENDA.** A preliminary meeting agenda was distributed in advance of the meeting and modified during the RAB Caucus. The meeting agenda was approved as noted in APPENDIX II.

<b>Items # 3 through #7 were approved as part of the Consent Agenda</b>
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3. **APPROVAL OF THE 18 & 19 NOVEMBER 2004 RAB MINUTES.** The Regional Activities Board approved the 18 & 19 November 2004 RAB Meeting Minutes. (RAB ITEM 3A)
4. **APPROVAL OF IEEE CHAPTER AND AFFINITY GROUP FORMATIONS.** The Regional Activities Board approved the formation of 2 IEEE Technical Chapters and 5 Affinity Groups. (RAB ITEM 3B)
5. **RATIFICATION OF RAB TRAVEL POLICY.** The Regional Activities Board reaffirmed the RAB travel policy. (RAB ITEM 3C)
6. **APPROVAL OF APPOINTMENTS TO TRANSNATIONAL COMMITTEE (TC).** The Regional Activities Board approved the appointment of Charles Turner as the Region 8 Representative and Robert Alden as the Region 7 Representative to the 2005 Transnational Committee. (RAB ITEM 4F)
7. **ENDORSEMENT OF EDUCATIONAL REQUIREMENTS FOR MEMBER ADMISSIONS.** The Regional Activities Board endorsed the proposed action to reform the process of defining and monitoring educational requirements for admission of new members to IEEE. (RAB ITEM 8E)
8. **REPORT OF RAB VICE CHAIR – MEMBER ACTIVITIES.** Received status reports on activities for the following Committees: IEEE Admission & Advancement; IEEE Membership Development; RAB Awards & Recognition; EAB/RAB/TAB REP; MD Industry Partnership Subcommittee; Update on the IEEE Job Site. (8A, 8B, 8C, 8D)
9. **PRIVACY OF MEMBER INFORMATION ON THE IEEE WEB SITE.** The Regional Activities Board to request that the IEEE Information Technology Strategic Committee provide guidance on pursuing privacy of member information on the IEEE web site. (RAB ITEM 8F) (APPENDIX V) **A Motion was made that:**

**The Regional Activities Board to formulate a request for the IEEE Information Technology Strategic Committee to ask for their guidance on pursuing privacy of member information on the IEEE web site.**

**The MOTION was APPROVED.**

10. **REPORT OF RAB VICE CHAIR – REGION, SECTION & CHAPTER ACTIVITIES.** Status reports on activities for RAB/TAB Section/Chapter Support, IEEE Life Members and GOLD Committees were presented. (RAB ITEM #9A)
11. **ENDORSEMENT OF EAB PRE-COLLEGE INITIATIVE.** A report on the EAB Pre-College Initiative - Launching Our Children's Path to Engineering was presented. This initiative will promote engineering to pre-college students and their educators through a sustained public awareness program led by IEEE, with broad support of corporations and professional associations. The specific funding amount will be determined as part of the 2006 RA budget development. (RAB ITEM 9B) **A Motion was made that:**

**The Regional Activities Board to endorse and recommend approval for funding in 2006 for the IEEE and EAB Pre-College Initiative - Launching Our Children's Path to Engineering.**

**The MOTION was APPROVED.**

12. REGION DIRECTOR REPORTS. Each Region Director provided a report on activities within their Region (RAB Item #11)
13. LEADERSHIP/PROFESSIONAL DEVELOPMENT PROPOSAL. Director Harrison led a discussion regarding a proposal to develop and coordinate leadership/professional development for IEEE volunteers. (RAB Item #11C2)
14. ELECTRONICS CONVENTIONS, INC. (ECI). Director Baldwin provided an update on the purchase of the Electronics Conventions, Inc. (RAB Item #11F) **A Motion was made that:**

**The Regional Activities Board to approve the recent purchase of the net assets of Electronics Conventions, Inc. (ECI) by the IEEE and accepts the responsibility from the IEEE Finance Committee to work out the financial details with the affected geographic units.**

**The MOTION was APPROVED.**

15. **REPORT OF RAB VICE CHAIR – STUDENT ACTIVITIES.** Status reports on activities for the Student Activities and Potentials Advisory Committee were provided (RAB Item #12A)
16. **IEEE POTENTIALS MAGAZINE ISSUE DISTRIBUTION CHANGE.** The *IEEE Potentials* Advisory Committee recommended to change the current format of 5 issues and one supplement to six issues (one every 2 months). This is necessary to deal with the production load associated with publishing 2 concurrent issues (i.e., last issue plus supplement) as well as tying it to a more international schedule. (RAB ITEM 12C) **A Motion was made that:**

**The Regional Activities Board to approve changing *IEEE Potentials* magazine format to six issues a year (one every two months).**

**The MOTION was APPROVED.**

17. **IEEE POTENTIALS MAGAZINE ELECTRONIC ACCESS TO ALL IEEE MEMBERS.** The *Potentials* Advisory Committee recommended that electronic access to *IEEE Potentials* be provided to every IEEE member. (RAB ITEM 12C) **A Motion was made that:**

**The Regional Activities Board to approve allowing all IEEE members electronic access to *IEEE Potentials* magazine through IEEE Xplore.**

**The MOTION was APPROVED.**

18. **APPROVAL OF THE DISSOLUTION OF STUDENT BRANCHES.** The Regional Activities Board approved the dissolution of eleven (11) student branches in Region 6 as distributed. (RAB ITEM 12D) **A Motion was made that:**

**The Regional Activities Board to approve the dissolution of eleven (11) student branches in Region 6 as distributed.**

**The MOTION was APPROVED.**

19. **REPORT OF RAB VICE CHAIR – STRATEGIC PLANNING.** Status reports on activities for the RAB Strategic Planning and Transnational Committees were provided. (RAB Item #13A)

A) Region Directors were requested to provide the RAB SPC Chair with information on Region training and meeting opportunities that can be used to help disseminate information from RAB committees within their Region (e.g., event type, frequency of event, and who usually attends).

22. **ENDORSEMENT TO REVISIONS TO IEEE BYLAW I-304.5-REGIONAL ACTIVITIES BOARD.** (RAB ITEM 13B) The RAB SPC recommended that the RAB Mission statement specifically indicate that the purpose of RAB is to be involved with member development. The following was presented.

RAB shall be responsible to the Board of Directors and shall serve the needs of the members of the IEEE by maintaining, enhancing, and supporting the geographical organizational units of the IEEE. RAB shall be responsible for IEEE membership, and member development. Membership includes recruitment, development, administration of admissions, retention, elevation, and service, as well as related operational and budget issues.

**A Motion was made that:**

**The Regional Activities Board to endorse and recommend the IEEE Board of Directors approve revisions to IEEE Bylaw I-304.5 - Regional Activities Board.**

**The MOTION was APPROVED.**

21. **APPROVAL OF REVISIONS TO THE RAB VISION STATEMENT - SECTION 2.1 – RAB OPERATIONS MANUAL** (RAB ITEM #13C) The RAB Strategic Planning Committee recommended that the RAB Vision statement be modified to the following:

Our vision is to provide the sustained leadership that enables the IEEE to add value to its membership through strengthening its geographical units.

**A Motion was made that:**

**The Regional Activities Board to approve revisions to the RAB Vision Statement and revise the RAB Operations Manual Section 2.1.**

**The MOTION was APPROVED.**

22. **APPROVAL OF RAB CORE VALUES.** (RAB ITEM #13D) The RAB Strategic Planning Committee recommended that RAB adopt the following Core Values.

- Satisfy member requirements and needs as the basis of our actions
- Value diversity
- Value volunteer and staff contributions
- Staff and volunteer partnership is key to achieving our goals
- Honesty, integrity and respect for all interactions with members, volunteers, staff and the general public
- Achieve results, innovation and excellence through teamwork
- Geographic organizational units are essential to fulfilling our mission

**A Motion was made that:**

**The Regional Activities Board to adopt RAB Core Values.**

**The MOTION was APPROVED.**

23. **APPROVAL OF RAB STRATEGIC OBJECTIVES.** (RAB ITEM 13E) The RAB Strategic Planning Committee recommended that RAB approve and adopt the following RAB Strategic Objectives.

- Ensure value to members
- Be a leader in volunteer development
- Ensure vitality and contributions of geographic organizational units.
- Drive IEEE Membership Strategy
- Meet the challenges of a large and transnational organization
- Be at the forefront of communications among members, geographical organizational units and IEEE
- Drive the implementation of the powers reserved concept.

**A Motion was made that:**

**The Regional Activities Board to adopt RAB Strategic Objectives.**

**The MOTION was APPROVED.**

24. **REFORMATTING OF THE RAB OPERATIONS MANUAL.** The RAB Strategic Planning Committee has requested that the RAB Operations Manual be formatted to include the following information regarding individual positions within Regional Activities: (RAB ITEM 13F)

- Role/Function
- Qualifications
- Responsibilities
- Authorities (what a person is empowered to do)
- Accountabilities (to whom for what)

Additionally, it was requested that the RAB Operations Manual be revised to include specific information regarding the qualifications for RAB Positions (RAB Chair, Past Chair, Treasurer, Secretary, Vice Chairs, Region Directors, Committee Chair, RAB Liaison Representatives and RAB Committee Memberships). **A Motion was made that:**

**The Regional Activities Board to endorse the proposed reformatting of the RAB Operations Manual.**

**The MOTION was APPROVED.**

25. **APPROVAL OF RAB OPERATIONS MANUAL MODIFICATION GUIDELINE FOR SECTION STUDENT REPRESENTATIVE (SSR).** The RAB Strategic Planning Committee recommended that the RAB Operations Manual be modified to suggest that every Section, where there is at least one Student Branch, have a Section Student Representative who is a voting member of the Section Committee. (RAB ITEM 13H) (APPENDIX VI) **A Motion was made that:**

**The Regional Activities Board to approve a proposal that the RAB Operations Manual include a statement recommending that every Section, which has at least one Student Branch, have a Student Representative as a voting member of the Section Committee.,**

**The MOTION was APPROVED.**

26. **APPROVAL, IN CONCEPT, TO IMPLEMENT A VOLUNTARY HELP-A-STUDENT FUND.** The RAB SPC approved a proposal, in concept, to implement a Voluntary Help-A-Student fund which can be applied to expenses related to a student dues subsidy with the following conditions:

- Students would pay at least 50% of the dues with the remaining payment being derived from a regional fund created from non-dues contributions or non-dues revenue generating activities;
- Target participants for this program would be economically disadvantaged students in all Regions; and
- Individual Regions will be responsible for regional management of the processes to implement and administer the fund. (RAB ITEM 13I) (APPENDIX VII)

**A Motion was made that:**

**The Regional Activities Board to approve a proposal, in concept, to implement a Voluntary Help-A-Student fund which can be applied to expenses related to a student dues subsidy with the described conditions.**

**The MOTION was APPROVED.**

**The RAB Finance Committee was directed to work on detailed implementation of the Voluntary Help-A-Student Fund at the RAB level.**

- **Method for management of funds acquisition processes**
- **Method and requirements for funds management, including tracking**
- **Guidelines for Regions to administer the program and funds distribution**

**The MOTION was APPROVED.**

- 25. TIME AND LOCATION OF THE NEXT RAB MEETING.** The RAB Meeting is scheduled to be held on Saturday, 18 June 2005 in Chantilly, Virginia, USA.

The meeting was adjourned at 5:30pm

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

### RAB Caucus

A RAB Caucus was conducted on 18 February 2005, from 8:00am to 12:00pm. During this time, RAB received updates on the following items:

- Received a report of RAB Chair/VP-RA (4A) (APPENDIX III)
- RAB appointments to the 2005 RAB Standing Committees and 2005 Joint RAB Standing Committees. (4B)
- RAB appointments of Ad Hoc Review Committees (Potentials Advisory, Operating, Transnational, Life Members Committee). (4C)
- An overview of IEEE Section and Society Corporate Sales Pilot Program - for IEEE Enterprise & IEL. (4D)
- Proposed revisions to IEEE Bylaws/Policies. (4E)
- Proposed BoD meeting series schedule. (4G) (APPENDIX IV)
- RAB Nominations & Appointments Committee Activities (5A)
- Call for Nominations for the year 2006: RAB Assembly elected positions; IEEE A&A Committee Chair & Members; and IEEE LMC Chair & Members. (5B)
- Received reports of IEEE Geographic Units: Delinquent IEEE Section/Council Reporting Meetings, Finances and Officers; Inactive Subunit. (6B)
- Received reports from the RAB Secretary on the RAB Action/Follow Up List; the 2004 and 2005 IEEE Goals - Regional Activities; Update on 2005 New Initiatives. (6A, 6C, 6D, 6E, 6F)
- RAB Treasurer/IEEE Finance Committee Report; the 2004/2005 Regional Activities financial report. (7A, 7B)
- 2006 RA Budget Preparation/Timeline (7C)
- 2005 Membership Development Retreat (8A2)
- Sections Congress 2005; and SC'02 Recommendations. (10A, 10B)
- IEEE Student Branches formed since the November 2004 meeting. (12B)
- RAB Liaison Representatives. (14A - 14M) (APPENDIX VIII)
- 2005 Educational Activities. (15A)
- IEEE History Committee/Center Activities (15B)
- Active National Society Agreements with IEEE. (16A)



**Minutes**  
**IEEE Regional Activities Board Meeting**  
**19 November 2004**

*Hyatt Regency Hill Country Resort*  
*San Antonio, Texas, USA*

*(Privileged information)*

In accordance with the RAB Operations Manual (Section 2.9.C.3) a RAB meeting may be held without notice if waivers of notice signed by all RAB voting members are filed with the Secretary, with notation thereof entered in the minutes of the meeting. All RAB Voting members agreed to conduct a meeting on 19 November 2004.

**128. WELCOME AND INTRODUCTIONS.** Marc T. Apter, Chair, IEEE Regional Activities Board (RAB), called the RAB meeting to order at 1:20pm on 19 November 2004. The Secretary confirmed that a member quorum was present. The following RAB members participated in the meeting:

- |                      |                       |                   |
|----------------------|-----------------------|-------------------|
| • Apter, Marc T.     | • Kam, Moshe          | • Papo, Maurice   |
| • Davies, Anthony C. | • Kennedy, William    | • Seo, Jung U.    |
| • Famouri, Parviz    | • Lillie, Joseph      | • Sullivan, Roger |
| • Harrison, William  | • Loupee, Burton J.   | • Weaver, Linda   |
| • Hirt, Evelyn H.    | • Martinez, Francisco |                   |
| • Jankowski, Cecelia | • Meredith, John      |                   |

**129. REVIEW AND ADOPTION OF MEETING AGENDA.** The agenda was approved as follows:

- Exception to Section 9.4.7 – RAB Operations Manual
- Approval to disburse SC'05 Allocations to Regions prior to 31 December 2004

**130. EXCEPTION TO RAB OPERATIONS MANUAL SECTION 9.4.7 (OFFICER TERMS).** The Chicago and Missouri Slope Sections requested RAB approval for an exception to RAB Operations Manual – Section 9.4.7 – Officer Terms, to maintain an officer term of office from July to June. (RAB ITEM 11D1) **A Motion was made that:**

**The Regional Activities Board to approve an exception to the Section 9.4.7 of the RAB Operations Manual allowing the Chicago and Missouri Slope Sections to maintain an officer term of office from July to June.**

**The MOTION was DEFEATED.**

**131. DISTRIBUTION OF SC'05 REGION ALLOCATIONS.** In the past, RAB has distributed the funds to Regions in support of Sections Congress during the calendar year the event will be held. It was suggested that RAB distribute \$160,000 in 2004. (RAB ITEM 7I) **A Motion was made that:**

**The Regional Activities Board to approve the disbursement of \$160,000 to Regions 1 – 10 prior to 31 December 2004 in support of Sections Congress 2005.**

**The Motion was APPROVED.**

**132. ADJOURNMENT.** The meeting was adjourned at 1:55pm

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**18 November 2004**  
*Hyatt Regency Hill Country Resort*  
*San Antonio, Texas, USA*

*(Privileged information)*

- 70. RAB CAUCUS.** A RAB Caucus was conducted on 18 November 2004, from 8:00am to 12:00pm. During this time, RAB members added items to the RAB Meeting Consent Agenda. Additionally, received updates on the following items:
- Report of RAB Chair/Vice President-Regional Activities (4A)
  - 2005 RAB Meeting Dates (4B)
  - 2005 RAB Committee Review Schedule (Potentials Advisory, Operating, Transnational, Life Members Committees) (4C)
  - Director-elect Training Program (4D)
  - Volunteer Augmentation of IEEE Sales Force Proposal (4E)
  - RAB N&A Committee Activities (5A)
  - Summary reports concerning IEEE Geographic Units: delinquent IEEE Section/Council Reporting Meetings, Finances and Officers; Inactive Subunit Report. (6B)
  - Report from the RAB Secretary on the RAB Action/Follow Up List and the Regional Activities Department accomplishments – 2004 Year-to-Date; (6A, 6C, 6D, 8C)
  - RAB Treasurers' report. An update on the consolidation of geographic unit financial reports; Disbursement of Section Support Via Region (SSVR) funds in 2004; 2004 Regional Activities financial forecast; IEEE 2004/2005 finances; update on 2005 new initiatives (7A, 7.B, 7C, 7D, 7F, 7G)
  - Received an update of the 2005 Sections with significant anniversaries. (8B)
  - Reports for the following Committees: IEEE Admission & Advancement; IEEE Membership Development; Membership Development Committee (MDC) Ad Hoc Review Committee; RAB Awards & Recognition; EAB/RAB/TAB REP. (8A, 8D)
  - Establishment of the IEEE Canada TELUS Innovation Award. (8K)
- 71. WELCOME AND INTRODUCTIONS.** Marc T. Apter, Chair, IEEE Regional Activities Board (RAB), called the third RAB meeting to order at 1:10pm on 18 November 2004. The Secretary confirmed that a member quorum was present. A list of attendees is noted in APPENDIX XX.
- 72. REVIEW AND ADOPTION OF MEETING AGENDA.** A preliminary meeting agenda was distributed in advance of the meeting and modified during the RAB Caucus. The meeting agenda was approved as noted in APPENDIX XXI.

<b>Items #73 through # 92 were approved as part of the Consent Agenda</b>
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- 73. APPROVAL OF THE 18 JUNE 2004 RAB MINUTES.** The Regional Activities Board approved the 18 June 2004 RAB Minutes. (RAB ITEM 3A)
- 74. APPROVAL OF IEEE CHAPTER AND AFFINITY GROUP FORMATIONS.** The Regional Activities Board approved the formation of 49 Technical Chapters and 14 Affinity Groups. (RAB ITEM 3B)
- 75. APPROVAL OF THE DISSOLUTION OF TECHNICAL CHAPTERS.** The Regional Activities Board approved the dissolution of the Technical Chapters as listed in Regions 1, 2, 6, 7, and 8. (RAB ITEM 3C)
- 76. APPROVAL OF THE BOSTON SECTION AWARDS.** The Regional Activities Board approved the establishment of the three Boston Section distinguished service awards. (RAB ITEM 8H)

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77. **APPROVAL OF THE ESTABLISHMENT OF THE REGION 9 AWARD.** The Regional Activities Board approved the establishment of the Region 9 Theodore W. Hissey Award, for the contribution to student and GOLD activities in the Latin America Region. (RAB ITEM 8I)
78. **APPROVAL OF REVISIONS TO THE RAB GOLD AWARDS.** The Regional Activities Board approved the establishment of a new award, the RAB GOLD Achievement Award. The RAB Outstanding GOLD Program, Section GOLD Leadership Recognition, Society GOLD Leadership Recognition, and the Region Outstanding GOLD Program Awards have been eliminated. (RAB ITEM 8J)
79. **APPROVAL OF REVISIONS TO THE SECTION REBATE SCHEDULE.** The Regional Activities Board approved the proposed revisions to the 2005 Section Rebate Schedule. The modifications update and clarify the instructions, and remove redundancies. There were no changes to the algorithm or rebate amounts. (RAB ITEM 9D)
80. **APPROVAL OF REVISIONS TO THE RAB/TAB SECTION/CHAPTER SUPPORT COMMITTEE CHARTER.** The Regional Activities Board approved revisions to the RAB/TAB Section/Chapter Support Committee Charter so that the charter is constructed in accordance to the template that was developed by RAB. These revisions do not change the contents of the charter; just how it's arranged. (RAB ITEM 9E)
81. **APPROVAL OF THE DISSOLUTION OF THE GREENVILLE SUBSECTION (REGION 3).** The Regional Activities Board approved the dissolution of the Greenville Subsection of the Eastern North Carolina Section. There has been no activity since the subsection was formed in 1992. (RAB ITEM 11C2)
82. **APPROVAL OF THE REVISIONS TO REGION 6 BYLAWS.** The Regional Activities Board approved revisions to the Region 6 Bylaws. The Bylaws had not been reviewed in several years and the revisions reflect current Region 6 operations. (RAB ITEM 11F1)
83. **APPROVAL OF THE NAME CHANGE OF THE WENATCHEE SECTION (REGION 6).** The Regional Activities Board approved the name change of the Wenatchee Section to the Central Washington Section to be more representative of the members in that geographic area. (RAB ITEM 11F2)
84. **APPROVAL OF THE NEW BOUNDARIES OF THE WENATCHEE SECTION (REGION 6).** The Regional Activities Board approved the new boundaries of the Wenatchee Section. (RAB ITEM 11F3)
85. **APPROVAL OF THE SPOKANE SECTION BOUNDARIES REDEFINED (REGION 6).** The Regional Activities Board approved the new boundaries of the Spokane Section. (RAB ITEM 11F4)
86. **APPROVAL OF THE PALOUSE SUBSECTION (REGION 6).** The Regional Activities Board approved the formation of the Palouse Subsection of the Spokane Section. (RAB ITEM 11F5)
87. **APPROVAL OF THE FORMATION OF THE QATAR SECTION (REGION 8).** The Regional Activities Board approved the formation of the Qatar Section. (RAB ITEM 11H1)
88. **APPROVAL OF THE FORMATION OF THE MOROCCO SECTION (REGION 8).** The Regional Activities Board approved the formation of the Morocco Section. (RAB ITEM 11H2)
89. **APPROVAL OF THE FORMATION OF THE LEBANON SECTION (REGION 8).** The Regional Activities Board approved the formation of the Lebanon Section. (RAB ITEM 11H3)
90. **APPROVAL OF THE NAME CHANGE OF THE AUSTRALIAN COUNCIL (REGION 10).** The Regional Activities Board approved the name change of the Australian Council to the Australia Council. (RAB ITEM 11J1)
91. **APPROVAL OF THE FORMATION OF THE GUNTUR SUBSECTION (REGION 10).** The Regional Activities Board approved the formation of the Guntur Subsection of the Hyderabad Section. (RAB ITEM 11J2)
92. **APPROVAL OF THE DISSOLUTION OF STUDENT BRANCHES.** The Regional Activities Board approved the dissolution of the two student branches named in Regions 6 and 9. (RAB ITEM 12C)

93. **REVISIONS TO RAB OPERATIONS MANUAL SECTION 6.2.A – RAB ASSEMBLY FUNCTIONS.** The RAB Nominations & Appointments Committee proposed revisions to the RAB Operations Manual Section 6.2.A – RAB Assembly Functions, regarding the slate of candidates submitted to IEEE Assembly for the position of Vice President – Regional Activities. (RAB ITEM 5B) (APPENDIX XXII) **A Motion was made that:**

**The Regional Activities Board to approve the revision of RAB Operations Manual 6.2.A – RAB Assembly Functions, as distributed.**

**The MOTION was APPROVED**

94. **ELECTION OF RAB NOMINATIONS & APPOINTMENTS COMMITTEE MEMBERS.** RAB elected the following individuals to the RAB Nominations & Appointments Committee, effective 01 January 2005: Anthony Davies (R8), J. Patrick Donohoe (R3), William Gjertson (R6), Burton Loupee (R4), and Gerald Anleitner (R8). (RAB ITEM 5C)
95. **2005 REGIONAL ACTIVITIES BUDGET.** At its August 2004 meeting, the RAB Finance Committee endorsed the preliminary 2005 RAB Budget and recommended RAB ratify the 2005 Regional Activities Budget. (RAB ITEM 7E) **A Motion was made that:**

**The Regional Activities Board to ratify the 2005 Regional Activities Budget which shows revenue of \$8,883.4k and expenses of \$9,183.4k.**

**The MOTION was APPROVED.**

96. **REGION 3 PRE-COLLEGE ACTIVITIES.** The IEEE Foundation has approved funding of \$25,000 to Region 3 in support of their Pre-College activities (i.e. 2005 Scouting Jamboree). In June 2004, it was noted that RAB contribution to this project will be reduced proportionally if the IEEE Foundation agrees to provide funding in support of this project. Since the Foundation has approved funding, RAB is requested to provide an additional \$5,000 to Region 3 in support of their Pre-College Activities. (RAB ITEM 7H) **A Motion was made that:**

**The Regional Activities Board to approve funding of \$5,000 in 2004 to Region 3 in support of their pre-college activities.**

**The MOTION was APPROVED.**

97. **UPDATE ON IEEE MEMBERSHIP PROJECT.** RAB received a report on the Membership Strategic Initiative (RAB ITEM 8E) (APPENDIX XXIII)
98. **REVIEW OF STUDENT MEMBERSHIP GRADE.** SAC recommends that the IEEE Bylaws be changed to establish a new student membership grade as Student Professional Member. It was noted that there is some concern using the word “professional” in connection with the member grade. (RAB ITEM 8E1) **A Motion was made that:**

**The Regional Activities Board to endorse the establishment of a new student membership grade.**

**The MOTION was APPROVED.**

99. **IEEE ADMISSIONS & ADVANCEMENT COMMITTEE REVIEW RESPONSE.** The IEEE Admissions & Advancement Committee provided a response to the Ad Hoc Review Committee recommendations concerning the Admissions & Advancement Committee operations. (RAB ITEM 8F). **A Motion was made that:**

**The Regional Activities Board to accept the IEEE Admissions and Advancement Committee response to the ad hoc review committee recommendations concerning the IEEE Admissions and Advancement Committee operations.**

**The MOTION was APPROVED.**

It was suggested that the A&A Committee conduct a face-to-face meeting in 2005 (RAB ITEM 8F1).

**A Motion was made that:**

**The Regional Activities Board to authorize the 2005 A&A Committee to conduct a face-to-face meeting at SC'05 during which they will finalize the A&A Operations Manual. The total expenses for this meeting should not exceed \$11,000.**

**The MOTION was APPROVED.**

- 100. RAB AWARD RECIPIENTS.** The RAB Awards & Recognition Committee recommended that RAB approve the following recipients of the 2004 IEEE RAB Awards. (RAB ITEM 8G)

**RAB Larry K. Wilson Transnational Award**

- Hans J. Schmitt (Germany Section Region 8) – For exemplary contributions in providing fiscal and financial leadership to the geographic units within Africa, Europe, Greenland, Iceland, the Republics of the former USSR, and the Near and Middle East.

**RAB Innovation Award**

- Jose Antonio Jardini (South Brazil Section Region 9) – For excellent effort and contributions to the engineers and scientists of Latin America through the initial start-up and editing of the IEEE Latin American Transactions.

**RAB Achievement Award**

- Amarjeet Basra (Northern Virginia Section, Region 2) – For outstanding contributions in promoting IEEE to college and pre-college students within the IEEE Northern Virginia Section.
- Susan Hamill (Oregon Section, Region 6) – For exemplary service to the IEEE by improving the communications, educational and technical activities within the Oregon Section.
- Subrata Mukhopadhyay (Delhi Section, Region 10) – For exemplary contributions in facilitating the electronic communications within the IEEE Delhi Section, India Council and PES Chapters within Region 10.
- Daniel Slomovitz (Uruguay Section, Region 9) – For the successful development of the Multi Media of Electrical Measurements CD-ROM for IEEE Student and young professional members in Latin America.
- Howard Michel (Providence Section, Region 1) – For extraordinary leadership contributions to the Providence Section and Region 1 by inspiring volunteers to significantly improve performance and achieve accomplishments through motivation, goal setting and leadership by example.
- Steve Watkins (Saint Louis Section, Region 5) – For the creation of student ethics contest which inspired the development of an IEEE Student Ethics Competition.

**RAB Leadership Award**

- Neville Jacobs (Baltimore Section, Region 2) – For significant contributions and leadership in providing pre-college electrical engineering exposure to high school students through the Baltimore Section Robot Project Activities.
- Durgamadhab Misra (North Jersey Section, Region 1) – For promoting IEEE membership and activities within the IEEE North Jersey Section.
- Hugh Rudnick (Chile Section, Region 9) – For imaginative leadership in creating new services and products for IEEE members in Latin America.

**A Motion was made that:**

**The Regional Activities Board to approve the recipients of the RAB Awards as endorsed by the RAB Awards and Recognition Committee.**

**The MOTION was APPROVED.**

**101. RECIPIENTS OF THE FRIEND OF IEEE REGIONAL ACTIVITIES AWARD.** The RAB Awards & Recognition Committee recommended that RAB approve the following as recipients of the Sustaining and Supporting Friend of IEEE Regional Activities Awards. (RAB ITEM 8G)

- Boeing Corporation – St. Louis Missouri – Region 5 (Sustaining Friend Award) – For their continued support for member professional activities and education within the IEEE Saint Louis Section.
- University of Toronto-Faculty of Applied Science & Engineering, Toronto, Ontario – Region 7 (Supporting Friend Award) – For ongoing support to the Canadian Conference on Electrical and Computer Engineering.
- Dubai Airport Free Zone Authority (DAFZA), United Arab Emirates – Region 8 (Supporting Friend Award) - In appreciation of their efforts to encourage IEEE activities and sponsor IEEE events in United Arab Emirates.

**A Motion was made that:**

**The Regional Activities Board to approve the recipients of the Sustaining and Supporting Friend of IEEE Regional Activities Awards as endorsed by the RAB Awards & Recognition Committee.**

**The MOTION was APPROVED**

**102. REP COMMITTEE – RAB DELEGATED RESPONSIBILITY.** RAB received a report on the RAB delegated responsibility to the REP Committee. REPCOM proposed RAB delegates its authority to REPCOM to approve institutions, which qualify under REP List Criteria 1 and 2, for Part I of the REP List. The list of institutions so approved will be submitted to the RAB for its records at least once a year. The RAB SPC was requested to consider incorporating this information into the RAB Operations Manual. (RAB ITEM 8L)

**103. RAB VICE CHAIR - REGION, SECTION & CHAPTER ACTIVITIES.** RAB received reports for the following committees: Graduates of the Last Decade, RAB Industry Relations, and RAB/TAB Section/Chapter Support. (RAB ITEM 9A, 9A1, 9A2, 9A3)

**104. RAB INDUSTRY RELATIONS COMMITTEE REVIEW RESPONSE.** The RAB Industry Relations Committee provided a response to the Ad Hoc Review Committee recommendations concerning the Industry Relations Committee operations. (RAB ITEM 9B). **A Motion was made that:**

**The Regional Activities Board to accept the RAB Industry Relations Committee response to the ad hoc review committee recommendations concerning the RAB Industry Relations Committee operations.**

**The MOTION was APPROVED.**

**105. UPDATE ON GOLD ACTIVITIES.** RAB received an update on various GOLD activities in 2004. This includes the GOLD Project 2004 to increase the level of enthusiasm among GOLD members; and GOLD Educational Activities to offer educational tools for success in career building. (RAB ITEM 9F/APPENDIX XXIV)

**106. SECTIONS CONGRESS 2005.** RAB received and update on Sections Congress 2005; to be held in Tampa, Florida, USA, 14-17 October 2005, at the Tampa Marriott Waterside. (RAB ITEM 10A)

**107. SECTIONS CONGRESS 2002 RECOMMENDATIONS.** An update on Sections Congress '02 Recommendations was provided as an information item. (RAB ITEM 10B)

**108. APPROVAL OF WIE AFFINITY GROUP – BALTIMORE SECTION.** In October 2001, a joint Washington/Northern Virginia/Baltimore Section Women in Engineering (WIE) Affinity Group was formed. Earlier this year, the Baltimore Section requested permission to form a separate WIE Affinity

Group. The Region 2 Director agreed that the Baltimore Section may form its own affinity group. (RAB ITEM 11B1) **A Motion was made that:**

**The Regional Activities Board to approve the formation of the Women In Engineering Affinity Group of the IEEE Baltimore Section.**

**The Joint Washington/Northern Virginia/Baltimore Section WIE Affinity Group will become the Joint Washington/Northern Virginia WIE Affinity Group.**

**The MOTION was APPROVED.**

109. DISSOLUTION OF CENTRAL, EASTERN & WESTERN CANADA COUNCILS. The Region 7 Committee approved a revised governance structure for IEEE Canada. Included in the new structure is the dissolution of Councils and their replacement by Areas. (RAB ITEM 11G1) **A Motion was made that:**

**The Regional Activities Board to approve dissolution of the Eastern, Central & Western Canada Councils.**

**The MOTION was APPROVED.**

110. **RAB VICE CHAIR STUDENT ACTIVITIES.** RAB received reports for the Potentials Advisory Committee and the RAB Student Activities Committee. (RAB ITEM 12A, 12A1, 12A2)
111. **REVISIONS TO RAB OPERATIONS MANUAL RELATED TO STUDENTS IN LOCAL ELECTIONS.** SAC recommended that RAB approve modifications to the RAB Operations Manual to require that every Section have a Section Student Representative (SSR), who is a voting member of the Section Committee, in Sections where there is at least one Student Branch, similar to the Regional Student Representative (RSR) position. (RAB ITEM 12D) **A Motion was made that:**

**The Regional Activities Board to approve the concept of a Section Student Representative (SSR). The RAB Operations Manual changes will be submitted for approval at the February 2005 RAB meeting.**

**The MOTION was REFERRED to RAB SPC for consideration.**

112. STUDENT MEMBERSHIP ECONOMIC HARDSHIP. SAC recommended that RAB approve the concept of a 50% reduction in the basic student dues for those students who undersign the application that they are in economic hardship for paying their IEEE dues. Additionally, RAB was requested to approve establishing the Help-A-Student Fund and recommend appropriate action. (RAB ITEM 12E, 12E1)

It was noted that the proposed concept of a 50% reduction in the basic student dues for students that declare economic hardship will be considered by the Membership Development Committee. The RAB Strategic Planning Committee was asked to discuss the establishment of the Help-A-Student Fund.

113. STUDENT PROMOTIONAL MATERIALS. RAB discussed a request from SAC for RAB to match Region funds up to US \$1,000, per Region, per year, for IEEE student promotional materials. (RAB ITEM 12F) **A Motion was made that:**

**The Regional Activities Board to approve matching Region funds up to US \$1,000, per Region, per year, for IEEE student promotional materials starting in the year 2005.**

**The MOTION was DEFEATED.** It was noted that funding requests should be forwarded to the RAB Chair for consideration.

- 
114. **STUDENT BRANCH ELECTRONIC ACCESS SUBSCRIPTION PRODUCT.** RAB received the proposal from SAC requesting that the Enterprise product developers provide price options, for Student Branches at educational institutions without an IEL subscription, for electronic access to publications for the Student Branch members. RAB noted this proposal will be considered as part of the volunteer augmentation of the IEEE Sales Force pilot program. (RAB ITEM 12G)
115. **RAB VICE CHAIR-STRATEGIC PLANNING REPORT.** RAB received the RAB Strategic Planning Committee and the Transnational Committee reports. (RAB ITEM 13A, 13A1, 13A2)
116. **2004/05 RAB STRATEGIC & OPERATIONAL PLAN.** RAB received a report on the updated 2004-2005 RAB Strategic & Operational Plan. (RAB ITEM 13C)
117. **REVISIONS TO RAB OPERATIONS MANUAL – POWERS RESERVED CONCEPT.** It was noted the RAB Operations Manual is being revised to incorporate the items that were previously in the IEEE Bylaws/Policies Manual that implement the recommendations from the IEEE BoD Powers Working Group. RAB action is not required on this item since the BoD will approve the changes. (RAB ITEM 13F)
118. **REPORT OF TRANSNATIONAL COMMITTEE ACTIVITIES.** RAB received a summary of the Transnational Committee meeting held on 17 November 2004 was distributed (APPENDIX XXV). It was noted the following actions were taken:
- Endorse adding a time format to IEEE Policy 9.24 that specifies using a 24-hour time format.
  - Endorse adding a time format to IEEE Policy 9.24 that states using local time and UTC time.
  - Endorse revisions to IEEE Financial Operations Manual, Section 6: Business Expense Reporting to remove bias text.
- RAB supported these recommendations and noted that TC should work with the Membership Development Committee regarding a study to determine the feasibility of implementing a fee structure partially based on the World Bank/UN PPP Index with the goal of achieving dues parity worldwide.
119. **RAB LIAISON REPORTS.** Reports of RAB Liaison representatives were included on the RAB Agenda CD. The RAB Liaison Representative to the IEEE Individual Benefits and Services Committee provided the report as shown in APPENDIX XXVI. (RAB ITEM 15D).
120. **DUES ALLOTMENT INCREASE TO SPECTRUM.** RAB received a report on the dues allotment increase to Spectrum. (RAB ITEM 16B)
121. **REGIONAL LIFE MEMBER COORDINATORS.** The Regional Activities Board received a report concerning the appointment of IEEE Regional Life Member Coordinators. (RAB ITEM 17A)
122. **ATLANTA SECTION FUNDING GRANT.** The Atlanta Section requested RAB funding in the amount of \$20,000 in support of their activities with the Marietta Aeronautical Museum & Education Center. (RAB ITEM 17B) **A Motion was made that:**

**RAB send a letter of support & endorsement to the IEEE Atlanta Section & to the Board of Directors of the Marietta Aeronautical Museum & Education Center.**

**RAB will provide an initial funding grant in the amount of \$20,000 to the Atlanta Section in support of their activities with the Marietta Aeronautical Museum & Education Center**

**RAB will offer dollar for dollar matching for Atlanta Section Funds raised between 1 December 2004 and 30 November 2005 up to a maximum of \$100,000 to be provided by IEEE/RAB.**

**The MOTION was DEFEATED.**



123. **NATIONAL SOCIETY AGREEMENTS.** RAB received a summary list of active National Society Agreements with IEEE. (RAB ITEM 18A)
124. **2004 IEEE ANNUAL ELECTION – SECTION RECOGNITION CONTEST.** RAB agreed to recognize two Sections (one large/one small) with the highest percentage increase in the number of ballots returned in the IEEE annual election. It was announced that the IEEE Turkey Section had the greatest improvement among the large Sections while the Republic of Macedonia Section has the greatest improvement among the small Sections. Each Section will receive \$500 USD and a certificate recognizing their improvement.
125. **RAB ASSEMBLY ELECTIONS.** The following individuals were elected by the RAB Assembly as members of the 2005 Regional Activities Board.
- RAB Treasurer – Dave Green  
RAB Vice Chair Member Activities – Linda Weaver  
RAB Vice Chair Region Section & Chapter Activities – Parviz Famouri  
RAB Vice Chair Strategic Planning – Evelyn Hirt  
RAB Vice Chair Student Activities – Eduardo Palacio
126. **RESOLUTION FOR OUTGOING MEMBERS.** The Regional Activities Board expressed deepest appreciation for the efforts of the outgoing members of the 2004 Regional Activities Board. **A Motion was made that:**

**The Regional Activities Board expresses its deepest appreciation for the efforts of the outgoing members of the 2004 Regional Activities Board.**

Moshe Kam  
Anthony Davies  
Joseph Lillie

Burton Loupee  
Jung Seo  
Ivan Jileta

**The Motion was APPROVED.**

127. **TIME AND LOCATION OF THE NEXT RAB MEETING.** The next RAB meeting is scheduled for Friday, 18 February 2005 in San Francisco, California, USA.

The meeting was adjourned at 5:30pm

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

# **Minutes**

## **IEEE Regional Activities Board Meeting**

### **18 June 2004**

*Kansas City Marriott Downtown Hotel  
Kansas City, Missouri, USA*

*(Approved 18 June 2004)*

40. **WELCOME AND INTRODUCTIONS.** Marc T. Apter, Chair, IEEE Regional Activities Board (RAB), called the second RAB meeting to order at 8:00am. The Secretary confirmed that a member quorum was present. A list of attendees is noted in APPENDIX IX.
41. **RAB CAUCUS.** A Caucus was conducted on 18 June 2004, from 8:00am to 10:30am. During the Caucus, RAB received updates on the IEEE Membership Workshop (RAB ITEM 4E); the 2004 new initiative, Member Options (RAB ITEM 8E); Sections Congress 2005 (RAB ITEM 10A); Host Section Selection for SC'08 (RAB ITEM 10B); Transnational Committee Activities (RAB ITEM 13A2/APPENDIX XVII); and IEEE Xplore-Enabled Learning Library (RAB ITEM 16A/APPENDIX XIX).
42. **REVIEW AND ADOPTION OF MEETING AGENDA.** The meeting agenda was adopted with the following modifications:
- Item 7D Approval of Revisions to Finance Committee Charter (moved to consent)
  - Item 9D Dissolution of Technical Chapters/Affinity Groups (moved to consent)
  - Item 10B Approval of SC'08 – Sections Congress Host Section (moved to consent)
  - Item 11B.2 Approval of Region 2 Bylaws (moved to consent)
  - Item 11F.2 Approval of the IEEE Sacramento Section name change (moved to consent)
  - Item 11F.3 Approval of the IEEE Los Alamos Section name change (moved to consent)
  - Item 11F.4 Dissolution of Redwood Empire Subsection (moved to consent)
  - Item 12C Approval of Revisions to IEEE Bylaw I-105.6 (moved to consent)
  - Item 16B Update on IEEE Information Technology Activities (removed from agenda)

<b>Items #43 through # 54 were approved as part of the Consent Agenda</b>
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43. **APPROVAL OF THE 13 FEBRUARY 2004 RAB MINUTES.** The Regional Activities Board approved the 13 February 2004 RAB Minutes. (RAB ITEM 3A)
44. **APPROVAL OF IEEE CHAPTER AND AFFINITY GROUP FORMATIONS.** The Regional Activities Board approved the formation of 45 Technical Chapters and 11 Affinity Groups. (RAB ITEM 3B)
45. **APPROVAL OF THE IEEE POTENTIALS SUBSCRIPTION RATES.** The Regional Activities Board approved the 2005 *IEEE Potentials* subscription rates for the printed version, effective 1 January 2005 for members and non-members. The rates will remain the same as the 2004 rates. (RAB ITEM 3C)
46. **APPROVAL OF THE IEEE POTENTIALS ADVERTISING RATES.** The Regional Activities Board approved the 2005 *IEEE Potentials* advertising rates for the printed version, effective 1 January 2005. The rates will remain the same as the 2004 rates. (RAB ITEM 3D)
47. **APPROVAL OF REVISIONS TO SECTION 4.6 - RAB OPERATIONS MANUAL - FINANCE COMMITTEE CHARTER.** The Regional Activities Board approved revisions to Section 4.6 of the RAB Operations Manual modifying the RAB Finance Committee Charter to include the Past RAB Chair as a voting member of the Committee. (RAB ITEM 7D)
48. **APPROVAL OF THE DISSOLUTION OF TECHNICAL CHAPTERS AND AFFINITY GROUPS.** The Regional Activities Board approved the dissolution of the Technical Chapters and Affinity Groups as listed in Regions 2, 5 and 6. (RAB ITEM 9D)

49. **APPROVAL OF SECTIONS CONGRESS 2008 HOST SECTION.** The Regional Activities Board approved the IEEE Quebec Section, Region 7, as the host Section of the 2008 Sections Congress. (RAB ITEM 10B)
50. **APPROVAL OF THE REVISIONS TO THE REGION 2 BYLAWS.** The Regional Activities Board approved the revisions to the IEEE Region 2 Bylaws to reflect the dissolution of geographic units and to conform to the RAB Operations Manual/IEEE Bylaws. (RAB ITEM 11B2)
51. **APPROVAL OF THE RENAMING OF THE IEEE SACRAMENTO SECTION (REGION 6).** The Regional Activities Board approved the name change of the IEEE Sacramento Section to the IEEE Sacramento Valley Section to better reflect the Section's territory since they no longer have a San Joaquin Subsection. (RAB ITEM 11F2)
52. **APPROVAL OF THE RENAMING OF THE IEEE LOS ALAMOS SECTION (REGION 6).** The Regional Activities Board approved the name change of the IEEE Los Alamos Section to the IEEE Los Alamos/Northern New Mexico Section to better reflect the Section's territory. (RAB ITEM 11F3)
53. **APPROVAL OF THE DISSOLUTION OF THE IEEE REDWOOD EMPIRE SUBSECTION (REGION 6).** The Regional Activities Board approved the dissolution of the IEEE Redwood Empire Subsection. The Subsection has been inactive for at least three (3) years. (RAB ITEM 11F4)
54. **ENDORSEMENT OF THE REVISIONS TO IEEE BYLAW I – 105.6 - PRIVILEGES-STUDENT MEMBERS.** The Regional Activities Board endorsed and recommended the IEEE Board of Directors approve the revision to IEEE Bylaw I-105.6-Privileges-Student Members, to clarify the rights and privileges of Student members, since the current bylaw indicates that Students have no voting rights. (RAB ITEM 12C)

#### END OF CONSENT AGENDA

55. **REPORT OF RAB CHAIR.** RAB Chair, Marc Apter, presented his report. The report included information concerning the meetings and events attended by the Chair; Sections Congress 2005; a pilot program to increase the number of members who vote in the IEEE election; a request for each Region Director to make sure that their Region submits a RAB Awards nomination by October 2004; and an update on the plans for the 2005 TAB Colloquia. (RAB ITEM 4A)
56. **REVIEW OF COMMITTEES.** Received reports of the ad hoc committees reviewing the IEEE Admission & Advancement Committee and the RAB Industry Relations Committee. Each committee is requested to provide a response to the report by the November 2004 RAB Meeting. A report concerning the review of the IEEE Membership Development Committee will be presented to the RAB Operating Committee. (RAB ITEM 4A, 4B and 4C)
57. **REPORT OF PAST RAB CHAIR/RAB N&A COMMITTEE.** RAB received an update on the activities of the RAB Nominations & Appointments Committee. The Committee is accepting nominations for 2005 RAB Assembly elected positions. An update on the progress made on the Potential Leadership Database was presented. (RAB ITEM 5A)
58. **REPORT – RAB SECRETARY/MANAGING DIRECTOR – REGIONAL ACTIVITIES.** RAB received summary reports of IEEE Geographic Units: delinquent IEEE Section/Council Reporting Meetings, Finances and Officers; Inactive Subunit Report. Additionally, received the RAB Action/Follow Up List; the Regional Activities Department accomplishments – 2004 Year-to-Date; update on OFAC. (RAB ITEMS 6A, 6B, 6C, 6D, 6E).
59. **REPORT – RAB TREASURER.** RAB received the RAB Treasurers' report, an update on the consolidation of geographic unit financial reports and an update on the IEEE Concentration Banking Program. Additionally, received a final report on the 2003 Regional Activities financial results and an update on the 2004 Regional Activities financial forecast. (RAB ITEM 7A, 7A1, 7A2, 7B) (APPENDIX X Treasurer's Report) (APPENDIX XI 2003 RAB Financial Results)
60. **OVERVIEW OF 2004 IEEE FINANCIAL FORECAST.** A summary presentation on the 2004 IEEE Financial Forecast and preliminary 2005 IEEE Budget was presented. (RAB ITEM 7C/APPENDIX XII)

61. **PRELIMINARY IEEE RA 2005 BUDGET.** The preliminary 2005 RA budget was reviewed. (RAB ITEM 7E) **A Motion was made that:**

**The Regional Activities Board to endorse the preliminary 2005 RA Budget.**

**The MOTION was APPROVED**

62. **APPROVAL FOR REGION 3 FUNDING TO SUPPORT 2005 SCOUTING JAMBOREE.** RAB discussed funding of \$50k over two years (\$20k – 2004; and \$30k – 2005) to Region 3 in support of the merit badge process for the 2005 National Scouting Jamboree that will be held 25 July – 3 August 2005 in Caroline County, VA, USA. The funding would cover the expenses associated with merit badge instruction, travel, housing, facilities, demonstrations and other necessary items. It was suggested that Region 3 contact the IEEE Foundation about providing funds in support of this project. The RAB contribution will be reduced proportionally if the IEEE Foundation agrees to provide funding in support of this project. It was also noted that these funds would support the volunteer efforts of this program. (RAB ITEM 7F) **A Motion was made that:**

**The Regional Activities Board to approve a motion to provide funding of \$50k over two years (\$20k – 2004; and \$30k – 2005) to Region 3 in support of the merit badge process for the 2005 Scouting Jamboree. Additionally, Region 3 was requested to contact the IEEE Foundation about providing funds in support of this project.**

**The MOTION was APPROVED (7- for, 6-against (M. Kam), 1-abstain).**

63. **2005 NEW INITIATIVES.** The 2005 New Initiatives proposals were discussed. The New Initiative for a Quality Management System will be withdrawn from consideration by the IEEE New Initiative Committee for 2005 and was referred to the RAB Strategic Planning Committee for consideration and possible action. (RAB ITEM 7G) **A Motion was made that:**

**The Regional Activities Board endorse and recommend that the IEEE New Initiative Committee approve the 2005 New Initiative proposals in priority order as follows: (1) Member Options Portal; (2) Membership Project; (3) IEEE Merchandising Program; (4) IEEE.TV**

**The Motion was APPROVED.**

64. **RAB VICE CHAIR – MEMBER ACTIVITIES.** RAB received reports for the following committees: IEEE Admission & Advancement Committee, IEEE Membership Development Committee, RAB Awards & Recognition Committee, and REP Committee. (RAB ITEM 8A)

65. **APPROVAL OF THE RECIPIENTS OF THE 2003 RAB SUSTAINED SECTION MEMBERSHIP GROWTH AWARD.** The RAB Awards & Recognition Committee recommended approval of the recipients of the 2003 Sustained Section Membership Growth Award. Regions 2 and 5 did not have any Sections eligible to receive the award. (RAB ITEM 8B) **A Motion was made that:**

**The Regional Activities Board to approve the following recipients of the 2003 RAB Sustained Section Membership Growth Award: Tallahassee Area (R3); Missouri Slope (R4); Las Vegas (R6); London (R7); Nigeria (R8); Morelos (R9); Tokyo (R10).**

**The Motion was APPROVED.**

**Additionally, a Motion was made that:**

**The Regional Activities Board approve the Springfield Section (R1) as a recipient of the 2003 Sustained Section Membership Growth Award contingent upon receipt of the Section's Financial Report by 30 June 2004.**

**The Motion was APPROVED.**

66. **APPROVAL OF THE RECIPIENTS OF THE 2004 OUTSTANDING LARGE AND SMALL SECTION AWARD.** The RAB Outstanding Large and Small Section Awards are awarded to one large and one small Section to recognize the excellent work of the Section in the past year. The RAB Awards & Recognition

Committee recommended that RAB approve recipients for the 2004 RAB Outstanding Large and Small Section Award. (RAB ITEM 8C) **A Motion was made that:**

**The Regional Activities Board to approve the IEEE Long Island Section (R1) as the recipient of the 2004 RAB Outstanding Large Section Award and IEEE South Australia Section (R10) as the recipient of the 2004 RAB Outstanding Small Section Award for their successful efforts in fulfilling IEEE's educational and scientific goals for the benefit of the public by maintaining, enhancing and supporting the Student Branches, Technical Chapters and Affinity Groups within their geographic boundaries.**

**The Motion was APPROVED.**

67. **APPROVAL OF THE RECIPIENTS OF THE FRIEND OF IEEE REGIONAL ACTIVITIES AWARD.** The RAB Awards & Recognition Committee recommended that RAB approve the following as recipients of the Sustaining and Supporting Friend of IEEE Regional Activities Awards. (RAB ITEM 8D)

- Alcatel Bell Telephone, Antwerp, Belgium – Region 8 (Sustaining Friend Award) – “For more than 19 years of generous hospitality given to the IEEE Benelux Section.”
- Comision Tecnica Mixta de Salto Grande – Delegacion del Uruguay – Region 9 (Supporting Friend Award) – “For outstanding and continuous support to the activities of the IEEE Litoral Subsection in Uruguay.”
- Bechtel Savannah River, Inc. – Region 3 (Supporting Friend Award) - “For continued support of employee involvement in IEEE Section and Region activities.”

**A Motion was made that:**

**The Regional Activities Board to approve the recipients of the Sustaining and Supporting Friend of IEEE Regional Activities Awards as noted.**

**The Motion was APPROVED.**

68. **ELEVATION OF THE SECTION MEMBERSHIP DEVELOPMENT CHAIR.** The IEEE Membership Development Committee recommends RAB require that each Section appoint a Membership Development Chair. (RAB ITEM 8F1/APPENDIX XIII) **A Motion was made that:**

**The Regional Activities Board to approve the elevation of the position of Section Membership Development Chair throughout the IEEE to the same status level as the Section Chair, Vice Chair, Treasurer and Secretary positions. It is further recommended that the officer position of Section Membership Development Chair on a Section Executive Committee be required to be filled by a volunteer prior to that Section receiving its IEEE rebate.**

**The Motion was DEFEATED.**

The IEEE Membership Development Committee also recommended that each Section be required to establish a Membership Development Committee. (RAB ITEM 8F2/APPENDIX XIV) **A Motion was made that:**

**The Regional Activities Board to approve the establishment of a Membership Development Committee in IEEE Sections from a “Suggestion” to a “Requirement” in the IEEE Section Addendum (Bylaws) Template.**

**The Motion was REFERRED to the RAB Strategic Planning Committee for consideration.**

69. **RAB VICE CHAIR - REGION, SECTION & CHAPTER ACTIVITIES.** RAB received reports for the following committees: Graduates of the Last Decade, RAB Industry Relations, and RAB/TAB Section/Chapter Support. Additionally, a report was received on the IEEE Distinguished Lecturer Program. (RAB ITEM 9A, 9A1, 9A2, 9A3, 9C)
70. **EXCEPTION TO RAB OPERATIONS MANUAL SECTION 9.4.F.7.** In accordance to the RAB Operations Manual, the consecutive period of service in any one office shall not exceed two years. The IEEE Beaumont Section would like to allow the terms of office of the elected officers to be for 2 years, provided that no officer serves in the same position for more than two consecutive terms. (RAB ITEM 9B) **A Motion was made that:**

**The Regional Activities Board to approve a one time exception to the RAB Operations Manual Section 9.4.F.7 – Section Officers, which will allow the IEEE Beaumont Section Officers to have a 2 year term of office, provided that no officer serve in the same position for more than two consecutive terms.**

**The Motion was APPROVED.**

71. **APPROVAL OF THE FORMATION OF THE IEEE SOUTHWEST MISSOURI SUBSECTION (REGION 5).** The Region 5 Director endorsed and recommends approval of the IEEE Kansas City Section request for the formation of the IEEE Southwest Missouri Subsection. A petition was submitted with over 20 qualified signatures. The proposed territorial limits of the Subsection are defined to include the following counties: Barton, Jasper, Newton, McDonald, Cedar, Dade, Lawrence, Barry, Polk, Greene, Christian, Stone, Taney, Dallas, Webster, Douglas, Ozark, Laclede, and Wright. (RAB ITEM 9E/APPENDIX XV) **A Motion was made that:**

**The Regional Activities Board to approve the formation of the IEEE Southwest Missouri Subsection in Region 5.**

**The Motion was APPROVED.**

72. **SECTIONS CONGRESS '02 RECOMMENDATIONS.** An update on Sections Congress '02 Recommendations was presented. (RAB ITEM 10C)
73. **REGION DIRECTORS REPORTS.** Region Directors provided an update on activities within their Region. (RAB ITEM 11A-11J) The report from Region 6 was distributed on site. (See APPENDIX XVI)
74. **RAB VICE CHAIR-STUDENT ACTIVITIES.** RAB received reports for the Potentials Advisory Committee and the RAB Student Activities Committee. Additionally, the list of Student Branches formed since February 2004 was reported. (RAB ITEM 12A, 12B)
75. **STUDENT BRANCH FORMATIONS POSITION STATEMENT.** RAB Student Activities Committee reviewed the guidelines on forming new Student Branches and recommends the IEEE Regional Activities Board accept SAC's position statement on Student Branch formations as noted below: (RAB ITEM 12D)

Be it resolved that the practice of Student Branch formations in all post-secondary institutions continue, with added emphasis on informing the graduates of their membership status. Furthermore, in the interest of the future of IEEE, SAC recommends to RAB that Student Branch formations be fostered at post-secondary institutions with programs in all IEEE technical areas. In addition, SAC encourages RAB to define an inclusive process for graduates of programs in all IEEE technical areas to attain full IEEE membership.

**A Motion was made that:**

**The Regional Activities Board to accept SAC's position statement on Student Branch formations.**

**The Motion was APPROVED.**

- 76. IEEE POTENTIALS ON IEEE XPLORE.** *IEEE Potentials'* content is among the information available on *IEEE Xplore*. However, Student and member print subscribers of *IEEE Potentials* currently cannot access these *Potentials'* articles on *Xplore*. *IEEE Potentials* is only accessible on *IEEE Xplore* by IEEE/IEE Electronic Library (IEL) subscribers. (RAB ITEM 12E) **A Motion was made that:**

**The Regional Activities Board to approve that *IEEE Potentials* magazine be accessible on *IEEE Xplore* to all its print subscribers starting in 2004 and each year thereafter with a \$10k annual cost.**

**The Motion was APPROVED.**

- 77. RAB VICE CHAIR-STRATEGIC PLANNING REPORT.** RAB received the RAB Strategic Planning Committee report. It was noted that the RAB Strategic Planning Committee will be working on implementation of the Powers Reserved Concept. (RAB ITEM 13A, 13A2)
- 78. 2004/05 RAB STRATEGIC & OPERATIONAL PLAN.** RAB received a report on the updated 2004-2005 RAB Strategic & Operational Plan. (RAB ITEM 13B)
- 79. REVISIONS TO RAB OPERATIONS MANUAL.** As the second stage of the IEEE Bylaws Simplification Project, IEEE reviewed the policies of the IEEE organization units as collected in their respective Operations Manuals. The purpose of the review was to: 1) ensure consistency with the new IEEE Bylaws and IEEE policies, 2) provide for uniform usages and references across OU manuals, and 3) help simplify and streamline OU policies wherever possible. (RAB ITEM 13C) **A Motion was made that:**

**The Regional Activities Board to approve revisions to Sections 1, 2 and 4 of the RAB Operations Manual.**

**The Motion was APPROVED.**

- 80. ROLE AND DUTIES OF DIRECTOR ELECTS.** Region 5 Director, John Meredith, facilitated a discussion on guidelines for Director-elect preparation for service as Region Directors. (RAB ITEM 13D)
- 81. IEEE POWERS RESERVED WORKING GROUP.** RAB Chair, Marc Apter, presented the April report for the IEEE Powers Working Group and facilitated a discussion on how the activities of this group will affect RAB. (RAB ITEM 13E)
- 82. RAB LIAISON REPRESENTATIVE REPORTS.** RAB Liaison representatives were requested to provide an update on their activities. RAB received reports on site, for the following: Individual Benefits & Services Committee (IB&SC), Meetings & Services Committee (MSC), IEEE History Committee. (RAB ITEM 15A-15L/APPENDIX XVIII)
- 83. INTEGRATED & INTERACTIVE OUTREACH PROGRAM TO ENCOURAGE CAREERS IN ENGINEERING.** Mike Adler, IEEE Past President, gave a presentation on, "An Outreach Program to Promote Careers in Engineering." The IEEE Ad hoc Industry Relations Committee has started an effort to develop an integrated and interactive outreach program to encourage careers in engineering. (RAB ITEM 16C) **A Motion was made that:**

**The Regional Activities Board supports and recommends the IEEE Board of Directors approve the recommendations of the IEEE Ad hoc Industry Relations Committee to establish an IEEE exhibit at Disney Epcot Center, Orlando, Florida, USA.**

**The Motion was APPROVED.**

- 84. NATIONAL SOCIETY AGREEMENTS.** RAB received a summary list of active National Society Agreements with IEEE. (RAB ITEM 18A)
- 85. IEEE AWARDS PROGRAM.** RAB received a report on the IEEE Awards Program. (RAB ITEM 18B)
- 86. TIME AND LOCATION OF THE NEXT RAB MEETING.** The next RAB meeting is scheduled for Thursday, 18 November 2004 in San Antonio, Texas, USA.

The meeting was adjourned at 5:20pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary



**Minutes**  
**IEEE Regional Activities Board Meeting**  
**13 February 2004**

*The Westin Savannah Harbor Hotel*  
*Savannah, GA, USA*

*(Privileged information, Pending Approval)*

1. **WELCOME AND INTRODUCTIONS.** Marc T. Apter, Chair, IEEE Regional Activities Board (RAB), called the first RAB meeting to order at 8:10am. The Secretary confirmed that a member quorum was present. A list of attendees is noted in Appendix I.
2. **REVIEW AND ADOPTION OF MEETING AGENDA.** The meeting agenda was adopted with the following modifications:
  - Item 3D      Endorsement of IEEE Bylaw 104.4-Qualifications, Member (moved to consent)
  - Item 3E      Approval of 2005 Section Rebate Schedule (moved to consent)
  - Item 4E      Membership Presentation (Report added)
  - Item 7E      Distribution of Funds to Regions (revised Motion)
  - Item 7E.1    Additional Region Director's Subsidy (Discussion added)
  - Item 7F      Return of RAB Investment Gains (changed from Discussion to Action Item)
  - Item 7G      Scouting Jamboree Funding Request (Action added)
  - Item 8F      IEEE Bylaw I-104.10 and IEEE Policy 3.3 – REP Programs (changed from Action to Discussion Item)
  - Item 14C     Update on Iraq (Report added)

<b>Items #3 through # 7 were approved as part of the Consent Agenda</b>
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3. **APPROVAL OF THE 14 NOVEMBER 2003 RAB MINUTES.** The Regional Activities Board approved the 14 November 2003 RAB Minutes. (RAB ITEM 3A)
4. **REAFFIRMATION OF RAB TRAVEL POLICY.** The Regional Activities Board reaffirmed the RAB travel expense procedures as approved in November 2002. (RAB ITEM 3B)
5. **APPROVAL OF IEEE CHAPTER AND AFFINITY GROUP FORMATIONS.** The Regional Activities Board approved the formation of 24 Technical Chapters and 6 Affinity Groups. (RAB ITEM 3C)
6. **ENDORSEMENT OF THE REVISIONS TO IEEE BYLAW I-104.4 – QUALIFICATIONS, MEMBER.** The Regional Activities Board endorsed and recommended the IEEE Board of Directors approve the proposed revisions to IEEE Bylaw I-104.4 – Qualifications, Member, to better clarify the intent of the Bylaw. (RAB ITEM 3D)
7. **APPROVAL, IN PRINCIPLE, OF 2005 SECTION REBATE SCHEDULE.** The Regional Activities Board approved the 2005 Section Rebate Schedule as presented for inclusion in the RAB Budget. (RAB ITEM 3E)

<b>END OF CONSENT AGENDA</b>
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8. **REPORT OF RAB CHAIR.** Marc Apter presented the Savannah Section volunteers who were to participate in the meeting series; The RAB Chair's report included meetings and events attended, Chair; challenges facing RAB in 2004; expectations for RAB members and Liaisons. The 2004 RAB Meeting dates and locations were also announced. (RAB Item 4A, 4B & 4C ).
9. **UPDATE ON 2004 NATIONAL ENGINEERS WEEK ACTIVITIES** An update on National Engineers Week (22 – 28 February 2004) was provided. The IEEE and Fluor Corporation are co-chairs for EWeek in 2004. (RAB Item 4D)

10. **IEEE MEMBERSHIP PRESENTATION.** A presentation was given by Moshe Kam, Region 2 Director, entitled the "Future of IEEE Membership" and then discussed. The presentation was based on the results of the RAB Strategic Planning Retreat. (RAB ITEM 4E/Appendix II)
11. **RAB PAST CHAIR REPORT/RAB N&A COMMITTEE ACTIVITIES.** Received an update on the activities of the RAB Nominations & Appointments Committee. The Committee is accepting nominations for 2005 RAB Assembly elected positions. An update on the progress made on the Potential Leadership Database was presented. (RAB ITEM 5A, 5B)
12. **RAB SECRETARYS' REPORT.** An account of delinquent Sections, inactive subunits and the RAB Action Follow-Up List was provided. (RAB ITEMS 6A, 6B, 6C).
13. **RAB TREASURER'S REPORT.** Received an update on the RAB Preliminary 2003 Year End Forecast and the RAB Reserves. Additionally, the 2005 RA Budget preparation/timeline was presented and discussed (RAB ITEM 7B, 7D).
14. **OVERVIEW OF 2003 IEEE FINANCIAL FORECAST.** Received a summary presentation on the 2003 IEEE Financial Forecast by Richard Schwartz, IEEE Assistant Treasurer. (RAB ITEM 7C/Appendix III)
15. **APPROVAL OF DISTRIBUTION OF FUNDS TO REGION.** During the RAB Orientation/Information Session conducted in January, RAB members agreed in concept to a proposal to distribute the Section Support Via Region (SSVR) and Region Director Subsidy funding directly to the Region. (RAB ITEM 7E) **A Motion was made that:**

**The Regional Activities Board to approve the distribution procedures regarding the Section Support Via Region and Region Director Subsidy funding. The funding will be distributed to each Region in one annual payment.**

**The Motion was APPROVED.**

Following approval of the motion stated above, another **Motion was made that:**

**If any Region Director's subsidy has been spent on travel to Sections within the Region, up to an additional \$2k will be available from RAB upon request from the Regional Director.**

**The Motion was APPROVED.**

16. **APPROVAL OF DISTRIBUTION OF 2003 INVESTMENT GAINS.** J. Lillie noted that it is expected that RAB will have positive gain on its investments for the year 2003. Rather than increase the balance of the RAB reserves, it is proposed that these funds be distributed to the Regions. If 2003 RAB Investment return is greater than \$255,000 – each Region will receive a payment in the exact amount that they were charged in 2002 for the 2001 infrastructure charges. The excess over \$255,000 will remain in the RAB Reserves. (RAB ITEM 7F). **A Motion was made that:**

**The Regional Activities Board to approve the distribution of up to \$255k from the RAB reserves to the Regions.**

**The Motion was APPROVED.**

17. **FUNDING REQUEST - 2005 NATIONAL SCOUTING JAMBOREE.** It was requested that RAB provide \$50,000 over 2 years in support of 2005 National Scouting Jamboree that will be held 25 July – 3 August 2005 in Caroline County, VA, USA. The funding would cover the expenses associated with merit badge instruction, travel, housing, facilities, demonstrations and other necessary items. **A Motion was made that:**

**The Regional Activities Board to approve the funding of \$50,000 over two years (2004-05) in support for the 2005 National Scout Jamboree.**

**A Motion was made:**

**The funding request for 2005 National Scouting Jamboree be postponed until the June 2004 RAB meeting.**

**The Motion was APPROVED.**

- 18. RAB VICE CHAIR – MEMBER ACTIVITIES.** Received reports for the following committees: IEEE Admission & Advancement Committee; IEEE Membership Development Committee; RAB Awards & Recognition Committee; and REP Committee. Additionally, discussed the following items:

- a) Proposed revisions to IEEE Policy 3.3-REP list & Bylaw I-104.10. (RAB ITEM 8F)
- b) A report on the 2004 new initiative, member options will be presented at the June RAB meeting. (RAB ITEM 8G)

- 19. APPROVAL OF REVISIONS TO THE REPCOM CHARTER.** It was proposed that items #3 and #5 in the REPCOM Charter be revised to accurately reflect the responsibilities of TAB and RAB in providing their assistance to the REP list. (RAB ITEM 8C) **A Motion was made that:**

**The Regional Activities Board to approve the revised REPCOM Charter.**

**The Motion was APPROVED.**

- 20. APPROVAL OF THE RECIPIENTS OF THE 2003 RAB SECTION MEMBERSHIP GROWTH AWARDS.** The RAB Awards & Recognition Committee recommended that RAB approve the following Sections as recipients of 2003 Section Membership Growth Awards: (RAB ITEM 8D)

R1	Mohawk Valley	R6	Las Vegas
R2	Delaware Bay	R7	London
R3	Tallahassee Area	R8	United Arab Emirates
R4	Red River Valley	R9	Morelos
R5	South Plains	R10	Bombay

**The Regional Activities Board to approve the recipients of the 2003 RAB Section Membership Growth Award.**

**The Motion was APPROVED.**

- 21. APPROVAL OF THE RECIPIENTS OF THE 2003 RAB STUDENT BRANCH MEMBERSHIP GROWTH AWARDS.** The RAB Awards & Recognition Committee recommended that RAB approve the following Sections as recipients of 2003 Student Branch Membership Growth Awards: (RAB ITEM 8E):

R1	New York State University of Binghamton	R6	California State University – Sacramento
R2	George Mason University	R7	University of Ottawa
R3	University of Louisville	R8	Beirut Arab University
R4	Bradley University	R9	University of Puerto Rico Polytechnic
R5	University of Missouri – Kansas City	R10	Anna University – College of Engineering, Madras

**The Regional Activities Board to approve the recipients of the 2003 RAB Student Branch Membership Growth Award.**

**The Motion was APPROVED.**

- 22. CALL FOR RAB AWARDS NOMINATIONS.** The RAB Awards & Recognition Committee is accepting nominations for the 2004 RAB Awards. There was a brief discussion on ways to increase the number of qualified nominations submitted for RAB Awards. (RAB ITEM 8H)

23. **RAB VICE CHAIR - REGION, SECTION & CHAPTER ACTIVITIES.** Received reports for the following committees: Graduates of the Last Decade; RAB Industry Relations; and RAB/TAB Section/Chapter Support. (RAB ITEM 9A, 9A1, 9A2, 9A3)
24. **REJUVENATION OF INACTIVE TECHNICAL CHAPTERS.** Region 1 Director, Roger K. Sullivan, facilitated a discussion on the rejuvenation of inactive technical Chapters. (RAB ITEM 9B)
25. **SECTIONS CONGRESS 2005.** A report on Sections Congress 2005 was presented. (RAB ITEM 10A)
26. **APPROVAL OF THE SECTIONS CONGRESS 2005 BUDGET.** The proposed 2005 Sections Congress budget was presented. (RAB ITEM 10B) **A Motion was made that:**

**The Regional Activities Board to approve the 2005 Sections Congress budget as presented.**

**The Motion was APPROVED.**

27. **REGION DIRECTORS REPORTS.** Region Directors provided an update on activities within their Region. (RAB ITEM 11A-11J) Reports from Regions 3, 6 & 8 were distributed on site. (See Appendixes IV, V, VI)
28. **EXCEPTION TO RAB OPERATIONS MANUAL SECTION 9.4.F.7.** In accordance to the RAB Operations Manual, the consecutive period of service in any one office shall not exceed two years. The IEEE Beaumont Section would like to allow the terms of office of the elected officers to be for 2 years, provided that no officer serves in the same position for more than two consecutive terms. (RAB ITEM 11.E.1) **A Motion was made that:**

**The Regional Activities Board to approve an exception to the RAB Operations Manual Section 9.4.F.7 – Section Officers, which will allow the IEEE Beaumont Section Officers to have a 2 year term of office, provided that no officer serve in the same position for more than two consecutive terms.**

After a discussion the RAB Chair recommended that the RAB Vice Chair - Region, Section, & Chapter Activities investigate this issue and provide a recommendation at the next RAB Meeting.

**J. Meredith requested to withdraw the motion. The Motion was APPROVED.**

29. **RAB VICE CHAIR-STUDENT ACTIVITIES.** Received reports for the following committees: Potentials Advisory; RAB Student Activities. Additionally, the list of Student Branches formed since November 2003 was reported. (RAB ITEM 12A, 12B)
30. **RAB VICE CHAIR-STRATEGIC PLANNING REPORT.** Received reports for the following committees: RAB Strategic Planning Committee and the Transnational Committee (TC). Additionally, it was noted that the RAB Strategic Planning Committee would be working on implementing the Powers Reserved Concept. (RAB ITEM 13A/Appendix VII)
31. **2004/05 RAB STRATEGIC & OPERATIONAL PLAN.** Following the RAB Strategic Planning Retreat, the RAB Strategic Planning Committee updated the RAB Strategic & Operational Plan. **A Motion was made that:**

**The Regional Activities Board to approve the 2004/05 RAB Strategic & Operational Plan.**

**The Motion was APPROVED.**

- 32. REVISIONS TO RAB OPERATIONS MANUAL.** As the second stage of the IEEE Bylaws Simplification Project, IEEE reviewed the policies of the IEEE organization units as collected in their respective Operations Manuals. The purpose of the review was to 1) ensure consistency with the new IEEE Bylaws and IEEE policies, 2) provide for uniform usages and references across OU manuals, and 3) help simplify and streamline OU policies wherever possible. (RAB ITEM 13C) **A Motion was made that:**

**The Regional Activities Board to approve revisions to Sections 1, 2 and 4 of the RAB Operations Manual.**

Upon review it was determined that further editorial revisions need to be made to the documents.

**Approval of revisions to the RAB Operations Manual be postponed until the June 2004 RAB meeting.**

**The Motion was APPROVED.**

- 33. ROLE AND DUTIES OF DIRECTOR ELECTS.** Region Directors, Moshe Kam and John Meredith facilitated a discussion, on guidelines for Director-elect preparation for service as Region Directors. (RAB ITEM 14A)
- 34. UPDATE ON IRAQ.** Received a presentation from the RAB Secretary regarding a request to explore opportunities for the engineering community to support the redevelopment of Iraq.
- 35. RAB LIAISON REPRESENTATIVE REPORTS.** RAB Liaison representative were requested to provide an update on their activities. (RAB ITEM 15A-15K//Appendix VIII)
- 36. REPORT ON THE IEEE FOUNDATION ACTIVITIES.** Emerson Pugh, Foundation Board President, presented a presentation on the activities of the IEEE Foundation. (RAB ITEM 16A)
- 37. REPORT ON THE IEEE STANDARDS ASSOCIATION.** Dan Benigni gave a presentation on the activities of IEEE Standards Association International Programs. (RAB ITEM 16B)
- 38. NATIONAL SOCIETY AGREEMENTS.** The Regional Activities Board received a summary list of active National Society Agreements with IEEE. (RAB ITEM 18A)
- 39. TIME AND LOCATION OF THE NEXT RAB MEETING.** The next RAB meeting is scheduled for Friday, 18 June 2004 in Kansas City, Missouri, USA.

The meeting was adjourned at 4:50pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

# **Minutes**

## **IEEE Regional Activities Board Meeting**

**14 November 2003**

*The Renaissance Madison Hotel*

*Seattle, WA, USA*

*(Privileged information – Approved 13 February 2004)*

61. **WELCOME AND INTRODUCTIONS.** W. Cleon Anderson, Chair, IEEE Regional Activities Board (RAB), called the third meeting of the Regional Activities Board to order at 4:15pm. The Secretary confirmed that a member quorum was present. A list of attendees is noted in Appendix XV.
62. **CAUCUS.** A Caucus was conducted on 14 November 2003 from 8:00am to 3:30pm. The following presentations/reports were made or distributed: Strategic Plan for IEEE and Society Membership Development (Appendix XVII); RAB Liaison to IEEE-USA Report (Appendix XVIII).
63. **REVIEW AND ADOPTION OF MEETING AGENDA.** The meeting agenda was adopted as distributed. The RAB Consent Agenda was approved as distributed.

<b>Items #64 through #108 were approved as part of the Consent Agenda</b>
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64. **APPROVAL OF THE 20 JUNE 2003 RAB MINUTES.** The Regional Activities Board approved the 20 June 2003 Minutes. (RAB ITEM 25)
65. **APPROVAL OF THE RECIPIENTS OF THE SUPPORTING FRIEND OF IEEE REGIONAL ACTIVITIES AWARD.** The Regional Activities Board approved the following recipients of the Supporting Friend of IEEE Regional Activities Award:
  - Aliant Inc., Newfoundland - Labrador, Canada - Region 7  
“In recognition of Aliant’s substantial ongoing support of many IEEE activities throughout Newfoundland and Labrador.”
  - Markel Ingenieros, Montevideo, Uruguay - Region 9  
“In appreciation for enduring support to the Uruguay Section.”
  - Science Applications International Corporation (SAIC), McLean, VA, Region 2  
“For 4 years of generous hospitality and continuing efforts to improve the visibility and accessibility of the MTT Society to the IEEE Membership of Washington DC, Maryland, and Northern Virginia.”
  - The Wake Forest University School of Medicine, Winston Salem, NC, Region 3  
“In recognition of many supporting contributions to the IEEE Winston Salem Section and Region 3.”
  - Manitoba Hydro, Manitoba, Canada, Region 7  
“In recognition of their 50 years of contributions to the IEEE Winnipeg Section and for their support of the 2002 Canadian Conference of Electrical and Computer Engineering Conference.”
  - Memorial University of Newfoundland, Region 7  
“In recognition of Memorial’s supporting contributions to the IEEE Newfoundland and Labrador Section, and in particular, its role in hosting CLECE ‘97.”
  - Yvonne Raymond, Faculty of Engineering & Applied Science, Memorial University of Newfoundland, Canada, Region 7  
“In recognition of substantial organizational contributions to the IEEE Newfoundland & Labrador Section Conferences (NECEC 1990-2003).”
  - Escola Politecnica da Universidade de Sao Paulo, Sao Paulo, Brazil, Region 9 (The Polytechnic School at the University of Sao Paulo).  
“For continuous support to IEEE activities in Brazil.”

66. **APPROVAL OF SECTION/COUNCIL BYLAWS.** The Regional Activities Board approved revisions to the following IEEE Sections/Council Bylaws. (RAB ITEM 27)

• Mohawk Valley Section (R1)	• North Saskatchewan Section (R7)
• Springfield Section (R1)	• Ottawa Section (R7)
• Erie Section (R2)	• Bulgaria Section (R8)
• Susquehanna Section (R2)	• Nigeria Section (R8)
• Atlanta Section (R3)	• Russia Northwest (St. Petersburg) Section (R8)
• Canaveral Section (R3)	• United Kingdom & Republic of Ireland Section (R8)
• Coastal South Carolina Section (R3)	• Yugoslavia Section (R8)
• Daytona Section (R3)	• Western Puerto Rico Section (R9)
• Lexington Section (R3)	• Hong Kong Section (R10)
• Palm Beach Section (R3)	• New Zealand South Section (R10)
• Central Illinois Section (R4)	• South Australia Section (R10)
• Siouxland Section (R4)	• Taipei Section (R10)
• Oklahoma City Section (R5)	• Thailand Section (R10)
• Fort Huachuca Section (R6)	• Uttar Pradesh Section (R10)
• Northern Nevada Section (R6)	
• Newfoundland & Labrador Section (R7)	

67. **APPROVAL OF RESPONSE TO RAB NOMINATIONS AND APPOINTMENTS AD HOC REVIEW COMMITTEE.** The Regional Activities Board approved the response from the RAB Nominations and Appointments Committee to the Ad Hoc Review Committee recommendations concerning the N&A Committee operations. (RAB ITEM 4B)
68. **APPROVAL OF THE REPORTING OF THE APPOINTMENT OF REGION/SECTION N&A COMMITTEE CHAIRS.** The Regional Activities Board approved a request that the “N&A” entry of the Organization Roster for Geographic Organization be made a requirement for all Regions and Sections. In addition, RAB approved the establishment of a group alias for all Region/Section N&A Committee Chairs or contacts. (RAB ITEM 4C)
69. **APPROVAL OF THE ESTABLISHMENT OF THE POTENTIAL LEADERSHIP DATABASE.** The Regional Activities Board approved the establishment of a RAB Potential Leadership Database for all the past and current positions held by volunteers to help in the search for qualified candidates. (RAB ITEM 4D)
70. **APPROVAL OF RESPONSE TO RAB FINANCE COMMITTEE AD HOC REVIEW COMMITTEE.** The Regional Activities Board approved the response from the RAB Finance Committee to the Ad Hoc Review Committee recommendations concerning the RAB Finance Committee operations. (RAB ITEM 6E)
71. **APPROVAL OF REVISIONS TO THE RAB OPERATIONS MANUAL - SECTION 3 (FINANCIAL MATTERS).** The Regional Activities Board approved the proposed revisions to Section 3 of the RAB Operations Manual incorporating the Region Allocation Formula. (RAB ITEM 6F)
72. **APPROVAL OF THE IEEE REGIONAL ACTIVITIES 2004 BUDGET.** The Regional Activities Board approved the 2004 IEEE Regional Activities budget. (RAB ITEM 6I)
73. **RAB TRAVEL EXPENSE PROCEDURES.** The Regional Activities Board reaffirmed the RAB travel expense procedures as approved in November 2002. (RAB ITEM 6J)

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74. **APPROVAL OF THE ESTABLISHMENT OF THE REGION 3 DANIEL W. JACKSON AWARD.** The Regional Activities Board approved the establishment of the Region 3, Daniel W. Jackson Award. (RAB ITEM 7B)
  75. **APPROVAL OF THE ESTABLISHMENT OF THE RAB OUTSTANDING LARGE & SMALL SECTION AWARDS.** The Regional Activities Board approved the criteria for the establishment of the RAB Outstanding Large and Small Section Awards. (RAB ITEM 7C)
  76. **APPROVAL OF REVISIONS TO REPCOM COMMITTEE CHARTER.** The Regional Activities Board approved revisions to the REPCOM Committee Charter to reflect the changes in Bylaw I-104.10 - REP List, that REPCOM become a joint standing committee of EAB, RAB and TAB. (RAB ITEM 7D)
  77. **APPROVAL OF THE RECIPIENT OF THE 2003 RAB OUTSTANDING SECTION AWARD.** The Regional Activities Board approved the IEEE Bombay Section, Region 10, as the recipient of the 2003 RAB Outstanding Section Award. For outstanding results in leadership, membership growth, and sustained continuing educational activities throughout the IEEE Bombay Section in Region 10. (RAB ITEM 7E.1)
  78. **ENDORSEMENT OF REVISIONS TO THE IEEE MEMBERSHIP DEVELOPMENT COMMITTEE (MDC) CHARTER.** The Regional Activities Board endorsed and recommended the IEEE Board of Directors approve the revisions to the MDC Charter that includes an Educational Activities Board Representative to the Committee. (RAB ITEM 7F.1)
  79. **ENDORSEMENT OF THE REVISIONS TO IEEE POLICY 3.3 – REP LIST.** The Regional Activities Board endorsed and recommended the IEEE Board of Directors approve the proposed revisions to IEEE Policy 3.3: Reference List of Educations Programs (REP List). (RAB ITEM 7G)
  80. **APPROVAL OF THE IEEE TECHNICAL CHAPTER AND AFFINITY GROUP FORMATIONS.** The Regional Activities Board approved the formation of 41 Technical Chapters and 16 Affinity Groups. (RAB ITEM 8B)
  81. **APPROVAL OF THE DISSOLUTION OF TECHNICAL SOCIETY CHAPTERS AND AFFINITY GROUPS.** The Regional Activities Board approved the dissolution of 11 Technical Society Chapters and 3 Affinity Groups. (RAB ITEM 8C)
  82. **APPROVAL OF RESPONSE TO RAB/TAB SECTION/CHAPTER SUPPORT AD HOC REVIEW COMMITTEE.** The Regional Activities Board approved the response from the RAB/TAB Section/Chapter Support Committee to the Ad Hoc Review Committee recommendations concerning the RAB/TAB Section/Chapter Support Committee operations. (RAB ITEM 8D)
  83. **APPROVAL OF REVISIONS TO RAB OPERATIONS MANUAL - SECTION 9.6.D.1 (CHAPTER OFFICERS).** The Regional Activities Board approved the revisions to the RAB Operations Manual Section 9.6.D.1 to specify that a Technical Chapter Chair must be a member of the parent Society of the Chapter. (RAB ITEM 8E)
  84. **APPROVAL OF THE ESTABLISHMENT OF A FUND TO ASSIST SECTIONS SEEKING LEGAL STATUS.** The Regional Activities Board approved the allocation of \$5,000 in 2004 to represent five (5) grants of up to \$1,000 each to assist units attempting to gain legal recognition in their country. (RAB ITEM 8G)
  85. **APPROVAL OF REVISIONS TO GOLD COMMITTEE CHARTER.** The Regional Activities Board approved revisions to the GOLD Committee charter to include an addition to the Committee's responsibilities regarding the development of strategies to encourage retention of GOLD members. (RAB ITEM 8I)
  86. **APPROVAL OF REVISIONS TO INDUSTRY RELATIONS COMMITTEE CHARTER.** The Regional Activities Board approved revisions to the Industry Relations Committee charter to include that the Past IRC Chair be specifically appointed to the committee. (RAB ITEM 8J)
  87. **APPROVAL OF SECTIONS CONGRESS 2005 THEME.** The Regional Activities Board approved the 2005 Sections Congress theme, "Promoting a World Class Volunteer Community." (RAB ITEM 8.1.B)



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88. **APPROVAL OF THE IEEE ST. LAWRENCE INTERNATIONAL SUBSECTION DISSOLUTION (REGION 1).** The Regional Activities Board approved the dissolution of the IEEE St. Lawrence International Subsection (Mohawk Valley Section) in Region 1. (RAB ITEM 9A.1).
  89. **APPROVAL OF THE IEEE HICKORY SUBSECTION DISSOLUTION (REGION 3).** The Regional Activities Board approved the dissolution of the IEEE Hickory Subsection (Charlotte Section) in Region 3. (RAB ITEM 9C.1)
  90. **APPROVAL OF REVISIONS TO THE IEEE MILWAUKEE SECTION BYLAWS.** The Regional Activities Board approved revisions to the IEEE Milwaukee Section Bylaws to include an exception in the management of officer terms. The exception to include that the Section has eleven elected officers, five elected for one-year terms and six elected to staggered three-year terms, two elected each year. (RAB ITEM 9.D.1)
  91. **APPROVAL OF REVISIONS TO THE IEEE TULSA SECTION BYLAWS.** The Regional Activities Board approved revisions to the IEEE Tulsa Section Bylaws to include an exception in the management of officer terms. The exception to include a provision for the Section's elected officers to serve two-year terms with a limit of two terms. An officer could serve in the same position for a maximum of four consecutive years. (RAB ITEM 9.E.1)
  92. **APPROVAL OF A REVISION TO REGION 6 BYLAWS.** The Regional Activities Board approved the revisions to the Region 6 Bylaw 5.7.2 to allow for the selection of the 2005-2006 Director-Elect of Region 6 nominee by a mail-in vote of the Region 6 Operating Committee or at an Annual Meeting of the Region 6 Operating Committee. (RAB ITEM 9.F.1) (See Appendix XIX)
  93. **ENDORSEMENT OF A \$1.00 ASSESSMENT FOR REGION 6 MEMBERS.** The Regional Activities Board endorsed and recommended the IEEE Board of Directors approve revisions to IEEE Bylaw I-108.6 – Dues, Assessments & Fee authorizing the implementation of an assessment of \$1.00 to Region 6 members effective with the 2005 membership year. (RAB ITEM 9.F.2)
  94. **APPROVAL OF IEEE OREGON SECTION GRANT REQUEST.** The Regional Activities Board approved a grant request of \$1,000 from the Oregon Section to the Oregon Graduate Institute School of Science and Engineering at Oregon Health Sciences University. (RAB ITEM 9.F.3)
  95. **APPROVAL OF THE IEEE SAN JOAQUIN SUBSECTION DISSOLUTION (REGION 6).** The Regional Activities Board approved the dissolution of the IEEE San Joaquin Subsection in Region 6. (RAB ITEM 9.F.4)
  96. **APPROVAL OF THE IEEE LAGUNA AND SUR OESTE SUBSECTION DISSOLUTIONS (REGION 9).** The Regional Activities Board approved the dissolution of the IEEE Laguna and Sur Oeste Subsections in Region 9. (RAB ITEM 9.I.1)
  97. **APPROVAL OF THE FORMATION OF THE IEEE PUEBLA SECTION (REGION 9).** The Regional Activities Board approved the formation of the IEEE Puebla Section as an elevation petition from a subsection. (RAB ITEM 9.I.2)
  98. **APPROVAL OF THE FORMATION OF THE IEEE MACAU SECTION (REGION 10).** The Regional Activities Board approved the formation of the IEEE Macau Section in Region 10. (RAB ITEM 9.J.1)
  99. **APPROVAL OF THE FORMATION OF THE IEEE SRI LANKA SECTION (REGION 10).** The Regional Activities Board approved the formation of the IEEE Sri Lanka Section in Region 10. (RAB ITEM 9.J.2)
  100. **APPROVAL OF REVISIONS TO THE REGION 10 BYLAWS.** The Regional Activities Board approved the revisions to the Region 10 Bylaws to clarify the Region Nominations Committee structure and function plus other minor modifications. (RAB ITEM 9.J.3)
  101. **APPROVAL OF AN IEEE STUDENT BRANCH DISSOLUTION.** The Regional Activities Board approved the dissolution of the IEEE Drexel University Evening Student Branch in Region 2. (RAB ITEM 10B)
  102. **APPROVAL OF RESPONSE TO RAB STUDENT ACTIVITIES AD HOC REVIEW COMMITTEE.** The Regional Activities Board approved the response from the RAB Student Activities Committee to the

Ad Hoc Review Committee recommendations concerning the RAB Student Activities Committee operations. (RAB ITEM 10C)

103. **APPROVAL OF REVISIONS TO THE RAB STUDENT ACTIVITIES COMMITTEE CHARTER.** The Regional Activities Board approved revisions to the RAB Student Activities Committee Charter to reflect that objectives for the active standing committees were added and that volunteer chairs appointed to lead the efforts and activities. (RAB ITEM 10D)
104. **ENDORSEMENT OF THE REVISIONS TO IEEE BYLAW I-106.1 – STUDENT REFERENCE.** The Regional Activities Board endorsed and recommended that the IEEE Board of Directors approve IEEE Bylaw I-106.1-Application/Nominations-Requirements; References Submission Procedures; Reapplication; Appeals – Reference Requirements, to show the elimination of the requirement for a Student Branch Counselor or faculty reference on all student membership applications. (RAB ITEM 10E)
105. **APPROVAL OF REVISIONS TO RAB OPERATIONS MANUAL – SECTION 9.10 (STUDENT BRANCH AFFINITY GROUPS).** The Regional Activities Board approved revisions to the RAB Operations Manual – Section 9.10 – Student Branch Affinity Groups in regards to the qualifications of the faculty advisory of Student Branch Affinity Groups. The purpose of this modification is to identify the qualifications for advisors of Women in Engineering (WIE) Student Branch Affinity Groups. (RAB ITEM 10F)
106. **APPROVAL OF REVISIONS TO RAB OPERATIONS MANUAL - SECTION 9.7.H (STUDENT BRANCHES).** The Regional Activities Board approved revisions to the RAB Operations Manual – Section 9.7.H – Student Branch Reporting and Funds in an effort to increase Section & Student Branch interaction. Copies of Student Branch reports should be submitted to the Section Secretary instead of the Section Student Activities Committee Chair. The Section Secretary shall forward a copy of the reports to the Section Student Activities Committee Chair. (RAB ITEM 10G)
107. **RECEIVED THE RAB SAC STRATEGIC AND OPERATIONAL PLAN.** The Regional Activities Board acknowledged receipt of the RAB Student Activities Committee Strategic and Operational Plan. (RAB ITEM 10H)
108. **IEEE EDUCATIONAL ACTIVITIES BOARD (EAB) SECTION OUTREACH COMMITTEE.** The Regional Activities Board endorsed the proposal to have the Region Education Chairs as corresponding members of the EAB Section Outreach Committee. (RAB ITEM 12B.1)
109. **ENDORSEMENT OF THE REVISIONS TO IEEE BYLAW I– 105.6 (PRIVILEGES – STUDENT MEMBERS).** The Regional Activities Board endorsed and recommended that the IEEE Board of Directors approve a revision to IEEE Bylaw I-105.6 – Privileges – Student Members. The revision to include that the IEEE Student Member shall have privileges of the Member grade to vote only on matters presented to groups of members (such as Societies, Sections, and Student Branches). (RAB ITEM 14E)

#### END OF RAB CONSENT AGENDA

110. **ELECTION OF 2004-05 RAB NOMINATIONS AND APPOINTMENTS COMMITTEE MEMBERS.** During Executive Session, elected the following individuals to the RAB Nominations & Appointments Committee for 2-year terms, effective 01 January 2004: James Howard (R3), Rolf Remshardt (R8) and William Watte (R8). (RAB ITEM 50)
111. **APPROVAL OF THE 2003 RAB AWARD RECIPIENTS.** During Executive Session, the Regional Activities Board approved the following recipients of the 2003 IEEE RAB Awards:

#### **RAB Larry K. Wilson Transnational Award**

- Hugo Maria Fernandez-Verstegen (R9) – For his significant contributions to making IEEE a truly global Society.

**RAB Innovation Award**

- Juan Carlos Miguez (R9) – For Innovation and Exemplary Leadership in the conception, realization and successful implementation of the IEEE Region 9 Voluntary Contribution Fund.

**RAB Achievement Award**

- Nabil K. Al-Dabal (R8) – In recognition of his outstanding efforts in successfully organizing the inaugural IEEE-Gulf Cooperation Council - Electrical and Electronics Conference.
- Jorge Hedderwick (R9) – For significant contributions in the promotion and development of technical activities within IEEE Latin America.
- Jorge Him (R9) – For his exemplary service in organizing CONCAPAN XXII and for improving IEEE relations with government and industry within Panama.
- Javier Ruiz-del-Solar (R9) – For creating the IEEE Latin American Student Robotics Competition which stimulated new technical activities for IEEE Students.

**RAB Leadership Award**

- Ricardo Fernandez del Busto (R9) – For the strengthening of IEEE Activities and outstanding leadership in educational activities within Mexico.
- Duane Ripperger (R5) – For exemplary efforts in promoting IEEE Student activities and the Texas BEST Program.
- Elisa Barney Smith (R6) – For outstanding leadership of the Boise Section.

**RAB Outstanding GOLD Program Award**

- Winnipeg Section (R7) – For outstanding contributions to the advancement of IEEE by planning and promoting GOLD Activities.

112. **GEOGRAPHIC UNIT COMPLIANCE TO IEEE INVESTMENT POLICY.** It was noted that two IEEE geographic units are not in compliance with the IEEE Policy, which states that IEEE funds may be invested only in the IEEE Investment fund. **A Motion was made:**

**The Regional Activities Board to approve to withhold the Section rebate until the Section and their subunits are compliant with IEEE Investment Policy.**

**The Motion was DEFEATED.**

It was noted that the RAB Treasurer will work with the appropriate Region Directors to bring the Sections into compliance with IEEE Policy.

112. **CONSOLIDATION OF GEOGRAPHIC UNITS ASSETS.** The RAB Finance Committee recommended that IEEE consolidate the assets of geographic units that have assets in excess of one-tenth of 1% of IEEE total cash value at the end of the previous year. The proposal was modified to consolidate the assets of geographic units that have assets in excess of one-fifth of 1% of IEEE total cash value at the end of the previous year (RAB ITEM 6G). **A Motion was made that:**

**The Regional Activities Board to authorize the following the financial reporting submitted for the 2004, IEEE begins consolidating all geographic units that have assets in excess of one-fifth of 1% of IEEE total cash value at the end of the previous year.**

**The Motion was APPROVED.**

113. **REVISION TO THE RAB GOLD AWARDS.** The RAB Awards & Recognition Committee worked with the GOLD Committee and provided recommendations clarifying the criteria of the GOLD Awards. (RAB ITEM 7E) (See Appendix XVI). **A Motion was made that:**

**The Regional Activities Board to approve revision to the GOLD Awards as recommended by the RAB Awards & Recognition Committee.**

**The Motion was DEFEATED and REFERRED** back to RAB Awards & Recognition Committee and the GOLD Committee requesting that the establishment of a single GOLD Award for multiple recipients be considered.

- 114. ADMISSION AND ADVANCEMENT COMMITTEE OPERATIONS MANUAL.** A proposal regarding the creation of an Admissions and Advancement Committee Operations Manual was presented to RAB. **A Motion was made that:**

**The Regional Activities Board to instruct the IEEE Admissions & Advancement Committee to create an Operations Manual.**

**The Motion was TABLED.**

- 115. APPROVAL, IN PRINCIPLE, OF REVISIONS TO RAB OPERATIONS MANUAL SECTION 9.4.D (SECTION MANAGEMENT). (RAB Item #8.F)** The RAB/TAB Section/Chapter Support Committee and the RAB Operating Committee recommended that RAB approve changes to the RAB Operations Manual to state that IEEE is incorporated and geographic units are included in this incorporation. It was suggested that legal opinion be sought prior to making the revision to the RAB Operations Manual. **A Motion was made that:**

**The Regional Activities Board to approve, in principle, the changes to the RAB Operations Manual to state that IEEE is incorporated and geographic units are included in this incorporation.**

**The Motion was APPROVED.**

- 116. APPROVAL OF THE ELIMINATION OF SECTION BYLAWS.** (RAB Item #8.H) RAB was asked to endorse a process that would eliminate the need for Section bylaws, in favor of using the RAB Operations Manual as the Section's guidance document. It was noted that developing and maintaining individual Section bylaws consumes valuable volunteer and staff time that could otherwise be used to serve Section and Chapter volunteers and the membership. **A Motion was made that:**

**The Regional Activities Board to approve an extension of the deadline for updating Section Bylaws until 31 Dec 2004 and staff should not initiate the process with Sections who have not yet responded to prior requests.**

**In addition, Regional Activities Board to approve the following process:**

- a. **All Sections will be required to operate in accordance with the RAB Operations Manual.**
- b. **Sections are permitted to maintain an addendum or separate governance document.**
  - b.1. **Those Sections maintaining an addendum or separate document, which includes exceptions to the requirements of the RAB Operations Manual, will submit a request for exception to the Region Director who will present the item to RAB for action.**
  - b.2. **Those Sections maintaining an addendum or separate document which includes additions or changes to the requirements of the RAB Operations Manual, and where those changes do not pose a conflict, may submit a request for approval to the Region Director.**

**The Motion was APPROVED.**

117. **IEEE MEMBERSHIP DEVELOPMENT COMMITTEE STRATEGIC PLAN.** The Regional Activities Board received the IEEE Membership Development Strategic Plan and instructed the RAB Strategic Planning Committee to incorporate the information into the RAB Strategic and Operational Plan prior to the RAB Strategic Planning Retreat.

118. **REASSIGNMENT OF TRANSNATIONAL COMMITTEE.** It was suggested that the Transnational Committee report directly to the IEEE Board of Directors. **A Motion was made that:**

**The Regional Activities Board to endorse a proposal that recommends the Transnational Committee reports directly to the IEEE Board of Directors.**

**The Motion was DEFEATED.**

119. **RESOLUTION FOR DANIEL W. JACKSON.** The Regional Activities Board expressed deepest sympathy to the Jackson family on the passing of Daniel W. Jackson (a Past Region 3 Director). His service to IEEE and his contributions to the engineering profession were a distinguished accomplishment. He will be greatly missed by his IEEE colleagues.

120. **RESOLUTION FOR OUTGOING RAB MEMBERS.** The Regional Activities Board expressed deepest appreciation for the efforts of the outgoing members of the 2003 Regional Activities Board. **A Motion was made that:**

**The Regional Activities Board expresses its deepest appreciation for the efforts of the outgoing members of the 2003 Regional Activities Board.**

- |                     |                            |
|---------------------|----------------------------|
| • Gerard Alphonse   | • Irving Engelson          |
| • James Howard      | • Manuel Rodriquez-Perazza |
| • Jean Eason        | • William Gjertson         |
| • Mohamed El-Hawary | • A. Anoop                 |
| • Hugh Rudnick      |                            |

**The Motion was APPROVED.**

121. **RESOLUTION FOR RAB CHAIR.** The Regional Activities Board recognized the outstanding contributions of W. Cleon Anderson and expressed its sincere appreciation for his friendship, exemplary leadership and dedicated service to the IEEE Regional Activities Board as the 2002-2003 RAB Chair and Vice President -Regional Activities.

122. **RESULTS OF THE RAB ASSEMBLY ELECTIONS.** The following individuals were elected as members of the 2004 Regional Activities Board.

RAB Treasurer – Joseph Lillie

RAB Vice Chair Member Activities – Linda Weaver

RAB Vice Chair Region Section & Chapter Activities – Parviz Famouri

RAB Vice Chair Strategic Planning – Evelyn Hirt

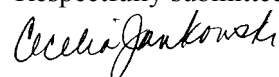
RAB Vice Chair Student Activities – Eduardo Palacio

123. **RESULTS OF IEEE ASSEMBLY ELECTION – VP-RA.** Marc T. Apter was elected the 2004 Vice President, Regional Activities.

124. **TIME AND LOCATION OF THE NEXT RAB MEETING.** The next RAB meeting is scheduled for Friday, 13 February 2004, in Savannah, Georgia.

The meeting was adjourned at 5:10pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**20 June 2003**

*Gaylord Opryland Hotel*  
*Nashville, TN, USA*

*(Privileged information, Approved 14 November 2003)*

- 29. WELCOME AND INTRODUCTIONS.** W. Cleon Anderson, Chair, IEEE Regional Activities Board (RAB), called the second meeting of the Regional Activities Board to order at 3:30pm. The Secretary confirmed that a member quorum was present. A list of attendees is noted in Appendix VI.
- 30. CAUCUS.** A Caucus was conducted on 20 June 2003 from 8:00am to 3:00pm. The following presentations/reports were made or distributed: Regional Activities Dept. June 2003 Update (Appendix VII); Section Outreach – Personal Contact Project Report (Appendix VIII); Region Allocation Formula (Appendix IX); Grants by IEEE Oregon Section and the IEEE Industry Applications Oregon Chapter (Appendix X); Region 8 Director Report (Appendix XI); Member Options Project (Appendix XII); REPCOM Activities (Appendix XIII); MDC Actions (Appendix XIV).
- 31. REVIEW AND ADOPTION OF MEETING AGENDA.** The meeting agenda was adopted with the following changes:
- RAB Item #6.G - Consolidation of Geographic Units with Assets over \$200k was withdrawn
  - RAB Item #6.H - Audit Requirement for Geographic Units was withdrawn

The RAB Consent Agenda was approved as modified.

- RAB Item #9.A.3 - Approval to Release the IEEE Boston Section Rebate, was moved from the Consent to the Action Agenda.

<b>Items #32 through # 55 were approved as part of the Consent Agenda</b>
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- 32. APPROVAL OF THE 13 FEBRUARY 2003 RAB MINUTES.** The Regional Activities Board approved the 13 February 2003 Minutes. (RAB ITEM 25)
- 33. APPROVAL OF SECTION/COUNCIL BYLAWS.** The Regional Activities Board approved revisions to the following IEEE Sections/Council Bylaws: (RAB ITEM 26)

• New Jersey Coast Section (R1)	• South Carolina Council (R3)
• Buffalo Section (R1)	• Boise Section (R6)
• Broward Section (R3)	• Central Canada Council (R7)
• Huntsville Section (R3)	• Hamilton Section (R7)
• Mobile Section (R3)	• Southern Alberta Section (R7)
• Northwest Florida Section (R3)	• Toronto Section (R7)
• Orlando Section (R3)	• Western Canada Council (R7)
• Western North Carolina (R3)	

- 34. APPROVAL OF REVISIONS TO RAB STRATEGIC PLANNING COMMITTEE CHARTER.** The Regional Activities Board approved the proposed revisions to the RAB SPC Committee Charter that includes the expansion of the committee membership. (RAB ITEM 27)

35. **APPROVAL OF THE *IEEE POTENTIALS* SUBSCRIPTION RATES.** The Regional Activities Board approved the *IEEE Potentials* subscription rates for the printed version, effective 1 January 2004 for members and non-members. The rates will remain the same as the 2003 rates. (RAB ITEM 28)
36. **APPROVAL OF THE *IEEE POTENTIALS* ADVERTISING RATES.** The Regional Activities Board approved the 2004 *IEEE Potentials* advertising rates for the printed version, effective 1 January 2004. The rates will remain the same as the 2003 rates. (RAB ITEM 29)
37. **REVIEW OF RAB NOMINATIONS AND APPOINTMENTS COMMITTEE.** The Regional Activities Board received the report from the RAB Nominations and Appointments Ad Hoc Review Committee. The RAB N&A Committee will provide a response to RAB at the November 2003 RAB meeting. (RAB ITEM 3B)
38. **REVIEW OF RAB FINANCE COMMITTEE.** The Regional Activities Board received the report from the RAB Finance Ad Hoc Review Committee. The RAB Finance Committee will provide a response to RAB at the November 2003 RAB meeting. (RAB ITEM 3C)
39. **REVIEW OF RAB STUDENT ACTIVITIES COMMITTEE.** The Regional Activities Board received the report from the RAB Student Activities Ad Hoc Review Committee. The RAB Student Activities Committee will provide a response to RAB at the November 2003 RAB meeting. (RAB ITEM 3D)
40. **REVIEW OF RAB/TAB SECTION/CHAPTER SUPPORT COMMITTEE.** The Regional Activities Board received the report from the RAB/TAB Section/Chapter Support Ad Hoc Review Committee. The RAB/TAB Section/Chapter Support Committee will provide a response to RAB at the November 2003 RAB meeting. (RAB ITEM 3E)
41. **APPROVAL OF THE RECIPIENTS OF THE 2002 RAB SUSTAINED SECTION MEMBERSHIP GROWTH AWARD.** The Regional Activities Board approved the 2002 recipients of the RAB Sustained Section Membership Growth Award. (RAB ITEM 7B)

Region	Section	Region	Section
1	Worcester County	6	San Diego
2	Baltimore	7	Toronto (CCC)
3	Jamaica	8	Nigeria
4	Missouri Slope	9	Morelos
5	Central Texas	10	Bangalore (IC)

42. **APPROVAL OF THE RECIPIENTS OF THE 2003 SUPPORTING FRIEND OF IEEE REGIONAL ACTIVITIES AWARD.** The Regional Activities Board approved Pacific Gas & Electric Company, San Francisco (Region 6); and Alcatel Bell Telephone - Antwerp, Kontich, Belgium (Region 8), as recipients of the Supporting Friend of IEEE Regional Activities Award. (RAB ITEM 51)
43. **2004 NEW INITIATIVE – MEMBER OPTIONS.** The Regional Activities Board endorsed a proposed Member Options New Initiative and requested that it be submitted to the IEEE New Initiative Review Ad Hoc Committee for consideration. (See Appendix XII)
44. **APPROVAL OF THE IEEE TECHNICAL CHAPTER AND AFFINITY GROUP FORMATIONS.** The Regional Activities Board approved the formation of 25 Technical Chapters and 10 Affinity Groups. (RAB ITEM 8B)
45. **APPROVAL OF REVISIONS TO THE RAB OPERATIONS MANUAL - SECTION 9.4.M AND 9.4.N. (SECTION PROBATION & DISSOLUTION).** The Regional Activities Board approved the revisions to the RAB Operations Manual - Sections 9.4.M and 9.4.N. The funds in the possession of a Section that is under probation for more than one (1) year will be transferred by RAB into a custody account until the Section comes into compliance according to the stipulated guidelines. (RAB ITEM 8C)

46. **APPROVAL OF REVISIONS TO THE RAB OPERATIONS MANUAL - SECTION 9.4.D, 9.5.C, 9.6.C, AND 9.9.C (SECTIONS).** The Regional Activities Board approved the revisions to the RAB Operations Manual - Sections 9.4.D, 9.5.C, 9.6.C, and 9.9.C, regarding the notification of all members of geographic unit meetings. (RAB ITEM 8D)
47. **APPROVAL OF REVISIONS TO GRADUATES OF THE LAST DECADE COMMITTEE CHARTER.** The Regional Activities Board approved the revisions to the GOLD Committee Charter that includes the expansion of the committee membership. (RAB ITEM 8E)
48. **APPROVAL OF SPONSORSHIP OF SC'08 SECTIONS CONGRESS.** The Regional Activities Board approved the sponsorship of Sections Congress 2008 and site selection criteria as endorsed by the RAB/TAB Section/Chapter Support Committee. (RAB ITEM 8.1.C)
49. **APPROVAL OF THE DISSOLUTION OF THE IEEE MERRIMACK VALLEY SUBSECTION (REGION 1).** The Regional Activities Board approved the dissolution of the IEEE Merrimack Valley Subsection in Region 1. The Subsection membership will revert to being Boston Section members. (RAB ITEM 9A.1)
50. **APPROVAL OF THE RENAMING OF THE IEEE WESTCHESTER SUBSECTION (NEW YORK SECTION) (REGION 1).** The Regional Activities Board approved the name change of the IEEE Westchester Subsection to the IEEE Tappan Zee Subsection to reflect the geographic location of the membership they represent. (RAB ITEM 9A.2)
51. **ENDORSEMENT OF REGION 3 ASSESSMENT.** The Regional Activities Board endorsed and recommended that the IEEE Board of Directors approve revisions to IEEE Bylaw I-108.6 – Dues, Assessments & Fees, authorizing the implementation of an assessment of \$2.00 to Region 3 members.
52. **APPROVAL OF GRANT REQUEST TO OREGON STATE UNIVERSITY.** The Regional Activities Board approved a one-time grant of \$3,500 to Oregon State University by the IEEE Oregon Section and the IEEE Industry Applications Chapter of the Oregon Section. (RAB APPENDIX X)
53. **APPROVAL OF GRANT REQUEST TO PORTLAND STATE UNIVERSITY.** The Regional Activities Board approved a one-time grant of \$3,500 to Portland State University by the IEEE Oregon Section and the IEEE Industry Applications Chapter of the Oregon Section. (RAB APPENDIX X)
54. **APPROVAL OF THE FORMATION OF THE PUNE SUBSECTION -IEEE BOMBAY SECTION (REGION 10).** The Regional Activities Board approved the formation of the IEEE Pune Subsection of the Bombay Section in Region 10. (RAB ITEM 9J.1)
55. **APPROVAL OF THE FORMATION OF THE IEEE TAINAN SECTION (REGION 10).** The Regional Activities Board approved the formation of the IEEE Tainan Section (formerly part of Taiwan Section) in Region 10. The boundaries of the proposed Section are within the boundaries of the existing Taipei Section, in Taiwan. (RAB ITEM 9J.2)

**END OF RAB CONSENT AGENDA**

56. **REGIONAL ALLOCATION FORMULA.** The RAB Finance Committee endorsed a proposed Regional Allocation formula. If approved by RAB, the formula will be reviewed and if necessary, adjusted annually by the RAB Finance Committee. It was noted in future years; no allocation to a region shall fall below the 2003 allocation level. (RAB ITEM 6.F) (See Appendix IX) **A Motion was made that:**

**The Regional Activities Board to approve the proposed Regional Allocation Formula, which is based upon the components: (1) Number of Members (as of 31 Dec of prior year); (2) Number of Sections within Region (as of 31 Dec of prior year); (3) the relative cost of travel within each Region.**

**The MOTION was APPROVED.**

**Financial Impact to Regions:** The 2004 Region Allocation will increase.



57. **REVISIONS TO REGIONAL ALLOCATION FORMULA.** It was requested that the RAB Finance Committee provide a revised Regional Allocation Formula to RAB in November 2003 that includes a memory component. **A Motion was made that:**

**The RAB Finance Committee to provide a revised Region Allocation formula that has a memory component that considers inflation.**

**The MOTION was DEFEATED.**

58. **APPROVAL TO RELEASE IEEE BOSTON SECTION REBATE.** The Section Rebate schedule stipulates that a Section rebate will not be released until ALL signature cards for the Section and, if applicable, its Subsection(s), Chapter(s), and affinity group (s) have been received in the IEEE Operations Center. The IEEE Boston Section has requested that their rebate be released even though they are not in compliance with the policy. The Region Director has discussed this situation with the appropriate Section volunteers. **A Motion was made that:**

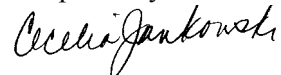
**The Regional Activities Board authorizes the release of the IEEE Boston Section Rebate. Boston Section subunits not in compliance with Bank Account Signature Authority requirements will be placed on probation immediately and may be subject to dissolution at the November 2003 RAB Meeting. This action will be reported to the IEEE Audit Committee.**

**The Motion was APPROVED.**

59. **OUTSTANDING LARGE AND SMALL SECTION AWARDS.** The Regional Activities Board received the proposal regarding the Award criteria for the outstanding Large and Small Section Awards. RAB members were requested to provide comments on the criteria to the RAB Vice Chair – Member Activities. (RAB ITEM 7C)
60. **TIME AND LOCATION OF THE NEXT RAB MEETING.** The next RAB meeting is scheduled for Friday, 14 November 2003, in Seattle, Washington.

The meeting was adjourned at 5:10pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**13 February 2003**

*Fairmont Hotel*  
*Dallas, TX*

*(Privileged information, Approved 20 June 2003)*

1. **WELCOME AND INTRODUCTIONS.** W. Cleon Anderson, Chair, IEEE Regional Activities Board (RAB), called the first meeting of the Regional Activities Board to order at 3:30pm. The Secretary confirmed that a member quorum was present. A list of attendees is noted in Appendix I.
2. **CAUCUS.** A Caucus was conducted on 13 February 2003 from 8:00am to 3:10pm. The following presentations/reports were made or distributed: IEEE 2002 Financial Overview (Appendix II), Section Rebates - Rebate Background & 2004 Proposal (Appendix III), Region 8 Director Report (Appendix IV), IEEE Meetings & Services Committee Liaison Report (Appendix V).
3. **REVIEW AND ADOPTION OF MEETING AGENDA.** The meeting agenda was adopted as distributed. The RAB Consent Agenda was approved as distributed.

<b>Items #4 through # 18 were approved as part of the Consent Agenda</b>
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4. **APPROVAL OF THE 14 NOVEMBER 2002 RAB MINUTES.** The Regional Activities Board approved the 14 November 2002 RAB Minutes. (RAB ITEM 25)
5. **APPROVAL OF SECTION/COUNCIL BYLAWS.** The Regional Activities Board approved revisions to the following IEEE Sections/Council Bylaws: Youngstown Section (R2), Central Pennsylvania Section (R2), and Australia Council (R10). (RAB ITEM 26)
6. **APPOINTMENT OF AD HOC REVIEW COMMITTEES.** The Regional Activities Board approved the formation of the ad hoc committees to review the following Committees: RAB Finance, RAB Nominations & Appointments, RAB Student Activities, and RAB/TAB Section/Chapter Support. The ad hoc review committees are requested to provide reports at the June RAB Caucus. (RAB ITEM 3B)
7. **RATIFICATION OF THE 2003 RA BUDGET.** The Regional Activities Board ratified the 2003 Regional Activities net zero final Budget with revenue of \$7,623.9k and expenses of \$7,623.9k. Changes to the budget that do not affect RAB's net bottom line (Revenue less Expenses) will be delegated down to the RAB Chair. (RAB ITEM 6E).
8. **APPROVAL OF THE RECIPIENTS OF THE 2002 RAB SECTION MEMBERSHIP GROWTH AWARDS.** The Regional Activities Board approved the following Sections as recipients of 2002 Section Membership Growth Awards: (RAB ITEM 7B)

Region 1	Schenectady
Region 2	Johnstown
Region 3	Jamaica
Region 4	Central Iowa
Region 5	Houston

Region 6	Alamogordo-Holloman
Region 7	South Saskatchewan
Region 8	Nigeria
Region 9	Honduras
Region 10	Karachi

9. **APPROVAL OF THE 2002 RECIPIENTS OF THE RAB STUDENT BRANCH MEMBERSHIP GROWTH AWARDS.** The Regional Activities Board approved the following recipients of the 2002 Student Branch Membership Growth Awards: (RAB ITEM 7C):

Region 1	Rochester Institute of Technology	Region 6	Devry Inst. of Technology- Phoenix
Region 2	Wright State University	Region 7	University of Manitoba
Region 3	Old Dominion University	Region 8	University of Padova
Region 4	Devry Inst. of Technology, Chicago	Region 9	Escuela Colombiana de Ingenieria
Region 5	University of Houston-College of Engineering	Region 10	Pune Inst. of Computer Technology

10. **APPROVAL OF IEEE TECHNICAL CHAPTER AND AFFINITY GROUP FORMATIONS.** The Regional Activities Board approved 16 IEEE Technical Chapter formations and changes, and 6 Affinity Group formations. (RAB ITEM 8B)
11. **ARCHIVAL COPY – IEEE GEOGRAPHIC ORGANIZATIONAL ROSTER ON THE WEB.** The Regional Activities Board approved the request that IEEE retain on the website, archived copies of the IEEE Geographic Organizational Roster as documents accessible to volunteers. (RAB ITEM 9H.3)
12. **APPROVAL OF THE FORMATION OF THE TRINIDAD & TOBAGO SUBSECTION (PUERTO RICO & CARIBBEAN SECTION) (REGION 9).** The Regional Activities Board approved the formation of the Trinidad & Tobago Subsection of the Puerto Rico & Caribbean Section in Region 9. (RAB ITEM 9I.1)
13. **APPROVAL OF REVISIONS TO RAB OPERATIONS MANUAL –SECTION 9.7H - STUDENT BRANCH FUNDS.** The Regional Activities Board approved revisions to the RAB Operations Manual, increasing the Student Branch rebates and allotments. Student Branch rebates have been increased to \$2.00 per member and the Branch Chapter rebate has increased to \$1.00 per student Society member. Additionally, the Branch allotment will be \$50.00 for Branches with 49 or less members or \$100.00 for Branches with 50 or more members. (RAB ITEM 10C)
14. **ENDORSEMENT OF REVISIONS TO IEEE BYLAW I-104.6-QUALIFICATIONS STUDENTS.** The Regional Activities Board endorsed and recommended that the IEEE Board of Directors approve revisions to IEEE Bylaw I-104.6-Qualifications - Students, which indicates that Student membership shall be limited to 8 years. (RAB ITEM 10D)
15. **APPROVAL OF REVISIONS TO RAB STRATEGIC GOALS.** The Regional Activities Board approved the following RAB Strategic Goals and preamble: (RAB ITEM 11B)

“The IEEE Regional Activities Board (RAB) has developed Six Strategic Goals that RAB and its subordinate units should use in planning their activities. These Goals are based on IEEE’s Constitution and strategic vision, including RAB’s Mission Statement, and inputs from various RAB constituencies, and in particular recommendations from Sections Congress. To reflect RAB’s desire to empower all of its subordinate units to the maximum extent possible, the concept of Powers Reserved has been included in the Goals. Under this concept a superior organizational unit specifies the powers it reserves for itself, and all else, without additional specificity, is delegated to its subordinate units, hence demonstrating IEEE trust in its volunteers. This cascaded empowerment should be exercised throughout the line of all parts of RAB, starting with RAB itself and down to the smallest units in the organizational structure. To prevent encroachment by one unit on the responsibilities of another, this empowerment is limited to the areas that are defined in the units charter.”

- Ensure value of membership
- Be the leader in membership direction
- Be the leader in volunteer development
- Be at the forefront of communications between member to member; member to IEEE; and organizational unit to organizational unit
- Meet the challenges of a large and transnational organization
- Emphasize delegation using the powers reserved concept

16. **APPROVAL OF 2003/04 RAB STRATEGIC & OPERATIONAL PLAN.** The Regional Activities Board approved the 2003/04 RAB Strategic & Operational Plan. The RAB Operating Committee will track the performance of the projects, which are included in the RAB SOP. (RAB ITEM 11C)
17. **ENDORSEMENT OF REVISIONS TO THE TRANSNATIONAL COMMITTEE CHARTER.** The Regional Activities Board endorsed the proposed revisions to the Transnational Committee Charter that established RAB and TAB as the parent organizational units of the committee. (RAB ITEM 11D)
18. **APPROVAL OF RECIPIENTS OF THE FRIEND OF IEEE REGIONAL ACTIVITIES AWARD.** The Regional Activities Board approved Micron Technology, Inc., and Satyam Computer Services as recipients of the Supporting Friend of IEEE Regional Activities Awards. (RAB ITEM 51)

**END OF RAB CONSENT AGENDA**

19. **TRANSFER FROM RAB RESERVES.** Due to investment losses in 2002, the IEEE reserves will decrease. It was suggested that RAB absorb a portion of these losses. **A Motion was made that:**

**The Regional Activities Board to approve the transfer of up to \$400k from RAB Reserves to IEEE Corporate Reserves for the 2002 investment losses.**

**The Motion was APPROVED.**

20. **MINIMUM RESERVES FOR GEOGRAPHIC UNITS – RAB OPERATIONS MANUAL REVISIONS.** To be consistent with the IEEE Financial Operations Manual, it was recommended that Section 9.1.H.3.B, Section 9.3.H.4, Section 9.4.I.11, Section 9.6.G.6.B, and Section 9.9.G.8.B of the RAB Operations Manual be revised to the following, “The minimum recommended goal is to have reserves for IEEE geographic units at least equal to one half of the total budgeted yearly expenditures.” **A Motion was made that:**

**The Regional Activities Board to approve revisions to Section 9.1.H.3.B, Section 9.3.H.4, Section 9.4.I.11, Section 9.6.G.6.B, and Section 9.9.G.8.B of the RAB Operations Manual.**

**The MOTION was APPROVED.**

21. **REVISIONS TO RAB OPERATIONS MANUAL-SECTION 6.5.** Currently, a RAB Assembly Delegate is appointed as an advocate for a candidate who is being elected by the RAB Assembly. **A Motion was made that:**

**The Regional Activities Board to approve revisions to the RAB Operations Manual – Section 6.5 (RAB Assembly Election Procedures) to eliminate the appointment of a RAB Assembly Delegate as an advocate for each candidate.**

**The MOTION was APPROVED.**

22. **ENDORSEMENT OF RECENT GRADUATES REDUCED DUES PROGRAM.** In June of 2002, the IEEE Board of Directors revised the graduated dues program for recent graduates (Bylaw I-108.7) changing its duration from four years to one year, and established the discount for this one year at 50% of full dues. The IEEE Membership Development Committee recommended that the program be expanded to include all graduating Student members, regardless of the degree being received; with the provision, however, that a member can participate on a one-time lifetime basis. (RAB ITEM 7E). **A Motion was made that:**

**The Regional Activities Board to endorse and recommend that the IEEE Board of Directors approve the proposed revisions to IEEE Bylaw I-108.7 making the Recent Graduate Reduced Dues Program open to all graduating Student members upon elevation to a higher grade regardless of the degree being received. This discount would be available on a one-time lifetime basis.**

**The MOTION was APPROVED.**

- 23. APPROVAL OF SECTION ARREARS RECOVERY PROGRAM.** The IEEE Membership Development Committee requested permission to utilize \$80k of funds budgeted for a Direct Mail recruitment campaign to fund an arrears recovery program. **A Motion was made that:**

**The Regional Activities Board approve the request by the IEEE Membership Development Committee to utilize \$80k (MD Budget) of funds budgeted for a Direct Mail recruitment campaign to fund an arrears recovery program.**

**The MOTION was APPROVED.**

- 24. APPROVAL OF THE 2004 SECTION REBATE SCHEDULE.** The Section/Chapter Support Committee endorsed revisions to the 2004 Section Rebate Schedule (RAB ITEM 8C/APPENDIX III). The revisions include:

- 1) Increase in the base rebate for Sections from \$1800 to \$2000.
- 2) Increase in the base rebate for Chapters & Affinity Groups from \$180 to \$200.
- 3) Section activity bonus: \$200 for Sections holding 10 or more meetings, at least five of which must be of a technical, professional or educational nature.
- 4) Subsection activity bonus: \$100 for Subsections holding 10 or more meetings, at least five of which must be of a technical, professional or educational nature.
- 5) Chapter & Affinity Group activity bonus: \$75 for Chapters or Affinity Groups holding 6 or more meetings.

After discussing the proposed revisions, **A Motion was made that:**

**The Regional Activities Board approve the 2004 Section Rebate Schedule as proposed which increases the base rate; increases the timely reporting bonus; and provides a bonus for increased activity.**

**The MOTION was APPROVED.**

- 25. APPROVAL OF THE FORMATION OF THE IEEE RUSSIA (NORTHWEST) SECTION IN REGION 8.** A petition was submitted with over 50 qualified signatures to form the IEEE Russia (Northwest) Section in Region 8. (RAB ITEM 9.H.1) **A Motion was made that:**

**The Regional Activities Board to approve the formation of the IEEE Russia (Northwest) Section in Region 8. The boundaries of the Section will be the area of St. Petersburg.**

**The Motion was APPROVED.**

- 26. APPROVAL OF THE FORMATION OF THE IEEE RUSSIA (SIBERIA) SECTION REGION 8.** A petition was submitted with over 50 qualified signatures to form the IEEE Russia (Siberia) Section in Region 8 (RAB ITEM 9H.2). **A Motion was made that:**

**The Regional Activities Board to approve the formation of the IEEE Russia (Siberia) Section in Region 8. The boundaries of the Section will be the area of Siberia.**

**The Motion was APPROVED.**

27. **ENDORSEMENT OF REVISIONS TO THE IEEE MEETINGS & SERVICES COMMITTEE CHARTER.** A report on IEEE Meetings & Services Committee (MSC) activities was presented (Appendix V). The MSC has recommended changes to the Committee charter requiring that the Committee Chair must be a current or former member of the IEEE Technical Activities Board OR a current or former President of an IEEE Society or Technical Council. The Chair also must have served in a leadership position for an IEEE Technical Conference and should also have served as a member on the committee for at least one year prior to taking office. **A Motion was made that:**

**The Regional Activities Board to endorse and recommend IEEE Board of Directors approval of the revisions to the IEEE Meetings and Services Committee Charter.**

**The MOTION was DEFEATED.**

28. **TIME AND LOCATION OF THE NEXT RAB MEETING.** The next RAB meeting is scheduled for Friday, 20 June 2003 in Nashville, Tennessee.

The meeting was adjourned at 4:54pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

**IEEE Regional Activities Board**  
**Meeting Minutes**  
**14 November 2002**

*Wyndham Northwest Chicago*  
*Itasca, Illinois, USA*

*(Approved 13 February 2003)*

A RAB Caucus was conducted on 14 November 2002 from 8:00am to 2:00pm. In addition to the items below, a presentation on the Study of the IEEE Corporate Infrastructure, prepared by BDO Seidman was presented (Appendix VIII)

72. **WELCOME AND ROLL CALL.** W. Cleon Anderson, Chair, IEEE Regional Activities Board (RAB), called the meeting to order at 2:40pm. All RAB members were present. A list of attendees is noted in Appendix IX.
73. **APPROVAL OF THE WAIVER REGARDING RAB OPERATIONS MANUAL REVISIONS.** Director Apter noted that 15-day advance notice is required for revisions to the RAB Operations Manual (Section 12.1). He indicated that he wanted to present a revision to Section 6.5 of the RAB Operations Manual. Since that revision was not distributed 15 days in advance, a **Motion was made that:**

**The Regional Activities Board approve a waiver of Section 12.1 of the RAB Operations Manual regarding the 15-day notice requirement for revisions to the RAB Operations Manual. This waiver to be valid at the RAB meeting on 14 November 2002.**

**The Motion was APPROVED.**

74. **APPROVAL OF REVISIONS TO RAB OPERATIONS MANUAL - SECTION 6.5.** Director Apter requested that RAB Assembly Elected Procedures be revised to allow the RAB Assembly to consider nominations from the floor. (Appendix X) **A Motion was made that:**

**The Regional Activities Board to remove Section 6.5.B and 6.5.C from the RAB Operations Manual. The proposed revision would allow the RAB Assembly to accept nominations from the floor during a RAB Assembly meeting.**

After discussion, the motion was modified to the following:

**The Regional Activities Board to approve a waiver, for 14 November 2002, of the requirements stated in Section 6.5.B and 6.5.C of the RAB Operations Manual regarding RAB Assembly Operations.**

**The Motion was APPROVED.**

75. **IEEE GLOBALIZATION.** The Student Activities Committee (SAC) unanimously approved a motion which acknowledged that IEEE has addressed the legal reasons for the limitations imposed on some non-U.S. student membership. SAC requested that a clear statement be made that indicates that: (1) the list of concerned countries is not established by IEEE, (2) IEEE is deeply committed to globalization and Student members worldwide, (3) the conditions needed to reinstate the IEEE members in the concerned countries. **A Motion was made that:**

**The Regional Activities Board to acknowledge receipt of the Motion regarding Globalization from the Student Activities Committee and request that the information be made available publicly.**

**The Motion was APPROVED.**

76. **REVIEW AND ADOPTION OF MEETING AGENDA AND RAB CONSENT AGENDA.** The meeting agenda was adopted as distributed. The RAB Consent Agenda was approved as distributed.

**Items #77 through # 98 were approved as part of the RAB Consent Agenda**

77. **APPROVAL OF THE 21 JUNE 2002 RAB MINUTES.** The Regional Activities Board approved the 21 June 2002 RAB Minutes. (RAB ITEM 25)
78. **APPROVAL OF SECTION/COUNCIL BYLAWS.** The Regional Activities Board approved the revisions to the following IEEE Section and Council Bylaws. (RAB ITEM 26)
- IEEE Central Texas Section (R5)
  - Eastern Idaho Section (R6)
  - Winnipeg Section (R7)
  - Nicaragua Section (R9)
  - IEEE San Francisco Bay Area Council (R6)
79. **APPROVAL, IN PRINCIPLE, OF MINIMUM RESERVE FORMULA FOR GEOGRAPHIC UNITS.** The Regional Activities Board approved, in principle, a Minimum Reserve formula for Geographic Units. The appropriate IEEE documents will be revised and presented to RAB in February 2003 for final approval. (RAB ITEM #6.E)
80. **APPROVAL OF RAB TRAVEL EXPENSE REPORT PROCEDURE.** The Regional Activities Board approved the RAB Travel Expense Report Procedure. (RAB ITEM #6.H)
81. **APPROVAL OF IEEE HOUSTON SECTION SCHOLARSHIP.** The Regional Activities Board approved the establishment of the IEEE Houston Section Scholarship. (RAB ITEM #7.F)
82. **APPROVAL OF THE IEEE TECHNICAL CHAPTER AND AFFINITY GROUP FORMATIONS.** Approved the formation of 21 IEEE Technical Chapters and 10 Affinity Groups. (RAB ITEM #8.B)
83. **APPROVAL OF THE DISSOLUTION OF TECHNICAL SOCIETY CHAPTERS.** Approved the dissolution of 4 Technical Society Chapters. (RAB ITEM #8.C)
84. **APPROVAL OF REVISIONS TO THE RAB/TAB SECTION/CHAPTER SUPPORT COMMITTEE CHARTER.** Approved the proposed revisions to the RAB/TAB Section/Chapter Support Committee Charter. The proposed revisions indicate that the RAB and TAB Chairs are non-voting members. In addition, effective 2004, the Past Committee Chair will be a voting member of the Committee. (RAB ITEM #8.D)
85. **APPROVAL OF RESPONSE TO GOLD AD HOC REVIEW COMMITTEE.** Approved the GOLD Committee responses to the Ad Hoc Review Committee recommendations concerning the GOLD Committee operations. (RAB ITEM #8.G)
86. **RECOGNITION OF SECTIONS CONGRESS STEERING COMMITTEE EFFORTS.** By acclamation, RAB expressed its gratitude to Dan Benigni and the 2002 Section Congress Steering Committee for their efforts in making the 2002 Sections Congress a successful event.
87. **APPOINTMENT OF SECTIONS CONGRESS 2005 COMMITTEE CHAIRS.** Approved the appointment of David Green as 2005 Sections Congress Program Committee Chair and Quang Tang as 2005 Sections Congress Local Arrangements Committee Chair. (RAB ITEM #8.1.C)
88. **APPROVAL OF REGION 1 BYLAW REVISIONS.** Approved revisions to the Region 1 Bylaws that created a Region 1 Strategic Planning Committee and modified the membership of the R1 Board of Governors and the R1 ExCom. (RAB ITEM #9.A.1)



- 89. APPROVAL OF THE TRANSITION PLAN OF WITHDRAWAL OF THE IEEE NORTHERN VIRGINIA SECTION FROM THE NATIONAL CAPITAL AREA COUNCIL.** As requested by the IEEE Northern Virginia Section, approved the transition plan (Appendix XI) regarding the withdrawal of the IEEE Northern Virginia Section from the IEEE National Capital Council. The Transition plan includes the following:
- RAB to approve Northern Virginia's request to withdraw from the NCAC
  - RAB to approve dissolution of NCAC
  - Start dissolution immediately
  - Region Director to report to RAB in February 2003
  - Transition plan to be developed
  - New Memorandum of Understanding By February 28, 2003
  - Transition to be completed June 2003
- 90. APPROVAL OF THE DISSOLUTION OF ZANESVILLE SUBSECTION (COLUMBUS SECTION) - REGION 2.** As requested by the IEEE Columbus Section, approved the dissolution of the IEEE Zanesville Subsection in Region 2. (RAB ITEM #9.B.2)
- 91. APPROVAL OF THE DISSOLUTION OF PADUCAH SUBSECTION (EVANSVILLE-OWENSBORO SECTION) - REGION 3.** As requested by the IEEE Evansville-Owensboro Section, approved the dissolution of the IEEE Paducah Subsection in Region 3. (RAB ITEM #9.C.3)
- 92. APPROVAL OF THE NAME CHANGE OF THE IEEE IDAHO SECTION TO THE IEEE EASTERN IDAHO SECTION - REGION 6.** As requested by IEEE Idaho Section, approved a name change of the IEEE Idaho Section to the IEEE Eastern Idaho Section. (RAB ITEM #9.F.1)
- 93. APPROVAL OF THE REVISIONS TO REGION 8 BYLAWS.** As recommended by the Region 8 Committee, approved revisions the R8 Bylaws that incorporate the Region 8 Vision and Mission Statements. (RAB ITEM #9.H.1)
- 94. APPROVAL OF DISSOLUTION OF THE MEDELLIN, REYNOSA, TAMPICO, AND CAMPINAS SUBSECTIONS - REGION 9.** As recommended by the Region 9 Committee, approved the dissolution of the IEEE Medellin, Reynosa, Tampico, and Campinas Subsections in Region 9. (RAB ITEM #9.I.1)
- 95. APPROVAL OF THE DISSOLUTION OF HUNTER REGION SUBSECTION (NEW SOUTH WALES SECTION) - REGION 10.** As recommended by the Region 10 Committee, approved the dissolution of the IEEE Hunter Region Subsection in Region 10. (RAB ITEM #9.J.1)
- 96. APPROVAL OF STUDENT BRANCH DISSOLUTIONS.** Approved the dissolution of the following inactive Student Branches.
- Pennsylvania State University – Beaver (Beaver, Pennsylvania) - Region 2
  - Pennsylvania State University – McKeesport (McKeesport, Pennsylvania) - Region 2
  - Southern Alberta University – Southern Alberta, Canada – Region 7
- 97. APPROVAL OF REVISIONS TO 2002/03 RAB STRATEGIC & OPERATIONAL PLAN.** Approved the revisions to the 2002/03 RAB Strategic & Operational Plan. (RAB ITEM #11.B)
- 98. ENDORSEMENT OF 2003/04 RAB STRATEGIC & OPERATIONAL PLAN.** Endorsed the proposed 2003/04 RAB Strategic & Operational Plan and requested the RAB Strategic Planning Committee to modify the plan before it is presented to RAB for reaffirmation in February 2003. (RAB ITEM #11.C)

99. **APPROVAL OF 2004 SECTION REBATE SCHEDULE.** The RAB/TAB Section/Chapter Support Committee recommended that the 2004 Rebate Schedule remain the same as the 2003 schedule. **A Motion was made that:**

**The Regional Activities Board approve the 2004 Section Rebate Schedule as presented.**

Some RAB members requested the rebates to Sections/Chapters be increased. **A Motion was made that:**

**The Regional Activities Board to postpone action on the 2004 Section Rebate Schedule until the February 2003 RAB meeting.**

**The Motion was APPROVED.**

All Regional Directors were requested to provide feedback on the possible changes to the schedule to the RAB VC – Region, Section Chapter Activities. (RAB ITEM #8.E)

100. **ENDORSEMENT OF 2003 REGIONAL ACTIVITIES BUDGET.** The 2003 RA Budget was presented as previously approved by RAB. Once the RA Budget has been approved for a particular year, changes to the budget between line items that do not affect RAB's net bottom line (Revenue less Expenses) will be delegated down to the RAB Chair. The RAB Treasurer shall report to RAB any such changes at the next RAB meeting. **A Motion was made that:**

**The Regional Activities Board to endorse 2003 Regional Activities net zero final Budget with revenue of \$7,623.9k and expenses of \$7,623.9k.**

**The Motion was APPROVED.**

101. **APPROVAL OF THE REVISIONS TO THE GOLD COMMITTEE CHARTER.** The GOLD Committee endorsed proposed revisions to the committee charter but some RAB members expressed concerns over the proposed revisions. **A Motion was made that:**

**The Regional Activities Board to postpone action on revisions to the Graduates of the Last Decade Committee Charter until the February 2003 RAB meeting.**

**The Motion was APPROVED.**

102. **ENDORSEMENT OF ASSIGNMENT OF SC'02 RECOMMENDATIONS.** The RAB/TAB Section/Chapter Support Committee recommend that RAB approve the assignments of the SC'02 Recommendations as modified during the S/C Support Meeting (Appendix XII). **A Motion was made that:**

**The Regional Activities Board to endorse the assignments of the Sections Congress 2002 Recommendations and recommend approval by the IEEE Executive Committee.**

**The Motion was APPROVED.**

103. **APPROVAL TO INCREASE STUDENT BRANCH REBATE AND ALLOTMENTS.** The Student Branch rebates and allotments have existed since 1993 when the Student Branch rebate was increased \$0.10 for the 1994 academic year. It is recommended that the Student Branch rebate be increased to \$2.00 per member and the Branch Chapter rebate be increased to \$1.00 per student Society member. Additionally the branch allotment shall be \$50.00 for Branches with 49 or less members or \$100.00 for Branches with 50 or more members. **A Motion was made that:**

**The Regional Activities Board to approve an increase of the annual Student Branch Rebates and Allotments for the 2004 budget.**

**The Motion was APPROVED.**

In February 2003, RAB will be requested to approve revisions to RAB Operations Manual which reflect this increase.

- 104. ENDORSEMENT OF REVISION TO IEEE BYLAW I-104.6 (QUALIFICATIONS – STUDENT).** To address concerns of abuse of IEEE student membership and the significant discounts students receive, the Student Activities Committee unanimously recommended that RAB endorse a proposal to add a limit of 8 (eight) years to the IEEE student membership qualifications in Bylaw I-104.6. **A Motion was made that:**

**The Regional Activities Board recommend that the IEEE Board of Directors approve revisions to Bylaw I-104.6 limiting student membership to 8 years with no exceptions.**

In discussing this issue, a substitute Motion was made that:

**The Regional Activities Board recommend that the IEEE Board of Directors approve revisions to Bylaw I-104.6 limiting student membership to 10 years.**

**The Substitute Motion was defeated (5 for, 9 against)**

**The Original Motion was APPROVED (13 for, 3 against – Apter, El-Hawary and Rudnick)**

- 105. APPROVAL, IN PRINCIPLE, STUDENT BRANCH COUNSELOR SIGNATURE REQUIREMENT PROPOSAL.** The RAB Vice Chair – Student Activities, Manuel Rodriguez-Perazza, noted at a past meeting, RAB defeated a proposal which would amend the IEEE bylaws in order to simplify and allow Student membership applications to be accepted directly from the WEB without an endorsement from a Student Branch Counselor. After further discussion, an alternate proposal was presented to RAB (Appendix XIII). **A motion was made that:**

**The Regional Activities Board approved, in principle, a practice that Web based or hard copy student membership applications provide immediate servicing for students and is compatible with the reference requirement in IEEE Bylaw I-106.1.**

**The Motion was APPROVED.**

- 106. APPROVAL OF THE RESPONSE RAB STRATEGIC PLANNING COMMITTEE (SPC) Ad HOC REVIEW COMMITTEE.** In June 2002, RAB received the report of the RAB SPC Ad Hoc Review Committee and requested the RAB SPC to provide a response to the report by the November RAB Meeting. The RAB SPC reviewed the report and responded to the five (5) formal conclusions/recommendations. (RAB ITEM #11.E). **A Motion was made that:**

**The Regional Activities Board to approve the RAB SPC response to the Ad Hoc Review Committee recommendations concerning the RAB Strategic Planning Committee operations.**

**The Motion was APPROVED.**

- 107. APPROVAL OF THE FORMATION OF 2003 AD HOC REVIEW COMMITTEES.** All RAB Standing Committees shall be reviewed by the RAB at intervals of no more than three years to ensure that their respective scopes and compositions continue to serve the best interests of the Regional Activities Board and its membership. (RAB ITEM #11.F) **A Motion was made that:**

**The 2003 RAB Chair appoint, in January 2003 ad hoc committees to review the following RAB Committees: Finance, Nominations & Appointments, Student Activities and the RAB/TAB Section/Chapter Support Committee.**

**The Motion was APPROVED.**

- 108. ENDORSEMENT OF THE REVISIONS TO THE IEEE MEETINGS & SERVICES COMMITTEE CHARTER.** RAB has been requested to approve revisions to the IEEE Meetings and Service Committee Charter. The proposed revisions reduce the committee membership from 15 to 12 members. (RAB ITEM #12.E.1) **A Motion was made that:**

**The Regional Activities Board to endorse and recommend IEEE Board of Directors approval of the revisions to the IEEE Meeting and Services Committee Charter.**

**The Motion was APPROVED.**

- 109. 2003 NEW INITIATIVES AND ORGANIZATIONAL IMPROVEMENT PROPOSALS.** The IEEE new Initiatives Committee has recommended that the IEEE Board of Directors fund nine new initiatives. (RAB ITEM #14.A) Director Apter noted that the communication between IEEE New Initiative Committee and appropriate OU boards should be improved. M. Apter, J. Eason and G. Alphonse are serving on an IEEE-USA Ad Hoc Committee that will make recommendations on improving communications.

- 110. APPROVAL OF REVISIONS TO SECTION 9.3 AND 9.4 - RAB OPERATIONS MANUAL.** Director Apter proposed revisions to Section 9 of the RAB Operations Manual that clarify issues relative to Sections and Councils. (RAB ITEM #14.B) **A Motion was made that:**

**The Regional Activities Board to approve revisions to the RAB Operations Manual - Section 9.3.D.1, Section 9.3.G.5 and Section 9.4.N clarifying Council and Section operations.**

**The Motion was APPROVED.**

- 111. ELECTION OF 2003-04 RAB NOMINATIONS & APPOINTMENT COMMITTEE (RAB N&A) MEMBERS.** During Executive Session, the Regional Activities Board elected the following individuals to the RAB Nominations and Appointments Committee for 2 year terms.

- |                |                   |
|----------------|-------------------|
| • Scott Blair  | • Charles Hickman |
| • Harry Bostic | • Teck Seng Low   |

- 112. APPROVAL OF 2002 RAB AWARD RECIPIENTS.** During Executive Session, the Regional Activities Board approved the following 2002 RAB Award Recipients:

**RAB Larry K. Wilson Transnational Award**

- Rolf Remshardt (R8) - For exemplary contributions in bringing the benefits of IEEE membership to colleagues throughout Europe and for effective fiscal and financial leadership within IEEE Region 8.

### **RAB Innovation Award**

- Luis-Alberto Arenas (R9) - For his effective and innovative contribution in disseminating the IEEE spirit among members through modern electronic media.

### **RAB Leadership Award**

- Subrata Mukhopadhyay (R10) - For sustained and dedicated technical and professional leadership to the IEEE Delhi Section and Region 10.
- Margaretha Eriksson (R8) - For stimulating and promoting the formation of technical chapters and promoting the value of the IEEE membership at regional conferences within IEEE Region 8.
- Engy Mohamed Samir Foda (R8) - For exemplary efforts in organizing successful 2002 IEEE Region 8 Student Branch and GOLD Congresses.

### **RAB Achievement Award**

- Jan Aminoff and John Margosian (R2) - For significant long-term efforts at promoting the IEEE to participants at High Technology Job Fairs in the Washington Metropolitan D.C area.
- R. Barnet Adler (R2) - For sustained and enthusiastic leadership and development of student activities within the IEEE Philadelphia Section and Region 2.
- John Dentler (R2) - For outstanding achievement in the development of a financial tool for the IEEE Baltimore Section, which facilitates the completion of timely and accurate financial reports.
- Harvey S. Newman and Roger Kaul (R2) - For creative achievements in revitalizing and organizing activities that integrate MTT, AP, ED Technical Chapters and a WIE Affinity Group.
- Issac Adeyemi Adekanye (R8) - For outstanding efforts in facilitating the rejuvenation of the IEEE Nigeria Section and the promotion of IEEE Senior membership.
- Ricardo A. Veiga (R9) - For increasing IEEE activities and member interaction throughout the IEEE Argentina Section.

**113. RAB OUTSTANDING SECTION AWARD.** On 13 November, the RAB Awards & Recognition Committee discussed the option of developing a large and small Section award in an attempt to give all Sections an opportunity to receive an award. **A Motion was made that:**

**The Regional Activities Board endorse, in principle, the replacement of RAB Outstanding Section Award with the establishment of a RAB Outstanding Large Section and a RAB Outstanding Small Section Award.**

**The Motion was APPROVED.** A formal proposal to be presented to RAB in February 2003.

**114. RESOLUTION FOR OUTGOING RAB MEMBERS. A Motion was made that:**

**The Regional Activities Board expresses its deepest appreciation for the efforts of the outgoing members of the 2002 Regional Activities Board.**

- |                     |                     |
|---------------------|---------------------|
| • Lawrence Hamerman | • Pedro Ray         |
| • Teck S. Low       | • Slawo Wesolkowski |
| • Louis Luceri      | • Myron Wilson      |
| • Levent Onural     |                     |

**The Motion was APPROVED.**

**115. RESULTS OF THE RAB ASSEMBLY ELECTIONS.** The following individuals were elected as members of the 2003 Regional Activities Board.

RAB Treasurer – Joseph Lillie

RAB Vice Chair Member Activities – Marc Apter

RAB Vice Chair Region Section & Chapter Activities – William Gjertson

RAB Vice Chair Strategic Planning – Irving Engelson

RAB Vice Chair Student Activities – Manuel Rodriguez - Perazza

**116. RESULTS OF IEEE ASSEMBLY ELECTION – VP-RA.** W. Cleon Anderson was elected the 2003 Vice President, Regional Activities.

**117. TIME AND LOCATION OF THE NEXT RAB MEETING.** The next RAB meeting is scheduled for Thursday, 13 February 2003 in Dallas, Texas, USA.

The meeting was adjourned at 5:28pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**21 June 2002**  
*Westin Harbour Castle*  
*Toronto, Canada*

*(Privileged information – Approved 14 November 2002)*

A RAB Caucus was conducted on 21 June 2002 from 8:00am to 3:00pm. The following presentations were made: Sections Congress 2002 Update, IEEE Sections and EAB, and the IEEE Geoport Project. (Appendix IV)

- 33. WELCOME AND ROLL CALL.** W. Cleon Anderson, Chair, IEEE Regional Activities Board (RAB), called the second meeting of the Regional Activities Board to order at 3:05pm. All RAB members were present. A list of attendees is noted in Appendix V.
- 34. REVIEW AND ADOPTION OF MEETING AGENDA AND RAB CONSENT AGENDA.** The meeting agenda was adopted as distributed. The RAB Consent Agenda was approved as distributed.

<b>Items #35 through # 58 were approved as part of the RAB Consent Agenda</b>
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- 35. APPROVAL OF THE 15 FEBRUARY 2002 RAB MINUTES.** The Regional Activities Board approved the 15 February 2002 RAB Minutes. (RAB ITEM 25)
- 36. APPROVAL OF ACTION VIA EMAIL – RAB/TAB MEMBERS FORUM.** The Regional Activities Board approved the action decided by email vote for a joint RAB/TAB Members forum in Toronto, Canada. (RAB ITEM 26)
- 37. APPROVAL OF SECTION/COUNCIL BYLAWS.** The Regional Activities Board approved the revisions to the following IEEE Section and Council Bylaws. (RAB ITEM 27)
- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Connecticut Section (R1)</li><li>• Metropolitan Sections Activities Council (METSAC) (R1)</li><li>• North Jersey Section (R1)</li><li>• Ithaca Section (R1)</li><li>• Worcester County Section (R1)</li><li>• Johnstown Section (R2)</li><li>• Northern Virginia Section (R2)</li></ul> | <ul style="list-style-type: none"><li>• Cincinnati Section (R2)</li><li>• Savannah Section (R3)</li><li>• Winston Salem Section (R3)</li><li>• Madison Section (R4)</li><li>• Phoenix Section (R6)</li><li>• Canadian Atlantic Section (R7)</li><li>• Andean Council (R9)</li></ul> |
|---|---|
- 38. APPROVAL OF *IEEE POTENTIALS* SUBSCRIPTION RATES.** The Regional Activities Board approved *IEEE Potentials* subscription rates for the printed version, effective 1 January 2003 for members and non-members. (RAB ITEM 28)
- 39. APPROVAL OF *IEEE POTENTIALS* ADVERTISING RATES.** The Regional Activities Board approved *IEEE Potentials* advertising rates for the printed version. (RAB ITEM 29)
- 40. APPROVAL OF THE RAB COMMITTEE CHARTER TEMPLATE.** The Regional Activities Board approved the RAB Committee Charter template as a guide and requested that all RAB Committees adhere to the template to the maximum extent possible. (RAB ITEM 8D)
- 41. REVIEW OF THE RAB GRADUATES OF THE LAST DECADE.** The Regional Activities Board received the report of the RAB GOLD Ad Hoc Review Committee and referred the report to the RAB GOLD Committee for its review, with a response expected to RAB at the November 2002 meeting. (RAB ITEM 3D)

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42. **REVIEW OF RAB STRATEGIC PLANNING COMMITTEE.** The Regional Activities Board received the report of the RAB Strategic Planning Ad Hoc Review Committee and referred the report to the RAB Strategic Planning Committee for its review, with a response expected to RAB at the November 2002 RAB Meeting (RAB ITEM 3E)
43. **APPROVAL OF THE DISTRIBUTION OF REGIONAL ALLOCATIONS.** The Regional Activities Board approved the procedure, that beginning in 2003, upon confirmation that each Region's financial report has been approved; that Region's Allocation will be distributed in one payment instead of two. (RAB ITEM 8G)
44. **APPROVAL OF THE IEEE ENDOWED UNIVERSITY OF NEW MEXICO PRESIDENTIAL SCHOLARSHIP.** The Regional Activities Board approved the establishment of the IEEE Endowed University of New Mexico Presidential Scholarship fund. (RAB ITEM 7B)
45. **ENDORSEMENT OF REVISIONS TO IEEE POLICY – 16.5.1 – BILLING, TERMINATIONS & REINSTATEMENT – ANNUAL DUES PERIOD – BILLING CYCLE (INSTALLMENT PAYMENT OPTION).** The Regional Activities recommended that the IEEE Board of Directors approve the revision to Policy 16.5.1 (Billing, Termination and Reinstatement) removing the installment payment option. If approved by the BoD, this change would be effective for the 2004 membership year. In 2003, IEEE members may participate in the program but the program will not be publicized in IEEE literature (i.e. renewal bill, membership application). (RAB ITEM 7E)
46. **APPROVAL OF REVISIONS TO SECTIONS CONGRESS STEERING COMMITTEE CHARTER.** The Regional Activities Board approved revisions to the Section Congress Steering Committee Charter. (RAB ITEM 8B)
47. **APPROVAL OF THE IEEE TECHNICAL CHAPTER AND AFFINITY GROUP FORMATIONS.** The Regional Activities Board approved the formation of 21 Technical Chapters and 6 Affinity Groups. (RAB ITEM 9C)
48. **APPROVAL OF THE 2003 SECTION REBATE SCHEDULE.** The Regional Activities Board approved the 2003 Section Rebate Schedule with the following changes:
- The per-member rebate has been adjusted such that Sections will \$3.00 for each Member, Student or Associate grade member, \$1.50 for each Affiliate, and \$4.00 for each Senior or Fellow Grade member.
  - Included \$500 for each Subsection meeting the minimum requirements.
  - The deadline for submitting reports was changed to 30 June from the existing date of 30 November. The Region Director must approve exceptions to the new deadline.
- In addition RAB agreed to allocate \$6K, which will be available for Sections, impacted more than - 15% by the new rebate structure. Region Directors would be required to submit a request to the RAB Chair for assistance in transitioning those Sections to the new Rebate structure. (RAB ITEM 9D)
49. **APPROVAL OF THE REVISIONS TO REGION 3 BYLAWS.** The Regional Activities Board approved the revisions to the Region 3 Bylaws. The revisions reflect the removal of the information, which was incorporated into the Region 3 Operations Manual. (RAB ITEM 9F)
50. **APPROVAL OF THE NAME CHANGE OF THE IEEE NASHVILLE SECTION TO THE IEEE CENTRAL TENNESSEE SECTION.** The Regional Activities Board approved the name change of the IEEE Nashville Section to the IEEE Central Tennessee Section. (RAB ITEM 9G)
51. **APPROVAL OF THE FORMATION OF THE QUERETARO SECTION (REGION 9).** The Regional Activities Board approved the formation of the Queretaro Section in Region 9. Members of the Queretaro Section were initially part of the IEEE Mexico Section. (RAB ITEM 9H)
52. **APPROVAL OF THE REVISIONS TO REGION 5 BYLAWS.** The Regional Activities Board approved the administrative revisions to the Region 5 Bylaws. (RAB ITEM 9J)



- 53. APPROVAL OF THE DISSOLUTION OF THE IEEE DANBURY AND NEW LONDON SUBSECTIONS IN REGION 1.** The Regional Activities Board approved the dissolution of the IEEE Danbury and New London Subsections in Region 1. The members will continue to be members of the IEEE Connecticut Section. (RAB ITEM 9K)
- 54. APPROVAL OF THE DISSOLUTION OF THE IEEE ATHENS AND ROME SUBSECTIONS IN REGION 3.** The Regional Activities Board approved the dissolution of the IEEE Athens and Rome Subsections in Region 3. The members will continue to be members of the IEEE Atlanta Section. (RAB ITEM 9M)
- 55. APPROVAL OF THE DISSOLUTION OF STUDENT BRANCHES.** The Regional Activities Board approved the dissolution of 42 Student Branches. (RAB ITEM 10B)
- 56. APPROVAL OF RAB STRATEGIC GOALS.** The Regional Activities Board approved the following RAB Strategic goals (RAB ITEM 11C):
- Ensure value of membership.
  - Be the leader in Member and Volunteer Development.
  - Be at the forefront of communications between member to member; member to IEEE; and organizational unit to organizational unit.
  - Implement delegation (powers reserved concept) and simplify the operations to meet the challenge of a large and Multi-National Organization.
- 57. APPROVAL OF REVISIONS TO SECTION 9 – RAB OPERATIONS MANUAL.** The Regional Activities Board approved the proposed revisions to Section 9 – RAB Operations Manual. The administrative procedures for Sections and Chapters were revised to reflect the current operating procedures. (RAB ITEM 11D)
- 58. APPROVAL OF REVISIONS TO RAB OPERATIONS MANUAL – SECTIONS 1, 2, 3, 4, 5, 10, 11, AND 12.** The Regional Activities Board approved the revisions to the RAB Operations Manual that were drafted in response to the IEEE Bylaws simplification project. Information from the 2001 RA Bylaws has been incorporated into the RAB Operations Manual. (RAB ITEM 11E)

**END OF RAB CONSENT AGENDA**

**EXECUTIVE SESSION** - The Regional Activities Board was in Executive Session 3:05pm – 3:40pm.

- 59. APPROVAL OF THE RECIPIENT OF THE RAB WILLIAM W. MIDDLETON DISTINGUISHED SERVICE AWARD.** During Executive Session, the Regional Activities Board approved, by acclamation, *Antonio C. Bastos* as the recipient of the 2002 RAB William W. Middleton Distinguished Service Award for: "For inspiring leadership and dedicated service in promoting IEEE Region, Section and Chapter activities in Region 9 and at the International level." The recipient has been notified and will receive a plaque and cash award during Sections Congress 2002. (RAB ITEM 51)
- 60. APPROVAL OF THE 2005 SECTIONS CONGRESS STEERING COMMITTEE CHAIR.** During Executive Session, the Regional Activities Board approved James M. Howard as the 2005 Sections Congress Steering Committee Chair. (RAB ITEM 52)
- 61. APPROVAL OF SUPPORTING FRIEND OF IEEE REGIONAL ACTIVITIES AWARD.** The Regional Activities Board approved Lockheed Martin Aeronautics as recipient of the Supporting Friend of IEEE Regional Activities: "*For their long and continued support of the IEEE Fort Worth Section in Region 5.*" The recipient will receive a letter and certificate from the Vice President, Regional Activities. (RAB ITEM 53)
- 62. APPROVAL OF THE RECIPIENT OF THE RAB OUTSTANDING SECTION AWARD.** The Regional Activities Board approved the IEEE Philadelphia Section as the 2002 recipient of the RAB Outstanding Section Award. The Philadelphia Section is the first recipient of this award. The Section will receive a cash prize and plaque. (RAB ITEM 54)

- 63. APPROVAL OF THE RAB SECTION SUSTAINED MEMBERSHIP GROWTH AWARDS.** The Regional Activities Board approved the 2001 recipients of the RAB Section Sustained Membership Growth Awards. Recipients will receive a letter and certificate from the Vice President, Regional Activities. (RAB ITEM 55)

Region 1 Maine	Region 6 Las Vegas
Region 2 Baltimore	Region 7 Toronto
Region 3 Atlanta	Region 8 UK and Republic of Ireland
Region 4 Missouri Slope	Region 9 Morelos
Region 5 Dallas	Region 10 Bangalore

- 64. POSITION STATEMENT – DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA) ENCRYPTION RESEARCH.** The Regional Activities Board discussed a proposal, which explains how legitimate encryption, and security research is being threatened under the anti-circumvention provisions of the DMCA. Accordingly, it was requested that the U. S. Congress provide sanctions against those who misrepresent the DMCA and deter legitimate research in encryption and security. (Appendix VI) **A Motion was made that:**

**The Regional Activities Board to approve a proposed position statement on the U.S. Digital Millennium Copyright Act (DMCA) Encryption Research.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None**

- 65. APPROVAL OF THE IEEE CANADA VEHICULAR TECHNOLOGIES GRANT/BURSARY PROPOSAL** The Regional Activities Board discussed the proposal for the IEEE Canada Vehicular Technologies Grant and Bursary Proposals. The funds will sponsor research projects related to Vehicular Technologies in an institution (University or College) based in Canada (IEEE Region 7). The funds will also support IEEE student members of Canadian (IEEE Region 7) Universities or Colleges who wish to attend and present a paper at a Vehicular Technologies Conference or other IEEE Conference related to Vehicular Technologies. It was noted that the phrase “Attached as Information” should be removed from the proposal. (Appendix VII) **A Motion was made that:**

**The Regional Activities Board to approve the IEEE Canada Vehicular Technologies Grant/Bursary Proposal as recommended by the Region 7 Executive Committee.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None.**

- 66. APPROVAL OF THE REVISIONS TO THE GOLD CHARTER.** This item was withdrawn from the agenda. The revisions to the GOLD Committee Charter will be presented at the November RAB meeting. (RAB ITEM 9E)

- 67. WITHDRAWAL OF THE IEEE NORTHERN VIRGINIA SECTION FROM THE NATIONAL CAPITAL AREA COUNCIL.** The IEEE Northern Virginia Section is considering withdrawing from the National Capital Area Council. This withdrawal would dissolve the council. **A Motion was made that:**

**The Regional Activities Board to refer to an ad hoc committee chaired by the Region 2 Director Elect, including two other Region 2 Past Section Chairs and someone experienced with a council to assist in resolving the issue or providing a recommendation at the November RAB meeting.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None**

68. **BRANCH COUNSELOR ENDORSEMENT FOR STUDENT APPLICATIONS.** The Regional Activities Board discussed the proposal concerning the elimination of the Branch Counselor endorsement for Student applications for the 2003 membership year. The objective of the proposal is to simplify and streamline the new student membership application process by allowing students to join IEEE without pre-approval by the Student Branch Counselor. It was noted there is no financial impact to RAB. The financial impact listed in the RAB Agenda book was incorrect. (RAB ITEM 10C) **A Motion was made that:**

**The Regional Activities Board to endorse and recommend that the IEEE Board of Directors approve the removal of the Branch Counselor endorsement from all Student member applications. The Student Branch Counselor will have oversight and control over all Student member applications.**

**The MOTION was DEFEATED.**

**Financial Impact to RAB: None**

69. **MEMBER SERVICE ORIENTED JOB LISTING SERVICE.** The Regional Activities Board discussed the current IEEE job listing service provided to IEEE members. It was noted that the current job listing service does not adequately address the local needs of the members. IEEE USA approved a motion to develop a means for re-establishment of a member-service oriented job listing service targeted at the local level. **A Motion was made that:**

**The Regional Activities Board to recommend that the IEEE develop a means for the re-establishment of a member-service oriented job-listing service targeted at the local level.**

**The MOTION was APPROVED. (13 for, 2 against – T. Low, L. Hamerman)**

**Financial Impact to RAB: None.**

70. **2001 INFRASTRUCTURE EXPENSES.** The Regional Activities Board discussed the 2001 infrastructure charges. It was requested that the Regions absorb a portion of the 2001 infrastructure expenses. (RAB ITEM 6C) **A Motion was made that:**

**The Regional Activities Board to approve the transfer of \$1,431.2K from RAB reserves to cover the deficit 2001 infrastructure charges. Further, RAB instructs each Region to approve the amount of 30% of its total Region reserves as of 31 December 2001 to cover the deficit 2001 infrastructure charges. The total amount for all Regions will be \$1,114.9K.**

A substitute motion requesting that RAB absorb all the expenses (\$2.547M) was presented as follows:

**The Regional Activities Board to approve \$2.547M to cover the 2001 deficit infrastructure expenses.**

**The MOTION was DEFEATED (11 against, 5 for)**

After further discussion, it was suggested that RAB approve 10% of the total deficit infrastructure charge from the Regions to cover the deficit. **A Motion was made that:**

**The Regional Activities Board to approve the amount of \$2,292.0K from the RAB reserves to cover the deficit 2001 infrastructure charges. Further, RAB approved the disbursement of \$255K from the Region Reserves to cover the deficit 2001 infrastructure charges. The \$255K will be apportioned by computing each Region's amount, first proportionally by 31 December 2001 Region Reserves and then proportionally by 31 December 2001 membership, and taking the average of these two numbers by Region.**

**The MOTION was APPROVED. (13 for, 2 against – J. Howard, M. El-Hawary)**

**Financial Impact to RAB: \$2,292.0K**

**Financial Impact to Regions: \$255K**

- 71. TIME AND LOCATION OF THE NEXT RAB MEETING.** The next RAB meeting is scheduled for Thursday, 14 November 2002 in Itasca, IL.

The meeting was adjourned at 5:28pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**15 February 2002**  
*Wyndham Buttes Resort*  
*Tempe, AZ*

*(Privileged information, Approved 21 June 2002)*

On 15 February 2002, a RAB Caucus was conducted from 8:00am to 3:15pm by RAB Chair W. Cleon Anderson. The following presentations were made during the Caucus: Sections Congress 2002 Update (Appendix I), Remarks from the IEEE President, Update on IEEE Strategic Planning Process, Member Segmentation Survey (Appendix II).

1. **WELCOME AND INTRODUCTIONS.** W. Cleon Anderson, Chair, IEEE Regional Activities Board (RAB), called the first meeting of the Regional Activities Board to order at 3:30pm. A list of attendees is noted in Appendix III.
2. **REVIEW AND ADOPTION OF MEETING AGENDA.** The agenda was adopted as modified with additions:  
Item 14 – Proposal for a half-day joint session for RAB/TAB at future Board meetings  
Item 15 – Transitioning of programs to RAB  
Item 16 – Budgeting principles for 2003  
Item 17 – Approval of funding to SAC members for Sections Congress 2002

<b>Items #3 through # 19 were approved as part of the RAB Consent Agenda</b>
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3. **APPROVAL OF THE 16 NOVEMBER 2001 RAB MINUTES.** The Regional Activities Board approved the 16 November 2001 RAB Minutes. (RAB ITEM 25)
4. **APPROVAL OF THE SECTION/COUNCIL BYLAWS.** The Regional Activities Board approved revisions to the following Sections/Council Bylaws: Schenectady Section (R1), Southern Minnesota Section (R4), Eastern Canada Council (R7), Austria Section (R8), Czechoslovakia Section (R8), Venezuela Section (R9), Kerala Section (R10), Shikoku Section (R10) and the Victorian Section (R10). (RAB ITEM 26)
5. **PROPOSAL FOR ALL ELECTRONIC RAB AND RAB MEETING COMMITTEE AGENDAS.** The Regional Activities Board approved a proposal for the distribution of all RAB and RAB Committee meeting agendas in electronic format. Reference material relevant to the agenda will be provided as part of the distribution. (RAB ITEM 6E)
6. **APPROVAL OF THE 2001 RECIPIENTS OF THE RAB SECTION MEMBERSHIP GROWTH AWARDS.** The Regional Activities Board approved the following recipients of the 2001 Section Membership Growth Awards. (RAB ITEM 7B):

Region 1    Ithaca	Region 6    Las Vegas
Region 2    Southern New Jersey	Region 7    Saint Maurice
Region 3    Daytona	Region 8    Nigeria
Region 4    Missouri Slope	Region 9    Morelos
Region 5    South Plains	Region 10    Bangalore
7. **APPROVAL OF THE 2001 RECIPIENTS OF THE RAB STUDENT BRANCH MEMBERSHIP GROWTH AWARDS.** The Regional Activities Board approved the following recipients of the 2001 Student Branch Membership Growth Awards: (RAB ITEM 7C):

Region 1    Boston University	Region 6    California State University - Northridge
Region 2    University of Maryland - Baltimore County	Region 7    University of New Brunswick
Region 3    University of South Carolina	Region 8    Universidade Do Porto
Region 4    Purdue University	Region 9    Santander Univ Industrial De Bucaramanga
Region 5    Colorado State University	Region 10    St. Joseph's College of Engineering

8. **APPROVAL OF IEEE TECHNICAL CHAPTER AND AFFINITY GROUP FORMATIONS.** The Regional Activities Board approved 21 IEEE Technical Chapter formations and changes and 9 Affinity Group formations, six of which were GOLD. (RAB ITEM 8B)
9. **APPROVAL OF DISSOLUTION OF IEEE BLOOMINGTON SUBSECTION (REGION 4).** The Regional Activities Board approved the dissolution of the IEEE Bloomington Subsection in Region 4. The members of the Bloomington Subsection will continue to be members of the parent Section, the IEEE Central Indiana Section. (RAB ITEM 8C)
10. **APPROVAL OF THE DISSOLUTION OF IEEE OAK RIDGE SECTION (REGION 3).** The Regional Activities Board approved the dissolution of the IEEE Oak Ridge Section in Region 3. The boundaries of the East Tennessee Section will be redefined to include the boundaries of the IEEE Oak Ridge Section. (RAB ITEM 8D)
11. **APPROVAL OF THE FORMATION OF THE BELARUS SECTION (REGION 8).** The Regional Activities Board approved the formation of the IEEE Belarus Section in Region 8. The boundaries of the proposed Section are the Republic of Belarus. (RAB ITEM 8E)
12. **APPROVAL OF REVISIONS TO REGION 8 BYLAWS.** The Regional Activities Board approved revisions to the Region 8 Bylaws. (RAB ITEM 8F)
13. **APPROVAL OF RENAMING THE IEEE VENEZUELAN SECTION (REGION 9).** The Regional Activities Board approved the name change of the IEEE Venezuelan Section to the IEEE Venezuela Section. (RAB ITEM 8G)
14. **APPROVAL OF THE DISSOLUTION OF THE IEEE BERGEN SUBSECTION (REGION 8).** The Regional Activities Board approved the dissolution of the IEEE Bergen Subsection in Region 8. The members of the Bergen Subsection will continue to be members of the parent Section, the IEEE Norway Section. (RAB ITEM 8J)
15. **EXPANSION OF THE METROPOLITAN SECTION ACTIVITIES COUNCIL (METSAC) TO INCLUDE THE IEEE CONNECTICUT SECTION.** The Regional Activities Board approved the expansion of the Metropolitan Section Activities Council (METSAC) to include the IEEE Connecticut Section. (RAB ITEM 8K)
16. **APPROVAL OF THE 2002/03 RAB STRATEGIC AND OPERATIONAL PLAN.** The Regional Activities Board approved the 2002/2003 RAB Strategic & Operational Plan as modified during the RAB Strategic Planning Retreat with the exception of the information listed in the advocate, start date, expected end date, and status columns on the plan. (RAB ITEM 10B)
17. **APPROVAL OF REVISION TO RAB MISSION STATEMENT.** The Regional Activities Board approved the revision to the RAB Mission statement and the revision to Section 2.2. of the RAB Operations Manual accordingly. In addition, RAB endorsed and recommended that that the IEEE Board of Directors approve the revision to IEEE Bylaw I-304.5 (Regional Activities Board). (RAB ITEM 10C)
18. **APPROVAL OF REVISIONS TO RAB OPERATIONS MANUAL - SECTION 6 (RAB ASSEMBLY) AND SECTION 7 (RAB N&A PROCESS)** The Regional Activities Board approved the revisions to Section 6 and Section 7 of the RAB Operations Manual as modified during the meeting. These revisions incorporated information from the 2001 IEEE Bylaws. (RAB ITEM 10D)
19. **APPROVAL OF REVISIONS TO THE RAB OPERATIONS MANUAL TO ALLOW THE FORMATION OF IEEE STUDENT BRANCH AFFINITY GROUPS.** The Regional Activities Board approved a motion to allow the formation of the Student Branch Affinity Groups and approved the additions and revisions to Section 9 of the RAB Operations Manual.

**END OF RAB CONSENT AGENDA**

20. **RATIFICATION OF THE 2002 RA BUDGET.** Pedro Ray, RAB Treasurer, reported the 2002 Regional Activities Budget net (revenue less expenses) is (\$1,035.3). The Regional Activities Board was requested to approve the budget as presented. **A Motion was made that:**

**The Regional Activities Board to ratify the 2002 Regional Activities Budget.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None.**

**EXECUTIVE SESSION** - The Regional Activities Board went into Executive Session from 3:53pm – 4:36pm.

21. **APPROVAL OF THE RECIPIENT OF THE SUPPORTING FRIEND OF IEEE REGIONAL ACTIVITIES AWARD.** During Executive Session, the Regional Activities Board approved the following recipient of the Supporting Friend of IEEE Regional Activities Award. The recipient will receive a certificate and letter from the Vice President, Regional Activities.

**Tollgrade Communications, Inc. Cheswick, PA** - “The IEEE hereby expresses its appreciation for outstanding contributions of employees and resources, to promote IEEE activities in the community, to Tollgrade Communications Inc”

22. **RESOLUTION FOR ANTONIO C. BASTOS.** The Regional Activities Board approved a resolution recognizing Antonio C. Bastos for outstanding contributions to the Regional Activities Board. **A Motion was approved that:**

**The Regional Activities Board recognizes Antonio C. Bastos for outstanding contributions to the Regional Activities Board and the IEEE and for exemplary leadership and dedication as Region 9 Director, Vice President – Regional Activities and Regional Activities Board Past Chair 2001. RAB expresses its deep gratitude for his continued support and friendship.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None.**

23. **ALLOCATION OF FUNDS TO NEWLY FORMED SECTIONS.** The Regional Activities Board discussed the possibility of providing funding to newly formed Sections. The RAB/TAB Section/Chapter Support Committee recommended that RAB establish a three-year pilot program to assist new Sections. After further discussion, it was noted the Regions should provide the funds for newly formed Sections. **A Motion was made that:**

**The Region Directors are requested to consider transferring up to \$1800 US seed money from their regional funds to newly approved Sections. The process of new Section creation should be revised to include this option, which is explicitly visible to the Regional Directors.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None.**

24. **STATUS OF GEOGRAPHIC UNIT L50 REPORTING, CONCENTRATION BANKING ACCOUNTS AND SIGNATURES ON LOCAL BANK ACCOUNTS.** The Regional Activities Board discussed the current status of L50 reporting, concentration banking accounts and signatures on local bank accounts. It was reported there are eleven outstanding units that are not in compliance with signature card policy. It was requested that RAB consider alternatives for enforcement of this policy as requested by the IEEE Board of Directors. **A Motion was made that:**

**The Regional Activities Board to review the level of compliance for the requirement of IEEE signing authority on geographic unit local bank accounts. In addition, the Regional Activities Board to consider the possibility of closing non-reporting geographic units and assigning a staff person to the Regional Activities Department to achieve 100% compliance with local bank account signing authority requirements.**

A friendly amendment was made that the RAB/TAB Section/Chapter Support Committee be responsible for reviewing the level of compliance of IEEE signing authority of geographic unit local bank accounts.

**The AMENDMENT was DEFEATED. (2 in favor 11 against)**

**The original MOTION was APPROVED.**

**Financial Impact to RAB: None.**

25. **REVISIONS TO IEEE BYLAWS – CHANGE IN REPORTING STRUCTURE OF IEEE COMMITTEES.** The Regional Activities Board discussed the possibility of changing the reporting structure of the following IEEE standing committees: Membership Development, Life Members, Admission & Advancement, Women in Engineering, Individual Benefits and Services Committee. It was noted that Regional Activities is responsible for the recruitment and retention and service to members; therefore, these committees should report to RAB. Future discussions on this matter will continue throughout the year.
26. **TRANSNATIONAL COMMITTEE.** It was reported in November 2001, the Technical Activities Board discussed the possibility of not supporting the future activities of the Transnational Committee. It was noted TAB would discuss this issue at the February 2002 TAB meeting.
27. **PROPOSAL FOR A HALF - DAY JOINT SESSION FOR RAB/TAB AT FUTURE BOARD MEETINGS.** The Regional Activities Board discussed the possibility of holding a half-day session for RAB and TAB at future Board Series meetings. It was noted the interaction between the two Boards could be productive and informative. After a thorough discussion, it was recommended that RAB postpone taking action on this issue until further notice. **A Motion was made that:**

**The Regional Activities Board to endorse a proposal to hold a half - day joint session for RAB and TAB at future Board of Directors Series meetings.**

**The MOTION was TABLED. (11 in favor 4 against)**

**Financial Impact to RAB: None.**

28. **APPROVAL OF FUNDING TO SAC MEMBERS FOR SECTIONS CONGRESS 2002.** The Regional Activities Board discussed the possibility of providing funding for SAC members to cover the cost of registration fees to attend Sections Congress 2002. **A Motion was made that:**

**The Regional Activities Board to approve a motion to allocate \$7,280 to the Student Activities Budget to be used to cover the cost of Sections Congress 2002 registration fees for SAC Members (28 x \$260 = \$7,280).**

**A friendly amendment was made that:**

**The Regional Activities Board to approve a motion to allocate up to \$7,280 to the Student Activities Committee Budget to be used for SAC Members towards the cost of Sections Congress 2002.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: \$7,280 in 2002.**

29. **TRANSITIONING OF PROGRAMS TO RAB.** The Regional Activities Board discussed the option of transitioning of programs between Major Boards. It was recommended that as programs are initiated within Major Boards, status reports on these programs should be distributed to all affected Major Boards.



- 30. BUDGETING PRINCIPLES FOR 2003.** The Regional Activities Board discussed budgeting principles for the year 2003. It was noted it that IEEE should adopt a principle that any years operating expenses not exceed the revenue from previous years. RAB members were encouraged to provide the RAB Treasurer with suggestions for improving the budgeting process for future years.
- 31. REPORTS.** The following written reports were received at the RAB meeting: Region 1 Director Report, Region 7 Director Report. Appendices IV-V.
- 32. TIME AND LOCATION OF THE NEXT RAB MEETING.** The next RAB meeting is scheduled for Friday, 21 June 2002 in Toronto, Canada.
- The meeting was adjourned at 5:26pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**16 November 2001**  
*Sheraton Maria Isabel Hotel*  
*Mexico City, Mexico*

*(Privileged information, subject to confirmation)*

On 16 November 2001, a RAB Caucus was conducted from 8:00am to 1:15pm and 2:00pm to 3:15pm by RAB Chair Maurice Papo. Recommendation of the President's Blue Ribbon Committee on Governance (Appendix I), Report from the Presidential IT Ad Hoc Committee (Appendix II) and the IEEE Pricing Study Presentation were given.

It was announced that the following individuals were elected as members of the 2002 Regional Activities Board.

- RAB Treasurer – Pedro Ray
- RAB Vice Chair Member Activities - Louis Luceri
- RAB Vice Chair Region, Section & Chapter Activities – William Gjertson
- RAB Vice Chair Strategic Planning – Irving Engelson
- RAB Vice Chair Student Activities – Manuel Rodriguez - Perazza

In addition, Chair Papo announced the IEEE Assembly elected W. Cleon Anderson as 2002 Vice President, Regional Activities.

**93. WELCOME AND INTRODUCTIONS.** Dr. Maurice Papo, Chair, IEEE Regional Activities Board (RAB), called the fourth meeting of the Regional Activities Board to order at 1:15pm. A list of attendees is noted in Appendix III.

**94. REVIEW AND ADOPTION OF MEETING AGENDA.** The agenda was adopted as modified:

Item 10A – Approval of revisions to the Transnational Committee Charter

Item 11A – New Composition of RAB and TAB

<b>Items #95 through #106 were approved as part of the RAB Consent Agenda</b>
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**95. APPROVAL OF THE 22 JUNE 2001 RAB MINUTES.** The Regional Activities Board approved the 22 June 2001 RAB Minutes. (RAB ITEM 31)

**96. APPROVAL OF THE DISSOLUTION OF THE MIDDLE TENNESSEE SECTION.** The Regional Activities Board approved the dissolution of the Middle Tennessee Section. (RAB ITEM 32)

**97. APPROVAL OF THE SECTION/COUNCIL BYLAWS.** The Regional Activities Board approved the following Sections/Council Bylaws: Region 2: - South Jersey Section, Baltimore Section Region 4: - Twin Cities Section, Toledo Section, Region 8: - Jordan Section, Region 9: Centro Occidente Section, Morelos Section, Panama Section, Region 10: Bangladesh Section, Delhi Section, Lahore Section, Japan Council. (RAB ITEM 33)

**98. APPROVAL OF RESPONSE TO RAB OPERATING AD HOC REVIEW COMMITTEE.** The Regional Activities Board approved the recommendations of the RAB Operating Ad Hoc Review Committee and the response to the recommendations from the RAB Operating Committee. (RAB ITEM 3B)

**99. APPROVAL OF RESPONSE TO RAB AWARDS & RECOGNITION AD HOC REVIEW COMMITTEE.** The Regional Activities Board approved the recommendations of the RAB Awards & Recognition Ad Hoc Review Committee and the response to the recommendations from the RAB Awards & Recognition Committee. (RAB ITEM 7B)

- 100. APPROVAL OF REVISIONS TO THE RAB AWARDS & RECOGNITION COMMITTEE CHARTER.** The Regional Activities Board approved the revisions to the RAB Awards & Recognition Committee Charter. (RAB ITEM 7C)
- 101. APPROVAL OF RESPONSE TO EAB/RAB REFERENCE LIST OF EDUCATIONAL PROGRAMS AD HOC REVIEW COMMITTEE.** The Regional Activities Board approved the recommendations of the EAB/RAB Reference List of Educational Programs Ad Hoc Review Committee and the response to the recommendations from the EAB/RAB Reference List of Educational Programs Committee. (RAB ITEM 7D)
- 102. APPROVAL OF THE FORMATION OF THE MADHYA PRADESH SUBSECTION.** The Regional Activities Board approved the formation of the IEEE Madhya Pradesh Subsection in Region 10. (RAB ITEM 8D)
- 103. APPROVAL OF THE DISSOLUTION OF THE NORTHEAST MISSISSIPPI SUBSECTION.** The Regional Activities Board approved the dissolution of the IEEE Northeast Mississippi Subsection in Region 3. (RAB ITEM 8E)
- 104. BANK ACCOUNT AUTHORIZATIONS – SIGNATURE CARD.** The Regional Activities Board requested that each Region Director receive an update on bank account authorization status for each unit every three months. This information is to be distributed electronically.
- 105. APPROVAL OF RESPONSE TO RAB POTENTIALS ADVISORY AD HOC REVIEW COMMITTEE.** The Regional Activities Board approved the response of the RAB Potentials Advisory Committee regarding the recommendations from the RAB Potentials Advisory Ad Hoc Review Committee. (RAB ITEM 9B)
- 106. APPROVAL OF 2002-2003 RAB STRATEGIC AND OPERATIONAL PLAN.** The Regional Activities Board approved the 2002-2003 RAB Strategic & Operational Plan. (RAB ITEM 10C)

**END OF RAB CONSENT AGENDA**

- 107. APPROVAL OF REVISION TO RAB NOMINATIONS & APPOINTMENTS COMMITTEE CHARTER.** Antonio Bastos, Chair, RAB Nominations & Appointment Committee (RAB N&A) reported the RAB N&A Committee recommended that RAB approve the revisions to the RAB N&A Charter to expand the committee from four to seven members. (RAB ITEM #5B) **A Motion was made that:**

**The Regional Activities Board to approve the proposed revisions to the RAB Nominations & Appointments Committee Charter.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: \$5K has been included in the 2002 RA Budget for RAB N&A Expenses.**

- 108. ELECTION OF 2002 RAB NOMINATIONS & APPOINTMENT COMMITTEE (RAB N&A) MEMBERS.** During Executive Session, the Regional Activities Board elected the following individuals to the RAB Nominations and Appointments Committee.

- Celia Desmond (two year term)
- Joseph Kalasky (two year term)
- Dominic Rivard (two year term)

The Regional Activities Board extended the term of office (for one year) of the following individuals to allow them to serve on the RAB N&A Committee in 2002.

- Duncan Baker
- Dale Caston

- 109. APPROVAL OF THE 2001 RAB AWARD RECIPIENTS.** During Executive Session, the Regional Activities Board approved the following recipients of the 2001 RAB Awards:

**RAB LEADERSHIP AWARD**

- **Shyam N. Bajpai** - For exemplary technical and professional leadership to the IEEE Washington Section, which includes establishing a Sister Section relationship with the IEEE Delhi Section and inspiring enthusiasm in IEEE members and future engineers at the High School and College Levels.
- **Thomas A. Tullia** - For exemplary leadership, dedication, commitment and service to IEEE Region 2, Section and Chapter Activities and the rejuvenation of the IEEE Northern Virginia Section.
- **Gozde Bozdagi** - For stimulating and excellent leadership in Student Activities in the IEEE Turkey Section, IEEE Region 8 and RAB Student Activities initiatives.

**RAB ACHIEVEMENT AWARD**

- **Vijay Kumar Sood** - For sustained outstanding contributions and service to Region 7 (IEEE Canada) by publishing and promoting the IEEE Canadian Review as a national journal for Region 7 members.
- **Henrich Lantsberg** - In recognition of dedicated and longstanding service to the work of IEEE Region 8 and the Russia Section.
- **Yakup Bayram & Ali Aydogan** - For their outstanding achievement in promoting and fostering growth of IEEE membership among students in Turkey.
- **Duncan Baker** - In recognition of outstanding effort and success in editing and producing of the Region 8 News.
- **Carole C. Carey** - For outstanding contributions in advancing the IEEE membership within the IEEE Baltimore Section.
- **Jaafar M. Al-Ibrahim** - For outstanding efforts in facilitating the formation of several new sections and the rejuvenation of inactive sections in Region 8.

**RAB INNOVATION AWARD**

- **Manual F. Rodriguez Perazza & Juan R. Falcon** - For establishing and promoting an electronic voting system through the web which significantly improved the decision making in IEEE Regional Activities.

**OUTSTANDING GOLD PROGRAM**

- **IEEE Boston Section GOLD Committee** - For organizing successful technical and non-technical programs for young professionals.

**FRIEND OF IEEE REGIONAL ACTIVITIES – SUPPORTING FRIEND**

- **Lockwood, Kessler & Bartlett, Inc.** - For distinguished and continual exceptional service to the IEEE and the New York Section.
- **Marconi Commerce Systems, Inc** - For distinguished and continuing service to the IEEE, IEEE Region 3, IEEE North Carolina Council, and the IEEE Central North Carolina Section.  
(Editorial note: Early in 2002, the company name changed to Gilbarco Systems.)
- **Capitol College** - For supporting the IEEE Washington Section Professional and Student Activities

- **Historical Electronics Museum** - For outstanding support of the IEEE Baltimore Section in Region 2.
- **Oracle Corporation** - For support to the IEEE Computer Society and IEEE Activities in the National Capital Area.
- **Cigital** - For enduring support to the Computer Society, Reliability Society and IEEE Activities in the National Capital Area.
- **BE&K Consultants Inc.** - For support of several employees in the organization of IEEE Conferences.
- **Bethesda Marriott** - Friend of IEEE for continuing hospitality for the IEEE Washington Section Executive Committee meeting for more than eight years.

- 110. APPROVAL OF THE 2002 RAB MEETING SCHEDULE.** The Regional Activities Board reviewed the 2002 RAB Meeting Schedule as distributed (RAB ITEM #3C). **A Motion was made that:**

**The Regional Activities Board to conduct the 2002 RAB meetings in conjunction with the IEEE Board of Directors Series and approve the 2002 RAB Meeting Schedule.**

**The Motion was APPROVED.**

**Financial Impact to RAB: None**

- 111. APPROVAL OF THE 2002 RA BUDGET.** George Dean, RAB Treasurer, reported a revised spreadsheet of the 2002 RA Budget was distributed at the meeting. The 2002 RA Budget shows a net zero final budget. (RAB ITEM #4B/Appendix IV) **A Motion was made that:**

**RAB endorse the 2002 RA Budget, which shows a net zero final budget. This includes the total RA revenue (\$9,144.5k) in accordance with current IEEE Bylaws and a \$2,187.9K "Giveback" to the IEEE Corporate Reserves.**

**Once the RAB Budget has been approved for a particular year, changes to the budget between line items that do not affect RAB's net bottom line (Revenue less Expenses) will be delegated down to the RAB Chair/Vice President with the consent of the RAB Operating Committee. The RAB Treasurer shall report to RAB any such changes at the next RAB meeting.**

A Friendly amendment was made that:

**Once the RAB Budget has been approved for a particular year, changes to the budget between line items that do not affect RAB's net bottom line (Revenue less Expenses) will be delegated down to the RAB Chair.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None**

- 112. MEMBER QUALIFICATIONS.** Dr. Lynn Carpenter, Chair - IEEE Admissions & Advancement Committee reported the IEEE Admission & Advancement Committee endorsed the revision to IEEE Bylaw I-105 – Qualifications. Several members noted this interpretation could attract a variety of individuals who are not affiliated with IEEE related fields. (RAB ITEM #7E) **A Motion was made that:**

**The Regional Activities Board to endorse the following interpretation of IEEE Bylaw I-105 – Qualifications - any applicant who has either achieved a Master's or PhD degree shall be accepted for IEEE membership and assigned Member grade.**

**The MOTION was DEFEATED.**

- 113. PROPOSED PROCESS – ELEVATION FROM ASSOCIATE TO MEMBER GRADE.** Dr. Carpenter reported the IEEE Admission & Advancement Committee endorsed the proposed process of elevation from Associate to Member grade. This process will empower the Section Chair to ensure that individuals are assigned the appropriate member grade and that the Reference List of Educational Programs is updated as appropriate. (RAB ITEM #7F) **A Motion was made that:**

**The Regional Activities Board to approve a process, which will include Section Chairs, which will facilitate updating the REP list and identify individuals, who qualify for Member grade but are currently Associate grade.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None.**

- 114. PROPOSED REVISIONS TO GRADUATED DUES PROGRAM.** Mr. Michael Garretson, Chair, IEEE Membership Development Committee reported the IEEE Membership Development Committee recommended a change to the Recent Graduate Reduced Dues Program (Appendix V). The change will offer a 50% discount on membership fees to recent graduates for the first year after graduation. In addition, this program will be offered to all graduating Student members. **A Motion was made that:**

**The Regional Activities Board to endorse changing the Recent Graduate Reduced Dues Program to a program that offers a 50% discount on membership fees for the first year after graduation, and that the program will be open to all graduating Student members (regardless of the degree being received).**

**The MOTION was DEFEATED.**

- 115. EXTENSION OF DEADLINE – NOMINATION FOR THE RAB LARRY K. WILSON TRANSNATIONAL AWARD.** There were no nominations received for the 2001 RAB Larry K. Wilson Transnational Award. The RAB Awards & Recognition Committee requested that RAB extend the deadline for submission of nominations for the award. **A Motion was made that:**

**The Regional Activities Board to extend the deadline for the nominations for the RAB Larry K. Wilson Transnational Award until 30 November 2001. Upon recommendation from the RAB Awards & Recognition Committee, the RAB Chair shall have the authority to approve the 2001 RAB Larry K. Wilson Transnational Award recipient.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None.**

- 116. APPROVAL OF THE IEEE TECHNICAL CHAPTER FORMATIONS AND AFFINITY GROUPS.** The Regional Activities Board will be requested to approve the formation of 26 Technical Chapters and 12 Affinity Groups (RAB ITEM #8B). It was noted the Puerto Rico & Caribbean; ED-15 Technical Chapter was removed from the list of Chapters formations. **A Motion was made that:**

**The Regional Activities Board to approve the formation of the IEEE Technical Chapters and Affinity Groups as modified.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None.**

- 117. IEEE SECTION/COUNCIL FINANCIAL REPORTING.** Mr. Schwab reported that the RAB/TAB Section/Chapter Support Committee recommended that all Sections and Councils with net assets in excess of \$200K be consolidated in annual IEEE financial report (RAB ITEM #8F). **A Motion was made that:**

**The Regional Activities Board to approve a process that the Annual Financial Reports (L-50s) of all units with >\$200K in assets will be processed within 30 days of the February deadline and the status of L-50s which cannot be approved within that 30 day period will be reported to the unit Treasurer, Chair, and Region Director for swift action. Further, that any of these units L-50 which takes longer than 30 days to approve will result in an additional equal delay in the release of the rebate.**

A friendly amendment was made that:

**Further, that any of these units L-50 which takes longer than 30 days to complete the missing information will result in an additional equal delay in the release of the rebate.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None.**

- 118. ENDORSEMENT TO REMOVE THE STUDENT BRANCH COUNSELOR ENDORSEMENT FROM STUDENT APPLICATIONS.** J. Patrick Donohoe, Vice Chair, Student Activities reported the Student Activities Committee (SAC) endorsed a recommendation to remove the Branch Counselor endorsement from all student applications (RAB ITEM #9C). This will streamline the new student membership application process by allowing students to join IEEE without pre-approval by the Student Branch Counselor. **A Motion was made that:**

**The Regional Activities Board to endorse the Student Activities Committee recommendation that the Branch Counselor endorsement be removed from all Student member applications.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None.**

- 119. STUDENT BRANCH FORMATION AND REFERENCE LIST OF EDUCATIONAL PROGRAMS ISSUES.** The Student Activities Committee recommended that the Student Branch formation process be modified to facilitate the Reference List of Educational Programs evaluation of the educational programs associated with new Student Branches. (RAB ITEM #9D) **A Motion was made that:**

**The Regional Activities Board to agree that completion of the REP questionnaire be a requirement for new Student Branch formations. The following statement should be added the RAB Operations Manual, Section 9.7.B.1. "The Reference List of Educational Programs Questionnaire shall be completed and submitted to IEEE Student Services."**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None.**

- 120. IEEE POTENTIALS AS A STUDENT BENEFIT FOR ALL STUDENT MEMBERS.** The Student Activities Committee recommended the number of issues of *Potentials* magazine be reduced from six to four in an effort to lower costs. In addition, SAC recommended that IEEE investigate the viability of bundling *IEEE Potentials* with the current *IEEE Spectrum* and *The Institute* distribution in an effort to reduce mailing costs. (RAB ITEM #9E) **A Motion was made that:**

**The Regional Activities Board to approve a proposal to reduce the number of issues of the *IEEE Potentials* Magazine from six issues to four.**

**The MOTION was DEFEATED. (4 in favor, 11 against)**

- 121. APPROVAL OF REVISIONS TO THE TRANSNATIONAL COMMITTEE CHARTER.** Harry Bostic, Vice Chair, Strategic Planning reported the Transnational Committee recommended that their committee charter be revised. (Appendix VI) The RAB Strategic Planning Committee was requested to review the charter prior to RAB endorsement. **A Motion was made that:**

**The Regional Activities Board to postpone approval of revisions to the Transnational Committee Charter until the RAB Strategic Planning Committee has an opportunity to review it.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None.**

- 122. NEW COMPOSITION OF RAB AND TAB.** Dr. Levent Onural, Region 8 Director, recommended that RAB approve a proposal to change the current organizational structure of RAB and TAB. **A Motion was made that:**

**The Regional Activities Board to recommend to the IEEE Board of Directors a change in the current structure of RAB and TAB by adding five Regional Directors as voting members to TAB and five Division Directors as voting members of RAB.**

**The MOTION was TABLED.**

- 123. APPROVAL OF THE DISSOLUTION OF SOCIETY CHAPTERS.** Mr. Schwab reported a list of inactive Chapters were included in the RAB Agenda book (RAB Item #8C). These Chapters have been inactive since 1998. It was noted that the following Chapter should be removed from the report: Tulsa PE31/IA34, Region 5. **A Motion was made that:**

**The Regional Activities Board to approve the dissolution of the Technical Chapters as modified.**

**The MOTION was APPROVED.**

**Financial Impact to RAB: None.**

- 124. RESOLUTION FOR MAURICE PAPO.** A Motion was made that:

**Whereas Dr. Maurice Papo was the 2001 Vice President, Regional Activities and Chair of the Regional Activities Board and whereas his service was with great distinction and benefit to Regional Activities and to IEEE, be it resolved that this Board expresses its deepest thanks to our 2001 Chair Maurice Papo.**


**The MOTION was APPROVED by acclamation.**

**Financial Impact to RAB: None**

- 125. REPORTS.** The following written reports were received at the RAB meeting: Report of the RAB Chair, Vice President, Regional Activities, Region 7 Director Report, Report of the RAB Secretary. Appendices VII-IX.

- 126. TIME AND LOCATION OF THE NEXT RAB MEETING.** The next RAB meeting is scheduled for Friday, 15 February 2002 in Tempe, AZ.

The meeting was adjourned at 5:26pm.

Respectfully submitted,  
  
Cecelia Jankowski  
RAB Secretary



**Minutes**  
**IEEE Regional Activities Board Meeting**  
**22 June 2001**  
*Hyatt Regency*  
*New Brunswick, NJ*

On 22 June 2001, at a joint Caucus between RAB and other IEEE organization units presentations were made on the 2002 Budget Development Briefing (Appendix I) and the IEEE Presidential Blue Ribbon Committee (Appendix II).

The RAB Caucus was conducted from 10:15am until 3:00pm. Presentations on the Conflict of Interest Statement (RAB ITEM #27) and IEEE Computer Society Software Engineering Certification Program (Appendix III) were given.

- 48. WELCOME AND INTRODUCTIONS.** Dr. Maurice Papo, Chair, IEEE Regional Activities Board (RAB), called the third meeting of the 2001 Regional Activities Board to order at 3:30pm. A list of attendees is noted in Appendix IV.

<b>Items #49 through #73 were approved as part of the RAB Consent Agenda</b>
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- 49. APPROVAL OF THE 16 FEBRUARY 2001 RAB MINUTES.** The Regional Activities Board approved the 16 February 2001 RAB Minutes.
- 50. APPROVAL OF THE 6 MAY 2001 RAB MINUTES.** The Regional Activities Board approved the 6 May 2001 RAB Meeting Minutes.
- 51. APPROVAL OF REVISIONS TO THE RAB FINANCE COMMITTEE CHARTER.** The Regional Activities Board approved the revisions to the RAB Finance Committee Charter. The revisions indicate that the Region Treasurers will serve as corresponding members and an immediate Past Region Director, current Region Director or Region Director Elect from Regions 7-10 will be a voting member of the committee (RAB ITEM 4B). *Financial Impact to RAB: \$5K in the 2002 RA Budget*
- 52. RECEIPT OF RESPONSE TO RAB NOMINATIONS & APPOINTMENTS AD HOC REVIEW COMMITTEE.** The Regional Activities Board accepted the report of the RAB N&A Committee response to the RAB N&A Review Committee report. (RAB ITEM 5B)
- 53. APPROVAL OF THE 2000 SECTION SUSTAINED MEMBERSHIP GROWTH AWARD.** The Regional Activities Board approved the recipients of the 2000 RAB Section Sustained Membership Growth awards.

Region 1	Maine	Region 6	Santa Clara Valley
Region 2	Northern Virginia	Region 7	Toronto
Region 3	Atlanta	Region 8	United Kingdom & Republic of Ireland
Region 4	Chicago	Region 9	South Brazil
Region 5	Dallas	Region 10	Bangalore

- 54. APPROVAL OF THE IEEE TECHNICAL CHAPTER FORMATIONS AND AFFINITY GROUPS.** The Regional Activities Board approved the formation of 26 IEEE Technical Chapters, 1 Technical Chapter Change and 5 Affinity groups as distributed in the RAB Agenda book. (RAB ITEM 8B) *Financial Impact to RAB: RAB will distribute funds to these units in accordance with Section Rebate Schedule.*
- 55. APPROVAL OF THE NAME CHANGE OF THE IEEE PAKISTAN SECTION.** The Regional Activities Board approved the name change of the IEEE Pakistan Section to the IEEE Lahore Section. (RAB ITEM 8C)

56. **APPROVAL OF 2002 SECTION REBATE SCHEDULE.** The Regional Activities Board approved the 2002 Section Rebate Schedule. All Sections in existence on 31 December 2001 and meeting minimum requirements shall receive a \$1800 annual allowance and \$3.00 for each Member (all grades including Student) and for each Affiliate based on 31 December 2001 statistics. In addition, each Section shall receive \$180 for each Chapter and/or Affinity Group meeting minimum requirements. In addition to the Section reporting requirements, compliance with the account authorization policy is required before the Section Rebate will be released. (RAB ITEM 8D) *Financial Impact to RAB: \$2.01M in 2002*
57. **APPROVAL OF SECTIONS CONGRESS 2002 REGIONAL ALLOCATIONS.** The Regional Activities Board approved the 2002 Regional Allocations for Sections Congress 2002. (RAB ITEM 8E) *Financial Impact to RAB: \$210K in 2002*
58. **APPROVAL TO PROHIBIT SCHEDULING OF RAB RELATED/REGION MEETINGS DURING SC 2002.** The Regional Activities Board approved a request to prohibit the scheduling of RAB-related meetings or Region meetings during Sections Congress 2002. The restricted times are: noon on Friday, 18 October 2002 through 12:00 p.m. on Monday, 21 October 2002, with the exception of Sunday evening, 20 October, from 7:00 – 10:00 p.m. (RAB ITEM 8F)
59. **APPROVAL OF DISSOLUTION OF THE IEEE OHIO VALLEY SECTION.** The Regional Activities Board approved the dissolution of the IEEE Ohio Valley Section as recommended by the Region 2 Committee. (RAB ITEM 8G)
60. **APPROVAL OF IEEE STUDENT BRANCH FORMATIONS.** The Regional Activities Board approved the formation of the 22 IEEE Student Branches as distributed during the RAB meeting. (RAB ITEM 9B) *Financial Impact to RAB: They will receive funds in accordance to Student Rebate Schedule*
61. **DELEGATION OF STUDENT BRANCH FORMATION APPROVAL PROCESS.** The Regional Activities Board approved a revision in the Student Branch Formation approval process. Following review by RAD staff, a Region Director may approve a Student Branch Formation. If a Regional Director is unavailable, the RAB Chair may approve a Student Branch formation. At each RAB meeting, a list of recently formed Student Branches will be distributed. (RAB ITEM 9B)
62. **RECEIPT OF RESPONSE TO RAB STUDENT ACTIVITIES AD HOC REVIEW COMMITTEE.** The Regional Activities Board received the report of the RAB Student Activities Committee response to the RAB Student Activities Review Committee report. (RAB ITEM 9C)
63. **ENDORSEMENT OF REVISIONS TO IEEE BYLAW R-404 - COORDINATION OF RAB STANDING COMMITTEES AND IEEE BYLAW R-405 – RAB STANDING COMMITTEES.** The Regional Activities Board endorsed and recommended that the IEEE Board of Directors approve the proposed revisions to the IEEE Bylaw R-404 - Coordination of RAB Standing Committees and IEEE Bylaw R-405 – RAB Standing Committees. (RAB ITEM 10C)
64. **ENDORSEMENT OF THE IMPROVEMENT OF THE EFFICIENCY OF IEEE MEETINGS.** The Regional Activities Board endorsed a motion from the Non-Electronic Services Task Force (Transnational Committee) to improve the efficiency of IEEE meetings by conducting business with a reasonable level of face-to-face contact versus the goal of moving toward electronic communication. (RAB ITEM 10D)
65. **ENDORSEMENT OF 2002 IEEE POTENTIALS ADVERTISING RATES.** The Regional Activities Board endorsed and recommended the IEEE Executive Committee approve the 2002 IEEE *Potentials* advertising rates. (RAB ITEM 33)
66. **APPROVAL OF SECTION BYLAWS.** The Regional Activities Board approved revisions to the Bylaws of the following Sections: Region 1 - Maine, Long Island, Princeton/Central Jersey, Rochester; Region 3 - Eastern North Carolina, Mississippi; Region 4 - Cedar Rapids, Central Iowa; Region 8 - Germany, Denmark; Region 9 - Guatemala; Region 10 - Changwon, South Australia and Tokyo. (RAB ITEM 34)
67. **APPROVAL OF REVISIONS TO THE RAB STRATEGIC PLANNING COMMITTEE (SPC) CHARTER.** The Regional Activities Board approved the revisions to the RAB Strategic Planning Committee Charter. (RAB ITEM 35)

68. **APPROVAL OF THE FORMATION OF THE IEEE ANDEAN COUNCIL.** The Regional Activities Board approved the formation of the IEEE Andean Council - Region 9. (RAB ITEM 36)
69. **APPROVAL OF THE FORMATION OF THE IEEE BAHRAIN SECTION.** The Regional Activities Board approved the formation of the IEEE Bahrain Section – Region 8. (RAB ITEM 37) *Financial Impact to RAB: They will receive funds in accordance to Section Rebate Schedule*
70. **ENDORSEMENT OF REVISION TO IEEE BYLAW I-110.4 - REGION 1 ASSESSMENT.** The Regional Activities Board endorsed the proposed revisions to IEEE Bylaw I-110.4 – Region 1 Assessment and recommended the IEEE Board of Directors approve a \$2.00 assessment for eligible members (other than Student member grade) in Region 1 effective for the 2002 IEEE membership year. (RAB ITEM 38)
71. **APPROVAL OF REVISIONS TO THE REGION 8 BYLAWS.** The Regional Activities Board approved the revisions to the Region 8 Bylaws. (RAB ITEM 39)
72. **APPROVAL OF REVISIONS TO THE REGION 1 BYLAWS.** The Regional Activities Board approved the revisions to the Region 1 Bylaws. (RAB ITEM 40)
73. **APPROVAL OF THE CHANGE IN BOUNDARIES – IEEE DAYTONA AND JACKSONVILLE SECTIONS.** The Regional Activities Board approved a change in boundaries of the IEEE Daytona and IEEE Jacksonville Sections. (RAB ITEM 41)

**END OF RAB CONSENT AGENDA**

74. **RESOLUTION FOR MERRILL BUCKLEY.** By acclamation, the Regional Activities Board approved a resolution expressing its profound sorrow to its friend and colleague, Merrill W. Buckley Jr. on the passing of Mary Buckley, his wife. A moment of silence was observed.
75. **RESOLUTION FOR ROBERT ALDEN.** By acclamation, the Regional Activities Board approved a resolution expressing its profound sorrow to its friend and colleague, Robert Alden on the passing of Judy Clift, his wife. A moment of silence was observed.
76. **APPROVAL, IN PRINCIPLE, OF REVISIONS TO THE RAB NOMINATIONS & APPOINTMENTS (RAB N&A) COMMITTEE CHARTER.** Mr. Antonio Bastos – Chair, Nominations & Appointments Committee reported that RAB N&A Committee has recommended that RAB expand the committee composition to obtain a broader global representation. **A Motion was made that:**

**The Regional Activities Board to approve in principle the expansion of the RAB N&A Committee membership to 7 members, four (4) from Regions 1-6 and three (3) from Regions 7-10. Proposed revisions to the committee charter should be presented to RAB in November 2001.**

**Financial Impact to RAB:     None in 2001 (\$5K in 2002 RA Budget)**

**A Substitute Motion was made:**

**The Regional Activities Board to approve in principle the expansion of the RAB N&A Committee members to five (5) members, three (3) from Regions 1-6 and two (2) members from Regions 7-10.**

**The Substitute Motion was DEFEATED. (4 in favor, 9 against)**

**The Motion was APPROVED. (10 in favor, 3 against)**

77. **APPROVAL OF BANK ACCOUNT AUTHORIZATION “SIGNATURE CARDS” POLICY.** The Regional Activities Board discussed plans for bringing accounts into compliance with the bank account authorization policy. It was noted the 2002 Section Rebate Schedule provides for withholding the Section rebate from any unit not in compliance with the bank account authorization policy. (RAB ITEM 8H- Appendix V). **A Motion was made that:**

**The Regional Activities Board to approve plans (Steps A through E) for implementation of the bank account authorization policy. Sections who are not in compliance with the signature policy as specified in P&P 11, may obtain an exemption for cause from the Region Director.**

**Financial Impact to RAB:     None**

**The Motion was APPROVED.**

78. **APPROVAL OF A DEADLINE EXTENSION - BYLAWS REVIEW PROJECT.** All Sections and Councils have been requested to have updated their bylaws by 31 December 2001. **A Motion was made that:**

**The Regional Activities Board to approve an extension of the 31 Dec 2001 deadline for all Sections and Councils to have updated their bylaws to bring them into compliance with IEEE Bylaws, Policy & Procedures, and the RAB Operations Manual. The deadline is to be extended two years to 31 December 2003.**

**Financial Impact to RAB:     None**

**The Motion was APPROVED.**

79. **ENDORSEMENT OF THE REVISIONS TO THE RAB STUDENT ACTIVITIES COMMITTEE CHARTER.** The Student Activities Committee charter was updated to conform to the RAB Committee Charter template. In addition, a revision was made regarding the appointment process of the Branch Chapter representative and the Branch Chapter Student representative. It was noted both of these positions would be selected by the RAB Vice Chair – Student Activities upon consultation with the Technical Activities Board Chair. (Appendix VI) **A Motion was made that:**

**The Regional Activities Board to approve the revisions to the RAB Student Activities Committee Charter.**

**Financial Impact to RAB:     None**

**The Motion was APPROVED.**

80. **APPROVAL OF TRAVEL SUPPORT FOR STUDENT MEMBERS TO ATTEND SECTIONS CONGRESS 2002.** The Regional Activities Board discussed the possibility of providing funding for three Student Members per Region to attend Sections Congress 2002 in Washington, DC. The Student Activities Committee is planning on having a meeting in conjunction with SC’02. (RAB ITEM #9E) **A Motion was made that:**

**The Regional Activities Board to provide funding for three student members per Region to attend Sections Congress 2002 in Washington, DC.**

**Financial Impact to RAB:     \$32.2K in 2002**

**The Motion was DEFEATED. (2 in favor, 10 against)**

81. **ENDORSEMENT OF IEEE BYLAW REVISIONS REGARDING THE PROCESS FOR THE ELECTION OF THE VICE PRESIDENT, REGIONAL ACTIVITIES.** The Regional Activities Board reviewed the IEEE Bylaw revisions regarding the process for the election of the Vice President, Regional Activities. It was noted that RAB requests that IEEE Bylaw R-601.1 state the RAB Assembly submit two or three candidates for the position of Vice President, Regional Activities, and the word "preferably" be removed. **A Motion was made that:**

**The Regional Activities Board to endorse and recommend to the IEEE Board of Directors approval of the Bylaw revisions for the election of the Vice President, Regional Activities.**

**Financial Impact to RAB: None**

**The Motion was APPROVED.**

82. **RECOMMENDATION TO PROVIDE MEMBERS WITH FREE DOWNLOADS FROM IEEE XPLORE.** The Region 8 Committee requested that the Regional Activities Board recommend to the IEEE Board of Directors approval of free downloads from IEEE Xplore per year to each IEEE member. **A Motion was made that:**

**The Regional Activities Board to endorse and recommend to P2SB and TAB (through their joint committee EPSC) that consideration should be given for members to have a limited number of free downloads, per year from IEEE Xplore.**

**Financial Impact to RAB: None**

**The Motion was APPROVED.**

83. **APPROVAL OF THE IEEE MEMBERSHIP DEVELOPMENT COMMITTEE (MDC) CHARTER REVISIONS.** Mr. Louis Luceri, Vice Chair – Member Activities reported the current MDC Charter does not include Graduates of the Last Decade (GOLD) representation. The MDC recommended that RAB approve revisions to the MDC Charter to include a GOLD member on the committee. IEEE Bylaw I-308 – Standing Committees states that all committees of the Board of Directors and the Executive Committee shall have at least one member who obtained his or her first collegiate degree within the last ten years at the time of appointment and who is at Member grade or higher. **A Motion was made that:**

**The MDC Charter be amended such that one of the Regional Activities Board Representatives to MDC or one of Technical Activities Board representatives to MDC is a graduate who has received his first professional degree within the last ten years.**

**It is further requested that if such representation is not provided through the above appointments, then the GOLD Chair will be directed to appoint a representative to MDC. Funding to be provided by the GOLD Committee.**

**Financial Impact to RAB: None**

**The Motion was WITHDRAWN.** The MDC Charter will be modified to be in concurrence with IEEE Bylaw I-308 – Standing Committees.

84. **STUDENT MEMBER APPLICATION PROCESS.** The Regional Activities Board briefly discussed methods of improvements for processing electronic Student Member applications. Volunteers and staff will address this issue at a later date.

85. **REVISIONS TO RAB OPERATIONS MANUAL – AFFINITY GROUP FORMATION BY IEEE STUDENT BRANCHES.** J. Patrick Donohoe, Vice Chair – Student Activities, reported the RAB Operating Committee endorsed a motion, which allows IEEE Student members to form Affinity Groups as part of a Student Branch. **A Motion was made that:**

**The Regional Activities Board to endorse, in principle, revisions to the RAB Operations Manual which allow IEEE Student members to form Affinity Groups as part of the Student Branch. The RAB Strategic Planning Committee to draft the revisions and present them for RAB approval in November 2001.**

**Financial Impact to RAB:** TBD - It was noted some financial implications could occur if the request was approved by RAB

**The Motion was WITHDRAWN.** The RAB Vice Chair – Student Activities and the GOLD Committee Chair were requested to discuss this issue.

86. **ENDORSEMENT OF 2002 IEEE POTENTIALS SUBSCRIPTION RATES.** The Potentials Advisory Committee has recommended that the *IEEE Potentials* subscription rates for IEEE members in 2002 be maintained at the 2001 rates. **A Motion was made that:**

**The Regional Activities Board to endorse and recommend IEEE Executive Committee approval of the 2002 *IEEE Potentials* subscription rates.**

**Financial Impact to RAB:** None

**A Substitute Motion was made recommending that the 2002 *IEEE Potentials* subscription rates be as follows:**

\$ 0.00	-	1st Year Recent Graduates
\$ 3.00	-	2nd Year Recent Graduates
\$ 17.00	-	3rd Year Recent Graduates
\$ 5.00	-	IEEE Student Members
\$ 17.00	-	All other IEEE Members
\$ 45.00	-	Non IEEE Members

**The Substitute Motion was DEFEATED. (4 in favor, 7 against)**

**The original Motion was APPROVED. (8 in favor, 3 against)**

87. **2002 REGIONAL ACTIVITIES BUDGET.** Mr. George Dean, RAB Treasurer, reported the 2002 Regional Activities Budget was distributed during the meeting (RAB ITEM 4C – Appendix VII). The net projected for 2002 is \$858.7K. Based upon the 2002 IEEE Budget considered by the IEEE Finance Committee and the preliminary 2002 RA Budget prepared, RAB will be requested to reduce expenses by an additional \$400K.
88. **DEMONSTRATION OF THE MULTILINGUAL ONLINE STUDENT MEMBER APPLICATION.** Marisa Bozinez Marquez, Region 9 Student representative, demonstrated the multilingual Student member online application. The online application was presented in the following languages: German, Italian, French, Portuguese, Spanish and English. The program would allow an individual to complete an electronic membership application in their native language and would subsequently translate the foreign characters into English characters. RAB members expressed their thanks to Ms. Marquez for her efforts on this project.

89. **REPORT OF THE MANAGING DIRECTOR, REGIONAL ACTIVITIES.** Ms. Jankowski reported the summary of delinquent Section reporting was included in her report in the RAB agenda book (RAB ITEM 6A). In addition, the Regional Activities Department 2001 Accomplishments through 15 June 2001 were distributed during the RAB meeting. (Appendix VIII)
90. **REVIEW OF RAB STANDING COMMITTEES – (RAB ARC, RAB POTENTIALS ADVISORY, EAB/RAB REPCOM, RAB OPCOM).** Reports for the following RAB Ad Hoc Review Committees were distributed: RAB Awards & Recognition (RAB ITEM #3C1), RAB Potentials Advisory (Appendix IX), EAB/RAB Reference List of Educational Programs (RAB ITEM #3C3), RAB Operating Committee (Appendix X). These reports will be referred to the appropriate corresponding committees for review. Each committee has been requested to provide a response to RAB at the November 2001 RAB Meeting. **A Motion was made that:**
- The Regional Activities Board to receive the reports for the following RAB Ad Hoc Review Committees: RAB Awards & Recognition, RAB Potentials Advisory, EAB/RAB Reference List of Educational Programs, RAB Operating Committee.**
- Financial Impact to RAB:     None**
- The Motion was APPROVED.**
91. **UPDATE ON FINANCIAL IMPACT OF RAB ACTIONS.** No RAB actions affected the 2001 RA Budget.
92. **TIME AND LOCATION OF THE NEXT RAB MEETING.** The next RAB meeting is scheduled for Friday, 16 November 2001 in Mexico City, Mexico.

The meeting was adjourned at 5:45pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**6 May 2001**

*Philadelphia Airport Marriott*  
*Philadelphia, PA*

*(Privileged information, subject to confirmation)*

A Regional Activities Board Caucus and Meeting was conducted on 6 May 2001 from 8:00am – 3:45pm. During this time, the presentations and discussions took place during the Caucus and actions were taken during the meeting.

Dr. Maurice Papo, Chair, IEEE Regional Activities Board (RAB), called the Regional Activities Board Meeting to order at 10:30am.

35. **WELCOME AND INTRODUCTIONS.** Chair Papo welcomed RAB members and guests to the meeting. A list of attendees is attached. (Appendix I)
36. **REVIEW AND ADOPTION OF MEETING AGENDA.** The agenda was adopted as with the following additions:
- ◆ Item #9 – IEEE BoD Meeting in Beijing, China
  - ◆ Item #10 – Student Branch Counselors
  - ◆ Item #11 – ECI (Electronic Conventions, Inc.)
  - ◆ Item #12 – Overhead Administration Recovery Process
37. **BYLAW REVISIONS REGARDING THE ELECTION OF THE VICE PRESIDENT– REGIONAL ACTIVITIES.** The Regional Activities Board discussed various options for electing the Vice President – Regional Activities. **A Motion was made that:**

**RAB recommends that the IEEE Board of Directors adopt the appropriate Bylaws to accomplish the following:**

- **RAB Assembly nominates two or three candidates to be submitted to IEEE Assembly for position of Vice President, Regional Activities**
- **IEEE Assembly elects Vice President, Regional Activities**
- **The Vice President, Regional Activities will serve as RAB Chair**

**It was requested that the appropriate staff draft the necessary Bylaws in time for the June RAB meeting and July BoD meeting.**

**The Motion was APPROVED.**

38. **RECONSIDERATION OF THE HOST FOR SECTIONS CONGRESS 2005.** The Regional Activities Board discussed the cost and globalization implications of holding Sections Congress 2005 in Tokyo. **A motion was made that:**

**The Regional Activities Board to reconsider the motion selecting the IEEE Tokyo Section as the host for Sections Congress 2005.**

**The Motion was APPROVED.**



39. **APPROVAL OF THE IEEE FLORIDA WEST COAST SECTION AS THE HOST FOR SECTIONS CONGRESS 2005.** The Regional Activities Board discussed the possibility of holding Sections Congress in Region 3, Tampa, FL. The RAB/TAB Section/Chapter Support Committee was instructed to review the site selection process for future Sections Congresses. **A Motion was made that:**

**The Regional Activities Board to approve the Florida West Coast Section as the host Section of Sections Congress 2005 in Region 3 in Tampa, FL.**

**The Motion was unanimously APPROVED.**

40. **RECRUITMENT OF NEW MEMBERS WITH DIFFERENT QUALIFICATIONS THAN OUR "TRADITIONAL" MEMBERS.** The Regional Activities Board discussed the option of expanding IEEE membership to include more non – traditional members to result in increased IEEE membership. IEEE President Joel Snyder is establishing an Ad Hoc Committee to address any issues with Information Technology professionals. One representative from the Regional Activities Board and the IEEE Admission & Advancement Committee will serve on the Ad Hoc Committee.
41. **PROPOSAL TO GET SECTIONS DIRECTLY INVOLVED IN SOCIETY CONFERENCES HELD IN THEIR RESPECTIVE AREAS.** The Regional Activities Board discussed ways in which they could assist Sections with their involvement in technical conferences held within the Sections boundaries. It was noted that Sections must be informed of technical conferences to be held in their area as soon as a conference is planned. Joseph Lillie, Region 5 Director reported that Region 5 had successful experiences with technical conferences. Several RAB members agreed that success stories of Sections that successfully participated in technical conferences should be shared. RAB members were requested to contact Mr. Lillie concerning these success stories. In addition, the RAB/TAB Section/Chapter Support Committee will assist in this effort.
42. **PRELIMINARY 2002 RA BUDGET PRESENTATION.** Mr. George Dean, RAB Treasurer, reported on the preliminary 2002 RA Budget as distributed in the RAB Agenda book. It was noted the data included in the agenda book included the adjustments made by the RAB Finance Committee in March 2001.
43. **SIGNATURE CARD REQUIREMENT.** The Regional Activities Board discussed the procedures for enforcing the bank signature card requirement for organizational units. In June 2001, RAB will be requested to approve the 2002 Section Rebate schedule, which will require that all signature cards be returned to IEEE prior to the distribution of Section rebates.
44. **IEEE BOARD OF DIRECTORS MEETING, JULY 2001.** Chair Papo confirmed the IEEE Board of Directors meeting will be held in Beijing, China in July 2001.
45. **STUDENT BRANCH COUNSELORS.** The Regional Activities Board discussed the importance of constructive interaction between Student Branch Counselors and Student Branches. Where there is a very active Student Branch Counselor there is a successful relationship between the Student Branches. In addition, it was suggested that RAB implement a significant program to recognize Student Branch Counselors. J. Patrick Donohoe, Vice Chair, Student Activities was requested to pursue the possibilities of improving the process of interaction between Student Branch Counselors.

- 46. ELECTRONIC CONVENTIONS, INC. (ECI) PRESENTATION.** Mr. Lawrence Hamerman, Region 6 Director, presented information on the history and development of the Electronic Conventions Inc. (ECI). Mr. Hamerman informed the Regional Activities Board that he would recommend to the IEEE BoD to cease all future plans to dissolve ECI.
- 47. OVERHEAD ADMINISTRATION RECOVERY PROCESS PRESENTATION.** Dr. Raymond Findlay, 2001 IEEE President Elect, presented the overhead administration recovery process proposal. An Ad hoc committee was established to review the overhead administration funding process. Dr. Findlay noted that all organizational and functional units contribute value to the IEEE, therefore, the goal is to establish a process to distribute income and expense in a fair and equitable manner. A copy of the presentation is attached. (Appendix II)

The meeting was adjourned at 3:45pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**16 February 2001**  
*Hyatt Regency Albuquerque*  
*Albuquerque, NM*

*(Privileged information, subject to confirmation)*

A Regional Activities Board Caucus was conducted on 16 February 2001 from 8:00am until 10:15am at the Hyatt Regency Albuquerque, in Albuquerque, NM USA. During this time, reports and items from the meeting agenda were presented and RAB determined if an item should be placed on the RAB Consent Agenda or the RAB Action Agenda.

Dr. Maurice Papo, Chair, IEEE Regional Activities Board (RAB), called the first meeting of the 2001 Regional Activities Board to order at 10:15am. Chair Papo excused himself from the meeting and requested that Antonio C. Bastos serve as the RAB Chair during the discussion regarding the election of the RAB Chair.

1. **WELCOME AND INTRODUCTIONS.** Chair Papo welcomed RAB members and guests to the meeting. All attendees were asked to introduce themselves. (Appendix I)
2. **EXECUTIVE SESSION – ELECTION OF RAB CHAIR.** The Regional Activities Board went into Executive Session from 10:15am until 11:25am. Dr. Irving Engelson recused himself from the discussions regarding the Bylaws related the Vice President, Regional Activities. **A Motion was made that:**

**The Regional Activities Board agreed that the RAB Assembly shall elect the RAB Chair and submit that name to the IEEE Assembly for consideration as Vice President – Regional Activities, subject to legal review of this motion.**

**The Motion was APPROVED.**

The RAB Meeting was recessed from 11:30am to 1:00pm. The RAB meeting reconvened at 1:00pm. Dr. Papo resumed the position of RAB Chair.

3. **REVIEW AND ADOPTION OF MEETING AGENDA.** The agenda was adopted as modified:
  - Item number #25 - Approval of the 17 November 2000 RAB minutes - was removed from the RAB Consent agenda and placed on the RAB Meeting agenda.
4. **REPORT OF THE RAB CHAIR/VP REGIONAL ACTIVITIES.** Chair Papo reported the 2001 RAB Standing Committees and Joint Standing Committees were included in the RAB Agenda Book (RAB ITEM 3B). In addition, the RAB Nominations & Appointments Committee (RAB N&A) and Student Activities Committees (SAC) have been review by their respective ad hoc review committees. (RAB ITEMS 3C and 3D). It is expected that RAB N&A and SAC will their reports and responses will be provided at the June 2001 RAB meeting. In addition, the following committees will be reviewed in 2001: RAB Awards & Recognition Committee, EAB/RAB Reference List of Educational Programs Committee, RAB Operating Committee and RAB Potentials Advisory Committee.

<b>Items #5 through #12 were approved as part of the RAB Consent Agenda</b>
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5. **REVIEW OF RAB NOMINATIONS & APPOINTMENTS COMMITTEE.** The Regional Activities Board received the report of the RAB N&A ad hoc review committee and recommended the RAB N&A Committee review the report. The RAB N&A Committee was requested to provide a response to the recommendations at the June 2001 RAB Meeting. (RAB ITEM 3C)

6. **REVIEW OF RAB STUDENT ACTIVITIES COMMITTEE.** The Regional Activities Board received the report of the Student Activities Ad Hoc review committee and recommended that the Student Activities Committee review the report. SAC was requested to provide a response to the recommendations at the June 2001 RAB Meeting. (RAB ITEM 3D)
7. **RESPONSE TO RECOMMENDATIONS FROM RAB FINANCE COMMITTEE REVIEW.** The Regional Activities Board accepted the recommendations of the RAB Finance Ad hoc review committee. The RAB Finance Committee Charter will be revised to include the Region Treasurers as corresponding members and a Director or Director-Elect from Region 7-10 as a voting member. The proposed revisions will be presented to RAB for approval at the June 2001 Meeting. (RAB ITEM 4F)
8. **APPROVAL OF THE 2000 RECIPIENTS OF THE RAB SECTION MEMBERSHIP GROWTH AWARDS.** The Regional Activities Board approved the following recipients of the 2000 RAB Section Membership Growth Awards. Each Section will receive a letter and certificate from the Vice President, Regional Activities. (RAB ITEM 7B)

Region 1	Boston	Region 6	Santa Clara Valley
Region 2	Baltimore	Region 7	Ottawa
Region 3	Jamaica	Region 8	Nigeria
Region 4	Chicago	Region 9	Centro Occidente
Region 5	Denver	Region 10	Indonesia

9. **APPROVAL OF THE 2000 RECIPIENTS OF THE RAB STUDENT BRANCH MEMBERSHIP GROWTH AWARDS.** The Regional Activities Board approved the following recipients of the 2000 RAB Student Branch Membership Growth Awards. Each Student Branch will receive a letter and certificate from the Vice President, Regional Activities. (RAB ITEM 7C)

Region 1	Cornell University	Region 5	University of Texas - Dallas
Region 2	Drexel University - Day Division	Region 6	Northern Arizona University
Region 3	Virginia Polytechnic Institute & State University	Region 7	University of Ottawa
Region 4	University of Wisconsin - Platteville	Region 8	University of Tehran
		Region 9	Universidad Nacional de San Juan
		Region 10	Malaysia Universiti Teknologi

10. **ENDORSEMENT OF THE IEEE STUDENT BRANCH LEADERSHIP SCHOLARSHIPS OF THE IEEE PHILADELPHIA SECTION.** The Regional Activities Board endorsed and recommended the IEEE Executive Committee approve the IEEE Student Branch Leadership Scholarships of the IEEE Philadelphia Section. (RAB ITEM 7E)
11. **APPROVAL OF SECTION BYLAWS.** The Regional Activities Board approved the revisions to the following Section Bylaws: IEEE Republic of Macedonia (R8), Huntsville (R3), Green Mountain (R1), Northeastern Wisconsin (R4), Australian Capital Territory (ACT) (R10) and Providence (R1).
12. **APPROVAL OF THE IEEE TECHNICAL CHAPTER FORMATIONS AND AFFINITY GROUPS.** The Regional Activities Board approved the formation of the IEEE Technical Chapters and Affinity Groups as distributed (RAB ITEM 8C).

**END OF RAB CONSENT AGENDA**

13. **RESCIND - SECTIONS CONGRESS BYLAW.** In November 2000, the Regional Activities Board endorsed a motion recommending that the IEEE Board of Directors approved the addition of IEEE Bylaw R-904.6 – Sections Congress. Upon further consideration, it was recommended that RAB not forward this motion to the IEEE Board of Directors. **A Motion was made that:**

**The Regional Activities Board to rescind the motion endorsed by RAB in November 2000 recommending that the IEEE Board of Directors approve the addition of IEEE Bylaw R-904.6 – Sections Congress.**

**The MOTION was APPROVED.**

14. **REPORT OF THE RAB TREASURER.** The RAB Finance Committee is scheduled to meet in March and in September (Clemson, SC and Edinburgh, Scotland respectively). The reports on the 2000 RA Financials and 2001 RA Budget were presented. In addition, the 2002 RA Budget Timeline was presented. (Appendix II)
15. **APPROVAL TO TRANSFER FUNDS TO IEEE CORPORATE RESERVES.** Dale Caston, IEEE Treasurer, reported a \$13 million variance in the 2000 Investment Returns Budget. As a result, there was a deficit of \$11.6 million in the 2000 Preliminary overall IEEE financial results. All major Boards were requested to transfer funds, proportional to reserves to IEEE Corporate Reserves effective immediately. In addition, RAB was requested to transfer funds in support of the Regional Offices. A copy of the presentation is attached. (Appendix III) **A Motion was made that:**

**The Regional Activities Board to approve the transfer of up to \$906.5K from the RAB Reserves to IEEE Corporate Reserves. This expenditure will include the \$393K which would have been charged to the Regions and \$513.5K being charged to RAB.**

**The MOTION was APPROVED.**

16. **REPORT ON IEEE INTERNAL CONTROL PROCEDURES.** Mr. Richard Schwartz, Staff Executive, provided a status report on Concentration Banking, Contract Execution and Investments. (Appendix IV)
17. **RATIFICATION OF THE 2001 RA BUDGET.** The 2001 RAB Budget was approved at the 17 November 2000 RAB meeting. The 2001 Regional Activities Board ratified the 2001 RA Budget which includes initiatives approved by the IEEE Board of Directors in December 2000. **A Motion was made that:**

**The Regional Activities Board to ratify the 2001 Regional Activities Budget.**

**The MOTION was APPROVED.**

18. **REPORT OF THE PAST RAB CHAIR.** Mr. Antonio Bastos, Past RAB Chair, reported the RAB N&A Committee is in the process of soliciting candidates to be considered by the RAB Assembly for service on the 2002 Regional Activities Board. The deadline for the submission of nominations is 15 June 2001.
19. **REPORT OF THE MANAGING DIRECTOR.** Ms. Cecelia Jankowski, RAB Secretary, indicated her report was included in the RAB Agenda book. (RAB ITEM 6).
20. **REPORT OF VICE CHAIR – MEMBER ACTIVITIES.** Mr. Louis Luceri, Vice Chair, Member Activities noted his report was included in the RAB Agenda book. (RAB ITEM 7A).

21. **REPORT OF THE VICE CHAIR – REGION, SECTION AND CHAPTER ACTIVITIES.** Dr. Adolf Schwab, Vice Chair – Region, Section and Chapter Activities, reported the RAB/TAB Section/Chapter Support Committee agreed to dissolve the Transnational Projects Subcommittee. This item will be presented to RAB and TAB in June. It was noted the Officer training project will continue and will include a handbook and web-based training for Region and Section Officers.
22. **SECTIONS CONGRESS 2005 – SITE SELECTION.** Adolf Schwab reported that the RAB /TAB Section/Chapter Support Committee endorsed the selection of the Tokyo Section as the host for Sections Congress 2005. **A Motion was made that:**
- The Regional Activities Board to approve the Tokyo Section as the host Section of Sections Congress 2005.**
- In addition, it recommended that special funding programs and sponsorship efforts be considered and implemented to offset the additional cost.**
- The MOTION was APPROVED (12 in favor, 3 against)**
23. **REPORT OF RAB VICE CHAIR – STUDENT ACTIVITIES.** Dr. J. Patrick Donohoe, Vice Chair – Student Activities reported the Student Activities Committee conducted an Internet Relay Chat (IRC) meeting on 15 December 2000 using the IEEE IRC facilities. The Spring 2001 Student Activities Committee meeting will be held 9-11 March in New Orleans, Louisiana in conjunction with the GOLD Committee. (Appendix V)
24. **APPROVAL OF THE IEEE STUDENT BRANCH FORMATIONS.** Mr. Donohoe reported that eight new Student Branches have petitioned to form in Region 10. (RAB Item 9B). **A Motion was made that:**
- The Regional Activities Board to approve the formation of eight new Student Branches.**
- The MOTION was APPROVED.**
25. **REPORT OF RAB VICE CHAIR – STRATEGIC PLANNING.** Mr. Harry Bostic, Vice Chair – Strategic Planning reported a RAB Strategic Planning Retreat was held 15-16 January 2001 in New Brunswick, NJ. The 2000-2001 RAB Strategic & Operational Plan was reviewed and decisions made based on the best information available as to the status of projects. A copy of the RAB Strategic Planning Retreat Summary was distributed at the RAB meeting. A copy of Mr. Bostic's report is attached. (Appendix VI)
26. **APPROVAL OF 2001/02 RAB STRATEGIC AND OPERATIONAL PLAN.** Mr. Bostic reported the Regional Activities Board held a Strategic Planning Retreat on 15-16 January 2001. The 2001/02 RAB Strategic & Operational Plan has been revised based on the outcome of the RAB SP Retreat. **A Motion was made that:**
- The Regional Activities Board to approve the 2001/02 RAB Strategic and Operational Plan.**
- The MOTION was APPROVED.**

**EXECUTIVE SESSION.** The Regional Activities Board went into Executive Session from 3:10pm to 3:20pm.

27. **APPROVAL OF THE RECIPIENTS OF THE SUSTAINING FRIEND OF IEEE REGIONAL ACTIVITIES AWARD.** During Executive Session, a **Motion was made that:**

**The Regional Activities Board to approve the following recipients of the Sustaining Friend of IEEE Regional Activities:**

- **Con Edison of New York, New York, NY**  
“For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section.”
- **General Electric Company, Fairfield, CT**  
“For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section.”
- **Joseph P. Loring & Associates, New York, NY**  
“For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section.”
- **Cornelius Fitzgerald & Co., New York, NY**  
“For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section.”
- **Parsons Brinkerhoff, Newark, NJ**  
“For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section.”
- **Graphite Metallizing Corp., Yonkers, NY**  
“For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section.”
- **John C. Morris Associates, Shrewsbury, NJ**  
“For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section.”

**The Motion was APPROVED.**

28. **INTERNATIONAL CAREER ACTIVITIES SURVEY -PRELIMINARY RESULTS.** Dr. Raymond Findlay, 2001 IEEE President Elect, reported an International Careers Activities Survey was conducted in five countries: Canada, United Kingdom, Japan, Australia and Mexico. The survey indicated that career management information appears to be more important than employment information. The overall response rate to the survey was 17%. A copy of the survey results is attached. (Appendix VII)
29. **BANK ACCOUNT SIGNATURES.** The Regional Activities Board discussed the possibility of developing a procedure to enforce the requirements of bank account signatures when a Section uses a checking account other than concentration banking. The Regional Activities Board agreed that if a Section has not submitted a bank account signature card for each external account, the annual Section Rebate shall be withheld until such information is submitted. In addition, a statement should be included on the L-50 reporting form, which verifies the validity of the signature card. IEEE staff to update documentation and present it to RAB for approval in June 2001.
30. **APPROVAL OF THE NAME CHANGE OF THE IEEE VERMONT SECTION.** Dr. Irving Engelson, Region 1 Director, reported that the IEEE Vermont Section officers requested that IEEE Vermont Section be renamed the IEEE Green Mountain Section. **A Motion was made that:**

**The Regional Activities Board to approve the name change of the IEEE Vermont Section to the IEEE Green Mountain Section.**

**The MOTION was APPROVED.**

31. **APPROVAL OF THE 17 NOVEMBER 2000 RAB MINUTES.** It was noted that the 17 November 2000 RAB Minutes item #149-Local Legal Financial issue of Non – US Organizational Units should be amended. **A Motion was made that the minutes be amended as follows:**

**The Regional Activities Board to adopt a policy towards the local legal financial issues of non-US organizational units as requested by the Transnational Committee and that the RAB/TAB Section/Chapter Support Committee develop and implement this policy.**

**The MOTION was APPROVED.**

32. **REPORT OF REGION DIRECTORS.** The Region 4 Director report was included in the RAB Agenda book. (RAB ITEM 11D) Region Director reports from Regions 2, 3, 6, and 10 were distributed at the meeting. Appendices VIII-XI

33. **UPDATE ON FINANCIAL IMPACT OF RAB ACTIONS.** The financial impact of actions during the RAB meeting is as follows:

Acceptance of review of RAB Finance Committee..... TBD\*  
Transfer of RAB Reserves to IEEE Corporate Reserves..... \$906.5K  
Sections Congress 2005 – Site Selection..... TBD

\* Note: In June 2001 RAB will be asked to officially approve revisions to the RAB FinCom Charter (this includes the addition of one member to FinCom) – travel expenses \$3K

34. **TIME AND LOCATION OF THE NEXT RAB MEETING.** The next RAB meeting is scheduled for Friday, 22 June 2001 at the Hyatt Regency, New Brunswick, NJ USA.

The meeting was adjourned at 5:10pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary



**Minutes**  
**IEEE Regional Activities Board Meeting**  
**17 November 2000**  
*Hyatt Regency Westshore*  
*Tampa, FL*

*(Privileged information, subject to confirmation)*

Mr. Antonio C. Bastos, Chair, IEEE Regional Activities Board (RAB), called the final meeting of the 2000 Regional Activities Board to order at 8:00 am on Friday, 17 November 2000 at the Hyatt Regency Westshore, Tampa, FL USA.

- 101. WELCOME AND INTRODUCTIONS.** Chair Bastos welcomed RAB members and guests to the meeting. All attendees were asked to introduce themselves. (Appendix I)
- 102. RESOLUTION FOR DR. IRVING ENGELSON.** The Regional Activities Board *approved* a resolution expressing its best wishes to its friend and colleague, Dr. Irving Engelson for a quick recovery.
- 103. RESOLUTION FOR WILLIAM W. MIDDLETON.** By acclamation, the Regional Activities Board *approved* a resolution expressing its deepest sympathy to the Middleton family on the passing of William W. Middleton. His service to IEEE and his contributions to the engineering profession were a distinguished accomplishment. RAB will continue to recognize his contributions by awarding the RAB William W. Middleton Distinguished Service Award. A moment of silence was observed.
- 104. ANNOUNCEMENT OF RAB ASSEMBLY RESULTS.** Chair Bastos announced that the following individuals will serve on the 2001 Regional Activities Board:
- RAB Chair – Maurice Papo
  - RAB Treasurer – George Dean
  - RAB Vice Chair Member Activities - Louis Luceri
  - RAB Vice Chair – Region, Section & Chapter Activities – Adolf Schwab
  - RAB VC Strategic Planning – Harry Bostic
  - RAB Student Activities – J. Patrick Donohoe
- 105. REVIEW AND ADOPTION OF MEETING AGENDA.** The meeting agenda was adopted as modified:

Additions:

- Item # 49 - Local legal financial issues of non-us organizational units
- Item #50-Support for the Transnational Committee workgroup for multi-lingual organizations

Deletion:

- Item #25 - Approval to conduct a feasibility study regarding Student Branch Leadership Training Materials

<b>Items #106 through # 115 were approved as part of the RAB Consent Agenda</b>
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- 106. APPROVAL OF THE 23 JUNE 2000 RAB MINUTES.** The Regional Activities Board *approved* the 23 June 2000 RAB Meeting minutes as distributed.
- 107. APPROVAL OF SECTION/COUNCIL BYLAWS.** The Regional Activities Board *approved* the IEEE Iceland Section Bylaws and revisions to the IEEE Virginia Mountain Section, San Francisco Section, Kitchener-Waterloo Section, Poland Section, Rock River Valley Section, Evansville-Owensboro Section, Alabama Section and Eastern Canada Council and Virginia Council Bylaws. (RAB Item #5)
- 108. APPROVAL OF THE IEEE TECHNICAL CHAPTER AND AFFINITY GROUP FORMATIONS.** The Regional Activities Board *approved* the formation of the IEEE Technical Chapters and Affinity Groups as distributed (RAB Item #6)

- 109. APPROVAL OF THE FORMATIONS OF IEEE STUDENT BRANCHES AND IEEE STUDENT BRANCH CHAPTERS.** The Regional Activities Board *approved* the formation of the new Student Branches and Student Branch Chapters as distributed (RAB Item # 7)
- 110. APPROVAL OF THE REVISIONS TO THE RAB OPERATIONS MANUAL SECTION 2.3 AND 2.5 – VICE CHAIR – MEMBER OPERATIONS AND VICE CHAIR – MEMBER ACTIVITIES MERGER.** The Regional Activities Board *approved* the revisions to Section 2.3 and 2.5 of the RAB Operations Manual. The revisions reflect the merger of the positions of Vice Chair - Membership Activities and RAB Vice Chair - Member Operations. The duties and responsibilities of the two positions have been combined. (RAB Item #8)
- 111. APPROVAL OF THE REVISIONS TO RAB OPERATIONS MANUAL – SECTIONS 4.6 –RAB FINANCE COMMITTEE, 4.8 – RAB N&A COMMITTEE, 5.2 – RAB OPERATING COMMITTEE AND 7.5 – RAB POSITIONS.** The Regional Activities Board *approved* the revisions to the following Sections of the RAB Operations Manual (RAB Item #9). The revisions reflect the merger of positions of RAB Vice Chair – Membership Activities and RAB Vice Chair – Member Operations.
- Section 4.6 – RAB Finance Committee
  - Section 4.8 – RAB Nominations & Appointments Committee
  - Section 5.2 – RAB Operating Committee
  - Section 7.5 – RAB Positions
- 112. RAB VICE CHAIRS ON RAB COMMITTEES.** The Regional Activities Board appointed the RAB Vice Chair – Region, Section & Chapter Activities as a non-voting ex-officio member of the Graduates of the Last Decade Committee and the RAB Regional Conferences Committee. The appropriate revisions to the charters to be presented to RAB after the committees have reviewed their charters to determine if additional changes will be made. (RAB Item #10) *Editors Note: in subsequent action, RAB disbanded the RAB Regional Conferences Committee – See Minute #122*
- 113. OVERSIGHT OF 1999 SECTIONS CONGRESS RECOMMENDATIONS.** The Regional Activities Board requested that the RAB Chair to appoint a volunteer to be responsible for the Sections Congress recommendations. This individual will provide reports to the RAB and the IEEE Board of Directors on the progress on IEEE units in regards to the SC'99 Recommendations. (RAB Item #11)
- 114. REVIEW OF RAB FINANCE COMMITTEE.** The Regional Activities Board forwarded the report on the RAB Finance Committee prepared by the review ad hoc committee. The RAB Finance Committee is requested to provide a response to the proposed recommendations at the February 2001 RAB Meeting. (Appendix II) (RAB Item #12)
- 115. FORMATION OF 2001 AD HOC REVIEW COMMITTEES.** The Regional Activities Board recommended that the 2001 RAB Chair appoint in January 2001 ad hoc committees to review the following RAB Committees (RAB Item #13):
- RAB Awards & Recognition Committee
  - RAB Potentials Advisory Committee
  - RAB Operating Committee
  - EAB/RAB Reference List of Educational Programs Committee

- 116. ADDITION TO IEEE BYLAW 110.14 - PERMANENT IEEE MEMBERSHIP.** Louis Luceri, RAB Vice Chair, Membership Activities, reported the addition of IEEE Bylaw 110.14 – Permanent IEEE Membership was postponed at the June RAB Meeting. The proposed Bylaw change establishes a permanent membership category, which will be offered at approximately 20 times existing membership dues (basic dues plus current regional assessment) beginning with the 2002 membership year. (RAB Item #21) **A Motion was made that:**

**The Regional Activities Board to endorse and recommend the IEEE Board of Directors approves the addition of IEEE Bylaw 110.14, Permanent Membership.**

**The MOTION was APPROVED.**

- 117. APPROVAL OF THEME OF 2002 SECTION CONGRESS.** Arthur Van Gelder, RAB Vice Chair – Region, Section and Chapter Activities reported this item was postponed at the June RAB Meeting. Since that time, the Sections Congress Steering Committee agreed on a theme for Sections Congress 2002. **A Motion was made that:**

**The Regional Activities Board to approve the proposed theme for Sections Congress 2002 “Creating a Global Community.”**

**The MOTION was APPROVED.**

- 118. APPROVAL OF DONATION TO SMITHSONIAN INSTITUTION’S NATIONAL AIR AND SPACE MUSEUM.** The RAB/TAB Section/Chapter Support Committee recommended that RAB donate \$35K to the Smithsonian Institutions’ National Engineering National Air and Space Museum in Washington, DC. The donation is required by the Smithsonian for the use of the facility for a social event during Sections Congress. The donation will allow for the use of the facility on Saturday evening, 19 October 2002. The Sections Congress Steering Committee is prepared to undertake fundraising to offset the expense of the donation. **A Motion was made that:**

**The Regional Activities Board to endorse and recommend that the IEEE Executive Committee approve a donation of \$35K to the Smithsonian Institutions’ National Air & Space Museum for the Sections Congress 2002 Saturday night event.**

**The MOTION was APPROVED.**

- 119. APPROVAL TO TRANSLATE IEEE STUDENT MEMBERSHIP APPLICATIONS FORMS INTO THE SIX UNITED NATIONS LANGUAGES.** This item was postponed at the June RAB Meeting. The RAB Student Activities Committee and the RAB Operating Committee recommended that the IEEE student membership application forms to be translated into the six United Nations languages and published on the WWW in the PDF format. (RAB Item #23)

**A Motion was made that:**

**The Regional Activities Board to request that RAD staff work with volunteers to translate the student application, convert to a suitable formation and add to Student Concourse Website.**

**The MOTION was APPROVED.**

- 120. APPROVAL TO PROVIDE A STUDENT BRANCH INCENTIVE REBATE UPON RECEIPT OF COUNSELOR NOMINATION FORM.** This item was postponed at the June RAB Meeting. The Student Activities Committee and the RAB Operating Committee recommended that RAB approve a Student Branch Incentive Rebate (\$25.00) for submission of the Branch Counselor Nomination form. (RAB Item #24) **A Motion was made that:**

**The Regional Activities Board to provide an additional incentive rebate (\$25) to IEEE Student Branches for submitting Branch Counselor nomination forms. RAB agreed to cover the associated cost of up to \$5,000 in the year 2001 as a pilot project.**

**The MOTION was APPROVED.**

- 121. STATEMENT REGARDING OFFICER TRAINING.** This item was postponed at the June RAB Meeting. The RAB Operating Committee endorsed and recommended that RAB approve the statement regarding officer training. (RAB Item #26) **A Motion was made that:**

**The Regional Activities Board to endorse the statement requesting that RAB review the current training manual provided to Region/Section and other geographic unit volunteer leaders to ensure that the information distributed conveys a proactive commitment to the IEEE Code of Ethics and the above precepts of contemporary professional life.**

- **IEEE shall strive to enhance the quality of life for all people throughout the world through the constructive application of technology in its fields of competence. In addition, all Regions shall endeavor to promote understanding of the influence of such technology on the public welfare. (Source IEEE Constitution)**
- **Training material should note that IEEE promotes a professional environment that recognizes a wide range of human experiences, similarities and differences. By showing respect for each individual, as well as his or her identity, customs and beliefs, the IEEE seeks to encourage a spirit of global camaraderie and cooperation that benefits the IEEE and the communities it serves.**

**The MOTION was APPROVED.**

- 122. APPROVAL TO DISBAND RAB REGIONAL CONFERENCE COMMITTEE.** The Regional Conferences Ad Hoc Review Committee and RAB Operating Committee has recommended that RAB discontinue the RAB Regional Conferences Committee as it currently constituted. **A Motion was made that:**

**The Regional Activities Board to discontinue the RAB Regional Conferences Committee as it currently constituted and recommend that the 2001 RAB Chair appoint an ad hoc committee to investigate what functions, if any have been lost and what new functions need to be addressed concerning conferences within the Regional Activities Board.**

**The MOTION was APPROVED.**

- 123. APPROVAL OF MARCONI CORPORATE PARTNERSHIP PROGRAM.** The RAB Operating Committee has recommended that RAB endorse a three-year pilot corporate partnership program with Marconi Plc for the 2001 through 2003 IEEE membership years. For each participating employee, Marconi will pay for full annual membership dues plus dues for one IEEE technical Society of the employee's choice. Costs for additional Society memberships or publications are the responsibility of the member. The pilot includes a performance-based rebate schedule. (Appendix III) **A Motion was made that:**

**The Regional Activities Board to endorse and recommend that the IEEE Board of Directors approve a three-year pilot corporate partnership program with Marconi Plc for the 2001 through 2003 IEEE membership years.**

**The MOTION was APPROVED.**

- 124. APPROVAL OF REVISIONS TO RAB NOMINATIONS AND APPOINTMENTS COMMITTEE CHARTER.** The RAB Nominations & Appointments Committee endorsed the revisions to the Committee Charter. The revisions allow the appointment of an alternate member to the RAB N&A Committee in the event one of the committee members is unavailable to participate in the meetings. It was recommended that the alternate member participate in all RAB N&A activities. **A Motion was made that:**

**The Regional Activities Board to approve the revisions to the RAB Nominations & Appointments Committee Charter. RAB shall elect an alternate candidate to serve on the RAB N&A Committee.**

**The MOTION was APPROVED.**

- 125. APPROVAL OF 2001 RA BUDGET.** George Dean, RAB Treasurer, presented the 2001 RA Budget for RAB approval. The RAB Finance Committee has endorsed the budget. It was also noted that a \$30K increase in the *Potentials* budget to support the change in the editorial/production process. **A Motion was made that:**

**The Regional Activities Board to approve the 2001 RA Budget.**

**The MOTION was APPROVED.**

- 126. ENDORSEMENT OF 2001 RA INITIATIVES.** Mr. Dean noted that the RAB Operating Committee has recommended that RAB approve the following 2001 RA Initiatives.

- RAB/TAB Section/Chapter Officers Handbook - \$62K with \$20K from RAB
- Web-based Accounting & Financial Reporting System - \$75K- (If approved by the IEEE BoD the funds will be added to Business Administration)
- Region/Section Treasurer Training Program - \$50K
- IEEE Virtual Communities - Funding from RAB not to exceed \$60K
- Enhanced Member Communications - Funding from RAB not to exceed \$70K
- Electronic Membership for GOLD members - \$50K (RAB item 33)

Funding for the initiatives will come from the 2001 RAB reserves and the 2001 Member Dues budget. **A MOTION was made that:**

**The Regional Activities Board to endorse the 2001 RA Initiatives.**

**The MOTION was APPROVED.**

#### EXECUTIVE SESSION

Minutes #127 to #133 were conducted in Executive Session (10:10am – 10:25am)

**127. ELECTION OF 2001 RAB NOMINATIONS AND APPOINTMENTS COMMITTEE MEMBERS.** The Regional Activities Board elected Robert D. Adams and David G. Green to serve on the 2001/02 RAB Nominations and Appointments Committee. Dr. Takuo Sugano was elected as an alternate member.

**128. APPROVAL OF THE 2000 RECIPIENTS OF THE RAB LEADERSHIP AWARD.** The Regional Activities Board *unanimously approved* by acclamation the 2000 recipients of the RAB Leadership Award as follows:

- **K. Reed Thompson**  
For exemplary technical and professional leadership to the IEEE Virginia Mountain Section and Region 3.
- **Robert Walston**  
For exemplary technical and professional leadership to the IEEE Columbus Section and Region 2.
- **Mohamed El-Hawary**  
For sustained and dedicated leadership contributions to the IEEE Canadian Atlantic Section and IEEE Canada.”

**129. APPROVAL OF THE 2000 RECIPIENTS OF THE RAB ACHIEVEMENT AWARD.** The Regional Activities Board *unanimously approved* by acclamation the 2000 recipients of RAB Achievement Award as follows:

- **Ronald Jensen**  
For recognition of outstanding achievement in enhancing the Professional Leadership Development training of the IEEE Region 4 members.
- **Jack G. Pfrimmer and J. Carroll Hastings**  
For exemplary service to the IEEE Alabama Section in rewriting the Section Guide and Bylaws.
- **William B. Harrison**  
For initiation and implementation of the Region 3 Corporate Relations Project which significantly benefits IEEE Regions and Sections.
- **Satish Aggarwal**  
For distinguished service to the IEEE Washington Section and the National Capital Area Council (NCAC).

**130. APPROVAL OF THE 2000 RECIPIENTS OF THE RAB INNOVATION AWARD.** The Regional Activities Board *unanimously approved* by acclamation the 2000 recipients of RAB Innovation Award:

- **David G. Green, Charles Lord, William Ratcliff**  
For developing an e-conferencing system that can be used by IEEE to improve communication.

**131. APPROVAL OF THE 2000 RECIPIENT OF THE RAB LARRY K. WILSON TRANSNATIONAL AWARD.** The Regional Activities Board *unanimously approved* by acclamation the 2000 recipient of RAB Larry K. Wilson Transnational Award:

- **Maurice Papo**  
For significant contributions in making the IEEE an effective global organization.

**132. APPROVAL OF THE 2000 RECIPIENT OF THE RAB OUTSTANDING GOLD PROGRAM AWARD.** The Regional Activities Board *unanimously approved* by acclamation the 2000 recipient of RAB Outstanding GOLD Program Award:

- **IEEE Nigeria Section GOLD Committee**  
For revitalizing the IEEE Nigeria Section through exceptional GOLD Activities.

**133. APPROVAL OF SUPPORTING FRIEND OF IEEE REGIONAL ACTIVITIES AWARD RECIPIENTS.** The Regional Activities Board *unanimously approved* the recipients of the Supporting Friend of IEEE Regional Activities Award as follows:

- **Eastern Mediterranean University**  
For active support towards the advancement of IEEE and engineering professions.
- **Pennsylvania Power and Light (PPL)**  
For active support of the IEEE Lehigh Valley Section.

<b>END OF EXECUTIVE SESSION</b>
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**134. DISSOLUTION OF DELINQUENT TECHNICAL CHAPTERS.** A list of delinquent Technical Chapters was distributed during the meeting (Appendix IV). The appropriate Region Directors and Society Presidents have reviewed the list and endorsed the dissolution of these Chapters. **A Motion was made that:**

**The Regional Activities Board to approve the dissolution of the delinquent Technical Chapters as distributed.**

**The MOTION was APPROVED.**

**135. RAB OUTSTANDING SECTION AWARD.** The RAB Awards & Recognition Committee recommended that RAB approve the establishment of the RAB Outstanding Section Award. The RAB Outstanding Section Award will be awarded to one Section to recognize the excellent work of the Section in the past year. The recipient will be selected from Regional Outstanding Section award recipients (RAB ITEM #34). **A Motion was made that:**

**The Regional Activities Board to approve the establishment of the RAB Outstanding Section Award.**

**The MOTION was APPROVED.**

**136. EXPANSION OF IEEE ENTITY WEB HOSTING PROGRAM.** The Student Activities Committee (SAC) recommended that the Entity Web Hosting (EWH) service be made available to Student Branches. (RAB Item #36) **A Motion was made that:**

**The Regional Activities Board agreed to make Entity Web Hosting (EWH) available to Student Branches and promote the services to them worldwide in 2001.**

**The MOTION was APPROVED.**

- 137. APPROVAL OF 2001 STUDENT BRANCH WEB SITE CONTEST.** The Student Activities Committee unanimously recommended that RAB continue funding (\$4,000) the Student Branch web site contest for 2001. SAC will ensure that the award disbursements are in compliance with IEEE Policies. (RAB Item #37) **A Motion was made that:**

**The Regional Activities Board to approve and provide funding of \$4K annually to establish the Student Branch website contest as an annual event.**

After discussion, the following amendment was made:

**The Regional Activities Board to approve and provide funding of \$4K beginning in 2001 for an annual Student Branch Website Contest. The same funding and rules that were used in 2000 will be continued. RAB will review this contest in three years.**

**The MOTION was APPROVED (8 in favor, 6 against)**

- 138. APPROVAL OF THE ELIMINATION OF THE POSITION OF STUDENT ACTIVITIES COMMITTEE – VICE CHAIR.** The Student Activities Committee unanimously recommended to RAB that the SAC Vice Chair position be abolished and for RAB to establish to position of SAC Chair Elect with a one year term. (RAB Item #38) **A Motion was made that:**

**The Regional Activities Board to approve a recommendation that the SAC Vice Chair position be abolished and approve the establishment of the position of SAC Chair Elect with a one year term of appointment.**

**The MOTION was TABLED.**

After further discussion, it was noted this issue would be deferred to the RAB Strategic Planning Committee for further analysis. The original motion was withdrawn and **a Motion was made that:**

**The Regional Activities Board to recommend that the RAB Strategic Planning Committee review the current RAB procedures regarding the implementation of the concept of “elect” positions elected by the RAB Assembly.**

**The MOTION was APPROVED.**

- 139. IEEE POTENTIALS MAGAZINE AS A STUDENT MEMBER BENEFIT.** The Student Activities Committee unanimously recommended to RAB that IEEE *Potentials* magazine be made available in an electronic format on the web. (RAB Item #39) In addition, SAC also recommended
- that the electronic version of IEEE Potentials Magazine be a Student member benefit for Regions 1-10.
  - the paper version of IEEE Potentials Magazine will be a Student member benefit in Regions 1-7.
  - Student member dues be increased \$1.00 to offset some of the costs.

Following discussion, **a Motion was made that:**

**The Regional Activities Board to endorse and recommend the IEEE Board of Directors makes IEEE *Potentials* magazine a Student member benefit to students in all ten Regions.**



Following additional discussion, a **Motion was made that:**

**The Regional Activities Board to endorse, in principle, and recommend that the IEEE Board of Directors make *IEEE Potentials* magazine a Student member benefit to students in all ten Regions. However, this action is dependent upon further analysis by the RAB Finance Committee, regarding the impact of increasing the student membership dues by \$1.00 (US) for the 2002 membership Year.**

The **MOTION** was **APPROVED** (11 in favor, 1 against)

- 140. APPROVAL OF RAB INDUSTRY RELATIONS COMMITTEE CHARTER.** The RAB Operating Committee with the understanding that RAB efforts will be coordinated with the IEEE Industry Relations Committee endorsed the RAB Industry Relations Committee charter. (RAB Item #40) **A Motion was made that:**

**The Regional Activities Board to approve the RAB Industry Relations Committee Charter.**

The **MOTION** was **APPROVED**.

- 141. APPROVAL OF 2001 RAB PLANNING SESSION.** The RAB Strategic Planning Committee has recommended that RAB conduct a Planning Session in 2001. It is preferred that the retreat be conducted in January so RAB will have an opportunity to identify/discuss projects for inclusion 2002 IEEE Initiative process. In the addition, the retreat should also attempt to identify initiatives for 2003 and beyond. (RAB Item #41). **A Motion was made that:**

**The Regional Activities Board to approve a RAB Planning Session to be held in 2001.**

The **MOTION** was **APPROVED**.

- 142. ENDORSEMENT OF THE ADDITION OF IEEE BYLAW R-904.6 - SECTIONS CONGRESS.** In February 2000, the IEEE Board of Directors failed to approve the addition to the proposed IEEE Bylaw – R-904.6. The RAB Strategic Planning Committee was requested to revise the proposed Bylaw. (RAB Item #42). **A Motion was made that:**

**The Regional Activities Board to endorse and recommend the IEEE Board of Directors approves the addition of IEEE Bylaw R-904.6 – Sections Congress.**

The **MOTION** was **APPROVED**.

- 143. APPROVAL OF 2001/02 RAB STRATEGIC AND OPERATIONAL PLAN.** In October 2000, each RAB Vice Chair was requested to review the objectives/projects identified in the 2001-2002 RAB Strategic and Operational Plan (RAB SOP) and provide a report on the objective/project, which indicates if the items should continue to be included on the RAB SOP. RAB SPC has reviewed this information and submitted a preliminary 2001-2002 RAB SOP for RAB approval. A copy of the 2001/02 RAB Strategic and Operational Plan was distributed at the meeting. (Appendix V) **A Motion was made that:**

**The Regional Activities Board to approve the 2001/02 RAB Strategic and Operational Plan.**

**The MOTION was APPROVED.**

- 144. DISSOLUTION OF IEEE KOREA COUNCIL.** The leadership of the Changwon, Daejeon, Seoul and Taegu Sections requested that the Regional Activities Board approve the dissolution of the IEEE Korea Council. (RAB Item #44) **A Motion was made that:**

**The Regional Activities Board to approve the dissolution of the IEEE Korea Council.**

**The MOTION was APPROVED.**

- 145. APPROVAL OF REVISION TO IEEE REGION 1 BYLAWS.** The Region 1 Board of Governors has made revisions to their Bylaws. The revisions reflect the new name of the Committee to “Board of Governors”, new assembly procedures and the addition of standing Board members. (Appendix VI) **A Motion was made that:**

**The Regional Activities Board to approve the revisions to the Region 1 Bylaws.**

**The MOTION was APPROVED.**

- 146. ESTABLISHMENT OF THE IEEE KANSAI SECTION GOLD AWARD.** The IEEE Kansai Section submitted a proposal for the establishment of the IEEE Kansai Section GOLD Award. This award will recognize outstanding activities and services to the IEEE Kansai Section. The RAB Awards & Recognition Committee endorsed the proposal (Appendix VII). **A Motion was made that:**

**The Regional Activities Board to approve the establishment of the IEEE Kansai Section GOLD Award.**

**The MOTION was APPROVED.**

- 147. REVISIONS TO THE RAB AWARDS & RECOGNITION COMMITTEE CHARTER.** The RAB Awards & Recognition Committee recommended that the immediate past chair be included on the committee as a voting member and the committee charter is updated (Appendix VIII). **A Motion was made that:**

**The Regional Activities Board to approve the revision to the RAB Awards & Recognition Committee Charter.**

**The MOTION was APPROVED.**

- 148. ENDORSEMENT OF THE NEW INDUSTRY RECOGNITION AWARD.** The IEEE Florida Council submitted a proposal for the establishment of a New Industry Recognition Award Proposal. This award would be given to any and all companies that meet the criteria for acceptance. The RAB Awards & Recognition Committee has endorsed the concept of the award and agreed that a subcommittee should be formed to prepare a formal proposal. (Appendix IX). **A Motion was made that:**

**The Regional Activities Board to endorse, in principle, a New Industry Recognition Award with the understanding that the RAB Awards and Recognition Committee will form a subcommittee to prepare a formal proposal for review.**

**The MOTION was APPROVED.**

**149. LOCAL LEGAL FINANCIAL ISSUE OF NON – US ORGANIZATIONAL UNITS.** The Transnational Committee recommended that RAB adopts a policy towards the following:

- Bringing local legal/financial issues to the attention of its non-US entities;
- Seeking registration of IEEE, or encourage registration of its non-US entities as legal entities in different countries;
- Providing funds for these purposes, and
- Providing necessary supporting documents and materials.

**A Motion was made that:**

**The Regional Activities Board to adopt a policy towards the local legal financial issues of non-US organizational units as requested by the Transnational Committee and that the RAB/TAB Section/Chapter Support Committee develop and implement this policy.**

**The MOTION was APPROVED.**

**150. TRANSNATIONAL COMMITTEE – GLOBALIZATION AND MULTI-LINGUAL WORK GROUPS.** Celia Desmond, Region 7 Director, presented recommendations from the Transnational Committee subcommittees on globalization and multilingual services. The goals of these subcommittees are to increase global membership and involvement in IEEE. Ms. Desmond presented the following recommendations for RAB's consideration:

- Recommend programs to deal globally with engineering problems.
- Recommend programs to address globalization issues which will be identified by the ICA survey
- Recommend process improvement to result in more people from Region 7-10 on Board and Committees.
- Support budgetary culture to fund the differential for people to travel to Board and committee Regions when the travel is from distant regions.
- Receive, review and present Board globalization reports
- Review all current IEEE programs for their globalization value.

It was noted that RAB supports the concept and actions to increase global membership and involvement in IEEE. **A Motion was made that:**

**IEEE to provide staff support to assist in data collection and the development of the recommendations.**

**The MOTION was DEFEATED (2 in favor, 8 against)**

Consequently, in regards to the TC working Group on multi-lingual organizations, **A Motion was made that:**

**IEEE to provide staff support to assist with the creation of the web page, and to assess the implementation of the responsibility center, and to assist in building and managing the booth.**

**In addition, RAB/TAB provide funding not to exceed 10K for building the web page, transporting the booth and speaker travel for one to three meetings in 2001.**

**The MOTION was APPROVED.**

- 151. IEEE BOARD OF DIRECTORS/ORGANIZATIONAL UNITS MEETING SERIES SCHEDULE.** The IEEE Board of Directors would meet separately from the Organizational Units (RAB, TAB, EAB, IEEE-USA, and PAB) in February and June 2001. RAB members noted that they were not in favor of the current schedule. RAB members felt that too many meetings are being scheduled during the allotted time. **A Motion was made that:**

**The Regional Activities Board to recommended that future IEEE series of meetings (BoD Series and Organizational Units) be scheduled Thursday – Saturday and during these days have no meetings which begin earlier than 8:00am and be concluded no later than 6:00pm.**

**The MOTION was APPROVED.**

- 152. VICE PRESIDENT – REGIONAL ACTIVITIES/RAB CHAIR ELECTION PROCESS.** It was noted that the current RAB Chair/VP-RA election process violates the IEEE Constitution. It was recommended the 2000 RAB Chair appoint an Ad Hoc Committee to review the current procedures regarding the election of the Vice President – Regional Activities. **A Motion was made that:**

**The Regional Activities Board to recommend that the 2000 RAB Chair appoint an Ad Hoc Committee to review the current procedures regarding the election of the Vice President – Regional Activities /RAB Chair and make recommendations at the February 2001 RAB Meeting.**

**The MOTION was APPROVED.**

- 153. REVISION TO SECTION 11 – FINANCIAL MATTERS – IEEE POLICY & PROCEDURES MANUAL.** The RAB Chair distributed a letter to IEEE Finance Committee on behalf of RAB which explained RAB's position on the revisions to Section 11- Financial Matters – IEEE Policy & Procedures Manual. It was noted that the proposed Finance Operations Manual must be distributed before RAB endorses any revisions to Section 11 – P&P Manual.
- 154. IEEE-USA/RAB INTERNATIONAL CAREER ACTIVITIES AD HOC COMMITTEE.** It was suggested that the International Career Activities (ICA) Ad Hoc Committee should report to different Vice Chair other than the Vice Chair – Region, Section and Chapter Activities. Raymond Findlay, Chair, IEEE USA/RAB International Career Activities Ad Hoc Committee reported that the committee surveyed the leadership and members in Regions 7-10 but the results were not available for distribution.
- 155. JUNE'2000 - IEEE BOARD OF DIRECTOR MANDATES.** RAB members briefly discussed the June 2000 IEEE Board of Director Mandates concerning Concentration Banking, Contract Execution and Investments. The Region 6 Committee has recommended that the IEEE Board of Directors amend the motion adopted at the BoD at the 25 June 2000 meeting to encourage participation in concentration bank accounts for all geographic units and conferences, and further, all IEEE organizational units having bank accounts of any kind must be in compliance with the long standing policy of having signature cards on file with the Staff Director of Financial Services or designee signature.
- 156. IEEE TECHNICAL ACTIVITIES BOARD ACTIVITIES.** Robert A. Dent, Vice President – Technical Activities reported on the 2000 activities of the Technical Activities Board. (Appendix X)
- 157. ELECTRONIC CONFERENCING.** David Green, Chair, Transnational Committee reported Region 3 is now implementing electronic conference via Internet Relay Chat (IRC). Electronic conferencing allows members to meet on the Internet to discuss IEEE business. (Appendix XI)
- 158. PRELIMINARY REPORT – IEEE INFRASTRUCTURE FINANCE.** An IEEE Ad Hoc Committee was appointed to understand the methodologies used to manage IEEE's finances. B. Don Russell, Chair - Infrastructure Finance Committee, discussed the preliminary report on the committee's activities. The committee has adopted a proposal that will be open for discussion and modification with the hope of building a consensus that can be adopted in 2001. (Appendix XII)

**159. IEEE AND INDUSTRY: BUILDING CORPORATE RELATIONS.** Matt Loeb, Staff Director, Institute Projects & Research reported a major project is underway regarding the establishment of building better relations between IEEE and Industry. Expected activities include: Inventory current corporate relations activities, Establishing a corporate Relations Advisory Group, Networking with active interested volunteers and developing a draft version one of the IEEE corporate Relations Plan.

**160. ENDORSEMENT OF THE ADDITIONAL FUNDING FOR THE REGIONAL STUDENT PRIZE PAPER CONTEST.** The IEEE Life Members Committee approved an increase in funding for the Regional Student Prize Paper Contest. It is recommended that RAB approve the revised amounts. This action is dependent upon the research and confirmation that increasing funding does not conflict with any IEEE Policies and Procedures. **A Motion was made that:**

**The Regional Activities Board to approve the revisions to the Regional Student Paper Contest. The revisions increase the funding, by the IEEE Life Members Committee, to \$1,500 per Region with the prizes being awarded as follows: \$800 – first prize, \$500 – second prize and \$200 – third prize.**

**The MOTION was APPROVED.**

**161. REPORTS DISTRIBUTED.** The following reports were distributed during the RAB meeting:

- A. Report of RAB Chair (Appendix XIII)
- B. Report of Region 3 Director (Appendix XIV)
- C. Report of Region 6 Director (Appendix XV)
- D. Report of Region 8 Director (Appendix XVI)
- E. Report of Region 10 Director (Appendix XVII)
- F. Update on Calendar Year Officer Terms, Section Bylaws (Appendix XVIII)
- G. Report of Vice Chair, Strategic Planning (Appendix XIX)
- H. Report of the Conference Publications Committee Meeting (Appendix XX)

**162. RESOLUTION FOR PAST RAB CHAIR.** The Regional Activities Board *approved* a resolution, by acclamation, recognizing the outstanding contributions of Daniel R. Benigni and expressing its sincere appreciation for his dedication, exemplary leadership, and dedicated service to the IEEE Regional Activities Board and the Regional Activities of the Institute (1998-2000).

**163. RESOLUTION FOR 2000 RAB CHAIR.** The Regional Activities Board *approved* a resolution, by acclamation, recognizing Antonio C. Bastos for his exemplary leadership, dedication to enhancing the global nature of IEEE and devoted service as the 2000 Vice President – Regional Activities and RAB Chair.

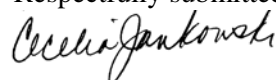
**164. UPDATE ON FINANCIAL IMPACT OF RAB ACTIONS.** The financial impact of RAB Actions during the RAB meeting is as follows:

2001 Student Branch Website Contest (applied in 2001).....	\$4K
Industry Relations Committee (applied in 2001).....	\$8.5K
2001 RAB Strategic Planning Session (applied in 2001) .....	\$20K
Multilingual Services Actions (applied in 2001).....	\$2.5K
Potentials Production/Editorial (applied in 2001) .....	\$30K
Multi-Lingual - Working Group (applied in 2001) .....	\$5K
Total .....	<b>\$70K</b>

**165. TIME AND LOCATION OF THE NEXT RAB MEETING.** The next RAB meeting is scheduled for Friday, 16 February 2001 at the Hyatt Regency Albuquerque, Albuquerque, NM.

The meeting was adjourned at 5:40pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**23 –24 June 2000**  
*Hotel Vancouver*  
*Vancouver, B.C. Canada*

*(Privileged information, subject to confirmation)*

A Regional Activities Board Caucus was conducted on 23 June 2000 from 8:00am until 5:15pm at the Hotel Vancouver in Vancouver, B.C., Canada. During this time, reports and items from the meeting agenda were presented and RAB determined if an item should be placed on the RAB Meeting Consent Agenda or the RAB Action Agenda. Additional reports and presentations were given during the Caucus. (Appendix I)

Mr. Antonio C. Bastos, Chair - IEEE Regional Activities Board (RAB), called the 2<sup>nd</sup> meeting of the 2000 Regional Activities Board to order at 5:15pm on 23 June 2000.

45. **WELCOME AND INTRODUCTIONS.** Chair Bastos welcomed RAB members and guests to the meeting. All attendees were asked to introduce themselves. Celia Desmond, Region 7 Director, welcomed everyone to Region 7. (Appendix II)
46. **REVIEW AND ADOPTION OF MEETING AGENDA.** The meeting agenda was adopted as distributed.

<b>Items #47 through #76 were approved as part of the RAB Consent Agenda</b>
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47. **APPROVAL OF THE 12 FEBRUARY 2000 RAB MINUTES.** The Regional Activities Board *approved* the 12 February 2000 RAB Meeting Minutes as distributed.
48. **RAB OPERATING COMMITTEE MEETING IN SEPTEMBER 2000.** The Regional Activities Board *approved the proposal to allow* the RAB Operating Committee to meet in conjunction with the Region 10 meeting at Langkawi Island, Malaysia. In allowing the RAB OpCom to conduct their meeting with the Region 10 meeting, RAB is giving permission for the RAB Operating Committee and the past RAB Chair to exceed their 2000 budget. It is understood that every effort will be made to keep cost to a minimum. (RAB Item #3A) **Financial Impact to RAB: \$20K.**
49. **ADOPTION OF PROCESS OF PRESENTATIONS OF ITEMS TO RAB.** The Regional Activities Board *approved* the proposal to require that all items presented to RAB detail the associated financial implications. Information in the proposal should include a Project Summary, Goals/Objectives, Proposed Program, Budget, Milestones/Timelines and Approvers/Decision Makers. (RAB Item #5A).
50. **APPROVAL OF PRELIMINARY 2001 RA BUDGET.** The Regional Activities Board *approved* the Preliminary 2001 RA Budget as distributed. (RAB Item #5C)
51. **APPROVAL OF THE RECIPIENTS OF THE SUPPORTING FRIEND OF IEEE REGIONAL ACTIVITIES AWARD.** The Regional Activities Board *approved* the recipients of the Supporting Friend of the IEEE Regional Activities Award. Each recipient will receive a letter and certificate from the Vice President, Regional Activities. (RAB Item #7A)
- Con Edison of New York, NY (Submitted by IEEE New York Section – R1)  
“For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section.”
  - General Electric Company, Fairfield, CT (Submitted by IEEE New York Section – R1)  
“For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section.”

- Joseph P. Loring & Associates, New York, NY (Submitted by IEEE New York Section – R1)  
“For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section.”
- Cornelius Fitzgerald & Co, New York, NY (Submitted by IEEE New York Section – R1)  
“For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section.”
- Parsons Brinkerhoff, Newark, NJ (Submitted by IEEE New York Section – R1)  
“For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section.”
- Graphite Metallizing Corporation, Yonkers, NY (Submitted by IEEE New York Section – R1)  
“For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section.”
- John C. Morris Associates, Shrewsbury, NJ (Submitted by IEEE New York Section – R1)  
“For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section.”

**52. ENDORSEMENT OF THE 1999 RECIPIENTS OF THE RAB SUSTAINED SECTION MEMBERSHIP GROWTH AWARD.** The IEEE Regional Activities Board *approved* the 1999 recipients of the RAB Sustained Section membership growth award (RAB Item #7B).

Region 1 - Boston  
Region 2 - Northern Virginia  
Region 3 - Atlanta  
Region 4- Twin Cities  
Region 5- Dallas

Region 6- Santa Clara Valley  
Region 7- Canadian Atlantic  
Region 8- Iran  
Region 9- Venezuelan  
Region 10- Hyderabad

**53. ENDORSEMENT OF THE ESTABLISHMENT OF THE IEEE NEWFOUNDLAND-LABRADOR SECTION TERM 3 SCHOLARSHIP.** The Regional Activities Board *endorsed* the establishment of the IEEE Newfoundland-Labrador Section Term 3 Scholarship pending the IEEE Executive Committee permission allowing the IEEE Newfoundland – Labrador Section contribution of \$15,000 (Canadian) into Memorial University of Newfoundland's Opportunity Fund. Students in term 3 of Electrical Engineering or Computer Engineering at Memorial University of Newfoundland will be eligible for the scholarship. (RAB Item #7C).

*(Editorial Note: On 13 August 2000, the IEEE Executive Committee approved the IEEE Newfoundland – Labrador Section contribution of \$15,000 (Canadian) into Memorial University of Newfoundland's Opportunity Fund.)*

**54. ENDORSEMENT OF IEEE BYLAW 110.13 - MULTI-YEAR MEMBERSHIP DISCOUNT.** The Regional Activities Board *endorsed* and recommended the IEEE Board of Directors approve the addition of IEEE Bylaw 110.13 – Multi-Year Membership Discount. (Appendix III)

*(Editorial Note: On 25 June 2000, the IEEE Board of Directors did not approve the addition of IEEE Bylaw 110.13 – Multi-Year Membership Discount)*

**55. APPROVAL OF REVISIONS TO EXISTING RAB AWARDS.** The Regional Activities Board *approved* revisions to the following RAB Awards: Achievement, Leadership, Innovation, Larry K. Wilson Transnational and William W. Middleton Distinguished Service Award. In addition to receiving a plaque, recipients will receive a monetary award. The monetary amounts are as follows: Achievement Award (\$250), Leadership Award (\$500), Innovation Award (\$1,000), Larry K. Wilson Transnational Award (\$1,000) and William W. Middleton Distinguished Service Award (\$2,000). When an award is presented to more than one recipient (i.e., team), the recipients will divide the funds equally. The monetary awards to begin in 2001.(RAB Item #7F). **Financial Impact to RAB: Beginning in 2001 \$5K per year, \$7K every third year.**



56. **APPROVAL OF SECTION BYLAWS.** The Regional Activities Board *approved* the revisions to the IEEE Idaho, Spokane, Coastal Los Angeles, New York, Hungary and New South Wales Section Bylaws. All documents have been approved by the Regional Directors and reviewed by Regional Activities to ensure the Bylaws are in accordance with IEEE Bylaws (RAB Item #9A).
57. **APPROVAL OF THE IEEE TECHNICAL CHAPTER AND AFFINITY GROUP FORMATIONS.** The Regional Activities Board *approved* the formation of the IEEE Technical Chapters and Affinity Groups as distributed (RAB Item #9B).
58. **REQUEST FOR FUNDING - "YOUR FUTURE AFTER GRADUATION" VIDEO PROJECT.** As recommended by the GOLD Committee, the Regional Activities Board *defeated* a request to allocate \$5,000 in support of "Your Future after Graduation" Video Project. (RAB Item #5D).
59. **APPROVAL OF 2001 SECTION REBATE SCHEDULE.** The Regional Activities Board *approved* the 2001 Section Rebate Schedule as distributed. All Sections in existence on 31 December 2000 and meeting minimum requirements shall receive a \$1800 annual allowance. In addition, each Section will receive \$3.00 for each Member (all grades including Student and Affiliate) based on 31 December 2000 statistics. Each Chapter & Affinity Group will receive \$180 for each Chapter that holds at least two (2) technical meetings per year, and \$180 for each Affinity Group that holds at least two (2) technical, professional, educational, or administrative meetings per year. (Appendix IV) **Financial Impact to RAB: \$1,900 as indicated in the preliminary 2001 RA Budget.**
60. **RAB REGIONAL CONFERENCES COMMITTEE RESPONSE TO AD HOC REVIEW COMMITTEE RECOMMENDATIONS .** The Regional Activities Board *received* the RAB Regional Conferences Committee response to the RAB RCC Ad Hoc Review Committee report. In addition, the RAB SPC is requested to review both reports and provide input to the RAB Operating Committee. The RAB Operating Committee to provide specific actions for RAB consideration at the November 2000 RAB meeting.
61. **2001 SECTION SUPPORT VIA REGION FUNDS.** The Regional Activities Board *approved* the increase to the 2001 Section Support via Region Funds (SSVR) budget \$44,700 from \$15,000. (Appendix V) **Financial Impact to RAB: \$33,700.**
62. **APPROVAL OF THE FORMATIONS OF IEEE STUDENT BRANCHES AND IEEE STUDENT BRANCH CHAPTERS.** The Regional Activities Board *approved* the formation of IEEE Student Branches and IEEE Student Branch Chapters as distributed. (RAB Item #10A).
63. **ENDORSEMENT OF THE 2001 IEEE POTENTIALS SUBSCRIPTION RATES FOR IEEE MEMBERS.** The Regional Activities Board *endorsed* and recommended the IEEE Executive Committee approve the 2001 IEEE *Potentials* Subscription rates for IEEE Members.
- |    |       |   |                           |
|----|-------|---|---------------------------|
| \$ | 0.00  | - | 1st Year Recent Graduates |
| \$ | 2.00  | - | 2nd Year Recent Graduates |
| \$ | 15.00 | - | 3rd Year Recent Graduates |
| \$ | 5.00  | - | IEEE Student Members      |
| \$ | 15.00 | - | All other IEEE Members    |

*(Editorial note: The IEEE Executive Committee approved the rates on 25 June 2000.)*

64. **ENDORSEMENT OF THE 2001 IEEE POTENTIALS SUBSCRIPTION RATES FOR NON-MEMBERS.** The Regional Activities Board *endorsed* and recommended the IEEE Executive Committee approve the 2001 IEEE *Potentials* Subscription rates for Non-Members. It is recommended that the subscription rate for non-IEEE members be increased from \$25.00 to \$40.00. *(Editorial note: The IEEE Executive Committee approved the rates on 25 June 2000.)*

65. **ENDORSEMENT OF THE 2001 IEEE POTENTIALS ADVERTISING RATES.** The Regional Activities Board *endorsed* and recommended that the IEEE Executive Committee approve the 2001 IEEE *Potentials* Advertising rates as indicated in the RAB Agenda book (RAB Item #10D). The 2001 rates will be maintained at the 2000 rates. (*Editorial note: The IEEE Executive Committee approved this item on 25 June 2000*).
66. **APPROVAL OF FUNDS IN SUPPORT OF IEEE STUDENT MEMBER ATTENDANCE AT IEEE STUDENT-RELATED EVENTS.** The Regional Activities Board *approved* the allocation of up to \$20,000 (\$2,000 per Region) in 2000 to support the participation of Student members attendance at a global IEEE student-related event. The students selected to receive the regional funding and attend the selected event(s) will be chosen by the Regional Student Activities Chair (RSAC) and the Regional Student Representative (RSR) with final approval by the Regional Director. (RAB Item #10E) **Financial Impact to RAB: up to \$20K.**
67. **ENDORSEMENT OF THE REVISION TO IEEE BYLAW I-308.21 AND THE IEEE MEMBERSHIP DEVELOPMENT COMMITTEE CHARTER.** The Regional Activities Board *endorsed* and recommended the IEEE Board of Directors approve the revision to IEEE Bylaw I-308.21 and the IEEE Membership Development Committee Charter. The revisions reflect the decision to merge the positions of RAB VC-Membership Activities and RAB VC – Member Operations. (RAB Item #11A)
68. **APPROVAL OF REVISIONS TO SECTION 6 – RAB ASSEMBLY - RAB OPERATIONS MANUAL.** The Regional Activities Board *approved* a revision to RAB Operations Manual Section 6 – RAB Assembly to include the following statement: “The RAB Assembly may invite any individual to attend the RAB Assembly meeting on ad hoc basis.” (RAB Item #11B)
69. **APPROVAL OF THE FORMATION OF THE IEEE KWANJU SECTION.** The Regional Activities Board *approved* the formation of the IEEE Kwanju Section. The boundaries of the proposed Section will be postal codes 500-559 and 690-699 in Korea. **Financial Impact to RAB: \$1,800.**
70. **APPROVAL OF THE REVISION TO THE REGION 5 BYLAWS.** As recommended by the Region 5 Committee, the Regional Activities Board *approved* the revisions to the Region 5 Bylaws. The changes were administrative and conform to the IEEE Bylaws/Policies. (Appendix VI)
71. **APPROVAL OF THE REVISION TO THE REGION 7 BYLAWS.** As recommended by the Region 7 Committee, the Regional Activities Board *approved* the revisions to the Region 7 Bylaws. The Region 7 Bylaws were revised to reflect administrative changes and conform to the IEEE Bylaws/Policies. (Appendix VII)
72. **APPROVAL OF THE DISSOLUTION OF THE IEEE ILLINOIS VALLEY SECTION.** The Regional Activities Board *approved* the dissolution of the IEEE Illinois Valley Section in Region 4. The Illinois Valley Section has been inactive since 1995.
73. **APPROVAL OF THE DISSOLUTION OF THE IEEE UPPER PENINSULA SUBSECTION.** The Regional Activities Board *approved* the dissolution of the IEEE Upper Peninsula Subsection in Region 4. The subsection failed to submit the required meeting, officer and financial reporting to the IEEE for fifteen years.
74. **APPROVAL OF THE FORMATION OF IEEE ICELAND SECTION.** The Regional Activities Board *approved* the formation of the IEEE Iceland Section. The territory will be the country of Iceland. **Financial Impact to RAB: \$1,800**

75. **APPROVAL TO ALLOCATE FUNDS IN SUPPORT OF REGION 8 ACCREDITATION WORKSHOP.** The Regional Activities Board *approved* an allocation of \$2,500 in 2000 in support of the Region 8 Accreditation workshop. The accreditation workshop will be held in Bratislava, Slovakia. The dates for the workshop will be finalized upon approval of the proposal. Tentative dates are for the fall 2000 or spring 2001 or in conjunction with the EUROCOM 2001 conference, which is scheduled for 5-7 July 2001 in Bratislava. **Financial Impact to RAB: \$2,500.**

<b>End of RAB Consent Agenda</b>
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**EXECUTIVE SESSION.** The Regional Activities Board was in Executive Session from 4:45pm – 4:55pm.

76. **APPROVAL OF RECIPIENTS OF THE SUSTAINING FRIEND OF IEEE REGIONAL ACTIVITIES AWARD.** During Executive Session, the IEEE Regional Activities Board *approved* the following recipients of the Sustaining Friend of IEEE Regional Activities Award. Each recipient will receive a letter and plaque from the Vice President, Regional Activities.

- Cushman & Wakefield, New York, NY (Submitted by IEEE New York Section – R1)  
Citation : "For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section."
- Edwards & Zuck P.C, New York, NY (Submitted by IEEE New York Section – R1)  
Citation : "For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section."
- Raytheon Infrastructure, Lexington, MA (Submitted by IEEE New York Section – R1)  
Citation : "For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section."
- S. W. Electrical Systems, New York, NY (Submitted by IEEE New York Section – R1)  
Citation : "For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section."
- Tri-Tech Enterprises, Inc., Union, NJ (Submitted by IEEE New York Section – R1)  
Citation : "For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section."

77. **SUBMISSION OF REGION BUDGETS TO RAB FINANCE COMMITTEE.** Mr. Dean noted RAB is responsible for all Region funds. RAB should be fiscally responsible and review the Region budgets so it has a better understanding what considerations drive Region Operation expenses. The RAB Finance Committee was requested to prepare a proposal regarding the submission of Region Budgets, which is fair and equitable to all Regions. The Region budgets should be submitted to RAB as soon as possible following Region approval. It was noted that the RAB Finance Committee is not expected to modify any Region budgets but they would review it for information purposes and prepare a summary report which will be distributed RAB. (RAB Item #5B) **A Motion was made that:**

**The IEEE Regional Activities Board to require each Region Director to submit their annual budget to the RAB Finance Committee.**

**The MOTION was APPROVED.**

The Regional Activities Board Meeting recessed at 5:30pm and re-convened on Saturday, 24 June 2000 at 8:00am.

78. **APPROVAL OF THE TRANSLATION OF THE IEEE STUDENT MEMBERSHIP APPLICATIONS FORMS INTO THE SIX UNITED NATIONS LANGUAGES.** The Student Activities Committee (SAC) has recommended that RAB allow the IEEE Student membership application forms to be translated into the six United Nations languages and published on the WWW in the PDF format. (RAB Item #10E) **A Motion was made that:**

**The IEEE Regional Activities Board to authorize the IEEE student membership application forms to be translated into the six United Nations languages and published on the WWW (IEEE Student Concourse) in PDF format.**

**This item was POSTPONED until the November RAB meeting.**

79. **APPROVAL TO PROVIDE A STUDENT BRANCH INCENTIVE REBATE UPON RECEIPT OF COUNSELOR NOMINATION FORM.** The Student Activities Committee has recommended that the RAB approve a Student Branch Incentive Rebate (\$25.00) for the submission of the Student Branch Counselor Nomination form. The goal of this incentive is to increase awareness with Student Branches and Sections regarding the importance of their interaction.(RAB Item #10G) **A Motion was made that:**

**The IEEE Regional Activities Board to approve a \$25.00 Student Branch Incentive Rebate for submission of the Branch Counselor Nomination form.**

**This item was POSTPONED until the November RAB meeting.**

80. **APPROVAL TO CONDUCT A FEASIBILITY STUDY REGARDING STUDENT BRANCH LEADERSHIP TRAINING MATERIALS.** SAC recommended that RAB allocate up to \$5,000 to conduct a feasibility study on updating current Student Branch Leadership training materials. The material includes: (i) assess current materials, (ii) evaluate alternative delivery formats, (iii) determine associated costs, (iv) determine appropriate materials to be included, (v) determine a reasonable time frame to produce this material. (RAB Item # 10H) **A Motion was made that:**

**The IEEE Regional Activities Board to allocate up to \$5,000 for to conduct a feasibility study on updating current Student Branch Leadership training materials.**

**This item was POSTPONED until the November RAB meeting.**

81. **ENDORSEMENT OF STATEMENT REGARDING REGION/SECTION OFFICER TRAINING MATERIAL.** Mr. Bostic reported the RAB Operating Committee endorsed a statement requesting that RAB review the current training material provided to Region/Section officers to ensure that the information distributed conforms to the IEEE Code of Ethics. (Appendix VIII) **A Motion was made that:**

**The IEEE Regional Activities Board to request that each Region review the current training material provided to the volunteer leadership of IEEE geographic units. This review should ensure all training programs include reference to a proactive adherence to the IEEE Code of Ethics and should not directly or indirectly challenge but reinforce, the following:**

- **IEEE shall strive to enhance the quality of life for all people throughout the world through the constructive application of technology in its fields of competence. In addition, all Regions shall endeavor to promote understanding of the influence of such technology on the public welfare. (Source IEEE Constitution)**

- **Training material should note that IEEE shall promote an environment that recognizes a wide range of human experiences, similarities and differences - including race, gender, age, religion, culture, sexual orientation, ethnic and national origin. By showing respect for each individual, as well as his or her identity, customs and beliefs, the IEEE seeks to encourage a spirit of camaraderie and cooperation that benefits the IEEE and the communities we serve. (Source IEEE Staff Diversity Policy)**

**This item was POSTPONED until the November RAB meeting.**

- 82. ENDORSEMENT OF IEEE BYLAW 110.14 - PERMANENT IEEE MEMBERSHIP.** Dr. Carpenter reported that RAB endorsed a Permanent Membership proposal during its February 2000 RAB meeting. RAB is being requested to endorse a Bylaw change, which will establish a permanent membership category. (RAB Item #7E) **A Motion was made that:**

**The IEEE Regional Activities Board to endorse and recommend the IEEE Board of Directors approve the addition of IEEE Bylaw 110.14 – Permanent Membership.**

**This item was POSTPONED until the November RAB meeting.**

- 83. RESOLUTION IN SUPPORT OF HARBANS L. BAJAJ.** Dr. Irving Engelson recommended that RAB acknowledge the passing of the mother of Harbans L. Bajaj, Past Region 10 Director. The RAB Secretary to communicate the following resolution to Mr. Bajaj. **A Motion was made that:**

**The IEEE Regional Activities Board expresses its profound sorrow to its friend and colleague, Harbans L. Bajaj, on the passing of his mother.**

**The MOTION was APPROVED.**

- 84. APPROVAL OF THEME OF 2002 SECTION CONGRESS.** Mr. Van Gelder reported the Sections Congress Steering Committee has recommended that RAB approve “Building Global Bridges” as the theme for Sections Congress 2002. Several samples of the design for the proposed theme were distributed. Mr. Van Gelder noted this design will not compete with the IEEE Master Brand. (RAB Item # 9E). After further discussion, it was agreed that Dan Benigni, Chair, Sections Congress Steering Committee, would take this item back to SCSC for further discussion. A recommendation will be presented to RAB at the November RAB Meeting.

- 85. ENDORSEMENT OF STUDENT TECHNICAL AWARENESS CONFERENCE (S-TAC) PILOT PROGRAM.** Dr. Levent Onural, Region 8 Director-Elect, reported SAC has recommended that RAB provide partial funding in support of a pilot program for a Student Technical Awareness Conference. The proposed conference is intended to increase the technical awareness of Students and will be jointly funded with TAB. The conference will be a single day event, which will be held in three different locations throughout the campus at Columbia University, NY. (RAB Item # 11E) **A Motion was made that:**

**The IEEE Regional Activities Board to allocate \$5,000 in 2000 in support of the development of a Student Technical Awareness Conference (S-TAC) pilot program. This pilot program will be jointly conducted with the Technical Activities Board.**

**The MOTION was APPROVED.**

86. **REVISION TO IEEE BYLAW R-901.4.** In February 2000, RAB endorsed and recommended that the IEEE Board of Directors approve the following revision to IEEE Bylaw R-901.4. The intent of this bylaw revision is to allow the Regions Committee and Region Executive Committees to conduct meetings at the IEEE Operations Center without obtaining approval by RAB. The IEEE Bylaw Review Committee has suggested that the Bylaw be revised prior to being presented to the IEEE Board of Directors since it was noted that Region Executive Committees do not have to seek RAB approval to meet at the IEEE Operations Centers. (RAB Item # 11E) **A Motion was made that:**

**The IEEE Regional Activities Board to endorse and recommend the IEEE Board of Directors approve the revision to IEEE Bylaw R-901.4 – Region Committee.**

**The MOTION was APPROVED.**

*(Editorial Note: IEEE Bylaw 901.4 – Region Committee was approved as modified during the IEEE Board of Directors Meeting on 25 June 2000)*

87. **APPROVAL OF PRELIMINARY 2001 RA INITIATIVES.** The Preliminary 2001 RA Initiatives were included in the RAB Agenda book. (RAB Item # 5D). Each initiative included a project description and cost benefit analysis. Ms. Jankowski gave a short presentation on each initiative. It was noted that each initiative should be assigned to a champion/sponsor and a RAB member should present it to RAB. This funding for the initiative will be from the RAB Reserves; it was noted that it would be beneficial to include a status report on the RAB Reserves. **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the preliminary 2001 RA Initiatives.**

**Financial Impact to RAB: \$817K**

**The MOTION was TABLED.**

Several RAB members were opposed to endorsing all of the initiatives at once. **A Motion was made that:**

**The IEEE Regional Activities Board to endorse and allocate up to \$817K for the 2001 RA initiatives, with the understanding that each initiative will be reviewed and reconfirmed for final endorsement at the November RAB meeting.**

**The MOTION was APPROVED. (10 in favor, 5 against)**

Following approval of the above Motion, it was suggested that each initiative be reviewed individually to determine if it is appropriate for RAB to fund each project. **A Motion was made that:**

**The IEEE Regional Activities Board to reconsider and withdraw the Motion that RAB endorse and allocate up to \$817K for the 2001 RA initiatives, with the understanding that each initiative will be reviewed and reconfirmed for final endorsement at the November RAB meeting.**

**The MOTION was APPROVED. (10 in favor, 5 against)**

Subsequently, a **Motion was made that:**

**The IEEE Regional Activities Board to remove initiatives #6 – Membership Development Grants, #9 – IEEE GOLD Connects Your Future – GOLD Outreach, IEEE GOLD Job Hunting Skills Kit and #10 – Section Communication & Leadership Development and include them in the 2001 RA Operating Budget.**

**The MOTION was WITHDRAWN** after it was determined that RAB would discuss each initiative on an individual basis.

88. **PRELIMINARY 2001 RA INITIATIVE - RAB/TAB SECTION CHAPTER OFFICERS HANDBOOK.** The RAB/TAB Section Chapter Officers Handbook project is a joint effort between RAB and TAB, which involves the development of two working handbooks: Section Officer Handbook and Chapter Handbook and Development guide. This project will address the needs and issues that both RAB and TAB officers face in their local volunteer responsibilities. RAB and TAB will work together to examine the current roles and responsibilities of their corresponding officers and volunteers and will jointly manage the production of the two documents. **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the RAB/TAB Section Chapter Officers Handbook.**

**Financial Impact to RAB: \$20K. (20K in 2001, 17K in 2002 and beyond)**

**The MOTION was APPROVED.**

89. **PRELIMINARY 2001 RA INITIATIVE - WEB-BASED ACCOUNTING AND FINANCIAL REPORTING SYSTEM (WAFR).** The IEEE Controller's Office, Financial Services and the Regional Activities departments are working with several vendors to develop and implement a web-based accounting and financial reporting system for IEEE geographic units. The system would allow volunteers to input their financial transactions (i.e. deposits, transfers from other accounts). Concentration Banking would also be linked into the system so they could reconcile their checking account. Several RAB members were in favor of this initiative because it could be used to assist Sections in the management of their finances. **A Motion was made that:**

**The Regional Activities Board to endorse the Web-based Accounting and financial reporting system (WAFR) initiative.**

**Funding from RAB to be determined.**

**The MOTION was APPROVED.**

90. **PRELIMINARY 2001 RA INITIATIVE - REGION/SECTION TREASURER TRAINING PROGRAM.** Aspects of this project include the development of a video, CD, & web-based program to assist in the training of treasurers in financial management for their unit, as well as IEEE-required reporting, & preparation of reports. The program will be user friendly & easily accessible. **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the Region/Section Treasurer Training Program initiative.**

**Financial Impact to RAB: \$50K. (50K in 2001, 5K in 2002 and beyond)**

**The MOTION was APPROVED.**

91. **PRELIMINARY 2001 RA INITIATIVE - IEEE VIRTUAL COMMUNITIES.** This project provides funding to develop pilot on-line virtual communities that are independent of geographic parameters, and are based upon IEEE related (technical/professional) field of interest. It was noted that several Regions are conducting meeting electronically. **A Motion was made that:**

**The Regional Activities Board to endorse the IEEE Virtual Communities initiative.**

**Financial Impact to RAB: \$60K.**

**The MOTION was APPROVED.**

92. **PRELIMINARY 2001 RA INITIATIVE - UNIVERSITY PARTNERSHIP PROGRAM EXPANSION.** The University Partnership Program concept was developed in 1999 by the Marketing department. This program would continue support for the existing University Partnership Program sites in the US and expand the program to five Universities outside the US and fund the evaluation of this program. The program consists of linking electronic publication sales to the geographic units and Student Branches. In addition, it includes working with Universities and Student Branches, Counselors and libraries to form a partnership. This program would not be available to all Student Branches, only to those who have subscribed to IEEE publications. It was noted this program might not be a catalyst for Student Branch growth. **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the University Partnership Program Expansion.**

**Financial Impact to RAB: \$80K**

**The MOTION was DEFEATED.**

93. **PRELIMINARY 2001 RA INITIATIVE - MEMBERSHIP DEVELOPMENT GRANTS.** It is proposed that IEEE allocates seed money for volunteer committees to research or pilot new initiatives designed to support membership. These pilots would be eligible for grants of up to \$5K on the submission of a proposal and agreement of the volunteer committee. The intent of this program is to determine what is important to local volunteers and to give them the support/funding that they need. **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the Membership Development Grants initiative.**

**Financial Impact to RAB: \$50K**

It was noted that there was a consensus that RAB should support this project and, to ensure that it is funded, this initiative should be included in the 2001 RA Operating Budget. **A Substitute Motion was made that:**

**The IEEE Regional Activities Board to remove the Membership Development Grants Initiative from the 2001 RA Initiative list and allocate funds in support of this project in the 2001 RA Operating Budget.**

**Financial Impact to RAB: \$49K**

**The MOTION was APPROVED.**

94. **PRELIMINARY 2001 RA INITIATIVE - ENHANCED MEMBER COMMUNICATIONS.** IEEE Staff is developing a comprehensive overall member communications plan to provide a consistent “look and feel” for all member communications. The project will include the development of Membership Development training materials for delivery via the web, personalized/individualized new member outreach, personalization of the web renewal, personalized emails and revised graduating Student dues renewal form.

It was requested that the following project be included in the description: Provide the Sections the ability to generate Email lists from the membership database of the members within their Section. **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the enhanced Member Communications initiative.**

**Financial Impact to RAB: Not to exceed \$105K**

**The MOTION was APPROVED.**



95. **PRELIMINARY 2001 RA INITIATIVE - ELECTRONIC MEMBERSHIP – OUTSIDE NORTH AMERICA AND GOLD MEMBERS.** This initiative originated from the electronic membership-working group. The project is specifically targeted towards Graduates of the Last Decade (GOLD) and IEEE members outside North America. Other Boards (TAB, PAB) have discussed how they might provide IEEE membership at the lowest possible cost and what do they could do to enable that. Many RAB members were in favor of this initiative but specific details regarding the proposal were not available. It was noted that conducting business electronically is good business practice for IEEE. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the 2001 RA Electronic Membership Initiative with the understanding that it will be reviewed in concurrence with the RA Budget process and it will be reconsidered with final confirmation and endorsement at the next RAB meeting.**

**Financial Impact to RAB: \$100K.**

Since additional information is necessary it was recommended that RAB reduce proposed funding \$50K. **A Motion was made that:**

**The IEEE Regional Activities Board to allocate \$50K in support of the Electronic Membership Initiative.**

**The MOTION was DEFEATED. (4 in favor, 8 against)**

**The original MOTION was APPROVED. (11 in favor, 1 against – W.C. Anderson)**

96. **PRELIMINARY 2001 RA INITIATIVE - IEEE GOLD CONNECTS YOUR FUTURE – GOLD OUTREACH AND IEEE GOLD JOB HUNTING SKILLS KIT - GOLD OUTREACH.** The IEEE GOLD Committee would like to develop a promotional piece directed for graduating students, graduate students and other young professionals on the benefits of retaining their IEEE membership by their involvement in volunteer activities. In addition, it would like to develop a employment-search skill kit directed at graduating students. RAB members were in support of these projects. It was suggested that this initiative be removed from the initiative list and be included in the 2001 RA Operating Budget. **A Motion was made that:**

**The IEEE Regional Activities Board to include the 2001 RA Initiative – GOLD Connects Your Future/GOLD Outreach in the 2001 RA Operating Budget.**

**Financial Impact to RAB: \$49K.**

**The MOTION was APPROVED.**

97. **PRELIMINARY 2001 RA INITIATIVE - SECTION COMMUNICATION AND LEADERSHIP.** RAB and TAB are collaborating on a project, which will address Section/Chapter rejuvenation through mailings to inactive units. Leadership Development is also part of this initiative in which “train the trainer” sessions will be presented throughout the Regions to develop leadership skills among IEEE volunteers and members. **A Motion was made that:**

**The IEEE Regional Activities Board to approve 2001 RA Initiative – Section Communication and Leadership.**

**Financial Impact to RAB: \$35K.**

It was suggested that this initiative be removed from the initiative list and included in the 2001 RA Operating Budget. **A Substitute Motion was made that:**

**The IEEE Regional Activities to remove 2001 RA Initiative #10 – Section Communication and Leadership and include it in the 2001 RA Operating Budget.**

**Financial Impact to RAB: \$35K (\$20K – Rejuvenation, \$15K Leadership).**

**The MOTION was APPROVED.**

- 98. FUTURE PRESENTATIONS FOR RA INITIATIVES.** Dr. Engelson noted that in the future, it would be appropriate for RA volunteers to present RA Initiatives before RAB. **A Motion was made that:**

**The IEEE Regional Activities Board to approve that programs and initiatives should have a volunteer owner/champion whom will be responsible for presenting and defending the proposals.**

**If the volunteer owner/champion is not expected to attend the RAB meeting, the appropriate RAB Vice Chair to serve as Champion.**

**In addition, it is requested that the RAB Advisory Ad Hoc Committee to review the Initiative process.**

**The MOTION was APPROVED.**

- 99. UPDATE ON FINANCIAL IMPACT OF RAB ACTIONS.** Treasurer Dean presented the financial impact of RAB Actions as follows:

RAB OpCom Meeting in Malaysia (applied in 2000).....	\$20K
Student Attendance at IEEE Student Related events (applied in 2000) .....	\$20K
S-TAC Pilot Program (applied in 2000).....	\$5K
Kwanju Section Formation (applied in 2001).....	\$1.8K
Iceland Section Formation (applied in 2001) .....	\$1.8K
Region 8 Accreditation Workshop (applied in 2000).....	\$2.5K
Increase in SSVR Funds (applied in 2001).....	\$29.7K
<b>Total</b> .....	<b>\$83.3K</b>

- 100. TIME AND LOCATION OF THE NEXT RAB MEETING.** Chair Bastos announced the next RAB meeting is scheduled for Friday, 17 November 2000 at the Hyatt Regency Westshore in Tampa, FL.

The meeting was adjourned at 10:15am on Saturday, 24 June 2000.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

**Minutes**  
**IEEE Regional Activities Board Meeting**  
**11 February 2000**  
*Inter-Continental Hotel*  
*New Orleans, LA*

*(Privelege Information - approved on 23 June 2000)*

A Regional Activities Board Caucus was conducted on 11 February 2000 from 7:35am until 11:25am at the Inter-Continental Hotel in New Orleans, LA. During this time, reports and items from the meeting agenda were presented and RAB determined if an item should be placed on the RAB Consent Agenda or the RAB Action Agenda. Additional reports and presentations were given during the Caucus. Copies of these reports are attached. Appendix I

Mr. Antonio C. Bastos, Chair - IEEE Regional Activities Board (RAB), called the first meeting of the 2000 Regional Activities Board to order at 1:05pm on 11 February 2000.

1. **WELCOME AND INTRODUCTIONS CHAIR.** Bastos welcomed RAB members and guests to the meeting. Mr. Joseph Lillie, Region 5 Director, welcomed everyone to Region 5. All attendees were asked to introduce themselves. Appendix II
2. **REVIEW AND ADOPTION OF MEETING AGENDA.** The meeting agenda was adopted as written.
3. **RESOLUTION FOR RAYMOND D. FINDLAY.** The following resolution was presented:

Whereas, Dr. Raymond D. Findlay has served the IEEE as a dedicated and contributing member of the Regional Activities Board during the years 1990 to 2000;

Whereas, Dr. Raymond D. Findlay, in his service to the Regional Activities Board, has actively promoted the concerns of students, IEEE Canada and all IEEE geographic entities;

Whereas, Dr. Raymond D. Findlay has demonstrated his continued commitment to realizing the mission of the Regional Activities Board by enhancing the value of IEEE membership and improving the interaction between the Regional Activities Board and other IEEE entities,

Be it therefore resolved that the 2000 IEEE Regional Activities Board recognizes the outstanding accomplishments of Dr. Raymond D. Findlay and expresses its sincere appreciation for his dedication, exemplary leadership, and devoted service to the IEEE Regional Activities Board and the regional activities of the Institute.

**A Motion was made that:**

**The Regional Activities Board to approve, by acclamation, the resolution for Past RAB Chair, Raymond D. Findlay.**

**The Motion was APPROVED.**

4. **REGION 10 REPRESENTATION.** In the absence of Region 10 Director, Takuo Sugano, the Regional Activities Board requested that Teck-Seng Low, Region 10 Director-Elect be allowed to serve as a voting member of RAB during the 11 February 2000 RAB Meeting. **A Motion was made that:**

**The Regional Activities Board to permit, Teck-Seng Low – Region 10 Director-Elect, to serve as a voting member of RAB during the 11 February 2000 RAB meeting.**

**The Motion was APPROVED.**

5. **ANNOUNCEMENT OF RAB RECIPIENTS OF IEEE THIRD MILLENNIUM MEDALS.** Chair Bastos announced the following RAB recipients of the IEEE Third Millennium Medals: Dale C. Caston, Gerald Karam, Maurice Papo, Michael N. Van Chau and Michael J. Whitelaw. The recipients will be contacted regarding the presentations of the medals.

<b>Items #6 through #33 were approved as part of the RAB Consent Agenda</b>
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6. **APPROVAL OF THE 12 NOVEMBER 1999 RAB MINUTES.** The Regional Activities Board *approved* the 12 November 1999 RAB Minutes as distributed.
7. **APPROVAL OF MEMBERS OF THE 2000 RAB COMMITTEES.** The IEEE Regional Activities Board *confirmed* the RAB appointments to the 2000 RAB Standing Committees and Joint RAB Standing Committees (RAB Item # 3A).
- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• RAB Awards &amp; Recognition Committee</li><li>• RAB Graduates of the Last Decade</li><li>• RAB Regional Conferences Committee</li><li>• RAB Strategic Planning Committee</li></ul> | <ul style="list-style-type: none"><li>• RAB Student Activities Committee</li><li>• EAB/RAB Reference List of Educational Programs Committee</li><li>• RAB/TAB Section/Chapter Support Committee</li><li>• Transnational Committee</li></ul> |
|---|---|
8. **APPROVAL OF RAB AD HOC ADVISORY COMMITTEE.** The IEEE Regional Activities Board *approved* the establishment of the RAB Ad Hoc Advisory Committee. The Ad Hoc Committee to consist of the following individuals: Dan Benigni – Chair, Paul Cheung, John Damonte, Ray Findlay, Maurice Papo, John Reinert. Most of this committee's activity will be conducted via conference call and email. (RAB Item #3B) **Financial Impact to RAB: 2K.**
9. **RATIFICATION OF 2000 REGIONAL ACTIVITIES BUDGET.** The Regional Activities Board *ratified* the 2000 Regional Activities Budget. Mr. George Dean, RAB Treasurer, noted that this Budget was approved at the November 1999 RAB meeting but must be ratified by the 2000 Regional Activities Board. (RAB Item #5A)
10. **APPROVAL OF THE 1999 RECIPIENTS OF THE RAB SECTION MEMBERSHIP GROWTH AWARD.** Mr. Louis A. Luceri, Vice Chair - Membership Activities reported the RAB Awards & Recognition Committee has recommended that RAB approve the following recipients of the 1999 RAB Section Membership Growth Award:

**10. APPROVAL OF THE 1999 RECIPIENTS OF THE RAB SECTION MEMBERSHIP GROWTH AWARD. (CONTINUED)**

Region 1	Providence	Region 6	Tucson
Region 2	Central Pennsylvania	Region 7	Saint Maurice
Region 3	Nashville	Region 8	Iran
Region 4	Central Iowa	Region 9	Venezuelan
Region 5	South Plains	Region 10	Delhi

The Regional Activities Board **approved** the recipients of the 1999 RAB Section Membership Growth Award. Each Section will receive a letter and certificate from Vice President-Regional Activities. (RAB Item #7A)

**11. APPROVAL OF THE 1999 RECIPIENTS OF THE RAB STUDENT BRANCH MEMBERSHIP GROWTH AWARD.** Mr. Luceri reported the RAB Awards & Recognition Committee has recommended that RAB approve the following recipients of the 1999 RAB Student Branch Membership Growth Award:

Region 1	Worcester Polytechnic Institute	Region 5	University of Texas - San Antonio
Region 2	DeVry Institute of Technology - Columbus	Region 6	University of Santa Clara
Region 3	Auburn University	Region 7	McGill University
Region 4	Rose-Hulman Institute of Technology	Region 8	University of Macau
		Region 9	Universidad de Costa Rica
		Region 10	Thadomal Shahani Engineering College

The Regional Activities Board **approved** the recipients of the 1999 RAB Student Branch Membership Growth Award. Each Student Branch will receive a letter and certificate from Vice President-Regional Activities. (RAB Item # 8A)

**12. RAB AWARDS & RECOGNITION COMMITTEE MEETINGS IN 2000.** In November 1999 RAB approved in principle, to permit the RAB Awards & Recognition Committee to conduct one face-to-face meeting annually. The Regional Activities Board **approved** the request to allow the RAB Awards & Recognition Committee to conduct one face-to-face meeting annually. The RAB Awards & Recognition Committee will use this meeting to review RAB Award nominations and conduct other committee business (i.e review/approve new awards). (RAB Item # 7C) **Financial Impact to RAB in 2000: \$3.5K**

**13. APPROVAL OF REVISION OF GOLD AWARDS.** In November 1999, RAB approved the transfer of the administration of the GOLD awards from the IEEE Membership Development Committee (MDC) to the RAB Awards & Recognition Committee. The GOLD awards have been revised to reflect this change. The Regional Activities Board **approved** the revisions to the GOLD Awards. (RAB Item #7D)

**14. ENDORSEMENT OF ELECTRONIC PUBLICATIONS ACCESS PROPOSAL.** Dr. Lynn Carpenter, Vice Chair - Member Operations indicated that PAB, RAB and TAB are working together to develop an idea to offer IEEE recent graduates (G1-G5) an opportunity to have Internet access to all IEEE publications through IEEE Xplore and a limited number (24 per year) of full-text downloads of publications. This service would be available for a fee of \$20 per year. The Regional Activities Board **endorsed** the electronic publications access proposal for implementation for September 2001. (RAB Item # 8A)

**15. APPROVAL OF REVISED SECTION BYLAWS.** Mr. Arthur Van Gelder, Vice Chair - Region, Section and Chapter Activities reported the IEEE Lima, Fort Worth, Foothill and Minas Gerais Sections have revised their Bylaws. All documents have been approved by the Regional Directors and reviewed by Regional Activities staff to ensure they are in accordance with IEEE Bylaws. The Regional Activities Board **approved** the following IEEE Section Bylaws: Lima, Fort Worth, Foothill and Minas Gerais. (RAB Item #9A)

16. **APPROVAL OF THE IEEE TECHNICAL CHAPTER FORMATIONS AND AFFINITY GROUPS.** A list of new IEEE Technical Chapters and Affinity Groups was distributed. All of the Region Directors and the appropriate Society Presidents have been contacted and agreed that the units may be formed. The Regional Activities Board *approved* the formation of the IEEE Technical Chapter and Affinity Group formations as indicated in the RAB Agenda Book. (RAB Item # 9B)

A list of new IEEE Technical Chapters and Affinity Groups was distributed. All of the Region Directors and appropriate Society Presidents have been contacted and agreed that the Technical Chapters and Affinity Groups should be formed. The Regional Activities Board approved the formation of the IEEE Technical Chapter and Affinity Group formations as indicated in the RAB Agenda Book.

17. **APPROVAL OF REQUEST FOR REGIONAL SECTIONS CONGRESS COORDINATORS.** The Regional Activities Board *approved* a request for each Region Director to appoint a Regional Sections Congress Coordinator for 2002. The Region Coordinator communicates directly with the Section officers about the event at Region meetings, serves as a liaison with staff in this capacity, and is a resource for the Region, Sections and staff in the planning process. (RAB Item # 9C)
18. **APPROVAL OF SECTIONS CONGRESS 2002 COMMITTEE CHAIRS.** The Regional Activities Board *approved* the appointment of John Reinert as the Sections Congress 2002 Program Committee Chair and Satish Aggarwal as the SC'02 Local Arrangements Committee Chair. (RAB Item # 9D)
19. **APPROVAL OF INCREASE IN AFFINITY GROUP REBATES.** The Regional Activities Board *approved* an increase in the Affinity Group rebate from \$150 to \$180. It was noted the Affinity groups should not be treated any differently than any other group. (RAB Item # 9F) **Financial Impact to RAB in 2000: \$700**
20. **APPROVAL OF THE IEEE STUDENT BRANCH FORMATIONS.** A list of new Student Branches was distributed. The Regional Activities Board *approved* the IEEE Student Branch formations as distributed. (RAB Item #10A)
21. **APPROVAL OF 2000/2001 RAB STRATEGIC AND OPERATIONAL PLAN.** Mr. Bostic reported in November 1999, the Regional Activities Board approved the 2000/2001 RAB Strategic and Operational Plan (SOP). The RAB Strategic Planning Retreat produced six issues for inclusion in the 2000/2001 RAB SOP. It was noted that the issue "assure that the IEEE is structured to effectively provide for member needs" was combined with the current RAB Objective "Evolution of RAB." The Regional Activities Board *approved* the 2000/2001 RAB Strategic and Operational Plan. (RAB Item #11A)
22. **REVISION TO IEEE BYLAW R-901.4 - REGION COMMITTEE.** Mr. Bostic reported that the RAB SPC noted that Region Committees (including Region Executive Committees) should have an opportunity to conduct meetings at IEEE Headquarters. The RAB Strategic Planning Committee endorsed and recommended that RAB approve a revision to IEEE Bylaw 901.4. The Regional Activities Board *endorsed and recommended* that the IEEE Board of Directors approve the revision to IEEE Bylaw R-901.4 – Region Committee. (RAB Item #11E).
23. **APPROVAL OF THE REVISION TO THE TRANSNATIONAL COMMITTEE CHARTER, IEEE BYLAWS AND RAB OPERATIONS MANUAL.** Mr. Dave Green, Chair, Transnational Committee reported that in November 1999, RAB approved, in principle, the revision to the Transnational Committee Charter. The revisions include the following entities as representatives on the Transnational Committee: Publication Activities Board (PAB), Educational Activities Board (EAB) and Standards Association (SA). The Regional Activities Board *approved* the revision to the Transnational Committee Charter and the RAB Operations Manual. The Regional Activities Board *endorsed and recommended* the IEEE Board of Directors approve the revisions to IEEE Bylaws R-404 (Coordination of RAB Standing Committees) and R-406.2 (Joint Standing Committees). (RAB Item # 11F)

24. **REPORT OF RAB REGIONAL CONFERENCES COMMITTEE REVIEW AD HOC COMMITTEE.** In June 1999, RAB approved the formation of an ad hoc committee to review the RAB Regional Conferences Committee. The Review Ad Hoc committee reviewed RAB RCC activities and produced a report, with several recommendations regarding the RAB RCC. The Regional Activities Board *received* the report of the RAB Regional Conferences Committee Ad Hoc Review Committee. The RAB Regional Conferences Committee was instructed to provide a response to the report at the June RAB Meeting. In addition, the ad hoc review committee was disbanded. (RAB Item # 11G)
25. **RENAME REGIONAL COMMITTEE TO BOARD OF GOVERNORS.** Mr. Bostic reported that Administrative Committees (AdComs) normally govern Societies. Many Societies found it to be advantageous and changed the name of their AdCom to Board of Governors. RAB is requested to permit Regions, who so desire, to name their governing Committees as Board of Governors, the same as Societies can do. It was noted the name change may help with volunteer recruitment. The Regional Activities Board *approved* the proposal to permit any Region, if they so desire, to rename its Region Committee a "Board of Governors." (RAB Item # 11I)
26. **REVIEW OF RAB STANDING COMMITTEES IN 2000.** The Regional Activities Board *approved* the formation of ad hoc committees to review the following RAB committees in 2000: RAB Finance, RAB Student Activities, RAB/TAB Section/Chapter Support and the RAB Nominations and Appointments Committee.
- In addition, the Regional Activities Board instructed the RAB Chair to contact the TAB Chair to ensure that the review of the RAB/TAB Section/Chapter Support Committee is joint review with RAB/TAB participating equally. (RAB Item # 11J)
27. **2000 MEMBERSHIP ACTIVITIES.** It was reported that IEEE membership increased 5.2% in 1999. In addition, there were 1,425 Senior Member elevations. The MDC has a long range strategic plan (2001-2004) which will evaluate committee objectives and identify barriers to achieving goals. The Regional Activities Board *approved* the following Membership goals for 2000:
- Achieve 365,000 IEEE members
  - Achieve 57,000 Student members
  - Elevate 1,600 individuals to Senior Member
  - Achieve 255,00 dues paying members
  - Plan 2001 MD Retreat - target 90% attendance
  - Stabilize retention at 86%
28. **APPROVAL TO PERMIT THE REGION 5 EXECUTIVE COMMITTEE TO CONDUCT A MEETING IN PISCATAWAY, NJ.** It was reported that the Region 5 Executive Committee would like to conduct a meeting in Piscataway, NJ. The Regional Activities Board *approved* the request to permit the Region 5 Executive Committee to hold a meeting in Piscataway, NJ in 2000. (RAB Item # 12B)
29. **APPROVAL OF THE FORMATION OF THE IEEE ISLAMABAD SECTION.** Dr. Takuo Sugano, Region 10 Director, reviewed and endorsed the petition regarding the formation of the IEEE Islamabad Section. The Regional Activities Board *approved* the formation of the IEEE Islamabad Section (formerly a Subsection). (RAB Item # 12C)
30. **APPROVAL TO ALLOW GEOGRAPHIC ENTITIES TO CREATE ALIGNMENTS ON GOVERNMENTAL BOUNDARIES.** The Regional Activities Board *approved, in principle*, to allow all geographic entities to create alignments on governmental boundaries. The RAB Strategic Planning Committee will review the RAB Operations Manual and IEEE Bylaws and if necessary present appropriate revisions to RAB. (RAB Item # 13B)

31. **RAB POSITION ON THE UNBUNDLING OF IEEE MEMBERSHIP DUES.** The Regional Activities Board *approved* a motion that objects to unbundling of any geographic entity without RAB's prior concurrence. (RAB Item # 13C)
32. **FORMATION OF RAB NEEDS AND SERVICES CORRELATION AD HOC COMMITTEE.** The Regional Activities Board *approved* the formation of a RAB Needs and Services Correlation (NSC) Ad Hoc Committee to correlate member needs with member benefits and prepare a detailed report on the ad hoc committee findings. (RAB Item # 13D) **Financial Impact to RAB: 1K**
33. **FORMATION OF RAB INDUSTRY RELATIONS COMMITTEE .** The Regional Activities Board *approved, in principle*, the formation of a RAB Industry Relations Committee and instructed the RAB Strategic Planning Committee to develop a committee charter. (RAB Item #13E)

<b>End of RAB Consent Agenda</b>
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**EXECUTIVE SESSION** The Regional Activities Board was in Executive Session from 2:35 - 2:45pm.

34. **APPROVAL OF THE RECIPIENTS OF THE SUPPORTING FRIEND OF IEEE REGIONAL ACTIVITIES AWARD.** During Executive Session, the Regional Activities Board *approved* the following recipients of the Supporting Friend of IEEE Regional Activities Award. Each recipient will receive a letter and certificate from the Vice President-Regional Activities:
- Cushman & Wakefield, New York, NY  
Citation : "For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section."
  - Edwards & Zuck P.E, New York, NY  
Citation : "For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section."
  - Raytheon Infrastructure, Lexington, MA  
Citation : "For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section."
  - S.W. Electrical Systems, New York, NY  
Citation : "For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section."
  - Tri-Tech Enterprises, Inc., Union, NJ  
Citation : "For distinguished and continuing exceptional service to the IEEE and the IEEE New York Section."
35. **PERMANENT MEMBERSHIP PROPOSAL.** Dr. Lynn Carpenter reported the IEEE Membership Development Committee endorsed the establishment of a permanent membership category A copy of his presentation is attached (Appendix III). The permanent membership category would be available to all IEEE members. It is recommended that the following rates be established:
- |             |                             |           |                             |
|-------------|-----------------------------|-----------|-----------------------------|
| Regions 1-6 | US \$2,300                  | Region 9  | US\$1,800                   |
| Region 7    | US\$2,000 (plus GST or HST) | Region 10 | US\$1,800 (except in Japan) |
| Region 8    | US\$2,000                   | Japan     | US\$2,300                   |



**35. PERMANENT MEMBERSHIP PROPOSAL (CONTINUED)**

The payment must be made in one lump sum payment or in two payments in the same year. Dr. Carpenter noted the present value calculation assumed a 2% rate of inflation. It is recommended that the dues amounts be reviewed annually prior to the new program period and adjusted if necessary. Several RAB members were in favor of this proposal because it offers an alternative for new IEEE members. It was noted this program is targeted for GOLD members to address the retention issue associated with that group. **A Motion was made that:**

**The Regional Activities Board to endorse and recommend the IEEE Board of Directors approve the establishment of a permanent membership category beginning with the 2001 membership year.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED.**

**36. APPROVAL OF THE REGION 7 REGINALD FESSENDEN SILVER MEDAL.** Mr. Louis Luceri reported Region 7 would like to establish the Region 7 Reginald Fessenden Silver Medal. (RAB Item #7H) This annual award will be given to a Canadian who has made important contributions to the advancement of telecommunications technologies and their application in society. It was noted this award is in compliance with current the hierarchy structure for Region Awards. **A Motion was made that:**

**The Regional Activities Board to approve the establishment of the Reginald Fessenden Silver Medal in Region 7.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED.**

**37. APPROVAL OF REVISIONS TO SECTIONS CONGRESS STEERING COMMITTEE CHARTER.** It was noted that this item was discussed during the RAB Caucus. Mr. Bostic reported the SCS Steering Committee Charter was updated with the following revisions:

- Reflects the reporting relationship to RAB through the Vice Chair of Region, Section and Chapter Activities;
- Clarifies the requirements for members of the Program Committee;
- Includes structure of meetings;
- Changes the names of the Local Arrangements Subcommittees;
- Adds the three Track Chairs to the Program Committee;
- Consolidates Opening, Closing and Plenary Speaker Subcommittees into one

In addition to the changes stated above, it was recommended that editorial revisions are made to the Mission and the phrase "subject to the approval by RAB" be included in the function. The Sections Congress Steering Committee Charter with these revisions is shown in Appendix IV. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the revisions to the Sections Congress Steering Committee Charter as amended.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED.**

38. **ENDORSEMENT OF REVISION TO IEEE BYLAWS R-203, R-205.1, R-205.2, R-502.** Mr. Bostic reported the Regional Activities Board approved the merger of the positions of Vice Chair - Membership Activities and RAB Vice Chair - Member Operations. This merger requires revisions to IEEE Bylaws R-203, R-205.1, R-205.2, R-502. It was noted any concerns regarding the responsibilities of the Vice Chair - Member Activities with regard to Regional Activities Information Technology should be forwarded to the RAB Strategic Planning Committee. A Motion was made that:

**The Regional Activities Board to endorse and recommend the IEEE Board of Directors approve the revisions to IEEE Bylaw R-203, R-205.1, R-205.2, and R-502.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED.**

39. **REVISION TO RAB OPERATIONS MANUAL - SECTION 6 - RAB ASSEMBLY.** Mr. Bostic reported the RAB Assembly procedures (Section 6) have been revised to correspond to the IEEE Assembly election procedures. In addition, it was recommended that the RAB N&A Committee Chair attend the RAB Assembly election. Some RAB members expressed concern about the RAB N&A Chair's presence at the RAB Assembly meeting. Other RAB members noted it would be useful to have the RAB N&A Chair available if necessary. It was also noted that the RAB N&A Committee Chair could assist the RAB Secretary as a teller during the meeting. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the revisions to the RAB Operations Manual- Section 6 as recommended by the RAB Strategic Planning Committee.**

Mr. W. Cleon Anderson, Region 6 Director, recommended that RAB amend the motion into two parts as follows:

**The Regional Activities Board to approve the revisions to the RAB Operations Manual - Section 6 . The RAB Assembly procedures have been revised to correspond to the IEEE Assembly election procedures.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED.**

**The Regional Activities Board to permit the RAB N&A Committee Chair to be present at the RAB Assembly.**

**The Motion was TABELED until the June RAB Meeting.**

40. **IEEE INTERNATIONAL STUDENT EXCHANGE PROGRAM.** Dr. Remshardt reported that the International Student Exchange Program was initiated through Region 8 and Region 9 Committees, Students and Young Professionals. They would like to compile a list of the Universities (worldwide) which presently support and participate in Student Exchange Programs. The IEEE Foundation has shown interest and has agreed to provide preliminary support to cover administrative and start up costs. A copy of his presentation is shown in Appendix V. A status report will be given at the June RAB meeting. **A Motion was made that:**

**The Regional Activities Board to endorse the International Student Exchange Program in principle with the understanding that there would be no financial implications to RAB.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED.**

- 41. FINANCIAL IMPACT IN 2000 OF RAB ACTIONS.** RAB Treasurer Dean presented the financial impact of RAB Actions as follows:

RAB Advisory Ad Hoc Committee .....	\$2,000
RAB ARC meetings in 2000 .....	\$3,500
Affinity group funding – 2000 rebate schedule .....	\$700
NSC Ad Hoc Committee .....	\$1,000
<b>Total .....</b>	<b>\$7,200</b>

- 42. REPORT FROM THE RAB VICE CHAIR - REGION, SECTION AND CHAPTER ACTIVITIES.** Mr. Van Gelder reported the Sections Congress 99 recommendations were assigned to the RAB/TAB Section/Chapter Support Committee. Several committee members were assigned these tasks throughout the year.

- 43. REPORTS OF THE REGION DIRECTORS.** Each Region Director was given an opportunity to report on activities within their Region. The following Directors provided a verbal or written report.

- a) Region 1: Dr. Engelson reported that Region 1 held a meeting on 4-5 February 2000 in Burlington, VT. The meeting agenda was generated electronically and placed on the Web. IEEE President Elect Joel Snyder received the RAB Larry K. Wilson Transnational Award during the meeting. A presentation on IEEE-USA activities was given to the Region Committee.
- b) Region 2: Mr. Kalasky reported Region 2 put a significant emphasis on Student Activities in 1999 with 6 Student Professional Awareness Conferences (SPAC) being held. It was noted the major focus of these conferences was emphasis on young member retention. The goal for 2000 is to have 10 SPACS planned by the end of the year.
- c) Region 5: Mr. Lillie indicated his report was distributed at the meeting (Appendix VI).
- d) Region 8: Dr. Remshardt reported the Region 8 Committee will meet in Oslo, Norway, 19-21 May. The second meeting would be in Cairo Egypt, 14-15 October. There will be two prestigious conferences held in Region 8 this year: MELECON 2000 in Cypress, 19-31 May and Interdisciplinary Conference on Electrical, Electronics & Computer Engineering Education in Davos Switzerland, 10-15 September 2000. The second Student Branch Congress will be held in Eindhoven 14-19 May 2000. All Student Branch Chairs from the US and Canada are welcome to attend.

- 44. TIME AND LOCATION OF THE NEXT MEETING.** Chair Bastos announced the next RAB Caucus and Meeting would be held in Vancouver, Canada on 23 June 2000. The meeting was adjourned at 4:15 pm.

Respectfully submitted,



Cecelia Jankowski  
RAB Secretary

# **IEEE Regional Activities Board Minutes**

**12 November 1999**

*Snowbird Ski and Summer Resort  
Snowbird, UT USA*

*(Privileged information, subject to confirmation)*

Mr. Daniel R. Benigni, Chair, IEEE Regional Activities Board (RAB), called the final meeting of the 1999 Regional Activities Board to order at 8:06 am on Friday, 12 November 1999 at the Snowbird Ski and Summer Resort Snowbird, UT USA.

**103. WELCOME AND INTRODUCTIONS** Chair Benigni welcomed RAB members and guests to the meeting. In addition, W. Cleon Anderson, Region 6 Director, welcomed everyone to Region 6. All attendees were asked to introduce themselves. (Appendix XXV)

**104. PRESENTATION TO SC'99 PROGRAM COMMITTEE CHAIR** - Chair Benigni presented Mr. Howard Wolfman, Chair - Sections Congress '99 Program Committee, with a plaque of appreciation for exemplary service as Chair of the IEEE Sections Congress 1999 Program Committee.

**105. RESULTS OF RAB ASSEMBLY ELECTION** Chair Benigni announced the results of the RAB Assembly Election held on 10 November 1999. The individuals will serve on RAB in the year 2000.

Vice President - Regional Activities/RAB Chair	Antonio C. Bastos
RAB Vice Chair - Region, Section, Chapter Activities	Arthur Van Gelder
RAB Vice Chair - Member Operations	Lynn A. Carpenter
RAB Vice Chair - Membership Activities	Louis A. Luceri
RAB Vice Chair - Strategic Planning	Harry D. Bostic
RAB Vice Chair - Student Activities	Gozde Bozdagi
RAB Treasurer	George R. Dean

**106. REVIEW AND ADOPTION OF AGENDA** The agenda was approved with the following modifications:

Additions:

- # 42. Discussion Item - Transnational Committee
  - A. Revision to RAB/TAB Transnational Committee Charter.
  - B. Receipt of 1999 Globalization Survey Report.
  - C. Approval of the IEEE Operational definition of Global.
- # 63. Discussion Item - RAB Streamlining Decision Making Ad Hoc Committee
  - A. Volunteer/Staff Relations Statement.
  - B. IEEE Entity Position Statements.
- # 73. Information Item - Chapters Coordinator Meeting
- # 93. Information Item - IEEE Section Significant Anniversaries - 2000
- # 94. Information Item - RAB/TAB Transnational Committee Summary

**107. APPROVAL OF THE CONSENT AGENDA** The Consent Agenda was approved with the following modifications:

Deletions to the Consent Agenda

Item # 7 - Dissolution of Technical Chapters (Moved to Action Agenda)

Item #10 - Approval of Student Branch Formations (Moved to Action Agenda)

The following items were approved:

- A. Approval of the 25 June 1999 RAB Minutes. The 25 June 1999 RAB Minutes were reviewed and approved as distributed.
- B. Approval of the Section/Council Bylaws. The Regional Activities Board approved the Bylaw revisions from the following units: IEEE Richmond, Jamaica & Tokyo Sections and the IEEE Los Angeles and Central New England Councils. (RAB Item #4)
- C. Approval of the formation of the IEEE Jordan Section - Region 8. The proposed territory of the Jordan Section will be the country of Jordan. (RAB Item #5)
- D. Approval of the IEEE Atlanta Section Scholarship Award for Austin Bass. The Regional Activities Board approved an educational grant for Austin Bass, son of Dick Bass, a 4-year term Chairman of the IEEE Atlanta Section. (RAB Item #6)
- E. Approval of the dissolution of the IEEE Eastern Shore Section (Region 2). The Regional Activities Board approved the dissolution of the IEEE Eastern Shore Section with the boundaries of the IEEE Baltimore and Delaware Bay Sections being redefined to include the boundaries of the IEEE Eastern Shore Section. (RAB Item #8)
- F. Approval of the reassignment of funds from the IEEE Eastern Shore Section (Region 2). The existing funds from the IEEE Eastern Shore Section will be reassigned to the IEEE Baltimore and Delaware Bay Sections. (RAB Item #9)

**108. APPROVAL OF THE DISSOLUTION OF TECHNICAL CHAPTERS** Mr. Antonio C. Bastos, Vice Chair - Region, Section and Chapter Activities, reported that 13 technical Chapters are scheduled to be dissolved this year due to inactivity.

- New York Section - Consumer Electronics in Region 1
- Princeton/Central Jersey Section - Information Theory in Region 1
- Rochester Section - (Joint) Industrial Electronics/Control Systems in Region 1
- Baltimore Section – Education in Region 2
- Washington Section (Joint w/Baltimore, No. Virginia) - Ultrasonics, Ferroelectrics, and Frequency Control in Region 2
- Washington Section – Computer in Region 2
- Huntsville Section - Engineering Management in Region 3
- Tri-Cities Section – Computer in Region 3
- San Diego Section - Nuclear & Plasma Science in Region 6
- Santa Clara Valley Section - Nuclear & Plasma Science in Region 6
- Toronto Section - Industry Applications in Region 7
- Beijing Section - Industrial Electronics in Region 10

All of the Region Directors and the appropriate Society Presidents have been contacted and agreed that the units should be dissolved. **A Motion was made that:**

**The Regional Activities Board to approve the dissolution of technical chapters listed above.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED.**

- 109. APPROVAL OF STUDENT BRANCH FORMATIONS** Dr. Levent Onural, Vice Chair - Student Activities, reported the RAB Operating Committee endorsed the following formation of the Student Branches on 7 October 1999:

- Pennsylvania State University-Abington - Abington, Pennsylvania in Region 2
- East Tennessee State University - Johnson City, Tennessee in Region 3
- Isfahan University of Technology -Isfahan, Iran in Region 8
- University of Belgrade - Belgrade, Yugoslavia in Region 8
- Escuela Militar de Ingenieria Mcal. Antonio - Jose de Sucre La Paz, Bolivia in Region 9
- Universidad El Bosque Bogota, Colombia in Region 9
- Universidad Metropolitana San German -Puerto Rico in Region 9
- Universidad Pedagogica y Tecnologica de Colombia Boyaca, Colombia in Region 9
- Universidad Regiomontana - Monterrey, Mexico in Region 9
- J.J. College of Engineering and Technology - Tiruchirapalli, India in Region 10
- K.S. Rangasamy College of Technology - Tiruchengode, India in Region 10
- R. V. College of Engineering and Technology - Tiruchirapalli, India in Region 10
- Shanti Vardhaka Education Society's Rural Engineering College- Karnataka, India in Region 10
- University of Engineering and Technology- Taxila, Pakistan in Region 10
- Sri Sairam Engineering College Chennai, - India in Region 10
- Vishwakarma Institute of Technology - Pune, India in Region 10

In addition, it was noted that the following Student Branches should be included on the list:

- Universite de Moncton – Moncton Canada in Region 7
- Universidad del Zulia – Maracaibo, Venezuela in Region 9

**A Motion was made that:**

**The Regional Activities Board to approve the new Student Branch formations as endorsed by the RAB Operating Committee.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED.**

- 110. APPROVAL OF REGION 9 VOLUNTARY CONTRIBUTION FUND** Mr. Juan Carlos Miguez, Region 9 Director, reported Region 9 would like to initiate a voluntary contribution fund that will permit IEEE members to make voluntary donations in support of IEEE activities in economic disadvantaged countries in Region 9. He noted Region 8 has implemented a similar fund that is successful. **A Motion was made that:**

**The Regional Activities Board endorse and recommend the IEEE Board of Directors approve the establishment of a Region 9 voluntary contribution fund that will permit IEEE Members to make donations in support of IEEE activities.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED.**

- 111. APPROVAL TO HOLD 2000-2001 REGION 1 EXECUTIVE COMMITTEE MEETINGS OUTSIDE OF REGION 1** Mr. Louis A. Luceri, Region 1 Director reported Region 1 is requesting RAB approval to

conduct R1 ExCom Meeting outside of Region 1. It is hoped that this will meet the RAB goal of developing a cooperative effort among geographic entities. It was noted that the RAB Bylaws indicate that RAB approval is necessary in order to hold a Regional Committee meeting outside of the Region.

However, the RAB Bylaws do not indicate if RAB approval is necessary for other types of meetings, such as Regional Executive Committee meetings, or other small administrative committee meetings.

**A Motion was made that:**

**The Regional Activities Board to permit Region 1 to conduct Executive committee meetings, and/or other appropriate small administrative meetings, in other Regions during the 2000-2001 term. Such meetings, if any, shall be scheduled with the approval of the Region 1 Director and in consultation with and endorsement by the host Regional Director.**

Dr. Raymond D. Findlay, Past Chair - Regional Activities Board suggested the Motion be split into two parts: **A Motion was made that:**

**The Regional Activities Board to approve request to allow Region 1 to conduct R1 Executive Committee meetings outside of the Region in 2000-2001.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED.**

**The Regional Activities Board to approve request to allow Region 1 to conduct small appropriate meetings outside of the Region in 2000-2001.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED.**

It was noted that the RAB Strategic Planning Committee was requested to review the RAB Bylaws & Operations Manual and make recommendations to RAB if revision are if necessary.

- 112. APPROVAL OF YEAR 2000 REGIONAL ACTIVITIES BUDGET** Mr. Brian Lee, RAB Treasurer, reported management of the IEEE Singapore and IEEE Brussels offices has been moved to Regional Activities from Member Services and included in the Regional Activities Budget. It was further noted that Sections Congress is decreased from 150K to 20K for the 2000 Budget. **A Motion was made that:**

**The Regional Activities Board to approve the year 2000 Regional Activities Budget.**

**Financial Impact to RAB:     Shown in budget.**

**The Motion was APPROVED.**

- 113. ALLOCATION OF FUNDS FOR SECTIONS CONGRESS 2002** Mr. Lee reported the RAB Operating Committee endorsed for RAB approval the year 2000 RA Budget with the inclusion of 1/3 of the expected expenses for Sections Congress 2002. RAB members expressed concern that when the 2002 budget is approved, funding for Sections Congress may be removed from the budget. RAB members felt strongly that 1/3 of the expected expenses for Sections Congress should be included in the RA budget. **A Motion was made that:**

**The Regional Activities Board to endorse and recommend the IEEE Board of Directors approve the allocation of 1/3 of the expected expenses for Sections Congress 2002 in each RA Budget (2000-2002). It is recommended that 150K be budgeted in years 2000 – 2001.**

**Financial Impact to RAB: 150K to be included in the 2000-2001 RA Budgets.**

**The Motion was APPROVED.**

- 114. ENDORSEMENT OF BYLAW R-904.6 - SECTIONS CONGRESS** Mr. John Damonte - RAB Vice Chair - Strategic Planning reported the RAB Bylaws currently do not reference IEEE Sections Congress. It was suggested that RAB propose an addition to the RA Bylaws which will ensure that Sections Congress is held every three years. The following Bylaw (R-904.6) was proposed:

“A Section Congress to poll the opinions of all our members shall be held every three years. The funds to support the Section Congress shall be accumulated in a dedicated Section Congress Account. One third of the total estimated cost shall be transferred to this account each year so that the total required funds shall be available at the beginning of the year in which it is held.”

**A Motion was made that:**

**The Regional Activities Board to endorse and recommended that IEEE Board of Directors approve the addition of IEEE Bylaw R-904.6 - Sections Congress.**

**Financial Impact to RAB: None.**

**The Motion was APPROVED.**

- 115. ASSIGNMENT OF SC'99 RECOMMENDATIONS** Mr. Bastos reported the RAB/TAB Section/Chapter Support committee endorsed the assignment of the SC '99 Recommendations. It was noted the cost of each recommendation would be assigned by the responsible entity. These recommendations will be presented to the IEEE Executive Committee and subsequently to RAB SPC for follow-up. **A Motion was made that:**

**The Regional Activities Board to endorse and recommend the IEEE Executive Committee approve the assignments of the SC '99 recommendations.**

**Financial Impact to RAB: None.**

**The Motion was APPROVED.**

- 116. APPROVAL OF SPONSORSHIP OF SECTIONS CONGRESS 2005** Mr. Bastos reported on 11 November 1999, the RAB/TAB Section/Chapter Support Committee discussed this issue. It was noted Regions 3, 8 and 10 have not yet held Sections Congress within their boundaries. **A Motion was made that:**

**The Regional Activities Board to approve the sponsorship of Sections Congress 2005 and instruct Regional Activities Department staff to begin the planning stages.**

**Financial Impact to RAB: None.**

**The Motion was APPROVED.**



**117. APPROVAL OF THE REVISION TO RAB OPERATIONS MANUAL SECTION 9.7 - STUDENT BRANCHES**

Dr. Onural reported this proposal was based on a Region Student Representative Steering Committee recommendation. This revision would change the term of the Student Branch Counselor from two years to one year. The revision will also permit submission of appointment forms annually for Student Branch Counselor.

Several members spoke against this revision because it may be an inappropriate way to help Student Branch Counselors. Some RAB members felt Student Branch Counselors should be encouraged to continue in their positions as long as they are willing to serve. It was also noted this revision might not be conducive to the calendar year schedule since most Student Branch counselors are assigned in September. **A Motion was made that:**

**The Regional Activities Board to approve the revision to the RAB Operations Manual Section 9.7.C.2 - Student Branches. The revisions will permit submission of appointment forms annually for Student Branch Counselors.**

**Financial Impact to RAB:     None.**

**The Motion was DEFEATED (4 in favor, 11 against).**

**118. APPROVAL OF THE 2000/2001 RAB STRATEGIC AND OPERATIONAL PLAN** Mr. Damonte reported the objectives from the 1999/2000 plan will be carried over to the 2000/2001 SOP. In addition, the following objectives would be included in the plan: Evolution of RAB, IEEE Branding Ad Hoc Committee, Streamlining, IEEE NFM Ad Hoc Committee. It was noted that RAB will conduct a Strategic Planning Retreat in January 2000. **A Motion was made that:**

**The Regional Activities Board to approve the 2000/2001 RAB Strategic and Operational Plan. The 2000/2001 RAB SOP will include the objectives from the 1999/2000 RAB Strategic and Operational Plan.**

**Financial Impact to RAB:     To be determined.**

**The Motion was APPROVED.**

**119. MERGING OF RAB VICE CHAIR - MEMBERSHIP ACTIVITIES AND THE RAB VICE CHAIR - MEMBER OPERATIONS**

Mr. Damonte reported the RAB Strategic Planning Committee discussed the possibility of combining the positions of Vice Chair - Membership Activities and Vice Chair - Member Operations. If approved, the responsibilities of the Vice Chair -Membership Operations will be assumed by the Vice Chair, Membership Activities beginning in the year 2001. It was noted there would be savings to RAB in the year 2001.

Several RAB members indicated one person could do both jobs. In addition, adequate service to IEEE members is the Institute's important responsibility. Mr. Damonte indicated the merger of these two positions would have no impact on how the members are served. **A Motion was made that:**

**The Regional Activities Board to approve the merging of RAB Vice Chair - Membership Activities and RAB Vice Chair - Member Operations as recommended by the RAB Operating Committee. If approved, this change will be effective for the year 2001.**

**Financial Impact to RAB:     None in 2000.**

**The Motion was APPROVED.**

- 120. ENDORSEMENT OF DISCOUNTED MULTI-YEAR MEMBERSHIP** Mr. James Howard, Vice Chair - Membership Activities reported the IEEE Membership Development endorsed a recommendation to establish a discounted multi-year membership offer (2 years and 3 years) beginning with the 2001 membership year. This membership category would be available to all full-paying IEEE members. **A Motion was made that:**

**The Regional Activities Board to approve the establishment of a discounted multi-year membership offer (2 years and 3 years) beginning with the 2001 membership year. This membership category would be available to all full-dues paying IEEE members.**

Dr. Findlay, made the following amendment to the motion:

**The Regional Activities Board to approve the establishment of a discounted multi-year membership offer (2 years and 3 years) beginning with the 2001 membership year. This dues category would be available to all full-dues paying IEEE members.**

**Financial Impact to RAB: None.**

**The Motion was APPROVED.**

- 121. APPROVAL OF PERMANENT MEMBERSHIP PROPOSAL** Mr. Howard reported the IEEE Membership Development Committee endorsed a proposal to establish a permanent membership category. This membership would be offered at approximately 20 times of the existing membership dues beginning with the 2001 membership year.

It was noted the membership rates for each Region were based on the dues and Regional assessments and multiplied 20 times the current dues rate for each Region. In the event that Regional assessments change, the permanent membership pricing would be adjusted for the effected Region(s).

Some RAB members were in favor of adding plaque to the permanent membership package. In addition, there was concern as to why members are only given the opportunity to pay their dues in one lump sum or two payments in the same year. **A Motion was made that:**

**The Regional Activities Board to approve the establishment of a permanent membership category to be offered at approximately 20 times existing membership dues (basic dues plus current regional assessment) beginning with the 2001 membership year.**

**Financial Impact to RAB: None.**

After discussion of this item, Mr. Anderson, made a Motion to **TABLE** this proposal and send it back to MDC for further review. **A Motion was made that:**

**The Regional Activities Board to table the proposal regarding the establishment of a permanent membership category to be offered at approximately 20 times existing membership dues (basic dues plus current regional assessment) beginning with the 2001 membership year. The issue to be discussed further by the IEEE Membership Development Committee.**

**The Motion was APPROVED. (11 in favor, 4 against, 1 abstention)**

- 122. IEEE CANADA STANDARDS COMMITTEE** Judith Gorman, Managing Director, Standards Activities gave a presentation about a partnership between IEEE's Regional Activities (Region 7) and the Standards Association.

The IEEE Canada Standards Committee's aim is to develop a new definition and a changed perception of the IEEE-SA as an International Standards Developing Organization with country representation. The committee's efforts were initiated in Region 7 because Canadians are heavy users of IEEE standards. Region 7 was already called IEEE Canada, and presented an opportunity for the IEEE-SA to build onto an existing name and definition that fit the initiative. A copy of the presentation is attached. (Appendix XXVI)

The Regional Activities Board went into Executive Session at 1:05pm and reconvened at 1:35pm.

- 123. APPROVAL OF THE 1999 RAB AWARD RECIPIENTS** During Executive Session, the Regional Activities Board **APPROVED** the recipients of the 1999 RAB Awards. The following are the 1999 RAB Award recipients:

<b>RAB Achievement Award</b>
------------------------------

- **Carlos E. Nafarrate & Raul Sabio**  
“For their excellent and notable works in translating and editing the IEEE Entrepreneurial Skills Seminar booklet into the Spanish language.”
- **Francisco Martínez**  
“In recognition of outstanding effort and success in editing and producing the Regional newsletter “NoticIEEEro” during 1998 and 1999.”
- **S. Parthasarathy**  
“For outstanding achievement by providing excellent websites for the IEEE India Council and other Indian Sections, for sharing views on technical, educational and professional areas of interest to IEEE, thereby promoting IEEE Membership.”
- **Ferial El-Hawary**  
“For sustained achievement in promoting IEEE interest in the oceanic engineering community in Atlantic Canada.”
- **Kip Haggerty**  
“For leadership in re-establishing the IEEE Los Angeles Council in 1998.”
- **Robert W. Creighton**  
“For sustained leadership in promoting membership awareness and communications within the IEEE Canadian Atlantic Section.”

<b>RAB Innovation Award</b>
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- **Sandra Olivia Hildago Perez and Santiago D. Diaz**  
“For outstanding contributions towards membership recruitment and retention through the creation of the Region 9 GOLD video.”

<b>RAB Larry K. Wilson Transnational Award</b>
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- **Joel B. Snyder**  
“For his long term commitment to expanding IEEE activities available to members outside of the United States and in particular for his efforts to bring the spectrum of career oriented activities to the members of Regions 7 through 10.”

<b>RAB Leadership Award</b>
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- **John R. Reinert**  
“For dedicated leadership in identifying and developing local leadership and management processes for IEEE.”
- **Horst W. Gerlach**  
“For a lifetime of distinguished service to his profession, Susquehanna Section and Region 2.”
- **Basil W. Osborne**  
“For contributions to the successful and smooth functioning of the Region 8 Committee in the period 1985-1999.”

<b>Outstanding GOLD Program Award</b>
---------------------------------------

- **Region 9 GOLD Committee**

"For the original concept and outstanding realization of the Region 9 GOLD video program."

- 124. APPROVAL OF THE IEEE THIRD MILLENNIUM MEDAL NOMINATIONS** During Executive Session, the Regional Activities Board **APPROVED** the following nominees for the IEEE Third Millennium Medals for RAB:

Nominations (Alphabetical Order)

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Antonio C. Bastos</li><li>• Raymond D. Findlay</li><li>• Dave Green</li></ul> | <ul style="list-style-type: none"><li>• Cecelia Jankowski</li><li>• Arthur Van Gelder</li></ul> |
|---|---|

The following individuals were listed as alternates (in order of preference):

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Charles Robinson – Alternate 1</li><li>• Harry D. Bostic – Alternate 2</li><li>• Paul Cheung – Alternate 3</li><li>• John Damonte – Alternate 4</li><li>• Levent Onural – Alternate 5</li><li>• Maurice Papo – Alternate 6</li><li>• Robert T.H. Alden – Alternate 7</li><li>• Gerald Karam – Alternate 8</li><li>• Vijay Bhargava – Alternate 9</li></ul> | <ul style="list-style-type: none"><li>• Lynn Carpenter – Alternate 10</li><li>• Forrest Staffanson – Alternate 11</li><li>• Michael Whitelaw – Alternate 12</li><li>• Daniel Jackson – Alternate 13</li><li>• James Beall – Alternate 14</li><li>• Brian L. Lee – Alternate 15</li><li>• Luis T. Gandia – Alternate 16</li><li>• W. Cleon Anderson – Alternate 17</li></ul> |
|--|---|

- 125. ELECTION OF 2000 RAB NOMINATIONS AND APPOINTMENTS COMMITTEE MEMBERS** During Executive Session, the Regional Activities Board elected the following individuals to serve on the 2000-01 RAB Nominations and Appointments Committee:

- Duncan Baker - Region 8
- Dale Caston - Region 3

- 126. APPROVAL OF REASSIGNMENT OF TOKYO SECTION CHAPTERS** Dr. Takuo Sugano, Region 10 Director, reported the IEEE Tokyo Section, Japan Council, the appropriate Society Presidents have endorsed the transfer of the reassignment of the IEEE Tokyo Chapters to the Japan Council.

Several RAB members spoke in opposition to the transfer because there was concern about adequate service to the members within these Chapters. Dr. Sugano indicated the new Sections may not be able to establish their own Chapters easily. This transfer is a temporary solution until the new Sections are able to establish their own Chapters. Some RAB members spoke in favor of this proposal because strong Chapters could potentially lead to better service to IEEE members. **A Motion was made that:**

**The Regional Activities Board to approve the reassignment of the 35 Chapters within the IEEE Tokyo Section to the Japan Council Chapters.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED (10 in favor, 1 against, 5 abstentions)**

- 127. TRANSFER OF ADMINISTRATION OF GOLD AWARDS** Mr. Howard reported the GOLD Awards were established in 1997 and the IEEE Membership Development Committee was named the responsible committee. Since that time the GOLD Committee has been established and GOLD no longer reports to RAB through the Vice Chair, Membership Activities. At the present time, the GOLD Committee reports to RAB through the RAB Vice Chair - Region, Section and Chapter Activities.

On 11 November 1999, RAB Awards & Recognition Committee recommended that RAB approve the administration of the GOLD Awards be transferred from the IEEE Membership Development Committee to the RAB Awards & Recognition Committee.

There was some concern about the transfer of administrative responsibility. Dave Kemp, Region 7 Director, indicated MDC had RAB and TAB responsibilities, therefore, administrative responsibility was given to MDC. Mr. Howard indicated the MDC felt uneasy about reviewing award nominations. It would be more appropriate if RAB ARC assumed this task. It was noted that RAB ARC should seek TAB input when discussing Society GOLD Awards. **A Motion was made that:**

**The Regional Activities Board to approve the administration/oversight of the GOLD Awards (Outstanding GOLD Program, Region GOLD Awards, Section GOLD Awards and Society GOLD Awards) be transferred from the IEEE Membership Development Committee to the RAB Awards and Recognition Committee.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED.**

- 128. RAB AWARDS & RECOGNITION COMMITTEE MEETINGS IN 2000** Mr. Howard reported the RAB Awards & Recognition Committee reviewed the proposed 2000 RAB ARC Budget. In July 1999, the RAB Finance Committee recommended that RAB ARC conduct all its business via electronic mail or conference call in the year 2000. RAB ARC members felt it is necessary for the committee to conduct one face to face meeting annually. **A Motion was made that:**

**The Regional Activities Board to permit, in principle, the RAB Awards & Recognition Committee to conduct one face-to-face meeting annually. The RAB Awards & Recognition Committee will use this meeting to review RAB Award nominations and conduct other committee business (i.e review/approve new awards).**

**Financial Impact to RAB:     None in 1999 - RAB ARC will request an additional \$3.5K for Committee travel expenses at the February 2000 RAB Meeting.**

**The Motion was APPROVED.**

- 129. REVISION TO RAB/TAB TRANSNATIONAL COMMITTEE CHARTER** Mr. Dave Green, Chair - RAB/TAB Transnational Committee, noted the RAB/TAB Transnational Committee has recommended revisions to the Committee Charter. The revisions include representatives from the Publication Activities Board, Educational Activities Board, Standards Association, and GOLD. It was requested that RAB approve the revisions in principle since other documents (RAB Bylaws and RAB Operations Manual) will need be revised. **A Motion was made that:**

**The Regional Activities Board to approve, in principle, the revisions to the RAB/TAB Transnational Committee Charter.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED.**

- 130. RECEIPT OF 1999 GLOBALIZATION SURVEY REPORT** Mr. Green reported the 1999 Globalization Survey report has not yet been distributed to RAB for review. Chair Benigni noted the RAB/TAB Transnational Committee should refrain from distributing the report until the report RAB members have an opportunity to review it.

- 131. IEEE OPERATIONAL DEFINITION OF GLOBAL** Mr. Green noted the RAB/TAB Transnational Committee reports was distributed on site. (Appendix XXVII) Mr. Green reported that TC approved the following operational definition of global:

IEEE is operating in a truly global manner if :

1. There are no geographic limits to its membership or activities
2. All geographic regions have influence in the organizational decision-making process.
3. It provides international events and activities
4. It has a local presence

It was noted this definition would allow RAB to discuss future policies for the IEEE in terms of being global. **A Motion was made that:**

**The Regional Activities Board to adopt an IEEE Operational definition of Global.**

**Financial Impact to RAB:     None.**

**The Motion was APPROVED.**

- 132. ENDORSEMENT OF PHASE 2 OF THE REGION 3 CORPORATE RELATIONS PILOT PROGRAM** Mr. Howard reported the IEEE Membership Development Committee is recommending that the Region 3 Corporate Relations Pilot Program be expanded beyond Region 3 and to corporations. An expansion of this program will allow IEEE representatives to coordinate with corporate Executives to explain what IEEE could do for their organizations. **A Motion was made that:**

**The Regional Activities Board to endorse Phase 2 of the Corporation Relations pilot program in Regions 1-7 with staff and financial resources to be provided, in part, by Regional Activities.**

**Financial Impact to RAB:     To be determined.**

**The Motion was APPROVED.**

- 133. EXPANSION OF THE CORPORATE RELATIONS PROGRAM TO REGION 8** Mr. Howard reported the IEEE Membership Development Committee recommended that the corporate relations pilot program be expanded to Region 8.

Several RAB members spoke in favor of this proposal. Dr. Rolf Remshardt, Region 8 Director noted he would attempt to make contact with appropriate individuals in Region 8. The Regions will be requested to fund this project. It was noted the Regions would have to determine how much this program will impact their budgets. **A Motion was made that:**

**The Regional Activities Board endorse the expansion of the Corporation Relations pilot program into Region 8 with staff and financial resources to be provided, in part, by Regional Activities.**

**Financial Impact to RAB: To be determined.**

**The Motion was APPROVED.**

- 134. IEEE Y2K NEW FINANCIAL MODEL** Mr. Brian Lee, RAB Treasurer, explained under the New Financial Model, allocations will be eliminated and IEEE will be divided into surplus centers (with reserves and without), dues and cost centers. RAB and Regions will become cost centers and will not be able to maintain reserves. Several RAB members indicated they had many concerns regarding this proposal. Specific information regarding the effect of the New Financial Model on each unit was not available and many RAB members were uncomfortable with this situation.

*Note: At the November 1999 IEEE Board of Directors meeting, the proposed New Financial Model was withdrawn after a proposed amendment to eliminate allotments was defeated. The Board of Directors agreed to establish a group to recommend refinement to the model.*

- 135. IEEE BRANDING ACTIVITIES** Mr. Damonte reported the Branding concept is still controversial. On 14 November 1999 the IEEE Board of Directors will be requested to approve the position paper, receive the organizational renewal and other implications of the Positioning Statement, adopt the branding policy and approve the roll out and implementation of the new branding policy & logo.

Mr. Damonte recommended that RAB not accept the proposed identity system. He noted the current logo should not be put in a subordinate position. All RAB members were encouraged to attend the IEEE Information Session which will discuss the New Financial Model and the Branding proposal.

*Note: On 14 November 1999, the IEEE Board of Directors approved the IEEE Positioning Statement dated 14 November 1999. In addition, the Board received the organizational renewal recommendation, and forwarded it to the Executive Committee for a more detailed plan before allocating funding. The organizational renewal plan explains how the IEEE might achieve the vision outlined in the position statement. The Board also approved the IEEE distinctive master brand as the current logo (kite with right-hand rule) followed by the letters "IEEE." Entity logos may optionally be used and should not compete with the IEEE master brand. Entity, product and service names should follow the master brand. A detailed rollout plan for implementations will be created and presented to the Board in February.*

- 136. IEEE STREAMLINING DECISION MAKING ACTIVITIES** Mr. Green reported the RAB Streamlining Decision Making Ad Hoc Committee met several times this year via conference call. The committee discussed the following recommendations to RAB:

**Recommendation 1: Advocate effectiveness over efficiency**

- IEEE is bottom-up oriented (a membership organization)

**Recommendation 2: Preserve strong volunteer involvement in decision making process**

- “reason for joining, reason for staying”
- “Volunteer participation in governance is major asset of IEEE”
- Globalization requires wide volunteer participation

**Recommendation 3: Publicize model of effective relationship**

- RAB has history of strong volunteer-staff cooperation for achieving goals
- Statement on Volunteer-Staff Relations

**Recommendation 4: Work for IB&SC to be administratively assigned to RAB**

- Volunteer Organization Recommendation
- MDC and IB&SC coordination is needed
- Board committees need a home to improve their visibility and interaction with the other parts of IEEE that they “touch”

**Recommendation 5: Add a disclaimer to go with Entity Position Statements**

- All legally constituted Entities may create position statements
  - explicit constituency
  - policy has a required process for creating, endorsing and publicizing the position
  - includes Regions, Sections, Student Branches, etc.
- No change to scope or process (except inclusion of disclaimer)
- Media Guide Suggestion

A copy of the presentation is attached. (Appendix XXVIII)

- 137. ADOPTION OF DISCLAIMER STATEMENT FOR ENTITY POSITION STATEMENTS** The RAB Streamlining Decision Making Ad Hoc Committee recommended that IEEE add a disclaimer statement to the IEEE Policy and Procedures Manual Section 15.2B, 15.3 and 15.4. **A Motion was made that:**

**The Regional Activities Board to endorse and recommend the IEEE Board of Directors approve the following statements to the IEEE Policy & Procedures Manual related to entity position statements:**

- Any entity within IEEE allowed by IEEE Policy & Procedures sections 15.2b, 15.3 and 15.4 to issue a position statement shall include the following at the outset of the statement.
- The following statement represents the position of <insert entity name>. This position represents the views of the cited entity but does not necessarily represent the views or opinions of IEEE or any of its other entities.”

**Financial Impact to RAB: None.**

**The Motion was APPROVED.**

- 138. ADOPTION OF VOLUNTEER - STAFF RELATIONS STATEMENT** Mr. Green reported the RAB Streamlining Decision Making Ad Hoc Committee recommends that RAB adopt a Volunteer - Staff relations statement. **A Motion was made that:**

**The Regional Activities Board to adopt the following Volunteer - Staff Relations Statement:**



- A. The Institute was created by members for members, and must remain a volunteer-driven organization. Both staff and volunteers must show a steadfast commitment to the volunteer-driven nature of IEEE. This nature must be considered as the foundation for the volunteer-staff relationship.
- B. IEEE staff and volunteers constitute an important partnership that must operate in an honest and mutually respectful manner.
- C. The IEEE Code of Ethics is equally binding on staff as it is on volunteers.
- D. Neither volunteers nor staff shall overstep their rightful authority.
- E. Any deliberate breach of these principles by staff shall constitute a gross violation of their conditions of employment. Likewise, interference, without authority, by individual volunteers in staff work is unacceptable.

**Financial Impact to RAB:** None.

**The Motion was APPROVED.**

**139. CRITERIA OF A FOUR-DAY BOARD SERIES** Chair Benigni indicated the IEEE Executive Committee (ExCom) was requested to develop a generic four day meeting schedule. This schedule may not be altered without the approval of the ExCom. It was noted no meetings are to be scheduled during the time of the IEEE information session. RAB members noted evening meetings should not last until 1:00am every night. This type of schedule may be too strenuous on the international members.

**140. STATUS REPORT - REGION 8 ACTIVITIES** Dr. Rolf Remshardt presented a report on the following Region 8 activities:

**A. Region 8 Helpdesk**

Dr. Remshardt reported a helpdesk has been established in Region 8 to assist members who are experiencing membership problems with the IEEE Operations Center. The helpdesk also includes the Brussels office as a point of contact for members.

**B. Student Exchange Program**

Region 8 has initiated a student exchange program to help international students attend school in the US during the summer months. He reported the IEEE Foundation has been requested to fund this project. Subsequently, the IEEE Board of Directors will be requested to approve the funding. Dr. Remshardt indicated he is searching for an individual to help organize the program. It is expected that this program might be transferred to the Student Activities Committee for implementation.

**C. Chapter Congress 2000**

Dr. Remshardt reported as a response to his outreach letter, the Region 8 Operating Committee has decided to participate in a series of Chapter meetings. It was noted Region 8 feels it is important to increase the amount of chapters within the Region.

- 141. UPDATE ON 1999 TECHNICAL ACTIVITIES BOARD ACTIVITIES** Mr. Michael S. Adler, Chair, Technical Activities Board (TAB), reported the major accomplishments of the IEEE of the 1999 Technical Activities Board. TAB established Focus groups which were interactive in the following areas: Chapter Support, Chapters Retreat, Electronic Distinguished Lecturers Attracting members from industry, -new products, joint activities with Sections, Globalization committee, new forms of membership, Region 8 Pilot Project on Chapter Growth.

Mr. Adler noted there is an effort to streamline the publications access process. Publications has included an EPIC delivery system called IEEE XPLORE to include All Society Periodicals Package (ASPP) and Prepaid Order Plan (POP). TAB approved the formation of 2 Technical Councils in 1999: Superconductivity and Sensors.

Mr. Adler reported TAB passed a motion to ensure fiscal discipline. It was resolved that:

1. The IEEE budgets, including new initiatives, should be balanced. Assumed rates of return from IEEE reserves used in each budget shall be no more than the actual returns averaged over the previous ten years.
2. A bylaw amendment is passed so that a two-thirds majority of the IEEE BoD must approve a deficit budget, whereas a simple majority would be required to approve a balanced budget.

A balanced budget is defined as one not expending reserves. TAB is proposing that no further action be taken on the Branding issue. TAB will recommend to the IEEE Branding Committee that they come back with more important issues to consider.

- 142. VOLUNTEER SUPPORT (REGIONS 7-10)** Ms. Cecelia Jankowski, Managing Director, Regional Activities reported there has been some restructuring of the IEEE Brussels & Singapore offices. These offices will be moved from Member Services to Regional Activities, effective 1 January 2000. The RAB 2000 Budget includes \$600K for Brussels & Singapore office expenses. A copy of her presentation is attached. (Appendix XXIX).

- 143. 1999 RAB ANNUAL REPORT** Chair Benigni reported RAB did not have an annual report in 1998, however, there will be a 1999 RAB Annual report. The report will contain all major accomplishments within each Region. All RAB members were requested to submit a report to RAD Staff by 15 December 1999.

- 144. SECTION FINANCIAL OPERATIONS** Mr. Lee summarized some of the accomplishments with regard to Section finances. The L-50 form has been simplified and is now available electronically. The form is clearer and the information is more accessible. The L-50 form and a treasurer's handbook has replaced the Financial Operations Guide (FOG). Mr. Lee noted the Concentration Banking Program has been implemented and all US Regions and Sections are encouraged to participate. IEEE established a procedure for random audits of L50 financial reports similar to that for IEEE Conferences. Under this program, independent audits will be required annually of geographical units with annual revenues or expenses of \$100K or greater. Geographic units with revenues or expenses less than \$100K will be audited on a rotational basis.

- 145. UPDATE ON IEEE INTERNATIONAL CAREER ACTIVITIES COMMITTEE** Mr. Joel B. Snyder, Chair, International Career Activities Committee reported the committee surveyed leadership and members in Regions 7-10. He reported 58% of members and 85% of the leadership feels that career related activities are important or very important. Both the members and the leadership feel that, where appropriate, activities should be done in concert with National Societies.

The survey results implied that several members agreed there is a need for better communication and the widespread of availability of Internet access should be exploited. There is also a need to recognize engineers to develop enhanced non-technical skills, the IEEE should promote professional development. A copy of his presentation is attached. (Appendix XXX).

Chair Benigni assigned interim administrative oversight of the International Career Activities Committee to the RAB Vice Chair – Region, Section & Chapter Activities.

- 146. SUBMISSION OF REGION BUDGETS TO RAB** Mr. Lee noted that it has been recommended that RAB request all Regions to submit their Budgets to RAB for annual review. This practice has been suggested since RAB is responsible for all Region funds. Mr. Lee noted RAB should be fiscally responsible to review all budgets. (just as TAB does with the Societies).

RAB members suggested that RAB propose a policy that the Regions submit a budget to the RAB Finance Committee and then present them to RAB. It was proposed that Regions submit their next year's budgets to RAB prior to the end of the year. There was also some concern about the timing for the submission of Budgets. Many Regions do not know where their meetings will be by the end of the year, thus, creating a potential impact on the Budget. The RAB Finance Committee was requested to prepare a detailed proposal regarding the submission of Region Budgets, which is fair and equitable to all Regions.

- 147. CHAPTERS COORDINATOR MEETING** Mr. Bastos, reported the TAB Chapter Focus Group is organizing a Technical Chapter Coordinators retreat. All of the 36 Society and 10 Region Chapter Coordinators will be invited to a retreat to take place prior to the February Board Series in New Orleans, LA USA from 7-9 February 2000.

The plan is for a two-day program spread over a three-day period to allow for travel time. The retreat will offer a forum for individuals and entities with an interest in Chapter growth and development, and an opportunity to network and share best practices and programs with colleagues.

- 148. IEEE POTENTIALS MAGAZINE VIA THE WWW** Dr. Onural reported the RAB Operating Committee approved a pilot program to provide *IEEE Potentials* magazine electronically for 2 issues (Feb/March & April/May) with the possibility of including articles from subsequent issues. In addition, the Student Activities Committee has been requested to collect data (# of hits per Region and similar information) on the results of this pilot program to determine if this program should become a Student Member benefit. **A Motion was made that:**

**The Regional Activities Board to approve the implementation of a pilot program to provide 2 issues (Feb/March & April/May) of *IEEE Potentials* magazine electronically with the possibility of including articles from subsequent issues.**

**The Motion was APPROVED.**

- 149. RESOLUTION OF APPRECIATION - STAFF DIRECTOR - MEMBERSHIP** The Regional Activities Board approved by acclamation a resolution recognizing with sincere appreciation, the many and significant contributions of Jill Berman Levy for her effective, professional, collegial initiative and support of Geographic Units and Membership activities and her dedicated efforts to further the goals of IEEE.
- 150. RESOLUTION OF APPRECIATION OF RAB CHAIR** The Regional Activities Board approved by acclamation a resolution recognizing Daniel R. Benigni for outstanding contributions to the Regional Activities Board and the IEEE and for exemplary leadership, integrity and dedication as Vice President – Regional Activities and Chair - Regional Activities Board 1998-1999.
- 151. FINANCIAL IMPACT OF RAB ACTIONS** Mr. Lee presented the list actions taken by RAB at the November RAB meeting which affects the 2000 RA Budget. Approximately 6.5K additional funds were approved as part of the 2000 RA Budget.

- 152. REPORT OF THE RAB TREASURER** Mr. Lee noted a copy of his report was included in the RAB Agenda book (RAB Item #83).
- 153. REPORT OF THE RAB CHAIR/VICE PRESIDENT, REGIONAL ACTIVITIES** Mr. Benigni indicated his report was distributed at the RAB meeting. A copy is attached. (Appendix XXXI)
- 154. REPORT OF THE MANAGING DIRECTOR, REGIONAL ACTIVITIES** Ms. Jankowski indicated her report was included in the RAB Agenda book.
- 155. REPORTS OF THE REGION DIRECTORS** The Region Director reports from Regions 3, 6, 7 were included in the RAB Agenda book (RAB Item #86). The Region Director reports from Regions 1,5,8,9 and 10 were distributed at the meeting. (Appendix XXXII)
- 156. TIME AND LOCATION OF THE NEXT MEETING** Chair Benigni announced the next RAB meeting will be held in New Orleans, LA USA on 11 February 2000.

The meeting was adjourned at 5:02pm.

Respectfully submitted,



Cecelia Jankowski  
Secretary

**IEEE Regional Activities Board**  
**Minutes**  
**25 June 1999**  
**Seaport Hotel at the World Trade Center**  
**Boston, MA USA**

*(Privileged information, subject to confirmation)*

Mr. Daniel R. Benigni, Chair, IEEE Regional Activities Board (RAB), called the second meeting of the 1999 Regional Activities Board to order at 8:10 am on Friday, 25 June 1999 at the Seaport Hotel at the World Trade Center, Boston, MA USA.

- 44. WELCOME AND INTRODUCTIONS.** Chair Benigni welcomed RAB members and guests to the meeting and asked all attendees to introduce themselves. The attendees are listed in Appendix XVI.
- 45. APPROVAL OF THE PARTICIPATION OF REGION 10 SECRETARY.** It was noted that Dr. Takuo Sugano, Region 10 Director, was not able to attend this meeting, therefore, Dr. Seiichi Takeuchi, Region 10 Secretary, was sent as a representative for Region 10. **A Motion was made that:**

**The Regional Activities Board permits Dr. Seiichi Takeuchi, Region 10 Secretary, to serve as a voting member of RAB during the 25 June 1999 RAB Meeting.**

**The Motion was unanimously APPROVED.**

- 46. REVIEW AND ADOPTION OF AGENDA.** The agenda was adopted with the following modifications:
- Additions to the Discussion Agenda:  
Item # 71 - Report of International Career Activities  
Item # 72 - Student Exchange Program  
Item # 73 - Proposal for a resolution of member problems

- 47. APPROVAL OF THE CONSENT AGENDA.** The Consent Agenda was approved with the following modifications:

Deletions to the Consent Agenda  
Item #7 - Endorsement of the 2000 IEEE *Potentials* Subscription Rates  
Item #8 - Endorsement of the 2000 IEEE *Potentials* Advertising Rates

The following items were approved:

- A. Approval of the 13 February 1999 RAB Minutes. The 13 February 1999 RAB Minutes were reviewed and approved as distributed.
- B. Approval of Revisions to RAB Operations Manual Section 6.1 - Composition - RAB Assembly. The Regional Activities Board approved the revisions to RAB Operations Manual Section 6.1 - Composition -RAB Assembly. (RAB Item #4)
- C. Approval of 1998 RAB Sustained Section Membership Growth Award Recipients. The Regional Activities Board approved the recipients of 1998 RAB Sustained Membership Growth Award. (RAB Item #5)

## RAB Meeting Minutes

25 June 1999

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Region 1	New Hampshire	Region 6	Santa Clara Valley
Region 2	Cincinnati	Region 7	Southern Alberta
Region 3	Atlanta	Region 8	Russia
Region 4	<i>No recipient selected</i>	Region 9	Honduras
Region 5	Dallas	Region 10	Beijing

- D. Approval of Revisions to the RAB Operations Manual - Conferences Section 10. The Regional Activities Board approved revisions to the RAB Operations Manual - Section 10 - Conferences. (RAB Item #6)
- E. Approval of an increase to the Region 9 Subsidy for Sections Congress '99. The Regional Activities Board approved an increase of \$10K to the Region 9 subsidy for Sections Congress 1999. (RAB Item #9)
- F. Approval of Student Branch Formations. The Regional Activities Board approved the following Student Branch formations:
- ITT Technical Institute-Louisville - Louisville, Kentucky in Region 3
  - University of Catania - Catania, Italy in Region 8
  - Azad Eslami University of Najaf Abad - Isfahan, Iran in Region 8
  - Islamic Azad University of Tehran - Tehran, Iran in Region 8
  - Islamic University of Gaza - Gaza City, Palestine (via Israel) in Region 8
  - Islamic University Tehran South Unit - Tehran, Iran in Region 8
  - Zagazig University - Zagazig, Egypt in Region 8
  - Instituto Tecnológico de Zacatepec - Morelos, Mexico in Region 9
  - Noorul Islam College of Engineering - Tamil Nadu, India in Region 10
  - Institute of Industrial Electronics Engineering - Karachi, Pakistan in Region 10
  - Misrimal Navajee Munoth Jain Engineering College - Chennai, India in Region 10
- G. Approval of Section/Council Bylaws. The following Bylaws have been adopted or revised and approved by the Regional Activities Board: IEEE Central North Carolina, Syracuse, Sapporo, Sendai, Shikoku, Kansai, Nagoya, Hiroshima and Fukuoka, Central Coast and Metropolitan Section Activities Council (METSAC). (RAB Item #11)
- H. Approval of the Xian Subsection Formation. As recommended by the Region 10 Director, the Regional Activities Board approved the formation of the Xian Subsection (Beijing Section). (RAB Item #12)
- I. Approval of the name change of the South Bay Harbor Section. As recommended by the Region 6 Director, the Regional Activities Board approved the name change of the IEEE South Bay Harbor Section to the IEEE Coastal Los Angeles Section. (RAB Item #13)
- J. Approval of the 13 June 1999 Special RAB Meeting Minutes. Chair Benigni noted a special RAB meeting was held on 13 June 1999 in London, England to approve the 2000 *IEEE Potentials* Subscription and Advertising Rates because RAB action was needed prior to the IEEE Executive Committee meeting. The minutes from the 13 June 1999 RAB meeting were approved as distributed (Appendix XVII).

48. **ENDORSEMENT OF BYLAW I - 308.21 - IEEE MEMBERSHIP DEVELOPMENT COMMITTEE.** Mr. James Howard, Vice Chair- Membership Activities, indicated that the RAB Vice Chair - Membership Activities also serves as the IEEE Membership Development Committee (MDC) chair. However, IEEE Bylaw I-305.4 states that "the chairs and members of the standing committees shall be appointed by the body to which they are responsible, i.e., the Board of Directors or the Executive Committee." For the officer term in the year 2000, the IEEE Board of Directors will appoint the IEEE MDC Chair.

The Board of Directors adopted IEEE Bylaw I-308.21 in February 1999. However, the Bylaw doesn't include the possibility that the RAB Vice Chair - Membership Activities may be the same person as the IEEE MDC Chair. As such, the membership of the IEEE MDC should be expanded to include the RAB Vice Chair, Membership Activities. (RAB Item #26) **A Motion was made that:**

**The IEEE Regional Activities Board endorse, for recommendation to the IEEE Board of Directors, revisions to IEEE Bylaw I-308.21. The revision adds the Vice Chair, Membership Activities as a member of the IEEE MD Committee.**

**Financial Impact to RAB:** None in 1999

**The Motion was APPROVED.**

49. **ENDORSEMENT OF A REVISION TO THE IEEE MEMBERSHIP DEVELOPMENT COMMITTEE CHARTER.** Mr. Howard reported that the IEEE MDC Charter should include the possibility that the RAB Vice Chair, Membership Activities may not be the same person as the IEEE MDC Chair. As such, the membership of the IEEE MDC should be expanded to include the RAB Vice Chair, Membership Activities. (RAB Item #27) **A Motion was made that:**

**The IEEE Regional Activities Board endorse, for recommendation to the IEEE Board of Directors, a revision to the IEEE Membership Development Charter. The revision includes a modification to add the RAB Vice Chair, Membership Activities to the Committee's membership.**

**Financial Impact to RAB:** None in 1999

**The Motion was APPROVED.**

50. **REVIEW OF RAB STANDING COMMITTEES.** Mr. John Damonte, Vice Chair - RAB Strategic Planning Committee, explained the RAB Bylaws indicate that all RAB Standing Committees shall be reviewed by the Regional Activities Board at intervals of no more than three years to ensure that their respective scopes and compositions continue to serve the best interests of the Regional Activities Board and its membership. He noted that an ad hoc committee will be established to review the operations of a RAB Standing Committee. The Vice President - Regional Activities and the Review Committee Chair will appoint the members of the review committee. It was proposed that the RAB Regional Conferences Committee be reviewed in 1999. (RAB Item #28). **A Motion was made that:**

**The IEEE Regional Activities Board approve the proposal regarding the review of RAB Standing Committees.**

**Financial Impact to RAB:** \$1.5K for travel expenses for the Chair of the Ad Hoc Committee to attend the November 1999 RAB Meeting

**The Motion was APPROVED.**

51. **BRANCH-GET-A-BRANCH PROGRAM.** Dr. Levent Onural, Vice Chair - Student Activities reported the Student Activities Committee endorsed this proposal in May 1999. If an IEEE Student Branch provides assistance to another university with no IEEE Student Branch and a new Student Branch is formed, the initiating Student Branch will receive \$300. The program would begin upon RAB approval and continue until 31 December 2001.

Several RAB members were opposed to this proposal because Student Branches seem to proliferate on their own. This program may not be effective in certain parts of the world. Some RAB members indicated this might be an opportunity for Student Branches to earn \$300 and not promote the growth of Student Branches worldwide. **A Motion was made that:**

**The IEEE Regional Activities Board approve the Branch-get-a-Branch program.**

**Financial Impact to RAB:** \$4.5K per year

**The Motion was DEFEATED.** (4 in favor, 6 opposed, 1 absention)

52. **APPROVAL OF REVISIONS TO THE REGION 9 BYLAWS.** Mr. Juan Carlos, Region 9 Director, indicated the Region 9 Bylaws have not been revised since 1991. The Region 9 Committee endorsed the revisions to Region 9 Bylaws on 26 March 1999. The revisions are administrative changes which conform to the IEEE Bylaws. Some changes clarify the responsibilities of the past Region 9 Director. It was noted the description of Region 9 territory is identical in the Region 9 Bylaws and the RAB Bylaws. (RAB Item #30) **A Motion was made that:**

**The IEEE Regional Activities Board approve the revisions to the Region 9 Bylaws.**

**Financial Impact to RAB:** None

**The Motion was APPROVED.**

53. **APPROVAL TO ALLOCATE THE 1996 REBATE TO THE IRAN SECTION CUSTODY ACCOUNT.** Dr. Rolf Remshardt, Region 8 Director, reported the Iran Section has been inactive in past years but recently revived itself after he and IEEE President Kenneth Laker visited the Section. Since their visit, there are 720 new Student Members and 7 new Student Branches in Iran. He noted this Section is in need of help, therefore, the amount of the 1996 Rebate (\$2,109) should be transferred to the Iran Section Custody Account.

RAB members expressed concern that approval of this motion may set a precedent for Sections that have similar situations in the future. Chair Benigni noted this type of activity might be considered a rejuvenation effort. (RAB Item #31) **A Motion was made that:**

**The IEEE Regional Activities Board approve the allocation of the 1996 Rebate to the Iran Section Custody Account.**

**Financial Impact to RAB:** \$2,109 to be transferred to the Iran Section Custody Account.

**The Motion was APPROVED.**



54. **APPROVAL OF THE FORMATION OF THE IEEE JAPAN COUNCIL (REGION 10).** Dr. Seiichi Takeuchi, reported that the formation of the Japan Council and their Bylaws were endorsed at the 23 April 1999 Region 10 Committee meeting.

Dr. Onural suggested that a Student representative be included as a voting member of the Council. Concern was expressed about adding a voting member to the Council who is not a Section representative.

It was suggested that the IEEE Japan Council investigate the implications of including a Student representative to the Council membership. The Region 10 Director will be requested to report back to RAB on the results of this investigation. (RAB Item #32) **A Motion was made that:**

**The IEEE Regional Activities Board approve the formation of the IEEE Japan Council and the IEEE Japan Council Bylaws. In addition, the IEEE Japan Council to investigate the implications of including a Student Representative to the Council Membership.**

**Financial Impact to RAB:** None

**The Motion was APPROVED.**

55. **APPROVAL OF THE REGION 10 BYLAWS.** Dr. Takeuchi noted the Region 10 Committee endorsed revisions to the Region 10 Bylaws on 24 April 1999. The revisions reflect a change to the term of office for the Region 10 Director-Elect to a two-year term. He explained a one-year term does not allow the Director-Elect enough time to familiarize himself/herself with the position. **A Motion was made that:**

**The IEEE Regional Activities Board approve revisions to the Region 10 Bylaws to reflect a two-year term for the Region 10 Director-Elect.**

**Financial Impact to RAB:** None

**The Motion was APPROVED.**

56. **DISSOLUTION OF THE SPRINGFIELD--JOPLIN SUBSECTION (REGION 5).** Mr. George Dean, Region 5 Director, reported the Springfield-Joplin Subsection has not had active officers since 1992 or meetings since 1990. The Kansas City Chair has made an attempt to revive the Subsection but has not been successful. It was noted the Kansas City Section has the Springfield - Joplin Subsection funds in their bank account. (RAB Item #34) **A Motion was made that:**

**The IEEE Regional Activities Board approve the dissolution of the Springfield-Joplin Subsection.**

**Financial Impact to RAB:** None

**The Motion was APPROVED.**

57. **APPROVAL OF REVISIONS TO THE REGION 5 BYLAWS.** Mr. Dean reported the Region 5 Committee endorsed revisions to Region 5 Bylaws on 17 April 1999. The revisions correct grammar and minor inconsistencies.

Dr. Onural requested that a Student Representative be appointed to the Region 5 Committee. Dr. Findlay spoke in favor of the request but noted that there are restrictions on the number of individuals who may be appointed to positions on the Region committee. Region 5 is currently at the limit of eight appointed positions. (RAB Item #35) **A Motion was made that:**

**The IEEE Regional Activities Board approve the revisions to the Region 5 Bylaws.**

**Financial Impact to RAB:** None

**The Motion was APPROVED.**

- 58. APPROVAL OF THE IEEE SINGAPORE SECTION BOOK PRIZE AWARD.** Mr. Howard noted the IEEE Singapore Section has requested that RAB approve an annual award given to the best student in the Integrated Circuit Reliability Physics and Failure Analysis course, offered at the Masters level at the University of Singapore. The RAB Awards & Recognition Committee has endorsed this award. (RAB Item #36) **A Motion was made that:**

**The IEEE Regional Activities Board approve the proposal for the establishment of the IEEE Singapore Section Book Prize Award.**

**Financial Impact to RAB:** None

**The Motion was APPROVED.**

- 59. APPROVAL TO HOLD THE REGION 4 EXECUTIVE COMMITTEE MEETING OUTSIDE OF REGION 4.** Mr. Robert Adams, Region 4 Director, stated he would like the Region 4 Executive Committee to meet in Piscataway in November 1999. According to the IEEE Bylaws, RAB must approve this request. Cecelia Jankowski, Managing Director - Regional Activities, commented that IEEE Staff welcomes the opportunity to have the Region Committees and Region Executive Committees meet in Piscataway (RAB Item #38). **A Motion was made that:**

**The IEEE Regional Activities Board authorize the Region 4 Executive Committee to hold a meeting outside Region 4.**

**Financial Impact to RAB:** None

**The Motion was APPROVED.**

- 60. REVISION TO RAB/TAB SECTION/CHAPTER SUPPORT COMMITTEE CHARTER.** Mr. Bastos reported the Rejuvenation Subcommittee recommends that a standing subcommittee (of the RAB/TAB Section/Chapter Support Committee) be established to work with Region Directors, Society Presidents and other concerned volunteers, to address the needs of struggling and inactive Sections and Chapters. The RAB/TAB Section/Chapter Support Committee approved this recommendation on 24 June 1999. (RAB Item #39). **A Motion was made that:**

**The IEEE Regional Activities Board approve revisions to the RAB/TAB Section/Chapter Support Committee Charter to include the Rejuvenation Subcommittee as a Standing Subcommittee.**

**Financial Impact to RAB:** None

**The Motion was APPROVED.**

- 61. APPROVAL YEAR 2000 SECTION REBATE SCHEDULE.** Mr. Bastos reported that the RAB Operating Committee recommended that the RAB/TAB Section/Chapter Support Committee review the impact of revising the 2000 Rebate Schedule. The RAB/TAB Section Chapter Support Committee endorsed the 2000 Section Rebate Schedule with the following changes from the 1999 Section Rebate Schedule: Section Rebates will be increased from \$1500 to \$1800 and Chapter Rebates will increase from \$150 to \$180. The overall financial increase for the Rebate Budget is \$123K.

Ms. Jankowski explained the components of the new Rebate Schedule. She reported that approximately 90% of Sections and Chapters claim their Rebates annually. Several RAB members spoke in favor of the new schedule because it may provide more funds for the "grassroot" levels within the Regions. (RAB Item #40) **A Motion was made that:**

**The IEEE Regional Activities Board approve the 2000 Section Rebate Schedule.**

**Financial Impact to RAB:**     \$123K in 2000.

**The Motion was unanimously APPROVED.**

- 62. APPROVAL OF REVISIONS TO SECTION 9.6 - CHAPTERS - RAB OPERATIONS MANUAL.** Mr. Bastos reported that there are minor clarifications needed in the RAB Operations Manual, Section 9.6 – Chapters. Specifically there is a reference to the Rebate being paid to the parent entity (Society), when it is actually paid to the Section and then released to the Chapter. In addition, Sections 9.6.B.5 and 9.6.H explain Joint Chapters, but from either the Joint Section Chapter or Joint Society Chapter perspective, not both.

Several RAB members spoke in favor of this item because this revision specifies that the money is intended for Chapter activity and not Section activity. (RAB Item #41) **A Motion was made that:**

**The IEEE Regional Activities Board to approve the revisions to the RAB Operations Manual Section 9.6 - Chapters.**

**Financial Impact to RAB**     None.

**The Motion was TABLED until the revisions to the RAB Operations Manual were reworded for clarification.**

**An amended Motion was made that:**

**The IEEE Regional Activities Board approve the revisions to the RAB Operations Manual Section 9.6 - Chapters as revised and presented during the RAB Meeting. (Appendix XVIII)**

**The Amended Motion was APPROVED.**

- 63. PROPOSED FISCAL YEAR REQUIREMENT - INCLUSION OF A STATEMENT IN THE RAB OPERATIONS MANUAL.** Mr. Bastos reported that geographic units are required to report their expenses from 1 January to 31 December of the previous year by the third week in February every year. The most efficient way for the units to accomplish this is if the unit is operating on that fiscal year. The RAB/TAB Section/Chapter Support Committee recommended to RAB that the appropriate items in Section 9 of the RAB Operations Manual - be amended to include a reference which addresses fiscal year reporting.

Several Region Directors noted this subject was not well received at their Region meetings. It was suggested that RAB provide Sections with an explanation as to why they should conform to this manner of reporting.

It was noted that in some countries fiscal year reporting might be prohibited because of legal reasons. Section 11.1 of the IEEE Policy & Procedures Manual states that the financial reports of Sections must be returned to IEEE on a calendar year basis. It was noted approximately 54% of Sections are sending in their officer reporting on a calendar year basis. (RAB Item #42) **A Motion was made that:**

**The IEEE Regional Activities Board recommend that each section of the RAB Operations Manual Section 9 which addresses unit funds be amended to include an additional reference "All unit funds management must adhere to a fiscal year 1 January – 31 December." This would affect Sections 9.3.J, 9.4.J, 9.5.G., 9.6.G., and 9.9.G. Units would be required to be in compliance by 31 December 2001.**

**Financial Impact to RAB:** None

**The Motion was unanimously APPROVED.**

- 64. UPDATE ON THE ELECTRONICS PRODUCT COMMITTEE WEB PUBLISHING PROJECT.** Mr. Anthony Durniak, Staff Executive - Publications, reported that the Electronic Products Committee is examining how web publishing is changing the entire character of the publishing industry. The key objectives for IEEE Publications are: electronic publishing initiatives, improve performance in traditional media and begin multi-faceted publishing. He noted success comes from providing better benefits to our customers. The committee is working to use enhanced web publishing to better service to our customers. A copy of his presentation is attached Appendix XIX.

- 65. APPROVAL TO MODIFY THE SECTION ANNUAL REPORT OF ACTIVITIES FORM.** Dr. Onural reported that SAC recommended that the Section annual report of activities form be modified to include an explicit line item describing Section interaction with Student Branches. The line item will request that Sections report on the type of activities they engaged in pertaining to Student Branches. It was noted that there are some Sections which do not have Student Branches within their boundaries. (RAB Item # 43) **A Motion was made that:**

**The IEEE Regional Activities Board recommend to the RAB/TAB Section/Chapter Support Committee that the Section annual report of activities form be modified to include an explicit line item where the Section interaction with Student Branches is described.**

**Financial Impact to RAB:** None.

**An amended Motion was made that:**

**The IEEE Regional Activities Board direct the RAB/TAB Section/Chapter Support Committee to investigate the means to modify the Section annual report of activities form to include an explicit line item describing Section interaction with Student Branches.**

**The MOTION was APPROVED.**

- 66. INVOLVEMENT OF STUDENT BRANCH LEADERS IN THE STRATEGIC PLANNING PROCESS.** Dr. Onural reported that based on the recommendation of the Region Student Representative Steering Committee, SAC recommended that RAB involve Student Branch leaders in the Strategic Planning process. It was suggested that RAB utilize one or more of the activities outlined in the "SAC Student Branch Leader Strategic Planning Involvement Proposal."

It was noted that Student Branch Counselors might provide more effective input to the Strategic Planning effort because Student Branch Counselors have longer terms. Mr. Damonte indicated the RAB SPC would investigate student participation at the RAB Strategic Planning Retreat. (RAB Item #44) **A Motion was made that:**

**The IEEE Regional Activities Board recommend that the RAB Strategic Planning Committee investigate the possibility of involving Student Branch leaders in the Strategic Planning process.**

**Financial Impact to RAB:** \$15K. RAB to subsidize student travel for Student Branch leaders to participate in Strategic Planning events.

**The Motion was APPROVED. (9 in favor, 4 opposed)**

- 67. APPROVAL OF FUNDING - STUDENT MEMBERS ATTENDANCE AT SECTIONS CONGRESS '99** Dr. Onural reported that the SAC recommended that RAB provide up to \$1K per Region (\$10K total) to be used to support Student Members traveling costs (including registration fee) to attend Sections Congress '99. He further added the funds will not be distributed in advance but reimbursed upon receipt of the expense report. The funds will be used to support the travel expenses for additional Students other than Region Student Representatives to attend Sections Congress '99.

Several members inquired about the benefits of students attending Sections Congress. Dr. Onural stated that Students are the leaders of the future and may become potential leaders of IEEE Societies or other entities. (RAB Item #45) **A Motion was made that:**

**The IEEE Regional Activities Board allocate up to \$1K per Region to be used for Student members traveling expenses (including registration fee) to attend Sections Congress '99.**

**Financial Impact to RAB:** Up to \$10K in 1999.

**The Motion was APPROVED. (9 in favor, 5 opposed)**

- 68. ENDORSEMENT OF NEW COLLEGE GRADUATE GLOBAL BENEFIT.** Dr. Onural reported that SAC recommended that the IEEE Individual Benefits and Services Committee (IB&SC) offer globally feasible benefits to Student members, as an incentive to new college graduates transitioning from Student member to regular member for the purpose of tracking the address information of the new college graduate. The additional benefits may encourage more Student Members to remain IEEE members after graduation.

The IB&SC would be requested to supply the necessary funds for the project. RAB members were in favor of the concept but requested more details about how this program will be implemented. (RAB Item #46) **A Motion was made that:**

**The IEEE Regional Activities Board endorse the recommendation that the IEEE Individual Benefits and Services Committee initiate globally feasible benefits to new college graduates.**

**Financial Impact to RAB:** None.

**The Motion was DEFEATED. (6 in favor, 8 opposed)**

69. **APPROVAL FOR STUDENT ACTIVITIES COMMITTEE INVOLVEMENT IN THE IEEE INTERNATIONAL SOLID - STATE CIRCUIT CONFERENCE.** Dr. Onural reported that SAC unanimously endorsed a Motion that a non-technical essay contest of the IEEE International Solid-State Circuit Conference (ISSCC) be advertised by SAC. ISSCC would provide \$3K in funding to hold the contest.

Many RAB members expressed concern about setting a precedence if RAB begins publicizing a contest for one conference. Other members noted this may be a benefit to the students and may increase their participation in Societies. (RAB Item #47) **A Motion was made that:**

**The IEEE Regional Activities Board to approve the Student Activities Committee involvement in the IEEE International Solid-State Circuit Conference (ISSCC) and allow the SAC to advertise a non-technical essay contest of ISSCC.**

**Financial Impact to RAB:** \$1.5K for publicity costs

**The Motion was DEFEATED. (6 in favor, 10 opposed, 1 abstention)**

70. **APPROVAL TO PROVIDE STUDENT BRANCH CHAIRS IN REGIONS 8, 9 AND 10 WITH A COMPLIMENTARY SUBSCRIPTIONS OF *IEEE POTENTIALS* MAGAZINE.** Dr. Onural reported that SAC unanimously recommended that complimentary subscriptions of *IEEE Potentials* be sent to Student Branch Chairs in Regions 8-10 with the intent that the Branch Chair use the magazine to benefit the Student Branch members. There are approximately 300 Student Branches in Regions 8-10 and each Student Branch Chair will receive a complimentary subscription of *IEEE Potentials*. (RAB Item #48) **A Motion was made that:**

**The IEEE Regional Activities Board provide a complimentary subscriptions of *IEEE Potentials* Magazine to Student Branch Chairs in Regions 8, 9 and 10.**

**Financial Impact to RAB:** Approximately \$3K (in postage)

**The Motion was APPROVED.**

71. **RECOMMENDATION TO ESTABLISH MIRROR SERVERS FOR THE IEEE WEB SITE IN REGIONS 8, 9 AND 10.** Dr. Onural reported that SAC recommended that RAB investigate (with IEEE Staff) the establishment of mirror servers for the IEEE Web Site in Regions 8, 9 and 10. Access to IEEE related information would be faster if mirror servers were set up. (RAB Item #49) **A Motion was made that:**

**The IEEE Regional Activities Board (with the appropriate IEEE Staff) investigate the feasibility of IEEE establishing mirror servers for the IEEE Web Site in Regions 8, 9 and 10.**

**Financial Impact to RAB:** None at this time.

**An amended Motion was made that:**

**The IEEE Regional Activities Board to approve the establishment of an ad hoc committee, including appropriate IEEE staff to investigate the feasibility of IEEE establishing mirror servers for the IEEE Web Site in Regions 8, 9 and 10.**

**The Motion was APPROVED.**

Dr. Lynn Carpenter, Vice Chair - Member Operations, was appointed to chair the ad hoc committee.

72. **APPROVAL TO AMEND A REQUIREMENT REGARDING BRANCH LEADERSHIP TRAINING WORKSHOP FUNDING.** Dr. Onural noted the SAC recommended that RAB approve an amendment requiring that Regional Student Activities Committee Chairs (RSACs) submit an anticipated budget for Branch Leadership Training Workshops by 31 August of the year prior to the workshops. The uncommitted funds will be consolidated for use in conjunction with other Branch Leadership Training Workshop activities. (RAB Item # 50) **A Motion was made that:**

**The IEEE Regional Activities Board approve an amendment indicating that RSACs must submit an anticipated budget for the \$3K per Region funding for Branch Leadership Training Workshops by 31 August each year.**

**Financial Impact to RAB:** None.

**The Motion was APPROVED.**

73. **APPROVAL TO FUND THE DISTRIBUTION OF THE SPANISH STUDENT BRANCH MAGAZINE "BURAN."** Dr. Onural reported the SAC recommended that RAB approve the allocation of up to \$3K in 1999 for the distribution of the Spanish Student Branch magazine "BURAN" to Region 9 Student Branches.

The RAB members who had seen copies of the magazine were impressed and pleased with the magazine content. Several RAB members spoke in favor of this proposal because it could become a valuable Student Member benefit and it may be an opportunity to stimulate Student Branches. It was noted that other Regions have spanish speaking students. (RAB Item #51) **A Motion was made that:**

**The IEEE Regional Activities Board to approve up to \$3K, in 1999, for the distribution of the Spanish speaking Student Branch Magazine "BURAN."**

**Financial Impact to RAB:** up to \$3K.

**An Amended Motion was made that:**

**The IEEE Regional Activities Board to approve up to \$3K in 1999, for the distribution of the Spanish speaking Student Branch Magazine "BURAN" to Region 9 and other Spanish speaking Student Branches.**

**The Motion was APPROVED.**

The Regional Directors were requested to provide a list of Spanish speaking Student Branches to RAD staff.

74. **EXECUTIVE SESSION.** The Regional Activities Board was in Executive Session from 11:53am until 12:00n.

Following lunch, the meeting reconvened at 1:30pm.

- 75. APPROVAL OF THE 1999 WILLIAM MIDDLETON DISTINGUISHED SERVICE AWARD.** Following Executive Session it was announced that RAB approved the 1999 recipient of the RAB William Middleton Distinguished Service Award. The recipient's name was not announced at the RAB meeting because the recipient had not notified. Following the RAB meeting, Dr. Alden was contacted.

**Robert T.H. Alden**

For challenging IEEE volunteers and staff to maximize their use of electronic communications in all IEEE activities.

- 76. ESTABLISHMENT OF THE STUDENT TECHNICAL AWARENESS CONFERENCE (STAC).** Dr. Onural reported that SAC recommended that RAB and TAB establish a Student Technical Awareness Conference (STAC) program. The focus of this program would be technical. Dr. Onural explained that since the Student Professional Awareness Conference (SPAC) program is successful, RAB should adopt similar guidelines for this program. The technical topic of the conference would change from year to year. It was noted that all undergraduate and graduate students would be able to attend this conference.

At the current time, SPAC program is funded by IEEE-USA and RAB. RAB provides \$15K to cover the costs of speakers, the delivery of materials for Regions 7-10 and supplemental money for Regions 1-6. It was noted that this proposal had not been presented to TAB. Dr. Onural reported there is a Student Ad Hoc Committee in place and is working on the details of the program. (RAB Item #52) **A Motion was made that:**

**The Regional Activities Board approve the establishment of the Student Technical Awareness Conference (joint with TAB) and allocated up to \$32.5K in 2000.**

**Financial Impact to RAB:** \$65K. In the year 2000, RAB and TAB would split the anticipated costs.

It was noted that specific details of the program were not presented and RAB members requested more information.

**An amended Motion was made that:**

**The IEEE Regional Activities Board request the Student Activities Committee to provide additional information regarding the establishment of Student Technical Awareness Conference (joint with TAB).**

**The Motion was APPROVED. (12 in favor, 5 opposed)**

- 77. 1999 IEEE THIRD MILLENNIUM MEDAL NOMINATION SUBMISSION.** The IEEE Awards Board has initiated a program to present the 3,000 Millennium Medals to members who have been selected by Major Boards, Societies and Sections for outstanding contributions. RAB has been invited to select 5 recipients for outstanding contributions to the Regional Activities Board. Each of the six Boards will be allotted five medals. The deadline for nominations is 1 October 1999.

In discussion of the distribution of medals, it was noted the number of medals given to Sections depends on the size of the Section. In addition, the program has been amended so each Region will be allotted 5 medals. All Region Directors were requested to submit nominations by the 1 October 1999 deadline. (RAB Item #53)



**A Motion was made that:**

**The IEEE Regional Activities Board permit the RAB Operating Committee to submit nominations for the 1999 IEEE Third Millennium Medals on behalf of RAB.**

**Financial Impact to RAB:**       None for the submission of nominations.

**The Motion was APPROVED.**

- 78. REDUCED CONFERENCE FEES FOR IEEE SENIOR MEMBERS.** Mr. Howard noted the Senior Member Benefits Working Group is looking for a multitude of ways to recognize Senior Members with minimal cost. The IEEE Membership Development Committee recommended that a request be made to all conference organizers initiate reduced conference fees for IEEE Senior Members

Several RAB members agreed this could add to the benefit of becoming a Senior Member. However, it was also noted that Senior Members are usually established in their professions and should be not be given a price break on conference fees. It was noted that there were no cost implications presented. **A Motion was made that:**

**The IEEE Regional Activities Board request to conference organizers that fees for Senior Members attending conferences be reduced below standard IEEE member pricing throughout the price structure (early, late and single-day registration) of the conferences' fees.**

**Financial Impact to RAB:**       None presented.

**The Motion was DEFEATED. (5 in favor, 12 opposed)**

- 79. SM ELEVATION – FREE SOCIETY MEMBERSHIP (ONE YEAR) OR ONE-YEAR SUBSCRIPTION TO TODAY'S ENGINEER.** Mr. Howard reported the IEEE Membership Development Committee recommended that RAB approve a proposal to offer a one-year Society membership or a one-year subscription to *Today's Engineer* to Senior Members upon elevation. Several RAB members spoke in favor of this proposal since RAB has an obligation to promote Senior Membership. The mechanism used for this conference promotion would be same as the current free Society membership conference promotion.

If approved by RAB, it was noted that this program will be implemented in 1999 and continued in the year 2000. **A Motion was made that:**

**The IEEE Regional Activities Board approve the allocation of \$37.5K in 1999 to fund the proposal that upon elevation to Senior Member grade, each new Senior Member be given a one-year membership in the Society of their choice or a one-year subscription to *Today's Engineer*.**

**Financial Impact to RAB:**       \$37.5K in 1999

**The Motion was APPROVED. (14 in favor, 2 opposed, 1 abstention)**

80. **PILOT PROGRAM – RECENT GRADUATE ELECTRONIC MEMBERSHIP.** Dr. Carpenter reported the IEEE MDC endorsed a pilot program, which would test an alternative recent graduate program of electronic membership and allow electronic access to all IEEE publications at a reduced dues rate. IEEE Student members would have five years to participate in the membership program. The program would exclude hard copy Society publications and would require communication with IEEE exclusively by electronic means. The program would be implemented in 2001. He also noted there are some costs involved that may affect RAB.

Recent graduate members would have all of the benefits available to regular members in addition to access to electronic publications. **A Motion was made that:**

**The IEEE Regional Activities Board endorse the development of a pilot program that would test an alternative recent graduate program of electronic membership which would allow electronic access to all IEEE publications at a reduced dues rate.**

**Financial Impact to RAB:** None presented.

**An amended Motion was made that:**

**The IEEE Regional Activities Board direct the IEEE Membership Development Committee to investigate the development of a pilot program that would test an alternative recent graduate program of electronic membership which would allow electronic access to all IEEE publications at a reduced rate.**

**The Motion was unanimously APPROVED.**

81. **EXPANSION OF CONFERENCE RECRUITING PROGRAM.** Mr. Howard reported there is currently an IEEE MD/Marketing COOP Program, which currently offers a "One Free Society Membership offer" as an incentive for new IEEE higher-grade applicants at conferences. However, many Society - sponsored conferences do not participate in this membership recruitment effort. Therefore, to encourage more IEEE Societies to conduct conference membership recruitment efforts, a Conference-based free IEEE Membership Incentive Program was proposed.

The free membership would be randomly selected on the last day of the conference by the IEEE staff and volunteers working the membership booth or the MD staff would randomly select the free IEEE membership winner when the applications are received in Operations center. **A Motion was made that:**

**The IEEE Regional Activities Board endorse the expansion of the existing Conference Recruiting program to offer a free IEEE membership for every 25 new members recruited at a conference.**

**Financial Impact to RAB:** \$12.5K for the remainder of 1999, approximately \$25K per year after that.

**The Motion was APPROVED. (14 in favor , 2 abstentions)**

82. **EXECUTIVE SESSION.** The Regional Activities Board was in Executive Session from 2:33pm until 2:38pm. Chair Benigni was excused from executive session and RAB Past Chair Findlay served as RAB Chair during executive session.

- 83. APPROVAL OF THE SECTIONS CONGRESS 2002 STEERING COMMITTEE CHAIR.** Following Executive Session it was announced that RAB unanimously approved the appointment of Daniel R. Benigni as the Sections Congress 2002 Steering Committee Chair.
- 84. LEADERSHIP DEVELOPMENT PROGRAM.** Cinda Voegtli, President - IEEE Engineering Management Society, provided an update on the Leadership Development Project. Ms. Voegtli explained that in order to be successful, local IEEE leaders must recruit other potential leaders, provide opportunities for them to practice leadership skills and provide opportunities for younger members and student members to be involved in the governance process. Local IEEE leaders must also develop relations with local industry to support IEEE volunteers, and support programs and services in response to local member needs. A copy of the presentation is attached (Appendix XX).
- 85. IEEE BRANDING AD HOC COMMITTEE.** An IEEE Information Session was held on 24 June 1999. A copy of the presentation on Branding is attached (Appendix XXI).

Mr. Damonte reviewed the activities of the IEEE Branding Ad Hoc Committee. The IEEE Branding Ad Hoc Committee has met every two weeks and was instructed to update the IEEE Positioning Statement and establish criteria for a branding and identity system. The Position Statement has been revised and distributed for additional comments. The Ad Hoc Committee will meet with the consultants and review new designs for the IEEE logo. The Ad Hoc Committee may recommend to keep the current logo, modify the current logo or adopt a new logo. A survey was distributed to every IEEE Section and response has been slow. It was noted RAB needs feedback from Section leaders so RAB may convey their thoughts on branding. Sections were requested to return the Branding surveys by 1 October 1999.

The IEEE Branding Ad Hoc Committee is requesting input from IEEE entities which aren't represented on the ad hoc committee. These include: GOLD, Publication Activities Board, Standards Activities Board and Women in Engineering.

- 86. RAB NEW FINANCIAL MODEL AD HOC COMMITTEE.** An IEEE Information Session was held on 24 June 1999. A copy of the presentation on a New Financial Model is attached (Appendix XXII).

The New Financial Model is being proposed because at present, the IEEE infrastructure cost is not being borne by all the entities, by rather by corporate IEEE. The entities have large cash reserves while corporate IEEE is paying for many of the expenses.

Mr. Lee noted the present financial structure does not promote good business behavior and the objective of the New Financial Model is to correct this situation. The New Financial Model proposes that allotments for RAB, TAB, EAB and *IEEE Spectrum* be eliminated and each Board justify its programs and submit for a budget to the IEEE BOD.

RAB members expressed concern about the impact of the New Financial Model on the behavior and relationship between entities. The relationship between RAB and TAB has improved recently and a major change in the financial structure could strain the relationship between entities.

- 87. RAB STREAMLINING DECISION MAKING AD HOC COMMITTEE.** An IEEE Information Session was held on 24 June 1999. A copy of the presentation on the IEEE Streamlining Decision Making Ad Hoc Committee is attached (Appendix XXIII).

Mr. Dave Green, Chair - RAB Streamlining Decision - Making Ad Hoc Committee, reported the committee met via conference call on 18 June. Four areas covered during the call were: decision making processes, Board of Directors and Executive Standing Committees, Governance Principles and Policies and External Positions on Issues. The committee came to a consensus that Volunteers should set policy and Staff should determine the implementation. Several members agreed that IEEE should have a consistent set of guidelines for decision-making processes. Mr. Green noted the IEEE Streamlining Ad Hoc Committee is looking into the feasibility of combining some of the Board standing committees to one-person committees.

88. **ELECTRONIC VERSION OF IEEE POTENTIALS MAGAZINE.** Dr. Onural reported the RAB Operating Committee recommended that the Student Activities Committee and the Potentials Advisory Committee investigate the implications of making IEEE Potentials Magazine available to all IEEE Student members via the World Wide Web. It is expected that an electronic version of IEEE Potentials Magazine will be available by February 2000.
89. **IEEE BUSINESS CLASS TRAVEL POLICY.** Chair Benigni noted that RAB policy indicates that all "Business Class Travel" must be approved by the Vice President-Regional Activities and all RAB members should attempt to obtain the lowest airfare possible.
90. **1999/2000 RAB STRATEGIC & OPERATIONAL PLAN.** The 1999/2000 RAB Strategic and Operation Plan was distributed with the agenda book (RAB Item #64). Mr. Damonte reported there has been no IEEE Strategic Planning Committee meetings in 1999. It was suggested that RAB plan a Strategic Planning Retreat be held in December 1999 or January 2000.
91. **PRELIMINARY 2000 RA BUDGET.** Mr. Lee reported the 2000 RA Budget was distributed but hasn't been reviewed by the RAB Finance Committee. The IEEE Finance Committee has requested that entities reduce the 2000 Budget by 5%. The RAB Finance Committee will be holding a meeting in July to discuss 2000 RA Budget
92. **RAB FINANCIAL DECISIONS - 25 JUNE 1999.** Chair Benigni summarized the financial impact of RAB actions approved at this meeting. RAB allocated up to \$79.6K in 1999 and \$185.5K in 2000 for RAB programs.
93. **SECTION FINANCIAL OPERATIONS.** Ms. Jankowski reported that the Sections, which have investments not in accordance with IEEE Policy, have been notified. 24 Sections were contacted and 7 Section have responded. A second notice will be distributed. In addition, staff is contacting Sections/Chapters to ensure that all financial accounts have the required signatures.

IEEE is establishing a procedure for random audits of L50 financial reports similar to that for IEEE Conferences. Under this program, independent audits will be required annually of geographical units with annual revenues or expenses of \$100K or greater. Geographic units with revenues or expenses less than \$100K will be audited on a rotational basis. RAB needs to communicate with the Sections that require mandatory audits. The Sections could be audited by the IEEE or an outside CPA firm. If a Section is audited by IEEE the cost would be 6% of the gross revenue or expense, which ever is higher.
94. **UPDATE ON SECTIONS CONGRESS ACTIVITIES.** Dr. Alicja Ellis, Sections Congress '99 Organizing Committee Chair, noted Sections Congress '99 will be held from 8-11 October 1999 in Minneapolis, MN USA. There will be 96 sessions, 47 topics and over 100 speakers at the Congress Program. A social event is scheduled for 9 October. In addition, 7 of 10 Region meetings will be taking place before and after the Sections Congress activities.
95. **1999 GOLD AWARD NOMINATIONS.** Ms. Jankowski noted in 1998 no nominations were received for GOLD Awards. She encouraged RAB members to spread the word about these awards.

96. **1999 RAB AWARD NOMINATIONS.** Mr. Howard reported that the RAB Awards & Recognition Committee is accepting nominations for the following awards: RAB Achievement, Leadership, Innovation and Larry K. Wilson Transnational Awards. Nominees can be from any Region. He encouraged RAB members to submit nominations to recognize outstanding Volunteers. The deadline for nomination is 15 October 1999.
97. **1999 IEEE THIRD MILLENNIUM MEDALS.** Chair Benigni announced that all ten Regions will distribute 5 Millennium medals each for a total of 50.
98. **INTERNATIONAL CAREER ACTIVITIES UPDATE.** Mr. Joel Snyder, Chair - International Career Activities Ad Hoc Committee, gave a report of the International Career Activities Committee survey results. The Committee is considering ways to determine what career activities are needed and possible in Regions 7 through 10. The committee is determining the best method to organize and implement various activities. A copy of the survey results is attached as Appendix XXIV.
99. **STUDENT EXCHANGE PROGRAM.** Dr. Remshardt presented the concept of a Student exchange program that could be extended to include post graduate students. It was noted this program might improve the reputation of IEEE worldwide and could potentially generate high interest among Students around the globe.
- Dr. Findlay reported that it can be a complicated process and both parties involved must agree to certain conditions regarding equivalent curriculums. If IEEE were to undertake this program it would require a great deal of funding. Some RAB members noted it may be difficult to exchange credits unless some type of formal agreement is made. It was agreed that a great deal of research is needed in order to proceed with this proposal. Chair Benigni proposed that the Student Activities Committee discuss this program with Dr. Remshardt.
100. **RESOLVING MEMBER PROBLEMS.** Dr. Remshardt noted that he received complaints from Region 8 members because their problems had not been resolved upon contacting IEEE staff. The problems were related to dues renewal and the IEEE membership database. He reported that subsequent to his involvement, the problems were resolved within 2 days.
- Dr. Remshardt suggested that staff members be designated for each Region to handle requests. Ms. Jankowski indicated there is a member services alias printed on the back of each IEEE member card. The email address is member-services[Region]@ieee.org. This message will direct the request to those employees who have been designated to service members in specific Regions. In addition, there is a help desk for all ten Regions at the IEEE Operations Center.
101. **REPORT OF THE MANAGING DIRECTOR, REGIONAL ACTIVITIES.** Ms. Jankowski indicated her report was in the agenda book (RAB Item #82). Cathy Downer has joined the Regional Activities Department as Project Manager. Cathy will be responsible for staff support for the GOLD Committee and assist with Sections Congress '99.
102. **TIME AND LOCATION OF THE NEXT MEETING.** Chair Benigni noted the next Regional Activities Board meeting will be 12 November 1999 in Snowbird, UT USA.

The meeting was adjourned at 6:00pm.

Respectfully submitted,



Cecelia Jankowski  
Secretary

**IEEE Regional Activities Board  
Minutes  
13 February 1999  
Westin Resort Hilton Head  
Hilton Head Island, SC, USA**

*(Privileged information, subject to confirmation)*

Mr. Daniel R. Benigni, Chair, IEEE Regional Activities Board (RAB), called the first meeting of the 1999 Regional Activities Board to order at 8:08 am on Saturday, 13 February 1999 at the Westin Resort Hilton Head, Hilton Head Island, SC, USA.

1. **WELCOME AND INTRODUCTIONS.** Chair Benigni welcomed RAB members and guests to the meeting. The attendees are listed in Appendix I.
2. **REVIEW AND ADOPTION OF AGENDA.** The agenda was adopted with the following modifications:

Additions:

- Item #37. Endorsement of revisions to the IEEE Membership Development Committee Charter
- Item #38. Approval of funding for Regional Conference Coordinators to attend a RCC meeting in conjunction with Sections Congress '99.
- Item #39. Approval of the RAB appointment of Members of the Student Activities Committee (moved from the Consent Agenda to the Action Agenda).

3. **APPROVAL OF THE CONSENT AGENDA.** The Consent Agenda was reviewed. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the RAB Consent Agenda.**

**The Motion was APPROVED.**

The following items were approved as part of the RAB Consent Agenda:

- A. Approval of the 13 November 1998 RAB Minutes. The 13 November 1998 RAB Minutes were reviewed and approved as distributed.
- B. Approval of the Student Branch formations. The Student Branch formations were reviewed and endorsed by the Vice President, Regional Activities. The Regional Activities Board approved the Student Branch formations as shown below:
  - Baltimore City Community College, Baltimore, Maryland in Region 2
  - University of Maryland-Eastern Shore, Princess Anne, Maryland in Region 2
  - University of Cyprus, Nicosia, Cyprus in Region 8
  - Vassil Levski Military Academy, Veliko Tirnovo, Bulgaria in Region 8
  - Amirkabir University of Technology, Tehran, Iran in Region 8
  - Iran University of Science & Technology, Tehran, Iran in Region 8
  - Universidad Autonoma de Guadalajara, Guadalajara, Mexico in Region 9
  - Dr. Navalar Nedunchezhiyan College of Engineering, Tamilnadu, India in Region 10
- C. Approval of RAB Appointments to 1999 RAB Standing Committees. The Regional Activities Board confirmed and approved the RAB appointments to the following 1999 RAB Standing Committees:
  - RAB Awards & Recognition Committee
  - RAB Graduates of the Last Decade Committee

- RAB Regional Conferences Committee
  - RAB Strategic Planning Committee
- D. Approval of RAB Appointments to the 1999 Joint RAB Standing Committees. The Regional Activities Board confirmed and approved the RAB appointments to the following 1999 Joint RAB Standing Committees:
- EAB/RAB Recognized Educational Programs Committee
  - RAB/TAB Section/Chapter Support Committee
  - RAB/TAB Transnational Committee
- E. Approval of the name change of IEEE Santa Barbara Section. As recommended by the Region 6 Director, the Regional Activities Board approved the name change of the IEEE Santa Barbara Section to the IEEE Central Coast Section. (RAB Item #6)
- F. Approval of the dissolution of IEEE San Luis Obispo Subsection. As recommended by the Region 6 Director, the Regional Activities Board approved the dissolution of the IEEE San Luis Obispo Subsection. (RAB Item #7)
- G. Approval of the dissolution of IEEE Vandenberg Section/Approval of the transfer of funds from the IEEE Vandenberg Section. As recommended by the Region 6 Director, the Regional Activities Board approved the dissolution of the IEEE Vandenberg Section with the boundaries of the IEEE Santa Barbara Section being redefined to include the boundaries of the IEEE Vandenberg Section. In addition, the Regional Activities Board approved the reassignment of the existing funds from the IEEE Vandenberg Section to the IEEE Central Coast Section. (RAB Item #8)
- H. Approval of the dissolution of IEEE San Gabriel Valley Section/Approval of the transfer of funds from the IEEE San Gabriel Valley Section. As recommended by the Region 6 Director, the Regional Activities Board approved the dissolution of the IEEE San Gabriel Section with the boundaries of the IEEE Metropolitan Los Angeles Section being redefined to include the boundaries of the IEEE San Gabriel Section. In addition, the Regional Activities Board, *approved* the reassignment of the existing funds from the IEEE San Gabriel Section to the IEEE Metropolitan Los Angeles Section. (RAB Item #9)
- I. Approval of revised Section/Council Bylaws. The following Bylaws have been revised and approved by the Regional Activities Board: Sacramento, San Francisco, Seattle, Los Alamos, China Lake Section Bylaws and the Los Angeles Council Bylaws. These Bylaws are approved as interim Bylaws since all IEEE Sections/Councils will be requested to revise their Bylaws in accordance with the forthcoming Section Guide. (RAB Item #10)
- J. Approval of Student Branch dissolutions. In accordance with RAB Operations Manual Section 9.7.J, the Regional Activities Board approved the dissolution of the following Student Branches:
- Champlain College, Burlington, Vermont in Region 1
  - College of Staten Island-Sunnyside Campus, Staten Island, New York in Region 1
  - Southern Illinois University, STC Havelock, North Carolina in Region 3
  - Valparaiso Technical Institute, Valparaiso, Indiana in Region 4
  - Arkansas College of Technology, Little Rock, Arkansas in Region 5
  - Oklahoma Junior College, Tulsa, Oklahoma in Region 5
  - College Militaire Royal-St. Jean, Quebec, Canada in Region 7
  - Westerra Institute of Technology in Region 7
  - Portugal Section Student Branch, Portugal in Region 8
  - Instituto Tecnologico Regional Ciudad Juarez, Juarez, Mexico in Region 9

4. **ENDORSEMENT OF REVISION TO IEEE BYLAW R-305.1 - VICE CHAIR – MEMBERSHIP ACTIVITIES.** Mr. James Howard, Vice Chair, Membership Activities presented the revisions to IEEE Bylaw R-305.1 - Vice Chair – Membership Activities. The Bylaw revision removes the statement indicating that the Vice Chair Membership Activities shall serve as Chair of the IEEE Membership Development Committee. (RAB Item #26) **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the revision to IEEE Bylaw R-305.1 -RAB Vice Chair – Membership Activities and recommend approval by the IEEE Board of Directors.**

**The Motion was APPROVED.**

5. **ENDORSEMENT OF REVISION TO IEEE BYLAW I-308 - STANDING COMMITTEES.** Mr. Howard presented the revisions to IEEE Bylaw I-308 - Standing Committees. The revisions reflect the current administrative procedures regarding the appointment of members to the IEEE Membership Development Committee. (RAB Item #27) **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the revision of Bylaw I-308 - Standing Committees and recommend approval by the IEEE Board of Directors.**

**The Motion was APPROVED.**

6. **ENDORSEMENT OF REVISION TO IEEE BYLAW I-106.1 - REFERENCE REQUIREMENTS.** Mr. Howard presented the proposed revision to IEEE Bylaw I -106.1 - Reference Requirements. The revision eliminates the requirement to provide references when an Associate Member is applying for elevation to Member grade. Mr. Daniel Jackson, Chair - IEEE Admission & Advancement Committee, noted the A&A Committee endorsed the revisions. He further added if an individual applies for IEEE membership he/she is not required to provide a reference, therefore, a Member who applies for elevation to Member grade should not be required to provide a reference. (RAB Item #28) **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the revision of Bylaw I -106.1 - Application Requirements and recommend approval by the IEEE Board of Directors.**

**The Motion was APPROVED.**

7. **APPROVAL OF NAME CHANGE OF THE EAB/RAB RECOGNIZED EDUCATIONAL PROGRAMS COMMITTEE/RECOGNIZED EDUCATIONAL PROGRAMS LIST.** Mr. Howard presented the proposed name change to the EAB/RAB Recognized Educational Programs Committee and the recognized educational programs list. The new name for the committee is EAB/RAB Reference list of Educational Programs Committee and the new name for the REP List is Reference list of educational programs. Dr. Findlay noted the word "recognize" made it appear that IEEE was an accrediting body. The IEEE Board of Directors recommended that REPCOM look into the possibility of changing the name. (RAB Item #29) **A Motion was made that:**

**The IEEE Regional Activities Board to approve the name change of the EAB/RAB Recognized Educational Programs Committee to the Reference list of Educational Programs Committee and the name of the Recognized Educational Programs list to the Reference list of educational programs.**

**The Motion was APPROVED.**

8. **ENDORSEMENT OF REVISIONS TO IEEE BYLAWS I-105.10, R-404, R-406.1.** Mr. Howard presented the revisions to IEEE Bylaws R-404, 406.1 and I-105.10. The revisions reflect the new name of the EAB/RAB Recognized Educational Programs Committee. (RAB Item #29) **A Motion was made that:**



**The IEEE Regional Activities Board to endorse the revision to the following documents and recommend the approval by the IEEE Board of Directors:**

- **IEEE Bylaw R-404 - Coordination of RAB Standing Committees**
- **IEEE Bylaw R-406.1 - EAB/RAB Recognized Educational Programs Committee**
- **IEEE Bylaw I-105.10 -Recognized Educational Programs**

**The Motion was APPROVED.**

- 9. APPROVAL OF REVISIONS TO THE SECTIONS 4.16 AND 4.3.C OF THE RAB OPERATIONS MANUAL.** Mr. Howard presented the revisions Section 4.16 and 4.3.C of the RAB Operations Manual. The revisions were made to be consistent with the proposed name change of the EAB/RAB Recognized Educational Programs Committee. (RAB Item #29) **A Motion was made that:**

**The IEEE Regional Activities Board to approve the following revisions to the RAB Operations Manual:**

**Section 4.16 - EAB/RAB Recognized Educational Programs Committee Charter**

**Section 4.3.C - EAB/RAB Recognized Educational Programs Committee**

**The Motion was APPROVED.**

- 10. ENDORSEMENT OF THE REVISION TO THE BYLAW E-207.3.A - CURRENT JOINT STANDING COMMITTEES.** Mr. Howard presented the proposed revisions to Bylaw E-207.3.A - Current Joint Standing Committees. It was noted the IEEE Educational Activities Board approved the Bylaw. (RAB Item #29) **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the revision to IEEE Bylaw E-207.3.A - Current Joint Standing Committees.**

**The Motion was APPROVED.**

- 11. ENDORSEMENT OF THE REVISION TO IEEE POLICY & PROCEDURE MANUAL SECTION 3 - RECOGNIZED EDUCATIONAL PROGRAMS.** Mr. Howard presented the revisions to Section 3 of the IEEE Policy & Procedure Manual. The revisions are consistent with the name change of the EAB/RAB Recognized Educational Programs Committee to the Reference List of Educational Programs. (RAB Item #29) **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the proposed revisions to the IEEE Policy & Procedure Manual Section 3 - Recognized Educational Programs and recommend approval by the IEEE Board of Directors.**

**The Motion was APPROVED.**

- 12. APPROVAL OF THE 1998 RECIPIENTS OF THE RAB SECTION MEMBERSHIP GROWTH AWARD.** Mr. Howard presented the 1998 recipients of the RAB Section Membership Growth Award. The recipients are selected by determined by the greatest level of growth based on a composite rating, considering the highest percentage of increase in membership and highest increase in new elections relative to other Sections in good standing within each Region. All recipients will receive a certificate to be presented at an appropriate location. The RAB Awards & Recognition Committee endorsed the recipients (RAB Item #30). **A Motion was made that:**

**The IEEE Regional Activities Board to approve the recipients of the 1998 RAB Section Membership Growth Award:**

<b>Region 1</b>	<b>Maine</b>	<b>Region 6</b>	<b>Northern Nevada</b>
<b>Region 2</b>	<b>Northern Virginia</b>	<b>Region 7</b>	<b>Kingston</b>
<b>Region 3</b>	<b>Atlanta</b>	<b>Region 8</b>	<b>Nigeria</b>
<b>Region 4</b>	<b>Red River Valley</b>	<b>Region 9</b>	<b>Centro Occidente</b>
<b>Region 5</b>	<b>Dallas</b>	<b>Region 10</b>	<b>Bombay</b>

**The Motion was APPROVED.**

Dr. Findlay requested that RAB reconsider approval of the recipients of the 1998 Section Membership Growth Award. It was noted that the Nigeria Section has not provided Officer Reporting or Financial reporting since 1988. **A Substitute Motion was made that:**

**The IEEE Regional Activities Board to approve the recipients of the 1998 RAB Section Membership Growth Award:**

<b>Region 1</b>	<b>Maine</b>	<b>Region 6</b>	<b>Northern Nevada</b>
<b>Region 2</b>	<b>Northern Virginia</b>	<b>Region 7</b>	<b>Kingston</b>
<b>Region 3</b>	<b>Atlanta</b>	<b>Region 8</b>	<b>United Kingdom &amp; Republic of Ireland</b>
<b>Region 4</b>	<b>Red River Valley</b>	<b>Region 9</b>	<b>Centro Occidente</b>
<b>Region 5</b>	<b>Dallas</b>	<b>Region 10</b>	<b>Bombay</b>

**The Substitute Motion was APPROVED.**

- 13. APPROVAL OF THE 1998 RECIPIENTS OF THE RAB STUDENT BRANCH MEMBERSHIP GROWTH AWARD.** Mr. Howard presented the 1998 recipients of the RAB Student Branch Membership Growth Award. The recipients are selected by the greatest level of growth based on a composite rating, considering the highest percentage of increase in membership and highest increase in membership relative to other Student Branches within each Region. All recipients will receive a certificate to be presented at an appropriate location. The RAB Awards & Recognition Committee endorsed the recipients. (RAB Item #31) **A Motion was made that:**

**The IEEE Regional Activities Board to approve the recipients of the 1998 RAB Student Branch Membership Growth Award:**

<b>Region 1</b>	<b>Cornell University</b>	<b>Region 5</b>	<b>Texas Technological University</b>
<b>Region 2</b>	<b>University of Maryland - Baltimore County</b>	<b>Region 6</b>	<b>University of Hawaii</b>
<b>Region 3</b>	<b>North Carolina A and T State University</b>	<b>Region 7</b>	<b>University of Alberta</b>
<b>Region 4</b>	<b>University of Notre Dame</b>	<b>Region 8</b>	<b>University of Ljubljana</b>
		<b>Region 9</b>	<b>Aguascalientes Inst Tecnológico</b>
		<b>Region 10</b>	<b>Sathyabama Engineering College</b>

**The Motion was APPROVED.**

- 14. APPROVAL OF THE IEEE BUFFALO SECTION SCHOLARSHIP FUND.** Mr. Howard presented the IEEE Buffalo Section Scholarship Fund. The RAB Awards & Recognition Committee reviewed and endorsed the scholarship. It was noted that member dues will not be used to fund the scholarship. The scholarship shall be known as the Dr. Richard Dollinger Memorial Scholarship (or the Dr. D. Award), as voted on by the IEEE Buffalo Section Executive Committee. A preliminary selection of candidates will be made based on the information supplied on the nomination form. The final award will be based on a paper written by the final candidates selected by the scholarship committee. The topics of the paper will be reviewed every year to determine if they are still relevant. (RAB Item #35) **A Motion was made that:**

**The IEEE Regional Activities Board to approve the IEEE Buffalo Section Scholarship fund.**

**The Motion was APPROVED.**

15. **RATIFICATION OF THE 1999 REGIONAL ACTIVITIES BUDGET.** Mr. Brian Lee, RAB Treasurer, presented the 1999 Regional Activities Budget. (RAB Item #32) Mr. Lee provided a detailed analysis of the differences between the actual and budget expenses for 1998. A copy of the actual budget expenses for 1998 is attached as Appendix II. It was noted that Regional Activities Board was under budget for 1998 and \$250K was put into the IEEE General Fund. **A Motion was made that:**

**The IEEE Regional Activities Board to ratify the 1999 Regional Activities Budget.**

**The Motion was APPROVED.**

16. **RATIFICATION OF 1999/2000 RAB STRATEGIC AND OPERATIONAL PLAN.** Mr. Damonte presented the 1999/2000 Regional Activities Board Strategic and Operational Plan. The plan was approved by RAB at the 13 November 1998 meeting. A copy of the plan was in the RAB Agenda book (RAB Item #33). **A Motion was made that:**

**The IEEE Regional Activities Board to ratify the 1999/2000 Regional Activities Board Strategic and Operational Plan.**

**The Motion was APPROVED.**

17. **ENDORSEMENT OF CHANGE IN REBATE PRACTICES.** Mr. Antonio Bastos, Vice Chair - Region, Section and Chapter Activities, noted the RAB/TAB Section/Chapter Support Committee, at the 11 November 1998 meeting, voted to discontinue the practice of accruing rebates. Beginning with the 2000 Rebate Schedule all required reports are to be received by 31 December of the current year in order for the Rebate to be paid. It was noted the number of Sections who fail to report by the end of the year of activity is increasing. IEEE is responsible for meeting the U.S. Internal Revenue Service requirements and reporting the financial activities of all its entities. **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the decision by the RAB/TAB Section Chapter Support Committee to discontinue the practice of accruing the Section Rebate from the previous year. Beginning with the establishment of the Rebate Schedule for the year 2000, reporting must be received by 31 December (of the previous year following the activity) for the rebate to be paid.**

**The Motion was APPROVED.**

18. **APPROVAL OF FORMATION OF AD HOC COMMITTEES ON BRANDING, STREAMLINING DECISION MAKING AND NEW FINANCIAL MODEL PROPOSALS.** Mr. Damonte reported that the RAB Strategic Planning Committee recommended that RAB form Ad Hoc Committees on IEEE Branding, Streamlining Decision - Making and New Financial Model Proposals. The composition of the Ad Hoc Committees will be determined by the VP-RA. Chair Benigni noted he would like all Regional Directors and Director Elects to participate in the subcommittees. He asked that all RAB members provide feedback on which ad hoc committee they would like to serve. He indicated the following individuals would serve as Chairs of the Ad Hoc Committees:

- **New Financial Model - Brian Lee**
- **Branding - John Damonte**
- **Streamlining Decision Making - Dave Green**

**A Motion was made that:**

**The IEEE Regional Activities Board to approve the formation of RAB Ad Hoc Committees on the IEEE Branding, Streamlining Decision Making and the New Financial Model Proposals.**

**The Motion was APPROVED.**

19. **APPROVAL OF REVISION TO THE IEEE MEMBERSHIP DEVELOPMENT COMMITTEE CHARTER.** Mr. Howard presented the revisions to the IEEE Membership Development Committee Charter (Appendix III) as recommended by the IEEE Membership Development Committee. He noted Section B - Scope and Section G - Meetings have been revised to conform to the IEEE Bylaws.

**A Motion was made that:**

**The IEEE Regional Activities Board to endorse the revisions to the IEEE Membership Development Committee Charter and and recommend approval by the IEEE Board of Directors.**

**The Motion was APPROVED.**

20. **APPROVAL OF FUNDING FOR REGIONAL CONFERENCE COORDINATORS TO ATTEND THE RAB RCC MEETING IN CONJUNCTION WITH SC'99.** Mr. Luceri reported the RAB Regional Conference Committee recommended that RAB provide funding for the Regional Conference Coordinators to attend the RAB Regional Conferences Committee meeting which will be held in conjunction with SC'99. He noted that the Sections Congress '99 program will include a track on conference planning/organization. **A Motion was made that:**

**The IEEE Regional Activities Board to provide supplementary funding of \$10K to permit Regional Conference Coordinators to attend the RCC meeting in conjunction with SC '99.**

**The Motion was APPROVED.**

21. **CONFIRMATION OF THE RAB APPOINTMENT TO THE STUDENT ACTIVITIES COMMITTEE.** Dr. Levent Onural, Vice Chair - Student Activities, presented the current Student Activities Committee Roster (Appendix IV). **A Motion was made that:**

**The IEEE Regional Activities Board to confirm the RAB appointments to the 1999 Student Activities Committee.**

**The Motion was APPROVED.**

22. **IEEE BRANDING/STREAMLINING/FINANCIAL PROPOSALS.** On 12 February 1999, RAB members attended a discussion on IEEE Branding/Streamlining/Financial Proposals. Comments included: streamlining could be an attempt to distance the relationship between volunteers and staff.. This might be a way to disband committees that volunteers do not need to be a part, or a way to disband committee structures and reduce them to one-person committees. Streamlining may be an attempt to reduce cost, volunteers and red tape. RAB members hope the committees find the positive and negative aspects of all three of the proposals. RAB members were concerned about streamlining going against the globalization initiative.

23. **REPORT ON 1998 IEEE MEMBERSHIP ACTIVITIES.** Mr. Howard reported that one of the MDC goals for 1998 was to increase new membership by 2.6%. As of 31 December 1998, IEEE Membership totaled 334,811 which reflects and increase of 4.7%. This is the highest IEEE membership ever. The 1998 IEEE Membership retention rate for higher-grade members was 90%, 78.4% for Student members and 88.3% overall. Mr. Howard noted copies of his presentation will be forwarded to all RAB members (Appendix V). Dr. Findlay moved to congratulate Mr. Howard and Jill Levy, Staff Director - Membership, and the IEEE Membership Development Committee on their successful achievements in Membership Development Activities. **A Motion was made that:**

**The IEEE Regional Activities Board to congratulate the IEEE Membership Development Committee, Staff Director - Membership and the membership staff on their efforts contributing to IEEE's successful 1998 membership activities.**

**The Motion was APPROVED by acclamation.**

24. **ENGINEERING TOMORROW: TODAY'S TECHNOLOGY EXPERTS ENVISION THE NEXT CENTURY.** Ms. Janie Fouke, Division X Director, announced IEEE is producing a millennium book to address the progress of engineering professions. It will be a full-color/coffee table style book organized around technologies of the future with world class contributors, including Nobel prize winners and technology leaders. The project is sponsored by the IEEE Technical Activities Board and all of the proceeds will go to the IEEE Foundation. It is scheduled to be distributed by 1 January 2000. Ms. Fouke noted all IEEE members must order their special editions by 1 September 1999. A copy of the presentation is attached as Appendix VI.

25. **YEAR 2000 OUTREACH PROGRAM.** Dr. Maurice Papo, IEEE Secretary, reported the IEEE Y2K Coordinating Committee focus is targeted toward three projects:

- Outreach program targeted to (a) media and public and (b) membership
- EAB participation in the outreach program in support of educational efforts associated with Y2K
- Regional involvement and the need for training Regional spokespeople

Dr. Papo reported the committee is working on a "clearing house" project: an on-line system to exchange information regarding Y2K problems. The budget for this project is being developed. Dr. Papo noted training needs to be Region-specific. He agreed to coordinate with RAB on Regional training programs and he noted RAB may be requested to provide funds for this effort in the future.

26. **ENDORSEMENT OF IEEE BECOMING A "TITLE SPONSOR" AT THE 2001 NATIONAL SCOUT JAMBOREE.** Mr. Dale Caston, Region 3 Director, presented the proposal regarding IEEE becoming a "title sponsor" of the Electricity and Electronics Merit Badge booths at the 2001 National Scout Jamboree. It is expected that approximately 35,000 scouts from Regions 1-10 and students in grades K-12 will attend the Jamboree. There are several benefits to IEEE being the "title sponsor" at the Jamboree including: a public relations opportunity for the IEEE and increased worldwide recognition of IEEE.

Mr. Caston noted IEEE needs to commit prior to the beginning of the Jamboree planning stages. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the allocation of \$30K in 1999 and IEEE become a "title sponsor" of the Electricity and Electronics Merit Badge booths at the 2001 National Scout Jamboree.**

It was suggested that RAB may not be able to use IEEE funds to sponsor this event. **A Motion was made that:**

**RAB postpone discussion of this Motion until it is determined if RAB could use IEEE funds to sponsor this event.**

**The Motion to postpone the Motion was APPROVED.**

After a discussion it was noted this project was is a Region initiative and the funding may come from the 1999 RA Budget. It was noted that the IEEE Executive Committee will be notified of this program. **The Motion was restated as follows:**

**The IEEE Regional Activities Board to approve the allocation of \$30K in 1999 and IEEE become a "title sponsor" of the Electricity and Electronics Merit Badge booths at the 2001 National Scout Jamboree.**

**The Motion was APPROVED.**

27. **ENDORSEMENT OF UNAPPROVED FINANCIAL INVESTMENT PROPOSAL.** Chair Benigni reported IEEE Sections have invested funds into programs that are not IEEE approved investments. He reviewed the procedures (Appendix VII) that IEEE staff will implement with regard to unapproved investments by Sections. Chair Benigni commented that IEEE has to be accountable for its funds and determine if they are in compliance with IEEE Investment policies.

Mr. Mike Sosa, Staff Director, Financial Services indicated there are four options available to IEEE entities for their investments through IEEE. Short-term options include a 30-day Certificate of Deposit and a six-month CD. The long-term option is the IEEE Long Term Investment Fund, a balanced "mutual" fund consisting of equity, fixed income and international investments. IEEE entities may invest in a FDIC insured money market products and government-back obligations such as Treasury notes and Treasury bills. He noted that FDIC insurance is only to \$100K per institution and if you have more than a 100K invested in accounts with one bank you are only insured to \$100K. The Regional Activities Board endorsed the process by which unapproved unit investments will be brought into compliance with IEEE Policy and Procedures.

28. **ENDORSEMENT OF GEOGRAPHICAL UNIT FINANCIAL OPERATIONS IMPROVEMENT PROPOSAL.**

Chair Benigni noted that IEEE staff has identified and prioritized opportunities regarding improvements to Geographical Unit Financial operations. It is an opportunity to ensure that Sections, Chapters and Councils provide the required financial information and comply with established policy and procedures while minimizing efforts required by volunteers. The following opportunities have been identified: revision of the Financial Operations Guide, implementation of the IEEE Concentration Banking Program, ensure all financial accounts have the required signatures, enhance the current Custody Account implementation, define Treasurers' Duties and establish audit processes of entity financial reports. IEEE is attempting to make it easier for Entity Treasurers to do their jobs.

It was noted that there is a need for a Treasurer's workshop. Mr. Sosa noted he would investigate the possibility of corporate funding be used to conduct a workshop. There was concern regarding on the effect of on Sections outside the US. It was agreed that appropriate information will be shared with IEEE Volunteers outside the US. **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the process regarding the proposal on Geographical Unit Financial Operations Improvements with the understanding the RAB approval will be sought prior to implementation of specific actions.**

**The Motion was APPROVED.**

29. **SECTION REJUVENATION SUBCOMMITTEE.** Mr. Kemp presented a report on the activities of the Section/Chapter Support Ad Hoc Committee on Section Rejuvenation. The subcommittee is communicating through conference calls and e-mails. He noted the following problems may lead to Section inactivity: no volunteer leadership identified, lack of volunteer leadership, lack of time or interest. Some of the interests of the subcommittee are: identifying Sections & Chapters in need of rejuvenation, reviewing recruitment resources and opportunities, calling for "Best Practices", considering intervention strategies, presentation at Sections Congress '99.

30. **REPORT ON THE IEEE CONFERENCES BEST PRACTICES MANUAL.** Dr. Jacob Baal-Schem, Past Chair - RAB Regional Conferences Committee presented an overview of the manual. The purpose of the handbook is to:

- Assist volunteers in initiating and organizing technical meetings
- Provide conference organization procedures and best practices in a condensed form
- Provide IEEE Society Conference contracts
- Provide IEEE Region information, contacts and listings of major conferences
- Provide a listing of major meetings held in previous years to IEEE entities worldwide

Dr. Baal-Schem requested that the Region Directors provide Mary Ann DeWald, Manager, TAB Conference Services, with detailed information on Region information, meetings and contacts. The handbook will be distributed to Societies, Regional Conference Coordinators, and the Region Directors.

31. **REPORT ON RAB/IEEE-USA COMMITTEE ON INTERNATIONAL CAREER ACTIVITIES.** Mr. Joel Snyder, Chair RAB/IEEE-USA Committee on International Career Activities, presented the results from the survey on International Career-Related Activities (Appendix VIII). He reported the majority of the individuals surveyed were less than 40 years old and hold doctorate degrees. The majority of these people work for educational institutions and have been affiliated with IEEE for more than 10 years. The International Career Activities met on 12 February 1999. The committee discussed the significance of the survey results and how the demographics compared to other IEEE surveys. They also discussed the need for additional analysis of current member survey data.
32. **REPORT ON PUBLICATIONS ACTIVITIES BOARD/REPORT ON ELECTRONIC SERVICES STEERING COMMITTEE.** Mr. Roger Pollard, Chair - PAB/TAB Electronic Products Committee, presented a presentation on the activities of the IEEE PAB/TAB Electronic Product Committee (Appendix IX). He spoke about the projects and goals of the Electronic Services Steering Committee.
33. **REPORT OF THE RAB TREASURER.** Mr. Lee, indicated his report was in the RAB Agenda Book (RAB Item #61).
34. **REPORT OF THE RAB CHAIR/VICE PRESIDENT, REGIONAL ACTIVITIES.** Chair Benigni discussed the role of the RAB Operating Committee and his expected attendance Region Meetings. He attended Region meetings in Regions 1 and 4 this year and plans to attend meetings in Regions 2, 5, 6, 8, 9 and 10. The RAB Operating Committee will be meet in conjunction with the Region 9 meeting on 24 March 1999 in Panama City, Panama. He noted that he would like to see the following activities occur in 1999: strengthen Sections & Student Branches, increase Globalization, develop measures of success for Section leaders, increase and retain members, provide a way to synthesize Student Branch Counselors, encourage the GOLD Committee to think big strive for a balanced Budget.
35. **REPORT OF THE MANAGING DIRECTOR, REGIONAL ACTIVITIES.** Ms. Jankowski indicated her report was in the RAB Agenda book (RAB Item #63). She requested all Region Directors to review the report on delinquent Section reporting and the probationary Chapter report. It was noted Region Directors will be notified before delinquent Chapters are dissolved.
36. **REPORT OF THE PAST CHAIR, REGIONAL ACTIVITIES BOARD.** Dr. Findlay announced the call for nominations for RAB positions in 2000 (RAB Item #64.A). He encouraged the Region Directors to have the Region Committees nominate individuals for RAB Assembly-elected positions. The deadline for the submission of nominations is 30 April 1999.
37. **REPORT OF THE VICE CHAIR - MEMBERSHIP ACTIVITIES.** Mr. Howard presented the 1999 Membership Development Committee goals (Appendix X). Mr. Howard reported three MD working groups were established to address: Transnational Membership Development, Senior Member Benefits- Longevity/Recognition, Electronic Membership.

There were 285 Senior Member applications recently reviewed by an Admission & Advancement panel. He further added in 1998 there was an 11% increase in new member applications and a 33% increase in Web applications.

38. **REPORT OF THE VICE CHAIR - MEMBER OPERATIONS.** Dr. Lynn Carpenter, Vice Chair - Member Operations indicated there was no report.

- 39. REPORT OF THE VICE CHAIR - REGION, SECTION AND CHAPTER ACTIVITIES.** Mr. Bastos indicated his report was in the agenda book (RAB Item #65.C) and contains the 1999 RAB/TAB Section/Chapter Support Committee business plan, mission statement, Committee responsibilities, and strategic objectives.

Mr. Luceri, gave an overview of the RAB Regional Conferences Committee meeting held on 12 February 1999. All IEEE conferences with a budget over \$25K are required to submit their conference budget to IEEE Conference Services for approval. He presented the procedures (Appendix XI) for closing conferences and the penalty fees associated with those conferences that are not in compliance with IEEE policy. Every conference that does not close their financial activity within one year (or more) after the conference will be subject to penalty fines up to \$750. An additional charge of \$750 will be charged for each quarter that a conference remains unclosed. Mr. Luceri noted the procedures for reporting conference financial activity has always been in effect and the penalty fees will be in enforced as of 1 April 1999.

Mr. William Watte discussed the membership and goals of the GOLD Committee. Sandra Hidalgo, is working on a video project in Spanish which is targeted towards Seniors who will graduate soon. He spoke about the Quick Start Incentive Funding Program and the proposed GOLD Conference.

- 40. REPORT OF THE VICE CHAIR - STUDENT ACTIVITIES.** Dr. Onural reported the next SAC Meeting will be held in London, UK in May 1999. A report will be available at the next RAB meeting in Boston, June 1999.
- 41. REPORT OF THE VICE CHAIR - STRATEGIC PLANNING.** Mr. Damonte reported the RAB Strategic Planning Committee met on 12 February 1999. The Committee is working on the 2000-2001 RAB Strategic and Operational Plan and it will be submitted for RAB approval in November 1999.
- 42. REPORT OF REGION DIRECTORS.** Region Director reports from Regions 3, 7, 8, and 9 were included in the RAB Agenda book (RAB Items #66.C, 66.G, 66.H, 66.I). Reports from Regions 1, 2, 5, and 6 were distributed at the meeting (Appendices XII, XIII, XIV, and XV).
- 43. TIME AND LOCATION OF THE NEXT MEETING.** The next RAB meeting will be 25 June 1999 in Boston, MA.

The meeting was adjourned at 4:55PM.

Respectfully submitted,



Cecelia Jankowski  
Secretary



**IEEE Regional Activities Board  
Minutes  
13 November 1998  
Hyatt Regency Hotel  
New Brunswick, NJ, USA**

*(Privileged information, subject to confirmation)*

Mr. Daniel R. Benigni, Chair, IEEE Regional Activities Board (RAB), called the final meeting of the 1998 Regional Activities Board to order at 9:55am on Friday, 13 November 1998 at the Hyatt Regency Hotel in New Brunswick, NJ, USA.

Prior to the RAB Meeting, H. Troy Nagle, Chair, IEEE Award Planning and Policy Committee, presented an overview the IEEE Awards & Recognitions Program and the IEEE Electronic Services Steering Committee. In addition, a presentation on IEEE branding, streamlining the IEEE decision making process and a new IEEE financial model, was presented to both the IEEE Regional Activities Board and the IEEE Technical Activities Board. Chair Benigni instructed RAB members to direct comments concerning the presentation to Cecelia Jankowski, Managing Director, Regional Activities.

**118. WELCOME AND INTRODUCTIONS.** Chair Benigni welcomed members and guests to the meeting. The attendees are listed in Appendix XXXII.

**119. REVIEW AND ADOPTION OF AGENDA.** The agenda was adopted with the following modifications:

Additions:

- Item #4.C.4 - Geographical Representation of Board Level IEEE Nominations and Appointments Committee. (See Minute # 140)
- Item#4.C.5 - Annual Report on Geographical Representation of Board Level Standing Committees (See Minute # 141)
- Item#4.C.6 - RAB Nominations and Appointments Committee Geographic Distribution of Membership (See Minute # 142)
- Item#4.D.4 - RAB participation in the Book Broker Program (See Minute # 145)
- Item#4.D.5 - Section Rejuvenation (See Minute # 146)
- Item#4.D.6 - Affinity Group without Parents (See Minute # 154)

Deletions:

- Item # 4.B.7 - Extension of Student Branch Centers of Excellence Program to Regions 8-10. (This item was withdrawn as an action item).

**120. APPROVAL OF THE CONSENT AGENDA.** RAB members reviewed the Consent Agenda as distributed. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the RAB Consent Agenda.**

**The Motion was APPROVED.**

The following items were approved as part of the RAB Consent Agenda.

- A. Approved the 26 June 1998 RAB Minutes. The 26 June 1998 RAB Minutes were reviewed and approved as written.

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- B. Approved the IEEE Newfoundland-Labrador Section Scholarship. The annual scholarship will be established for students in Electrical Engineering or Computer Engineering at Memorial University of Newfoundland. The IEEE Newfoundland-Labrador Section will endow the scholarship with a one-time payment of \$15,000 into the Memorial University of Newfoundland's Opportunity fund. (RAB ITEM # 3.B)
  - C. Approved revisions to the RAB Awards & Recognition Committee Charter. The revisions clarify administrative procedures and how members are appointed to the Committee. (RAB ITEM # 3.C)
  - D. Endorsed revisions to the IEEE Admission & Advancement Committee Charter and recommended approval by the IEEE Board of Directors. The revisions indicate that the IEEE Board of Directors will appoint all members of the committee and will consist of the Committee Chair and ten members (Senior or Fellow grade).(RAB ITEM # 3.D)
  - E. Approved revisions to the IEEE Central Iowa, IEEE Albuquerque and IEEE Orange County Sections Bylaws. These Bylaws will be approved as interim bylaws since all IEEE Sections will be requested to revise their Bylaws in accordance with the forthcoming Section Bylaw Guide (RAB ITEM #3.F).
  - F. Approved revision to the RAB Vision Statement: The RAB Strategic Planning Committee and the RAB Operating Committee endorsed the following statement: "Through the leadership of its volunteers and by providing the very best management structure geographically, RAB will enable the 21<sup>st</sup> century IEEE to be a globally relevant organization in which members and nonmembers hold IEEE membership in the highest esteem. (RAB ITEM #3.G)
  - G. Approved RAB Operations Manual revisions. The RAB Operations Manual was reorganized to be aligned with the 1999 RA Bylaws. The RAB Strategic Planning Committee and the RAB Operating Committee have endorsed the revisions. (RAB ITEM # 3.I)
  - H. Directed the RAB Finance Committee to review/revise the definition of Section Reserves. The RAB Operating Committee recommended that RAB direct the RAB Finance Committee to review Section 5.4.J.11 of the 1998 RAB Operations Manual and Policy 9.7 of the IEEE Policy and Procedure and revise the definition of Section Reserves. (RAB ITEM # 3.J)
  - I. Approved review and reporting process for RAB projects. The RAB Operating Committee has endorsed that the RAB Operating Committee take the responsibility for the project implementation, review and reporting process of RAB projects. The RAB Strategic Planning Committee will concentrate on the development of RAB long-range strategic goals and objectives. (RAB ITEM # 3.K)
  - J. Approved revisions to the 1998/99 RAB Strategic & Operational Plan. The revised plan includes the reassignment of Objective 13 from the RAB Strategic Planning Committee to the IEEE Membership Development Committee. (RAB ITEM # 3.L)
  - K. Approved the 1999/2000 RAB Strategic & Operational Plan. The objectives from the 1998/99 RAB Strategic & Operational Plan will be carried into the 1999/2000 plan. The RAB Strategic Planning Committee was asked to add and expand two objectives for the 1999/2000 RAB SOP, (1) A Regional Team (including representatives from Staff) assist in the rejuvenation of faltering Sections, and (2) Encourage the formation of new conferences and the participation of geographic entities in existing conferences. (RAB ITEM # 3.M)
  - L. Approved the reassignment of SC '96 Recommendations assigned to the IEEE Electronic Communication Steering Committee. The RAB Operating Committee endorsed for RAB approval the reassignment of SC'96 Recommendations assigned to the Electronic Communications Steering Committee (ECSC) to the RAB Vice Chair - Member Operations. The ECSC was disbanded. (RAB ITEM # 3.N)

- M. Approved revisions to the RAB Strategic Planning Committee Charter. The RAB Operating Committee recommended that RAB approve the revisions to the RAB Strategic Planning Committee Charter. The revisions clarify administrative procedures and how members are appointed to the Committee. (RAB ITEM # 3.O)
- N. Approved Student Branch Formations. The Student Branch formations were reviewed and endorsed by the Vice President, Regional Activities. The Regional Activities Board approved the Student Branch formations as shown below:
- Ankara University Ankara, Turkey
  - Baskent University Ankara, Turkey
  - King Saud University Riyadh, Saudi Arabia
  - Universidad Nova de Lisboa Monte Caparica, Portugal
  - University of Jordan Amman, Jordan

- 121. APPROVED REVISIONS TO THE IEEE REGION 1 BYLAWS.** Mr. Louis A. Luceri, Region 1 Director, presented the revisions to the Region 1 Bylaws as recommended by the Region 1 Committee. An amendment was brought to the Region 1 committee on 8 August 1998. This amendment provided the Chair of the Regional Committee with the same rights as the other Chairs, and conforms to the recommendation of the IEEE Board of Directors. As a member-elected Director, the Region Committee Chair should have the right to vote whenever such a vote is decisive. All other rights and obligations pertaining to the Chair remain unchanged.

**A Motion was made that:**

**The IEEE Regional Activities Board to approve the following changes to the Region 1 Bylaws:**

**Replace the words in Bylaw 4.2.1 "...and shall cast a vote only to make or break a tie,..." with "...and shall have the right to cast a vote only if it will change the outcome,..."**

**In addition:**

**Remove paragraphs 2, 3 and 4 of Section 5.3.6.1B, Nominating Committee and paragraphs 2 and 3 of Section 6.1, Selection Procedure.**

**These five paragraphs were added in the last revision to codify the change to Director-Elect system and are no longer needed.**

**The Motion was APPROVED.**

- 122. APPROVED THE REGION 10 SECTION FORMATIONS/REALIGNMENT OF TOKYO SECTION BOUNDARIES.** Mr. Harbans L. Bajaj, Region 10 Director, presented the formation of the following IEEE Sections in Region 10: Sapporo, Sendai, Nagoya, Kansai, Hiroshima, Shikoku, Fukuoka. The territory of the current IEEE Tokyo Section covers the entire country of Japan. As of 31 December 1997, the total membership in the Section was 9,454 (including Students). The establishment of seven new Sections besides the IEEE Tokyo Section has been unanimously approved by the IEEE Tokyo Section Executive Committee.

Chair Benigni confirmed that there would be a petition submitted in 1999 to form a Japan Council. Mr. John Damonte, Region 6 Director, commented that the IEEE Los Angeles Council consisted of ten Sections but some of the Sections were so small they could not generate enough officers and Volunteer assistance. As a result, the Los Angeles Council is in the process of recombining some of the Sections so they can have enough membership to support their Chapters and Student Branches. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the formation of the following IEEE Sections: Sapporo, Sendai, Nagoya, Kansai, Hiroshima, Shikoku, Fukuoka.**

**The Motion was APPROVED.**

Mr. Bajaj noted that approval of these new Sections would result in a change of the Tokyo Section boundaries. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the realignment of boundaries of the IEEE Tokyo Section.**

**The Motion was APPROVED.**

- 123. ENDORSED REVISION TO THE IEEE TOKYO SECTION ASSESSMENT.** Mr. Bajaj stated that that the IEEE Tokyo Section Assessment needs to be revised. Since RAB approved the new Section formations, the IEEE Tokyo Section Assessment needed to be amended to include all IEEE members in the country of Japan. Ms. Jankowski noted that when the IEEE Tokyo Section assessment was approved the territory of the IEEE Tokyo Section covered the entire country of Japan. **A Motion was made that:**

**The IEEE Regional Activities Board to endorse and recommend that the IEEE Board of Directors amend the IEEE Tokyo Section Assessment to include all IEEE members in the country of Japan.**

**The Motion was APPROVED.**

- 124. APPROVED THE DISSOLUTION OF THE IEEE NORTH CENTRAL OHIO SECTION.** Dr. Lynn A. Carpenter, Region 2 Director, reported the Region 2 Executive Committee has recommended that the IEEE North Central Ohio Section be dissolved because of non-compliance with meeting, financial and officer reporting procedures. The IEEE North Central Ohio Section has not submitted financial reports since before 1991, meeting reports since 1980, and officer reports since 1995. Dr. Carpenter noted there are currently 80-90 members in this Section. These members would be reassigned to the IEEE Columbus Section. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the dissolution of the IEEE North Central Ohio Section as recommended by the IEEE Region 2 Executive Committee.**

**The Motion was APPROVED.**

125. **APPROVED REVISIONS TO THE IEEE REGION 2 BYLAWS.** Dr. Carpenter presented the revisions to the IEEE Region 2 Bylaws. He reported the IEEE Region 2 Committee approved revisions to Section 3.1 - Region Geographic Areas. Region 2 is currently divided into three areas: South, West Central and East. The Region will be divided into four areas (National Capital Area of Council, Ohio, Pennsylvania, and Maryland). Dr. Carpenter indicated that Region 2 members will be informed of this change. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the revision to the Region 2 Bylaws as recommended by the IEEE Region 2 Committee.**

**The Motion was APPROVED.**

126. **APPROVED REVISIONS TO THE 1999 SECTION REBATE SCHEDULE.** Mr. Antonio C. Bastos, Vice Chair - Region, Section and Chapter Activities, presented the revised 1999 Section Rebate Schedule. On 12 November 1998, the RAB/TAB Section/Chapter Support Committee reviewed and approved the revised 1999 Section Rebate Schedule. The revisions include the modification of \$150 for each qualifying Affinity Group. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the revised 1999 Section Rebate Schedule as recommended by the RAB/TAB Section/Chapter Support Committee.**

**The Motion was APPROVED.**

127. **APPROVED REVISIONS TO THE RAB OPERATIONS MANUAL SECTION 5.9 - AFFINITY GROUPS.** At the June RAB meeting, the IEEE Regional Activities Board approved a Motion changing the term "Affinity Chapter" to "Affinity Group." Mr. Bastos presented the revisions to the RAB Operations Section 5.9 - Affinity Groups for RAB approval. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the revisions to the RAB Operations Manual Section 5.9- Affinity Groups.**

**The Motion was APPROVED.**

128. **ENDORSED REVISION TO THE RAB BYLAWS.** Mr. Harry D. Bostic, Region 4 Director, presented the revisions to the RAB Bylaws. He reported since RAB OpCom endorsement, IEEE Legal Counsel has recommended that revisions be made to the document. The revisions conform to the IEEE Corporate Bylaws and the Not-for-Profit Corporation Law of the State of New York.

Chair Benigni noted Bylaw I-305, Other Boards and Committees, is being presented for approval by the IEEE Board of Directors. The revised Bylaw I-305 indicates that the IEEE Board of Directors will appoint the Chair and members of the Committees, which are responsible to the IEEE Board of Directors. If approved, Bylaw R-205.1, Vice Chair - Membership Activities, will be in conflict with Bylaw I-305. It is expected that Bylaw R-205.1 will be revised and presented to RAB for endorsement at the February 1999 RAB meeting. **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the revisions to the RAB Bylaws and recommend approval by the IEEE Board of Directors.**

**The Motion was APPROVED.**

129. **MODIFIED STUDENT BRANCH COUNSELOR AND ADVISOR AWARD.** Dr. Levent Onural, Vice Chair - Student Activities, presented a proposal to modify the Outstanding Student Branch Award to include an additional \$200 prize to the Student Branch or Branch Chapter who initiates the nomination of the recipient. This change would be effective in 1999.

Several members spoke in favor of the Motion because it is an incentive to the Student Branches. Chair Benigni noted this Motion must also be presented before the IEEE Technical Activities Board. If the motion should not pass the IEEE Technical Activities Board, RAB should to ensure the project is funded. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the modification of the Outstanding Student Branch Counselor and Advisor Award to include an additional \$200 prize to the Student Branch or Branch Chapter initiating the nomination of the winning counselor or advisor. In addition, RAB recommends that TAB take necessary actions to support an additional US \$200 award jointly with RAB.**

**The Motion was APPROVED.**

130. **APPROVED 1999 IEEE INTERNATIONAL STUDENT WEBSITE CONTEST.** Dr. Onural informed the IEEE Regional Activities Board the IEEE Student Activities Committee endorsed a Motion to sponsor the annual IEEE International Student Branch Website Contest. The contest would operate under the same guidelines as 1998 but would have new deadlines of 1 April for Regions 1-6 and 1 May for Regions 7-10.

Several RAB members spoke in favor of this Motion because it promotes recognition for those who have contributed to this effort. RAB members were informed there was no money in the 1999 RA Budget for this project. Chair Benigni noted there are funds in RAB reserves. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the 1999 IEEE International Student Website Contest with the same rules as in 1998 and allocates up to \$5000 award to be distributed among the recipients.**

**The Motion was APPROVED.**

131. **APPROVED CONSOLIDATION OF PAYMENTS TO STUDENT BRANCHES IN REGIONS 8-10.** Dr. Onural reported the IEEE Student Activities Committee endorsed a Motion to recommend that the Regional Activities Department send a single check to each Student Branch in Regions 8-10 for any funds transferred from IEEE headquarters at the end of the financial year and add \$20 to the sum to cover the bank fees for Student Branches in Regions 8-10. Ms. Jankowski stated she did not anticipate any problems with the implementation of this procedure. **A Motion was made that:**

**The IEEE Regional Activities Board to approve that, whenever possible, the payments to Student Branches in Regions 8-10 from IEEE be accumulated until the fiscal year-end and sent out as a single check, and the total amount of the check be raised by \$20.**

**The Motion was APPROVED. (one absention-J.C. Miguez)**

- 132. APPROVED IMPLEMENTATION OF CALENDAR YEAR TERMS FOR GEOGRAPHICAL ENTITY OFFICERS.** Mr. Bastos reported the RAB/TAB Section Chapter Support Committee endorsed a Motion to amend the RAB Operations Manual and request all geographic entities to conform to a Calendar year term of office. The Sections, which require amendment, are 9.3.F.8, 9.4.G.7, 9.5.E.7, 9.6.I.6 and 9.9.I.6. The Committee agreed that entities must comply by 31 December 2001.

There was a thorough discussion about potential problems that may arise due to a calendar year term for officers. Some RAB members expressed a concern about non-compliance with financial reporting at the end of an officer's term. Many members felt it would be easier if everyone operated on a calendar year. It was suggested that a letter be sent from RAB to the Sections asking for feedback on the effects that may occur as a result of the approval of this Motion.

Dr. Raymond D. Findlay, Past RAB Chair, commented that this change should be made to aid in conformance to IRS guidelines. He suggested that RAB should inform the entities that they must make this change. **A Motion was made that:**

**The IEEE Regional Activities Board to revise the RAB Operations Manual Sections 9.3.F.8, 9.4.G.7, 9.5.E.7, 9.6.I.6, and 9.9.I.6 to reflect the requirement of a calendar year term of office for all entities officers, and all entities to be in compliance with this requirement by the end of 2001.**

**The Motion was APPROVED. (10 in favor, 3 opposed, 3 abstentions)**

- 133. APPROVED REVISIONS TO RAB OPERATIONS MANUAL - SECTION PROBATION.** Mr. Bastos reported the RAB/TAB Section/Chapter Support Committee reviewed the RAB Operations Manual - Section 9.4.N at their meeting on 12 November 1998. The RAB/TAB Section/Chapter Support Committee approved the amendment of the RAB Operations Manual to require that Sections be placed on probation automatically 1 January of the year following non-compliance. Several members spoke in favor of this Motion. Sections will be dissolved if they are non-compliant with the proper reporting procedures. **A Motion was made that:**

**The IEEE Regional Activities Board to revise the RAB Operations Manual Section 9.4.N to require that Sections be placed on probation automatically 1 January of the year following non-compliance.**

**The Motion was APPROVED. (11 in favor, 3 opposed, 1 abstention)**

- 134. ENDORSED THE IEEE MEMBERSHIP DEVELOPMENT COMMITTEE CHARTER.** Mr. James Howard, Vice Chair - Membership Activities, reported the IEEE Membership Development Committee endorsed the Charter on 12 November 1998. He noted the change in the Charter reflects a smaller MDC Policy Committee. The Charter is attached as Appendix XXXIII. **A Motion was made that:**

**The IEEE Regional Activities Board to endorse the revisions to the IEEE Membership Development Committee Charter and recommended approval by the IEEE Board of Directors.**

**The Motion was APPROVED.**

135. **APPROVED THE 1999 RAB BUDGET.** Mr. Brian Lee, RAB Treasurer, informed the members of the Board that a current copy of the 1999 RA Budget was in the Agenda Book. A copy of the RAB Treasurer's report is attached as Appendix XXXIV. Chair Benigni noted the IEEE Finance Committee requested the IEEE Regional Activities Board to remove funds from budget. The areas that have been affected by the budget revisions were selected by the RAB Finance Committee and reviewed by the RAB Operating Committee. **Motion was made that:**

**The IEEE Regional Activities Board to approve the 1999 RAB Budget.**

**The Motion was APPROVED.**

136. **APPROVED REVISIONS TO THE RAB FINANCE COMMITTEE CHARTER.** Mr. Lee presented the revisions to RAB Finance Committee Charter. The revision reflects a change in the composition of the RAB Finance Committee. It was recommended that the RAB Vice Chairs become members of the RAB Finance Committee.

Chair Benigni commented that the RAB Vice Chairs have important roles in the budget process, therefore, they should be included on the RAB Finance Committee Charter. In addition, it was confirmed that the RAB Secretary is a non-voting member of the RAB Finance Committee. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the revisions to the RAB Finance Committee Charter.**

**The Motion was APPROVED. (one abstention)**

The IEEE Regional Activities Board went into Executive Session from 1:00pm - 2:00pm. Items #137139 were approved during Executive Session:

137. **APPROVED RAB SECTIONS CONGRESS STEERING COMMITTEE CHARTER.** A copy of the charter is attached as Appendix XXXVI.

**The IEEE Regional Activities Board approved the RAB Sections Congress Steering Committee Charter.**

138. **APPROVED 1998 RAB AWARD RECIPIENTS.**

**The IEEE Regional Activities Board approved the 1998 RAB Award recipients as follows:**

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**RAB Achievement Award**

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***Zbigniew Ciok***

**Citation: "For outstanding service as Section Chairman which accelerated the development of the IEEE in Poland and Eastern Europe."**

***Zbigniew H. Czyz***

**Citation: "For exemplary service to the IEEE Poland Section."**

***K. Wendy Tang***

**Citation: "For her strong leadership role in, and her outstanding service and support for, engineering student activities and projects that assist women pursuing careers in engineering and science."**



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**RAB Innovation Award**

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*Gerald M. Karam*

Citation: "For aggressively developing and pursuing innovative solutions to the issue of student retention."

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**RAB Larry K. Wilson Transnational Award**

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*Erling Hesla and Kao Chen*

Citation: "For creating and implementing an innovative technical and administrative partnership program to promote IEEE globalization."

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**RAB Leadership Award**

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*James H. Beall*

Citation: "For the improvement of communications between the IEEE Florida West Coast Section and the Institute, and for outstanding leadership in the solicitation of, preparation for, and management of technical conferences in the Tampa Bay area."

*Merrill D. Wittman*

Citation: "For outstanding contributions to the IEEE Vancouver Section in a sustained and effective leadership role to build and maintain the members' interest and enthusiasm in pursuing the goals of the IEEE Regional Activities Board."

*Gerald W. Gordon*

Citation: "For exemplary leadership and synergy in many diverse areas over many years supporting specific membership, organizational, technical, educational and professional activities at the Chapter, Section, Region and Institute levels of IEEE."

**139. 1999 RAB NOMINATIONS AND APPOINTMENTS COMMITTEE.**

**The IEEE Regional Activities Board approved the selection of Harbans L. Bajaj and Cinda Voegtli to the 1999 RAB Nominations and Appointments Committee. The term of office will be 1999/2000.**

**140. GEOGRAPHICAL REPRESENTATION OF BOARD LEVEL IEEE NOMINATIONS AND APPOINTMENTS COMMITTEE.** Mr. Michael S. Adler, Chair, RAB/TAB Transnational Committee reported the RAB/TAB Transnational Committee met on 12 November 1998. A summary is attached as Appendix XXXV. He reported in order to increase representation from Regions 8-10 on IEEE Committees and Activities Sub-Committees, the RAB/TAB Transnational Committee has proposed a recommendation. **A Motion was made that:**

**The IEEE Regional Activities Board approve requiring its Nominations and Appointments Committee to properly reflect the geographic distribution of its membership and that at a minimum it have one voting member from each IEEE Area from which RAB derives at least five (5%) percent of its membership.**

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**Following a brief discussion, Dr. Findlay made the following Substitute Motion:**

**The IEEE Regional Activities Board to refer this motion to the RAB Strategic Planning Committee with the objective of finding the method of implementation as soon as convenient.**

**The Substitute Motion was APPROVED.**

- 141. ANNUAL REPORT ON GEOGRAPHICAL REPRESENTATION OF BOARD LEVEL STANDING COMMITTEE.** Mr. Adler gave a brief presentation on the globalization survey results. He reported there were approximately 100 surveys. The survey was an external questionnaire for Regions 8,9 and 10. The key elements were that IEEE should fulfill the role of being the global electrotechnology society. Also, it identified that IEEE should increase global representation, partner with other organizations and increase activities relative to employment. **A Motion was made that:**

**The IEEE Regional Activities Board endorse that IEEE Board - level Standing Committees provide an annual report on geographical make-up on Committees and that RAB recommends approval by the IEEE Board of Directors.**

**The Motion was APPROVED.**

- 142. RAB NOMINATIONS AND APPOINTMENTS GEOGRAPHIC DISTRIBUTION OF MEMBERSHIP.** Mr. Adler presented an additional recommendation in order to be consistent with the first Motion in regards to geographic distribution of Membership on the IEEE Board Level.

**A Motion was made that:**

**The IEEE Regional Activities Board endorse that the membership of each Board - Level IEEE Nominations and Appointments (N&A) Committee shall properly reflect the geographic distribution in the IEEE entity which the N&A serve and, as a minimum, must have one voting member from each IEEE Area from which the entity derives at least five (5%) percent of its membership for recommendation of approval by the IEEE Board of Directors.**

**The Motion was APPROVED.(8 in favor, 3 opposed, 5 abstentions)**

- 143. APPROVED ESTABLISHMENT OF AN IEEE STUDENT BRANCH COUNSELOR AWARD AS A GRANT IN AID OF RESEARCH AS A RAB PILOT PROJECT.** Dr. Findlay reported the Region 7 Committee was in favor of this proposal. In addition, he indicated that the preliminary funding for the project would come from RAB with additional support from the Regions (for five years).

Dr. Onural reported the IEEE Student Activities Committee discussed this issue and felt strongly against this proposal. SAC felt the cost/benefit ratio was low for this project. Chair Benigni noted it is important to provide some type of incentive for the Student Branch Counselors to do a better job. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the establishment of the IEEE Student Branch Counselor Award as a Grant in aid of Research as a RAB Pilot Project. RAB will contribute \$8K to assist in the establishment of a Student Branch Counselor Award as a grant in aid of research as a pilot program in 1999 in Region 7.**

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**The Motion was DEFEATED. (5 in favor, 7 opposed, 2 abstentions)**

- 144. APPROVED REVISION TO THE RAB NOMINATIONS & APPOINTMENTS COMMITTEE CHARTER.** Dr. Findlay presented the revised RAB Nominations & Appointments Committee Charter for approval. Information regarding the election of RAB N&A Committee members has been added to the charter. **A Motion was made that:**

**The IEEE Regional Activities Board to approve the revision to the RAB Nominations & Appointments Committee Charter.**

**The Motion was APPROVED.**

- 145. RAB PARTICIPATION IN THE BOOK BROKER PROGRAM.** Mr. Luceri reported the RAB Regional Conferences Committee recommends that RAB accept a proposal concerning RAB participation in the Book Broker Program. He described "ownership" as it relates to conferences participating in the Book Broker Program.

Ownership determines who will be accountable for all related Book Broker revenues and expenses associated with the sale of the conference proceedings. In the case of conferences owned by the geographic entities (Regions, Sections, Chapters, Councils) RAB, not the geographic entities is accountable for Book Broker ownership. Mr. Luceri stated that RAB should accept this plan as an interim action plan. A copy of the proposal is attached as Appendix XXXVII.

It was noted that if RAB does not implement this action plan, RAB would continue to lose money on the Book Broker program. This plan is a starting point and hopefully will lead to better management of conferences. **A Motion was made that:**

- A. Wholly - Owned Geographic Entity Conferences (Existing):**  
**RAB will reduce the amount paid to the Conference from 110% to 100%.**
- B. Conferences Co-owned by Geographic Entities and a Society (New and Existing):**  
**RAB will negotiate a percentage rate (reduction) with the Societies for these 54 conferences. It should be noted that these are the conferences whose conference records produce income.**
- C. Wholly - Owned Geographic Entity Conferences (New):**  
**Book Broker will purchase a minimum number of copies of the record, and the conference will be paid at 100% of the average production cost. Staff will review the activity of these records, based on a three-year rolling report.**

**The Motion was APPROVED.(11 in favor, 0 opposed)**

- 146. REJUVENATION OF SECTIONS.** Mr. Dave Kemp, Region 7 Director, presented a proposal regarding the rejuvenation of inactive Sections and Chapters. He suggested that an ad hoc committee be established and funds budgeted for teleconferences.

Several members spoke in favor of the Motion. Mr. Kemp has agreed to lead this effort. The ad hoc committee will provide a report at the next RAB/TAB Section/Chapter Support Committee meeting. **A Motion was made that:**

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**The IEEE Regional Activities Board recommends that an ad hoc committee of RAB/TAB Section/Chapter Support be established to propose strategies for rejuvenation of inactive Sections and Chapters.**

**Following a brief discussion, Dr. Findlay made the following Substitute Motion:**

**The IEEE Regional Activities Board directs the RAB/TAB S/C Support Committee to establish an Ad Hoc Committee to propose strategies for rejuvenation of inactive Sections and Chapters.**

**The Substitute Motion was APPROVED.**

- 147. REPORT OF THE RAB TREASURER.** The report of the RAB Treasurer is included as Appendix XXXIII.
- 148. REPORT OF THE RAB VICE CHAIR/VICE PRESIDENT, REGIONAL ACTIVITIES.** Chair Benigni noted his report was included in the RAB Agenda Book (RAB Item #6.B).
- 149. REPORT OF THE MANAGING DIRECTOR, REGIONAL ACTIVITIES.** Ms. Jankowski noted her report was in the RAB Agenda book (RAB #Item 6.C).
- 150. REPORT OF THE PAST CHAIR, REGIONAL ACTIVITIES BOARD.** There was no report presented.
- 151. REPORT OF THE VICE CHAIRS**
- A. Membership Activities.** Mr. Howard reported that IEEE membership as of the end of October 1998 was 322,162, the highest IEEE membership has ever been. The number of new applications processed this year is also at an all time high. He reported on some of the 1998/99 Membership Development goals and growth percentages for IEEE membership. Mr. Howard thanked Jill Levy and William Hunter for their contributions to the Membership Development area.
- B. Member Operations.** Mr. Dave Green - Vice Chair, Member Operations indicated his report was distributed during the meeting. This report is attached (Appendix XXXVIII).
- C. Region, Section and Chapter Activities.** Mr. Bastos reported the RAB/TAB Section/Chapter Support Committee, GOLD Committee and RAB Regional Conferences Committee are working diligently to meet their goals. He gave a brief overview of some of the goals for each committee.
- D. Student Activities.** Dr. Onural reported the IEEE Student Activities Committee met on 7-8 November in Somerset, NJ. He gave a brief overview of some of the objectives for the Student Activities Committee. His report is attached (Appendix XXXIX).
- E. Strategic Planning.** Mr. Bostic reported on several objectives of the RAB Strategic Planning Committee. He indicated a copy of his report was included in the RAB Agenda book.
- 152. REPORT OF REGION DIRECTORS.** The Region Director reports from Regions 1,3, and 4 were included in the RAB Agenda book. The Region Director reports from Regions 5,6,9, and 10 were distributed at the meeting. These reports are attached (Appendices XL, XLI, XLII, and XLIII).
- 153. TIME AND LOCATION OF THE NEXT MEETING.** Chair Benigni announced the next RAB Meeting would be held in Hilton Head, SC, USA on 13 February 1999.

The IEEE Regional Activities Board recessed at 4:00pm.

The IEEE Regional Activities Board reconvened on Saturday, 14 November 1998 at 1:05pm.

- 154. AFFINITY GROUP WITHOUT PARENTS.** Mr. Bostic presented a proposal regarding the enlargement of the scope of Affinity Groups. Several members spoke in favor of this Motion. It was noted this item was also discussed in the Affinity Group Task force meeting. RAB members expressed concerns of the possible budget implications. **A Motion was made that:**

**The RAB Strategic Planning Committee recommends that RAB refer the following issue to the RAB/TAB Section/Chapter Support Committee for consideration:**

**RAB enlarge the scope of Affinity Groups as defined in RA Bylaws to allow the creation of Affinity Groups with RAB approval which do not necessary have an IEEE Entity or Standing Committee as a parent.**

**The Motion was APPROVED.**

The meeting was adjourned on 14 November 1998 at 1:10pm.

Respectfully submitted,

Cecelia Jankowski  
Secretary

29 July, 2010

# IEEE Regional Activities Board

## Minutes

26 June 1998  
Westin Hotel  
Detroit, MI

*(Privileged information, subject to confirmation)*

Mr. Daniel R. Benigni, Chair, Regional Activities Board, called the second meeting of the 1998 Regional Activities Board to order at 8:05am on Friday, 26 June 1998 at the Westin Hotel in Detroit, MI, USA.

68. **WELCOME AND INTRODUCTIONS.** Chair Benigni welcomed members to the meeting. The attendees are listed in Appendix XVI.

The RAB Operating Committee (OpCom) met on 2 May 1998. Items that the RAB OpCom considered likely to be non-controversial were endorsed for RAB approval by the RAB OpCom and placed on the RAB Consent Agenda. Any RAB member may remove any item from the Consent Agenda. RAB may, by majority vote of members present at any meeting, overrule any act or decision of the RAB OpCom. Chair Benigni requested comments from RAB members regarding the operations of the RAB Operating Committee.

To assist RAB members with parliamentary procedures, summary guidelines taken from Robert's Rules of Order & past IEEE Board of Directors practices were distributed (Appendix XVII).

69. **APPROVAL OF AGENDA.** The agenda was adopted with the following additions/deletions:

Additions:

- Item # 3.U – Approval of Student Branch Formations (See Minute # 70.T)
- Item # 4.B.14 – Endorsement of Bylaw R-303 - Vice Chair, Membership Activities (See Minute # 90)
- Item # 4.B.15 – Approval of Revised Section Bylaws (See Minute # 91)
- Item # 4.D.2 – RAB Representation on the *Today's Engineer's* Editorial Board (See Minute # 96)
- Item # 4.D.3 – Approval of RAB/TAB Transnational Committee Globalization Survey (See Minute # 98)
- Item #6.D – RAB/IEEE-USA International Career Activities Ad Hoc Committee (See Minute # 115)

Deletions:

- Item # 3.L – Endorsement of Bylaw R-303 - Vice Chair, Membership Activities
- Item # 4.A.4 – Membership Dues in Asia Pacific Countries

70. **APPROVAL OF RAB CONSENT AGENDA.** It was noted that RAB Item #3.L - Endorsement of Bylaw R-303, Vice Chair - Membership Activities, has been revised and removed from the Consent Agenda. **A Motion was made:**

**The Regional Activities Board to approve the RAB Consent Agenda.**

**The Motion was APPROVED.**

The following items were approved as part of the RAB Consent Agenda.

- A. Approval of 13-14 RAB Meeting Minutes. The Regional Activities Board to approve the Minutes of the 13-14 February 1998 RAB Meeting.
- B. Approval of the RAB Outstanding Student Branch Award. The recipient will be selected from the Regional Outstanding Student Branch Award recipients and will receive \$1,000. The RAB Awards and Recognition Committee and the RAB Operating Committee reviewed the proposal and recommended RAB approval. *The Regional Activities Board to approve the RAB Outstanding Student Branch Award.* (RAB Item #3.B)

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- C. Approval of the IEEE Nebraska Section Undergraduate Scholarship. The IEEE Nebraska Section submitted a proposal to establish a Section wide scholarship for post-secondary education. The RAB Awards and Recognition Committee and the RAB Operating Committee reviewed the proposal and recommended RAB approval. The scholarship will be funded by corporate and individual donations. *The Regional Activities Board to approve the IEEE Nebraska Section Undergraduate Scholarship.* (RAB Item #3.C)
- D. Approval of the IEEE New York and Long Island Section PES/IAS Student Chapter Scholarship. The IEEE New York and Long Island Joint Chapters of the IEEE Power Engineering Society and the IEEE Industry Applications Society submitted a proposal to establish a Student Scholarship in the amount of \$2,000 per academic year. The RAB Awards and Recognition Committee and the RAB Operating Committee reviewed the proposal and recommended RAB approval. The scholarship will be funded from the Chapter's general fund. *The Regional Activities Board to approve the IEEE New York and Long Island PES/IAS Student Chapter Scholarship.* (RAB Item #3.D)
- E. Approval of the IEEE New South Wales Section Award (NSW). The IEEE NSW Section submitted a proposal to establish an award to recognize outstanding students completing selected courses from either the North Sydney or Meadowbrook Campuses of Technical and Further Education (TAFE). The RAB Awards and Recognition Committee and the RAB Operating Committee reviewed the proposal and recommended RAB approval. *The Regional Activities Board to approve the IEEE New South Wales Section Award.* (RAB Item #3.E)
- F. Approval of the EAB/RAB Recognized Educational Programs Committee Charter. The EAB/RAB Recognized Educational Programs Committee and the RAB Operating Committee reviewed the charter and recommended RAB approval. *The Regional Activities Board to approve the EAB/RAB Recognized Educational Programs Committee Charter.* (RAB Item #3.F)
- G. Approval to allow Region Meetings in conjunction with Sections Congress'99. In accordance with Bylaw R-701.3, RAB may authorize Regions to hold Region Meetings outside Region boundaries. The RAB Operating Committee recommended that RAB allow Regions to conduct Region Meetings in conjunction with SC'99. *The Region Activities Board to encourage and permit Regions, who wish to do so, to hold Region Meetings in conjunction with Sections Congress '99 in Minneapolis, Minnesota. Such meetings, may not be in conflict with SC'99 scheduled activities.* (RAB Item #3.G)
- H. Approval of the Dissolution of the IEEE Santa Monica Bay Section. In accordance with Section 5.4.N.1 of the RAB Operations Manual, RAB may dissolve a Section. The RAB Operating Committee recommended that RAB approve the dissolution of the IEEE Santa Monica Bay Section. *The Regional Activities Board to approve the dissolution of the IEEE Santa Monica Bay Section with the boundaries of the IEEE South Bay Harbor Section being redefined to include the boundaries of the IEEE Santa Monica Bay Section.* (RAB Item #3.H)
- I. Approval of the reassignment of funds from the IEEE Santa Monica Bay Section. The RAB Operating Committee recommended that RAB approve the reassignment of funds from the IEEE Santa Monica Bay Section to the IEEE South Bay Harbor Section. *The Regional Activities Board to approve the reassignment of the existing funds from the IEEE Santa Monica Bay Section to the IEEE South Bay Harbor Section.* (RAB Item #3.H)
- J. Approval of the editorial changes to Bylaws R-301, R-303, R-601, R-803.1 and R-1000. The RAB Strategic Planning Committee and the RAB Operating Committee recommended that RAB approve the editorial changes to the following Bylaws:
- R301-Vice Chair Region, Section & Chapter Activities - remove reference to IEEE Life Members Committee
  - R303 - Vice Chair - Membership Activities - remove reference to IEEE Life Members Committee

- R-803.1 - Terms of Office - Replace the phrase "RAB Director-Elect" with "Region Delegate/Director-Elect"
- R-1000 - Publications - Spell out reference to Publications Activities Board and insert reference to IEEE P&P Manual.

*The Regional Activities Board to approve the editorial changes to Bylaws R-301, R-303, R-601, R-803 and R-1000. (RAB Item #3.J)*

- K. Endorsement of the revision of Bylaw R-302-Vice Chair Member Operations. This revision indicates that the term Information Technology, as used in the RAB Bylaws refers specifically to the Regional Activities Information Technology not the entire IEEE Information Technology Department. The RAB Strategic Planning Committee and the RAB Operating Committee recommended that RAB approve this revision. *The Regional Activities Board to endorse the revision of Bylaw R-302-Vice Chair Member Operations and recommend approval by the IEEE Board of Directors. (RAB Item #3.K)*

*(Editorial Note: The IEEE Board of Directors approved this revision on 28 June 1998.)*

- L. Endorsement of the removal of Bylaw R-305.3 & R-305.4 - Vice Chair, Student Activities. This revision removes information, which is currently contained in the RAB Operations Manual. The RAB Strategic Planning Committee and the RAB Operating Committee recommended that RAB approve this revision. *The Regional Activities Board to endorse the removal of Bylaw R-305.3 & R-305.4 - Vice Chair, Student Activities and recommend approval by the IEEE Board of Directors. (RAB Item #3.M)*

*(Editorial Note: The IEEE Board of Directors approved this revision on 28 June 1998.)*

- M. Endorsement of the revision of Bylaw R-401.4 – Meetings. The revision indicates that the RAB Operating Committee shall meet at least two times per year between meetings of RAB. The RAB Strategic Planning Committee and the RAB Operating Committee recommended that RAB approve this revision. *The Regional Activities Board to endorse the revision of Bylaw R-401.4 – Meetings and recommend approval by the IEEE Board of Directors. (RAB Item #3.N)*

*(Editorial Note: The IEEE Board of Directors approved this revision on 28 June 1998.)*

- N. Endorsement of the revision of Bylaw R-709 – Affinity Chapters. This revision inserts the phrase "non-technical" into the Bylaw. The RAB Operating Committee recommended that RAB approves this revision. *The Regional Activities Board to endorse the revision of Bylaw R-709 – Affinity Chapters and recommend approval by the IEEE Board of Directors. (RAB Item #3.O)*

*(Editorial Note: Due to subsequent action by RAB, RAB Minute #85, this item was removed from the IEEE Board of Directors Agenda.)*

- O. Endorsement of the revision of Bylaw R-803 – Region Director Nominations. This revision has been proposed to conform to current practice and to reflect the original concept of the Bylaw. The RAB Strategic Planning Committee and the RAB Operating Committee recommended that RAB approve this revision. *The Regional Activities Board to endorse the revision of Bylaw R-803 – Region Director Nominations and recommend approval by the IEEE Board of Directors. (RAB Item #3.P)*

*(Editorial Note: The IEEE Board of Directors approved this revision on 28 June 1998.)*

- P. Endorsement of the revision of Bylaw R-1102 – Operations Manual Revisions. This revision indicates that RAB may approve changes to the RAB Operations Manual and forwards the revisions to the IEEE Board of Directors for informational purposes. The RAB Strategic Planning Committee and the RAB Operating Committee recommended that RAB approve this revision. *The Regional Activities Board to endorse the revision of Bylaw R-1102 – Operations Manual Revisions and recommend approval by the IEEE Board of Directors. (RAB Item #3.Q)*

*(Editorial Note: The IEEE Board of Directors approved this revision on 28 June 1998.)*



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- Q. Approval of the revisions to Sections 1-6 of the RAB Operations Manual. The RAB Strategic Planning Committee and RA Staff have reviewed and revised Sections 1-6 of the RAB Operations Manual. It was recommended that Section 5.9 - Affinity Chapters be removed from the Operations Manual until the administrative guidelines are approved by RAB. The RAB Operating Committee recommended that RAB approve these revisions. *The Regional Activities Board to approve the revisions to Sections 1-6 of the RAB Operations Manual. These revisions include the suspension of Section 5.9 (Affinity Chapters) until the administrative guidelines are approved by RAB and a revision to Section 5.3.A (Council Definition).* (RAB Item #3.R)
- (Editorial Note: Due to subsequent action by RAB, RAB Minute #84 - Section 5.9 was approved)
- R. Approval of the recommendation that the RAB Regional Conferences Committee establish policies regarding RAB participation in the Book Broker Program. The Book Broker Program is open to all IEEE conferences. In February 1997, TAB approved a motion that Book Broker obtain the agreement of the financially affected entity(ies) before acquiring a new title. In November 1997, RAB approved a Motion to appoint a review Committee reporting to RCC to monitor RAB Book Broker activities. In addition, it approved a motion requesting the RAB Finance Committee to establish a Book Broker reserve account in the RAB Budget. No action has been taken by RAB. *The Regional Activities Board to recommend that the RAB Regional Conferences Committee establish policies regarding RAB participation in the Book Broker Program.*
- S. Approval of Section Bylaws. In accordance with the RAB Operations Manual, the Regional Activities Board shall approve the revisions of Section Bylaws. All documents have been approved by the Regional Director and reviewed by Regional Activities Department Staff to ensure the Bylaws are in accordance with IEEE Bylaws. *The Regional Activities Board to approve the Bylaws of the following Sections: Mohawk Valley, West Michigan, Peterborough and Republic of Macedonia.*
- T. Approval of Student Branch Formations. In accordance with the RAB Operations Manual, the Regional Activities Board shall approve the formation of Student Branches. *The Regional Activities Board to approve the Student Branch Formations as shown in Appendix XVIII.*
71. **DISSOLUTION OF IEEE MICHIANA SECTION.** Mr. Harry D. Bostic, Region 4 Director, noted that the IEEE Michiana Section has been inactive for seven years. It has failed to provide the IEEE Regional Activities Department with the required New Officers Report, the Meetings Report and the Financial Report. Several attempts have been made to reactivate the Section but have not been successful. In the reassignment letter, the former members of the IEEE Michiana Section will be given the option to change their Section affiliation to a contiguous Section if desired. **A Motion was made that:**
- RAB approve the dissolution of the IEEE Michiana Section and reassigns its members and territory within the boundaries of Michigan to the IEEE West Michigan Section and within the boundaries of Indiana to the IEEE Calumet Section.**
- The Motion was APPROVED.**
72. **REASSIGNMENT OF FUNDS FROM THE IEEE MICHIANA SECTION.** Mr. Bostic requested that the funds of the IEEE Michiana Section be reassigned to the receiving Sections. It was noted that the past IEEE Michigan Section chair authorized the transfer of half of the Section's funds to the Tri-State Student Branch in the Fort Wayne Section. The remaining funds will be allocated to the receiving Sections. **A Motion was made that:**
- RAB approve the reassignment of the existing funds from the IEEE Michiana Section to the IEEE West Michigan Section and the IEEE Calumet Section. The funds will be divided from the receiving Sections in proportion to their respective gains to membership.**
- The Motion was APPROVED.**

73. **APPROVAL OF REGION 6 BYLAWS.** Mr. John Damonte, Region 6 Director, reported that the Region 6 Bylaws have been reviewed and approved by the Region 6 Committee. In addition, the Bylaws were reviewed by the RAB Operating Committee on 2 May 1998. **A Motion was made that:**

**RAB approve the Region 6 Bylaws as recommended by the Region 6 Committee and with additional changes recommended by the RAB Operating Committee.**

**The Motion was APPROVED.**

74. **ENDORSEMENT OF THE REVISION TO BYLAW R-803.1 - TERMS OF OFFICE.** Mr. Harbans L. Bajaj, Region 10 Director, reported that the Region 10 Committee felt it was necessary to have 2 year term for the Director-Elect in order to be fully familiarized with the workings of the Regional Activities Board and Board of Directors. **A Motion was made that:**

**RAB endorse the revision to Bylaw R-803.1-Terms of Office to reflect a two-year Director-Elect term of office in Region 10 and recommend approval by the IEEE Board of Directors.**

**The Motion was APPROVED.**

*(Editor's Note: The revision will be presented for IEEE Board of Directors approval in November 1998.)*

75. **APPROVAL OF THE REGION 10 BYLAWS - REVISED SECTION 4.0.** Mr. Bajaj noted that the Region 10 Bylaws need to be revised to reflect the two-year Director-elect term of office in Region 10. **A Motion was made that:**

**RAB approve the revision to Section 4.0 of the Region 10 Bylaws to reflect a two-year Director-elect term of office in Region 10 subject to the concurrence of the Region 10 Committee.**

**The Motion was APPROVED.**

76. **1997 SUSTAINED SECTION MEMBERSHIP GROWTH AWARD RECIPIENTS.** Mr. James Howard, Vice Chair - Membership Activities, noted that recipients of the Sustained Section Membership Growth award are determined by using the results from the Section Membership Growth Award from the past three years. To be eligible for the award, each Section must have shown a positive membership growth from 1995-1997. Membership must stay the same or increase each year. **A Motion was made that:**

**RAB approve the recipients of the 1997 Sustained Section Membership Growth Award as shown below.**

Region 1	New Hampshire	Region 6	Santa Clara Valley
Region 2	Cincinnati	Region 7	Peterborough
Region 3	Atlanta	Region 8	UK & Republic of Ireland
Region 4	<i>No recipient eligible</i>	Region 9	Brasilia
Region 5	Dallas	Region 10	Tokyo

**The Motion was APPROVED.**

77. **1997 SECTION MEMBERSHIP GROWTH AWARD RECIPIENTS.** Mr. Howard reported that each year a Section in each Region is recognized as having achieved the highest rate of growth. The greatest level of growth is based on a composite rating, considering the highest percentage of increase in membership and highest increase in new elections relative to other Sections in good standing within each Region. To qualify a Section must have the required maintenance level of 25 members as of the start of the calendar year in which the award is given. **A Motion was made that:**

**RAB approve the following recipients of the 1997 Section Membership Growth Award Recipients.**

**77. 1997 SECTION MEMBERSHIP GROWTH AWARD RECIPIENTS (CONT'D).**

Region 1	Boston	Region 6	Santa Clara Valley
Region 2	Youngstown	Region 7	Canadian Atlantic
Region 3	Jamaica	Region 8	Poland
Region 4	Southern Minnesota	Region 9	Uruguay
Region 5	Central Texas	Region 10	Beijing

**The Motion was APPROVED.**

- 78. ENDORSEMENT OF REVISIONS TO IEEE BYLAW I-106.1 - REFERENCE REQUIREMENTS.** Mr. Howard noted the Bylaw has been revised to include revisions regarding the nomination of applicants. **A Motion was made that:**

**RAB endorse the revision to IEEE Bylaw 106.1-reference requirement and recommend approval by the IEEE Board of Directors.**

**The Motion was APPROVED.**

*(Editorial Note: The IEEE Board of Directors approved this revision on 28 June 1998.)*

Mr. Howard noted that an additional revision to the IEEE Bylaw I-106 has been proposed. This revision changes the reference requirement from three references to one reference for elevation from Associate to Member grade. **A Motion was made that:**

**RAB endorse the revision to IEEE Bylaw 106.1-reference requirement and recommend approval by the IEEE Board of Directors.**

**The Motion was APPROVED.**

*(Editor Note: The revision will be presented for IEEE Board of Directors approval in November 1998.)*

- 79. ENDORSEMENT OF REVISIONS TO IEEE BYLAW I-107 - APPLICATION PROCEDURES.** Mr. Howard reported that Bylaw I-107, Application Procedures, is being revised as a result of the elimination of the requirement of an endorser on the application for IEEE Member grade and the revision of Bylaw I-106 - Application Requirements. **A Motion was made that:**

**RAB endorse the revision to IEEE Bylaw I-107 – Application Procedures and recommend approval by the IEEE Board of Directors.**

**The Motion was APPROVED.**

- 80. APPROVAL OF REVISIONS TO THE RAB/TAB TRANSNATIONAL COMMITTEE CHARTER.** Mr. Bostic noted that in an effort to make more volunteers eligible for appointed positions, the Technical Activities Board has reviewed all of its Committee Charters. It has been proposed that the RAB/TAB Transnational Committee Charter be revised to make past members of TAB eligible to serve on the committee. The TAB Chair would still appoint the TAB members. **A Motion was made that:**

**RAB approve the revisions to the RAB/TAB Transnational Committee Charter.**

**The Motion was APPROVED.**

- 81. APPROVAL OF THE 1999 SECTION REBATE SCHEDULE.** Mr. Antonio Bastos, RAB Vice Chair - Region, Section and Chapter Activities, reported the Section/Chapter Support Committee has reviewed the 1999 Section Rebate Schedule. The Schedule, which contains no major revisions, rewards Sections who submit their reporting by 22 February 1999 with a 10% bonus. **A Motion was made that:**

**81. APPROVAL OF THE 1999 SECTION REBATE SCHEDULE. (CONT'D)**

**RAB approve the 1999 Section Rebate Schedule as recommended by the RAB/TAB Section Chapter Support Committee and presented by the RAB Vice Chair - Region, Section & Chapter Activities.**

**The Motion was APPROVED.**

**82. APPROVAL OF THE SC'99 ALGORITHM.** Mr. Bastos noted that RAB allocates funds to assist Sections in sending one Delegate to Sections Congress. For SC '99, the total amount to be distributed to Sections is \$160K. These funds will be distributed to the Regions, who shall distribute the funds to Sections, at their discretion. Two algorithms were presented for consideration to the RAB/TAB Section/Chapter Support Committee (Appendix XIX). In reviewing the algorithms, the committee recommended that RAB approve Algorithm #1. **A Motion was made that:**

**RAB approve the SC'99 travel algorithm which covers 50% of the first \$1200 of the estimated airfare, plus 70% of the amount of the airfare in excess of \$1200 and that RAB only extend this subsidy to those Regions whose primary delegates stay at the designated Congress hotel site.**

In discussing this Motion, it was reported that IEEE signed a contract with the assumption that all the primary delegates will stay at the Congress hotel site. If primary delegates do not stay at the Congress hotel, IEEE may not be able to meet room and meal guarantees. If the guarantees are not met, IEEE may be required to pay penalty fees.

It was noted that if algorithm #1 is implemented some Regions will receive less than they did for Sections Congress 1996. Some RAB members commented that they felt that the budgeted funds concerning airfare are not accurate.

Mr. George Dean, Region 5 Director, **made the following Substitute Motion:**

**RAB approve an allocation based on algorithm #2 which covers 33.5% of the estimated airfare of the primary delegate, and that RAB only extend this subsidy to those Regions whose primary delegates stay at the designated Congress hotel site.**

**The Substitute Motion was APPROVED.**

In the continuing discussion, it was suggested that RAB re-examine both algorithms and develop a process for the development of an algorithm. It was also noted that RAB could delay approval of the distribution algorithm until November'98. **The following Motion was made:**

**RAB table the Substitute Motion concerning the SC'99 Distribution Algorithm.**

**The Motion to Table the Substitute Motion was DEFEATED.**

It was suggested that the allocation total be increased by \$20K with an additional \$10K being distributed to both Regions 8 and 10. **A Motion was made that:**

**The Substitute Motion is amended to include the following:**

**In addition, \$20K will be added to the allocation total with \$10K distributed to Region 8 and \$10K distributed to Region 10.**

**The amendment to the Substitute Motion was APPROVED.**

Mr. Benigni noted that the \$20K has not been included in the 1999 RA Budget and may have to come from the RAB Reserves. Some RAB members noted that it would be beneficial if they knew what algorithm was used for Sections Congress'96. **A Motion was made that:**

**The Substitute Motion is referred to the RAB/TAB Section/Chapter Support Committee for further re-consideration.**

**The Motion to refer the issue to committee was DEFEATED.**

**82. APPROVAL OF THE SC'99 ALGORITHM. (CONT'D)**

It was suggested that it would be beneficial to discuss this issue off-line. **A Motion was made that:**

**RAB postpone discussion of the Substitute Motion until 2:00pm.**

**The Motion to Postpone the Substitute Motion was APPROVED.**

At 2:00pm, Ms. Cecelia Jankowski, RAB Secretary, reported that the Region distribution algorithm used for SC'96 was based on 50% of the first \$850 of the estimated airfare for each Section in the Region plus 100% of the amount of the estimated airfare in excess of \$850 (Appendix XIX). Following a brief discussion the **Motion was restated as follows:**

**RAB approve an allocation based on an algorithm which covers 33.5% of the estimated airfare of the primary delegate, and that RAB only extend this subsidy to those Regions whose primary delegates stay at the designated Congress hotel site. In addition, \$20K will be added to the allocation total with \$10K distributed to Region 8 and \$10K distributed to Region 10."**

**The Substitute Motion was APPROVED.**

Based on the Motion being approved, Regions will receive the following:

Region 1 -	\$ 7,443.70	Region 6 -	\$ 14,774.84
Region 2 -	\$ 7,273.52	Region 7 -	\$ 9,849.00
Region 3 -	\$ 14,318.57	Region 8 -	\$ 43,836.34
Region 4 -	\$ 8,735.13	Region 9 -	\$ 17,024.70
Region 5 -	\$ 8,860.08	Region 10 -	\$ 48,012.45

**83. APPROVAL OF REVISION TO RAB/TAB SECTION/CHAPTER SUPPORT COMMITTEE CHARTER.** Mr. Bastos noted that the revisions reflect the current operating procedures regarding appointments to the Committee. Specifically, the revisions limit the number of years a members eligible to serve on the Committee and allows present or past Society Presidents/Division Directors and Region Directors to serve on the Committee. **A Motion was made that:**

**RAB approve the proposed revisions to the RAB/TAB Section/Chapter Support Committee Charter.**

**The Motion was APPROVED.**

**84. PROPOSED REVISIONS TO RAB OPERATIONS MANUAL - SECTION 5.9 - AFFINITY CHAPTERS.** Mr. David Kemp, Region 7 Director and Chair of the Affinity Chapters Ad Hoc Committee, gave a brief presentation on Affinity Chapters (Appendix XX). He noted that the revisions clarify the guidelines regarding the definition, establishment and procedures for Affinity Chapters. No Affinity Chapter shall be formed when the topic matter is within the domain of a technical chapter as described by a Society Field of Interest Statement. An Affinity Chapter shall be required to maintain a membership of not fewer than six (6) members, other than Students, and to hold not less than two group-interest meetings per year, or to maintain a level of activity acceptable to the Section Chair and Region Director. It was reported that the RAB/TAB Section/Chapter Support Committee reviewed and endorsed the revisions. **A Motion was made that:**

**RAB approve the revisions to RAB Operations Manual, Section 5.9- Affinity Chapters.**

**The Motion was APPROVED.**

**85. AFFINITY CHAPTER REBATES/AFFINITY CHAPTER RENAMED AFFINITY GROUPS.** Mr. Kemp requested that the Section Rebate Schedule be revised to include provisions for Affinity Chapter rebates. The requirements to receive a rebate include the annual election and reporting of officers and the submission of a roster, meeting reports and financial reports to the Regional Activities Department. **A Motion was made that:**

**RAB approve the modification of the 1999 Section Rebate Schedule to include \$150 Rebate for Affinity Chapters, which meet the eligibility requirements.**

**85. AFFINITY CHAPTER REBATES/AFFINITY CHAPTER RENAMED AFFINITY GROUPS. (CONT'D)**

In debating this issue, some RAB members noted that offering the \$150 Rebate would be a good mechanism to get more people involved in IEEE activities. It was noted that members of a technical chapter pay Society fees and that it might not be appropriate to offer the \$150 rebate to Affinity Chapters since IEEE has not implemented Affinity Fees. Some RAB members were not in agreement using the term "Affinity Chapter" and suggested using the term "Affinity Group". This item was discussed at length, **a Motion was made that:**

**RAB refer this issue back to the RAB/TAB Section/Chapter Support Committee for reconsideration.**

**With the RAB Chair casting the deciding vote, the Motion was APPROVED.**

Following a break & discussion, Mr. Bajaj **made the following Motion:**

**RAB reconsider the Motion to refer the Affinity Chapter Rebate back to the RAB/TAB Section/Chapter Support Committee for reconsideration.**

**The Motion was APPROVED.**

In reconsidering this Motion, it was suggested that Affinity Chapters should be called "Affinity Groups" since the requirements for a technical Chapter and an Affinity Chapter are different. Some RAB members felt that they could be called an Affinity Chapter if the requirements to remain active were the same as those for a technical Chapter. Some members felt that it would be an equitable compromise to change the name from "Affinity Chapters" to "Affinity Groups". **A Motion was made that:**

**RAB approve a Motion changing the term "Affinity Chapter" to "Affinity Group".**

**With the RAB Chair casting the deciding vote, the Motion was APPROVED.**

Following approval of the previous Motion, some RAB Members noted that there will be more activity if Affinity Groups are eligible to receive a rebate. **A Motion was made that:**

**RAB approve the modification of the 1999 Section Rebate Schedule to include \$150 Rebate for Affinity Groups, which meet the eligibility requirements. These requirements include the annual election of officers and the submission of a roster, meeting reports and financial reports to the Regional Activities Department.**

**The Motion was APPROVED.**

**86. ENDORSEMENT OF CHANGE IN NAME AND AFFILIATION OF THE TAB TECHNICAL MEETINGS AND SERVICES COMMITTEE.** Mr. Bastos reported that in November 1997, RAB endorsed a Motion to change the affiliation of the TAB Technical Meeting and Services Committee (TMSC) from a TAB committee to an IEEE Board of Directors Standing Committee with administration and operational support from TAB. Since RAB approval, the charter has been modified based upon comments received from Legal Counsel (Appendix XXI). **A Motion was made that:**

**RAB endorse the change in name and affiliation of the TAB Technical Meetings and Services Committee (TMSC) from a TAB committee to a Standing Committee reporting to the IEEE Board of Directors with administration and operational support from TAB.**

**Also includes the following:**

- (1) **RAB endorse the IEEE Meeting and Services Committee Charter and recommend approval by the IEEE Board of Directors.**
- (2) **RAB endorse the revision of IEEE Bylaws I-305 and I-308.20 and recommend approval by the IEEE Board of Directors.**
- (3) **RAB endorse the revision of IEEE Policy 9.14 and recommend approval by that IEEE Board of Directors.**

**The Motion was APPROVED.**

87. **ENDORSEMENT OF REVISION TO IEEE POLICY AND PROCEDURES - SECTION 10 AND STATEMENTS 11.4(4), 11.8 AND 11.9.** Mr. Bastos noted that in the November 1997, RAB endorsed the revisions to Section 10 of the IEEE Policies & Procedures Manual to provide the Institute with continuity in policies relating to IEEE Meetings. In addition the revisions to IEEE Policy 11.4(4), 11.8 and 11.9 clarify and simplify meeting procedures in accordance with the new "IEEE Meetings Manual." Since that time, Section 10 has been revised (Appendix XXII). The RAB Regional Conferences Committee has endorsed the revisions. **A Motion was made that:**

- (1) **RAB to endorse the revisions to Section 10, IEEE Policy & Procedures and recommend approval by IEEE Board of Directors.**
- (2) **RAB to endorse to IEEE Policy statement 11.4.(4), 11.8 and 11.9 and recommend approval by IEEE Board of Directors.**

**The Motion was APPROVED.**

88. **APPROVAL OF 1999 IEEE POTENTIALS SUBSCRIPTION RATES.** Mr. Levent Onural, Vice Chair - Student Activities, reported that the *IEEE Potentials* subscription rates must be approved annually. It is recommended that the *IEEE Potentials* subscription rates for six issues in 1999 be maintained at the 1998 rates.

\$ 0.00 - 1st Year Recent Graduates	\$ 5.00 - IEEE Student Members
\$ 2.00 - 2nd Year Recent Graduates	\$ 15.00 - All other IEEE Members
\$ 4.00 - 3rd Year Recent Graduates	\$ 25.00 - Non-IEEE members

**A Motion was made that:**

**RAB endorse the 1999 IEEE Potentials Subscription Rates and recommend approval by the IEEE Executive Committee.**

**The Motion was APPROVED.**

*(Editor's Note: The 1999 IEEE Potentials Subscription Rates were approved by the IEEE Executive Committee on 28 June 1998)*

89. **APPROVAL OF THE 1999 IEEE POTENTIALS ADVERTISING RATES.** Mr. Onural reported that the Advertising Rates were included in the RAB Agenda book (RAB Item #4.B.13). The advertising rate schedule for *IEEE Potentials* must be approved annually. Rates have not increased for 1999. **A Motion was made that:**

**RAB endorse the 1999 IEEE Potentials Advertising Rates and recommend approval by the IEEE Executive Committee.**

**The Motion was APPROVED.**

*(Editor's Note: The 1999 IEEE Potentials Advertising Rates were approved by the IEEE Executive Committee on 28 June 1998)*

90. **ENDORSEMENT OF REVISIONS TO THE BYLAW - R-303 - VICE CHAIR, MEMBERSHIP ACTIVITIES.** Mr. Bostic noted the RAB Operating Committee endorsed revisions to this Bylaw on 2 May 1998. Review by Legal Counsel determined that the endorsed changes need further revisions and will likely result in other changes to the RAB Bylaws. The revision (Appendix XXIII), is an interim improvement to the bylaw, which removes the conflict. Additional revisions to this Bylaw will be necessary and it is expected that they will be considered by RAB and presented to the IEEE Board of Directors in November 1998. **A Motion was made that:**

**RAB endorse the revision of Bylaw R-303, Vice Chair Membership Activities and recommend approval by the IEEE Board of Directors.**

**The Motion was APPROVED.**

91. **APPROVAL OF SECTION BYLAWS.** Mr. Bastos reported that the Huntsville, Madison, Milwaukee, China Lake, Quebec and Tokyo Sections have recently adopted Bylaw changes. All documents have been approved by the Regional Director and reviewed by Regional Activities Department Staff to ensure the Bylaws are in accordance with IEEE Bylaws. **A Motion was made that:**

**RAB approve the Huntsville, Madison, Milwaukee, China Lake, Quebec and Tokyo Section Bylaws.**

**The Motion was APPROVED.**

92. **DUES COLLECTION PROCESS.** Mr. David Green, Vice Chair - Member Operations, noted the detailed proposal was included in the RAB Agenda book (RAB Item #4.C.1). He explained that the dues collection process is viewed as being complex and needs to be simplified. The dues collection process is the only annual outreach to our total membership and has grown to include more than just dues renewal. **A Motion was made that:**

**RAB authorize the expenditure of up to \$6,500 to conduct a survey of 1,000 randomly selected members in 1998 to determine the need to reduce the complexity of the dues collection process in support of RAB Objective #9.**

It was suggested that IEEE staff should make an attempt at streamlining the process before a survey is initiated. It was noted that IEEE needs responses from members in an effort to reduce the complexity of the dues collection process. Some RAB members felt that conducting a survey would not be an effective method of gathering data and that focus groups would be more effective. **The following Amended Motion was made:**

**RAB approve the expenditure of up to \$6,500 in 1998 to investigate a method to reduce the complexity of the dues collection process in support of RAB Objective #9.**

**The Motion was APPROVED.**

93. **ENDORSEMENT OF REVISION TO IEEE BYLAW - I-110.4 - ANNUAL DUES AND ASSESSMENTS.** Mr. Onural reported that the Student Activities Committee recommended that the wording in IEEE Bylaw I-110.4 be clarified with provision for editorial changes by the SAC Chair. The RAB Operating Committee endorsed the revised wording of IEEE Bylaw I-110.4 - Annual Dues and Assessments. During the RAB meeting, additional changes were suggested to the proposed revision (Appendix XXIV). **A Motion was made that:**

**RAB endorse the revision to IEEE Bylaw I-110.4 – Annual Dues and Assessments and recommend approval by the IEEE Board of Directors.**

**The Motion was APPROVED.**

94. **1999 REGIONAL ACTIVITIES BUDGET.** Mr. Brian L. Lee, RAB Treasurer, noted that he presented to the RAB Operating Committee the preliminary 1999-2001 RAB Budget and that the budget projected a deficit of \$280K for 1999. He reported that this budget was reviewed by the IEEE Finance Committee and that he requested that RAB submit a balanced budget for 1999. The RAB OpCom agreed that it should submit a balanced budget and asked RAB to approve this concept. If the 1999 budget has a deficit at the end of 1999, it is expected that the RAB Reserves will be used to cover it. **A Motion was made that:**

**RAB approve a Motion recommending that RAB determine a balanced (net-zero) budget for 1999.**

**The Motion was APPROVED.**



95. **STUDENT BRANCH CENTERS OF EXCELLENCE GRANTS.** Dr. Raymond D. Findlay, Past RAB Chair, provided an update on the Student Branch Centers of Excellence Grants (Appendix XXV). In June 1997, the IEEE Foundation provided \$50,000 in funding to establish Student Branch Centers of Excellence in Regions 1-6 during 1998. Student Branches were requested to apply for competitive grants of up to \$5,000 to establish Centers. The Student Branch Centers of Excellence Evaluation Committee members met via conference call to determine the grant amounts. The committee evaluated 20 proposals based on merit. Each school that submitted a proposal will receive a response. If a proposal is missing information, the school will be asked to resubmit a new proposal with missing information. Dr. Findlay noted that it is expected that this program will be expanded to include all Regions.

96. **RAB REPRESENTATION ON *TODAY'S ENGINEER* EDITORIAL BOARD.** Mr. Onural, noted that the IEEE Potentials Advisory Committee feels that it would be beneficial for both RAB and IEEE-USA to have a RAB representative on *Today's Engineer* Editorial Board. If approved, RAB will be responsible for the expenses of the RAB representative on *Today's Engineer* Editorial Board. **A Motion was made that:**

**RAB approve a Motion recommending that IEEE-USA approve RAB representation on the Editorial Board of *Today's Engineer* by the Editor of *IEEE Potentials Magazine*.**

**The Motion was APPROVED.**

97. **IEEE-USA REPRESENTATION ON *IEEE POTENTIALS* MAGAZINE EDITORIAL BOARD.** Following approval of the previous Motion, **a Motion was made that:**

**RAB approve a Motion inviting a representative from IEEE-USA to serve on the *IEEE Potentials Magazine* Editorial Board.**

**The Motion was APPROVED.**

98. **RAB/TAB TRANSNATIONAL COMMITTEE GLOBALIZATION SURVEY.** Dr. Michael S. Adler distributed the 25 June 1998 RAB/TAB Transnational meeting summary (Appendix XXVI). The main goal of the RAB/TAB Transnational Committee (TC) is to implement full globalization in five years. In order to achieve this, the RAB/TAB Transnational Committee is in the process of developing a globalization survey to identify elements of full globalization, in order to recommend policies that are consistent with the needs identified in the surveys. Dr. Adler noted that TC has approved the implementation of a Globalization Survey. **A Motion was made that:**

**RAB approve the allocation of up to \$30,000 in 1998 for the implementation of the RAB/TAB Transnational Committee Globalization Survey.**

**The Motion was APPROVED.**

The survey will be directed to national societies, government agencies, universities and industries. It will be conducted in two parts. The first part will be in person interviews in Regions 8, 9 and 10. The second part will be directed to IEEE volunteers in Regions 8, 9 and 10. From the survey results, TC will develop a set of policy recommendations to achieve the globalization goal and will present the recommendations in November 1998.

Dr. Adler presented an update on other activities of the RAB/TAB Transnational Committee (Appendix XXVII). Dr. Adler noted that a TC Subcommittee is addressing the issue concerning the increased representation from all Regions in IEEE committees and activities. The Subcommittee goal is to define policies and procedures that will result in representation on IEEE Boards, Committees, and other activities that reflect the geographic distribution of the IEEE membership impacted by these Boards, Committees, and activities. It is expected that recommendations will be presented in November 1998 concerning: Nominations and Appointments Committees, Board-Level Standing Committees, and Vice President Appointments.

**99. REPORT OF RAB TREASURER.** Mr. Lee noted that the 1999 Budget was distributed with his report (Appendix XXVIII). Included in his report are the 1997 Regional Activities Post Audit Financials and the 1998 Regional Activities year-to-date Financials. It was requested that the RAB Vice Chairs and the RAB Committee Chairs review the proposed 1999 RA Budget and provide comments.

**100. REPORT OF RAB CHAIR/VICE PRESIDENT, REGIONAL ACTIVITIES.** Chair Benigni noted that his report was included in the RAB Agenda (RAB Item #5.B). With the exception of the Region 1 meeting, every Region meeting between the February RAB meeting and the June RAB meeting has been attend by the RAB Chair or the Past RAB Chair.

A) Section Financial Reporting. Chair Benigni noted that he provided an update to the IEEE Audit Committee on delinquent Section Financial Reporting. He has been asked to report to the Audit Committee at their next meeting. It was suggested that the RAB Operations Manual be revised to include requirements that are more stringent and that IEEE needs to determine why Sections aren't providing the necessary reports. It was noted that the RAB/TAB Section/Chapter Support Committee is addressing this issue.

B) Business Class Travel. Chair Benigni noted that during the February 1998 IEEE Executive Committee meeting, the following motion was approved: "Authorized business class airfare, on non-stop flights greater than 6 hours, when reservations are made through IEEE Travel Services using points purchased from Continental Airlines and other carriers. Provided the fare does not exceed the benchmark, lower fares found using a source other than IEEE Travel Service are permissible. Added costs are to be covered in existing budgets." It was noted that RAB has not budgeted for Business Class Travel. Until the policy has been implemented and since no funds have been budgeted for 1998, it was decided that the RAB members who wish to fly Business Class should obtain permission from the RAB Chair.

C) RAB Meeting Location 2001. In June 2001, the IEEE Board of Directors Meeting will be held in Beijing, China. Since the Board of Directors is meeting separately, the entities (RAB, TAB, PAB, EAB & IEEE-USA) have the option to choose their own meeting location. RAB Members were asked to provide their suggestions to the RAB Chair.

*(Editor's Note: After considering several options, the Vice Presidents of Regional Activities, Educational Activities, Technical Activities, Standard Activities and the IEEE-USA President agreed that the site for the June 2001 Entity Series will be New Brunswick, NJ.)*

D) GOLD Member on RAB. It was noted that the IEEE Board of Directors approved a motion indicating all committees of the Board of Directors and the Executive Committee shall have at least one member who obtained his or her first collegiate degree within the last ten years at the time of appointment and who is at Member grade or higher. At the present time, RAB does not have a member who adheres to these qualifications. Until the appropriate changes are implemented, it was requested that a GOLD member be invited to attend the November 1998 RAB meeting. Mr. Bastos recommended and it was agreed that Mr. Michael Van Chau, GOLD Committee Chair, be invited to the RAB meeting in November 1998.

**101. REPORT OF RAB SECRETARY/MANAGING DIRECTOR - REGIONAL ACTIVITIES.** Ms. Jankowski noted that the report was included in the RAB Agenda (RAB Item #5.C). A RAB Action/Information Follow-up list (RAB Item #5.C.3) and the RAB Action & Meeting Calendar (Appendix XXIX) were distributed as information items. These items will be updated and distributed with each RAB & RAB OpCom Agenda.

A) Regional Activities Web Site. Ms. Jankowski announced that the Regional Activities Web Site (<http://www.ieee.org/ra>) is active but not linked to the main IEEE Homepage. She requested that RAB members provide comments on the site.

- 102. REPORT OF PAST CHAIR, REGIONAL ACTIVITIES BOARD.** Dr. Findlay noted that he attended the Regional Meetings of Regions 7, 9 and 10 and was very impressed with the activities of each Region.
- 103. REPORT OF THE VICE CHAIR - MEMBERSHIP ACTIVITIES.** Mr. Howard noted that IEEE membership for May showed significant growth compared to the same period in 1997. Total membership was 302,208, up 4.7 percent while society membership grew 3.9 percent. Based on these numbers, estimated year-end membership will be 330,000, an annual growth rate of 3.2 percent. The results of this year's arrears telephone campaign were better than any previous year. As of 1 June, more than 2,050 members renewed their membership, a 7.5 percent response rate. Mr. Howard noted that the New Member Welcome Kits have been prepared and contain a new member pin.
- 104. REPORT OF THE VICE CHAIR - MEMBER OPERATIONS.** Mr. Green noted that his report was included in the RAB Agenda book (RAB Item #5.E.2). Electronic renewal will be piloted in the 1999 renewal effort. Region 3 and Region 8 will be the target group. Participants will be required to use credit cards to pay for their web-based renewal on a secure (CyberCash) web site.
- 105. REPORT OF THE VICE CHAIR - REGION, SECTION AND CHAPTER ACTIVITIES.** Mr. Bastos indicated that his report was included in the RAB Agenda book (RAB Item #5.E.3). He noted that the RAB Regional Conferences Committee is meeting on 27 June and that the GOLD Committee has been very active in promoting GOLD initiatives.
- 106. REPORT OF THE VICE CHAIR - STUDENT ACTIVITIES.** Mr. Onural mentioned that his report was included in the RAB Agenda book (RAB Item #5.E.4). In reviewing the report, he noted that SAC decided to conduct a Student member opinion survey every three years to be conducted one year before Sections Congress. In addition, some regional SAC chairs expressed problems with insufficient budget allocations to student activities. They are investigating the possibility of having the spring 1999 SAC meeting in Edinburgh, Scotland or London, England.
- 107. REPORT OF THE VICE CHAIR - STRATEGIC PLANNING.** Mr. Bostic reported that his report was distributed in the RAB Agenda book (RAB Item #5.E.5). He noted that the RAB SPC needs feedback from the RAB Vice Chairs in order to update the 1998-99 RAB Strategic and Operational Plan.
- 108. REPORT OF THE REGION DIRECTORS.** The Reports from Regions 1, 3, 4, 6, 7 and 9 were distributed in the RAB Agenda book (RAB Item #5.F) or before the RAB Meeting. Reports from Region 5 and Region 10 are included in the Appendix XXX. Reports from Region 2 and Region 8 were verbal. Mr. Bostic noted that the IEEE Illinois Valley Section last reported activity in 1995 and the current officer term end date is June 1996. An update on the activities of the IEEE Illinois Valley Section is included in Appendix XXX.
- 109. ALL SOCIETY PERIODICALS PACKAGES (ASPP) AND IEEE STUDENT BRANCHES.** As distributed in the RAB Agenda book (RAB Item #6.B), during the Region 9 meeting in Guadalajara, Mexico there was considerable discussion about the ASPP. The All-Society Periodicals Package (ASPP) is a package, which consists of all Society-sponsored transactions, journals and magazines. Recently, TAB began enforcing the policy of not selling the ASPP to Student Branches (at about \$2,200 instead of the regular \$17,000) unless the School Library also buys the package.

Dr. Lloyd "Pete" Morley, Chair - Technical Activities Board, reported that the following item was placed on the 27 June 1998 TAB Meeting Consent Agenda.

**109. ALL SOCIETY PERIODICALS PACKAGES (ASPP) AND IEEE STUDENT BRANCHES (CONT'D)**

TAB approved the Student Branch All Society Periodicals Package (ASPP) proposal as follows: continue with February 1997 decision by TAB to enforce the Student Branch qualification policy; encourage Student Branches to take the Magazine package; encourage Student Branches to contact Societies, as a Student Branch Chapter, for special consideration for their publications; encourage the RAB/TAB Section/Chapter Support Committee to create a process to assist Student Branches in contacting Societies for publications; and encourage Sections to assist needy Student Branches with being able to afford the Magazine Package and to aid Student Branches in determining which Societies to contact.

*(Editor's Note: This item was approved by the Technical Activities Board on 27 June 1998)*

**110. MACAU STUDENT BRANCH.** Mr. Bajaj noted that the issue has been resolved following discussions with the Mr. Maurice Papo, Region 8 Director.

**111. ORGANIZATION IMPROVEMENT INFORMATION REQUEST.** Mr. Bostic noted that he has received a request (RAB Item #6.D) to provide a brief non-judgmental summary describing the impact/consequences on RAB of the Institute's efforts at addressing organizational improvement to date. Chair Benigni noted that this item could be discussed off-line.

**112. STATUS OF SC'02 HOTEL RATES.** Mr. Bastos reported that at the direction of the RAB/TAB Section/Chapter Support (SCS) Committee the SC'02 Site Selection Subcommittee endorsed a contract with the J.W. Marriott in Washington, DC for the 2002 Congress. Under the terms of the contract, the room rate will be \$205.00 for single/double occupancy. This room rate includes a 10% commission on that rate, \$20.50 per room night. This rate will be credited back to the IEEE. This will result in a room rate of \$184.50, which is below the \$200 rate directed by SCS. In addition, staff will be looking into the feasibility of "direct billing" the sleeping rooms to save the IEEE room tax, as IEEE is a tax exempt organization in Washington, DC.

**113. RECOGNIZED EDUCATIONAL PROGRAMS (REP) LIST POLICY.** Dr. Findlay noted that the IEEE Executive Committee will be discussing the REP List during their June meeting. The REP list is used daily by Regional Activities Department Admission and Advancement staff as an administrative tool. It is expected that the IEEE Board of Directors or IEEE Executive Committee will make a statement indicating that the REP List is an internal document and should only be used for internal purposes. By making this statement, this should limit IEEE's liability, which might result by any use unauthorized or inappropriate use of the REP List.

*(Editor's note: On 28 June 1998, the IEEE Board of Directors resolved that the Recognized Educational Programs (REP) list is an internal job aid for exclusive use of IEEE staff in determining admission and advancement qualification for membership based on education. As such, the REP list shall not be used for any other purposes without the advance approval of the IEEE Executive Director.)*

**114. 1998 BUSINESS PLAN FOR THE RAB/TAB SECTION/CHAPTER SUPPORT COMMITTEE.** Mr. Bastos indicated that the Business Plan is included in the RAB Agenda book (RAB Item #6.G) and describes all the committee activities. He requested that RAB members provide comments.

**115. RAB/IEEE-USA COMMITTEE ON INTERNATIONAL CAREER ACTIVITIES (ICA).** Mr. Joel Snyder, Chair - ICA Committee, provided an updated on the committee activities (Appendix XXXI). The Committee is charged with determining what career activities are needed and/or possible in Regions 7 through 10 and to determine the preferred approach to organize, implement and support the various professional activities. The Committee will continue to provide progress reports to RAB and IEEE-USA.

- 116. REPORT OF RAB NOMINATIONS AND APPOINTMENTS COMMITTEE.** Dr. Findlay thanked all the RAB members who had submitted nominations. In order to have every Region represented, he requested that each Region Director submit nominations to the RAB N&A Committee.
- 117. TIME AND LOCATION OF NEXT MEETING.** Chair Benigni announced that the next RAB Meeting will be held Friday 13 November 1998 in New Brunswick, NJ U.S.A.

The meeting was adjourned at 4:50pm.

Respectfully submitted,

Cecelia Jankowski  
Secretary

29-Jul-2010

**IEEE Regional Activities Board**  
**Approved Minutes of the RAB Meeting**  
**14 February 1998**  
Century Plaza Hotel & Tower  
Los Angeles, CA

**(Privileged information, subject to confirmation)**

Chair Benigni called the first Meeting of the 1998 Regional Activities Board to order at 8:10am. All new visitors were requested to introduce themselves. (See Appendix I)

**37. Review and Adoption of the Agenda.** The RAB Agenda was adopted as written.

**38. Approval of the Consent Agenda.** The Consent Agenda was adopted as written.

**Note: Items 39-58 were part of the Consent Agenda. These items are shown individually for easy reference.**

**39. Approval of the Previous Minutes.** The Regional Activities Board approved the Minutes of the 7-8 November 1997 RAB Minutes.

**40. Approval of the formation of the Sur Oeste Subsection.** The Regional Activities Board unanimously approved the formation of the Sur Oeste Subsection.

**41. Approval of the formation of the Islamabad Subsection.** The Regional Activities Board unanimously approved the formation of the Islamabad Subsection.

**42. Confirmation of Committee Chair Appointments.** The Regional Activities Board confirmed the appointment of the RAB Standing Committee Chairs as follows:

Awards and Recognition Committee	Charles Hickman
RAB Finance Committee	Brian L. Lee
Graduates of the Last Decade (GOLD) Committee	Michael Van Chau
Nominations and Appointments Committee	Raymond D. Findlay
Operating Committee	Daniel R. Benigni
Potentials Advisory Committee	George Zobrist
Regional Conferences Committee	Jacob Baal Schem
RAB/TAB Section/Chapter Support Committee	Antonio Bastos
Strategic Planning Committee	Harry Bostic
Student Activities Committee	Levent Onural
RAB/TAB Transnational Committee	Michael S. Adler
IEEE Membership Development Committee	James Howard

**43. Approval of the Student Branch formations.** The Regional Activities Board approved the Student Branch formations as follows:

- ♦ DeVry Institute of Technology – Mississauga in Region 7
- ♦ Aachen University of Technology in Region 8
- ♦ Universidad Nacional del Centro del Peru in Region 9
- ♦ Corporacion Universitaria Autonoma de Occidente in Region 9

**44. Approval of the 1997 Recipients of the Student Branch Membership Growth Award.** The Regional Activities Board approved the 1997 Recipients of the Student Branch Membership Growth Award as follows:

- Region 1 Princeton University
- Region 2 Pennsylvania State University-Harrisburg
- Region 3 University of Florida
- Region 4 Rose-Hulman Institute of Technology
- Region 5 Houston University-College of Tech
- Region 6 California University of-Davis
- Region 7 Queen's University
- Region 8 University of Padova
- Region 9 Mexico Nacional Autonom Univ De
- Region 10 PSNA College of Eng and Tech

45. **Approval of the revision to the RAB/TAB Transnational Committee Charter.** The Regional Activities Board approved the revision to the RAB/TAB Transnational Committee Charter to allow the RAB/TAB Section/Chapter Support Committee chair to become a voting member of the committee.
46. **Approval of the 1998-99 RAB Strategic and Operational Plan.** The Regional Activities Board approved the 1998-99 RAB Strategic and Operational Plan.
47. **Approval of the second Draft of the RAB Operations Manual.** The Regional Activities Board approved the second Draft of the RAB Operations Manual with the following statement being added:

**The RAB Operations Manual is a living document and the Regional Director may approve an exception to any of the guidelines stated in Section 5. Each exception approved by the Regional Director will be reported to the Regional Activities Board.**

48. **Endorsement of the Revised Wording of IEEE Bylaw I-110.4.** The Regional Activities Board endorsed the revised wording of IEEE Bylaw 110.4 - Dues, Assessments and Fees and recommended approval by the IEEE Board of Directors.
49. **Ratification of the 1998 Regional Activities Budget.** The Regional Activities Board ratified the 1998 Regional Activities Budget.
50. **Approval of the RAB Nominations and Appointments Committee Charter.** The Regional Activities Board approved the RAB Nominations and Appointments Committee Charter.
51. **Approval of the new 1998 Los Angeles Council Officers.** The Regional Activities Board approved the election of the new 1998 Los Angeles Council officers as follows:

Chair:	Kevin P. Haggerty
Vice Chair:	Mary Kay Birkelo
Secretary:	Joe M. Antuna, Jr.
Treasurer:	Scott E. Miller
Chapters Representative:	Larry A. Dalton

52. **Approval of the Los Angeles Council Bylaws.** The Regional Activities Board approved the IEEE Los Angeles Council Bylaws.
53. **Approval to Suspend Paragraph 4.2 of the Los Angeles Council Bylaws for 1998.** The Regional Activities Board approved the suspension of paragraph 4.2 of the Los Angeles Council Bylaws for 1998.
54. **Approval of the Balanced 1998 Los Angeles Council Budget.** The Regional Activities Board approved the balanced 1998 Los Angeles Council Budget.
55. **Approval of the Nominees for the Electronic Conventions, Inc. (ECI) and the Western Electronics Show and Convention (WESCON) Directors.** The Regional Activities Board approved the following nominees for ECI and WESCON Directors:

WESCON Director:	Fernando Calderon
ECI Director:	David Southworth

56. **Approval to Return Control of the Los Angeles Council to the New Los Angeles Council Officers.** The Regional Activities Board returned control of the Los Angeles Council to the New Los Angeles Council Officers.
57. **Recommendation to dissolve the Los Angeles Council Interim Management Council.** The Regional Activities Board recommended that the IEEE Board of Directors dissolve the Los Angeles Council Interim Management Council.
58. **Approval of the Region 8 Bylaws.** The Regional Activities Board approved the Region 8 Bylaws.
59. **Endorsement of Revision to IEEE Bylaw 106.1-reference requirements.** Mr. Howard presented the following Motion on behalf of the MDC Policy Subcommittee:

**The Regional Activities Board recommend that the IEEE Board of Directors modify IEEE Bylaw 106.1 such that the requirement for an endorser or reference for higher grade membership applications be discontinued.**

Several members expressed deep concerns against this recommendation primarily because it might not add status to the IEEE on a worldwide basis. Other individuals spoke in favor of the recommendation because the elimination of the endorser requirement may have no impact on the quality of IEEE's service to the member. Several guests felt that we should trust the applicant and that the endorser/reference requirement is an impedance to legitimate people becoming IEEE members.

**The Motion passed (9 in favor, 7 against).**

60. **Approval of the proposed revision to the RAB Operations Manual-Formation and Management of Affinity Chapters** Mr. Bastos presented the proposed revisions to the RAB Operations Manual regarding the formation and management of Affinity Chapters:
1. **Affinity Chapters are eligible for \$150 rebate.**
  2. **The Section Rebate Program language and rebate reporting forms be changed to reflect this eligibility.**
  3. **Student members not be eligible to sign the petition.**
  4. **An affinity Chapter be required to hold 2 meetings per year to retain active status.**
  5. **SAC develop a plan for implementation of Student Branch affinity Chapters.**
  6. **There should be no minimum number of members to sustain an affinity Chapter.**
  7. **A petition for affinity Chapter formation require six signatures.**

Dr. Findlay made an amendment to the Motion and requested that it be divided into two parts. Motion 1A shall consist of items #1, 2,3,4 and 5. Motion 1B shall consist of items # 6 & 7.

**The Amended Motion was unanimously approved.**

Following approval of the amended Motion, Mr. Green made the following Motion:

**Table Motion #1A until Motion #1B was resolved.**  
**The Motion to table Motion #1A was unanimously approved.**

Several members expressed concern about the concept of having no required minimum number of members required to sustain a Chapter. Dr. Findlay noted that this could escalate costs.

Mr. George Dean, Region 5 Director, made an amendment to the Motion #1B:

**To split Motion #1B into two parts:**

**Motion #1B1: A petition for Affinity Chapter formation require six signatures.**



**Motion #1B2: There should be no minimum number of members to sustain an affinity Chapter.**

**The Amendment Motion passed (11 in Favor, 5 against).**

Following approval to split the Motion #1B into two parts, Mr. Dean made the following substitute motion regarding Motion #1B2:

**There should be a minimum number of six members to sustain an Affinity Chapter.**

**The substitute Motion passed (10 in favor, 5 against).**

Following approval of the substitute Motion, Dr. Findlay moved the following:

**The approved Substitute Motion be referred back to the RAB/TAB Section/Chapter Support Committee for further consideration.**

**The Motion passed (14 in favor, 1 against).**

Following this, Dr. Findlay made the following Motion :

**The Original Motion as endorsed by the RAB/TAB Section/Chapter Support Committee be referred back to the Committee for further consideration.**

**The Motion passed (14 in favor, 1 against).**

61. **Endorsement of the implementation of Chapter Coordinating Committees at Region & Society levels, and where possible, use of one person for both roles to utilize a two-tiered approach for implementation.** Mr. Bastos presented the following Motion on behalf of the RAB/TAB Section/Chapter Support Committee:

**Recommend that each Region establish a Chapters Coordinator as a non-voting member of the Region Committee. The duties of the Chapter Coordinator would be to liaise among geographic entities and IEEE Societies, and to Chair the Region Chapters Coordinators Committee. The Region Chapters Coordinating Committee would exist at the will of the Societies, Sections, Chapters & Councils where appropriate to support the activities of the Committee.**

Chair Benigni noted that this issue was addressed and resolved during the November 1997 RAB Meeting.

Dr. Findlay made a Motion to refer this issue to RAB Strategic Planning Committee for consideration and inclusion in the Operations Manual.

**The Motion to refer this issue to the RAB Strategic Planning Committee was unanimously approved.**

62. **Approval of Sections Congress 2002 site.** Mr. Bastos noted the RAB/TAB Section/Chapter Support Committee recommended the following:

**The Regional Activities Board to endorse the selection of the JW Marriott Hotel as the site for Sections Congress 2002 pending successful negotiation of room rates below \$200/night.**

Ms. Carol Coffey, Manager, Section/Chapter Support, reviewed the criteria for the selection of the Washington D.C. area. She reported the JW Marriott offered the best meeting room space available for the number of people who are expected to participate. She further added that a firm commitment is needed since we are running out of time based upon the requirements needed to hold the event.

Several members were opposed to the Motion because of the high cost of room rates at the JW Marriott. Some members requested that this item go back to the Committee to see if reasonable rates could be contracted with another hotel. Ms. Jankowski noted that it would be difficult to contract new hotels at this time. She suggested that perhaps we could negotiate trade-offs with the JW Marriott in order to decrease the room rates below \$200/night.

**The Motion was approved (12 in favor 4 against).**

63. **Approval of the RAB Operating Committee Charter.** Chair Benigni noted that the RAB Operating Committee recommended the following:

**The Regional Activities Board to approve the RAB Operating Committee Charter.**

Mr. Kemp made an amendment to the Motion to amend the Charter to divide Responsibility #1 into 2 parts to read:

1. **The RAB Operating Committee shall have all the functions and duties of RAB between RAB meetings and those designated by other provisions in these Bylaws, except those that may be reserved exclusively to RAB by other provisions of these Bylaws.**
2. **Such actions taken by the RAB Operating Committee are subject to ratification by RAB at its next meeting.**

Mr. Green noted the effect of removing the first part of number one would remove the limits of what the Operating Committee can do. Dr. Findlay assured the Board that this was not the intent. The intent was to develop a clone of the IEEE Executive Committee and limit its operations to what it can do within the Bylaws and not act exclusively on behalf of RAB.

**The Motion to divide the responsibilities into two parts was defeated (2 in favor, 10 against, 2 abstentions).**

**There was a Motion to approve the RAB Operating Committee Charter as it was originally presented.**

**The Motion was approved (10 in favor, 0 against, 2 abstentions).**

64. **Approval of the 1997 RAB Larry K. Wilson Transnational Award** The Regional Activities Board was in Executive Session from 9:45am to 10:10am. Upon reconvening the meeting, the following Motion was presented:

**The Regional Activities Board to approve Michel Lecours as the recipient of the 1997 RAB Larry K. Wilson Transnational Award.**

**Citation: "For distinguished contributions to IEEE Canada and the worldwide Engineering Community as Editor of the *Canadian Electrical and Computers Engineering Journal*."**

**The Motion was approved by acclamation.**

65. **Approval of the Graduates of the Last Decade Committee (GOLD) Charter.** The Regional Activities Board approved the formation of a Graduates Of the Last Decade (GOLD) Committee in 1997 to acknowledge a key Affinity group within the Institute. The new Committee will serve the interests of members in their first ten years (approximately) after graduation. The following Motion was presented:

**RAB to approve the GOLD Charter.**

**RAB unanimously approved the Graduates of the Last Decade Charter as recommended by Graduates of the Last Decade Committee and presented by the Vice Chair, Region, Section, Chapter Activities.**

66. **IEEE Membership Directory on the Web.** It was noted that during the 13 February 1998 meeting of the Publications Activities Board, it was recommended that the IEEE Member Directory also be made Web-accessible to members as a member service with appropriate security and search capabilities.

This item was referred to the IEEE Membership Development Committee for further investigation. MDC is to report back to the Regional Activities Board at the next Board meeting.

67. **Time and Location of the Next Meeting.** Chair Benigni announced the next RAB meeting would be held 27 June 1998 in Detroit, MI USA.

The meeting adjourned at 10:30am.

Respectfully submitted,

  
Cecelia Jankowski  
Secretary

**IEEE Regional Activities Board**  
**Unapproved Minutes of the RAB Caucus**  
**13 February 1998**  
Century Plaza Hotel & Tower  
Los Angeles, CA

**(Privileged information, subject to confirmation)**

Mr. Daniel R. Benigni, Chair, Regional Activities Board, called the first Caucus of the 1998 Regional Activities Board to order at 1:10pm on Friday, 13 February 1998 at the Century Plaza Hotel & Tower, Los Angeles, CA, USA.

1. **Welcome and Introductions** Chair Benigni welcomed RAB members and guests to the first Caucus of 1998. Attendees were asked to introduce themselves. Other visitors were introduced as they joined the Caucus. The attendees are listed in Appendix I.

2. **Approval of Caucus Agenda**  
The agenda was adopted with the following addition:

Item # 1-Modification to IEEE Bylaw I-106.1 – reference requirement.

**Report of the Vice Chair, Membership Activities**

**Note: Mr. James Howard, Vice Chair, Membership Activities, presented items #3-7.**

3. **1998 IEEE Membership Development Committee Goals**  
Mr. Howard presented the IEEE Membership Development Committee goals for 1998 as follows:

- ◆ Increase IEEE membership by 2% to 326,000 by year end
- ◆ Develop specific program plans for: Senior Member Outreach, Longevity Recognition, Transnational Recruiting
- ◆ Develop plans to achieving MD-related ISF'98 and RAB SPC goals
- ◆ Revise the MD Committee Charter
- ◆ Plan for 1999 MD Committee Retreat/Meeting
- ◆ Implement recommendations of the 1999 Application Process Improvement Team
- ◆ Consider revision of special consideration dues categories
- ◆ Establish liaison with the IEEE Individual Benefits and Services Committee (IBSC)
- ◆ Begin delivery of the New Member Welcome Kit to all new higher grade and Student members as of 1 September 1998.

4. **Business plan for the encouragement of Senior Membership growth**  
The policy for the encouragement of Senior Member growth was referenced as an information item. Mr. Howard indicated that project money was already allocated for the business plan and use of it for this effort had been approved by the IEEE Membership Development Policy Subcommittee. A written report on the Senior Member outreach effort is attached. (Appendix II)

5. **Endorsement of the modification of IEEE Bylaw I-106.1- reference requirement**  
The Membership Development Policy Subcommittee recommended the following:

**The Regional Activities Board recommend that the IEEE Board of Directors modify IEEE Bylaw I-106.1 such that the requirement for an endorser or reference for higher grade membership applications be discontinued.**

Some members expressed some concerns and spoke against this item. It was noted that this change may not add value to IEEE's status on a worldwide basis. Furthermore, several members felt the applicant should know at least one person in the engineering profession who could serve as a reference.

Several members supported the item. It was noted that the impact on the quality of service was marginal, and we should trust the applicants. Many members did not see a negative impact on IEEE membership if the reference requirement were to be eliminated.

The item was placed on the Action Agenda. (See Minute # 59)

**6. 1998 IEEE Admission and Advancement (A&A) Committee Goals**

Dr. James Rowland, Chair, IEEE Admission & Advancement Committee, provided a written report on the 1998 goals for the IEEE Admission & Advancement Committee. (Appendix III)

**7. RAB Awards and Recognition Committee**

Mr. Howard presented the 1997 recipients of the Student Branch Membership Growth Award for RAB approval:

Region 1	Princeton University (Princeton/Central Jersey Section)
Region 2	Pennsylvania State University-Harrisburg (Susquehanna Section)
Region 3	University of Florida (Gainesville Section)
Region 4	Rose-Hulman Inst of Technology (Central Indiana Section)
Region 5	Houston University-College of Tech (Houston Section)
Region 6	University of California –Davis (Sacramento Section)
Region 7	Queen's University (Kingston Section)
Region 8	University of Padova (North Italy Section)
Region 9	Mexico Nacional Autonom Univ De (Mexico Section)
Region 10	PSNA College of Eng and Tech (Madras Section)

The item was placed on the Consent Agenda. (See Minute # 44)

**8. Travel expenses for EAB/RAB Recognized Educational Programs Committee Chair**

Dr. Raymond Findlay, RAB Past Chair, presented the following recommendation:

**The Regional Activities Board to approve the allocation of \$5,000 to cover the travel expenses of the Chair of EAB/RAB REPCOM. The Chair of REPCOM should attend at least one meeting of RAB, EAB, A&A and MDC**

The item was referred to the RAB Vice Chair, Membership Activities.

**9. Travel expenses for A&A Vice Chair up to a maximum of \$5,000 per year**

Dr. Findlay presented the following recommendation:

**The Regional Activities Board to approve the allocation of \$5,000 to cover the travel expenses for the Vice Chair of A&A to attend at least one meeting of A&A in addition to panel sessions of A&A.**

The item was referred to the RAB Vice Chair, Membership Activities.

**10. Report of the Vice Chair, Member Operations**

Mr. David Green, Vice Chair, Member Operations, stated that his report was included in the RAB agenda booklet as item #4.A. He also noted that he is in the process of forming an Ad Hoc Member Operations Advisory Committee with the appropriate Volunteers, Regional Activities and Member/Customer Service Staff.

**Report of the Vice Chair, Region, Section and Chapter Activities**

**Note: Mr. Antonio Bastos, Vice Chair, Region, Section and Chapter Activities, presented items #11-16.**

**11. 1998 RAB/TAB Section/Chapter Support Committee**

Mr. Bastos indicated that the RAB/TAB Section/Chapter Support Committee met on 12 February 1998. The meeting summary was distributed during the Caucus. (Appendix IV)

Mr. Antonio Bastos, Vice Chair, Region, Section and Chapter Activities, reviewed the committee Charter. He presented the following 1998 RAB/TAB Section/Chapter Support Committee goals:

- ♦ RAB Core Issues
- ♦ Leadership development programs at Section/Chapter level
- ♦ Sections/Chapters need better support to maintain their vitality

**12. Proposed changes to RAB Operations Manual -Formation & Management of Affinity Chapters**

The RAB/TAB Section/Chapter Support Committee provided the following recommendation:

**RAB to approve the following changes regarding the formation and management of Affinity Chapters and incorporate them into the RAB Operations Manual:**

- 1. Affinity Chapters are eligible for \$150 rebate.**
- 2. The Section Rebate Program language and rebate reporting forms be changed to reflect this eligibility.**
- 3. A petition for Affinity Chapter formation requires 6 signatures.**
- 4. Student members not be eligible to sign the petition.**
- 5. There should be no minimum number of members to sustain an Affinity Chapter.**
- 6. An Affinity Chapter be required to hold 2 meetings per year to retain active status.**
- 7. SAC develop a plan for implementation of Student Branch Affinity Chapters.**

There was a thorough discussion on the \$150 rebate due to eligible Affinity Chapters. Members of RAB expressed great concern regarding cost implications of this recommendation. It was noted that it is expected that there would be a 10% impact/increase on rebates that are attributable to Chapters.

There was also discussion about minimum requirement of members to sustain an Affinity Chapter. Several members felt this would be an opportunity for individuals to claim a \$150 rebate with only a one member affinity Chapter. Mr. David Kemp, Region 7 Director, Chair and Affinity Chapter Ad Hoc Committee, explained that it is important for a Chapter to have meeting activity and not have a minimum number of members.

It was noted that the meeting and officer reporting forms demonstrate the evidence and ongoing existence of an Affinity Chapter. It was also noted that to form a Technical Chapter, six signatures are required. Some members of RAB felt that all Chapters should be governed by the same rules.

The item was placed on the Action Agenda.(See Minute # 60)

**13. Endorsement of the JW Marriott Hotel (Washington D.C.) as the site for Sections Congress 2002**

The RAB/TAB Section/Chapter Support Committee recommended the following:

**RAB to endorse the selection of the JW Marriott Hotel as the site for Sections Congress 2002 pending successful negotiation of room rates below \$200/night.**

There was a lengthy discussion in regard to the cost of the hotel room rates. It was suggested that the cost might deter potential members from participating in the program. Several members suggested that the SC '99 Organizing Committee review the selection of hotels, particularly outside of the Washington D.C. area if negotiations are not successful with the JW Marriott.

The item was placed on the Action Agenda. (See Minute # 62)

**14. Chapter Coordinating Committees at Region & Society levels**

The RAB/TAB Section/Chapter Support Committee recommended the following:

**RAB to endorse the implementation of Chapter Coordinating Committees at Region & Society levels, and where possible, the use of one person for both roles.**

Several members noted that in some areas there might be a possibility of having too many Coordinators at the Region and Society levels. Mr. Maurice Papo, Region 8 Director, indicated that there might be a financial implication to this change.

This item was deferred until the RAB Meeting. (See Minute #61)

**15. Approval of the RAB Graduates of the Last Decade Committee Charter (GOLD)**

It was noted that the Regional Activities Board approved the formation of a Graduates of the Last Decade (GOLD) Committee in 1997 to acknowledge a key affinity group within the Institute. This new committee will serve the interests of members in their first ten years (approximately) after graduation.

The RAB Graduates of the Last Decade Committee recommended the following:

**RAB to approve the GOLD Charter**

To give RAB members an opportunity to review the Charter, this item was placed on the Action Agenda. (See Minute #65)

**16. 1998 Graduates of the Last Decade Committee (GOLD) Goals**

On behalf of Mr. Michael Van Chau, GOLD Committee Chair, Mr. Bastos presented a summary of the first GOLD conference call on 10 February 1998 and the 1998 Committee Goals. (Appendix V)

**17. RAB Regional Conferences Committee Report**

Dr. Jacob Baal-Schem, Chair- Regional Conferences Committee presented the following RCC Goals for 1998:

- ◆ Continuous publication of Regional Conferences
- ◆ Encouragement of the planning of Conferences to hold seminars for Conference organizers
- ◆ Make contact with Regional Conference Coordinators
- ◆ Incorporate the presentation of Conferences at Sections Congress '99

Dr. Baal-Schem reported that the RAB Regional Conferences Committee would continue its efforts to gain industry support for attendance at Regional conferences.

**Report of the Vice Chair, Strategic Planning Committee**

**Note: Mr. Harry Bostic, Region 4 Director, Vice Chair-RAB Strategic Planning Committee presented item #18-20.**

**18. 1997-98 RAB Strategic & Operational Plan**

Mr. Bostic, reviewed the 1997-98 RAB Strategic & Operational Plan (RAB ITEM #6.A.2).

**19. Approval of the 1998-99 RAB Strategic & Operational Plan**

The RAB Strategic Planning Committee recommended the following:

**RAB to approve the 1998-99 RAB Strategic & Operational Plan as a living document.**

Mr. Bostic reviewed the 1998-99 RAB Strategic & Operational Plan and noted that it is a living document. He reported that items were assigned to the RAB Vice Chairs for reporting purposes. Information noted under milestones, metrics and budget/resources can be revised by the entity assigned the objective. (Appendix VI)

The item was placed on the Consent Agenda. (See Minute #46)

**20. Second draft of the RAB Operations Manual**

The RAB Strategic Planning Committee recommended the following:

**RAB to approve the second draft of the RAB Operations Manual.**

Approval of the RAB Operations Manual was placed on the Consent Agenda with the following addendum: The RAB Operations Manual is a living document and the Regional Director may approve exceptions to any of the guidelines stated in Section 5. The Regional Director may approve an exception. Each exception approved by the Regional Director will be reported to the Regional Activities Board.

**21. RAB/TAB Transnational Committee Report**

Mr. Michael Adler, Chair RAB/TAB Transnational Committee (TC), defined the goals and recommended actions in response to making the IEEE a truly transnational organization.

He presented the 1998 Transnational Committee Goals as follows:

- ◆ Continue to follow up on motions passed in 1997 to ensure action
- ◆ Monitor progress on TC Best Practices Handbook
- ◆ Publicize initiatives/best practices in RAB & TAB on Globalization Websites
- ◆ Follow through on Chapter growth initiatives

Mr. Adler reported that the RAB/TAB Transnational Committee approved a RAB proposal to develop a survey to identify elements of full globalization. It is estimated that it will cost approximately \$250,000 to conduct a worldwide survey in 1998/1999.

**22. Revisions to the RAB/TAB Transnational Committee Charter**

The RAB/TAB Transnational Committee recommended the following:

**RAB to approve the revisions to the RAB/TAB Transnational Committee Charter that will allow the RAB/TAB Section/Chapter Support Committee Chair to become a voting member of the committee.**

The item was placed on the Consent Agenda. (See Minute #45)

**23. National Society Agreement NSA Test Proposal**

Mr. Theodore Hissey, Director Emeritus, provided information on the NSA Test proposal. He reported that the IEEE Board of Directors will be requested to empower the IEEE President to sign a National Society agreement on a three-year trial basis with German National Societies (VDE & GMD) with joint membership discount (up to) 25%.

It is hoped that this proposal will generate more interest in IEEE and its products. Mr. Hissey reported that we have been able to achieve a Society agreement with Australia for a 10% National Society discount. He reported that there are six Technical Societies who are ready to sign agreements with VDE Associated Technical Societies.

**24. Student Activities Committee Report**

Mr. Levent Onural, Vice Chair, Student Activities, reported that the first Student Activities Committee Meeting is scheduled for 4-5 April 1998 in Orlando, FL.



Mr. Onural presented the following recommendation:

**RAB to approve the formation of the following Student Branches:**

- ◆ DeVry Institute of Technology-Mississauga in Region 7
- ◆ Aachen University of Technology in Region 8
- ◆ Universidad Nacional del Centro del Peru in Region 9
- ◆ Corporacion Universitaria Autonoma de Occidente in Region 9

The item was placed on the Consent Agenda. (See Minute #43)

**25. Endorsement of revised wording for IEEE Bylaw 110.4-Dues, Assessments and Fees**

Mr. Onural noted that in November 1997, RAB endorsed this Motion in principle. Upon review, the recommendation has been re-worded according to the intentions of SAC.

Mr. Onural presented the following recommendation on behalf of the Student Activities Committee:

**RAB to endorse the revised wording for IEEE Bylaw 110.4 - Dues, Assessments and Fees.**

The revised wording was included in the RAB Agenda booklet as item #7.A.2.A.

This item was placed on the Consent Agenda. (See Minute # 48)

**26. 1998 RAB Finance Committee Goals**

Mr. Brian L. Lee, RAB Treasurer, presented the following 1998 RAB Finance Committee Goals:

- ◆ Determine the costs of RAB/RAB functions & activities
- ◆ Identify RAB functions & activities for which a cost/benefit analysis is feasible
- ◆ Develop guidelines for preparation of Committee budgets
- ◆ Assure that RAB has adequate reserves
- ◆ Complete restructuring of the RAB Budget

Mr. Lee reported that RAB had a 1 million dollar budget surplus in 1997. During the November 1997 RAB meeting, RAB authorized the return of an appropriate amount of RAB 1997 budgeted funds to the IEEE "General Fund." Mr. Lee reported that RAB has returned \$500,000 to the IEEE "General Fund." The remaining funds will be used cover the 1998 budget deficit. Regarding the 1998 Budget, Mr. Lee noted that \$150,000 was allocated for Sections Congress '99 and that RAB still has funds available to initiate new projects in 1998.

**27. Ratification of the 1998 Regional Activities Budget**

Mr. Lee noted that the 1998 Regional Activities Budget was approved by the 1997 Regional Activities Board during the 8 November 1997 RAB Meeting.

Mr. Lee presented the following item:

**RAB to ratify the 1998 Regional Activities Budget.**

The item was placed on the Consent Agenda. (See Minute #49)

**28. Approval of the RAB Nominations & Appointments Committee Charter**

It was reported that Gerald Karam and Arthur Winston will serve for two-year terms and Robert Alden and Charles Robinson are to serve for a one-year term. The Charter is attached as Appendix VII.

Dr. Findlay presented the following item:

**RAB to approve the RAB Nominations & Appointments Committee Charter**

The item was placed on the Consent Agenda. (See Minute #50)

**29. Report on the Los Angeles Council Restructuring**

Mr. John B. Damonte, Region 6 Director, presented a summary the events, which led to the actions taken by the IEEE Board of Directors on 9 November 1997. (Appendix VIII)

The IEEE Board of Directors removed the current officers and members of the Los Angeles Council and appointed an Interim Management Council (IMC). The IMC was charged with the following responsibilities: manage the affairs of the Los Angeles Council, take charge of all LAC funds and bank accounts, hold a competitive election for 1998 LAC Officers, prepare a new set of bylaws for LAC and take any and all such further actions as deemed necessary or appropriate to cause the LAC to operate in compliance with the Bylaws, Policies and Procedures, and practices of IEEE.

The Los Angeles Council IMC assumed administrative and financial control of the Los Angeles Council. The LAC Financial Reports for 1993, 1994, 1995, and 1996 have been completed. The Interim Management Council re-confirmed the Directors of the Electronic Conventions, Inc. and WESCON Boards. The IMC also prepared three sets of Bylaws for review and comment, and reviewed the financial operations of the LAC newsletter, The IEEE BULLETIN. There was a competitive election held for 1998 LAC Officers. In addition, there were two Townhall and one Section Officer informational meetings.

The IMC also prepared a balanced LAC Budget for 1998 and selected new ECI and WESCON Director nominees for 1998.

On behalf of the Interim Management Council, Mr. Damonte presented the following recommendations:

**A. RAB to approve the Nominees for the Electronic Conventions, Inc (ECI) and the Western Electronics Show and Convention (WESCON) Directors.**

<b>WESCON Director:</b>	<b>Fernando Calderon</b>
<b>ECI Director:</b>	<b>David Southworth</b>

**B. RAB to approve the new 1998 Los Angeles Council Officers:**

<b>Chair:</b>	<b>Kevin P. Haggerty</b>
<b>Vice Chair:</b>	<b>Mary Kay Birkelo</b>
<b>Secretary:</b>	<b>Joe M. Antuna, Jr.</b>
<b>Treasurer:</b>	<b>Scott E. Miller</b>
<b>Chapters Representative:</b>	<b>Larry A. Dalton</b>

**C. RAB to approve the Los Angeles Council Bylaws.**

**D. RAB to approve to suspend paragraph 4.2 of the Los Angeles Council Bylaws for 1998.**

**E. RAB to approve the balanced 1998 Los Angeles Council Budget.**

**F. RAB to approve to return control of the Los Angeles Council to the new Los Angeles Council Officers.**

**G. RAB to recommend to the IEEE BoD to dissolve the Los Angeles Council interim Management Council.**

The Interim Management Council was commended for having performed an excellent job. It was recommended that all of the items go on the Consent Agenda.

All of the items were placed on the Consent Agenda. (See Minutes 51-57)

**30. Directors Reports**

Regional Director reports except Regions 2,5,8,9 were included in the agenda book or were distributed prior to the Caucus (RAB Item #10). The report from Region 10 is attached in Appendix IX.

**31. Written Reports from Liaison Representatives:**

- A. RAB Representative to TAB Book Brokers Committee. Mr. Louis A. Luceri, Region 1 Director, submitted a report on behalf of the TAB Book Brokers Committee. (Appendix X).
- B. Individual Benefits and Services Committee Liaison. Mr. Rolf Remshardt, Region 8 Director Elect, submitted a report on behalf of the Individual Benefits and Services Committee (Appendix XI)
- C. RAB Representative to Publications Activities Board Liaison Mr. Remshardt submitted a report on behalf of the Publications Activities Board. (Appendix XII)

**32. Written Reports from Ad Hoc Committees**

- A. Web Ad Hoc Committee. Dr. Gerald Karam, Web Ad Hoc Committee Chair, submitted a report on behalf of the Web Ad Hoc Committee.(Appendix XIII)
- B. Entity Web Hosting. Mr. David Green, Vice Chair, Member Operations, submitted a report on Entity Web Hosting.(Appendix XIV)

**33. Report of the Vice President, Regional Activities**

**A. Approval of the RAB Operating Committee Charter**

Chair Benigni presented the RAB Operating Committee Charter on behalf of the RAB Operating Committee:

**RAB to approve the RAB Operating Committee Charter.**

This item was placed on the Action Agenda. A copy of the Charter is attached. (Appendix XV)

**B. Review of RAB Structure**

Chair Benigni reviewed the new structure, operations, and responsibilities of the Regional Activities Board. The RAB Caucus will be eliminated from future Board Series meetings. There will be a one-day RAB Meeting only. The majority of RAB Committees would be asked to meet apart from the Board Series. He encouraged these meetings to be near Piscataway for close Volunteer and Staff interaction. He also noted that the RAB Operating Committee would meet between meetings of RAB.

**34. Report of the Managing Director, Regional Activities**

Ms. Jankowski noted that her report was included in the agenda book. Her report included the status report on Chapter formations, Delinquent Section Reporting and the Probationary Chapter Report. She requested that the Regional Directors contact their Sections and encourage them to submit their 1998 rebate reporting (1997 activity).

**35. Action Items from Regions**

**A. Approval of the formation of the Sur Oeste Subsection**

It was noted that a petition has been submitted for the formation of the Sur Oeste Subsection of the Peru Section. Approval for this formation has been received from Juan Carlos Miguez, Region 9 Director. The following item was presented:

**RAB to approve the formation of the Sur Oeste Subsection in Region 9.**

This item was placed on the Consent Agenda. (See Minute #40)

**B. Approval of the formation of the Islamabad Subsection**

It was noted that a petition has been submitted for the formation of the Islamabad Subsection of the Pakistan Section. Approval for this formation has been received from Harbans L. Bajaj, Region 10 Director. The following item was presented:

**RAB to approve the formation of the Islamabad Subsection in Region 10.**

This item was placed on the Consent Agenda. (See Minute #41)

**C. Approval of the Region 8 Bylaws**

Mr. Maurice Papo, Region 8 Director, noted that the Region 8 Committee has approved the revised Bylaws. The following item was presented:

**RAB to approve the revisions to the Region 8 Bylaws.**

This item was placed on the Consent Agenda. (See Minute #58)

**36. Information Items**

Chair Benigni announced that a new 1998 Region Meeting Schedule has been distributed for information purposes. He noted that he and Dr. Findlay would do their best to attend the Region Meetings for 1998.

The Caucus adjourned at 4:30pm.

**IEEE Regional Activities  
Unapproved Minutes of the RAB Caucus  
7-8 November 1997**

**Marriott Marquis  
Atlanta, GA USA**

***(Privileged Information- Subject to Confirmation)***

Dr. Raymond D. Findlay, Chair, Regional Activities Board, called the final Caucus of the 1997 Regional Activities Board to order at 2:00pm on Friday, 7 November 1997 at the Marriott Marquis, Atlanta, GA USA.

**57. Welcome and Introductions** Chair Findlay welcomed RAB members and guests to the final Caucus of 1997. Attendees introduced themselves and as others joined the meeting, they were introduced (Appendix XXVII)

**58. RAB Advisory Committee.** No action items.

**59. RAB Finance Committee.**

A. Written Report from the Chair. Mr. Arthur Van Gelder, Chair- RAB Finance Committee, noted there was a revised version of the L-50 Financial Reporting form for Regions included in the Agenda Book.

B. 1997 RAB Finance Committee Goals. No Goals to Report.

C. 1997 Budget/Year End Forecast. Mr. Van Gelder reported that there will be a substantial surplus at the end of 1997.

D. Approval of the 1998 Regional Activities Budget. Mr. Van Gelder presented the 1998 Regional Activities Budget. Some of the major trends and changes from 1997 to 1998 occurred in the Membership Development and Information/Computer areas. He reported the budget deficit for 1998 to be \$237,000. This items was placed on the Consent Agenda. (See Minute No. 76.A.4)

E. Region Treasurers' Workshop The RAB Finance Committee made a recommendation that a Region Treasurers' workshop be held with the 1999 Sections Congress. This item was placed on the Consent Agenda. (See minute No. 76.A.5)

Some RAB members questioned the cost implications of holding a Region Treasurers' workshop with the 1999 Sections Congress. Mr. Van Gelder indicated that the cost implications for RAB have not yet been pursued.

F. Return of funds to the IEEE "General Fund" Mr. Van Gelder made a Motion for RAB to authorize the Vice President - Regional Activities, after reviewing the level of RAB reserves and anticipated expenses in 1998 and beyond, to authorize the return of an appropriate amount of RAB 1997 budgeted funds that were not expended by RAB in 1997 to the IEEE "General Fund." The appropriate amount will be determined in consultation with the Vice President, Regional Activities, immediate Past RAB Chair, Past RAB Finance Committee Chair, RAB Finance Committee Chair and the Managing Director, Regional Activities. This item was placed on the Consent Agenda. (See Minute No. 76.A.6)

**60. RAB Strategic Planning Committee.**

- A. Written Report from the Chair Dr. John Reinert, Region 5 Director, noted that his report was included in the Agenda Book.
- B. Report on 1997-98 Strategic Plan Dr. Reinert reviewed the main accomplishments of RAB throughout the year. He focused primarily on the following accomplishments of RAB: creation and approval of RAB bylaws, the development of the prototype of the member application on the WEB, reduction in Student dues, restructuring with TAB, expansion of the GOLD Program, improved RAB/RAD Budget, and the enhanced version of the SAMleee Program.
- Dr. Reinert mentioned the work of Mr. John Damonte, Region 6 Director, and the progress he has made on Goal No. 8: Implement programs to address needs and desires of potential members. Mr. Damonte compiled information from a number of sources: SC'96 Recommendations, IEEE Computer Society "1997 Environmental Scan," IEEE Student Survey Report, PACE Conference 96 recommendations, and ideas from the recent IEEE Strategic Planning Retreat. Mr. Damonte also identified a number of additional resources. This item will be referred to MDC and the Individual Benefits and Services Committee.
- C. SC '96 Recommendations This report was distributed to the members of RAB as an information item.(Appendix XXVIII)
- D. Core vs. Non-Core Report Dr. Reinert noted that the report was distributed to RAB as an information item. He stated that this report was complete with information on the Student Activities Committee, Sections Congress and the Finance Committee. (Appendix XXIX)
- E. SPC Action Items for RAB
  - 1. RAB Operations Manual Dr. Reinert presented the RAB Operations Manual, before RAB for approval, as a working document. He reported this document must be developed and in place by 1 January 1998. He also noted this document was developed on a compressed time schedule. Sources that were referenced for the RAB Operations Manual were the RAB Bylaws, other IEEE governing documents, and volunteer and staff inputs. The October version was distributed prior to this RAB Caucus and was approved by the RAB Strategic Planning Committee on 7 November 1997. Several RAB members noted there were grammatical errors in the document and made suggestions for volunteers and staff to correct these errors. Mr. James Beall, Director Region 3, questioned whether the RAB Operations Manual referenced the correct version of 7.2 Awards Board hierarchy. Dr. Findlay moved to put this item on the Action Agenda. (See Minute No. 92)
  - 2. Approval of the revised RAB SPC Charter Dr. Reinert presented the revised RAB SPC Charter for RAB approval. He noted the revisions were primarily administrative changes to keep the Charter in line with the RAB Bylaws. It was recommended that Item 4, composition, be changed: All text after the term "Planning" will be deleted. The Charter will state: The RAB Strategic Planning Committee shall consist of the following voting members: A Chair who shall be the Vice Chair, Strategic Planning. This item was placed on the Consent Agenda.(Appendix XXX) (See Minute No. 76.A.7)

3. Revisions to RAB Bylaws Dr. Reinert requested that RAB approve the revisions to the RAB Bylaws. He noted these changes were clean up items from the original document. Some recommendations came from the Attorneys and others were comments from members of RAB. Dr. Reinert stated that any reference to the IEEE Life Members Committee will be deleted from the RAB Bylaws. The following suggestion was made to modify the RAB Bylaws: RAB Bylaw R-203.1: Vice President is a voting member of all RAB Committees except as noted in RAB Committee Charters. This item was placed on the Consent Agenda.(Appendix XXXI) (See Minute No. 76.A.8)

F. 1998-99 RAB Strategic Plan

1. 1998 IEEE Strategies for the Future, Tier One (ISF '98) Dr. Reinert noted this report was a result of the draft from the vision, mission and goals of the Princeton Retreat, September 1997.(Appendix XXXII)
2. Approval of the transfer of ISF '98 Tier One Dr. Reinert made a Motion for the IEEE Strategies for the Future '98 Tier One document to be referred to the RAB Strategic Planning Retreat Planners for incorporation as input for the Goals and Objectives for the Retreat. This item was placed on the Consent Agenda. (See Minute No. 76.A.9)

- G. ETF Core/Non-Core Committee Dr. Reinert noted that Region 1 Director, Dr. Arthur Winston's report on this item was distributed to RAB as an information item. He quoted the last line of the Core vs. Non-Core Report: "Thus, it is worthy to note that no member dues are used to subsidize non-core activities; on the contrary, for most entities, the non-core income supports core activities thereby reducing the impact on member dues." (Appendix XXXIII)

**61. IEEE Membership Development Committee**

- A. Written Report from the Chair Dr. Charles Robinson, Chair, IEEE Membership Development Committee, noted that his report was distributed to the members of RAB for their information.
- B. MDC Action Items for RAB
1. Revisions to IEEE Bylaw I-107.2, Senior Member Elevation Acceptance This item was placed on the Consent Agenda. (See Minute No. 76.A.10)
  2. Revisions to IEEE Bylaw I-110.8, Unemployed Members - Dues Reduced This item was placed on the Consent Agenda. (See Minute No. 76.A.11)
  3. Revisions to IEEE Bylaw I-108.1, Half-Year Dues Payments Ms. Cecelia Jankowski, Managing Director-Regional Activities, noted an error in the original Motion. The second sentence should read 16 August as opposed to 6 August. This item was placed on the Consent Agenda. (See Minute No. 76.A.12)
  4. Establishment of an electronic "hot link." RAB to approve the establishment of an electronic "hot link" from the IEEE Home Page and the Publications Activities Board Home Page to the IEEE Web-based membership application. Dr. Findlay informed the members of RAB that this request is administrative and will be handled by staff. No further action was taken.

5. Formal liaison relationship between MDC and Individual Benefits and Services Committee RAB to approve a Motion to endorse the concept of a formal liaison relationship between the IEEE Membership Development Committee and Individual Benefits and Services Committee (IBSC). The Chairs of these two Committees are to establish a liaison relationship and report at the February 1998 Regional Activities Board meeting. This item was placed on the Action Agenda. (See Minute No.78)
6. Senior Member Benefits working group Dr. Robinson notified RAB that a preliminary report was presented to MDC concerning the Senior Member Benefits working group. MDC requested that the group continue their efforts and bring forward specific proposals to recognize Senior Members at the February 1998 Regional Activities Board meeting. No action was taken.
7. Short term reduction in dues for recent graduates On behalf of the MD Policy Subcommittee, Dr. Robinson presented a recommendation to RAB to endorse in concept the idea that applicants within 4 years of receiving their first professional degree who do not qualify for the Recent Graduates Dues program should have some short term reduction in dues to facilitate their joining IEEE. The GOLD Committee is encouraged to develop a business plan to support this activity. This item was referred to GOLD Committee.
8. Encourage the growth of Senior Member grade RAB to endorse the need to encourage the growth of Senior Membership by (a) developing a list of those members with ten or more years of membership with certain designated professional titles and (b) developing a business plan for an outreach effort for presentation at the February Regional Activities Board meeting. This item was placed on the Action Agenda. (See Minute No. 79)

Dr. James Rowland, IEEE Admission & Advancement Committee Chair, commented that an individual with a title of a Senior Engineer or above who has been an IEEE Member for at least ten years may qualify for Senior Member grade. He noted that some Societies may have suggestions on how to improve the search for Senior Member prime candidates. He suggested that we should accept Senior Member references by email. His report on this topic was distributed during the meeting. (Appendix XXXIV)

Dr. Robinson noted that one of the goals of the MD Policy Subcommittee is to generate a list of professional titles who may qualify for Senior Member grade.

9. Addition to the Student Member application On behalf of the MD Policy Subcommittee, Dr. Robinson presented RAB with a recommendation to add one line to the Student Member application to permit optional subscription(s). The MD Subcommittee voted to table the Motion and refer it to the 1997 Application Improvement Team. Dr. Gerald Karam, Chair Student Activities Committee, was asked to consider adding this capability to the Web-based Student application. No action was taken.
10. Region 10 MD Training Program On behalf of the MD Policy Subcommittee, Dr. Robinson presented RAB with a recommendation to encourage Region 10 to submit a revised MD Training Program proposal and approved the expenditure of up to \$3200 (balance of pilot funds); the Chair is authorized to review the proposal when submitted and approve funding if appropriate. No action was taken.



## 62. RAB/TAB Section/Chapter Support Committee

- A. Written Report from the Chair Mr. David Green, Chair RAB/TAB Section/Chapter Support Committee, indicated that his report was distributed during the meeting. (Appendix XXXV)
- B. Section/Chapter Support Action Items for RAB
  - 1. SC 2002 RAB to accept a proposal from the Washington D.C. Section to host Sections Congress 2002 in the Washington, D.C. area, with preference given to the Crystal City locations. Mr. Green noted that staff prepared additional information for the site selection committee and presented a recommendation before the RAB/TAB Section/Chapter Support Committee. Dr. Findlay congratulated the Washington D.C. Section for their preparation of an outstanding proposal. This item was placed on the Consent Agenda. (See Minute No. 76.A.28)
  - 2. White paper RAB to receive and approve the distribution of the Section Chapter Support White Paper, "Recommendations for a Closer Relationship: A White Paper on Closer Relations Among Sections, Chapters and Societies." This item was placed on the Consent Agenda. (See Minute No. 76.A.25)
  - 3. Leadership Training Subcommittee RAB to endorse in principle the formation of the Section/Chapter Support Subcommittee to develop a leadership identification and training process to be implemented at the Region, Section and Chapter levels. This item was placed on the Consent Agenda. (See Minute No. 76.A.29)
  - 4. Suitable Chapter/Technical representation for Sections and Regions RAB to approve a resolution that "Sections and Regions should consider having suitable Chapter/Technical representation (voting preferred) on their respective managing committees. Regions should consider including such voting representation on the Executive Committee, as well as on their Regional Committees and should consider establishing, if not already implemented, a Regional Chapters Coordination Committee as a standing committee." This item was placed on the Action Agenda. (See Minute No. 85)
  - 5. Revised Custody Account Policy RAB to approve the revised Custody Account policy "On occasions where membership applications/renewals cannot be processed due to insufficient funds, the Section will be informed by staff that its next rebate is being attached to facilitate the processing of applications/renewals up to an amount equal to 50% of the current year's rebate. If the 50% is exceeded, ensuing applications/renewals will be returned to the Section." (Appendix XXXVI)

Several members asked for some clarification regarding this Motion. Ms. Jankowski stated that Sections collect membership applications, renewals and associated funds locally. Subsequently, those applications and money are sent to Regional Activities for processing. In some cases when this occurs, the staff must work with the Section to have the necessary funds sent so that application and renewals can be processed quickly and not penalize members for an administrative issue. This item was placed on the Action Agenda. (See Minute No. 86)

- 6. Resolution in recognition of Gloria Gutwein RAB to approve, by acclamation, a resolution in recognition and appreciation of Gloria Gutwein for her effective, professional, and collegial leadership for 17 years in Regional Activities, most

recently as Section/Chapter Support Supervisor of the Regional Activities Department. This item was placed on the Action Agenda. (See Minute No. 87)

7. Section Reporting Forms RAB to endorse a request from the Student Activities Committee to revise Section reporting forms to indicate Section/Student Branch interaction. This item was placed on the Consent Agenda. (See Minute No. 76.A.26)
8. Itemized Section Rebate Statement RAB to endorse a request from the Student Activities Committee to revise the Section "Statement of Rebate" to itemize the Member and Student Member rebate amounts. This item was placed on the Consent Agenda. (See Minute No. 76.A.27)

#### **63. RAB Regional Conferences Committee**

- A. Written Report from the Chair Mr. Jerry Aukland, Chair RAB Regional Conferences Committee, stated that his report was in the Agenda Book. (Appendix XXXVII)
- B. RCC Action Items for RAB
  1. RCC Charter revisions Mr. Aukland presented the RCC Charter revisions for RAB approval. He noted that these revisions were made to reflect the recent changes in the RAB Bylaws. This item was placed on the Consent Agenda. (Appendix XXXVIII) (See Minute No. 76.A.13)
  2. Book Broker Activities Mr. Aukland presented a Motion for RAB to appoint a review Committee reporting to RCC to monitor RAB Book Broker Activities. This item was placed on the Consent Agenda. (See Minute No. 76.A.14)
  3. Book Broker reserve account Mr. Aukland presented a Motion that the RAB Finance Committee establish a Book Broker reserve account in RAB Budgets. This item was placed on the Consent Agenda. (See Minute No. 76.A.15)
  4. Endorsement of Change in Affiliation of the TAB Technical Meetings and Services Committee RAB to endorse the proposed changes in the affiliation of the TAB Technical Meetings and Services Committee from a TAB Committee to a Standing Committee reporting to the IEEE Board of Directors with administrative and operational support from TAB. This item was originally placed on the Consent Agenda was later withdrawn and was placed on the Action Agenda.
  5. Endorsement of the revisions to IEEE Policies & Procedures, Section 10, to provide the Institute with continuity in policies relating to IEEE Meetings RAB to endorse the revisions to IEEE Policy 11.4(4), 11.8 and 11.9 to clarify and simplify meeting procedures in accordance with the new "IEEE Meetings Manual." This item was placed on the Consent Agenda. (See Minute No. 76.A.16)

#### **64. RAB Student Activities Committee**

- A. Written Report from the Chair Dr. Karam stated that his written report was distributed during the meeting.
- B. SAC Action Items for RAB
  1. Expansion of the IEEE Student Branch Centers to Regions 8-10 Dr. Karam presented a Motion for RAB to expand the IEEE Student Branch Centers to

encompass all ten Regions, and identify additional funding sources to support the activities. This item was placed on the Action Agenda. (See Minute No. 80)

2. Revisions to IEEE Bylaw I-110.4, Graduated Dues Program Dr. Karam presented a Motion for RAB to recommend to the IEEE Board of Directors the revisions to IEEE Bylaw I-110.4, Dues, Assessments and Fees as recommended by the Student Activities Committee. Dr. Karam noted that SAC members feel that Student members with a break in Student membership should still qualify for the graduated dues discount after graduation with their first professional degree. These Student members are eligible as long as their IEEE membership dues are paid continuously after graduation during the years of dues discount. This item was placed on the Consent Agenda. (See Minute No. 76.A.17)

Dr. Karam also noted the Student Application Web Site is bringing in numerous new members. He noted that editorial changes may be necessary for the Student Activities Committee Charter to reflect the position of Vice Chair, Student Activities.

#### **65. RAB Awards and Recognition Committee**

- A. Written Report from the Chair Mr. Juan Carlos Miguez, Chair, RAB Awards & Recognition Committee, noted that his report was distributed during the meeting.
- B. RAB Awards & Recognition Committee Goals Mr. Miguez noted that his status of approved RABARC Goals was distributed along with his written report.
- C. RAB Awards and Recognition Committee Action Items for RAB
  1. Approval of the revisions to the RABARC Charter Mr. Miguez presented the RABARC Charter revisions for RAB approval. This item was placed on the Consent Agenda. (Appendix XXXIX) (See Minute No.76.A.18)
  2. Deadline extension for the nominations of the RAB Innovation and RAB Larry K. Wilson Transnational Award to 30 November 1997 RAB to extend the deadline extension for nominations for the RAB Innovation and RAB Larry K. Wilson Transnational Award to 30 November 1997 (process will continue as normal) This item was placed on the Action Agenda. (See minute No. 81)
  3. Approval of the Los Angeles and Orange County Power Engineering Society 1998 Student Paper Contest Chair Miguez presented a Motion for RAB to approve the Los Angeles and Orange County Power Engineering Society 1998 Student Paper Contest.

Mr. Damonte inquired as to whether this paper contest has been coordinated with the Student Activities contacts in the Los Angeles and Orange County Sections. Dr. Findlay requested that this item be referred to the Action Agenda.(See Minute No. 83)

#### **66. IEEE Admission & Advancement Committee**

- A. Written Report from the Chair Dr. Rowland stated that his report was distributed during the meeting. He also noted that a report was distributed from the RAB/EAB Recognized Educational Programs Committee. (Appendix XL and Appendix XLI)

#### **67. RAB/TAB Transnational Committee**

- A. Written Report from the Chair Dr. Peer Martin Larsen, Chair, RAB/TAB Transnational Committee, noted that his report was included in the RAB Agenda Book. (Appendix XLII)

- B. 1997 RAB/TAB Transnational Committee (TC) Goals Dr. Larsen reviewed the following goals of the TC Committee: Training programs for IEEE Volunteers in Regions 7-10, Globalization of Societies, Chapter growth and support in Regions 7-10, development of suitable metrics to monitor progress on transnational matters.

Dr. Larsen presented the Transnational Committee scope: The RAB/TAB Transnational Committee shall develop and promote policies and procedures to enhance the international character of IEEE.

C. Transnational Committee Action Items for RAB

1. Approval of the TC Charter revisions Dr. Larsen presented the revised TC Charter for RAB approval. There was some concern as to the financial implications to RAB. Dr. Larsen assured the members of RAB there were none. This item was placed on the Action Agenda. (Appendix XLIII) (See Minute No. 84)
2. RAB/TAB Task Force Dr. Larsen presented a Motion that RAB and TAB form a task force to develop a Leadership Training Program for IEEE Members. This item was referred to the RAB/TAB Section/Chapter Support Committee.

**68. Potentials Advisory Committee**

- A. Written Report from the Chair No written report was received.

B. Action Items from the Potentials Advisory Committee

1. Approval of the Potentials Advisory Committee Charter Mr. Zobrist presented the Potentials Advisory Committee Charter to RAB for approval. This item was placed on the Consent Agenda. (Appendix XLIV) (See Minute No. 76.A.19)
2. Potentials Business Plan RAB to endorse the 1998/1999 Potentials Business Plan. This item was placed on the Consent Agenda.(See Minute No. 76.A.20)

Mr. Arthur Van Gelder, RAB Treasurer, noted that the Potentials Business Plan's financial impact to RAB is rather large. He noted in 1998 the expense for RAB is \$474,500 and the income is \$97,000 The expense for RAB increases next year, therefore, there is a large subsidy of RAB funds going to Potentials.

The Caucus adjourned at 4:55 pm on Friday, 7 November 1997.

The Caucus re-convened in at 9:00am on Saturday, 8 November 1997.

**69. Written Report of the Vice President, Regional Activities.** The Chair reported there were no action items in his report.

Dr. Findlay noted that it previously took 72 days to deliver the first copy IEEE Spectrum Magazine to new IEEE members. He congratulated Jill Levy, Staff Director, Membership and Alan Schafer, Publications, and the Information Technology staff on their efforts to decrease the number of days for the Implementation of Service to new members to 15 days.

**70. Written Report of the Managing Director**

- A. Section/Chapter Activity Ms. Jankowski requested that the Regional Directors encourage those Sections that have not provided a report on their 1996 activities to do so by 31 December 1997 in order to qualify for their Rebates this year.

- B. Section Bylaws Ms. Jankowski reported on the Sections that have recently adopted Bylaw changes. A listing of these Sections were included in her report.
- C. Staff Organization/Responsibilities Ms. Jankowski reported that an updated staff organization chart has been distributed to the members of RAB. She introduced and congratulated Vicki Waldman on her promotion to Supervisor of Section/Chapter Support. Dan Toland was also welcomed back to Regional Activities as the Manager of Regional Activities Administration.

Dr. Maurice Papo, Director Region 8, requested that this organizational chart be more widely distributed to volunteers to help them understand who to go to for assistance in the Regional Activities Department. Dr. Findlay commented that this information should be made available on the RAB Home Page.

#### **71. Action Items/Written Reports from RAB Liaison Representatives**

- A. Action Items from Educational Activities Board Liaison No action items.
- B. Action Items from Book Broker Liaison No action items.
- C. Action Items from Corporate Communications Advisory Committee No action items.
- D. Written Report from the IEEE Center for Electrical History Liaison Mr. Van Gelder requested that RABARC send out literature on the History Center's Milestone Program when it sends out the "RAB Call for Nominations Package." He also recommended that the History Center's Milestone Program should be available in Resource Officer Orientation Training (ROOT).
- E. Action Items from Publications Activities Board Liaison No action items.
- F. Action Items from Technical Activities Board Liaison No action items.
- G. Action Items from United States Activities Board Liaison No action items.

#### **72. Action Items/Written Reports from RAB Ad Hoc Committees**

- A. Action Items from RAB Budget Ad Hoc Committee No action items.
- B. Action Items from Web Ad Hoc Committee RAB to endorse the continuation of the Web Ad Hoc Committee for 1998. (See Minute No. 88)
- Dr. Karam noted the work of this Committee will not be completed this year. He asked the Chair if the incoming Vice President of Regional Activities would consider the continuation of this Committee in 1998. This item was placed on the Action Agenda.
- C. Action Items from Exporting Regional Successes Committee No action items, a written report will be submitted by the end of the year for inclusion at the next RAB meeting.

#### **73. Discussion Issues/Action Items from Regions**

- A. Approval of the revisions to Region 4 Bylaws Mr. Harry Bostic, Director Region 4, presented the revisions to the Region 4 Bylaws to reflect a two year Director-Elect term of office. This item was placed on the Consent Agenda. (Appendix XLV) (See Minute No. 76.A.21)

- B. Formation of the Region 9 Geographic Entities: Mr. Antonio Bastos, Director Region 9, presented the formation of the Bolivia Section and Litoral/Cordoba Subsections for RAB approval. This item was placed on the Consent Agenda. (See Minute No. 76.A.2)
- C. Region 10 Director-Elect Term: Nomination Process Mr. Harbans Bajaj, Director Region 10, presented a Motion for RAB to endorse the formation of a Nominations Committee for Region 10. This item was placed on the Consent Agenda.(See Minute No. 76.A.24)
- D. Approval of the San Francisco Bay Area Council Bylaws Mr. Damonte presented a Motion for RAB to ratify the revisions to the San Francisco Bay Area Council Bylaws. This item was placed on the Consent Agenda. (See Minute No. 76.A.23)
- E. Approval of revisions to Region 5 Bylaws Dr. Reinert presented a Motion for RAB to approve the revisions to the Region 5 Bylaws to reflect a two-year Delegate Director-Elect term of office. This items was placed on the Consent Agenda. (See Minute No. 76.A.22)

#### 74. Information Items

- A. Entrepreneurial Skills Seminars Dr. Findlay indicated that there was a report in the Agenda book from Ted Hissey on the status of the Entrepreneurial Skills Seminars. (Appendix XLVI)

#### 75. IEEE Nomenclature Mr. Daniel Senese, IEEE Executive Director, presented an overhead presentation of the IEEE Nomenclature. RAB was requested to endorse the IEEE Nomenclature as follows:

Legal Name (No Change)

Institute of Electrical and Electronics Engineers, Inc.

Only Used for Legal Reasons

Normally Used

IEEE

Slogan

IEEE Networking the World

Brief Description

IEEE Serving the Information and Electro Technology Communities Worldwide

Executive Director Senese reported that it is a main goal for all entities to use the following description whenever the meaning of IEEE is questioned: "IEEE Serving the Information and Electro Technology Communities." He felt this description was suitable because it is much more representative of who IEEE is serving in our communities. He also noted this transition will have to take place over a period of time. This item was placed on the Consent Agenda.

The Caucus adjourned at 9:40am.

## IEEE Regional Activities Board

### Unapproved Minutes of the RAB Meeting

8 November 1997

Marriott Marquis  
Atlanta, GA USA

(Privileged Information-Subject to Confirmation)

Dr. Raymond D. Findlay, Chair, Regional Activities Board, called the final Meeting of the 1997 Regional Activities Board to order at 10:00am on Saturday, 8 November 1997 at the Marriott Marquis, Atlanta, GA USA.

The meeting immediately went into Executive Session from 10:00am to 10:45am for a discussion concerning the Los Angeles Council. (See Minute 97)

**76. Review and Adoption of Agenda.** Dr. Findlay reviewed those items that were placed on the Consent Agenda as a result of the RAB Caucus. The Regional Activities Board Agenda was unanimously approved, with modifications. The Consent Agenda was unanimously approved with modifications.

#### A. Consent Agenda

1. **Approval of the Previous Minutes** The Regional Activities Board approved the minutes of the 27-28 June 1997 RAB Caucus and Meeting.

2. **Approval of the formation of the Bolivia Section and Litoral and Cordoba Subsections** The Regional Activities Board unanimously approved the Bolivia Section and Litoral and Cordoba Subsection formations.

3. **Approval of the Student Branch Formations** The Regional Activities Board reaffirmed the formation of the following Student Branches:

Region	School Name	Regional Director Approval
4	Purdue University - North Central Westville, IN	3 October 1997 Approved by R.D Findlay 14 October 1997
6	ITT Technical Institute-Sacramento Sacramento, California	27 September 1997 Approved by R. D. Findlay 28 September 1997
8	Escuela Tecnica Superior de Ingenieros de Telecomunicacion-Gran Canaria, Las Palmas, Spain	22 September 1997 Approved by R. D. Findlay 22 September 1997
8	Osmangazi University Mersin, Turkey, Lefkosa	9 September 1997 Approved by R. D. Findlay 22 September 1997
8	Near East University, Eskisehir, Turkey	9 September 1997 Approved by R. D. Findlay 22 September 1997

- |    |  |   |
|----|--|---|
| 9  | Universidad Rafael Landivar<br>Guatemala,                                | 9 October 1997<br>Approved by R.D. Findlay<br>14 October 1997       |
| 9  | Universidad Iberoamericana de Ciencias y<br>Tecnologica, Santiago, Chile | 3 October 1997<br>Approved by R.D Findlay<br>14 October 1997        |
| 9  | Universidade Federal de Goias,<br>Goiania, Brazil                        | 9 October 1997<br>Approved by R.D. Findlay<br>14 October 1997       |
| 9  | Universidad Don Bosco,<br>San Salvador, El Salvador                      | 27 September 1997<br>Approved by R. D. Findlay<br>28 September 1997 |
| 10 | College of Engineering-Chengannur,<br>Trivandrum, India                  | 27 September 1997<br>Approved by R. D. Findlay<br>28 September 1997 |
| 10 | University of New South Wales-Computer<br>Science, Sydney, Australia     | 27 September 1997<br>Approved by R. D. Findlay<br>28 September 1997 |
4. **RAB Budget** The Regional Activities Board approved the 1998 RAB Budget, as recommended by the RAB Finance Committee.
  5. **Region Treasurers' Workshop** The Regional Activities Board recommended that a Region Treasurers' workshop be held with the 1999 Sections Congress.
  6. **Return of Funds** The Regional Activities Board authorized the 1998 Vice President - Regional Activities, after reviewing the level of RAB reserves and anticipated expenses in 1998 and beyond, to authorize the return of an appropriate amount of RAB 1997 budgeted funds that were not expended by RAB in 1997 to the IEEE "General Fund." The appropriate amount will be determined in consultation with the 1998 Vice President, Regional Activities, Past RAB Chair, 1998 RAB Finance Committee Chair, Past RAB Finance Committee Chair and the Managing Director, Regional Activities.
  7. **Strategic Planning Committee Charter** The Regional Activities Board approved revisions to the RAB SPC Charter, with modifications.
  8. **Revisions to RAB Bylaws** The Regional Activities Board approved revisions to the RAB Bylaws, as recommended by RAB Strategic Planning Committee.
  9. **Approval of the transfer of ISF '98, Tier One** The Regional Activities Board approved that ISF '98 Tier One be referred to the RAB Strategic Planning Retreat planners for incorporation as input for the goals and objectives for the Retreat.
  10. **Revision to IEEE Bylaw I-107.2** The Regional Activities Board endorsed the revision to IEEE Bylaw I-107.2: Acceptance of elevation to Senior Member grade, as recommended by the IEEE Membership Development Committee for recommendation for approval by the IEEE Board of Directors.



11. **Revision to IEEE Bylaw I-110.8** The Regional Activities Board endorsed the revision to IEEE Bylaw I-110.8: Unemployed Members-Reduced Dues, as recommended by the IEEE Membership Development Committee for approval by the IEEE Board of Directors.
12. **Revision to IEEE Bylaw I-108.1** The Regional Activities Board endorsed the revision to IEEE Bylaw I-108.1: Half Year Dues Payments, as recommended by the IEEE Membership Development Committee for approval by the IEEE Board of Directors.
13. **Regional Conferences Committee Charter** The Regional Activities Board approved the revisions to the Regional Conference Committee Charter.
14. **Book Broker Program** The Regional Activities Board agreed to appoint a review Committee reporting to RCC to monitor Book Broker/RAB Activities.
15. **Book Broker Reserve Account** The Regional Activities Board recommended that the RAB Finance Committee establish a Book Broker reserve account in the RAB Budget.
16. **Revisions to IEEE Policies & Procedures, Sections 10 and 11** The Regional Activities Board endorsed revisions to Section 10 of the IEEE Policies & Procedures Manual to provide the Institute with continuity in policies relating to IEEE Meetings, and endorsed the revisions to IEEE Policy 11.4(4), 11.8 and 11.9, clarifying and simplifying meeting procedures in accordance with the new "IEEE Meetings Manual."
17. **Revision to Bylaw I-110.4** The Regional Activities Board endorsed revisions to IEEE Bylaw I-110.4, Graduated Dues Program, in principle, as recommended by the RAB Student Activities Committee for approval by the IEEE Board of Directors.
18. **Awards and Recognition Committee Charter** The Regional Activities Board approved the revisions to the RAB Awards and Recognition Committee Charter.
19. **Potentials Advisory Committee Charter** The Regional Activities Board approved the Potentials Advisory Committee Charter.
20. **Potentials Business Plan** The Regional Activities Board endorsed the 1998/1999 Potentials Business Plan.
21. **Revisions to Region 4 Bylaws** The Regional Activities Board approved revisions to the Region 4 Bylaws, as recommended by the Region 4 Committee.
22. **Revisions to Region 5 Bylaws** The Regional Activities Board approved revisions to the Region 5 Bylaws, as recommended by the Region 5 Committee.
23. **Revisions to SFBAC Bylaws** The Regional Activities Board approved revisions to the San Francisco Bay Area Council Bylaws.
24. **Region 10 Nominations Committee** The Regional Activities Board endorsed the formation of a 1998 Region 10 Nominations Committee.
25. **Approval of White Paper** The Regional Activities Board received and approved the distribution of the RAB/TAB Section/Chapter Support White Paper, "Recommendations for a Closer Relationship."
26. **Revision to Section Reporting Forms** The Regional Activities Board endorsed a request from Student Activities Committee to revise Section reporting forms to indicate Section/Student Branch interaction.

27. **Itemized Section Rebate Statement** The Regional Activities Board endorsed a request from the Student Activities Committee to revise the Section "Statement of Rebate" to itemize the member and Student member rebate amounts.
28. **Sections Congress 2002** The Regional Activities Board accepted a proposal from the Washington, DC Section to host Sections Congress 2002 in the Washington, DC area, with preference given to the Crystal City locations.
29. **Leadership Training Subcommittee** The Regional Activities Board endorsed in principle the formation of the Section/Chapter Support Subcommittee to address leadership development and create a management model and training process to be implemented at the Region, Section and Chapter levels.
30. **IEEE Nomenclature** The Regional Activities Board endorsed the IEEE Nomenclature as follows:

*Legal Name (No Change):* The Institute of Electrical and Electronics Engineers, Inc.

*Normally used:* IEEE

*Slogan:* IEEE Networking the World

*Brief Description:* IEEE Serving the Information and Electro Technology Communities Worldwide.

## **77. Reports**

1. Received a report on the Annual Geographic Unit Financial Report revisions (L-50)
2. Received a report on the Summary of Major Changes in the 1998 Regional Activities Budget
3. Received a report on the 1998 IEEE Strategies for the Future, Tier One
4. Received a RAB Core vs. Non-Core Report
5. Received a status report of SC'99
6. Received a report on the National Society Agreements
7. Received a report on the Entrepreneurial Skills Seminars (ESS) (RAB Travel Support, Status Report)
8. Received a report from the Chair, RAB/TAB Section/Chapter Support Committee
9. Received a report on the 1998/99 IEEE Potentials Business Plan
10. Received a status report on the IEEE RAB 1997-98 Strategic and Operational Plan
11. Received a report on the responses to Sections Congress 96 Recommendations
12. Received a written report from the Education Activities Board Liaison
13. Received a written report from the Student Activities Committee Chair
14. Received a status report on the 1997 RAB Awards and Recognition Committee Goals
15. Received a written report from the RAB Awards and Recognition Committee Chair
16. Received a report on the administration and management of Section Custody Accounts
17. Received a written report from the RAB Regional Conferences Committee Chair
18. Received a written report from the RAB/TAB Transnational Committee Chair
19. Received a written report from the IEEE Admission & Advancement Committee Chair
20. Received a written report from the EAB/RAB Recognized Educational Committee Chair

## **Action Items from Caucus (Minutes 78-97)**

78. **Liaison Representative from the Individual Benefits and Services Committee to be appointed to MDC.**

RAB to recommend that the IEEE Board of Directors endorse the concept of a formal liaison relationship between the MDC and the IBSC and that the Chairs of these two committees be instructed to establish a liaison relationship and report the type of relationship that is being established at the February 1998 meeting of the IEEE Board of Directors.

**This Motion was unanimously approved.**

**79. Encouragement of the growth of Senior Member Grade.**

RAB to endorse the need to encourage the growth of Senior Membership by (a) developing a list of those members with ten or more years of membership with certain designated professional titles and (b) developing a business plan for an outreach effort for presentation at the February Regional Activities Board meeting.

**The Motion was approved.**

**80. Expansion of the IEEE Student Branch Centers Program to Regions 8-10**

RAB to agree to recommend to the Ad Hoc Student Branch Centers Committee to work towards identifying funding sources that would enable the expansion of the Student Branch Centers program to Regions 8-10.

**This Motion was unanimously approved.**

**81. Extended deadline for the Nominations for the Larry K. Wilson Transnational Award and the RAB Innovation Award**

RAB to extend the deadline for the nominations for the Larry K. Wilson Transnational Award and the RAB Innovation Award to 30 November 1997.

**This Motion was unanimously approved.**

**82. Approval of the Larry K. Wilson Transnational Award and RAB Innovation Award**

RAB to delegate to the RAB Chair acting with RAB Awards & Recognition Committee the authority to approve of the 1997 Award recipients for the Larry K. Wilson Transnational Award and the RAB Innovation Award recipients for 1997.

**This Motion was unanimously approved.**

**83. Approval of the Los Angeles and Orange County PES Student Paper Contest**

RAB to delegate to the Region 6 Director the authority to approve the Los Angeles and Orange County PES Student Paper Contest if RAB approval is necessary.

**This Motion was unanimously approved.**

**84. Approval of the Transnational Committee Charter**

RAB to approve the TC Charter as revised.

**The Motion was unanimously approved.**

**85. Chapter/Technical Representation for Sections and Regions**

The Regional Activities Board is to approve a resolution that "Sections and Regions should consider having suitable Chapter/Technical representation (voting preferred) on their respective managing committees. Regions should consider including such voting representation on the Executive Committees, as well as on their Regional Committees and should consider establishing, if not already implemented, a Regional Chapters Coordination Committee as a standing committee."

Dr. Findlay noted that there are limitations to voting members on the Regional Committees. He invited the Regional Directors to comment. Some Directors expressed a concern regarding the cost implications to the Regions. There was an agreement that this function is required and because many Chapters are spread out they need to coordinate with each other. It was suggested that the Region Committee use guidelines to make the Chapter Leaders coordinate their activities and communicate better as opposed to adding an administrative infrastructure to the Regions.

**The Motion was approved. 11 Yes, 4 No, 2 Abstentions**

86. **Approval of the Revised Custody Account Policy.** RAB to approve the revised Custody Account policy: "On occasions where membership applications/renewals cannot be processed due to insufficient funds, the Section will be informed by staff that its next rebate is being attached to facilitate the processing of applications/renewals up to an amount equal to 50% of the current year's rebate. If the 50% is exceeded, ensuing applications/renewals will be returned to the Section."

**The Motion was approved.**

87. **Approval of a resolution in recognition and appreciation of Gloria Gutwein**

RAB to approve, by acclamation, a resolution in recognition and appreciation of Gloria Gutwein for her effective, professional, and collegial leadership for 17 years in Regional Activities, most recently as Section/Chapter Support Supervisor of the Regional Activities Department.

**The Motion was unanimously approved.**

88. **Endorsement of the continuation of the Web Ad Hoc Committee for 1998**

RAB to endorse the continuation of the Web Ad Hoc Committee for 1998.

**The Motion was approved.**

It was noted that the Web Ad Hoc Committee composition would remain the same.  
Dr. Karam stated that he would like to continue to serve on the Committee.

89. **Sections to review Bylaws**

RAB to agree to encourage the Region Directors to remind the Sections to review their Bylaws, and if revisions are required, the Section should contact RAD staff for assistance.

**The Motion was approved.**

90. **Disbursement of Section Support Via Region Funds**

RAB to authorize the Chair, Treasurer and Managing Director to act on behalf of RAB to approve the disbursement of Section Support Via Region (SSVR) funds upon the receipt of proposals approved by the Region Director.

**The Motion was approved.**

## **91. Approval of the 1997 recipients of RAB Awards**

The Regional Activities Board approved the 1997 recipients of the RAB Awards by acclamation:

### **RAB Leadership Award:**

#### **John E. Martin**

Citation: "Presented in recognition of outstanding leadership as Chair of the Sections Congress 96 Organizing Committee"

#### **David J. Kemp**

Citation: "In recognition of outstanding leadership, contribution, and achievement in establishing the GOLD program in IEEE"

#### **Sandra O. Hidalgo**

Citation: "For her significant contributions to the development of IEEE Bolivia and outstanding leadership in international activities in Region 9."

### **RAB Achievement Award:**

#### **Paul Freedman**

Citation: "For contributions in the promotion of Canadian Products and Enterprises in the quarterly journal IEEE Canadian Review"

#### **Michael N. Van Chau**

Citation: "For outstanding contribution towards membership retention through the development of the GOLD program concept"

#### **Abdul Aziz**

Citation: "For his dedicated and whole-hearted contribution to the profession of Electrical Engineering"

#### **Maurice Huneault**

Citation: "For contributions in the promotion of educational and professional activities"

#### **Juan Francisco Mendoza Ramirez**

Citation: "For his significant contribution to the development of electronic communications in Region 9 Latin America"

### **Sustaining Friend of IEEE Regional Activities Award:**

#### **Southwestern Public Service Company**

Citation: "For continued and significant support to the IEEE Panhandle Section."

## **92. Approval of the RAB Operations Manual**

RAB to empower an interim Ad Hoc Committee consisting of Vice President Findlay and Directors Reinert and Bostic, to formulate a second draft of the RAB Operations Manual to be circulated for adoption by mail ballot.

**The Motion was unanimously approved.**

**93. Election of the 1998 RAB N&A Committee. During an Executive Session, The following individuals were appointed to the 1998 Regional Activities Board Nominations & Appointment Committee:**

Dr. Robert Alden      Dr. Gerald Karam  
Dr. Arthur Winston    Dr. Charles Robinson

**94. Affiliation of the TAB Technical Meetings and Services Committee**

RAB to endorse a Motion to change the affiliation of the TAB Technical Meeting and Services Committee (TMSC) from a TAB committee to a Standing Committee reporting to the IEEE Board of Directors with administration and operational support from TAB. This Motion also includes the approval of the TMSC Charter. This item was withdrawn from the Consent Agenda and was later placed on the Action Agenda.

**The Motion was approved.**

**95. Leadership Training Subcommittee**

RAB to endorse in principle the formation of the Section/Chapter Support Subcommittee to address leadership development and create a management model and training process to be implemented at the Region, Section and Chapter levels.

**The Motion was approved.**

**96. Recognition of Mary Ann Hoffman**

The Regional Activities Board to recognize, by acclamation, Mary Ann Hoffman for her outstanding administrative service, her initiative in helping volunteers to solve complex problems, and her dedicated efforts to further the aims of IEEE during her many years of RAB staff support and wishes her the very best in her new IEEE position.

**The Motion was unanimously approved.**

**97. Los Angeles Council issue:**

**The Regional Activities Board went into Executive Session from 10:00am to 10:45am.  
The following Motion was presented and approved during the Executive Session:**

RAB to adopt and approve resolutions concerning the designation of an interim management council for the Los Angeles Council and for the redesignation of authorized signatories for the bank accounts owned by IEEE relating to the activities of the Los Angeles Council.

**98. Time and Location of the next meeting** The next meeting will be held 13-14 February 1998 in Century City, CA USA.

The meeting adjourned at 2:10pm

Respectfully Submitted,

Cecelia Jankowski  
Secretary  
Regional Activities Board

**IEEE REGIONAL ACTIVITIES BOARD  
MINUTES OF THE RAB CAUCUS**

**27-28 JUNE 1997**

**Renaissance Cleveland Hotel  
Cleveland, OH USA**

Chair Raymond D. Findlay called the second Caucus of the 1997 Regional Activities Board to order at 1:00pm on Friday, 27 June 1997 at the Renaissance Cleveland Hotel, Cleveland, OH, USA.

28. **Welcome and Introductions.** Chair Findlay welcomed RAB members and guests to the second Caucus of 1997. Attendees introduced themselves and as others joined the meeting, they were introduced. (Appendix XVI)

29. **IEEE Admission & Advancement Committee**

- A. 1997 IEEE Admission & Advancement Committee Goals Dr. Rowland distributed reports on the 1997 A&A Committee goals. (Appendix XVII)
- B. A&A Action Items for RAB No action items.
- C. Simplified A&A Process Dr. Rowland distributed copies of the current procedures of the review process for grade assignments. (Appendix XVII)
- D. EAB/RAB Recognized Education Programs Committee (REP) Dr. Rowland distributed a detailed report from the REP Committee which concerned the future of the Committee's operational and administrative support. (Appendix XVIII)

30. **RAB Advisory Committee**

- A. 1997 RAB Advisory Committee Goals. No items
- B. AdCom Action Items for RAB Mr. William N. Cook, Staff Director, Member & Customer Service, reviewed the content of his report concerning the tracking of member inquiries throughout the entire Institute. To understand the requirements, seven questions were developed and sent to members of the RAB Advisory Committee for comment. The responses were analyzed and indicated a need for a "Work Flow" capability that would automate the capture and retrieval of any member inquiry, as well as provide tracking and exception reporting capabilities.

31. **RAB Awards & Recognition Committee**

- A. RAB Awards & Recognition Committee Action Items for RAB
  - 1. Section Growth and Student Branch Awards. Chair Miguez reported that the recipients of the 1997 Section Growth and Student Branch Growth Awards were presented in the Agenda book.
  - 2. Approval of the GOLD Recognition & Awards Program. This item was placed on the Consent Agenda.
  - 3. Approval of the Outstanding Student Branch Award. This item was placed on the Consent Agenda.
  - 4. Approval of the Bursary Awards in Singapore. This item was placed on the Consent Agenda.
  - 5. Approval of the UKRI Volunteer Award. This item was placed on the Consent Agenda. (Appendix XIX)

6. Approval of the nomination for "Friends of the IEEE Regional Activities Award."  
(See Minute No. 53)
- B. Call for Nominations. Mr. Miguez noted that the RAB Awards & Recognition Committee is currently soliciting nominations for the following Awards:
  - ◆ RAB Achievement Award
  - ◆ RAB Innovation Award
  - ◆ RAB Larry K. Wilson Transnational Award
  - ◆ RAB Leadership Award

### 32. RAB Finance Committee

- A. RAB Financials. Dr. Van Gelder reported that the 1997 year to date financials were within the Budget. He noted that there will be an increase in the head count for RAB in the area of Web activity and A&A processing. Dr. Van Gelder noted that modifications are being made to the L-50 reporting form for geographic entities. The Committee expects that these report revisions will be ready for use this year.

### 33. IEEE Membership Development Committee (MDC)

- A. MDC Action Items for RAB. Dr. Robinson presented the following action items(Appendix XX):
  1. To endorse the GOLD Business Plan. This item was placed on the Consent Agenda. (See Minute No. 49.A.7)
  2. To recommend to RAB that the requirement for an endorser signature on the Member application be eliminated. The name and member number of the endorser is still required. This item was placed on the Consent Agenda. (See Minute No. 49.A.8)
  3. To recommend to RAB that it recommend to the Board of Directors the modification of IEEE Bylaw 107.2 regarding Senior Member elevation acceptance. It would not be necessary for nominated candidates to "accept" Senior Member grade election after their elevation has been approved by the IEEE Admission & Advancement Committee. This item was placed on the Consent Agenda. (See Minute No. 49.A.9)
  4. That RAB endorse the interpretation of the MD Policy Committee that special dues considerations (retired, unemployed and minimum income) be offered to new members applying for half-year membership. The MD Policy Committee requested that the Bylaws state whether special consideration dues categories apply to half-year memberships between 1 March and 31 August of each year This item was placed on the Action Agenda. (See Minute No. 51.A)
  5. To recommend that RAB not endorse the recommendation of Past President, Wallace Read, regarding automatic elevation to Senior Member grade after ten years of membership. RAB approved that MDC will take action to study the issues of Senior Member benefits and recognition for membership longevity and make recommendations. This item was placed on the Consent Agenda. (See Minute No. 49.A.11)
  6. To recommend that RAB recommend to the Board of Directors the modification of Bylaw 109.5 regarding the eligibility for unemployed dues consideration. MDC



recommends to RAB that the Bylaws include unemployed dues consideration for new members. This item was placed on the Consent Agenda. (See Minute No. 49.A.23)

7. The addition of the *IEEE Proceedings* to the 1998 IEEE Membership Application. Dr. Robinson recommended that RAB endorse the addition of the IEEE Proceedings subscription to the IEEE Membership Application. A number of members spoke against the motion, noting that it will set a precedent for future technical publications to be included on the application. There was a friendly amendment to change this request from the 1998 application to the 1999 application. This item was placed on the Action Agenda. (See Minute No. 51.C)
8. RAB recommended to the Board of Directors the modification of IEEE Bylaw 108.1 regarding the final date for half-year membership eligibility, as recommended by the IEEE Membership Development Committee. This item was placed on the Consent Agenda. (See Minute No. 49.A.10).

34. **Potentials Advisory Committee**

A. Action Items from the Potentials Advisory Committee.

1. Approval of the 1998 IEEE Potentials Subscription Rates. This item was placed on the Action Agenda. (See Minute No. 55)
2. Approval of the 1998 IEEE Potentials Advertising Rates. This item was placed on the Consent Agenda. (See Minute No. 49.A.12)

35. **RAB Regional Conferences Committee (RCC)** Chair Aukland reported that due to a change in the algorithm utilized by Book Broker, the amount of surplus received by RAB is now non-existent. Book Broker will begin purchasing less copies of conference proceedings. Chair Aukland also noted that for those titles purchased by Book Broker from Sections, RAB may be liable for the initial cost of the purchase.

Chair Findlay encouraged RCC and Chair Aukland to work with Cecelia Jankowski to determine what criteria should be used in approving Book Broker purchases of new conference digests.

36. **RAB/TAB Section/Chapter Support Committee**

A. Section/Chapter Support Committee Action Items

1. RAB to approve the appointment by each Region Director of a Sections Congress '99 Region Coordinator. This item was placed on the Consent Agenda. (See Minute No. 49.A.13)
2. RAB to approve the 1998 Section Rebate Schedule. This item was placed on the Consent Agenda. (See Minute No. 49.A.14)
3. RAB to receive and approve for distribution the white paper "Recommendations for a Closer Relationship (A white paper on closer Relations Among Sections, Chapters and Societies)" as recommended by the RAB/TAB Section/Chapter Support Committee. Chair Green suggested that the Division Directors, Society Presidents and Region Directors take this information back to the entities for their feedback. This item was placed on the Action Agenda and, subsequently, it was referred back to the Committee.

- B. Electronic Communications RAB/TAB Section/Chapter Support Committee recommended that RAB support, in principle, the following five projects presented to the Board of Directors by the IEEE Electronic Communications Steering Committee: Web Hosting, Commerce on the Web, Information on the Web, IEEE Entity Access (SAMIEEE) and Manage Increased use of the Internet. This item was placed on the Consent Agenda. (See Minute No. 49.A.15)

37. **RAB Strategic Planning Committee**

- A. 1997 RAB Strategic Planning Committee Goals Mr. Reinert reviewed the 1997 goals for the Strategic Planning Committee. He recommended that RAB make an aggregated effort to implement programs to address the needs and desires of potential members.
- B. RAB Strategic Planning Committee Action Items
1. Approval of RAB Bylaws 7.8.1 with revisions. The RAB Strategic Planning Committee made a recommendation that the Vice Chair, Strategic Planning, will be a current year or past Region Director. In addition, they suggested that RAB move the Life Member Committee under the Vice Chair, Region, Section & Chapter Activities. They further added to place the EAB/RAB Recognized Educational Programs Committee under the Vice Chair, Membership Activities. This item was placed on the Action Agenda. (See Minute No. 54)
  2. Core vs. Non-Core Report. A listing of the Core vs. Non-Core Activities Report (Addendum) was submitted for RAB approval. It was suggested that the Student Activities Committee and the Recognized Educational Programs Committee be included in this report. This item was placed on the Action Agenda. (See Minute No. 51.B)
- C. RAB Operations Manual Mr. Reinert reported that Director Harry Bostic is taking the lead on the Operations Manual. This document must be in place by 1 January 1998.
- D. SC'96 Recommendations The current listing of recommendations were included in the Agenda Book.
- E. 1998-99 RAB Strategic Plan Mr. Reinert presented a preliminary timeline for the development of a 98-99 Strategic Operational plan. A suggestion was made to include the further development of the GOLD and Women In Engineering Programs.

38. **RAB Student Activities Committee (SAC)**

- A. SAC Action Items for RAB
1. Revisions to the SAC Charter. SAC made several revisions to its Charter which were brought forth for RAB approval. This item was placed on the Consent Agenda. (See Minute No. 49.A.16)
  2. Approval of revision to IEEE Bylaw 109.1, Student Dues. Dr. Karam presented the recommendation to reduce Student Dues as follows:

Regions 1-7	\$20.00
Regions 8-10	\$15.00
Potentials Magazine	\$ 5.00
Regions (8-10)	

Dr. Karam reported that Student enrollment and Student membership has dropped over the last ten years. He noted that the penetration of the undergraduate market has fallen from 23% to 14%.

Mr. Reinert made a substitute motion. He suggested that we maintain Student Dues at its current level (1997 dues) and perhaps we could offer additional discounts (to first time Student members) through a Marketing Outreach Program. Mr. Reinert's substitute motion was withdrawn.

Dr. Karam's original motion was placed on the Action Agenda. (See Minute No. 52)

- B. IEEE Student Branch Centers Chair, Raymond D. Findlay announced that as a result of a proposal presented to the IEEE Foundation, the IEEE Foundation agreed to provide funding in the amount of \$50,000 starting in 1998 to support the establishment of IEEE Student Branch Centers. In addition, depending on the success of endowment funding, the Foundation agreed to support the Centers for two additional years at \$100,000 per year. Scholarships will be made available to those students who have made significant contributions to a particular Center.

Chair Findlay adjourned the Caucus at 5:00pm on 27 June 1997.

Chair Findlay reconvened the Caucus at 8:10am on 28 June 1997.

39. **RAB/TAB Transnational Committee**

- A. RAB/TAB Transnational Committee Goals. Chair Larsen withdrew the TC Charter from the agenda.
- B. Transnational Committee Action Items for RAB.
  - 1. Chair Larsen recommended that we encourage Regions, Societies and Divisions to have Chapter Coordinating Committees. This item was referred to the RAB/TAB Section/Chapter Support Committee.
  - 2. Chair Larsen recommended that RAB support financially up to \$5,000 (from RAB funds) for the participation of the past TC Chair in the three TC meetings annually for the sake of continuity and in order to increase the global representation on the Committee. This item was placed on the Consent Agenda. (See Minute No. 49.A.17)
  - 3. Chair Larsen requested to stop production of the *Globalization Newsletter*. This item was placed on the Consent Agenda. (See Minute No. 49.A.18)

40. **Written Report of the Managing Director, Regional Activities.** Ms. Jankowski noted that her report was included in the RAB Agenda book.

41. **Written Report of the Vice President, Regional Activities.** Dr. Findlay noted that his report was included in the RAB Agenda book.

42. **Action Items from Regions**

- A. Approval of the dissolution of the Allegheny Mountain Section. Dr. Carpenter requested that RAB approve the dissolution of the Allegheny Mountain Section. This item was placed on the Consent Agenda. (See Minute No. 49.A.19)

- B. Approval of the dissolution of the Western Maryland Subsection. Dr. Carpenter requested that RAB approve the dissolution of the Western Maryland Subsection. This item was placed on the Consent Agenda. (See Minute No. 49.A.20)
- C. IEEE Canada Regional Successes. Dr. Weaver presented the Region 7 Home Page and the papers online that enable the members within Canada to take advantage of the technical resources. Audio is recorded and slides are incorporated, thus, making it look like an actual presentation. Director Weaver also noted that the SAMIEEE database is online for all of Region 7. There are security features built in to limit the access of data to certain individuals.  
  
The IEEE Canadian Home Page for Conferences Information can be accessed at <http://ieee.ca/conferences/ieeeconf.html>.
- D. Ad Hoc Committee on Sharing Regional Successes Chair Findlay recommended that RAB establish an Ad Hoc Committee on Sharing Regional Successes. Chair Findlay asked Director Weaver to Chair this Committee with three other participants: Louis A. Luceri, Dr. Jean-Dominique Decotignie and Marcelo Mota. This item was placed on the Consent Agenda. (See Minute No. 49.A.21)

43. **Action Items/Written Reports from RAB Liaison Representatives**

- A. Action Items from EAB Liaison Dr. Winston noted that a Liaison report was distributed during the Caucus. (Appendix XXI)  
  
Regional Activities Board Survey Director Bostic submitted a report on the RAB survey for the Educational Activities Board. The objective of the survey was to review the IEEE EAB mission and to identify potential joint educational activities between the EAB and the IEEE Regions and Technical Societies/Councils. (Appendix XXII)
- B. Book Broker No Report.
- C. Corporate Communications Advisory Committee Liaison. Dr. Van Gelder noted that the most important outcome was the unanimous agreement that IEEE's greatest asset is its logo, or brand recognition. The guidelines for using the IEEE logo are now available on the IEEE Home Page. (Appendix XXIII)
- D. IEEE Center for Electrical History Liaison No Report.
- E. Member Services Chair Findlay noted that there was an updated Liaison report in the agenda book.
- F. PUB Liaison Mr. Mota's report is included as an appendix to the Minutes. Mr. Mota noted that Newsletter editors should be aware that there are changes in policies and procedures for Newsletters. (Appendix XXIV)
- G. TAB Liaison No Report.
- H. USAB Liaison No Report.

44. **Action Items/Written Reports from RAB Ad Hoc Committees**

- A. RAB Budget Ad Hoc Committee No action items to report

- B. Action Items from Web Ad Hoc Committee Dr. Karam reported that the 1998 Member and Student online application will be available by 1 August 1997. Dr. Karam reported that the Student member applications require an endorser but do not require a signature. Dr. Karam stated that there is action to be taken by the Branch Counselor to download the Student member applications. Dr. Karam suggested if anyone was interested in testing the application to contact him. Chair Findlay congratulated Dr. Karam on his time and effort on this project.

45. **Discussion Issues from Regions** No actions.

46. **Information Items**

- A. Local Currency Program Mr. Richard Schwartz, Staff Executive, Business Administration, presented an overview of the present and future projections for the IEEE Local Currency Program. He reported that 79 local currencies were currently accepted by the IEEE during the Membership Renewal period from 1994 to the present. In 1998 the Brazilian Real will be accepted, which will increase the number of currencies accepted to 80. Mr. Schwartz encouraged the IEEE to continue to expand and enhance the program to include as many currencies as possible. He suggested that we research and identify opportunities to implement Regional collection and processing points.
- B. Life Member Activities in Sections and Regions Director Winston proposed that RAB encourage the establishment of the position of Life Member Chair within Regions and Sections. This item was placed on the Consent Agenda.

Director Winston presented a review of the basic Life Member Committee responsibilities. In addition, he included the general characteristics of Life members as well as the objectives for the future. He encouraged the Life members to be actively involved in IEEE projects at the Region and Section level, contribute to worthwhile local projects and to have social contact with fellow engineers. Director Winston briefly reviewed the Life Member Club Proposal:(Appendix XXV)

Director Winston noted that in order to fulfill this proposal several actions are necessary:

1. Support of the Regional Directors to encourage Regions and Sections to cooperate.
2. Suggestions from Regional Directors for Life Member activities. (This is particularly true for Regions 8,9, and 10 where cultural differences may call for different types of activities).

47. **Old Business** No items to report.

48. **Additional Items**

- A. 1999 Member Application process team MDC encouraged RAB to endorse the motion of a process team composed of Volunteers and Staff to formulate the 1999 IEEE Membership Application. This item was placed on the Consent Agenda. (See Minute No. 49.A.24)

The RAB Caucus was adjourned at 9:40am on 28 June 1997.



**IEEE REGIONAL ACTIVITIES BOARD  
MINUTES OF THE RAB MEETING  
28 JUNE 1997**

**Renaissance Cleveland Hotel  
Cleveland, OH USA**

**(Privileged Information-Subject of Confirmation)**

Chair Raymond D. Findlay called the second Meeting of the 1997 Regional Activities Board to order at 10:40am on Saturday, June 28, 1997 at the Renaissance Cleveland Hotel, Cleveland, OH, USA.

49. **Review and Adoption of Agenda.** Chair Raymond D. Findlay reviewed those items that were placed on the Consent Agenda as a result of the RAB Caucus. The Regional Activities Board Agenda was unanimously approved, with modifications. The Consent Agenda was unanimously approved as follows:

49A. **Consent Agenda**

1. **Approval of Previous Minutes.** The Regional Activities Board approved the minutes of the 13-14 February 1997 RAB Caucus and Meeting.
2. **Reaffirmation of Student Branch Formations.** The Regional Activities Board reaffirmed the formation of the following Student Branches:

<u>Region</u>	<u>Student Branch</u>	<u>Date Approved by Region Director</u>
2	Pennsylvania Institute of Technology Media, Pennsylvania	29 April 1997 Approved by R.D. Findlay 1 May 1997
5	Missouri Western State College St. Joseph, Missouri	1 May 1997 Approved by R.D. Findlay 1 May 1997
7	Acadia University Wolfville, Nova Scotia, Canada	25 June 1997
8	Technical University of Sofia Sofia, Bulgaria	18 June 1997 Approved by R.D. Findlay 19 June1997
8	American University of Beirut Beirut, Lebanon	18 June 1997 Approved by R.D. Findlay 19 June1997
9	Centro de Investigacion y Estudios Avanzados del IPN Guadalajara, Jalisco, Mexico	9 June 1997 Approved by R.D. Findlay 19 June1997
9	Instituto Tecnologico de Cd. Guzman Jalisco, Mexico	9 June 1997 Approved by R.D. Findlay 19 June1997
9	Universidad Nacional San Antonio Abad del Cusco Cusco, Peru	9 June 1997 Approved by R.D. Findlay 19 June1997
9	Universidad Peruana de Ciencias Aplicades Lima, Peru	9 June 1997 Approved by R. D. Findlay 19 June1997

- |    |   |              |
|----|---|--------------|
| 10 | KwangJu Institute of Science and Technology<br>KwangJu, Republic of Korea | 19 June 1997 |
| 10 | SVPKM Dwarkadas J. Sanghvi<br>College of Engineering<br>Mumbai, India     | 19 June 1997 |
3. **Gold Recognition & Awards Program** RAB approved the GOLD Recognition & Award Program as recommended by the RAB Awards & Recognition Committee.
  4. **Outstanding Student Branch Award** RAB approved the concept of Outstanding Student Branch Award, in principle, as recommended by the RAB Awards & Recognition Committee.
  5. **Bursary Awards** RAB approved the Bursary Awards in Singapore as recommended by the RAB Awards & Recognition Committee.
  6. **UKRI Volunteer Award** RAB approved the UKRI Volunteer Award as recommended by the RAB Awards & Recognition Committee.
  7. **GOLD Business Plan** RAB endorsed the GOLD Business Plan, as recommended by the IEEE Membership Development Committee.
  8. **Elimination of endorser signature on the member application** RAB recommended that the requirement for an endorser signature on the member application be eliminated, as recommended by the IEEE Membership Development Committee.
  9. **Modification of Bylaw 107.2, Senior Member elevation** RAB recommended to the Board of Directors the modification of Bylaw 107.2 regarding Senior Member elevation acceptance, as recommended by the IEEE Membership Development Committee.
  10. **Modification of Bylaw 108.1** RAB recommended to the Board of Directors the modification of IEEE Bylaw 108.1 regarding the final date for half-year membership eligibility, as recommended by the IEEE Membership Development Committee.
  11. **Automatic Senior Member elevation** RAB did not endorse the recommendation of Past President Wallace Read regarding automatic elevation to Senior Member with ten years of membership, MD will take action to study the issue and make a recommendation, as recommended by the IEEE Membership Development Committee.
  12. **Approval of the 1998 IEEE Potentials Advertising Rates** RAB approved the 1998 *IEEE Potentials* Advertising Rates as presented during the Caucus.
  13. **Appointment of a Region Coordinator for Sections Congress '99** RAB approved the appointment by each Region Director of a Sections Congress '99 Region Coordinator, as recommended by RAB/TAB Section/Chapter Support Committee.
  14. **Approval of the 1998 Section Rebate Schedule** RAB approved the 1998 Section Rebate Schedule as recommended by the RAB/TAB Section/Chapter Support Committee.
  15. **IEEE Electronic Communications Steering Committee projects** RAB supported, in principle, the five projects presented by the IEEE Electronic Communications Steering Committee, as recommended by the RAB/TAB Section/Chapter Support Committee.



16. **Student Activities Charter Revisions** RAB approved the revisions to the SAC Charter, as recommended by the Student Activities Committee.
17. **Approval of travel funds for the Transnational Committee Past Chair** RAB agreed to support up to \$5,000 (from RAB funds) for the participation of the Transnational Committee past Chair in the three TC meetings annually for the sake of continuity and in order to increase the global representation on the Committee.
18. **Globalization Newsletter** RAB endorsed the request to stop publication of the Globalization Newsletter.
19. **Dissolution of the Alleghany Mountain Section** RAB approved the dissolution of the Alleghany Mountain Section.
20. **Dissolution of the Western Maryland Subsection** RAB approved the dissolution of the Western Maryland Subsection.
21. **Establishment of an Ad Hoc Committee for Exporting Regional Successes** RAB approved the establishment of an Ad Hoc Committee for Exporting Regional Successes.
22. **Establishment of Life Member Chair within Regions and Sections** Resolved that RAB encourage the establishment of the position of Life Member Chair within Regions and Sections.
23. **Modification of Bylaw 109.5** RAB recommended to the Board of Directors the modification of IEEE Bylaw 109.5 regarding eligibility for unemployed dues consideration.
24. **Establishment of a Process team to formulate the 1999 IEEE Membership Application** RAB endorsed the action of a process team composed of Staff and Volunteers to formulate the 1999 Membership Application.

## 50. Reports

1. Received a report on the 1997 IEEE Admission & Advancement Committee goals.
2. Received a status report on the simplified Admission & Advancement process.
3. Received a report from the Recognized Educational Programs Committee.
4. Received a status report from Member Services concerning the Member Inquiry Tracking System.
5. Announced a call for nominations for the following awards: RAB Achievement Award, RAB Innovation Award, RAB Larry K. Wilson Transnational Award and the RAB Leadership Award. The deadline for nominations is 15 October 1997.
6. Received a report on the recipients of the 1997 Section Growth and Student Branch Growth Awards.
7. Received a report on the proposed Outstanding Student Branch Award.
8. Received a report on the IEEE Finance Committee concerning the 1997 and 1998 (Preliminary) Regional Activities Budget.
9. Received a report from the Membership Development Policy Committee.
10. Received a status report on the 1997 IEEE Gold program.
11. Received a status reports on Sections Congress 1999 and 2002.
12. Received an addendum to the Core vs. Non-Core report.
13. Received a report from the Student Activities Committee concerning its first meeting of 1997 in San Francisco (March 7-9).
14. Received a report which concerned the revision to IEEE Bylaw 109.1, Student Dues.

15. Received a report on the 1996 IEEE Student Member Survey.
16. Received a report from the Managing Director, Regional Activities.
17. Received a report from the Vice President, Regional Activities.
18. Received a status report on the 30 May 1997 Corporate Communications Advisory Committee meeting.
19. Received a report from the Member Services Committee (Liaison Update).
20. Received a report from the Educational Activities Board Liaison.
21. Received a report regarding the motion to add a Life Member function to Regions and Sections.
22. Received a report from the RAB Liaison Representative to the Publications Administration Board.
23. Received a report on the proposal for the IEEE Foundation to fund the IEEE Student Branch Centers.
24. Received Director reports concerning activities in Regions 1,3,4,5,6, and 9.
25. Received a report concerning the revisions of the RAB Bylaws, No. 7.8.1.
26. Received a report on the proposed Advertising Rates for *IEEE Potentials* 1998.
27. Received a report on the activities concerning the approval of the 1998 IEEE Section Rebate Schedule.
28. Received a report on the Regional Activities Board survey for the Educational Activities Board.

51. **Action Items from Caucus.**

- A. **Special Dues Consideration** RAB approved a motion from the Membership Development Committee recommending that special consideration dues (50% of normal dues) be applicable to the dues rates in effect at the time the application is received.
- B. **Core vs. Non-core** RAB accepted the Core vs. Non-Core Activities Report (Addendum), as recommended by the RAB Strategic Planning Committee, for submission to the IEEE Evolution Task Force.
- C. **Addition of *IEEE Proceedings* to the 1999 IEEE Membership application** RAB approved the addition of the *IEEE Proceedings* subscription to the IEEE Membership application. A vote was taken: 16 Yes, 3 No. The motion passed.
- D. ***IEEE Spectrum*** Resolved, by acclamation, that RAB commend the *IEEE Spectrum* Editor and Publisher for publicizing the 1997 IEEE Medalists in the June issue. It is particularly gratifying that the cover story included an interview with the Medal of Honor recipient. RAB hopes that this activity will continue in the future. RAB unanimously approved this motion.

52. **Approval of Revision of IEEE Bylaw 109.1, Student Dues** Dr. Karam made a motion to revise IEEE Bylaw 109.1, reduction of Student dues.

Regions 1-7	\$20.00
Regions 8-10	\$15.00
Potentials Magazine (Regions 8-10)	\$5.00

Several members spoke in favor of the decrease in Student Dues. Many agreed that although we may lose money in the short term, our focus should be targeted to the long term effect on our membership goals. Several members noted that we should reduce the price of Student dues without a decrease in the value of the membership. According to the data presented by Dr. Karam, several members recognized a clear relation in the decrease in Student membership after we increased Student dues in the past.

Ms. Jankowski commented on the overall system cost implications of the motion passed by RAB at its February meeting which called for a decrease in Student dues in Region 7. Ms. Jankowski cited staff estimates that it would take approximately 80-100 hours of effort by Information Technology Department personnel to implement this project for the 1998 renewal cycle.

The Chair requested that Director Reinert work with Dr. Karam and members of Staff to find a mechanism to convey the perception of value to the Students members.

The Chair called the question , the vote was taken, and the motion was passed by a vote of 11 Yes, 6 No, 3 Abstain.

53. **Approval of a Nomination for “Sustaining Friend of IEEE Regional Activities Award.”** RAB approved, by acclamation, that a “Sustaining Friend of the IEEE Regional Activities Board Award” be awarded to Fran Hustak.

54. **Approval of RAB Bylaws** RAB unanimously approved the RAB Bylaws, Version 7.8.1 with revisions as presented, for submission to the IEEE Board of Directors. (Appendix XXVI)

This item included the addition of GOLD as a standing Committee of RAB under the Vice Chair, Region/Section & Chapter Activities.

55. **Approval of the 1998 IEEE Potentials Subscription Rates** RAB unanimously approved the 1998 *IEEE Potentials* Subscription Rates as follows:

\$0.00- 1<sup>st</sup> Year Recent Graduates  
\$2.00- 2<sup>nd</sup> Year Recent Graduates  
\$4.00- 3<sup>rd</sup> Year Recent Graduates  
\$5.00- IEEE Student Members  
\$15.00- All other IEEE Members  
\$25.00- Non-IEEE Members

56. **Time and Location of the next meeting:** The next meeting will be held 6-8 November 1997 at the Marriott Marquis in Atlanta, Georgia, USA.

The meeting adjourned at 12:00 noon.

Respectfully submitted,

Cecelia Jankowski  
Secretary  
Regional Activities Board



# IEEE REGIONAL ACTIVITIES BOARD APPROVED MINUTES OF THE RAB CAUCUS

**13-14 FEBRUARY 1997**

**Marriott Rivercenter Hotel  
San Antonio, TX USA**

Chair Findlay called the first Caucus of the 1997 Regional Activities Board to order at 1:00pm on Thursday, 13 February, 1997 at the Marriott Rivercenter Hotel, San Antonio, TX, USA.

1. **Welcome and Introductions.** Chair Findlay welcomed RAB members and guests to the first Caucus of 1997. Attendees introduced themselves and as others joined the meeting, they were introduced (Appendix I).
2. **IEEE Admission and Advancement Committee.** Reports of the A&A Committee and the Recognized Educational Programs Committee were distributed at the Caucus. (Appendix II and III) Chair Rowland noted that there is now an appeal process in place for those individuals who wish to have a decision by the A&A Committee appealed. The Appeal Committee is composed of the Vice President of Regional Activities, Technical Activities and Educational Activities. The first such appeal was reviewed during this Board series.
3. **RAB Advisory Committee.** Chair Brown presented the following action items for RAB's consideration.
  - A. RAB Advisory Committee recommends to RAB the appointment of the RAB/TAB Section/Chapter Support Committee Chair to the RAB Advisory Committee.
  - B. Recommends that RAB endorse the approval of the revision to IEEE Bylaw 102.1, Life Members and that the Vice President, Regional Activities place the Bylaw revision on the June 1997 Board of Directors agenda. These items were placed on the RAB Consent Agenda. (See Minute No. 19).

The RAB AdCom made the following recommendations:

- A. RAB/TAB Section/Chapter Support Committee to investigate the feasibility of formalizing various affinity groups and
  - B. Membership Development Committee to discuss the value of affinity groups on membership recruitment and retention.
4. **RAB Awards & Recognition Committee.** Chair Juan Carlos Miguez presented the following action items for RAB consideration.
  - A. Region 3 Outstanding Student Branch Award. RAB to approve for formation of the Region 3 Outstanding Student Branch Award.

- B. GOLD Recognition. RAB to endorse the expenditure of up to \$3000 for the GOLD Recognition Program for 1997. Funds to continue this initiative will be incorporated into the MDC Business Plan for 1998.
- C. Staff Recognition. RAB recommends and strongly encourages the IEEE Executive Director to quickly establish a system of volunteer generated recognition of staff members for special and extraordinary service. These items were placed on the RAB Consent Agenda (See Minute No. 19).
- D. Nominations for the following RAB Awards:
  - 1. Friend of the IEEE Regional Activities Award. This item was placed on the Meeting Agenda as an Action Item. (See Minute No. 25).

The following items were presented as Information Items;  
RAB Awards:

- E. Basis of Selection. Chair Miguez reported that the Basis of selection of RAB Awards will be modified thereby allowing the action for which an award is being given to cover the current and previous year.
  - F. Milestones Program. Chair Miguez noted that the Milestones Program honors significant achievements in electrical, electronic and computer engineering. It is conducted by the IEEE History Committee through the Center for the History of Electrical Engineering.
  - G. Section and Student Branch Growth Awards. Chair Miguez reported that the statistics for these Awards were not yet available. RABARC will make the determination of the award winners and report them to RAB via electronic mail.
5. **RAB Finance Committee.** Dr. Van Gelder presented the following items for RAB approval:
- A. Ratification of the 1997 RAB/RAD Budget. RAB to ratify the 1997 RAB/RAD Budget.
  - B. Revision to RAB Travel Policy. RAB to approve the revisions to the 1997 RAB Travel Policy. (Appendix IV)
  - C. Approval of the Revision to IEEE Bylaw 308.5, RAB Allotment. RAB to approve the revisions to IEEE Bylaw 308.5, with the stipulation that the RAB Finance Committee review the 1997 Budget and estimated 1998 Budget to determine if the dollar per member figure of \$25.33 can be reduced.
  - D. Return of Funds to the "General Fund." RAB to endorse the action taken by the Vice President, Regional Activities and RAB Treasurer to return to the IEEE "General Fund" \$250,000 from the 1996 Budget.

These items were placed on the RAB Consent Agenda (See Minute No. 19). It was requested that the RAB Finance Committee review the Director Travel Subsidies for 1998.

6. **IEEE Membership Development Committee.** Dr. Robinson presented the year end membership data for 1996, noting that growth has only occurred in Region 8 and 10. He pointed out that Student membership in almost all regions has declined. The decline in Regions 1-6 was the largest and MDC plans to conduct separate pilot projects to increase membership.

Dr. Karam noted that the retention rate for students has remained rather stable and SAC will be addressing the recruitment of new Student members. Dr. Robinson presented the following motions:

- A. Annual MDC Training Session. RAB to support an annual meeting of the full MD Committee focusing on assessment of MDC activities, training and strategic and operational planning.

This item was placed on the RAB Consent Agenda. (See Minute No. 19)

- B. RAB to approve the modification of the IEEE membership card to include the phrase "Member Since XX" effective with the 1998 renewal cycle. (See Minute No. 22)
  - C. RAB endorses the use and sufficiency of an electronically submitted member number and name as for the IEEE Reference portion of the prototype on-line Web member application. (See Minute No. 19)
  - D. The MD Policy Committee recommends that RAB propose a modification so that the Bylaw would read "The designation of 'IEEE Affiliate' refers to individuals who are not members of the IEEE but are members of a Technical Society and are entitled..." (See Minute No. 21)
7. **IEEE Potentials.** Dr. Zobrist noted that there were no action items for RAB, a report on IEEE Potentials was included in the Agenda Book. He distributed two items as information:
    - A. Mailing IEEE Potentials with Acknowledgment Letters
    - B. Using INTERPOST outside the United States and Canada and requested that these be appended to the RAB Minutes (Appendix V)
  8. **RAB Regional Conferences Committee.** Chair Aukland distributed a report on the Institute Wide Ad Hoc Meetings Committee and requested that this be appended to the RAB Minutes (Appendix VI). He noted that a small fee is now charged by Conference Services, which allows a Conference

to be listed in TAG and provides a budget review. This will be referred to Section/Chapter Support to communicate to geographic entities.

9. **RAB Section/Chapter Support Committee.** Chair Green noted that the 1997 Committee Goals were distributed at the meeting (Appendix VII)

Chair Green then presented the following Action Items for RAB action:

- A. Sections Congress 2002: Chair Green noted that formal proposals were received from the Washington (DC) and Atlanta Section to host Sections Congress 2002. Staff was directed to pursue more detailed proposals from these sections.
- B. Charter Revisions. RAB to approve the revisions to the RAB/S/CS Committee Charter, to make it a joint Committee with TAB (pending TAB approval) and expanding the scope of the Committee to include transnational projects. (Appendix VIII)
- C. RAB to approve up to \$800 to support the Section TQM Survey as presented to the Section/Chapter Support Committee by Director Reinert.

These items were placed on the RAB Consent Agenda (See Minute No. 19).

- D. Electronic Communications. Dr. Alden provided a written report to RAB for its information (See Appendix IX).

The following motion was presented to RAB for its action:

RAB to endorse the initiatives of the ECSC to the Board of Directors, with a priority to be placed on identifying the appropriate funding to complete the projects identified. (See Consent Agenda Minute No. 19)

10. **RAB Strategic Planning Committee.** Director Reinert presented two action items for RAB consideration.

- A. 1997-98 RAB Strategic Plan. RAB to approve the 1997-98 RAB Strategic Plan. (Appendix X)

This item was placed on the RAB Consent Agenda (See Minute No. 19)

- B. RAB Bylaws. RAB to approve the RAB Bylaws subject to appropriate non-substantive revisions to conform to IEEE Bylaw wording and style, attorney comments and order of



sections, with the caveat of adding the revisions as provided by RAB during its Caucus. (See RAB Minute No. 23)

11. **RAB Student Activities Committee.** Dr. Karam presented the following item for RAB action:

- A. RAB to endorse SAC's participation in the Sloan Foundation Question and Answer Project. (Appendix XV)

This item was placed on the RAB Consent Agenda (See Minutes No. 19)

Dr. Karam noted that the Student Survey has been completed with a 60% return rate. A summary of the results will be presented to RAB at its June meeting.

12. **RAB/TAB Transnational Committee.** Chair Larsen presented the following motion for RAB's consideration:

RAB recommends to the BoD that IEEE Staff develop a plan to allow collection of IEEE dues and other payments in local currency worldwide and assess the financial impact to the IEEE.

This item was placed on the list of Action Items from Caucus. (See RAB Minute No. 23)

13. **Written Report of the Managing Director, Regional Activities.** Ms. Jankowski noted that her report was included in the Agenda Book.

14. **Written Report of the Vice President, Regional Activities.** Dr. Findlay noted that his report was included in the RAB Agenda Book.

15. **Action Items from Regions.** Director Bastos presented a motion concerning the collection of dues, fees and regional assessments in local currency worldwide. It was agreed that this item be referred to for staff action. (See Minute No. 23)

16. **Reports from RAB Liaison Representatives.**

- A. *EAB Liaison.* Dr. Winston reported that a Liaison report was distributed during the Caucus. (Appendix XI) He noted that an additional report will be attached to the Minutes entitled "Special Programs for Sections" which was developed by EAB to promote entrepreneurial activities. (Appendix XII)

- B. *Book Broker Liaison.* No Action Items or Report

- C. *Corporate Communications Liaison.* The report was included in the RAB Agenda Book, no action items.

D. *IEEE Center for Electrical History*. The report was included in the RAB Agenda Book, no action items.

E. *PUB Liaison*. The report is included with the Minutes (Appendix XIII).

Mr. Mota presented the following motion for RAB consideration:

RAB to support the work of the PUB Electronics Products Committee, using the regional structure to contribute to PUB's projects.

This item was referred to the IEEE Electronic Communications Steering Committee.

F. *TAB Liaison*. No Action Items or Report

G. *USAB Liaison*. No Action Items or Report. Attached is "Today's Engineer, A Professional Magazine published by IEEE-USA" as Appendix XIV.

#### 17. **Reports from RAB Ad Hoc Committees**

A. RAB Budget Ad Hoc Committee. No Action Items or Report

B. RAB Web Ad Hoc Committee. Dr. Karam presented the following item for RAB action:

RAB to endorse the use and sufficiency of an electronically submitted member number and name for the IEEE reference portion of the prototype on-line Web member application.

This item was placed on the RAB Consent Agenda (See Minute No. 19)

18. **Information Items.** *Directors Elect: Term of Office:* Chair Findlay reviewed the advantages of having a two year versus a one year term of office for Region Directors Elect. He noted that one of the advantages is that, in case of a vacancy in the first year of a Director's term, the past Region Director would not be eligible to be a voting member of RAB. Chair Findlay requested that those Regions who only have a one year Director Elect position to consider modifying it to a two year term.

The RAB Caucus was adjourned at 11:40am.

# IEEE REGIONAL ACTIVITIES BOARD

## MINUTES OF THE RAB MEETING

**14 FEBRUARY 1997**

**Marriott Rivercenter Hotel**

**San Antonio, TX, USA**

**(Privileged Information - Subject to Confirmation)**

Chair Findlay called the first Meeting of 1997 of the Regional Activities Board to order at 11:40am on Friday, February, 1997 at the Marriott Rivercenter Hotel, San Antonio, TX, USA.

19. **Review and Adoption of Agenda.** Chair Findlay reviewed those items that were placed on the Consent Agenda as a result of the RAB Caucus. The Regional Activities Board Agenda, including the Consent Agenda, was UNANIMOUSLY APPROVED as follows:

- A. **Approval of Previous Minutes.** The Regional Activities Board approved the minutes of the 6-7 November 1996 RAB Caucus and Meeting.

- B. **Confirmation of Committee Chairmen Appointments.** The ten Region Directors, and Chairman of IEEE Admission and Advancement Committee confirmed the appointment of the RAB Standing Committee Chairmen as follows:

Advisory Committee	Jan Brown
Awards and Recognition Committee	Juan Carlos Miguez
Finance Committee	Arthur Van Gelder
IEEE Membership Development Committee	Charles J. Robinson
Potentials Advisory Committee	George Zobrist
Regional Conference Committee	Jerry C. Aukland
Section/Chapter Support Committee	David G. Green
Strategic Planning Committee	John R. Reinert
Student Activities Committee	Gerald M. Karam
RAB/TAB Transnational Committee	Peer Martin Larsen

- C. **Formation of the Republic of Macedonia.** RAB approved the formation of the Republic of Macedonia Section. The proposed territory of the Republic of Macedonia Section is the Republic of Macedonia.

- D. Approved a motion that RAB appoint the RAB/TAB Section/Chapter Support Committee Chair to the RAB Advisory Committee.

- E. RAB endorsed the approval of the revision to IEEE Bylaw 102.1, Life Members; and that the Vice President, Regional Activities place the Bylaw

revision on the June 1997 Board of Directors agenda.

- F. Approved formation of the Region 3 Outstanding Student Branch Award.
- G. RAB endorsed the action taken by the Vice President, Regional Activities and the RAB Treasurer to return to the IEEE "General Fund" \$250,000 from the 1996 budget.
- H. RAB ratified the 1997 RAB/RAD Budget.
- I. RAB approved the revisions to the 1997 RAB Travel Policy.
- J. RAB supported an annual meeting of the full MD Committee focusing on assessment of MD activities, training, and strategic and operational planning.
- K. RAB directed staff to pursue more detailed proposals for Sections Congress 2002 from the Atlanta and Washington, DC Sections.
- L. RAB approved the revisions to the RAB SCS Committee Charter, to make it a joint committee with TAB (pending TAB approval) and expanding the scope of the Committee to include transnational projects.
- M. RAB approved funding of up to \$800 to support the Section TQM Survey as presented to the Section/Chapter Support Committee by Director Reinert.
- N. RAB approved the 1997-98 RAB Strategic Plan, as recommended by RABSPC.
- O. RAB endorsed the initiatives of the ECSC to the Board of Directors, and urged the BoD to address the projects identified and consider appropriate funding.
- P. RAB endorsed SAC's participation in the Sloan Foundation Question and Answer Project.
- Q. RAB recommended and strongly encouraged the IEEE Executive Director to quickly establish a system of volunteer generated recognition's of staff members for special and extraordinary service.
- R. RAB endorsed the use and sufficiency of an electronically submitted member number and name for the IEEE reference portion of the prototype on-line Web member application.
- S. RAB endorsed the expenditure of up to \$3000 for the GOLD Recognition program for 1997. Funds to continue this initiative will be incorporated into the MDC Business Plan for 1998.
- T. Region Director Report. Received Region Director Reports from Region 1, 2, 3, 4, 5, 6, 8, 9 and 10. (Appendix XVI)

U. Formation of Student Branches.

Region	Student Branch	Approval Date
2	Pennsylvania College of Technology Williamsport, Pennsylvania	4 Feb 1997
3	Virginia Commonwealth University Richmond, Virginia	9 Feb 1997
8	Czechoslovakia Section Student Branch Prague, Czechoslovakia	4 Feb 1997
8	University of Tehran Tehran, Iran	4 Feb 1997
9	Universidad Iberoamericana Golfo Centro Puebla, Mexico	6 Feb 1997
10	Fr. Coneicao Rodrigues College of Engineering Bombay, India	20 Nov 1996

20. **Approval of Revision to IEEE Bylaw 305.8.** RAB unanimously approved revisions to IEEE Bylaw 308.5, RAB Allotment of IEEE Dues income, with the stipulation that the RAB Finance Committee review the 1997 Budget and estimated 1998 Budget to determine if the dollar per member figure can be reduced.
21. **Designation of IEEE Affiliate.** RAB unanimously approved a motion to refer this item back to MDC.
22. **Modification of IEEE Membership Card.** RAB unanimously approved in principle a motion to include the phrase "Member Since XX" on the IEEE membership card effective with the 1998 renewal cycle.
23. **Approval of RAB Bylaws.** RAB unanimously approved the RAB Bylaws subject to appropriate non-substantive revisions to conform to IEEE Bylaw wording and style, attorney comments, and order of sections, with the caveat of adding the revisions as provided by RAB during its Caucus.
24. **Collection of Member Dues in Foreign Currencies.** RAB approved a motion to recommend to the BoD that IEEE Staff develop a plan to allow collection of IEEE dues and other payments in local currency worldwide and assess the financial impact to the IEEE.
25. **Reduction in Student Dues.** RAB approved a motion to recommend a test reduction of Student dues to \$20 in Region 7 for a period of one year.
26. **Approval of RAB Award Recipients.** RAB approved, by acclamation, the following as recipients of the Friend of IEEE Regional Activities Award:
  - Helen E. Knott
  - President, UDS Motorola
  - University of Alabama at Birmingham, ECE Department
27. **Time and Location of Next Meeting.** The next meeting of RAB will be 26-28 June 1997 in Cleveland, OH, USA.

Respectfully submitted,

Cecelia Jankowski  
Secretary  
Regional Activities Board

## RAB Caucus Minutes

6-7 November 1996

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### IEEE REGIONAL ACTIVITIES BOARD UNAPPROVED MINUTES OF THE RAB CAUCUS/MEETING 6-7 NOVEMBER 1996

Marriott City Center Hotel  
Denver, CO

*(Privileged Information - Subject to Confirmation)*

Chairman Findlay called the meeting to order at 1:00pm on Wednesday, 6 November 1996 at the Marriott City Center Hotel, Denver, CO.

- 58. Welcome and Introductions.** The third meeting of RAB began at 1:00pm. Vice President Findlay welcomed members and guests to the final Caucus of the Regional Activities Board in 1996. Attendees introduced themselves, and as others joined the meeting, they were introduced (Appendix XIX). The Chairman then reviewed the 9 main goals that were tasked to RAB in 1996.
- 59. RAB Advisory Committee.** Vice Chair Brown introduced a number of motions which were generated by the RAB Advisory Committee (Appendix XX). The first action was that RAB recommend to the IEEE Executive Committee that a tracking system (confirmation numbers assigned) be established so that every inquiry can be tracked.

General Manager Dan Senese was asked to comment on this action. He noted that it will be brought to staff for resolution. This item was placed on the Consent Agenda (See RAB Minute 77.D.).

It is being recommended that RAB fund up to \$5,000 to assist EAB to support the 1997 IEEE Faraday Lecture. This item was placed on the Consent Agenda (See RAB Minute 77.E.).

The third motion was that RAB request that IEEE Marketing provide, on the basis of information currently available, a summary of how IEL (IEEE Electronic Library) expansion plans will impact IEEE membership. Dave Green and Charlie Robinson were asked to work with Jonathan Dahl on this item. No further action necessary at this time.

The fourth motion addressed the 1996 Volunteer Survey Results. It was noted that only 6 RAB surveys were returned, which is not a good sampling. The surveys are to be used to set metrics for staff. RAB is requesting that the ExCom not use the 1996 Volunteer Survey results due to the returns. Dan Senese spoke in favor of this motion, noting that this was the first such survey.

Actions will be taken to increase survey results. This item was placed on the Consent Agenda (See RAB Minute 77.F.).

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RAB AdCom is recommending that the IEEE BoD not approve other entities bylaws until all entities have seen all other entity bylaws and have had the appropriate time to provide comments. This item was added to the Action Items (See RAB Minute 79.B.).

- 60. RAB Finance Committee.** Chairman Van Gelder reviewed the draft of the RAB Travel Policy (Appendix XXI), noting that this is simply putting the current policy in print. This item was placed on the Consent Agenda (See RAB Minute 77.G.). Dr. Van Gelder then reviewed the 1996 budget and forecast (Appendix XXII) for year end. He noted that RAB was about \$40K under budget, including Sections Congress allocations.

Approval of the 1997 Budget, as presented, shall be placed on the Consent Agenda (See RAB Minute 77.H.).

- 61. RAB Strategic Planning Committee.** Director Benigni reviewed the SPC report, including Coordinating Institute Activities as a goal of RABSPC (Appendix XXIII). He noted that all Committee Chairs need to provide him with a status report on RAB goals assigned to it so that he can complete the RAB Progress Report by December's Board meetings.

Director Benigni then reviewed the RAB Bylaws, noting that a special meeting of RABSPC on 5 November 1996 produced a number of agreements and assumptions.

He then reviewed an organizational chart for the new RAB structure (Appendix XXIV), noting that there would now be five Vice Chairs, the Past Vice President (who would Chair the RAB N&A Committee), a Treasurer, ten Region Directors, and the Secretary (non-voting). The terms of service will be one year and eligible to serve an additional year, by retention.

Director Benigni noted that the new structure would alleviate the large number of RAB Committees meeting with a Board series. These committees would report to the Vice Chairs, who in turn would report on the activity of the Committee to RAB. In addition, Region Directors should not sit on RAB Committees. The job of a Region Director is full time and this activity distracts from his/her main function.

Director Benigni presented three outstanding issues for discussion/resolution:

1. TAB is reinstating the RAB/TAB Chapters Committee and is requesting that RAB do the same.

Dave Green noted that the RAB Section/Chapter Support Committee will conduct a study on the feasibility of this action. Director Cheung felt that this



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was an overlap in activity.

RAB instructed RABSPC to put the RAB/TAB Chapters Committee into the Bylaws, and second, asked the RAB Section/Chapter Support Committee to continue with this study. This item is added to the Action Items (See RAB Minute 79.E.).

2. Should RABARC be a Committee under a Vice Chair, as currently drafted, or be a committee of RAB with the chair not a member of RAB?

It was recommended that this stay as it currently appears in the RAB Agenda, and this recommendation be placed on the RAB Consent Agenda (See RAB Minute 77.I.).

3. TC does not show up in the new Bylaws, should it, and where does it belong?

Both Charles Turner and Paul Cheung noted it is very costly to have a true international composition of RAB, however, the IEEE does need this vehicle. Both also added that the Committee was a useful liaison between RAB and TAB. Dr. Cheung felt that this Committee might be more appropriate under Strategic Planning. Dr. Robinson raised the question if it should be a guidance committee or an operational committee.

RAB agreed that it should be placed under the Vice Chair, Strategic Planning. This recommendation has been placed on the Consent Agenda. (See RAB Minute 77.J.).

Director Benigni presented his report on Core vs. Non-Core Activities (Appendix XXV). The major findings include:

1. Almost all regional-based programs and activities are core.
2. Services and surpluses generated by Regions and Section-based conferences, symposia, seminars, etc. and volunteer contributions are necessary to support region/section core activities because they are not funded by allocations and rebates, and are therefore core.
3. Every region's primary customers are the constituent IEEE members and student members, and their support by the Regions is primarily through support to the collective customers - Sections, Chapters, and Student Branches.
4. Core activities center around the fundamental functions of why regions exist, as outlined in the present IEEE Policies and Procedures Manual.
5. Even the Regional Officers are only those actually required to provide the necessary oversight, administration, advice, and communication both upward and downward within the Institute.
6. Regions (and the Tokyo Section) that have established extra assessments, approved by RAB, are all for Core activities that would have been adversely

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affected without the extra assessments.

- Each core activity related to set of Regional inputs or resources, including:

Financial	Advisory
Training-related	Programmatic
Administrative	Communicative
- For most activities a combination of regional resources is required.

Chairman Findlay made a motion that the completion of the report be delegated to RABSPC. Dr. Robinson requested that the following wording be added to the motion, and implicitly appear in the report:

“It is RAB’s belief that members of all grades in Sections, Chapters, and Student Branches of the Regions would be negatively impacted by elimination of any Core activities.”

This item will be placed on the RAB Consent Agenda (See RAB Minute 77.K.).

- 62. Membership Development Committee.** Chairman Robinson reviewed the 1996 MDC Retreat, and noted that there will be a Membership Development Committee Retreat, 17-19 January 1997 at the Marriott World Trade Center, New York City. Some of the activities include:

- An optional ( but encouraged) IEEE Operations Center tour
- Membership Training Questions
- Scope of MD Training

The outline for the Retreat as presented to RAB is included in the Minutes (See Appendix XXVI). Dr. Robinson also stated that the outline and materials for the retreat will hopefully be on the Web.

Dr. Robinson then presented each of the motions that were produced by MDC at its meeting (Appendix XXVII).

**Motion:** RAB to approve the allocation of up to \$15,000 for 3 to 5 Regional Membership Development training pilots for 1997. MDC Chair would review Regional pilot proposals in early 1997 to assign the funds in order to achieve experience in this training model.

**Motion:** RAB to endorse a motion that the MDC Chair communicate with the Societies in standardizing membership applications and promotional materials. The purpose being a more unified and comprehensive membership recruitment effort while making application processing more efficient.

Both of these items were placed on the Consent Agenda (See RAB Minutes

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77.L. and 77.M., respectively).

**GOLD.**

Chairman Kemp submitted a report on the status of the GOLD Program, as well as one for GOLD Pilot Program Leadership Recognition.

Dr. Robinson acknowledged that the GOLD Program received an enthusiastic response. He asked to recognize the work of Dave Kemp and his Committee.

- 63. Section/Chapter Support Committee.** Chairman Green noted that TAB has requested the reactivation of the RAB/TAB Chapters Committee. Concern was raised about overlapping activities with the Section/Chapter Support Committee. A subcommittee has been appointed to study this recommendation. A report will be presented in February 1997.

Chairman Green noted that Sections, Chapters and Student Branches submit reports on best practices. This is an on-going project, and these geographic entities should be encouraged to submit a report to the Section/Chapter Support Committee. Chairman Green then made a presentation to RAB (Appendix XXVIII). The following motions were produced by SCS at its Meeting.

**Motion:** RAB refer report (Appendix XXIX) to appropriate Institute entities to develop web policies.

This motion was added to the Consent Agenda (See RAB Minute 77.N.).

Sections Congress '96: SC'96 produced 38 Recommendations developed in breakout caucus sessions. RAB recommended that the prioritized recommendations be forwarded to the IEEE Executive Committee for assignment and action by appropriate IEEE entities.

The SCS Committee also recommended appointment of a RAB volunteer to monitor progress towards achievement of these recommendations by the assigned entities. This volunteer should report progress to the SCS committee at each of its meetings.

**Motion:** RAB recognize the superb efforts and results of the volunteers and staff in achieving a successful Sections Congress '96.

This motion was placed on the Consent Agenda (See RAB Minute 77.O.).

**Motion:** RAB agrees to sponsor Sections Congress 2002 and directs SCS and staff to begin the process of planning the event. This commitment includes funding Section Congress at a level of \$475K with funds of \$150K, \$150K, and \$175K, set aside in fiscal years 2000, 2001, and 2002, respectively.

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This motion was placed on the Consent Agenda (See RAB Minute 77.P.).

Sections Congress 2002: A preliminary time line has been presented to the committee. The first major milestone is to determine a location.

**Motion:** RAB recommends that all Regions be offered the opportunity to have one or more of their Sections sponsor SC'02 but that preference be given to those Regions who have not hosted a Sections Congress.

This motion was placed on the Consent Agenda (See RAB Minute 77.Q.).

Further on the topic of electronic communication (Appendix XXX), Chairman Green made the following motion:

**Motion:** RAB direct staff to modify the written information supplied with SAMleee to (1) inform Sections of their obligation to share this information with their chapters and (2) include instruction on how to extract chapter data.

This motion was added to the Consent Agenda (See RAB Minute 77.R.).

- 64. Regional Conferences Committee.** Chairman Aukland made the following motion:

**Motion:** The Vice President, Regional Activities promote with TAB that Societies seek participation of RAB entities (Region, Section or Chapter) associated with the geographic area within which their event/activity is to occur.

This item was added to the Action Items (See RAB Minute 79.C.).

The Minutes of the 6 November 1996 RCC Meeting are included as Appendix XXXI.

- 65. Student Activities Committee.** Dr. Karam noted that his SAC report was in the Agenda Book. He also reported that 17% of the student branches were reached with the current branch training program. He feels that each year they should be able to reach about 25% of its branches annually. It is being recorded that RAB expresses its appreciation to Dr. Karam for the work to obtain this funding.

Dr. Karam briefly described the AT & T Labs Student Enterprise Award:

- ◆ AT&T will fund the award at US\$5,000 per year for 5 years
- ◆ Student Branches are eligible for funding in order to complete an engineering project
- ◆ No award will be greater than \$1,000 per Student Branch
- ◆ Each award includes a certificate.

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On behalf of SAC, the following Motions (Appendix XXXII) were presented by Dr. Karam:

**Motion:** Based on the successes achieved during 1996, SAC recommends that RAB approve a budget of \$30,000 (\$3,000 per Region) to continue the Branch Leadership Training Workshop program. Student Services will be responsible for administering the expenses of the program for all ten IEEE Regions. Reproduction costs such as workbooks and transparencies incurred by Student Services will be covered within this budget. SAC will continue to monitor the progress of the program.

The motion was placed on the Consent Agenda (See RAB Minute 77.S.).

**Motion:** SAC recommends to RAB that there be no change in the timing of the Student member elevation process (July and August).

The motion was placed on the Consent Agenda (See RAB Minute 77.T.).

**Motion:** SAC recommends to RAB that interim approval of new Student Branches be made by the Vice President of Regional Activities between RAB meetings, pending final approval by RAB at its next meeting.

The motion was placed on the Consent Agenda (See RAB Minute 77.U.).

**Motion:** SAC recommends to RAB that RAB request TAB to investigate alternative library subscription packages for Student Branches such as making all IEEE magazines available to Student Branches or a selected menu of publications from which Student Branches could choose.

This item was added to the Action Items (See RAB Minute 79.A.).

**Motion:** SAC recommends to RAB that the graduating student mailing (B59) be sent on a monthly basis.

The motion was placed on the Consent Agenda (See RAB Minute 77.V.).

**Motion:** Based on Awards and Recognition Committee input, SAC recommends to RAB that RAB accept the AT&T Labs Student Enterprise Award as documented. (See RAB Minute 77.Z.).

**Motion:** SAC recommends to RAB that RAB request the Publications Board to investigate the feasibility of reducing the delay in delivering publications that results from address changes.

The motion was placed on the Consent Agenda (See RAB Minute 77.W.).

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66. **Awards & Recognition Committee** Chairman Miguez made a motion for RAB to approve the IEEE Region 8 Dick Poortvliet Award (Appendix XXXIII). Information about the award was presented in the Agenda book, and explained by Chairman Miguez: The award consists of a plaque and US\$250, funded by the regional SAC and awarded to the Student Branch from which the winner of the annual Region 8 Student Paper Contest comes. The motion was placed on the Consent Agenda (See RAB Minute 77.X.).

He also made motions for RAB to approve one time recognition for GOLD Pilot programs, including:

- Plaques for Section leaders
- Embroidered emblems for Section banners

The motion was placed on the Consent Agenda (See RAB Minute 77.Y.).

Chairman Miguez made a motion for the modification of the AT&T Labs Student Enterprise Award. The modified award would include: The name being the

AT&T Labs Student Enterprise Award; The maximum award to be increased from \$500 to \$1,000 per branch; The maximum of all awards to be increased from \$3,500 to \$5,000. Dr. Karam reminded the Board that with the five year commitment of AT&T, they would not need to use resources to further solicit awards.

This motion was placed on the Consent Agenda (See RAB Minute 77.Z.).

The Minutes of the 5 November 1996 RABARC Meeting are included as Appendix XXXIV.

67. **Admission & Advancement Committee.** Chairman Rowland reviewed the proposed revision to IEEE Bylaw 107.5, which allows for an A&A Appeal Process (Appendix XXXV). This Item was placed on the Consent Agenda for approval. (See RAB Minute 77.AA.).

A REPCOM report to RAB is included as Appendix XXXVI.

68. **Transnational Committee.** Dr. Turner reviewed the recommendations from TC Meeting (Appendix XXXVII), including highlights: b

- Implementation of microfiche project
- Model for IEEE Society Transnational Committees / Best practices
- Division I and IV Chapter formation initiative
- Local autonomy models for Sections/Countries
- Survey on Electronic delivery of IEEE products
- TAB Colloquia in Region 8
- Latin America conference organization seminar

## RAB Caucus Minutes

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- Revival of globalization newsletter

Future of the RAB/TAB Transnational Committee (Appendix XXXVIII):

- Extend the Eastern European program of chapter development in all parts of Regions 8, 9 and 10.
- Strengthen the commitment of all IEEE Societies to the implementation of the Transnational Model.
- Give high priority to electronic dissemination of IEEE services and products to countries with the most severe delivery problems
- Develop the TAB Colloquia program by increased local support and the participation of distinguished lecturers from within the Regions involved.

69. **Potentials.** Dr. Zobrist reviewed the report he submitted for the agenda, noting the Web page and participation in the IEL program. This will provide a small amount of income for Potentials. Potentials is looking into cost saving in postage. More will be reported on this at the February 1997 meeting.

**Potentials P&L:** Secretary Jankowski noted that we receive statements on subscriptions, we know what we receive from IEL, but we do not know how much we receive from student dues, because many students become members at the half year period. She will report additional findings at the next meeting.

70. **1996 Sections Congress.** Chairman Martin reported that 508 delegates, with 220 as Primary delegates attended. With 82 partners and 53 staff, for a total of 643, this is the largest attendance of any Sections Congress. He noted his thanks to Denver and Pike's Peak Sections, IEEE officers, staff, and volunteers as well as to Carol Coffey and Jill Levy for their dedicated support to the Congress.

71. **Directors Reports.** Region Directors' reports are included in the Agenda book. (For the reports of Directors' Benigni, Fancher, Murray, and Cheung, see Appendix XXXIX).

Region 2 revised their bylaws to allow for a Director-Elect, a two year term with a transition period. The rotation would insure that the following Director-Elect could not be from the same Section as the current Director-Elect. This was placed on the Consent Agenda (See RAB Minute 77.BB.). Region 5 revised its Bylaws to recognize a Section dissolution, and a numerical count of the Sections, reduced by one. This item was placed on the Consent Agenda (See RAB Minute 77.CC.).

72. **Report of the Vice President, Regional Activities.** This was included in the Agenda Book.

73. **Report on the Managing Director, Regional Activities.** This was included in

the Agenda Book.

**74. Reports / Action Items From RAB Liaisons.**

**EAB** - No Report

**Book Broker** - There are now slides and a brochure available which provides an overview of the Book Broker Program.

**PUB** - In 1997 Spectrum will issue six issues of "The Practical Engineer" . In 1996 it had three issues.

**TAB** - No Report

**USAB** - USAB has approved Bylaws that have been submitted to the Board.

USAB will also vote in December 1996 on a new publication.

**75. RAB Ad Hoc Committees.**

**RAB Budget Ad Hoc Committee** - No Report

**RAB Publications Ad Hoc Committee** - Chairman Kodali presented a verbal report of the RAB Publications AdHoc Committee Meeting, 6 November.

It included:

- a) Practical Applications: Applications oriented papers
- b) IEEE Spectrum - "Practical Engineer"
- c) USAB's new publication
- d) Policies and guidelines for Section/Council/Region publications  
Chairman Findlay noted that these guidelines should be added to ROOT
- e) Response to suggestion in RAB Meeting

Dr. Kodali noted that there is need to define the scope and content of what an applications oriented paper publication is; and the Ad Hoc Committee will be preparing a comprehensive paper on this subject. The members of RAB are encouraged to E-mail their inputs/comments to Harry Bostic, who agreed to prepare such a paper.

**RAB Web Ad Hoc Committee** - Chairman Karam reported that the Student Membership Application was on-line, and he held a demonstration after the Meeting.

**76. Discussion Issues from Regions.** Director Beall distributed the Region 3 Awards and Recognition Manual to each of the members of the board. He noted that the document available on diskette and hard copy.

Vice President Findlay adjourned the Caucus at 9:00 am, 7 November 1996.



**IEEE REGIONAL ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE RAB MEETING  
7 November 1996**

Marriott City Center Hotel  
Denver, CO

*(Privileged Information - Subject to Confirmation)*

Chairman Findlay called to order the final Regional Activities Board Meeting of 1996 at 9:11am. He noted that all items that were placed on the Consent Agenda during the Caucus will be distributed in the RAB Minutes.

**77. Review and Adoption of Consent Agenda.** The Regional Activities Board Agenda, including the Consent Agenda, was UNANIMOUSLY APPROVED as follows:

- A. Modification of Section Bylaw to Accommodate Name Change to South Brevard Indian River Section.** RAB to approve modification to Section Bylaws to change the name to the Melbourne Section.
- B. William W. Middleton Letter.** William Middleton sent a letter acknowledging the Resolution passed by RAB at its June Meeting.
- C. Student Branch Formations/Dissolutions.** RAB to approve formations and dissolutions of Student Branches.

**Formations:**

Grand Valley State University in Region 4  
Denver Technical College in Region 5  
University of Texas-Pan American in Region 5  
New Brunswick Community College in Region 7  
University of Guleph in Region 7  
Bogazici University in Region 8  
Jordan Institute of Science and Technology in Region 8  
Technical University of Varna in Region 8  
ORT Instituto Tecnologico-Uruguay in Region 9  
Universidade Federal de Sao Carlos in Region 9  
Universidad Interamericana A.C. in Region 9  
Universidad Nacional del Callao in Region 9  
Australian National University in Region 10  
Punjab Engineering College in Region 10  
Sung Kyun Kwan University in Region 10  
University of South Australia-Levels in Region 10

**Dissolutions:**

University of Idaho-Boise in Region 6

- D. Establishment of an Inquiry Tracking System.** RAB to recommend to the IEEE Executive Committee that a tracking system (confirmation numbers assigned) be established so that every inquiry can be tracked.
- E. Approval to Support Faraday Lecture Program.** RAB to approve a motion to provide up to \$5,000 to EAB to help support the 1997 IEE Faraday Lecture Program.
- F. Approval Not to Use Volunteer Surveys.** RAB to recommend to the IEEE Executive Committee that the 1996 Volunteer Survey results not be used for the development of staff metrics, as the surveys are completely and woefully inadequate.
- G. Approval of RAB Travel Policy.** RAB to approve the RAB Travel Policy.
- H. Approval of RAB Budget.** RAB to approve the proposed 1997 Regional Activities budget as presented.
- I. Approval of Placement of RABARC Committee.** RAB to approve the placement of the RAB Awards and Recognition Committee under the Vice Chair, Membership Activities as currently drafted.
- J. Approval of Placement of Transnational Committee.** RAB to approve the placement of the Transnational Committee under the Vice Chair, Strategic Planning.
- K. Approval to Delegate Core vs. Non-Core report.** RAB to approve delegation of the completion of the Core vs. Non-Core Report to RABSPC. It is RAB's belief that members of all grades in Sections, Chapters and Student Branches of the Regions would be negatively impacted by the elimination of any core activities.
- L. Approval of Funding for Regional Membership Development Pilots.** RAB to approve the allocation of up to \$15,000 for 3 to 5 Regional Membership Development training pilots for 1997. MDC Chair would review Regional pilot proposals in early 1997 to assign the funds in order to achieve experience in this training model.
- M. Endorsement of Standardizing Membership Applications and Promotional Materials.** RAB to endorse a motion that the MDC Chair communicate with the Societies in standardizing membership applications and promotional materials. The purpose being a more unified and comprehensive membership recruitment effort while making application processing more efficient.
- N. Approval to Refer Report on Web Policies to Appropriate Institute**

**Entities.** RAB to approve a motion that RAB refer the Section/Chapter Support Committee report to the appropriate Institute entities to develop Web policies. The report notes concerns about geographic entity Web pages, disclaimers, logo requirements and registration / responsibility issues.

- O. Approval of SC'96 Recognition.** RAB to approve a motion, by acclamation, that RAB recognizes the superb efforts and results of the volunteers and staff in achieving a successful Sections Congress '96.
- P. Approval of Sponsorship for Sections Congress 2002.** RAB to approve a motion that RAB agrees to sponsor Sections Congress 2002 and directs SCS and staff to begin the process of planning the event. This commitment includes funding Sections Congress at a level of \$475K with funds of \$150K, \$150K, and \$175K set aside in fiscal years 2000, 2001, and 2002, respectively.
- Q. Approval to Allow All Regions an Opportunity to Host Sections Congress 2002.** RAB to approve a motion that recommends that all Regions be offered the opportunity to have one or more of their Sections sponsor Sections Congress 2002, but that preference be given to those Regions who have not hosted a Sections Congress.
- R. Approval to Modify Written Information Supplied with SAMleee.** RAB to approve a motion to direct staff to modify the written information supplied with SAMleee to (1) inform Sections of their obligation to share this information with their Chapters and (2) include instructions on how to extract Chapter data.
- S. Approval to Fund Student Branch Leadership Training Workshop.** RAB to approve a budget of \$30,000 (\$3,000 per Region) to continue the Student Branch Leadership Training Workshop program. Student Services will be responsible for administering the expenses of the program for all ten IEEE Regions. Reproduction costs such as workbooks and transparencies incurred by Student Services will be covered within this budget. SAC will continue to monitor the progress of the program.
- T. Approval Not to Change Timing of Student Member Elevation Process.** RAB to approve a motion that there be no change in the timing of the Student Member elevation process (July and August).
- U. Approval of New Student Branches in Interim.** RAB to approve a motion that interim approval of new Student Branches be made by the Vice President, Regional Activities between RAB meetings, pending final approval by RAB at its next meeting.
- V. Approval to Send B59 Mailing Monthly.** RAB to approve a motion that the Graduating Student Mailing (B59) be sent on a monthly basis.

- W. Approval to Request PUB to Investigate Methods to Speed Certain Publication Delivery Times.** RAB to approve a motion to request that the Publications Activities Board investigate the feasibility of reducing the delay in delivering publications that results from address changes.
  - X. Establishment of Region 8 Dick Poortvliet Award.** RAB to approve the establishment of the Region 8 Dick Poortvliet Award.
  - Y. Approval of Recognition for GOLD Pilot Programs.** RAB to approve a one-time recognition for the GOLD Pilot Programs, including plaques for Section Leaders, and embroidered emblems for Section Banners.
  - Z. Approval to Accept AT&T Labs Student Enterprise Award.** RAB to approve the a motion to accept the AT&T Labs Student Enterprise Award. With Chairman Karam's assistance, AT&T will support the award for five years. The changes include: The name being the AT&T Labs Student Enterprise Award; The maximum award to be increased from \$500 to \$1,000 per branch; The maximum of all awards to be increased from \$3,500 to \$5,000.
  - AA. Approval of Revisions to IEEE Bylaw 107.5.** RAB to approve the addition to IEEE Bylaw 107.5, which allows for an appeal process in Admission & Advancement, and recommend approval to the IEEE Board of Directors.
  - BB. Approval of Revisions to Region 2 Bylaws.** RAB to approve a revision to Region 2 Bylaws which stipulates a Director-Elect shall be elected from a slate of no fewer than two or more than 3 nominees in even numbered years and shall assume office on the following January 1st. The Director-Elect is also the Vice Chair of the Region 2 Committee and serves a two-year term.
  - CC. Approval of Revisions to Region 5 Bylaws.** RAB to approve revisions to Region 5 Bylaws to recognize the dissolution of the Permian Basin Section.
  - DD. Approval of Expression of Appreciation.** RAB to approve a motion expressing deep thanks to the Vice President, outgoing Directors, and staff, by acclamation.
  - EE. Approval of Revision to IEEE Bylaw 109.7.** RAB to approve a revision to IEEE Bylaw 109.7, to allow members in the graduated dues program to instead choose Minimum Income if it is the less expensive special consideration, and recommend approval by the IEEE Board of Directors.
- 78. Approved, by acclamation, the 1996 Recipients of RAB Awards:**

**Larry K. Wilson Transnational Award ~ Vijay K. Bhargava**

**Citation:** "For promoting the integration of Regional and Technical Activities worldwide, and for setting an example on the process."

**RAB Leadership Award ~ Deborah M. Powers**

**Citation:** "In recognition of a significant contribution effort in the development and production of the Region 3 Leadership Development Training Manual - the first formal regional training manual."

**RAB Leadership Award ~ George Allerton**

**Citation:** "For long time service in diligently developing and administrating ongoing educational activity to meet the needs of the Lehigh Valley Section."

**79. Action Items from Caucus:**

**A. Student Activities Committee**

**MOTION:** SAC recommends to RAB that RAB request TAB to investigate alternative library subscription packages for Student branches such as making all IEEE magazines available to Student Branches or a selected menu of publications from which Student Branches could choose.

Dr. Karam was asked if he had a estimated price for this proposal. He noted that this would be obtained from TAB.

**Motion unanimously approved.**

**B. RAB Advisory Committee**

**MOTION:** RAB recommend to the IEEE Board of Directors that no bylaws be approved until all entities have seen all other entity bylaws and have had sufficient time to provide comments.

**Motion approved.**

**C. RAB Regional Conferences Committee**

**MOTION:** Move that the Vice President, Regional Activities promote with TAB that Societies seek participation of the RAB entity (Region, Section or Chapter) associated with the geographic area within which their event/activity is to occur.

**Motion Approved.**

**D. GOLD**

**MOTION:** Request that RAB allocate \$5,000 in 1997 for GOLD support and promotion.

**Motion Unanimously approved.**

**E. RAB Section/Chapter Support Committee**

**MOTION:** RAB to approve the instruction of RABSPC to put the RAB/TAB Chapters Committee into the RAB Bylaws, and second, to ask the RAB Section/Chapter Support Committee to continue its study.

**Substitute Motion:** RAB approves in principle the inclusion of increased TAB representation on the present Section/Chapter Support Committee. The SCS Committee is directed to work with the appropriate TAB representatives to ensure that the Charter of the committee meets the aims of TAB's RAB/TAB Chapters Committee as well as the aims of RAB.

**Substitute Motion Unanimously approved.**

**F. IEEE Membership Development Committee**

**MOTION:** RAB to approve the Membership Development Strategic Plan (Appendix XL) with revisions indicated (add item e. Volunteer to other Affinity Groups) as recommended by the IEEE Membership Development Committee.

**Motion approved.**

**MOTION:** RAB to approve a motion to instruct MDC to participate in any study of the effect of electronic publishing on membership recruitment/retention/ cost of service.

**Motion approved.**

**80. Time and Location of Next Meeting.** The first meeting in 1997 of the Regional Activities Board will be 12-14 February 1997 at the Marriott River Center, San Antonio, Texas.

**81. Adjournment.** The meeting was adjourned at 11:04 am.

Respectfully Submitted,

Cecelia Jankowski  
Secretary

**IEEE REGIONAL ACTIVITIES BOARD**  
**6-7 November 1996**

**MEMBERS PRESENT**

R.D. Findlay, Chair; J. Brown, Vice Chair & Chair of the Advisory Committee; A. Van Gelder, Treasurer & Chair of RAB Finance Committee; A. Winston, Region 1 Director; D. Benigni, Region 2 Director & Chair of Strategic Planning Committee; J. Beall, Region 3 Director; J. Fancher, Region 4 Director; J. Reinert, Region 5 Director; W. Murray, Region 6 Director; L. Weaver, Region 7 Director; P.M. Larsen, Region 8 Director; A. Bastos, Region 9 Director; P. Cheung, Region 10 Director; J. Rowland, Chair - IEEE Admissions & Advancement Committee; J.C. Miguez, Chair - RAB Awards & Recognition Committee; C. Robinson, Chair - IEEE Membership Development Committee; G. Zobrist, Chair - Potentials Advisory Committee; J. Aukland, Chair - RAB Regional Conferences Committee; D. Green, Chair - Section/Chapter Support Committee; Pierre Thollot, TAB Liaison to RAB; G. Karam, Chair - RAB Student Activities Committee; C. Turner - Chair - RAB/TAB Transnational Committee; C. Jankowski - RAB Secretary.

**PARTICIPATING STAFF**

M.A. Hoffman, Manager - Regional Activities Administration; M. Czech, Administrator - Regional Activities Administration.

**GUESTS**

R. Anderson - Chair - IEEE Bylaws Task Force; H. Bostic - Region 4 Director-Elect; L. Carpenter - Region 2 Director-Elect; D. Caston - Region 3 Director-Elect; J. Damonte - Region 6 Director-Elect; C. Desmond - TAB Liaison to MDC; T.W. Hissey Jr. - IEEE Executive Director; R. Holleman, Standards Representative to RAB; D. Kemp - Chair - GOLD AdHoc Committee; V.P. Kodali - Chair - RAB AdHoc Committee on Publications; J.E. Martin - Chair - SC'96 Organizing Committee; M. Papo - Region 8 Director-Elect; W.S. Read - IEEE President; T. Snow - Member - TAB Technical Meetings Council; J.B. Snyder - Vice President, Professional Activities; F. Staffanson - Chair - IEEE REPCOM; K. Wright - Secretary - Denver Section; J. R. Yeargan - Vice President, Educational Activities

**GUESTS - STAFF**

J. Dahl - Director, Marketing, Sales, & Customer Service; L. Durrett - Manager, Student Services; W. Hunter - Membership Development Coordinator; K. Moore - Editor, *The Institute*; D. Senese - IEEE General Manager; N. Thigpen - Director, Member & Individual Marketing;

November 1996

**TO:** Regional Activities Board

**FR:** Jan Brown  
Chair, RAB Advisory Committee

**RE:** Advisory Committee Motions

**Tracking System:**

**RECOMMENDED ACTION:** RAB recommend to the IEEE Executive Committee that a tracking system (confirmation numbers assigned) be established so that every inquiry can be tracked.  
November 1996

**Faraday Lecture:**

Background

For the past three years, IEEE has participated in the IEE Faraday Lecture satellite broadcast. In the past, this project has been funded by the Life Members Fund and most recently by Regional Activities. For 1997 the Educational Activities Board (EAB) has decided to adopt the project. However, EAB does not have complete funding options established.

**RECOMMENDED ACTION:** RAB provide up to \$5,000 to EAB to help support the 1997 Faraday Lecture Program.

**IEEE Electronic Library (IEL):**

**RECOMMENDED ACTION:** RAB request that IEEE Marketing provide, on the basis of information currently available, a summary of how IEL expansion plans will impact IEEE membership.

**IEEE 1996 Volunteer Survey Results:**

**RECOMMENDED ACTION:** RAB recommends to the IEEE Executive Committee that the 1996 Volunteer Survey results not be used for the development of staff metrics, as the surveys are completely and woefully inadequate.

**RAB Bylaws:**

**RECOMMENDED ACTION:** RAB recommend to the IEEE Board of Directors that no bylaws be approved until all entities have seen all other entity bylaws and have had the appropriate time to provide comments.



**APPENDIX XXI**  
**6-7 November 1996**

**DRAFT**  
**RAB TRAVEL POLICY - 1996**

IEEE Travel Policies are detailed in the IEEE Travel Reimbursement Procedures Manual. The following is primarily RAB specific material which supplements IEEE policies.

1. Each Region Director shall have a travel budget. This budget will be used to provide reimbursement to each Director for expenses incurred for the following:

- RAB Meetings
- Section Visits
- Awards Banquets
- Other Activities necessary for operation of the Region
- Other Activities assigned by the Vice President, Regional Activities

Any expenses over a Director's travel budget will be charged to the Director's Region.

2. Reimbursement will be made to RAB Committee Chairs for expenses incurred for the following:

- RAB Meetings
- Other Activities assigned by the Vice President, Regional Activities

3. Each Director may visit a Region Meeting in a Region other than his own subject to the following:

Travel must be authorized by the Vice President, Regional Activities. Requests should be submitted no later than February 15.

RAB support will be limited to 50% of the expenses, up to a maximum of \$500. A Director's travel budget may be used for the remainder of the expenses. Note: see limitation given in item 1 above.

4. Expense reports must be submitted within 30 days of the travel. All expense reports must be accompanied by original receipts. Expense reports are to be submitted in US dollars. If the travel is outside the US, conversion rates must be included on the report.

5. Director Expenses will be tracked by the Regional Activities Department and each Director will receive reports on a quarterly basis.

November 1996

**TO: Regional Activities Board**

**FR: Daniel R. Benigni,**  
**Chair RABSPC**

**RE: RABSPC Report to RAB, November 1996**

### **1. RAB Strategic Operations Plan, 1996-97**

As a result of the special planning meeting last January, goals, objectives and a priority list were established. From that a Plan was formed, presented to the SPC Planners, endorsed by RAB, and accepted by the BoD. RAB has been operating under this plan. During that same time period, RABSPC was established via a bylaw change and its charter was accepted.

The RABSPC received some input from the various RAB committees during the last BoD series, but none in preparation for this meeting except a charter from the A&A committee. Therefore, RABSPC is depending on the results of this meeting to finalize the RAB report on progress against the plan. RABSPC will prepare the final report after this meeting; present it to VP Findlay for final review, comment and approval; and submit it and present it to SPC for the December BoD series.

As committee chairs report during this meeting of RAB, RABSPC would appreciate input on the following:

- a. Progress against goals/objectives under the committee's purview.
- b. Indication if timelines are no longer correct, and what the new timelines are.
- c. Answers to: Have your goal(s)/objective(s) been achieved or not? If not, should they be carried into 1997 as part of the SOP for 1997-98?
- d. Did the work of your committee overlap with or require working with committees/volunteers of other Board committees? If so, please let RABSPC know about these connections.

### **2. RABSPC Goal #3: Coordinate Institute Activities**

RABSPC has satisfied the milestones assigned to date. This report serves to satisfy the final milestone date. In order to provide coordination, RABSPC charged each committee to report on its particular relationships with and work with other Boards and other Board committees. RABSPC has received very little in this regard from any RAB committee. To help in this process, RABSPC has looked to other Board SOPs and to their developing entity bylaws to track where coordination might or should take place.

To date, RABSPC has no particular policy recommendations for RAB to consider at this time. Any recommendations for RAB are embodied in the draft bylaws that RABSPC has been developing. RABSPC's only recommendation is that Coordinating Institute Activities must be a continuing goal/objective of the RABSPC, but not one that should be a primary goal of the next RAB SOP. It is a very important function, and should be ongoing all the time. It will become ever more important as the Boards become more autonomous in the coming years as a result of the organizational improvement process.

### **3. RABSPC SOP 1997-98**

As the new year approaches VP Findlay will be choosing a new Chair for the RABSPC committee. That Chairman and new committee members will be charged with putting together the RAB SOP for 1997-98. First, for those who have asked, NO special meeting is being planned as was done this past January. We

have a plan in place, and many goals, objectives and milestones that are not completed--most will carry over and become part of the new plan. In addition, that special meeting last year generated a long prioritized list of goals and objectives that were not part of the 1996-97 plan. That list provides the basis for

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**6-7 November 1996**

additional goals and objectives. Finally, VP Findlay will no doubt establish new issues and priorities that should also become part of the new plan. The RABSPC committee will take all of these inputs, devise a new plan, and present it at the first RAB meeting in 1997, as well as at the first SPC Planners meeting in 1997.

#### **4. Region-based Core .vs Non-Core Study**

RABSPC would like to thank the region directors for their diligence in undertaking this important task. As you know, this report must get to the ICSR by the December BoD series of meetings. In addition, it will provide the basis for all future activities as RAB lives within the guidelines being established by the ICSR for core and noncore activities, and how they will be paid for. RABSPC believes this study to be of major importance.

Based on input received from regions prior to this BoD series, a draft report was written and reviewed by RABSPC members and VP Findlay. At this meeting RABSPC received the rest of the reports from regions meeting here in Denver. A final draft was completed overnight, reviewed at the RABSPC meeting, and will be presented here today. The plan is to get endorsement of the report by the members of RAB, prepare a final report, have it reviewed by members of RABSPC and VP Findlay, and then present it to ICSR.

There is one item of importance that the original guidelines did not ask for, but which the RABSPC feels is important for the final report. That is the section on assessments that some regions have over and above the allotment. This also applies to the assessment of the Japan section. The RABSPC needs to know what the assessment is for, the justification for it, and is it core or noncore.

#### **5. RAB Bylaws**

The draft bylaws have resulted in a great many comments. The RABPSC expected this, welcomed it, and thanks all those who care about RAB for their serious consideration of these draft Bylaws. After all, RAB has never met to discuss who and what we are going to become in the new order of organizational improvement.

RABSPC had two fundamental axioms that drove the tenets and assumptions of these draft bylaws: (1) RAB will be more autonomous, will not lose power, and will take over for itself those activities mandated by our new mission statement; and (2) RAB will try to embody the goals of the Victoria report, both with regards to how IEEE-USA will fit within RAB, and how RAB will embody the goal of a truly international/transnational organization. RABSPC has neither played politics, as some have claimed, nor tried to dictate anything to RAB. This is a democratic process--every voice will be heard and the majority opinion will decide areas of contention.

To begin, RABSPC was very reluctant to have a timeline dictated to it by the ICSR that had little to do with the original motion voted on by the BoD to implement Step 1 of the Integrated Plan. By that motion RAB was neither required to have a new set of bylaws by year's end, or to have a set of bylaws which embodied changes not contemplated until Step 3 or 4 of that plan. In fact, the Chair of RABPSC encouraged VP Findlay to proceed as slowly as possible, for the very reason that RAB has never had a serious discussion or agreement on who and what RAB should become. But pressures have been

brought to bear since our last RAB meeting.

As a result VP Findlay asked RABSPC to have a set of draft RAB Bylaws prepared for discussion at this meeting. We have actually had five iterations of the document in less than two months. A small subcommittee of RABSPC, headed up by the Chair, met during the PACE conference to draft the first and second iterations of bylaws. They were distributed within the RABSPC, to VP Findlay, to RAD, and to the two RAB members who represent us on the ICSR. Following that review and the changes it generated, the next iteration was sent out to all RAB members for comment. As a result, another iteration was prepared

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**6-7 November 1996**

prior to this BoD series, and was part of the agenda for the RAB meeting that all members received. Of course it did not answer everyone's concerns or comments. Thus, RABSPC planned for and held a special bylaws meeting on Tuesday afternoon to try and iron out some of the major areas of contention, refine the document, and have a version to present here today. This final iteration was prepared as best we could overnight for presentation.

RABSPC envisions that these draft bylaws will be argued today, and change the document yet again. RAB and VP Findlay are under a great deal of pressure to have new bylaws in place as soon as is practicable. RABSPC hopes to have another iteration out prior to the BoD series in December. The RAB directors will be meeting in December, and hopefully will have time to discuss it further then. This draft iteration will be made available to the ICSR, even though it will not be finalized. Depending on the resolution of major areas of contention, RABSPC hopes that these bylaws will be in shape to vote on at the first RAB meeting in 1997.

One final note: The mission statement that RAB spent so much time on the fly to draft at the last meeting has not replaced the old one in the draft IEEE Enabling Bylaws. I sent a specific, formal message to the head of the ICSR/Bylaws Task Force directing him to do this. It has not occurred. Perhaps VP Findlay and our two ICSR representatives can shed some light on this, or make sure the right words are used when ICSR meets this Friday and Saturday.

## **6. Thank You's**

Since this is the last meeting of the RABSPC, and my last meeting as its chair, I want to take the time here to thank my fellow committee members. They have undertaken a great deal of work for RAB over the past several months, literally to the exclusion of other IEEE volunteer duties. They deserve your thanks, because the work embodied in the Core report and the new Bylaws will serve as the basis for who and what RAB will become (and what activities RAB will undertake and how they will be allowed to be funded) as we go forward with organizational change and prepare to enter the next century. I am honored to have served as their Chair.

Finally, Mary Ann Hoffman of RAD deserves your thanks for the support she has provided to the Chair and to RABSPC in developing these documents, in distributing them in a timely fashion, and in helping to coordinate all these activities.

**APPENDIX XXV  
6-7 November 1996**

November 1996

**TO: Regional Activities Board**

**FR: Daniel R. Benigni  
Chair, RABSPC**

**RE: Study of Region-based Core .vs Non-Core Activities**

As a result of ICSR deadlines, by December RAB must determine which of its good and services are Core and fundamental to the well-being of the Institute, and begin to evaluate its Non-Core activities for self-funding through voluntary participation. This is a very serious exercise, one which RAB and many individual region volunteers have devoted much time to fulfill.

The major problem has been the timing of this exercise. At its June Board meeting, RABSPC was asked to prepare a guideline document for helping regions perform this exercise. The guideline (Attached) was written, endorsed by RABSPC and the RAB VP, and sent out in July to region directors with an October 4th deadline for response. However, ICSR's schedule did not take into account that most regions meet at most twice per year. A number of regions scheduled discussions for completing this exercise to be done in conjunction with the last region meeting of the year. For these regions, those meetings occurred earlier this week in conjunction with Sections Congress.

As a result very little was received by the original deadline. By mid-October, reports had been received from half the regions. This draft report is based on the responses received by October 23rd. Naturally, the short time between receipt of the other five reports in the last few days does not provide ample time to incorporate everything into a polished report. But a rough draft has been prepared, and I am here to discuss it with you during the RAB Caucus.

The original ICSR timetable calls for RAB to deliver this report by the December meeting in Marco Island. The report will be finalized following discussion of this report and the incorporation of region reports, and be presented to ICSR in December, either by VP Findlay or our two RAB representatives on the ICSR committee. Given the importance of this exercise, RABSPC is reluctant to provide ICSR a report not blessed by RAB.

Therefore, RABSPC would like RAB to (1) discuss/modify this draft report as best we can during the Caucus, (2) come to agreement in principal with the findings of the draft report, then (3) allow RABSPC to finalize the document between the end of this Board series and the beginning of the one in December. Of course, the VP of RAB will have the final word on the finished document.

**Regional-based Core .vs Non-Core Activities**

**I. SUMMARY**

The geographic regions of IEEE have undertaken an ICSR-mandated introspective study to identify Core activities, or those activities that benefit all the members. The major findings of this process are summarized by the following points:

- 1. Almost all regional-based programs and activities are Core--**Very few present activities are

identified as Non-Core. Only such things as income-generating conferences, symposia, etc. and volunteer contributions to a region are considered as Non-Core in that they are customer choice items and pay for themselves.

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2. **Every region's primary customers are the constituent IEEE members and student members, and their support by the Regions is primarily through support to the collective customers -- Sections, Chapters, and Student Branches.** That support comes from the regions in a variety of forms, and each regional-based Core activity requires a combination of Finances, Management, Advisory Assistance, Coordination, Training, Administration and Communication.
3. **Core activities center around the fundamental functions of why regions exist, as outlined in the present IEEE Policies and Procedures Manual.** They include Section/Chapter management, Education and Professional development, Student activities, Technical activities, Awards and Recognition, Communication and Administration.
4. **Even the Region Officers are only those actually required to provide the necessary oversight, administration, advice, and communication both upward and downward within the Institute.** The regions pride themselves on not having a committee structure overly filled with volunteers with nothing to do--they are lean and mean and get the job done.
5. **Regions (and the Japan section) that have established extra assessments, approved by RAB, are all for Core activities that would have been adversely affected without the extra assessments.**

**It is RAB's belief that members and student members in Sections, Chapters and Student Branches of the Regions would be negatively impacted by elimination of any Core activities.**

The rest of this report expands on these findings.

## **II. REGION CUSTOMERS**

As part of this study the Regions were asked to first come up with a prioritized list of who their customers are. Although the list differs from region to region both in who the customers are and their individual prioritization, the list below tries to capture the majority opinion.

- |                          |                                  |
|--------------------------|----------------------------------|
| 1. Members               | 11. Industries                   |
| 2. Student Members       | 12. Other Professional societies |
| 3. Sections              | 13. Non-member EEs               |
| 4. Student Branches      | 14. The Public--Society at large |
| 5. Chapters              | 15. IEEE Societies               |
| 6. Areas/Councils        | 16. RAB                          |
| 7. Meetings/Conferences  | 17. TAB                          |
| 8. The Profession        | 18. USAB                         |
| 9. Colleges/Universities | 19. EAB                          |
| 10. Government           | 20. PUB                          |

**The overwhelming finding is that -- Regions exist to serve the Sections, and through them the members and student members.** A major finding of this study is that ALL active region programs and activities are intended to and do exactly that. Region activities and programs can be grouped into functional areas. Within each of these functions are the activities presently carried out, and each region

continually reviews activities for their effectiveness. This is by no means a completely exhaustive list---this report remains a live document and other activities and programs will be added as the sections undergo a study to identify best practices. However, most are activities that the regions have utilized for a long time, precisely because they best serve section and student branch needs.

It will be easier to understand the functional categories, the activities within each, and the combination of region resources which are used for each through a matrix. Please note that many activities invoke several region resources; i.e., they require regions act in several modes, even though the result, as seen by the Section, is simply one activity.

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### **III. MATRIX OF CORE FUNCTIONS AND ACTIVITIES**

#### **1. Section management**

- a. Provide leadership training
- b. Assist in Section and chapter formation/organization
- c. Provide oversight to prevent Section failures and/or provide orderly dissolution; includes extra support to needy sections
- d. Assist sections/chapters in membership recruitment and retention
- e. Assist in formation of Student branches and branch chapters, and linking them appropriately to Sections and resources

#### **2. Education and Professional development**

- a. Identify resources and assisting Sections in organizing and/or promoting continuing education and updating programs.
- b. Serve as a conduit for information regarding Institute- or Society-developed educational materials.
- c. Assist Sections and chapters in planning programs, procuring program materials, engaging speakers, and determining member interests.
- d. Disseminate experiences of other Sections/chapters in executing programs or projects.
- e. Provide information on available professional activities, including participation in IEEE-national (e.g., USAB) activities, e.g., governmental activities, technical policy, employment resources, retraining, etc.
- f. Promote technical education and professional development through student branch and branch chapter activity (e.g., SPACs, Student conferences)
- g. Promote Section activities which enhance the public image of engineering, and which contribute to public scientific literacy, such as Section/member involvement in precollege education.
- h. Provide an environment for Region and Institute leadership development, including Society leadership, through involvement of promising candidates on the Regional level.
- i. Assist in organization and execution of conferences of various types.
- j. Assist sections in promoting members to higher grade status.

#### **3. Recognition**

- a. Disseminate information about awards programs at the Institute and national activities levels, and certain Society-related awards programs.
- b. Encourage and Assist Sections in developing their own awards and recognition programs.
- c. Provide awards to deserving members and Sections within the Region.
- d. Support programs which enhance the image of the engineer, through publicizing/channeling programs such as National Engineers Week.
- e. Assist the publicizing of engineering accomplishments, including awards, Fellow status, and engineering landmarks, including cooperative ventures with other engineering or technical groups as appropriate.

**4. Communications**

- a. Assist Sections with newsletters and electronic communications with members, officers and Institute staff.
- b. Provide a forum among Sections to encourage innovative programs and disseminate information relevant to problem-solving. Includes information resource centers, videotape libraries, etc.
- c. Provide networking among Regional and Section leadership and encourage Section/chapter efforts to improve local networking. Includes region officer visits to sections.
- d. Represent the interests of the Sections and members in the Institute and in various national/international forums.

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Each core activity above is related to a set of regional inputs or resources. These resources are financial, advisory, training-related, programmatic (transmittal of packaged programs, or referral to program sources), administrative, or communicative, i.e., provision of channels to communicate with appropriate expertise and/or other members/organizations. For most activities, more than one regional resource is required. The following table lists, not comprehensively, the resources associated with the activities above.

	Financial	Advisory	Training	Program-matic	Admini-strative	Communi-cation
1.a	X	X	X			
1.b		X		X	X	
1.c	X	X			X	X
1.d		X	X			X
1.e		X			X	X
2.a	X	X		X		X
2.b		X	X	X		X
2.c	X	X		X		X
2.d			X	X		X
2.e		X		X		X
2.f		X	X			
2.g	X	X	X	X		X
2.h	X		X			X
2.j	X	X		X	X	X
3.a		X		X		X
3.b		X	X			X



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3.c	X			X	X	
3.d	X	X	X	X		X
3.e		X	X	X	X	X
4.a	X	X	X			X
4.b	X		X			X
4.c	X	X	X			X
4.d	X				X	X

In addition to the dimension illustrated above, one could construct a second matrix in which one axis illustrates which of the Region portfolios is activated for each of these activities; suffice it to note that Membership, Awards, Education, Student Activities, the Technical portfolio (chapter/Section coordination and Section/Society linkage), and several areas of Professional Activities within US-based regions--Government Activities, Precollege Education, Technical Policy, Employment Assistance, Career Policy, etc.-- are all invoked within these functions.

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Another major finding of this study is that Region officers, including Area Chairs and whatever serves as the Communications Committee, are heavily involved in oversight, administration, and advice, as well as in communicating upward and downward within the Institute. **Regions do not have positions which are not actively involved in the execution of these functions.**

Many of the cell assignments in the above matrix are somewhat arbitrary. For example, even the supplying to the Sections of Institute-developed programs involves communications to learn of the need; involves advising as to the appropriate programs and assistance in their application; and may invoke some financial commitment (shipping, correspondence, telephone). In addition various existing programs are subsumed in generic statements above; the absence, for example, of specific identification of GOLD, of mention of PACE for United States regions, or of specific reference to a Region's lending library of educational videotapes, does NOT imply that regions regard those as non-core activities.

**It is RAB's belief that members and student members in Sections, Chapters and Student Branches of the Regions would be negatively impacted by elimination of any of the activities listed above.**

RAB understands that the development and deployment of new RAB programs will hinge on trying to find methods for self-funding or be offered as member-choice options, but that tailoring of existing activities to a particular Region and its members will not constitute a departure from Core activities.

#### **IV. PARTICULAR REGION AND SECTION ASSESSMENTS**

##### **A. REGION 4**

Region 4, as the smallest US Region in membership and number of Sections, and one negatively impacted by employer flight and loss of manufacturing diversity, has had to endure budgetary restrictions for many years. On several occasions, the Region has failed to carry out even minimum duties. It was recognition of one such failure, i.e., the failure to carry out leadership training in the Region, which led to the addition of the \$1.00 membership assessment in 1994 so that the leadership program could be funded. That program again faltered seriously this year, when a Region Committee meeting, intended to include a training session, had to be scrapped due to budget crunch. Region 4 has reluctantly concluded that Region Committee meetings will have to be restricted hereafter to airline hub cities, because the high

airfares to and from other locations impose burdens which cannot be assimilated. This recognition means that communications with some Sections will be permanently stressed by the geography of the Region. **Region 4 has not had the luxury of carrying extra, non-core programs. They barely have what is required, but they need all of it.**

According to the guidelines, the first step was to identify who the customers are. The second step was to determine core activities, where they were ***defined as those goods and services which a region delivers which apply to all members or from which all members can benefit.***

#### **Guideline to Help Regions Decide Core .vs Non-Core Activities**

##### **Background**

As a result of Board meetings in December 1995 and February 1996, the Evolution Task Force (ETF) has been charged, as a subcommittee of the Implementation Committee for Structural Reorganization (ICSR) to:

- a) Be creative in addressing the long term structure of the IEEE utilizing, in part, prior concepts and proposals;
- b) Address the desire to minimize obligatory member dues and provide more member discretion in the selection and payment of individual services.

At its May 1996 ICSR meeting, the ETF made the following statement concerning the idea of base dues, or dues which are core:

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**"The ETF believes that base dues are those dues necessary to provide the financial base for the delivery of equivalent goods and services which apply to all members or from which all members can benefit."**

In accordance with this, the ETF recommended the following to the ICSR as general guidelines to all entities in their deliberations and efforts at structural reorganization:

1. Immediately cap all member assessments, exclusive of those for external organizations such as ABET and AAES, at current levels and allow additional revenues to be raised by either the sale of products and services (voluntary and/or entrepreneurial) or by additional assessment only when approved by a majority of the constituency.
2. In developing new bylaws for the reorganization of the IEEE, all entities should evaluate which of their activities can appropriately become self-funded through voluntary participation and then modify their activities appropriately.
3. As the future IEEE structure evolves, it is understood that the dues and assessments will by necessity be changed. Each entity will determine, specify, and recommend which of its goods and services are core and fundamental to the well-being of the Institute. They are then to identify the funding necessary to support these services. And finally, each entity will address the issue of those of their goods and services which are not core, and determine methods of funding with the suggestion that they be supported by revenues raised by either the sale of products and services (voluntary and/or entrepreneurial) or by additional assessment (only when approved by a majority of the constituency).

The ICSR also developed an aggressive schedule for overall funding of IEEE entities and their respective target dates.

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1. Cap all member assessments-----June 1996 IEEE BoD.
2. IEEE Entities evaluate which of their activities can become self-funded through voluntary participation and modify activities appropriately-----December 1996.
3. Each Entity will determine which of its good and services are core and fundamental to the well-being of the Institute--December 1996.
4. Each Entity develop funding structures for Item # 3 (above)-----April 1997.
5. Each Entity determine which goods and services are not core and determine methods of funding-----April 1997.

## **GUIDELINES**

The overarching principle in deciding what are core activities is embodied in the following statement:

***"Core activities are defined as those goods and services which a region delivers which apply to all members or from which all members can benefit."***

Please use the following process or something similar to make sure that all services are covered:

1. Establish a priority list of your customers. Examples include Members, Student Members, Sections, Chapters, Industrial organizations, Government bodies and other Associations. These will not be the same for all regions, especially the prioritization.
2. List ALL the services that your Region provides to each customer.
3. Use the above definition of core activities to decide individually which services/activities are core and which are not core.
4. The first draft of each region's core/non-core activities should be brought to the final RAB meeting of the year.

## APPENDIX

In applying the definition of core activities, it is important to remember what the IEEE Policies and Procedures states with respect to what RAB does.

\*\*\*\*\*

To achieve Institute objectives, Regional activities are directed toward developing and maintaining, through sound administrative practices, an organization of geographically-defined member units committed to the advancement of electrical and electronics engineering. To accomplish this objective, the Institute, through RAB:

- A. Encourages establishment of Sections, Chapters and Branches. These units afford on a local basis a common forum for the members to meet and to exchange views on technical, educational, professional or other areas of interest.
- B. Ensures that all members are aware of and have access to the two-way channel of communication that is maintained - via the Region, Council, Section, Chapter and Branch networks - between the members and the Institute's elected officials. The transnational objectives of the IEEE are intended to afford a common forum, available to members for meeting and exchanging views on technical, educational, professional and other areas of common interest.
- C. Encourages the utilization of existing or development of new educational activities in cooperation with the Educational Activities Board at the Section and Branch level in meeting the educational needs of the membership.
- D. Encourages close cooperation between the Branches and Sections. By nurturing greater involvement between active members and students, the students will be motivated to look to the Institute to assist in maintaining their technical competence.
- E. Encourages holding technical meetings and conferences at the Region, Section, or Chapter level either on an individual or cosponsored basis. Activities of this type afford the opportunity for member involvement and participation and closer cooperation with the Institute's Society organization.
- F. Offers members who so desire the opportunity to become involved in professional activities at a local Section level or at other appropriate levels. The IEEE encourages its members to cooperate with representatives of government and of national and international organizations to provide assistance in IEEE's areas of competence.
- G. Encourages the Region, Section, Chapter and Branch communications network to participate in the promotion of IEEE membership through the personal approach that can be effectively offered through these local units.

**Membership Development Committee Meeting  
6 November 1996**

**Motions**

- Unanimously approved a Motion to approve the Membership Development Strategy/Plan with revisions indicated (add item e. Volunteer to other Affinity Groups)
- Unanimously approved a Motion to request that RAB allocate \$15,000 for 3-5 Regional Membership Development training pilots for 1997. MDC Chair would review Regional pilot proposals in early 1997 to assign the funds in order to achieve experience in this training model.
- Unanimously approved a Motion for MDC to study the effect of WEB publishing on membership recruitment/retention/cost of service.
- Unanimously approved a Motion that the MDC Chair communicate with the societies in standardizing membership applications and promotional materials. The purpose being a more unified and Comprehensive membership recruitment effort while making application processing more efficient.

**Overhead Presentation to RAB by David Green:**

**RAB/TAB Chapters Committee Proposal**

- Committee supportive of more involvement by TAB in Chapter oversight
- Committee concerned about:
  - a.Coordination/Overlap with SCS Committee
  - b.Continuity of staff support
  - c.Continuity of financial support
- Not prepared to make recommendation
- Appointed Subcommittee to study (Van Gelder, Cheung, Green, Dent, one other TAB representative)
- Anticipate recommendation in February 1997

**Request for Input**

- SCS requests that Regional Directors:
  - a. Ask their Sections, Chapters and Student Branches to submit "Best Practices"
  - b. Submit a description of their Region's training efforts (Both to j.levy@ieee.org)

**Relations Among Sections/Chapters/Societies**

- Input provided by Bob Dent (TAB representative)
- Discussion in meeting
- New draft due by 1 December 1996
- Quick review by committee
- Distribution to Society Chapter Coordinators
- Completion of document - Feb '97

**Electronic Communication**

- Discussion of geographic web page concerns:
  - a.Disclaimer
  - b.Logo requirements for home pages
  - c.Registration and responsibility issues
- SCS endorsed report by Paul Cheung

**IEEE WEB Policy for Sections and Chapters  
Presented to SCS for RAB by Paul Cheung**

**Action:**

- Design standard disclaimer and require inclusion
- Require IEEE logo to be included (available from IEEE homepage)
- Register Registrant (WebMaster) for each linked Region/Section/Chapter entity

**Disclaimer:** In no event shall IEEE be liable for any loss of profit or any other commercial damage, including but not limited to special, incidental, consequential or other damages, resulting from or in any way connect with the use of the information contained in the WEB pages.

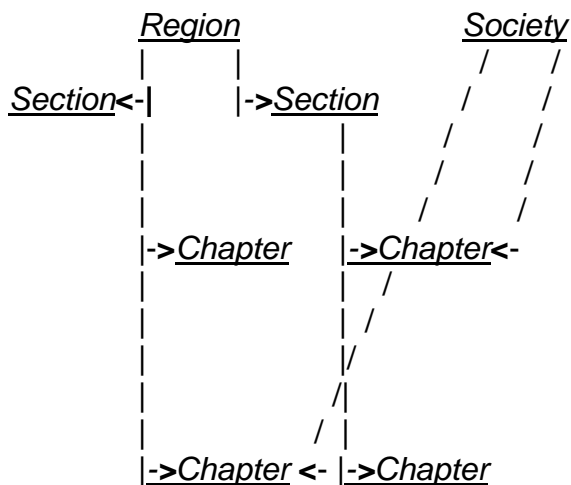
**Issue:** How frequently should this disclaimer be included?

**Answer:** Whenever a home page can be accessed directly via a defined URL and bears IEEE's name.

**Registration Requirement and Structure:**

- Section's Home Page entry should be linked to the Region's Home Page
- Chapter's Home Page can be linked to both Section's Home Page or Society's Home Page
- For each hierarchy of Home Page, there should be a WebMaster responsible for the content and should be registered with IEEE (how?)
- Each Home Page which can be accessed should carry a disclaimer or a hypertext link to a disclaimer
- The Home Page should carry the IEEE logo at least on the first page

**Example:**



**APPENDIX XXXI**  
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**RAB RCC Meeting Minutes**  
**Wednesday, 6 Nov 1996**  
**Marriott City Center-Denver, Colorado**

1. The meeting was led to order at 8:00 am by Chair Jerry Aukland.

Those in attendance were:

RCC Members:

Jerry C. Aukland, Chair  
Jacob Baal-Schem, TAB/TMDC Chair  
James Beall, Director R3  
Jan Brown, Vice Chair RAB  
Juan Carlos Miguez, RAB ARC Chair

Bill Murray, Director R6  
Suzanne Nagel, TAB/TMC Chair  
Linda Weaver, Director R7  
Arthur Winston, Director R1

RCC Guests

John Damonte, Director-Elect R6  
Dale Caston, Director-Elect R3  
Maurice Papo, Director-Elect R8

2. The Agenda was approved as presented.
3. The Minutes of the June 21 were reviewed and approved.
4. A general review of conference in the regions followed, with reports from R1, R3, R6, R7, R8, R9 and R10. Overall conference activity has increased - particularly in non-US regions. There are continuing management issues related to some areas of ECM activity in the US-based "CONs".
5. A review of the progress on the goals was given.
  - \* On Goal #1, Regions 2, 4 and 5 continue to not have regional conferences.
  - \* On Goal #2, there has been limited activity and progress to increase industry support to conferences.
  - \* On Goal #3, the Chair of the Technical Meeting Council and Regional Conferences Committee had determined that there were activities that were valuable and independent for both. Suzanne Nagel suggested that the entity committees remain, but that an ExCom committee may be needed to review the relationships between the two groups and determine a process for resolving ongoing issues.
  - \* On Goal #4, sections are being encouraged to appoint someone to cover the conference function. It was recognized that in small sections, this role may be shared with other responsibilities.
  - \* On Goal #5, the activity will continue.
  - \* On Goal #6, support for the book broker program will continue.



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6. Jerry Aukland noted that the Conference Manual had been published and made available to Sections during Sections Congress. It is also available in diskette format, and will be available on the WWW in the near future.

7. The Proposal Regarding Financial Monitoring of all Institute Conferences was discussed at length. Suzanne Nagel indicated that there would be more detailed descriptions and information available early next year. Jerry Aukland agreed to summarize the budget review process for the "CONs" and other conferences that are jointly done between IEEE entities and others. This will provide background material for the Bylaw review process.

8. Jerry Aukland also agreed to work on processes to inform TAB entities on RAB/Regions/Sections/Chapters and how they could assist with Society conferences and technical meetings.

9. The meeting adjourned at 9:55am.

November 1996

**TO:** Regional Activities Board

**FR:** Gerald Karam  
Chair, SAC

**RE:** SAC Action Items

**Student Activities Committee**

**Meeting Summary - 31 October & 1 November 1996**

**Motions**

- o \*Based on the successes achieved during 1996, SAC recommends that RAB approve a budget of \$30,000 (\$3,000 per Region) to continue the Branch Leadership Training Workshop program. Student Services will be responsible for administering the expenses of the program for all ten IEEE Regions. Reproduction costs such as Workbooks and transparencies incurred by Student Services will be covered within this budget. SAC will continue to monitor the progress of the program.
- o \*Based on RSR Steering Committee input, SAC recommends to RAB that there be no change in the timing of the Student member elevation process (July and August).
- o \*Based on RSR Steering Committee input, SAC recommends to RAB that interim approval of new Student Branches be made by the Vice President of Regional Activities between RAB meetings, pending final approval by RAB at its next meeting.
- o \*Based on RSR and RSAC Steering Committee input, SAC recommends to RAB that RAB request TAB to investigate alternative library subscription packages for Student Branches such as making all IEEE magazines available to Student Branches or a selected menu of publications from which Student Branches could choose.
- o \*Based on RSAC Steering Committee input, SAC recommends to RAB that the graduating student mailing (B59) be sent on a monthly basis.
- o \*Based on Awards and Recognition Committee input, SAC recommends to RAB that RAB accept the AT&T Labs Student Enterprise Award as documented.
- o \*SAC recommends to RAB that RAB request the Publications Board to investigate the feasibility of reducing the delay in delivering publications that results from address changes.

**Minutes of RABARC Meeting-- November 5, 1996-- Denver, CO**

Attendees: Juan Miguez (Chair), James Beall, David Green, Peer Martin Larsen (part-time), William Murray, Linda Weaver, Harry Bostic (Region 4 Director-Elect), David Kemp (Region 7 Director-Elect), James Fancher.

1. Committee agenda reviewed and approved, with revision to allow Director Larsen to present a modification to an award (#3) before departing for another meeting.
2. Committee reviewed and approved the minutes of the June 20, 1996 meeting at Montreal.
3. Director Larsen presented a request from Region 8 to rename an award presently given for student activities, in memory of Dick Poortvliet, Delft. Approved by the Committee.
4. Chairman Miguez reported the results of two nomination reviews by an ad hoc select subcommittee; the subcommittee consisted of Ray Findlay, Jerry Aukland, Kurt Richter, Prasad Kodali, and Chairman Miguez. Nominations were sent to the full Committee for the Larry K. Wilson Transnational Award (Dr. Kodali did not serve for this review) and for a RAB Leadership Award. The Committee approved the nomination for the Wilson award. The Committee discussed at length the nomination for the Leadership Award; the original nomination in this case had been for the RAB Innovation Award, but the subcommittee recommended the Leadership Award instead. Moved(Murray), Second(Weaver) to accept the subcommittee recommendation; passed, after discussion, with two in favor, one against, two abstentions. Chairman Miguez did not vote but noted that he had voted with the subcommittee majority when it made its recommendation. Chairman Miguez noted that only these two nominations, and the one reported in #5 below, were received; no other nominations for the RAB Innovation, RAB Achievement, RAB Leadership, and Supporting Friend/Sustaining Friend awards were received. Mr. Beall noted that his Region had intended to submit for one of the 'Friend' awards but apparently this had not been received. He will investigate further.  
In considering the Leadership and Innovation rewards, a problem was noted by Chairman Miguez in that the wording of these awards leaves unclear the period for which the award nomination may be made.
5. A further RAB Leadership Award nomination, received from a Region 2 Section, was reviewed. The Committee voted, on a motion by Green, seconded by Weaver, to accept the nomination conditionally on obtaining the Region 2 Director endorsement, which was not evident.
6. As information items:
  - 50 banners have been purchased; Sections which did not receive anniversary banners may order them. To be announced in SCOOP if not previously done.
  - Region 3 A & R manual, updated to 1996, was furnished to Chairman Miguez.Director Beall announced that copies would be furnished to the other Region Directors; copies are available on diskette in MSWord or WP6.1 formats (but not Macintosh).

compatible).

Region 3 prefers not to make additional hard copies due to the expense.

--Only two of 10 Regions have responded to the July Survey of Regional awards.

--Copies of the RABARC Manual were distributed on diskette in hypertext form. A previously mailed copy may not be fully updated and should be discarded in favor of those available at this meeting.

7. GOLD Awards were proposed by Director-Elect Kemp, who chairs that program, as a one-time award to the seven pilot Sections; they embody both individual leadership plaques and embroidered emblems intended for application to Section banners. Green moved, and Weaver seconded, approval of this proposal, which the Committee approved. Mr. Kemp noted that a further proposal is likely for a continuing award series for successful GOLD program application.

8. The Committee considered modification of the former V.Bendix student branch award; with the assistance of SAC chair Gerald Karam, support has been obtained from AT&T Labs. The revitalized award would change as follows:

Name: AT&T Labs Student Enterprise Award

Maximum Award: Increased to \$1000 per branch from \$500

Maximum of all awards: Increased to \$5000 from \$3500.

Moved (Green), Seconded (Beall) to accept. Carried.

9. An item on the availability of Fellow nomination kits was tabled due to insufficient information. Discussion of previous problems with Fellow nominations included difficulty in getting current nomination kits-- reported from several participants-- and difficulty in obtaining relevant Institute information: Director Fancher reported problems, recently resolved, in obtaining a list of Fellows having membership in a particular Society.

10. New business:

--Director Beall noted problems in the supply of an IEEE emblem replica used by R3 and R6 on award plaques; the original supplier ceased production, whereupon a source was found elsewhere. RAD has purchased an initial supply and queried whether other Regions are interested. The cost will be \$2.90 each. Moved (Green), seconded (Murray) that we make available to other regions; carried. Beall will relay the result to Mary Ann Hoffman, RAD.

--Mr. Green reported that SAC, which has an Exemplary Branch award which may be given to student branches by the Regions in any number per year, recommends that each Region establish an Outstanding Branch Award, one per year per Region, to one of the branches earning the Exemplary Branch. SAC is thinking about an Institute-level competition for a single award from the individual Region winners.

11. Adjourned at 8:40 p.m.

Submitted: H.Bostic/J.Fancher, Secs. pro tem

November 1996

**TO:** Regional Activities Board

**FR:** James R. Rowland  
Chair, IEEE Admission and Advancement Committee

**RE:** Admission and Advancement Appeal Process

It has been agreed that an appeal process should be established for those individuals who are not approved for admission/advancement by the IEEE Admission and Advancement Committee. This will afford those individuals an opportunity to become an IEEE member and/or be elevated to the appropriate grade.

The proposed Appeal Committee should be comprised of the Vice Presidents: Regional Activities; Technical Activities, and Educational Activities, who will review the application in question and make the final determination. Such an appeal against a decision of the IEEE Admission and Advancement Committee, if successful, shall constitute a determination of membership grade.

In order to effect this change, a bylaw revision is required. The following is a proposed addition to IEEE Bylaw 107, Applications - Procedures:

107.5      A candidate whose application for admission or grade advancement is denied by the Admission and Advancement Committee may appeal the decision through an A&A Appeal Ad Hoc Committee. Notification of the appeal and its rationale are to be sent to the Vice President, Regional Activities with a copy to the RAB Staff Secretary.

The Committee will be comprised of the Vice President, Regional Activities, Vice President, Technical Activities, and Vice President, Educational Activities

**RECOMMENDED ACTION:**      The Regional Activities Board to approve the addition to IEEE Bylaw 107.5, and recommend approval to the IEEE Board of Directors .

November 1996

**TO:** Regional Activities Board

**FR:** Daniel R. Benigni, Director

**RE:** Region 2 Directors Report

The Region 2 Committee met twice in 1996, as has been the norm for a number of years. We dealt with a myriad of problems. However, all problems have been overshadowed by the amount of time devoted to discussions on the reorganization issue, including reorganization within our own region. My own time available to spend on IEEE has been largely taken up on Bylaws for USAB and Bylaws for RAB, and on Core. vs Noncore activities within RAB. My region members have continued to let me know during my two years on the Board that any IEEE organization should be accomplished on an incremental basis, and that the membership should have some voice in each decision that is made. Neither of these member-driven considerations have been adhered to by the Boards or ICSR.

Although our Region has no income generator such as a major conference, Region 2 continues to operate on a sound financial basis with our allocation and PACE funds. As a result the Region 2 Committee was able to hold our second meeting in 1996 immediately following Sections Congress 1996, so that all of the Region 2 Committee could attend Sections Congress as well. Sections Congress is the single best meeting in all of IEEE. Our single largest budget item each year continues to be the Student Activities Conference--Region 2 continues its firm commitment to students -- our future members.

The number one problem in Region 2 continues to be declining membership. According to the latest 2 Annual Reports of the Secretary, membership in our Region is falling at a rate of more than 1,000 members per year. This is extremely alarming. The problem is systemic, and includes such things as declining employment, declining enrollment of engineering students, declining percentages of changeover from students into members, longer work weeks for our employed members, etc. My number one goal for 1996 was to stop the declining membership in our Region. However, nothing I have been able to do has ameliorated the situation. I leave that now up to the next Region 2 Director, and hope that he has better, implementable ideas for increasing our membership.

With regards to employment, the overall numbers paint a rosy picture. I do believe the era of downsizing and rightsizing has abated somewhat. But there are still pockets of unemployment in Region 2 where the major hirer of members is still on the reengineering bandwagon. If the Republicans should keep control of Congress and win the Presidency, government downsizing could increase. We do have a great program

of job fairs throughout the region, including six per year in the DC area, but statistics relating to direct hires of out-of-work IEEE members are hard to come by.

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Region 2 is proceeding slowly but surely into the 21st century in terms of the use of electronic communications media. More of our section leaders become connected electronically every day, so we are making progress. We have also established the Region 2 Home Page on the Web, accessible through the IEEE Home Page. The whole area of communications is one of the bright spots of my term as Director. I have kept my region committee, and especially section leaders, more up-to-date on Board activities and Bylaw changes than in the past.

At our last meeting of 1996, we did update our region Bylaws to allow rotation of candidates for Region 2-Director-elect to occur such that the only restriction is that a candidate cannot reside in the section of the current Director-elect. In addition, the Director-elect will begin serving a two year term in future, rather than one.

The Region 2 Committee also:

Approved in principle the establishment of a Region 2 Outstanding Student Branch award with details to be worked out and discussed at the next Region 2 Committee meeting.

Finally, a study by an ad hoc committee reviewed the current section and area boundaries, which are archaic and do not provide for the changes in demographics, the geography of the region, the span of control of the areas, or state boundaries. I was encouraged by the discussion that occurred, and changes will probably occur during the next two years.

More than anything else, I continue to be most impressed with the volunteer efforts of IEEE members in Region 2 at all levels. With their help and dedication, we have accomplished much. I have enjoyed representing the membership of Region 2, and hope to continue my volunteer activities in other capacities after my term is over.

By unanimous vote of the Region 2 Committee, the following Bylaw changes have been made.

**Recommendation:** That RAB endorse these changes in the Region 2 Bylaws.

**REGION 2 BYLAW REVISION:**

The Director-elect shall be elected from a slate of no fewer than two or more than three nominees in even numbered years and shall assume office on the following January 1st. The Director-elect is also the Vice Chair of the Region 2 Committee and serves a two-year term. The Director-elect automatically becomes the Director at the end of this term and serves a two-year term as Director.



The nominees for Director-elect can be from any section other than the section of the current Director-elect. The IEEE petition process shall apply.

The section Chairmen are elected in accordance with and serve terms specified in their section bylaws.

Transition period

In 1997 there shall be an Election for a Director-elect to serve a one-year term in 1998 followed by a two-year term as Director in 1999-2000. In 1997, the Past Director shall serve as Vice Chairman.

Approved. Unanimously.

In addition the Region 2 Committee conducted the N & A process to identify the candidates for the next Director-elect of Region 2. Region 2 decided unanimously on the following slate of three candidates:

James Burghart, Warren Guy and Joseph Kalasky

All three are well-qualified for the position.

November 1996

**TO:** Regional Activities Board

**FR:** Jim Fancher - Director, Region 4

**RE:** REGION 4 DIRECTOR'S REPORT

## I. General

This report includes an overview of the activities in Region 4 for the calendar year 1996; discussion of the state of the Region; and some thoughts as to the future. It is the final report of this Director (J. R. Fancher), and therefore the decks must be cleared for new leadership; Mr. Harry Bostic, who is to assume the Directorship at year end, is already well along in re-staffing the Region Committee, and I am confident that new enthusiasm and direction will be evident. That is not to say that I have been displeased with current Region Committee members; on the contrary, most have served diligently and have contributed useful ideas and actions to the Region's duties. I thank all of them.

I must also thank the members of the Regional Activities Board for their counsel and their tolerance of my naivete and bad jokes; and, last but not least, the Regional Activities Department staff, who know all of my frailties and have managed to smile in spite of them.

## II. 1996 Activities

During 1996, the Region Committee held two meetings; the January meeting in Detroit was a full Region Committee meeting and was productive, although the intended ½-day leadership workshop was diverted to provide brainstorm-type input to the Regional Activities directorate. It had been intended to have a full Committee meeting, and a workshop, in late September; however, budget constraints forced this meeting to be scaled down to an Executive Committee meeting only, and the workshop was dropped. Further, the meeting was moved from its intended site in Central Iowa to the Twin Cities, to make attendance available to several personnel from that area. Most of the effort at that meeting went into Sections Congress preparations, while a portion of the time also was utilized to revisit the subject of "core" activities; the latter results were reported to appropriate Institute staff and volunteers, and feedback since that time has indicated that our views were well received.

As to Sections Congress itself, we had representation from 15 of 25 Sections, plus effective representation of three Subsections-- it had been one of my priorities to represent Subsections where a significant portion of our activity takes place. Several Sections sent more than one representative. In addition, we had Regional Committee members in attendance including Director-Elect/Vice-Chair, East and Central Area Chairs, Secretary, PACE Chair, Conferences Committee Chair, Employment

Assistance Subcommittee Chair, Membership Development Chair, Student Activities Chair, and Sections Congress Coordinator. This count does not include the SC'99 Committee Chair, who was also in attendance, nor myself. Our Northwest Subsection Chair served also as a presenter in the SAMleee Diskette sessions, and I facilitated the Region Caucus. Our personnel took an active part during the sessions they attended; during a question session following one of the plenaries, Region 4 delegates offered half of the questions/comments.

### III. State of the Region

Region 4 is an active and vital geographical area, with at least a half dozen Sections which can stand among the best anywhere. Notwithstanding that record, however, there are evident problems:

First, the Region remains the smallest of the US Regions, membership-wise, although we believe we obtain about the same proportion of the probable potential market as most of the US Regions. This territory has been more affected by flight of engineering-related jobs than other Regions over the last decade; the reasons are related to climate, age of industrial base, type of industry-- historically, the area excelled in consumer product manufacture, a sector which has almost vanished in the US-- and to tax levels, which are particularly high in Minnesota, Michigan, Wisconsin, and Illinois. Although the Region is home to numerous engineering universities (most of the Big 10, for instance) and many other schools, the student population crash which has been observed elsewhere has been proportionately present. And, as in many other areas, the environment for engineers in industry is decidedly less friendly than at any time in the last three decades, with downsizing, plant closings, enforced overtime, and exporting of technical jobs all on the increase, and with employers often unwilling to allow engineering employees any time for professional or self-improvement activities. On the positive side, some jobs have been created, primarily in small firms; it is not clear, however, that Region 4 is getting a proportional share of such jobs, for the same reasons that industries fled and/or exported jobs which were already here.

SECTIONS. One problem noted by almost all Sections in the Region-- the large Sections are not immune-- has been difficulty in obtaining leadership. Because of the industrial and academic pressures noted above, volunteers have cut down or avoided commitments to outside activities (other volunteer activities, such as charitable organizations, are experiencing similar problems in our Region). The results are evident in "recycling" of volunteers in some Sections; increased presence of retirees on ExComs; increased numbers of vacancies in the Sections' governance structures; and in a few cases, Sections which have lowered their overall activity to submarginal levels.

I have briefly summarized below what I believe is the real status of our Sections:

Arrowhead: This Section remains a strong one, but their size leaves them with little leadership depth.

Calumet: A strong Section, as they have been for a long time. There is more pressure than in the past, but so far their leadership remains of high quality.

Cedar Rapids: One of the finest, most vigorous Sections anywhere. They are nonetheless highly dependent on a very small number of industries and could therefore

be vulnerable to cutbacks, reorganizations or mergers.

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Central Illinois: Historically, this Section was centered in the utility industry, which is undergoing rapid change; the Section's status is shaky and officers are not being rotated regularly. There may be a potential for assistance from the university community, but that organization has not participated heavily in their past operations. Central Indiana: The Section's past has been somewhat spotty, but currently appears sound; industry changes probably will result in additional pressures in the near term. We believe that the current leadership is satisfactory, but there is not great depth available.

Bloomington Subsection: Marginally active.

Central Iowa: This has been, historically, a strong Section. However, the recent resignation and departure of a Chairman-elect has left them surprisingly disrupted; the implications of shortage of leadership depth are obvious. We believe this is a transient situation, but it bears watching.

Chicago: The Region's largest Section appears to be on a sound footing, but some problems are evident; fractiousness among the officers in the recent past has posed significant problems, which may re-emerge. Student branch support, strong for several years past, has weakened slightly, and some lack of support for chapters and Subsections has been evident. We believe the Section will surmount these difficulties, but it is clear that the pressures are among the worst it has faced in its 103-year history.

Fox Valley Subsection: A strong organization where much of the Section activity takes place; its leaders have just completed a successful professional/technical local conference, but suffered some from alienation at the Section level, and may have fallen behind in their regular program activities. I expect them to be back on track after the first of 1997. Industrial support is nonetheless crucial, and heavily dependent on one or two organizations.

Northwest Subsection: Has had numerous joint meetings, but lacks a full roster of officers and has not produced an independent program. It is not clear that this organization can resume the role that it had in the 60's and 70's. Stay tuned.

Illinois Valley: Among recently active Sections, this one is probably in the worst trouble in the Region. It has been unable to find responsible leadership, and may be on the point of dissolution. We expect to mount a major effort to try to get it up and running.

Fort Wayne: One of the stronger sections in the Region, Fort Wayne has a cadre of experienced and willing workers, and is able to get new blood as well. Although it is not a large section, its program has operated well, and it has a history of significant activities in IEEE-USA-related areas as well as the more traditional technical and regional ones.

Illinois Valley: At one time a vigorous Section, this venue is now on the ropes. It has only token officers, has not met reporting requirements, and may not have any program activities. The main cause is once again a shortage of willing leaders, a situation brought about principally by pressures on local industry (particularly Caterpillar, the signature industry for Peoria, which is the central city in the Section, and also on the electric utility, Central Illinois Light Co.). The Region plans to try to identify some new leaders and jump-start the activity; however, it may be a difficult task.

Iowa-Illinois: This is a functional Section, though not large and not deep as to

leadership. It bears watching but is not in immediate difficulty. Industrial pressures are increasing but some diversity of industry has diverted disaster for the time being.

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Madison: Strong involvement from the University community, as well as participation from smaller industries, has helped keep this organization going; it presently is in reasonably good condition and leadership problems are not anticipated.

Michiana: As a practical matter, this Section is inactive and should probably be declared so. The listed officers are either unresponsive or do not exist. Region leadership has discussed the possibility of attempting a re-start, utilizing personnel affiliated with the Notre Dame academic community; it is not clear, however, that such leadership will persist, as it was not a major linkage during the Section's earlier days. Another option is to divide the territory between Calumet and Western Michigan Sections, both of whom have indicated a willingness to consider such expansion; still a further option might be a subsection in this location. This will be a priority issue for the new Region Committee in 1997.

Milwaukee: The Milwaukee Section is apparently generally in good health. There are definitely pressures on leadership, however, and the stability of the Section has been due in some measure to the continuity provided by one or two long-time members. Milwaukee is one of only eight Sections in the Region with more than one Society chapter.

Missouri Slope: Despite the remote location of this small Section, it appears to be in generally good condition and has been a consistent participant in Regional and outside activities. The membership is scattered over a very large area, and much of the technical interest is concentrated in one or two occupations. At this time we regard Missouri Slope as fairly stable.

Nebraska: Like Missouri Slope, this Section is composed of a small number of members scattered over an immense area, with some concentration in the Omaha and Lincoln areas. The Section appears to have good current leadership and is reasonably vigorous. There is modest diversity of technical interests, and the university communities have been moderately supportive.

Northeast Michigan: This small Section appears to be under considerable pressure due to industrial and commercial competition; surprisingly, this involves small as well as larger firms. The leadership lacks depth, and the Region has had difficulty in maintaining contact. We regard this Section as threatened, but not yet faltering.

Northeastern Wisconsin: Evaluation of this Section has proven difficult; for undefined reasons, our most recent contacts have been somewhat recalcitrant. We believe a visit is in order and will try to get local agreement to such a visit early in 1997. The indications are that the leadership has been concentrating on a limited, perhaps more social, program, and it is not clear whether this approach has been succeeding.

UP Subsection: This subsection has been officially inactive for some time.

There was, at least for a time, activity in a chapter centered here, but the status of that activity is unclear. Local IEEE sources of good reputation have advised us that resuscitation of the Subsection is not likely; there have, however, been complaints of a dearth of communications from the parent Section, additionally fueling our intention to visit the Section for a thorough determination.

Red River Valley: Like Missouri Slope, Red River continues to be a dependable unit,

even though it is a very small Section (originally a Subsection) with very little leadership depth to work from. We do not regard it as threatened at this time.

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Rock River Valley: This Section has produced strong leadership in the recent past, both in the Section itself and contributed to IEEE as a whole. Industrial pressures have increased, and this is a community heavily dependent on one or two employers; at this time, however, the Section remains vigorous and busy.

Siouxland: Like the other remote areas, Siouxland appears to have a stable and capable Section with good current leadership. The membership base benefits from several industries and areas, with the diversity adding to the strength.

Southeastern Michigan: One of the Region's largest and most consistently active Sections, this Section has strong leadership and has contributed to Regional as well as local strength. Several university communities as well as a variety of industries offer diversity to the engineering mix. We do not foresee problems in this Section.

Southern Minnesota: Currently one of our strongest small Sections, this location has had excellent student support and also has strongly supported its Subsection (below). There is not much diversity in the industrial base, but present economic conditions do not appear to seriously threaten the major employers.

Coulee Subsection: Although it is located in what is effectively a one-industry area, and has a tiny potential membership, Coulee is a success story of sorts; its membership meetings consistently attract a high percentage of its potential attendees, which would be the envy of larger Sections. The leadership has been excellent but is such a limited resource that there is a very real possibility of stagnation, i.e., recycling of leaders to the point of burnout or member dissatisfaction. It is not likely that this Subsection will soon be able to cut the apron strings, but its contribution is nonetheless valuable.

Toledo: As little as three years ago, Toledo was a strong section, with a vigorous program, active chapters, and good officer potential. The Section has been struck by a series of calamities which has eroded the leadership base, including health crises and loss of multiple officers through transfer. A major regional effort is needed to restabilize this Section, and plans are being formulated for early 1997.

Twin Cities: A stronghold of the West Area, Twin Cities has nonetheless felt increased pressure on its leadership, evident in officer transfers, job changes, and lack of time to effectively manage Section duties. There has been some infighting in the past from time to time which has adversely affected Section operation, but this seems to now be behind. Twin Cities is beginning to gear up for Sections Congress '99, and the Region plans to link with them to leverage available resources. We regard this as a stable section for the foreseeable future.

\* \* \* \* \*

Conclusion: As can be seen from the above, there are numerous hot spots and fires to be fought from the Region's perspective, and it will be difficult to put all of these organizations back in working order in the short run. We believe it is doable nonetheless.

#### IV. REGION ORGANIZATION

The Region itself, as has been previously reported, experienced personnel and organizational difficulties over the last year. A long-standing problem relating to the absence of a Regional Student Activities Chair was resolved early this year, and the results are improving rapidly in that area; other problem areas lie in Regional Communications, where the electronic connections are not yet universally available and dependable, and have not been effectively backed up by hard-copy communications. There are also a number of Committee chairs or portfolio holders who are not backed up by additional manpower, which affects both the reliability of those functions and the development track for new Region leadership.

Fortunately, the Director-Elect has been able to devote considerable time to these problems in the past three or four months, and a new ExCom lineup is rapidly taking shape. Some officers represent new blood, while others are moving into new areas; there should be ample longevity to provide needed continuity. There remain some critical questions which will need to be resolved over the next 60 days or so.

One area, as noted above, which was not well covered in the past year, was the training area, specifically leadership training workshops. A plan for such training needs to be redeveloped, taking into account the enforced conclusion (discussed in earlier reports) that the only economically feasible locations for regular Region Committee meetings are Chicago and Twin Cities, due to airfare structures. Multiple scattered workshops remain a possibility: The locations have to be such that the principal mode of participant arrival is by auto. This may dictate a somewhat different strategy than had previously been considered.

Finally, the Region needs to bolster its communications and provide help to get and keep Sections connected.

Given the vigor of the incoming administration and the head start already evident, we have every confidence that Region 4 will emerge into 1997 with new vitality and confidence.

November 1996

**TO:** 1996 Regional Activities Board

**FR:** William Murray - Director, Region 6

**RE:** Region Director's Report

This report covers the Region 6 activities since our last Regional Activities Board Meeting on 22 June 1996; including the Region 6 Area Meetings, Region 6 issues, goals and achievements, the PACE Workshop, the Region 6 Fall Executive Committee Meeting, the 1996 Congress of Sections and plans for the remainder of 1996.

#### REGION SIX AREA MEETINGS

The Region 6 Fall meetings were held in several venues. Two Areas (Northeast and Southwest) have held split meetings - one meeting for Section leadership and the second meeting for Student Branch leadership. The Fall Area meeting schedule was as follows:

Southern- 12 October, Riverside, CA (Univ of CA at Riverside)

Central- 19 October, Fresno, CA (CA State Univ at Fresno)

Northwest- 1 November, Denver, CO (Congress of Sections 1996)

Northeast- 1 November, Denver, CO (Congress of Sections 1996)

Southwest- 3 November, Denver, CO (Sections at Congress of Sections 1996)

Southwest- 16 November, Tempe, AZ (AZ State Univ at Tempe)

#### REGION SIX ISSUES, GOALS, AND ACHIEVEMENTS

The Region 6 issues of 1996 are quite general and are listed below:

**MONEY:** Never too much and we must prioritize to use what we have.

**MEMBERS:** More will be better, has but growth has become very difficult.

**MODELS:** New organization is proceeding rapidly (USAB and RAB).

**METRICS:** These are necessary to measure progress and success.

**MOTIVATION:** Necessary to acquire and inspire future leaders.

**MANAGEMENT:** Part of the stewardship that our members expect.

**MEETINGS:** Variety, imagination and relevance are essential.

The eight Region 6 Director's Goals reported in my 22 June Report have been worked vigorously and discussed at all Area meetings. Success is evident in many areas, initiatives were started on other goals, but success was not as evident in some areas as we would have liked:

1) Communications - Near 100% E-Mail addressing and a Region 6 Web Home Page was opened with useful information for Section leaders.



2) Membership and Organizational Development and Recognitions - A net loss of 408

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members was experienced in spite of many new memberships, and our 60,000 member goal was not achieved. Four Region 6 awards were presented in a meeting at WESCON of more than 300 IEEE Life Members (to two companies, to individuals for community service and for individual achievements), two WESCON scholarship awards were presented to pre-college students after a nation-wide competition administered by Region 6 Educational Activities, and awards were presented by the Region 6 Director to all other Region 6 officers for their two years of exceptional service. I have been very fortunate for their fine support.

3) Visitations - All Area meetings and many universities were visited by one or more Regional officers, and the Alaska Section's Annual Meeting was attended by NW Area Chair Rhonda Schennum.

4) Geographical Unit Interactions - A major improvement of inter-entity cooperation and harmony has been encouraged and much progress was noted.

5) Geographical Unit Bylaws - Improved adherence to IEEE and entity Bylaws has been significant, the South Bay Harbor election impasse was resolved early in February and noted by all Los Angeles Council Sections, and the Los Angeles Council has presented proposed new Bylaws for Council Committee approval to resolve a long-running dispute over Section voting balance-of-power issues. In addition, several Sections' Bylaws have completed the mandatory five year review and updating process, and others are in progress.

6) Leadership - Development of many very capable leaders has been observed and training programs are conducted by Los Angeles Council and most of the 5 Areas and 37 Sections. This is an on-going challenge, but much work has been accomplished to set standards and methods in this area. Unfortunately, just when they comprehend the techniques and values, the year has passed and it must be started again. A long-term leadership development program is essential which integrates the ROOT Program. Too many Sections are still delinquent in submitting new officer rosters, Activities Reports and Financial Reports. More work is needed to help new Section officers with timely elections and on-time filing of Activity Reports and Financial Reports. This issue was addressed at the Area meetings and at the Congress of Sections.

7) Professional Activities - Fine leadership efforts were observed on programs and participation in Professional Activities. Examples include: The PACE Workshop with a very large Region 6 attendance; several useful PACE Projects were initiated; several S-PACs were conducted or planned; major interest and participation were registered in NETDAY96 (still on-going); there has been constant monitoring of a number of California legislative and registration issues; work has continued on the GOLD program with a focus on the Young Professional and early career enhancement; employment assistance has been continued and Region 6 has funded a new project to participate in the Electro-Technology Industries (ETI) program initiated by Region 3 officers and

Vernon Powers; employment assistance programs have been continued in many Sections, in the Los Angeles Council and by Region 6 officers. Finally, there is

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continuing interest in the K-to-12 pre-college program, although the Area meetings expressed a consensus view that IEEE is showing woefully poor support for this investment in our future member development.

8) Financial Strength - Region 6 has achieved an unexpected increase on our financial reserves, considering a very high participation in the 1996 PACE Workshop. However, only modest participation was achieved in the 1996 Congress of Sections, in spite of urgent efforts made to convince the missing Section leaders to take two vacations days or company-supported days to take this valuable development opportunity.

#### POSITIVES

Attitudes and enthusiasm appear to be at a high level in the Region 6 entities. We added three new Student Branches and now stand at 98 Branches; but more growth is still possible because of the large number of recently established educational institutions in the Western region. Region 6 added the Western Montana Section as our 37th Section.

Although Region 6 has "lived in interesting times" (as the Chinese saying goes) during recent years, we have succeeded and, I hope, grown stronger by these challenges. To date, we have not met an obstacle which we cannot overcome - nor met a challenge that our leadership cannot conquer - although we have sometimes needed to use the valuable resources available from IEEE HQ and the Regional Activities Department. We very much appreciate those resources and hope that we have used them wisely.

#### MAJOR CONFERENCES

Region 6 remains very strong in hosting major International Technical Conferences, with 67 in 1995 and 50 in 199 of about 200 total each year. Although these are concentrated in major industrial centers and cities like Silicon Valley, Los Angeles, and San Francisco Metropolitan Areas; we find that Hawaii, Phoenix, Albuquerque, Salt Lake City, Las Vegas and now Alaska are becoming major hosts. WESCON is still a major resource for Region 6.

It was held in Anaheim, California, on 22-24 October, and it hosted about 40,000 attendees, 1,150 exhibit booths, a major IEEE technical program, an IC EXPO and a Communications focal program.

It is officially recognized by the U.S. Department of Commerce as an International Exhibition and draws a large international audience and exhibitors, as well as major State exhibits from California and other states, and exhibits from the major publishing houses and trade journals, as well as from IEEE and ERA (Electronics Representatives Association).



November 1996

**TO:** Regional Activities Board

**FR:** Paul Y.S. Cheung - Region 10 Director

**RE:** Region 10 Director's Report

### **Introduction**

This is my final report as Region 10 Director. The last two years of tenure as Region 10 Director had been one of my most challenging and exciting experiences. I have learned a lot from my fellow workers, staff and friends in IEEE, and from my associates and partners in the Region. In this final report, I would like to summarize the successes and failures in the Region in the past year.

### **Overview**

The Region continues to develop as a technically and professionally vibrant Region of IEEE. IEEE Sections and Chapters in the Region continue to grow in both numbers and activities. With the new funding model of the Tokyo Section via the Section Assessment, the Tokyo Section is gradually becoming less dependent on the support from the industry and may eventually develop into more sections. Most of the other Sections continue to develop with varying degree of success. For the few Sections that had become less active, it is often the problem of identifying suitable and enthusiastic volunteers to take the lead.

From the IEEE statistics, the Region enjoyed an exceptional growth in the past few years. But the 1996 statistics indicated a negative growth for the first time on the monthly statistics. This issue was discussed among some Regional Directors and it is not certain whether the decline is due to previous statistics being over optimistic, or because it is the timing of the count. We are waiting for the 31 December statistics to confirm the situation.

### **Status of the 1996 Goals**

#### ***Goal 1 Membership development***

The Region had an initial goal of 10% growth in membership. But the current monthly statistics shows that there may very well be a slight decline in membership in the Region. We are still awaiting the final statistics in December to conclude.

#### ***Goal 2 Promote Quality Section Management***

I have conducted a workshop entitled "In Search of Quality Section Management" during the April Regional Committee Meeting and provided some training, support and resources to volunteer leaders to manage their Section. The Chairman of the Student Activities Committee has organized and conducted four training workshops

for student leaders in Korea, Japan, Singapore and India with very good attendance.  
Most Sections in the Region send delegate(s) to attend the Sections

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Congress '96 in Denver.

**Goal 3 Foster Closer Section-Chapter-Society Partnership**

This is a long-term goal to encourage closer partnership and cooperation between Section and Chapter, and Chapter and Society. The President of CAS attended the Region 10 Meeting held in Hong Kong in April and the leadership of the Computer Society visited the Region in May. The President of the Communication Society visited Vietnam and signed agreement with the REV.

I have attended the AdCom/Board of Governors meetings of the Robotics Automation Society and the Signal Processing Society during my tenure as Director, and gave a presentation on the Region in both occasions. As Region 10 Director, I attended the ICA3PP conference in Singapore and delivered an address. I also attended the International Technical Conference on Circuits, Systems, Computer and Communications in Seoul as a keynote speaker.

**Goal 4 Organization Structure Improvement**

I have spent two years' effort in trying to reform the structure of the Region. While the conclusion was that this is perhaps not the right time to introduce a major organizational reform, the Region and all its Section are now aware of the potential problems and may be ready for a more efficient structure sometime in the future.

**Goal 5 Regional Strategic Planning**

The Regional Strategic Planning Committee was formed but has not been fully functional yet. The process will continue, hopefully, into the next two years.

**Goal 6 New Project Initiatives**

The Pacific Asia Link (PAL) project has not been successful. Due to the tight economic situation in the region, all the companies I have approached so far has not made a firm commitment to the project. I therefore recommend that this project be suspended until a suitable time in the future.

**Goal 7 Electronic Communication**

The Region has continue to promote electronic communication within the Region. Resources has been made available to some of the Indian Sections to enable electronic communication be set up. The Regional WEB page has also been started and we are in the process of starting a Regional Newsgroup.

**Goal 8 Develop New Frontiers**

The Region's plan to develop new frontiers within Asia Pacific has some successes and challenges. Sri Lanker Section could not be formed within this year because some of the members in the petition list had become arrears and this situation is being rectified soon. It is expected the national agreements with Vietnam and Hong

Kong would be signed this year.

#### **IV. Conclusion**

The last two years of directorship has been most rewarding to me. It would not have been possible without the support of the dedicated members of the Executive Committee, in particular, the Secretary and the Treasurer. They have my most sincere heart-felt thanks. I also thank my predecessor, Tsuneo Nakahara, for his continuous support in the two years, and my successor, Harbans Bajaj, for taking up this challenge into the next two years. I wish him every success and look forward to working with him.

Last but not least, I wish to thank all my fellow directors of the Regional Activities Boards for their advices and support throughout the years, and for the two RAB VPs whom I have served under, Vijay and Ray, for having me under their wings. My thanks also go to the staff of the Regional Activities Department in their unfailing support, endless email (both directions) and tolerance for my late submission of reports.



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**IEEE REGIONAL ACTIVITIES BOARD  
MINUTES OF THE RAB CAUCUS  
21-22 JUNE 1996**

Hotel Le Westin Mont Royal  
Montreal, Quebec, Canada

Chair Findlay called the Caucus to order at 1:00pm on Friday, 21 June 1996 at the Hotel Le Westin Mont Royal in Montreal, Quebec, Canada.

29. **Welcome and Introductions.** Chair Findlay welcomed members and guests to the second Caucus of the Regional Activities Board in 1996, and as other attendees arrived they were introduced. (Appendix IX)
30. **RAB Advisory Committee.** Vice Chair Brown reviewed the RAB Goals assigned to AdCom and noted that they were reviewing the process for handling member complaints. The committee will be requesting additional information and provide a report on it's findings at the November RAB Meeting. Dr. Brown noted that the Committee had made minor modifications to its charter, which has been placed on the RAB Consent Agenda for approval (See RAB Minute 50.DD).
31. **RAB Finance Committee.** Dr. Van Gelder reported that RAB Finance Committee is developing travel guidelines. This will be presented to RAB at its November meeting for approval. He reported that the revision to IEEE Bylaw 308.5 is being withdrawn from the RAB and BoD agenda pending additional research. Dr. Van Gelder reviewed the 1997 RAB Budget, noting that by September 1996 a "final" budget will be completed.
32. **RAB Strategic Planning Ad Hoc Committee.** Director Benigni noted that a Bylaw revision is on the RAB and BoD agendas which will make RABSPC a Standing Committee of RAB. Director Benigni reported on the RABSPC Charter, noting minor modifications. This item was placed on the Consent Agenda for approval (See Minutes 50.B) The RAB 1996-97 Strategic and Operational Plan is being presented to the BoD at this meeting for approval.

Director Benigni reported that two of the tasks of RABSPC are to coordinate Institute activities, and follow up on actions taken on each of the RAB goals. He requested that the Committee Chairs provide him with status reports on the RAB goals assigned to their Committees.

IEEE SPC has requested that RAB review the status of Associate members to determine who has become eligible for Member grade. The proposed process is to determine 1) the individuals educational institution is currently on the REP list or 2) their professional experience qualifies them to be elevated to the grade of Member.

RAB SAC has been requested to conduct a student run survey to determine the motivations for students to join or not to join the IEEE, their understanding of the Institute, and their expectations of the IEEE and their profession.

Director Benigni noted that IEEE SPC may implement a uniform method for tracking operational plans. This was reported as an information item for RAB.

**Future RAB Organization.** Director Benigni reviewed the process for the development of the RAB Bylaws and the timetable established by the ICSR BTF. A preliminary set of RAB

Bylaws should be presented to the BoD at its December meeting for approval. Lengthy discussion ensued concerning two issues from ICSR:

- ◆ Is the position of Vice President, Professional Activities necessary?
- ◆ Should Region Directors be members of IEEE-USA?

The general consensus on the first issue is that the position is not necessary, and on the second issue the RAB stand is that it would be best if they were not voting members of IEEE-USA.

Director Benigni noted that each entity was instructed to enlist the following factors while developing its Bylaws:

- ◆ Evaluate which activities can become self-funded and modify activities accordingly.
- ◆ Determine/specify/recommend which goods/services are core and fundamental to the well-being of the Institute. For those activities which are not core, determine methods of funding with the suggestion that they be supported by revenues raised by either the sale of products and services (voluntary and/or entrepreneurial) or by additional assessment (only when approved by a majority of the constituency.)

ICSR is recommending that a cap be placed on all members assessments at the current level.

RABSPC, with assistance from RAB AdCom, was charged with the initiative to develop guidelines for determining which services are core and which are fundamental to the Institute.

**RAB Bylaws.** RABSPC presented the “enabling” Bylaw statement which establishes RAB as an entity. A task force was assigned to work on the appropriate language to cover the activities of the Board. (See RAB Minute 54)

**Evolution Task Force** ETF has developed a “Step Two” plan with three purposes, to help delegate authority to the lowest possible level, to provide more autonomy for the Boards and to eliminate conflicts of interest for individuals who sit on various Boards. Director Benigni detailed the proposed revised structure and 2 step process to accomplish the reorganization. It was noted that one of the main objectives of this plan is to separate policy from operations. Lengthy debate ensued over the implementation of the organizational improvement, time tables, the expenditure of resources and the actual expectations of the outcome of this exercise. (Appendix ###)

**Name Change of RAB.** Chair Robinson proposed that the name of the Regional Activities Board be changed to the Member Services Board. This motion was placed on the Meeting Agenda for the following day. (See RAB Minute 55)

- 33. IEEE Membership Development Committee.** Chair Robinson noted that the goals assigned to MDC have been reported to RAB.

**GOLD.** Dave Kemp recommended, on behalf of the GOLD Ad Hoc Committee, that RAB approve the GOLD Initiatives as presented. He noted that the intent of this program is a retention strategy. The GOLD Program is strongly endorsed and supported by MDC. The item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.E)

**Graduated Dues Eligibility and Minimum Income Procedures.** Chair Robinson noted

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that due to IEEE Bylaw restrictions, members are limited to one special consideration. It was reported that a recent graduate entering their third year of the graduated dues program and who are eligible for Minimum Income, pay more in the graduated dues program. It was requested that the Bylaw be revised to allow the member to choose the less expensive special consideration. It was noted that after a member transfers from the graduated dues program to the minimum income special consideration, they will be able to switch back to the graduated dues program if they no longer qualify for minimum income. This item was placed on the RAB Consent Agenda for approval (See RAB Minute 50.F).

**MDC Retreat Recommendations.** Chair Robinson requested that RAB receive the Report of the MDC Strategic Planning Retreat. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.EE) He requested that RAB endorse, in principle, the proposals that were adopted by MDC at its meeting on 21 June 1996. This is an operational plan for membership development activities.

Chair Robinson requested that RAB fund a 1997 MDC Training Retreat, up to \$18,000. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.G)

**1997 Member-Get-A-Member Campaign.** Members of RAB discussed the continuation of the Member-Get-A-Member Campaign. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.H)

**Current MDC Programs.** Discussion of the Arrears Telemarketing campaign/ Direct Mail Campaign/Arrears Mails (required by Bylaw) was deferred to the 22 June Caucus pending discussion by the Chairs of the appropriate RAB entities.

The RAB Caucus re-convened on 22 June 1996 at 8:10am.

Region 4 Director-Elect Harry D. Bostic was approved to replace Jim Fancher as a full voting member of RAB for the remainder of this meeting. Director Fancher had to return home due to a death in the family.

**Access to Research Data to Assist in MD Activity Planning.** Dr. Karam noted that funds were available through the RAB Web Ad Hoc Committee to adequately handle this project. This item was placed on the RAB Consent Agenda for approval.

**Current MDC Programs (Cont.)** After discussion RAB placed the endorsement of the continuation of the Graduating Student Retention Mailing and the implementation of a 1997 Member-Get-A-Member campaign on the RAB Consent Agenda for approval. (See RAB Minute 50.I)

**MDC Funding.** Chair Robinson presented a motion that MDC be given the resources subject to availability of funding already committed and of staff as available to carry out the work of the MDC projects, given that appropriate business plans are developed for each initiative by November 1996. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.J)

34. **RAB Section/Chapter Support Committee.** Chair Green presented the status report on the RAB Goals assigned to S/CS for action. He noted that "Best Practices" from Region 2 and 4 were distributed as an information item. He encouraged the other Directors to use similar formats for reporting on the "Best Practices." The Committee is addressing "Closer Relationship with Technical Activities", which is dealt in a "white paper" regarding relationships among Sections, Chapters and Societies. The RAB Goal to develop policies and procedures and enabling structure for managing electronic communications is being handled by Gerald Karam and the RAB Web Ad Hoc Committee. Planning of SC'99 is on schedule, with designated tasks completed and a preliminary budget being developed.

**1997 Section Rebate Schedule.** A Rebate Schedule was proposed to RAB. This Schedule is identical to the 1996 Schedule, with the exception of deadline dates. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.M)

**Approval of policies and procedures for RABFacts.** Chair Green noted that this policy is required since other entities (other than RAB) have documents on the RABFacts. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.N)

35. **RAB Regional Conferences Committee.** Chair Aukland reported on the status of the 1996 RCC Goals, including encouraging the development of Region Conferences in all ten Regions. The Boston Section has started a new conference, which has the potential of becoming a Region conference. At the present time the viability of merging TMC and RCC is being considered. Chair Aukland noted that neither entity could be dissolved, but there may be areas of duplication of effort, and these efforts may be combined.

**IEEE Meetings Manual.** It was noted that the Conference Manual is complete and will be distributed to all IEEE Vice Presidents, Region Directors and Conference Chairs for their use and review.

36. **RAB Student Activities Committee.** Dr. Karam noted that the status of the 1996 SAC Goals are in his Report, included in the RAB Agenda. He reported that Branch Leadership Training Workshops have been conducted in Regions in Region 8-10. SAC is gearing up for Fall Workshops in Region 1-7.

**Conference Registration Fees for Students.** SAC proposed a differential pricing structure for IEEE Student members and students who are not members of IEEE to attend IEEE technical conferences. This item, a proposed member benefit, was referred to RCC for action.

37. **RAB Awards and Recognition Committee.** Chair Miguez noted that his Committee approved the proposed Region 3 Student Professional Activities Award, and as required by IEEE Policies and Procedures, requested RAB to approve the award. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.O)

38. **IEEE Admission and Advancement Committee.** Dr. Rowland noted that there is a proposed revision to the A&A Committee composition, as a result of the 1993 A&A Committee Review. This item was placed on the RAB Consent Agenda for approval. (See

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RAB Minute 50.P)

39. **RAB/TAB Transnational Committee.** Prof. Turner reviewed the highlights of the TC meeting. TC requested that RAB endorse the following motion: "The Transnational Committee Model for consideration by all Societies and Sections in order to establish IEEE-wide agreed procedures and coordination of the relevant committees (implementation in each Society subject to AdCom decision, adaptations and modifications.)" This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.Q)
40. **RAB *Potentials* Advisory Committee.** Dr. Zobrist noted that approval of the 1997 *Potentials* Subscription and Advertising Rates were on the Meeting Agenda for approval. This item was transferred to the RAB Consent Agenda for approval. (See RAB Minute 50.R and 50.S) Dr. Zobrist presented a motion to RAB that "the Managing Director, Regional Activities to have appropriate staff forward to the Vice President, Regional Activities and *Potentials* Editor the actual income/expenses which *Potentials* magazine receives/expends." This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.T)

***Potentials* Home Page.** Dr. Zobrist noted that a *Potentials* Home Page has been established (<http://www.cs.umn.edu/potentials>). The main purpose is for the operation of the magazine. It provides contacts for the Editorial Board and guidelines for the submission of papers.

***Potentials* to Student Members in Regions 8-10.** It was reported that they are looking into the feasibility of sending *Potentials* to Student members in Regions 8, 9 and 10. It was recommended that Dr. Zobrist work with SAC on this issue.

**IEL.** Dr. Zobrist informed RAB that *Potentials* will now be included in the Institute Electronic Library (IEL). This is an income producing program.

41. **1996 Sections Congress.** Chairman Martin reported that all activities are on track for the November event.
42. **Action Items from Regions:**
- A. **Dissolution of Permian Basin Section/Region 5.** Director Reinert requested that RAB approve a motion to dissolve the Permian Basin Section. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.U)
  - B. **Approval of Revision to Region 6 Bylaws.** Director Murray presented the modified Region 6 Bylaws for approval. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.V)
  - C. **Assistance for Israel Section.** Director Larsen reported that the Israel Section has an outstanding loan from Region 8. The remaining loan balance at this time is \$9,500, for which the Region and Section have agreed to a repayment schedule in four installments. The final installment of \$3,500 is due before 30 November 1998 from the surplus of MELECON '98, which is being hosted by the Israel Section. It is being proposed that RAB pay the final installment of the loan from Region 8 up to \$4,000 if the final installment cannot be paid from the Israel Section's surplus from MELECON '98. Director Larsen moved that RAB approve this proposal. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.W)



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- D. **Resolution from Region 8 Assessment.** Director Larsen reported that the Region 8 Committee voiced its concern over the possible capping of Assessments. That they feel that this action may hinder those activities and services offered by the Region to its membership.
  - E. **SC'96/Region 9 Allotment Adjustment.** Director Bastos moved that the SC'96 travel subsidy be increased by up to \$10,000 in order to include the 11 Region 9 Committee members in Sections Congress. After discussion Director Bastos withdrew the motion.
43. **Action Items from RAB Liaison Representatives.**
- A. **EAB Liaison.** Director Benigni reported that EAB is working to establish a "Pre-College Teacher Award Program". He proposed that RABARC and SAC work with EAB ARC to establish this program. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.FF)
  - B. **Book Broker Liaison.** Director Benigni reported that a set of slides is being developed which will assist in explaining the Book Broker program to Regions and Section. Chair Findlay requested that these slides be incorporated in the "Directors Slides" which are provided by the Regional Activities Department.
  - C. **PUB Liaison.** Dr. Kodali reported that *IEEE Spectrum* has begun an initiative to publish applications oriented papers in the magazine. The 16 page insert, entitled *The Practical Engineer*, will appear in the July, September and November issues, after which *IEEE Spectrum* will conduct a reader survey to determine how to proceed.
  - D. **TAB Liaison.** Mr. Kemp reported that TAB approved a motion that graduated Students will pay discounted Society fees according to the IEEE Graduated Dues program. He asked that RAB endorse this motion. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.GG) For the record it was noted that MDC, SAC and RAB convey its appreciation to TAB for this action on behalf of graduated students.
  - E. **USAB Liaison.** Director Beall reported, as an information item, that the Association of Independent Consultants Network (AICN) wishes to formalize its activities and structure. It might be formally established under a USAB Council with its structure functioning through the Regions and Sections.
44. **Action Items from RAB Ad Hoc Committees**
- A. **RAB Budget Ad Hoc Committee.** No Report.
  - B. **RAB Publications Ad Hoc Committee.** Dr. Kodali noted that the Publications Ad Hoc Committee will be monitoring the *IEEE Spectrum* initiative, *The Practical Engineer*. (See RAB Minute 43.C) He expects that a final report will be ready for the November RAB meeting.
  - C. **Web Ad Hoc Committee.** Chair Karam presented a motion to encourage Regions as well as RAB Committees to have their Home Pages hosted directly on the RAB machine. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.HH)
45. **Proposed Revision to Student Branch Formation Procedures.** Dr. Karam reported that a new expedited process for the formation of Student Branches in between RAB Meetings was suggested. This item is being referred to SAC for their review.
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- 46. TAB Life Member Ad Hoc Committee Proposal - IEEE Life Membership.** RAB opted to split out the two changes to the Bylaws. Dr. Brown reported on the proposed revision to IEEE Bylaw 102.1, Life member algorithm. She noted that it is being proposed to return to the formula requiring a minimum age of 65 plus years of membership to equal 100. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.Y)
- Society Life Membership.** Dr. Brown noted that TAB has been reviewing the number of years in which a Life member must belong to a Society before qualifying as a Society Life member. At the present time it is five years, and some Societies believe that this number should be increased. The TAB Life Member Ad Hoc Committee has proposed a ten year society membership. Dr. Brown moved that RAB endorse the proposed revision to IEEE Bylaw 109.2, as presented. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.AA)
- 47. Revision to IEEE Policy and Procedure 5.6 - Conditions for Joint Relationships with National Societies.** Dr. Brown noted that oversight for National Society Agreement was transferred from the Regional Activities Department to the Office of the Executive Director. The proposed revision would properly reflect how business is conducted. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.AA)
- 20. Proposed Geographic Unit Financial Monitoring System.** Director Cheung reported that the total value of Region and Section funds is \$8.7m and it has been suggested by IEEE Auditors that improved controls be put into place. He reviewed the current process and improvements which have been put into place which improve financial controls, reduce risk to the Institute with a minimal cost/level of effort impact to entities. The next step is to review and develop Region financial reporting and auditing processes, which will be presented to RAB for its approval in November. The process will be in place in 1997. Vice President Findlay appointed Director Reinert to work with Staff on this initiative. Paul Cheung made a motion that RAB endorse this proposed plan. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.BB)
- 49. Approval of Proposal Regarding Financial Monitoring of all Institute Conferences.** Chair Aukland reported that currently there is no process in place to provide central monitoring for the financial aspects of ALL Institute conferences with budgets over \$25,000. TAB has processes for Societies and Councils to manage this information, receive budget approval, and monitor conference closings. Lengthy discussion ensued concerning the financial impact to the Conferences for the services provided by TAD. This item was placed on the RAB Consent Agenda for approval. (See RAB Minute 50.CC)

The Caucus adjourned at 12:00n.

**IEEE REGIONAL ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE RAB MEETING  
22 JUNE 1996**

Hotel Le Westin Mont Royal  
Montreal, Quebec, Canada

Chair Findlay called the Meeting to order at 1:25pm on Saturday, 22 June 1996 at the Hotel Le Westin Mont Royal in Montreal, Quebec, Canada.

**50. Review and Adoption of Consent Agenda.** The Regional Activities Board Agenda, including Consent Agenda, was **UNANIMOUSLY APPROVED** as follows:

- A. **Approval of Previous Minutes.** The Regional Activities Board approved the Minutes of the 16-17 February 1996 RAB Caucus and Meeting.
- B. **Establishment of RAB SPC Charter** RAB to approve the RAB Strategic Planning Committee Charter.
- C. **Approval of Revisions to IEEE Bylaw 308.2** RAB to approve the revision to IEEE Bylaw 308.2, formally establishing the RAB Strategic Planning Committee as a standing committee of RAB.
- D. **Approval of Associate Member Upgrade Process** RAB to approve the process for upgrading Associate members to Member grade for those individuals whose degree is from a REP Program or whose professional experience qualifies the individual as Member.
- E. **Endorsement of the GOLD Program Initiatives** RAB to endorse the following:
  - \* Endorse the GOLD Program concept
  - \* Approve the Institute-wide roll out
  - \* Support GOLD entities and programs under the RAB Model (within existing budget allocations)
  - \* Acknowledge the pioneering efforts of the pilot leaders and their supporting Section ExCom
- F. **Approval of Revision to IEEE Bylaw 109.7, Graduated Dues Eligibility and Minimum Income** RAB to approve the revision to IEEE Bylaw 109.7, which allows recent graduates, who enter their third level of the five year graduated dues program to choose Minimum Income as a special consideration.
- G. **Approval of Funding for a 1997 MDC Retreat** RAB to approve funding of a January 1997 MDC Planning Retreat, up to \$18,000, as recommended by the IEEE Membership Development Committee.
- H. **Implementation of a 1997 Member-Get-A-Member Campaign** RAB to endorse the implementation of a 1997 Member-Get-A-Member Campaign, as recommended by the IEEE Membership Development Committee.
- I. **Graduating Student Retention Mailing** To be continued as a regular MD Program.

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- J.    **MDC Project Plans** MDC be given the resources, subject to availability of funding already committed and of staff as available, to carry out the work of the MDC projects, given that appropriate business plans are developed for each initiative by November 1996.
- K.    **Access to Research Data** MDC Project Plan No. 2, Access to Research Data to Assist in MD Activity Planning, be transferred to the RAB Web Ad Hoc Committee.
- L.    **Revisions to Charter of the RAB Section/Chapter Support Committee** RAB to approve the revisions to the Section/Chapter Support Committee Charter, as recommended by the Committee.
- M.    **Approval of the 1997 Rebate Schedule** RAB to approve the 1997 Rebate Schedule, with no change in the formula, as recommended by the RAB Section/Chapter Support Committee.
- N.    **Approval of Policies and Procedures for *RABFacts*** RAB to approve the policies and procedures for *RABFacts*, as recommended by the RAB Section/Chapter Support Committee.
- O.    **Approval of the Region 3 Student Professional Activities Service Award.** RAB to approval the Region 3 Student Professional Activities Service Award, as recommended by RAB Awards and Recognition Committee.
- P.    **Approval of Revisions to IEEE Bylaw 312.1** RAB to approve the revisions to IEEE Bylaw 312.1, A&A Committee Composition, as recommended by the A&A Committee.
- Q.    **Endorsement of Recommendation from RAB/TAB Transnational Committee**  
RAB to endorse the following recommendation from TC:  

“The Transnational Committee Model for consideration by all  
Societies and Sections in order to establish IEEE wide agreed  
procedures and coordination of the relevant committees  
(implementation in each Society subject to AdCom decision,  
adaptions and modifications).
- R.    **Approval of 1997 *Potentials* Subscription Rates** RAB to approve the 1997 *Potentials* Subscription rates.
- S.    **Approval of 1997 *Potentials* Advertising Rates** RAB to approve the 1997 *Potentials* Advertising rates
- T.    ***Potentials* P&L** Managing Director, Regional Activities to provide to the Vice President, Regional Activities and *Potentials* Editor the actual income/ expenses which *Potentials* magazine receives/expends.
- U.    **Dissolution of the Permian Basin Section** RAB to approve the dissolution of the Permian Basin Section and those members be transferred to the South Plains Section.
- V.    **Approval of the Region 6 Bylaws** RAB to approve the revisions to the Region 6 Bylaws.

- W.    **Assistance to Israel Section** The Regional Activities Board to approve the payment of up to \$4,000 US to Region 8 for the final installment of a loan between Region 8 and the Israel Section, to be paid only if the final installment cannot be paid from the Israel Section's percentage of the MELECON '98 surplus.
  - X.    **Withdrawal of Action Item No. 36** RAB to approve the withdrawal of Action Item No. 36, "SC'96 Region 9 Allotment Adjustment", as requested by Region 9 Director, Antonio C. Bastos.
  - Y.    **Endorsement of Revision to IEEE Bylaw 102.1** RAB to endorse the revision to IEEE Bylaw 102.1, Life member qualifications.
  - Z.    **Endorsement of Proposed Action, Re: Society Life Membership** RAB to endorse the recommendation of the TAB Life Members Ad Hoc Committee.
  - AA.   **Revision to IEEE Policy and Procedure 5.6 - Conditions for Joint Relationships with National Societies** RAB to approve the revision to IEEE Policy and Procedure 5.6.
  - BB.   **Proposed Geographic Unit Financial Monitoring System** RAB to endorse the proposed process which will result in an improved financial monitoring system for geographic entities.
  - CC.   **Approval of Proposal Regarding Financial Monitoring of All Institute Conferences** RAB to endorse the proposal regarding financial monitoring of all Institute conferences.
  - DD.   **Approval of Revisions to RAB Advisory Committee Charter.** RAB to approve the revisions to the RAB Advisory Committee Charter.
  - EE.   **MDC Strategic Planning Retreat Report.** RAB to receive the Report of the MDC Strategic Planning Retreat.
  - FF.   **Pre-College Teacher Award.** RAB to approve that RABARC and SAC assist in the development of EAB's Pre-College Teacher Award.
  - GG.   **Society/Student Graduate Dues Program.** RAB to endorse a TAB motion that graduated Students will pay discounted Society fees according to the IEEE Graduated Dues program beginning in 1998.
  - HH.   **Region Home Pages.** RAB endorsed the motion to encourage Regions and RAB Committees to have their Home Pages hosted directly on the RAB machine.
- 51.    Approval of Recipient of 1996 William W. Middleton Award for Distinguished Service.**  
RAB approved, by acclamation, Charles R. Wright as the recipient of 1996 William W. Middleton Award for Distinguished Service, with the following citation:
- "For Outstanding Service to Regional Activities and exemplary contributions in preserving the History of Electrical Engineering and presenting it to the public."

- 52. Approval of a Resolution to William W. Middleton.** RAB approved the following motion for Bill Middleton:

“The IEEE Regional Activities Board would like to convey its best wishes for a full and speedy recovery. RAB recognizes your long and distinguished service, not only to RAB, but to the entire IEEE organization. We look forward to your continued contribution of wisdom and ideas.”

- 53. Reconsideration of RAB/TAB Transnational Committee TAB Travel Budget.** Prof. Turner informed RAB that the TC will over expend its TAB travel budget in 1996. It was agreed that guidelines for travel for this committee will be developed to insure that this situation does not occur again.

- 54. Approval of Enabling Paragraph for RAB Bylaws.** Director Benigni made a motion that RAB approve the following enabling paragraph for the RAB Bylaws:

“The Regional Activities Board (RAB) shall serve the needs of the members of the Institute by maintaining, enhancing, and supporting the geographical entities of the IEEE. RAB shall be responsible for all aspects of IEEE membership and membership development, including recruitment, retention, elevation and service, as well as related operational and budget issues.”

Discussion ensued over the Motion and it was noted that this wording may be restrictive. At the suggestion of Chair Findlay, the motion was re-worked and the following substitute motion was presented to RAB:

“The Regional Activities Board (RAB) shall establish bylaws, policies and procedures to serve and benefit IEEE members where they reside. RAB shall maintain, enhance and support the geographical entities of the IEEE and be responsible for all aspects of IEEE membership and membership development.”

Motion unanimously approved.

- 55. Name Change of the Regional Activities Board.** Dr. Robinson presented the following Motion for RAB’s consideration:

“Given that RAB has been directed to review its core functions and given that the Institute restructuring effort will proceed to initiate Step #1, be it resolved that RAB seriously consider changing its name to the “Member Services Board” and be restructured in a fashion consistent with the recommendations resulting from the 14-16 July 1995 meeting of the RAB Strategic Planning Ad Hoc Committee.”

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A Motion was made to refer this matter to the RAB Strategic Planning Committee. After lengthy discussion some modifications were made to the original motion, the final edition as follows:

“Given that RAB has been directed to review its core functions and given that the Institute restructuring effort will proceed to initiate Step #1, be it resolved that RAB seriously consider it be structured in a fashion consistent with the recommendations resulting from the 14-16 July 1995 meeting of the RAB Strategic Planning Ad Hoc Committee.”

The motion to refer was approved.

- 56. Time and Location of Next Meeting.** The final meeting in 1996 of the Regional Activities Board will be 5-7 November 1996 at the Denver Marriott Hotel - City Center, Denver, Colorado.
- 57. Adjournment.** The meeting was adjourned at 4:00pm.

Respectfully submitted,

Cecelia Jankowski  
Secretary

**Members Present**

Raymond D. Findlay, Chair  
Jan Brown, Vice Chair and Chair of RAB Advisory Committee  
Arthur Van Gelder, Treasurer and Chair of RAB Finance Committee  
Arthur W. Winston, Director-Region 1  
Daniel R. Benigni, Director-Region 2  
James H. Beall, Director-Region 3  
James R. Fancher, Director-Region 4  
John R. Reinert, Director-Region 5  
William E. Murray, Director-Region 6  
Linda E. Weaver, Director-Region 7  
Peer Martin Larsen, Director-Region 8  
Antonio C. Bastos, Director-Region 9  
Paul Y.S. Cheung, Director-Region 10  
James R. Rowland, Chair-IEEE Admission and Advancement Committee  
Juan Carlos Miguez, Chair-RAB Awards and Recognition Committee  
Charles J. Robinson, Chair-IEEE Membership Development Committee  
George Zobrist, Chair-Potentials Advisory Committee  
Jerry C. Aukland, Chair- RAB Regional Conferences Committee  
David G. Green, Chair-RAB Section/Chapter Support Committee  
Gerald Karam, Chair-RAB Student Activities Committee  
Charles W. Turner, Chair-RAB/TAB Transnational Committee  
Cecelia Jankowski, RAB Secretary

**Participating Staff**

Mary Ann Hoffman, Manager-Regional Activities Administration  
Carol Coffey, Manager-Regional Projects Manager

**Guests**

Robert T.H. Alden, Chair-IEEE Electronic Communications Steering Committee  
Ross C. Anderson, Chair-IEEE Bylaws Task Force  
Eduardo Arriola, Member-IEEE Strategic Planning Committee  
Jacob Baal-Schem, Chair-TAB Technical Meetings Development Committee  
Vijay K. Bhargava, Past Vice President, Regional Activities  
Harry D. Bostic, Region 4 Director-Elect  
Lynn Carpenter, Region 2 Director-Elect  
Compton  
W. Kenneth Dawson, Vice President-IEEE Publications  
Mohamed E. El-Hawary, Chairman-Region 7 Awards and Recognition Committee  
Herbert H. Heller, Past Region 2 Director  
Theodore W. Hissey, Jr., IEEE Executive Director  
Rubina Hussain, Chairman-Region 7 Conference Advisory Committee  
Richard J. Holleman, Standards Board Representative to RAB



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David Kemp, Region 7 Director Elect

Al Kiener, Past Vice President-IEEE Standards

V. Prasad Kodali, Chairman-RAB Publications Ad Hoc Committee

Kenneth R. Laker, Past Chairman, IEEE Educational Activities

George McClure, Chairman-Individual Benefits and Services Committee

Walter E. Proebster, Chairman-Region 8 Membership Development Committee

**IEEE REGIONAL ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE RAB CAUCUS/MEETING  
FEBRUARY 16-17, 1996  
Le Meridien San Diego Hotel  
Coronado, CA**

*(Privileged Information - Subject to Confirmation)*

Vice President Findlay called the meeting to order at 1:00pm on Friday, February 16, 1996 at the Le Meridien San Diego Hotel, Coronado, CA.

**MEMBERS PRESENT**

R.D. Findlay, Vice President; J. Brown, Vice Chair & Chair of Advisory Committee, A. Van Gelder, Treasurer & Chair of RAB Finance Committee; A. Winston, Region 1 Director; D. Benigni, Region 2 Director; J. Beall, Region 3 Director; J. Fancher, Region 4 Director; J. Reinert, Region 5 Director; W. Murray Region 6 Director; L. Weaver, Region 7 Director; P.M. Larsen, Region 8 Director; A. Bastos, Region 9 Director; P. Cheung, Region 10 Director; J. Rowland, Chair - IEEE Admission & Advancement Committee, J.C. Miguez, Chair - RAB Awards & Recognition Committee; C. Robinson, Chair - IEEE Membership Development Chair; G. Zobrist, Chair - Potentials Advisory Committee; J. Aukland, Chair - RAB Regional Conferences Committee; D. Green, Chair - Section/Chapter Support Committee; G. Karam, Chair - RAB Student Activities Committee; C. Turner, Chair - RAB/TAB Transnational Committee; C. Jankowski - RAB Secretary.

**PARTICIPATING STAFF**

M. A. Hoffman, Manager - Regional Activities Administration; D. C. Toland, Administrator - Regional Activities Administration

**GUEST**

E. Arriola - Member, IEEE Strategic Planning Committee; J. Baal-Schem - Chair, TAB Technical Meetings Development Committee; D. Bolle - Past Vice President IEEE Technical Activities; H. Bostic - Member, RAB S/C Support Committee; J. T. Cain - 1995 IEEE President; W. K. Dawson - Vice President, Publications Activities; J. B. Damonte - Region 6 Director Elect; B. Eisenstein, Vice President, Technical Activities; E. Herz - Director, Emeritus; T. W. Hissey, Jr - IEEE Executive Director; S. Kato - Assistant to IEEE Secretary; A. Kiener - Past Vice President, IEEE Standards; V. P. Kodali - Chair - RAB Ad Hoc Committee on Publications; A. Maloney - Chair, TAB Periodicals Council; J. E. Martin - Chair, SC'96 Organizing Committee; T. Nakahara - IEEE Secretary; R. P. Noberini - Member, IEEE Strategic Planning Committee; M. Papo - Region 8 Director Elect; J.B. Snyder - Vice President, Professional Activities; F. Staffanson - Chair, RAB/EAB Recognized Educational Programs Committee; H. Wolfman - IEEE Treasurer; J. R. Yeargan - Vice President, Educational Activities

**GUEST - STAFF**

I. Engelson - Managing Director, Corporate Activities; J. Berman-Levy - Director, Regional Activities Operations; K. Moore - Editor, *The Institute*; M. Weiss - Director, Financial Planning & Budgeting; J. Witsken - Staff Director & CIO Information Technology; S. Wolfe - Director, Membership

1. **WELCOME AND INTRODUCTIONS** Vice President Findlay welcomed members and guests to the first Caucus of the Regional Activities Board in 1996, and as other attendees arrived they were introduced. It was noted that the Meeting agenda and format has been changed. In accordance with the recommendations formulated during the Regional Activities Board Retreat in January, Vice President Findlay assured the Board that he would attempt to make the meeting more proactive. Motions will not be addressed during the Caucus, however, if members of RAB are in agreement, the item may be placed on the Consent Agenda. The Caucus has been expanded to give members of RAB the opportunity and time to discuss and resolve the issues.
2. **RAB ADVISORY COMMITTEE**
  - A) 1996 RAB Strategic Plan Dr. Brown distributed a copy of the 1996 RAB Strategic Plan. The Advisory Committee recommended to the Regional Activities Board that each of the goals be assigned to the committees as shown in the plan. The Planning Retreat established a set of goals in priority order for the Regional Activities Board. These goals, together with the objectives and milestones, form the basis for the Regional Activities Board Strategic Plan. The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the 1996 RAB Strategic Plan as presented during the Caucus. (APPENDIX I)*
  - B) 1996 Goals of Advisory Committee Dr. Brown noted that Advisory Committee will be reviewing the function of the committee and revising it's charter in 1996.
3. **RAB FINANCE COMMITTEE**
  - A) 1996 RAB Finance Committee Goals - Dr. Van Gelder noted that a goal of the Finance committee is to create a clean and effective process for developing budgets. In addition, the committee will review the services provided by RAB to determine if they are still pertinent.
  - B) 1996 RAB Budget Dr. Van Gelder presented the 1996 Budget. The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the 1996 RAB Budget as presented during the Caucus.*
  - C) RAB Allotment Formula Dr. Van Gelder noted that, as stated in the IEEE Bylaws, the Regional Activities allotment is 35% of the IEEE annual member and Society Affiliate dues income. Since IEEE is changing its budgetary process - the RAB allotment formula should be revised. Two options were presented for consideration. The proposed allotment formula is determined using the following algorithm:  $(HG - L)1 + (S).25 + (AF).25 = \text{RAB Allotment}$ . HG = (Higher Grade Member), L = (Life Members), S = (Student Member), AF = (Affiliate Member). A discussion ensued. This item was added to the RAB Meeting agenda - RAB Item #34a. (See Minute No. 26)

**5. RAB STRATEGIC PLANNING AD HOC COMMITTEE**

- A) Approval of establishment of SPC as a RAB Standing Committee Director Benigni noted that SPC has not established 1996 goals or developed a vision statement. The proposed SPC Charter was distributed to members of RAB for their review. Director Benigni asked RAB to make the Strategic Planning Committee a RAB Standing Committee. The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the revision of IEEE Bylaw 308.2 - RAB Standing Committees. The revision of this Bylaw will establish the RAB Strategic Planning Committee as a standing committee of RAB.*

**6. IEEE MEMBERSHIP DEVELOPMENT COMMITTEE**

- A) Re-affirmation of 1996 MDC Goals Dr. Robinson presented the 1996 goals for the Membership Development Committee (Appendix II). The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to re-affirm the 1996 goals of the IEEE Membership Development Committee.*
- B) Revision of MDC Charter Dr. Robinson noted that the MDC Charter is being reviewed by the committee and will be presented to RAB for approval during the June RAB meeting.
- C) Approval of MDC Steering Committee Meeting Dr. Robinson noted that MDC would like to hold a steering committee meeting in the spring. The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the allocation of up to \$5,000 for travel expenses in support of a Spring'96 MDC Steering Committee Meeting.*

**7. RAB SECTION/CHAPTER SUPPORT COMMITTEE**

- A) Approval of 1996 RAB Section/Chapter Support Committee Goals Mr. Green presented the 1996 goals of the RAB Section/Chapter Support Committee. (APPENDIX III)
- B) RABFacts Mr. Green noted that the Section/Chapter Support Committee discussed the possibility of allowing other IEEE entities to use the RAB Facts on Demand service. Based on the recommendation of the S/C Support Committee, the following item was placed on the RAB Consent Agenda: *The Regional Activities Board to approve a motion to allow the RABFacts system be made available to other IEEE entities, such as the Power Engineering Society, Financial Advantage Program, and Customer Service, subject to the development of policies and procedures governing the use of RABFacts and financial support proposals to be developed by staff.*

**8. RAB REGIONAL CONFERENCES COMMITTEE**

- A) Approval of 1996 RAB Regional Conferences Committee Goals Mr. Aukland presented the RCC Vision "The Technical and Professional needs of our members will be met by regularly scheduled Regional Conferences - supported by the Regions/Sections." The preliminary 1996 goals were presented.

**8. RAB REGIONAL CONFERENCES COMMITTEE (CONT'D)**

- B) Approval, in principle, of IEEE Conference Manual Mr. Aukland noted that each member of RAB was given a copy of the manual. The Regional Conferences Committee has reviewed the manual. Based on the recommendation of the RAB Regional Conferences Committee, the following item was placed on the RAB Consent Agenda: *The Regional Activities Board to approve, in principle, the IEEE Conference Manual, with the understanding that several of the blank pages be corrected and that the statement "Prepared by the TAB Technical Meetings Council, IEEE Technical Activities Board" be removed.*

**9. RAB STUDENT ACTIVITIES COMMITTEE**

- A) 1996 RAB Student Activities Committee Goals Dr. Karam noted that SAC has not met or approved any goals for 1996. The report included in the RAB Agenda booklet reviewed the draft goals for 1996.

**10. 1997 SUBSCRIPTION RATES FOR POTENTIALS** Mr. Zobrist noted that RAB must annually approve the Subscription Rates for *Potentials*. The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the 1997 Potentials Subscription rates as follows: Students - \$8.00, Members - \$15.00, Non-Member - \$25.00 (reduced from \$40). Note: The Subscription Rates will be presented to the IEEE Executive Committee for approval.*

**11. RAB AWARDS AND RECOGNITION COMMITTEE**

- A) Approval of 1996 RAB Awards and Recognition Committee Goals Mr. Miguez presented the 1996 goals of the RAB Awards and Recognition Committee (APPENDIX IV). The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the 1996 RABARC goals as presented during the Caucus.*
- B) 1995 Student Branch Membership Growth Award Mr. Miguez noted that there has been difficulty obtaining the correct statistics to determine the recipients of this year's Student Branch Membership Growth Award. The following item was added to the RAB Meeting Agenda as an action item - *Delegation of approval authority of the Student Branch Membership Growth Award to the RAB Awards & Recognition Committee (See Minute No. 25)*
- C) Call for Nominations of William W. Middleton Distinguished Service Award It was noted that nominations for the William W. Middleton Distinguished Service Award are being solicited. The deadline for nominations is June 1, 1996.

**12. IEEE ADMISSION AND ADVANCEMENT COMMITTEE**

- A) Approval of 1996 IEEE Admission and Advancement Committee Goals Dr. Rowland presented the 1996 goals of the IEEE Admission and Advancement Committee (APPENDIX V). The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the 1996 IEEE A&A Committee goals as presented during the Caucus.*

**12. IEEE ADMISSION AND ADVANCEMENT COMMITTEE (CONT'D)**

- B) RAB/EAB Recognized Educational Program Committee It was noted that the report on REPCOM activities was distributed during the Caucus.

**13. RAB/TAB TRANSNATIONAL COMMITTEE**

- A) Approval of 1996 RAB/TAB Transnational Committee Goals A summary of the February 15th meeting of the RAB/TAB Transnational Committee was distributed. In addition, Dr. Turner presented the 1996 goals of the RAB/TAB Transnational Committee (APPENDIX VI). The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the 1996 RAB/TAB Transnational Committee Goals as presented during the Caucus.*
- B) Endorsement of Pacific-Asia Link Director Cheung noted donations will be obtained from industry to establish traveling fellowships for IEEE Volunteer leaders, distinguished lecturers from IEEE Societies & invited speakers to IEEE Conferences to visit the Asia Pacific Region. RAB will not have to allocate any funds for this program. The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to endorse the Pacific-Asia Link (PAL) Program whose objective is to attract industrial support for fostering "human networking" to the Asia Pacific Region.*
- C) Proposal for support of "Entrepreneurial Skills Seminar" Mr. Hissey, IEEE Executive Director, presented a proposal asking the Regional Activities Board to allocate up to \$15,000 for three seminars on the "Development of Entrepreneurial Skills". The seminars would be held in Central and Eastern Europe in the summer of 1997. A discussion concerning the proposal ensued. The following item was added to the RAB meeting agenda as an action item - Allocation of up to \$15,000 in support of "Entrepreneurial Skills Seminar" in Central and Eastern Europe (Summer 1997). (See Minute 28)

**15. OVERVIEW OF IEEE TECHNICAL ACTIVITIES BOARD** To give members of RAB a better understanding of the Technical Activities Board, TAB Vice President Eisenstein presented an overview on the Technical Activities Board.

Vice President Findlay recessed the Caucus at 5:00pm.

Vice President Findlay reconvened the Caucus on February 17th at 8:00am.

**16. REPORT FROM 1996 SECTIONS CONGRESS ORGANIZING COMMITTEE** Mr. Martin noted that in order to ensure that SC'96 is well attended he needs the assistance of the Region Directors. Assistance is also needed in identifying speakers for the program. A status report of SC'96 is included in APPENDIX XII.

**17. ADDITION TO 1996 RAB GOALS - 1999 SECTIONS CONGRESS** Ms. Jankowski noted that Sections Congress'99 will be held in Minneapolis, Minnesota. It was requested that RAB re-affirm it's commitment to the planning of SC'99. The following motion was placed on the RAB Consent Agenda: *The Regional Activities Board to ensure that planning for Sections Congress'99 is initiated and make this a RAB goal in 1996.*

18. **PETITION FOR AN IEEE CONSTITUTIONAL AMENDMENT** Vice President Findlay noted that a petition for an IEEE Constitutional amendment has been distributed (APPENDIX XIII). He noted that the petition proposes an addition to Section 2, Article V of the Constitution. The addition being proposed would allow Regional Assessments to be optional. Members of RAB noted that approval of this amendment would seriously affect the activities of the Region. It was noted that Region Meetings should be used as an opportunity to inform the Section Chairs of the repercussion that may occur if the amendment is approved. A motion stating the RAB go on record as opposing this amendment and recommending that the BoD do the same was deferred for discussion until the RAB meeting. (See Minute 29)
19. **ACTION ITEMS FROM REGIONS** Region Directors were given the opportunity to present issues which require action by RAB. Director Winston noted that the Central New England Council has no funding to permit it to be an effective organization. A brief discussion occurred, afterwards Director Winston was asked to discuss the situation with Director-Emeritus Herz.
20. **ACTION ITEMS FROM EAB LIAISON** Director Benigni noted that he would like to make members of RAB more aware of the activities of EAB. Informational items concerning EAB are included in APPENDIX IV. Director Benigni asked that the following actions be taken:
  - ✧ Provide EAB the schedule of all future Region meetings.
  - ✧ Region Directors should take the initiative and invite EAB, by letters of invitation to the VP of EAB, to their future Region meetings.
  - ✧ VP Ray Findlay to invite VP Eisenstein of TAB to give a similar presentation on TAB to RAB.
  - ✧ RAB will involve EAB in its efforts in supporting and publicizing the GLOBE program.
  - ✧ As part of the new initiative to improve Section management, in particular the gathering of best practices from all our Sections, best practices regarding local education programs should be requested.
  - ✧ RAB to actively publicizing CAM in any way it can--at Region meetings and in Section newsletters. There will be an article in an upcoming Institute issue that can be used in local newsletters for added emphasis.
  - ✧ RAB should consider doing something similar at each Board meeting to get the word out to volunteers in all the Boards about RAB activities and what's new on the Web.
21. **ACTION ITEMS FROM RAB PUBLICATIONS AD HOC COMMITTEE** Dr. Kodali noted that decisions concerning a Regional Publication have to be made. Specifically - if the publication is an applications oriented publication, what will be the content? Will every member receive this publication or is it by subscription? It was requested that the Directors of Regions 1-6 send their thoughts on this matter to Dr. Kodali.
22. **TRANSFER OF ADMINISTRATIVE SUPPORT OF NATIONAL SOCIETY AGREEMENTS** Vice President Findlay noted that staff from the Regional Activities Department has provided administrative support for the National Society Agreements. President Read has requested that RAD transfer this responsibility to the Office of the IEEE Executive Director. The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to endorse the transfer of administrative support of the IEEE National Society Agreements from the Regional Activities Department to the office of the IEEE Executive Director.*

- 23. SOUTH BAY HARBOR** Vice President Findlay noted that the election of 1996 officers of the South Bay Harbor Section was challenged. The names of Petition candidates did not appear on the ballot. The Regional Activities Department conducted a new election and the petition candidates won by a substantial vote. Subsequently, the outgoing section officers refused to turn over the records and bank accounts to the new section officers. It was suggested that the bank account be turned over to the Institute and then have the newly elected Treasurer added as a signatory on the checking account. The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to endorse and recommends that the IEEE Board of Directors approve the resolution concerning the disposition of the financial assets of the South Bay Harbor Section.*

RAB Caucus was adjourned at 10:25 am.





**IEEE REGIONAL ACTIVITIES BOARD  
UNAPPROVED MINUTES OF THE RAB MEETING  
FEBRUARY 17, 1996  
Le Meridien San Diego Hotel  
Coronado, CA**

(Privileged Information - Subject to Confirmation)

Vice President Findlay called the meeting to order at 10:35am on Saturday, February 17, 1996 at the Le Meridien San Diego Hotel, Coronado, CA.

- 24. REVIEW AND ADOPTION OF CONSENT AGENDA** The Regional Activities Board Agenda, including the Consent Agenda, was **UNANIMOUSLY APPROVED** as follows:

**A. Consent Agenda**

1. **Approval of Previous Minutes.** The Regional Activities Board approved the minutes of the November 11-12, 1995 RAB Caucus and Meeting.
2. **Confirmation of Committee Chairmen Appointments** The Directors, Region 1-10, and Chairman of the IEEE Admission and Advancement Committee confirmed the appointments of the RAB Standing Committee Chairmen as follows:

Advisory Committee	Jan Brown
Awards and Recognition Committee	Juan Carlos Miguez
Finance Committee	Arthur Van Gelder
IEEE Membership Development Committee	Charles J. Robinson
<i>Potentials</i> Advisory Committee	George W. Zobrist
Regional Conferences Committee	Jerry C. Aukland
Section/Chapter Support Committee	David G. Green
Student Activities Committee	Gerald Karam
RAB/TAB Transnational Committee	Charles W. Turner
3. **Approval of 1996 Regional Activities Board Strategic Plan** The Regional Activities Board approved the 1996 RAB Strategic Plan as presented during the Caucus. (APPENDIX I)
4. **Approval of the 1996 Regional Activities Board Budget** The Regional Activities Board approved the 1996 RAB Budget as presented during the Caucus.
5. **Approval of MDC Steering Committee Meeting** The Regional Activities Board approved the allocation of up to \$5,000 for travel expenses in support of a Spring'96 MDC Steering Committee Meeting.

A. **Consent Agenda (Cont'd)**

6. **RABFacts** The Regional Activities Board approved a motion to allow the *RABFacts* system be made available to other IEEE entities, such as the Power Engineering Society, Financial Advantage program, and Customer Service, subject to the development of policies and procedures governing the use of *RABFacts* and financial support proposals to be developed by staff.
7. **Approval of Revision to IEEE Bylaw 308.2** - The Regional Activities Board approved the revision of IEEE Bylaw 308.2 - RAB Standing Committees. The revision of this Bylaw will establish the RAB Strategic Planning Committee as a standing committee of RAB.
8. **Approval, in principle, of IEEE Conference Manual** The Regional Activities Board approved, in principle, the IEEE Conference Manual, with the understanding that several of the blank pages be corrected and that the statement "Prepared by the TAB Technical Meetings Council, IEEE Technical Activities Board" be removed.
9. **Approval of the 1997 IEEE *Potentials* Subscriptions Rate** The Regional Activities Board approved the 1997 *Potentials* Subscription rates as follows:
 

Students	\$8.00	Members	\$15.00
Non-Member	\$25.00 (reduced from \$40.00)		
10. **Approval of 1996 RAB Awards & Recognition Committee Goals** The Regional Activities Board approved the 1996 RABARC goals as presented during the Caucus. (APPENDIX IV)
11. **Approval of 1996 IEEE Admission & Advancement Committee Goals** The Regional Activities Board approved the 1996 A&A goals as presented during the Caucus. (APPENDIX V)
12. **Approval of 1996 RAB/TAB Transnational Committee Goals** The Regional Activities Board approved the 1996 RAB/TAB TC goals as presented during the Caucus. (APPENDIX VI)
13. **Approval of 1996 IEEE Membership Development Goals** The Regional Activities Board re-affirmed the 1996 goals of the IEEE Membership Development Committee. (APPENDIX II)
14. **Endorsement of "PAL" - Pacific-Asia Link Program** The Regional Activities Board endorsed the Pacific-Asia Link (PAL) Program whose objective is to attract industrial support for fostering "human networking" to the Asia Pacific Region.
15. **Reaffirming RAB's Commitment to SC'99** - The Regional Activities Board to ensure that planning for Sections Congress'99 is initiated and make this a RAB goal in 1996.

A. **Consent Agenda (Cont'd)**

16. **National Society Agreement** - The Regional Activities Board endorsed the transfer of administrative support of the IEEE National Society Agreements from the Regional Activities Department to the office of the IEEE Executive Director.
17. **IEEE South Bay Harbor Section** - The Regional Activities Board endorsed and recommended that the IEEE Board of Directors approve the resolution concerning the disposition of the financial assets of the South Bay Harbor Section.

B. **Reports**

1. Received a report on 1996 Membership Development Campaigns.
2. Received a status report on Electronic Communications.
3. Received a status report on SC'93 Issues/Recommendations.
4. Received a status Report on SC'96.
5. Received a status report on ROOT' 96.
6. Announced a call for nominations for the William W. Middleton Distinguished Service Award. The deadline for nominations is June 1, 1996.
7. Received a status report on the activities of the IEEE Admission and Advancement Committee.
8. Received a status report on the activities of the EAB/RAB Recognized Educational Program Committee.
9. Received a summary of the RAB/TAB Transnational Committee meeting held on February 15, 1996.
10. Received Director reports concerning activities in Regions 1, 3, 5, 6, 8, 9 and 10.
11. Received a report concerning the February 14, 1996 meeting of the Educational Activities Board.
12. Received a report concerning activities of the IEEE United States Activities Board.
13. Received a report from the Vice President, Regional Activities.
14. Received a report from the Managing Director - Regional Activities.
15. Received a status report on RABFacts.
16. Received a proposed charter of the RAB Strategic Planning Committee.

C. **Action Items**

Moved the following items from the RAB Meeting Agenda to the RAB Consent Agenda:

1. RAB ITEM #31.A - Review of 1996-97 RAB Strategic Plan
2. RAB ITEM #33 - Approval of Revision to IEEE Bylaw 308.2 - Regional Activities Board

Withdrew the following item from the RAB Meeting Agenda.

3. RAB ITEM #32 - Approval of Revision to IEEE Bylaw 109.2 - Dues, Fees and Regional Assessments.

C. **Action Items (Cont'd)**

Added the following items to the RAB Meeting Agenda.

- RAB ITEM #34.A - Approval of Proposed RAB Allocation Formula
- RAB ITEM #34.B - Delegation of approval of authority of Student Branch Membership Growth Award to the RAB Awards & Recognition Committee.
- RAB ITEM #34.C - Allocation of up to \$15,000 in support of "Entrepreneurial Skills Seminar" in Central & Eastern Europe (Summer 1997)
- RAB ITEM #34.D - Petition for an IEEE Constitutional Amendment - Article V Section 2

- 25. APPROVAL OF SECTION MEMBERSHIP GROWTH AWARD RECIPIENTS** Mr. Miguez noted that RABARC has reviewed the statistics but not all the Sections have been verified as being eligible. The Regional Activities Board **APPROVED** a **MOTION** announcing the following Sections as recipients of the 1995 Section Membership Growth Award subject to the provision that the following sections meet eligibility requirements:

Region 1	Springfield	Region 2	Central Pennsylvania
Region 3	Atlanta	Region 4	Central Iowa
Region 5	Central Texas ♦	Region 6	Santa Clara Valley
Region 7	Newfoundland-Labrador	Region 8	Turkey ♦
Region 9	El Salvador	Region 10	North Queensland

Editorial Note:

The above Sections have been verified by staff as being eligible. Each Section has submitted it's 1995 Meeting Reports, 1995 Financial Reports and it's 1996 Officer Names.

♦ As of March 1, 1996 - The Central Texas Section had not submitted it's Meeting Reports or Financial Reports. Since they did not meet the eligibility requirements for the Section Membership Growth Award - the Denver Section will receive the award for Region 5.

- 26. APPROVAL OF RAB ALLOCATION FORMULA** Dr. Van Gelder reviewed the two options being presented for consideration. A **MOTION** to accept the RAB Allocation Formula as follows was presented:

$$(HG - L)1 + (S).25 + (AF).25 = \text{RAB Allotment.}$$

HG = (Higher Grade Member)      L = (Life Members)  
S = (Student Member)              AF = (Affiliate Member).

A **SUBSTITUTE MOTION** to replace the **ORIGINAL MOTION** and base the RAB Allocation Formula on 10% of the IEEE membership dues was **DEFEATED** by the Regional Activities Board. The Regional Activities Board **UNANIMOUSLY APPROVED** the **ORIGINAL MOTION** to accept the proposed RAB Allocation Formula as presented.

27. **DELEGATION OF APPROVAL AUTHORITY OF STUDENT BRANCH MEMBERSHIP GROWTH AWARD** Mr. Miguez noted that the validity of the statistics used to determine the recipients of Student Branch Membership Growth Award is being questioned. The statistics used to determine the 1994 recipients included Student Members and Recent Graduates. The statistics used to determine the 1995 recipients did not include Recent Graduates. Based on the statistical information available, RABARC could not make a recommendation concerning recipients of the 1995 Student Branch Membership Growth Award. The Regional Activities Board **APPROVED** a **MOTION** delegating approval authority of the 1995 Student Branch Membership Growth Award to the RAB Awards & Recognition Committee. By approving this motion, it was noted that RABARC will have the authority not to award the 1995 Student Branch Growth Award.
28. **APPROVAL OF ALLOCATION OF UP TO \$15,000 IN SUPPORT "ENTREPRENEURIAL SKILLS SEMINAR"** Dr. Turner noted that the purpose of the proposal is to obtain support for three seminars on the "Development of Entrepreneurial Skills". He noted that Region 8 has agreed to partially fund this project. The Regional Activities Board **APPROVED** a **MOTION** to provide in the 1997 RAB Budget, matching funds (up to \$7.5K) to the funds provided by Region 8. This is to cover the organization, and execution of three entrepreneurial skills seminars in Central & Eastern Europe in 1997.
29. **RESOLUTION AGAINST THE AMENDMENT TO SECTION 2, ARTICLE V OF THE IEEE CONSTITUTION** Vice President Findlay noted that RAB had discussed the proposed amendment during the Caucus. Based on the discussion held during the Caucus, the following **MOTION** was **UNANIMOUSLY APPROVED** by the Regional Activities Board: The Regional Activities Board to go on record that it opposes the proposed amendment to Section 2, Article V of the IEEE Constitution and recommends that the IEEE Board of Directors take a similar stand.
30. **TIME AND LOCATION OF NEXT MEETING** The next meeting of the Regional Activities Board will be June 21-22, 1996 at the Le Westin Mont-Royal Montreal Hotel in Montreal, Quebec, Canada. (RAB ITEM #35).

Vice President Findlay adjourned the meeting at 11:56am.

Respectfully Submitted,

Cecelia Jankowski  
Secretary

## NOT FOR DISTRIBUTION OR REPRODUCTION

Caucus Minutes  
November 11, 1995  
Scottsdale, Arizona

*(Privileged Information, Subject to Confirmation)*

The Regional Activities Board met at the Marriott Mountain Shadows Resort and Golf Course in Scottsdale, Arizona. Vice President Bhargava called the RAB Caucus to order at 1:05pm.

67. **WELCOME AND INTRODUCTIONS** Vice President Bhargava welcomed members and guests to the final Caucus of the Regional Activities Board in 1995, and as other attendees arrived they were introduced. Ms. Cecelia Jankowski was introduced as the Secretary of the Regional Activities Board and the Managing Director of the Regional Activities Department.

A list of those present is attached. (APPENDIX XVI)

68. **REVIEW OF AGENDA**

The Regional Activities Board **APPROVED** the Agenda with the following addition:

Item 2.A.3 - Presentation on IEEE Organizational Improvement

Item 6.D - Insurance for Engineers

69. **REPORT OF RAB ADVISORY COMMITTEE** Dr. Albertson provided an overview of the 1995-96 Strategic and Operational Plan. He noted that it is the third draft of the plan drafted during the Marco Island Retreat. He noted that each board should have a two-year strategic operational plan and each board is encouraged to have a strategic plan.

- A. Status Report - 1995 RAB Goals: A status report was presented on each of the 1995 RAB Goals by the volunteer champion assigned to that goal.

1. Respond to the recommendations of SC'93 to increase financial support to Sections.

*Dr. Van Gelder reported that the Rebate budget is being increased incrementally in order to meet this goal by 1998.*

2. RAB to work with the other Boards and the IEEE Corporate Communications Department to develop ways for Sections, Councils and Regions to reach the academic, government, industrial and public sectors in order to improve employers' support of IEEE and the image of the engineering profession.

*Director Anderson noted that he did not have a formal report but added that most problems are being handled.*

69. **REPORT OF RAB ADVISORY COMMITTEE (Contd..)**

A. Status Report - 1995 RAB Goals (Contd..):

3. Utilize the Region and Section structure to establish a mechanism for initiating and maintaining contacts with recognized national technical, educational, and professional societies.

*Dr. Nakahara noted that the Transnational Committee has made progress in the establishment of many umbrella agreements with National Societies.*

4. Develop strategies for membership recruitment, retention, recognition and recovery based on information, identification, innovation and implementation.

*Dr. Robinson noted that MD activities will be summarized during the report of the Membership Development Committee. (See Minute No. 78)*

5. Provide a formalized training program for Region, Section, Council and Student Branch Officers.

*Director Cheung noted that progress regarding this goal will be reported during the Section/Chapter Support Committee Report. (See Minute No. 80)*

6. Ensure timely delivery of products and services throughout the world.

*Dr. Alden noted that progress regarding this goal will be reported during the Section/Chapter Support Committee Report. (See Minute No. 80)*

7. Improve the effectiveness of RAB, including Regional Activities Department staff, in providing efficient and timely services to members worldwide.

*Ms. Jankowski noted that staff has been reorganized and that it has been smooth transition.*

8. To develop and maintain a cost effective electronic communications infrastructure.

*Dr. Alden noted that progress regarding this goal will be reported during the Section/Chapter Support Committee Report. (See Minute No. 80)*

9. RAB, coordinated by MDC and A&A, to optimize the members' applications process, and to develop means of technical current competency recognition of members.

*Dr. Rowland reported that new application forms have been developed.*

- B. RAB Strategic Planning Ad Hoc Committee Dr. Albertson reported that the Ad Hoc Committee met in July. The committee reviewed the three scenarios (Current, Traditional, Federation/Matrix), the scoring format and the outcome of the scoring. Based on this review (APPENDIX XVII), the following recommendations were proposed:

69. **REPORT OF RAB ADVISORY COMMITTEE (Contd.)**B. RAB Strategic Planning Ad Hoc Committee (Contd)

1. Retain current structure (technical and geographical diversity)
2. Retain current election process
3. Maintain appropriate bundling of IEEE dues/Concept of a single Institute
4. Reassign BoD Committees to major Boards, where possible
5. Direct delegation of authority to lowest possible extent
6. Rename RAB the Member Services Board (MSB)
7. Consolidate oversight of Member Services (policy and structure)
8. Recognize that RAB (MSB) has three distinct areas:
  - u Geographic Activities
  - u Member Activities
  - u Operations

Dr. Albertson reported that these recommendations were presented to the Strategic Planning Committee in September. The SPC met prior to the RAB Meeting and are working on two scenarios: the Federation Model and the Integrated Model. A report on Organizational Improvement was included on the RAB Agenda (See Minute No. 71 ) Dr. Albertson complimented the work of the members of the Ad Hoc Committee.

70. **LIABILITY INSURANCE** Mr. Myron Kayton addressed RAB concerning the need for insurance for self-employed IEEE members. He noted that there is a rising number of self-employed engineers, due to the fact that many corporations are down-sizing. Self-employed engineers need insurance coverage. Different types of insurance could be offered; Slip and Fall (covers accidents in rental office space) , Errors and omissions (covers design errors that cause injury or property damage) and Occurrences (covers all future claims regarding work done while insurance was in force). Mr. Kayton noted that occurrences insurance is the usual form of insurance for MDs. Mr. Kayton would like IEEE to investigate the possibility of offering occurrences insurance to IEEE members. He presented this item to RAB for their information.

71. **ORGANIZATIONAL IMPROVEMENT** Dr. Fred Andrews reviewed the past activities of the Strategic Planning Committee. It was noted that presently, there are two models being considered. The Integrated Model (APPENDIX XVIII) - combines the best features of earlier Federation, Matrix and Traditional Scenarios. The IEEE Federation Model institutes local autonomy of member-based entities with minimal oversight. In contrasting the two models: The Integrated Model (IM) guarantees local infrastructure while the Federation Model (FM) makes local infrastructure optional. The IM retains separate technical and geographic boards while the FM integrates technical and geographic interests in a single forum. It was noted that the IM is a journey with intermediate stops while the FM has a more defined final destination.

Members of the Regional Activities Board expressed concern regarding the proposed selection process of the Board of Directors under the proposed models. It was suggested that the Nominations and Appointment Committee would have too much power. It was felt that that the Board of Directors could only consist of Members from the United States. Members of RAB expressed disapproval over the possibility of removing the geographic entity structure.



72. **REPORTS OF DIRECTORS** Reports from the Region Directors were distributed in the agenda book or prior to the Caucus (RAB ITEM #1). Director's Powers report was presented verbally and is included in Appendix XIX.

73. **IEEE RESERVES** Mr. Richard Schwartz reported that IEEE is a healthy entity with a sufficient amount of funds in reserve. There is a difference between reserves and investments. Reserves are the accumulated surplus of an entity and are generated from both operations and investment gains. Reserves can be thought of as short term. Investments are the way IEEE invests its reserves, and represent the long term outlook of the Institute. Investment Gains/Losses are realized/ not realized and are reflected in the reserves annually. Mr. Schwartz noted that while membership dues have increased the IEEE Reserves have also increased. We need to deal with reserves and dues from the member's perspective and a volunteer/staff perspective.

Mr. Schwartz commented that historically, IEEE has placed too much emphasis on "Operating" reserves. He noted that the building and equipment are reserves. A mortgage ensures that the reserves are "operating". Using the term "General Fund" to describe IEEE's finances is not accurate. A more appropriate term to use would be "Corporate Office". The Corporate Office has minimal revenue streams except dues.

It was noted that a new approach must be taken in regards to IEEE reserves. Using the current approach, IEEE can end up building reserves and raising dues, even if the reserves are adequate. The new approach must maintain the entrepreneurial spirit, create focus in order to control cost to the member and enable everyone to address service to the member.

Vice President Bhargava recessed the Caucus at 5:00pm.

Vice President Bhargava reconvened the Caucus on November 12th at 8:00am.

74. **REPORT OF RAB/TAB TRANSNATIONAL COMMITTEE** Dr. Nakahara noted that the committee met on November 10 and a meeting summary had been distributed (RAB ITEM #2.J). He reported that the TC is very committed to the globalization of IEEE. Dr. Nakahara highlighted some of the TC goals achieved in 1995. The highlights include: the first shipment of periodicals to Eastern Europe, successful operation of a Region 9 Help Desk at the IEEE Operations Center, and a National Society Agreement with The Institute of Electronics and Telecommunication Engineers of India (IETE).

The Transnational Committee endorsed the following recommendations:

- (A) Request that a proposal be forwarded to the IEEE Membership Development Committee, including the concept of developing an incentive program with Student Branches, and use of the World Wide Web to update graduate records.

(Dr. Robinson, Chair of MDC, noted that MDC has a similar project being developed but will forward the proposal to MDC for review.)

- (B) Request that RAB examine the establishment of a "Help Desk" for each Region with special needs.

(This Item was placed on RAB's Consent Agenda - see RAB Minute No. 89.A.3)

75. **REPORT OF IEEE ADMISSION AND ADVANCEMENT COMMITTEE** Dr. Rowland distributed his report (RAB ITEM #2.B). It was noted that 433 applications and transfers have been considered at the last four A&A panel meetings. Of the 433 applications, 336 of the applications were for Senior Member Grade. The REP Committee has continued to update the REP list by establishing an improved form for nominating candidate programs and by automatically including programs which meet selected accreditation criteria within their country or region (RAB ITEM #2.B.2).

Dr. Rowland noted that the 1996 A&A Committee will consist of 10 members plus the Chair and Past Chair. These 10 members will be broadly distributed among the Regions with a variety of technical interests represented.

The Membership Qualification Task Force was composed of Vern Albertson, Ray Findlay and Jim Rowland. The Task Force recommends no changes in the present bylaws on the qualifications for admission and elevation to Member grade and to Senior Member grade. Detailed guidelines for evaluating applications by the A&A Panels are being prepared to handle areas which were of concern previously.

76. **REPORT OF RAB AWARDS AND RECOGNITION COMMITTEE** Mr. Taylor noted that he has received letters of thanks from the Argentina and the U.K.R.I. Sections for being named recipients of the Section Sustained Growth Awards.

Mr. Taylor noted that they received a total of 11 nominations for the RAB Awards. Nominations were received from Regions 5, 6, 7 and 9. Mr. Taylor requested that each Region Director contact their Region Awards Chair and submit nominations in 1996.

Based on the recommendations of the Awards Selection Subcommittee the following individuals were named recipients of RAB awards in 1995: Jacek Chrostowski was named the recipient of the 1995 RAB Innovation Award. Luis T. Gandia was named the recipient of the 1995 Larry K. Wilson Transnational Award. Vern R. Johnson and Alan Triggs were named 1995 recipients of the RAB Leadership Award. Jamie Austin, Timothy Chia and Ibrahim J. Gedeon were named 1995 recipients of the RAB Achievement Award. The Puerto Rico Electrical Power Authority was named a recipient of Supporting Friend of IEEE Regional Activities Award. The following motion was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the recipients of the 1995 RAB Awards.* (See Minute No. 89.A.4)

The Committee also reviewed and approved the establishment of the Outstanding Engineer of IEEE Latin America Region Award. The following motion was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the establishment of the Outstanding Engineer of IEEE Latin America Region Award* (APPENDIX XX).

77. **REPORT OF RAB FINANCE COMMITTEE** Dr. Van Gelder reported on the progress of the 1995 finances and reviewed the 1996 budget. In regards to the 1996 budget, Dr. Van Gelder noted that certain items were still undergoing some change. It was reported that income received through subscriptions to Potentials is not shown on the financial statements. The addition of this as a line item in the budget will be investigated.

The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to authorize the RAB Finance Committee to fine-tune the 1996 RAB Budget*

- A) New Allotment Formula A report detailing the New Allotment formula was distributed (RAB ITEM #2.D.2). Before speaking about the allotment formula, Dr. Van Gelder noted that it is expected that RAB will receive a "give-back" of approximately \$39.6K in 1996. However, he noted that when A&A staff operations were returned to RAB, money for overtime and outsourcing did not follow. It is estimated that this will cost approximately \$90K.

77. **REPORT OF RAB FINANCE COMMITTEE (Contd.)**

A) New Allotment Formula

A RAB allotment formula based solely on a per member basis would not allow Section rebates to increase when dues increase. As a result, the proposed formula will handle rebates separately. The RAB allotment for year x will be based upon the number of equivalent members and dues income for the year x-2. Using this formula, the per-member allotment for the 1996 budget would be approximately \$18.09.

In addition, an amount equal to 10% of the dues income from year x-2 will be budgeted for Section rebates in year x. The following motion was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the proposed RAB Allocation formula with the understanding that the RAB Finance Committee will be allowed to make modifications to the formula.*

78. **REPORT OF IEEE MEMBERSHIP DEVELOPMENT COMMITTEE** Dr. Robinson noted that MDC met on November 11. The following actions were taken during the MDC meeting.

<sup>2</sup> MDC endorsed, in concept, a program to provide Region specific MD presentation packets for distribution to Regional MD Chairs. Dr. Robinson reported that an MD packet, distributed to Sections in Region 8, was very well received.

<sup>2</sup> MDC approved a twice per year Direct Mail effort - Dr. Robinson noted that this campaign generates \$270K per year and only costs approximately \$170K.

<sup>2</sup> MDC endorsed the 1996 MDC Retreat. The retreat will be held January 18-21 in Philadelphia, PA. The objective of the retreat is to develop a long term strategy and operating plan for membership development in IEEE that is a cooperative effort among Regional MD officers, Society MD officers and Piscataway MD staff. It is hoped that every Region MD Chair and at least half of the Society MD Chairs will participate in the retreat.

<sup>2</sup> MDC endorsed, in principle, the "Adopt-A-Member" program. The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to direct staff to investigate changes in Policies and Procedures to implement "Adopt-A-Member" program and to report at the February RAB Meeting.*

<sup>2</sup> MDC approved, in principle, the Graduate of the Last Decade (GOLD) Committee program. The objective of this program is to assist Sections interested in piloting activities to bridge the transition of Student members to Section members. The ultimate goals are: increasing membership retention, creating networking forums for recent graduates, and developing programs that are unique to recent graduates needs.

The pilot program will consist of assistance to 15 Sections to form a GOLD Committee and initiate GOLD activities. It is hoped that results of the pilot program will be obtained by November 1996 and it is expected that the official commencement of the GOLD program will be during Sections Congress'96 in Denver, CO. It is expected that the Dec/Jan (1995/96) issue of Potentials will contain information concerning the GOLD program. It is anticipated that the Potential inserts will cost between \$10K - \$15K.

The following was placed on the RAB Consent Agenda: *The Regional Activities Board to approve , in principle, the GOLD program.*

78. **REPORT OF IEEE MEMBERSHIP DEVELOPMENT COMMITTEE (Contd.)**

- <sup>2</sup> Regional Activities Staff was instructed to review IEEE Bylaws and Policies and Procedures relating to the GOLD Committee proposal. The following was placed on the RAB Consent Agenda: *The Regional Activities Board to instruct staff to develop appropriate Bylaw revisions that would accommodate the GOLD program and to report on the proposed changes at the February RAB Meeting.*
- <sup>2</sup> MDC endorsed a proposal to spend up to \$12,500 of the remaining President Projects funds allocated for MD activities for the development of a business plan for utilizing the potential of WWW, including: tracking graduating students, member applications on the Web and individual member home pages.

79. **REPORT OF RAB REGIONAL CONFERENCES COMMITTEE** Mr. Aukland noted that his report was distributed in the agenda book/diskette (RAB ITEM #2.F.1). Through the joint efforts between RCC and the Technical Meetings Council an IEEE Conference Manual will be produced. He noted that there will be no additional costs to RAB and that the manual is expected to be printed by the end 1995.

Mr. Aukland noted that the Technical Meetings Council is proposing that an IEEE or a joint TAB/RAB/EAB Meetings committee be formed. The following item was placed on the RAB Consent agenda: *The Regional Activities Board to support the Technical Meetings Council (TMC) proposal for initiating an IEEE or joint TAB/RAB/EAB Meetings Committee.*

80. **REPORT OF RAB SECTION/CHAPTER SUPPORT COMMITTEE**

- A) Electronic Communications Update: Dr. Alden noted that his report was distributed prior to the Caucus (RAB ITEM #2.G.1).
- B) SC'93 Issues/Recommendations Report - It was noted that the report was included in the RAB Agenda Booklet (RAB ITEM #2.G.3)
- C) Section Congress/Region Subsidy Algorithm On behalf of the Section/Chapter Support Committee, Director Powers proposed an algorithm for determining the distribution of the \$160K subsidy to the ten Regions for support of primary Section delegates' attendance at Sections Congress'96 (APPENDIX XXI ). The algorithm was based on payment to the Region of 50% of the first \$850 of the estimated airfare for each Section plus 100% of the amount of the estimated airfare in excess of \$850. The following motion was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the algorithm for the distribution of the RAB subsidy to Regions for SC'96.*
- D) IEEE Policy Regarding WWW Director Powers reported that there have been some questions raised regarding the information available and quality of the information being placed on Web sites. The following motion was placed on the RAB Consent Agenda: *The Regional Activities Board recommends that the IEEE Board of Directors give immediate high priority to the development of IEEE policies regarding: 1) Providing access to IEEE server resources to maintain IEEE entity home pages on the World Wide Web and other electronic communication vehicles; and 2) Generating policies for use and content of materials and information placed on IEEE entity home pages on the Web and other electronic vehicles.*

80. **REPORT OF RAB SECTION/CHAPTER SUPPORT COMMITTEE (Contd.)**

- E) SC'96 Progress Report Mr. Martin reported that plans for SC'96 are proceeding as planned. The schedule of events is similar to previous Sections Congress schedules. At the present time, volunteer participation is being solicited.
- F) ROOT Subcommittee Director Cheung noted that the next version of ROOT will be released in early 1996. He noted that it is beneficial to wait for the 1996 Bylaws and Policies and Procedures. He reported that ROOT will also be made available via the World Wide Web. Dr. Cheung reported that Staff in the Regional Activities Department will be producing future versions of ROOT.

81. **RAB STUDENT ACTIVITIES COMMITTEE** Mr. Green reported that SAC met October 22-24, 1995 in Washington, D.C. (RAB ITEM #2.H.1) He noted that SAC is continuing to work with the WWW. He noted that a news group devoted to Student members has been created. He encouraged incoming Region Directors to appoint the Regional Student Activities Committee Chairs. He noted that SAC is concerned about the capability with the IS system because it has had difficulty obtaining membership statistics.

- A) Branch Leadership Training Program RAB has funded a trial program of Branch Leadership training in 1994 (in Region 3) and 1995 (in Region 1, 3 and 5). SAC believes that Branch leadership training is critical to healthy Student Branches and the Student Branch program. The model developed is to train the trainers (at a central location) and train branch leaders (at several sites within a Region). The funding level for these efforts has been \$3000 which has proven to be enough to have an impact, but is close to the minimum required. SAC recommends expansion of this model to include Regions 1-6 in 1996 using the model discussed above. In addition, SAC recognizes that a different model is necessary for effective branch leadership training in Regions 8-10. Thus SAC recommends that additional funding be made available to experiment with training models for these other Regions. This item was deferred for additional discussion during the RAB Meeting (See Minute No. 90)

82. **GLOBAL LEARNING AND OBSERVATIONS TO BENEFIT THE ENVIRONMENT (GLOBE) PROGRAM** IEEE President Cain noted that IEEE he has received a letter (APPENDIX XXII) from Thomas N. Pyke, Jr. Director of the GLOBE program. The letter noted that the GLOBE program appreciates the IEEE's support of GLOBE. IEEE will establish a principal GLOBE contact to whom GLOBE will provide information and who will coordinate IEEE's support for the GLOBE program. It was announced that Cecelia Jankowski, will serve as the principal GLOBE contact for IEEE.

83. **REPORT OF RAB LIAISON REPRESENTATIVES**

- A) EAB Liaison Director Benigni noted that "IEEE Section Education Chairs Guide to Planning Successful Educational Programs" was distributed in draft form to the Regional Directors. He asked that each Director review the guide and submit comments to the Educational Activities Department. Director Ackley noted that his report was included in the agenda book (RAB ITEM #3.A)

83. **REPORT OF RAB LIAISON REPRESENTATIVES (Contd.)**

- B) Book Broker Liaison Director Benigni noted that his report was included in the agenda book (RAB ITEM #3.B). He noted that Region/Section conferences which qualify for the program should take advantage and participate in the program.
- C) PUB Liaison Dr. Kodali reported that SPECTRUM will be available on the World Wide Web. Beginning in January 1996, members will be able to access the magazine by entering their name and membership number. Making SPECTRUM accessible via the World Wide Web will enable members of IEEE to view it as soon as it is published. Members of RAB noted that anyone with a valid IEEE member number will be able to access SPECTRUM. It was suggested that users, in addition to entering their name and member number, be required to enter a password. (See Minute No. 88)
- D) USAB Liaison It was noted that the report was distributed in the agenda book (RAB ITEM #3.E)

84. **REPORT OF VICE PRESIDENT FOR REGIONAL ACTIVITIES** Vice President Bhargava noted that his report was in the agenda booklet (RAB ITEM #4). In addition, he reported on his trip to Region 9. He noted the IEEE is doing well but potential for growth still exists. There is great interest in having lecture tours in the area of Communications, Computers, and Power Engineering. There is also a great interest in Chapter formations.85. **REPORT OF MANAGING DIRECTOR - REGIONAL ACTIVITIES** Ms. Jankowski requested that the Region Directors encourage the delinquent Sections to submit their reporting. She announced that Carol Coffey has been named the Regional Projects Manager in the Regional Activities Department.

A status report on the Fax-On-Demand project was distributed to members. It was noted that the project is proceeding on schedule.

86. **POST-INDUSTRY 2000 ACTIVITIES OF EAB CONTINUING EDUCATION COMMITTEE** Mr. Aukland noted that it is felt that as the premier engineering society, IEEE should provide guidance for engineers, industries & universities. Our members look to and need the IEEE's help to maintain their technical vitality and provide career guidance from kindergarten through retirement. To achieve this goal, two workshops have been scheduled in 1996. In April 1996, a Skills Assessment Workshop will be held. In June 1996 a Career Roadmap Workshop will be held. Mr. Aukland concluded by saying that EAB needs: 1) Sections to manage Life long Learning Workshops & Conferences, 2) RAB to support EAB Workshops in Sections and Regions; 3) to communicate EAB activities among Sections/Regions; 4) to Communicate to members that technical vitality is their responsibility.87. **REPORT OF RAB PUBLICATIONS AD HOC COMMITTEE** Dr. Kodali noted that a draft of the guidelines for Region/Section Publications was distributed in the RAB Agenda booklet (RAB ITEM #6.B). An objective of Region/Section Publications would be to enhance communication among members, and between the Institute and its members. The following item was placed on the RAB Consent Agenda: *The Regional Activities Board approves the policies and guidelines for Region and Section publications presented by the RAB Publications Ad Hoc Committee.*

Dr. Robinson presented a proposal regarding RAB publishing a new applications - oriented publication. The publication would be similar to the *IEEE Canadian Review*. The main content would be written versions of talks given to Section/Chapters. This item was

87. **REPORT OF RAB PUBLICATIONS AD-HOC COMMITTEE** (Contd.)  
presented to RAB for their information only. Many details have to be determined. The decisions to be made include: how much it will cost, how would the publication differ from other publications and do members need/want this publication? Dr. Robinson noted that he needs a volunteer to organize and champion this proposal.
88. **SPECTRUM/WWW ACCESS** Dr. Alden noted that *Spectrum* is widely regarded as a member benefit. It is important to distinguish between the promotion of *Spectrum* and the IEEE, and the worldwide free distribution of a member benefit. The Regional Activities Board believes that the worldwide free distribution of a member benefit will seriously weaken membership development activities which are assigned to RAB.

RAB therefore recommends that in addition to the present plan, which requires users to enter their membership number and name, users are required to enter a password. This password must be changeable by the member to protect confidentiality and restrict access to members only. This additional requirement is recommended because the membership number and name is publicly displayed on the *Spectrum* mailing label. The following item was placed on the RAB Consent Agenda: *The Regional Activities Board recommends that the IEEE Board of Directors require member controlled password protection, in addition to member name and number, for accessing the Web version of "Spectrum" which is scheduled to be available effective January 1996.*

Vice President Bhargava adjourned the Caucus at 11:30 a.m.



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Meeting Minutes  
November 12, 1995  
Scottsdale, Arizona

*(Privileged Information, Subject to Confirmation)*

The Regional Activities Board met at the Marriott Mountain Shadows Resort and Golf Course in Scottsdale, Arizona. Vice President Bhargava called the RAB Meeting to order at 11:30am.

89. **REVIEW AND ADOPTION OF CONSENT AGENDA** The Regional Activities Board Agenda, including the Consent Agenda, was **UNANIMOUSLY APPROVED** as follows:

A. **Consent Agenda**

1. **Approval of Previous Minutes.** The Regional Activities Board approved the minutes of June 23-24, 1995 RAB Caucus and Meeting.
2. **Approval of Student Branch Formations** The Regional Activities Board approved the formation of the student branch formations as shown below.
  - Calvin College in Region 4
  - Kansas City Kansas Community College in Region 5
  - Eastern Mediterranean University in Region 8
  - Instituto Tecnologico de Puebla in Region 9
  - Federal University of Paraiba in Region 9
  - University de la Frontera in Region 9
  - Universidad Nacional de Ingenieria in Region 9
  - Universidad Nacional de la Patagonia in Region 9
  - University of Electronic Science & Technology of China in Region 10
  - Papua New Guinea University of Technology in Region 10
  - National University of Sciences & Technology in Region 10
  - Shanmagha College of Engineering in Region 10
  - Adhiyamaan College of Engineering in Region 10
  - St. Joseph's College of Engineering in Region 10
3. **"Help Desk" for each Region with special needs** The Regional Activities Board to examine the establishment of a "Help Desk" for each Region with special needs.
4. **Approval of recipients of 1995 RAB Awards**

**RAB Innovation Award - Jacek Chrostowski**

Citation: "Leadership in developing new electronic services for IEEE-Canada".



4. **Approval of recipients of 1995 RAB Awards (Cont'd)**

**RAB Leadership Award - *Vern R. Johnson***

Citation: "For extraordinary leadership in conducting a scholarship competition for high school students interested in engineering in Region 6."

**RAB Leadership Award - *Alan Triggs***

Citation: "For implementing effective strategies for membership recruitment, retention, recognition and recovery."

**RAB Achievement Award - *Jamie Austin***

Citation: "For contributions in technical education and enhancing the prominence of the IEEE as a Regional Resource."

**RAB Achievement Award - *Timothy Chia***

Citation: "For outstanding achievement in planning and delivering workshops to train IEEE student leaders."

**RAB Achievement Award - *Ibrahim J. Gideon***

Citation: "For outstanding contributions in promoting IEEE/Industry relations."

**RAB Larry K. Wilson Transnational Award - *Luis T. Gandia***

Citation: "A full professional life dedicated to serving and stimulating others, through his example, to live and support the principles and ideals of the IEEE."

**Recipient of Supporting Friend of IEEE Regional Activities Award**

The Puerto Rico Electrical Power Authority

5. **Approval of Outstanding Engineer of IEEE Latin America Region Award** The Regional Activities Board approved the establishment of the Outstanding Engineer of IEEE Latin America Region Award.
6. **1996 RAB Budget** - The Regional Activities Board authorized the RAB Finance Committee to fine-tune the 1996 RAB Budget.
7. **RAB Allocation Formula** The Regional Activities Board approved the proposed RAB Allocation formula, with the understanding that the RAB Finance Committee will be allowed to make modifications to the formula.
8. **Approval of the GOLD program** - The Regional Activities Board approved, in principle, the GOLD program.
9. **Bylaw Revisions - GOLD program** - The Regional Activities Board instructed staff to develop appropriate Bylaw revisions that would accommodate the GOLD program and to report on the proposed changes at the February RAB Meeting.
10. **Policy and Procedure Changes - Adopt-A-Member Program** - The Regional Activities Board to direct staff to investigate changes in Policies and Procedures to implement "Adopt-A-Member" program and to report at the February RAB Meeting.

11. **Joint TAB/RAB/EAB Meetings Committee** - The Regional Activities Board supports the Technical Meetings Council (TMC) proposal for initiating an IEEE or joint TAB/RAB/EAB Meetings Committee.
12. **Approval of Algorithm for distribution of RAB subsidy to Regions for SC'96** - The Regional Activities Board approved the algorithm for the distribution of the RAB subsidy to Regions for SC'96. (APPENDIX XXI)
13. **IEEE Policy Regarding World Wide Web/IEEE Entity Home Pages** - The Regional Activities Board recommended that the IEEE Board of Directors give immediate high priority to the development of IEEE policies regarding: 1) Providing access to IEEE server resources to maintain IEEE entity home pages on the World Wide Web and other electronic communication vehicles; and 2) Generating policies for use and content of materials and information placed on IEEE entity home pages on the Web and other electronic vehicles.
14. **Approval of Policies and Procedures for Region/Section Publications** - The Regional Activities Board approved the policies and guidelines for Region and Section publications presented by the RAB Publications Ad Hoc Committee.
15. **World Wide Web Access of *SPECTRUM*** The Regional Activities Board recommends that the IEEE Board of Directors require member controlled password protection, in addition to member name and number, for accessing the Web version of *Spectrum* which is scheduled to be available effective January 1996.

B. **Action Items**

Moved the following items from the RAB Meeting Agenda to the RAB Consent Agenda:

1. RAB ITEM #9 - Approval of 1995 Recipients of RAB Awards
2. RAB ITEM #10 - Recommendation of the Ad Hoc Committee on RAB Allotment

Added the following items to the RAB Meeting Agenda:

- |               |  |
|---------------|--|
| RAB ITEM #8.A | Approval of budget increase for Membership Development Retreat.  |
| RAB ITEM #8.B | Appreciation and thanks to Vice President - Regional Activities. |

90. **APPROVAL OF BRANCH LEADERSHIP TRAINING PROGRAM** Mr. Green noted that the proper training of Student Branch leaders is critical to healthy Student Branches and the Student Branch program. The goal of this program is to provide training at the beginning of the Branch year. RAB was asked to allocate \$21,000 to support the cost of the training. The Regional Activities Board **APPROVED** (10 in favor - 6 against) a **MOTION** to allocate \$21,000 for the continuation of the Branch Leadership Workshops in 1996. Regions 1-6 will each receive \$3,000 to develop a schedule for training using a model similar to that used in Regions 1, 3 and 5 in 1995. Regions 8 & 9 will receive a total of \$3,000 to conduct trial workshops using a model defined by Regions 8 and 9 RSACs.

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91. **APPROVAL OF TOKYO SECTION BUSINESS PLAN** At the June RAB Meeting, RAB approved a 1996 Tokyo Section Assessment of \$25, subject to receipt of an approval ballot by members in the Section and the business plan. In August, ballots were mailed to all the voting members of the Section. The assessment was approved with 87% of the returned ballots approving the assessment. The Section Business Plan (RAB ITEM #12) has been submitted and contains activities which are in accordance to the requirements. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to approve the Tokyo Section's Business Plan regarding the Tokyo Section Assessment.
92. **APPROVAL OF BUDGET INCREASE FOR MEMBERSHIP DEVELOPMENT RETREAT** Dr. Robinson explained that one volunteer representative from each Region or Society is being invited to participate in the MDC Retreat. RAB is sponsoring the event and will cover the local costs (hotel, group meals, materials) of one volunteer participant from each entity. Each Region and Society is responsible for covering the expenses of the delegates' travel expenses. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to increase the budget for the MDC Retreat to be held in January 1996 from \$15,000 to \$25,000.
93. **APPRECIATION AND THANKS TO VICE PRESIDENT BHARGAVA** Dr. Albertson requested that the RAB minutes express the resounding appreciation and thanks of RAB, with a standing ovation, to Vice President Vijay K. Bhargava, for his outstanding and exemplary leadership of RAB in 1994 and 1995. He is truly IEEE's Goodwill Ambassador! Vice President Bhargava took this opportunity to thank members of Regional Activities Department and all members of the 1995 Regional Activities Board.
94. **TIME AND PLACE OF NEXT MEETING** The next meeting of the Regional Activities Board will be February 16-17 at the Le Meridien San Diego Hotel in Coronado, CA

The meeting was adjourned at 11:50a.m.

respectfully submitted,



Cecelia Jankowski  
Secretary

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Caucus Minutes  
June 23, 1995  
Washington, D.C.

*(Privileged Information, Subject to Confirmation)*

The Regional Activities Board met at the Sheraton Washington Hotel in Washington, D.C. Vice President Bhargava called the RAB Caucus to order at 1:00pm.

32. **WELCOME AND INTRODUCTIONS** Vice President Bhargava welcomed members and guests to the second Caucus of the Regional Activities Board in 1995, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX X)

33. **REVIEW OF AGENDA**

The Regional Activities Board **APPROVED** the Agenda.

34. **IEEE GENERAL FUND** - V. Thomas Rhyne, IEEE Treasurer, presented a report concerning the status of the IEEE General Fund. He noted that the General Fund Operating Reserve of the IEEE has fallen and may continue to fall, despite the fact that overall reserves are growing. The IEEE Policy & Procedures states that IEEE should maintain a separate General Fund reserve at or above 15% of the annual operating budget. This situation has presented IEEE with a number of options: (a) Dues could be increased to maintain the GF and offset the operating deficits (b) IEEE could accept the fact that in the current situation, maintaining a separately identified GF reserve is no longer appropriate, needed or possible (c) Base annual recommendation for dues increases only on specific expense increases in areas which directly impact the GF (i.e., paper, postage) (d) Stop efforts to balance the GF by exporting expenses to other areas (e) Allow budgeting based on net gains in overall IEEE reserves, including all reserves and their realized and unrealized gains when each financial year closes (f) Allow the annually budgeted GF expenses to exceed GF revenues by an amount not to exceed a specified percent of the net gain, allowing for inflation. Mr. Rhyne noted that this report was presented to RAB as an information item and to give the RAB Directors an opportunity to ask questions concerning the status of the General Fund prior to the IEEE Board of Directors Meeting.
35. **IEEE FINANCIAL ADVANTAGE PROGRAM - PROFESSIONAL LIABILITY** George McClure, Individual Benefits and Services Committee Chair, reported on a professional liability program being developed through the IEEE Financial Advantage Program. The insurance will consist of two programs. The first program is for engineers who are fully self-employed or part of a small engineering company. The second program is for engineers who are fully employed and also preform self-employed engineering services. Initially, this service will only be available to U.S. members. Some features of the program include: consent-to-settle provision, pay on behalf of insured agreement and the policy pays for defense costs up to the policy limit.
36. **REPORT OF DIRECTORS** Reports from the Region 1, 3, 5, 6, 8 and 10 Directors were distributed in the agenda book or prior to the Caucus. Reports from Region 2, 7 and 9 were presented verbally. The report from Director Fancher is attached in APPENDIX XI.

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37. **REPORT OF RAB ADVISORY COMMITTEE** Dr. Albertson provided an overview of the 1995-96 Strategic and Operational Plan. He noted that it is the third draft of the plan drafted during the Marco Island Retreat. He noted that each board should have a two-year strategic operational plan and each board is encouraged to have a strategic plan.

A champion was assigned to each of the nine objectives. A status report, provided by the responsible volunteer, was presented on each of the 1995 RAB Goals.

1. Respond to the recommendations of SC'93 to increase financial support to Sections.

*Mr. Van Gelder reported that the Rebate budget is being increased incrementally in order to meet this goal by 1998.*

2. RAB to work with the other Boards and the IEEE Corporate Communications Department to develop ways for Sections, Councils and Regions to reach the academic, government, industrial and public sectors in order to improve employers' support of IEEE and the image of the engineering profession.

*Director Anderson noted that he has contacted his staff contact and will have more to report on at the next meeting.*

3. Utilize the Region and Section structure to establish a mechanism for initiating and maintaining contacts with recognized national technical, educational, and professional societies.

*In the absence of Dr. Nakahara, Director Cheung reported on the status of this item. Director Cheung noted that four steps have been proposed: 1) the development of a database of potential national societies for agreements in each country in cooperation with TC; 2) promotion of the umbrella agreements with appropriate national societies supported by Regional Directors and Section Chairman; 3) promotion of individual agreements between national societies and IEEE societies based on umbrella agreements; 4) development of human networks of communication with liaison partners such as industries, government associations and universities which have a high number of IEEE members. Mr. Aukland noted that the Educational Board has a similar goal.*

4. Develop strategies for membership recruitment, retention, recognition and recovery based on information, identification, innovation and implementation.

*Dr. Robinson noted that Membership Development is in the process of developing strategies designed to increase membership. An initiative to incorporate Distinguished Speaker Program into Industrial Recruitment Effort has been endorsed. The establishment of Ad Hoc recent graduate retention subcommittee was endorsed.*



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37. **REPORT OF RAB ADVISORY COMMITTEE**

5. Provide a formalized training program for Region, Section, Council and Student Branch Officers.

*Director Cheung noted that production of ROOT'95 has been delayed. It is anticipated that it will be released in September.*

6. Ensure timely delivery of products and services throughout the world.

*Dr. Alden, reporting on behalf of Director Findlay, noted that this goal is being addressed by using electronic technology and utilizing the worldwide electronic network.*

7. Improve the effectiveness of RAB, including Regional Activities Department staff, in providing efficient and timely services to members worldwide.

*Mr. Olken noted that staff has been reorganized and more effectively supports the volunteer structure and it is anticipated that this current structure will provide efficient and timely service to all members.*

8. To develop and maintain a cost effective electronic communications infrastructure.

*Dr. Alden reported that a document has been devised which is intended to identify what electronic communications functions exist within IEEE. It details who is involved in managing the process, defining the mandate of the emerging Electronic Communications Staff Groups and the interactions within the IEEE community of staff and volunteers*

9. RAB, coordinated by MDC and A&A, to optimize the members' applications process, and to develop means of technical current competency recognition of members.

*Dr. Rowland reported that he will be working with Dr. Robinson on this goal.*

38. **REPORT OF RAB AWARDS AND RECOGNITION COMMITTEE** Mr. Taylor reported that the committee met on June 22.

- A) 1994 Section Membership Growth Award Mr. Taylor noted that the 1994 Section Membership Growth Award will not be issued since the required statistics are unavailable from the IEEE Information System.

- B) Call for Nominations It was announced that RAB is requesting the nominations of candidates for the following awards: RAB Achievement Award, RAB Leadership Award, RAB Innovation Award and the RAB Larry K. Wilson Transnational Award. The deadline for nominations is November 2, 1995.

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38. **REPORT OF RAB AWARDS AND RECOGNITION COMMITTEE (Cont'd)**

- C) Outstanding Volunteer Award Proposals for outstanding volunteer awards were submitted by Regions 9 and 10. RABARC reviewed the proposed awards and made editorial changes. The following items were placed on RAB's Consent Agenda: *The Regional Activities Board approved the establishment of the Region 9 Outstanding Volunteer Award, as recommended by the RAB Awards and Recognition Committee* and *The Regional Activities Board approved the establishment of the Region 10 Outstanding Volunteer Award, as recommended by the RAB Awards and Recognition Committee.*
- D) Section Sustained Growth Award Mr. Taylor noted that an effort should be made to recognize Sections that have had continued success in attracting and retaining IEEE members. He noted that, to be eligible for the award, the Section must have met ALL Bylaws requirements, including minimum membership and reporting during the last three years. In addition, the total membership of the Section excluding Students (and Affiliates) cannot have decreased in any of the last four years. Following discussion it was decided that some editorial changes should be made to the proposed award. The award was placed on RAB's Consent Agenda with the understanding that if the changes aren't acceptable, the item would be removed from the Consent Agenda and appear on the Agenda as an action item (See Minute No. 61)

39. **REPORT OF IEEE ADMISSION AND ADVANCEMENT COMMITTEE** Dr. Rowland distributed his report (RAB ITEM #2.B). It was noted that 517 applications and transfers have been considered at the four A&A panel meetings. Of the 517 applications, 426 of the applications were for Senior Member Grade. The REP Committee has continued to update the REP list by establishing an improved form for nominating candidate programs and by automatically including programs which meet selected accreditation criteria within their country or region (APPENDIX XII).

It was reported that the 1995 A&A Committee is composed of 20 members plus the Chair and Past Chair. In compliance with the Review Committee recommendation, the 1996 A&A Committee will consist of 10 members plus Chair and Past Chair. Dr. Rowland reported that the Membership Qualifications Task Force is reviewing the qualifications on admission or elevation to Member Grade and to Senior Member Grade. In addition, the application requirements and application procedures are being reviewed.

40. **REPORT OF RAB FINANCE COMMITTEE** Dr. Van Gelder reviewed the 1994 RAB financials and noted that RAB had a \$400K surplus. \$150K was allocated for the 1996 Sections Congress. An additional \$150K was allocated for Membership Development activities which were not undertaken. As a result, RAB gave back \$150K to the IEEE General Fund. In regards to the 1995 financials, Dr. Van Gelder reported that RAB financials for 1995 are proceeding as budgeted. A preliminary 1996 budget was presented to RAB. He noted that Section Rebates will be increased in 1996. It was noted that a line item showing how much money is in the RAB Reserves will be included with the annual end of year balance sheet.



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41. **REPORT OF IEEE MEMBERSHIP DEVELOPMENT COMMITTEE** Dr. Robinson noted that MDC met prior to the RAB Caucus. The meeting was very well attended with regional/society and staff representatives. He reported that IEEE membership declined in 1994. However, the total number of Electrical Engineers inside the U.S. has also decreased. He noted that the number of Computer Engineers has increased and he felt that IEEE has not found a way to attract these potential members. During the MDC meeting the following actions were taken: a) endorsed an initiative to incorporate Distinguished Speaker Program into Industrial Recruitment effort, b) endorsed the establishment of an Ad Hoc recent graduate retention subcommittee and c) endorsed the concept of new member welcome kit (with financial implications) to be reported at the last meeting of the year.
- A) Audit of IEEE Membership Database Dr. Robinson noted that MDC met in Executive Session and presented the following motion: The Regional Activities Board to recommend to the IEEE Board of Directors and Audit Committee that an audit be conducted at the end of the year on our membership data base to reconcile the members' statistics with the finances. The audit should be conducted by an independent outside auditor. This item was added to the RAB Agenda as RAB ITEM #8.A. (See Minute No. 54)
- B) Approval of IEEE Membership Development Training and Strategic Planning Retreat Dr. Robinson noted that this Retreat would provide a forum for Membership Development volunteers throughout IEEE to receive membership development orientation, training and participate in strategic planning activities. The main purpose being the enhancement of the volunteers' ability to stimulate membership recruitment and retention within their respective entities. This item was added to the RAB Agenda as RAB ITEM #8.B (See Minute No. 55)
42. **REPORT OF RAB REGIONAL CONFERENCES COMMITTEE** Mr. Aukland reviewed the 1995 goals of RCC. He noted that the continuing activities for 1995 are as follows: encourage the development of Regional Conferences in every Region, increase the focus of early career needs and enhance regional conference quality and relevance. Additional items planned for 1995 include completing a draft of a Regional Conference Guide, explore the acceptance & viability of Sections including a Conference Chair and encourage Regional Conferences to include educational and career guidance programs/workshops.
- A) RAB Regional Conference Guide RCC and the TAB Technical Meetings Council have determined that there is a need to publish a consolidated conference manual. At the present time, TAB has a conference manual and is willing to incorporate information on Regional Conferences. It was suggested that if the manual could be simplified and if additional items related to Regional Conferences were included in the manual it could become an IEEE Conference Manual. A statement in support of this concept was placed on RAB Meeting Agenda as RAB ITEM #8.C. (See Minute No. 56)
- B) Revised Regional Conference Committee Charter Mr. Aukland reported that changes have been made to the RCC charter. After Mr. Aukland presented the changes to RAB the following item was placed on the Consent Agenda (RAB ITEM # 8.I): *The Regional Activities Board to approve the revised Regional Conferences Committee Charter.*
43. **REPORT OF RAB SECTION/CHAPTER SUPPORT COMMITTEE** The Committee met prior to the Caucus. A summary of the meeting is shown in Appendix XIII.
- A) Proposed 1996 Section Rebate Schedule The 1996 RAB budget indicates that Section Rebates will be increased \$150K. The S/C Support Committee recommends that the 1995 Rebate Schedule be amended to increase the per member allocation from \$2.50 to \$3.00. The following item was placed on the RAB Consent Agenda: *The Regional Activities Board*

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*to recommend that the IEEE Executive Committee approve the 1996 Section Rebate Schedule as presented.*

- B) Sections Congress '93 Recommendations - Status Report Dr. Alden noted that the Regional Activities Board tracks the progress in implementing the recommendations of the previous Sections Congress. The Regional Directors were asked to distribute this report to their Sections for feedback.
- C) Sections Congress'96 Dr. Alden noted that plans are proceeding on schedule regarding the arrangements for SC'96 in Denver, Colorado.
- D) Section Congress/Region Subsidy Task Force Director Powers noted that the Task Force addressed two issues: site selection criteria and fund allocation. She distributed an overview of the Task Force considerations of these two issues. There are five primary criteria concerning site selection: 1) availability of suitable hotel facilities, 2) availability of an international airport, 3) cost, 4) convenience/ambience, 5) section dynamics. The fund allocation formula has to be decided upon. It was noted that staff will be analyzing the recommendations of the task force and will give RAB a better idea of the implications of the choices presented.
- E) Progress Report of ROOT '95 Director Cheung noted that ROOT' 95 will include additional information including a "How To" section and tutorials. He noted that this version will be a Windows version and is HTML compatible. It is expected that ROOT'95 will be available in September. In addition, ROOT'95 will be placed on the IEEE World Wide Web server.
- F) Recommended Addition to Section Reporting Dr. Alden noted that the Section/Chapter Support Committee recommended RAB initiate the following:
- 1) Adopt the new title of "Electronic Communications Coordinator" in lieu of the term "E-mail Coordinator" in recognition of the vastly expanded role this volunteer fulfills;
  - 2) Ask staff to modify the Section officer reporting form to incorporate the Section's electronic communications contact (name, E-mail address, voice contact info. ); and
  - 3) Requests that RAB ask all Region E-mail (Electronic Communications) Coordinators to collect information regarding Section electronic communications capabilities on an annual basis and provide RAB with a copy of the data collected.

Vice President Bhargava recessed the Caucus at 5:00pm.

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Vice President Bhargava reconvened the Caucus at 8:00am.

44. **ORGANIZATIONAL IMPROVEMENT - QUESTIONS AND ANSWERS** Mr. Henry Bachman, Dr. Fred Andrews and Dr. H. Troy Nagle answered questions regarding the proposed organizational improvement models. Mr. Bachman represented the Federation Model, Dr. Andrews represented the Traditional Model and Dr. Nagle represented the Matrix Model. Members of the Regional Activities Board were asked their opinion concerning the proposed models. Members of RAB questioned the effectiveness of the proposed models in regards to providing efficient service to the members. The cost effectiveness and financial impact of changing to a new organizational model were also questioned.
45. **REPORT OF RAB SECTION/CHAPTER SUPPORT COMMITTEE (Cont'd)** Dr. Alden resumed his report concerning the activities of the S/C Support Committee
- A) RAB Electronic Communications Committee (RAB-ECC) Dr. Alden presented a proposal for establishing the RAB Electronic Communications Committee. The committee would attempt to improve the electronic communications infrastructure within IEEE. RAB-ECC will report to RAB through the Section/Chapter Support Committee. The RAB-ECC could undertake the following projects: 1) providing support to the Web Server and Fileserver content for Region/Section/Chapter/Student Branch support; 2) maintenance of IEEE Region/Section/Chapter/Student Branch aliases and mailing lists; 3) paper-less documentation; 4) log-in ID Support ; 5) provide support for Section-Based servers and BBS facilities 6) volunteer training for Regions, Sections, Chapters and Student Branches.
- In addition to RAB-ECC, Dr. Alden reported on an IEEE Electronic Communications Coordinating Committee (ECCC) and an IEEE Electronic Communications Services Committee (ECSC).
46. **REPORT OF RAB STUDENT ACTIVITIES COMMITTEE** Mr. Green noted that SAC held its first meeting in Phoenix, AZ on April 7-9. He noted that the "Train-the-Trainer" program is proceeding well. SAC would also like to increase the visibility of its awards and Mr. Green noted that many Student Branches have Web home pages. The next meeting of SAC will be Oct. 20-22 in the Washington, D.C. area.
- A. Revision to IEEE Bylaw 401.10 Mr. Green noted that the purpose of this revision is to facilitate and simplify a Regional Director's appointment of Regional Student Activities Committee Chairmen (RSACs) and Regional Student Representatives (RSRs). These two representatives are crucial to the fostering and supervision of IEEE student activities within each Region, as well as to the efforts and functioning of the RAB Student Activities Committee. This effort will also bring recent procedures and practice in line with IEEE bylaws. This item was added to the RAB Agenda as RAB ITEM #8.D. (See Minute #57)
47. **REPORT OF RAB/TAB TRANSNATIONAL COMMITTEE** In absence of Dr. Nakahara, Director Cheung, past Chair of TC, presented a report concerning the activities of the committee. He noted that the summary of the committee meeting was distributed during the Caucus.
47. **REPORT OF RAB/TAB TRANSNATIONAL COMMITTEE (Cont'd)**
- A) Joint Membership Agreement with Russia Section/Popov Society Professor Charles Turner, IEEE Secretary, presented an update regarding the joint membership agreement between the Russia Section and the Popov Society. He reported that an agreement has been drawn up to

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establish a Russia Section office in Moscow, supported by Region 8 funds on a three-year trial basis. He noted that although a significant number of IEEE societies have indicated support for a joint IEEE/POPOV membership agreement, there are sufficient grounds for seeking a broader-based scheme including other technical societies in Russia (eg. computer, power, etc.). He noted that discussions are continuing, both with the Popov Society and with leading members of their major Russian national societies and institutes, to identify key personnel seen to be potential leaders in Russia in the longer term future.

- B) Tokyo Section Assessment Director Cheung reported that the Section is very active and has more than 8,000 members and produces a section membership directory twice annually. He noted a problem has been created because the Yen has increased in value while the US dollar has decreased. The effectiveness of the Section rebate has been reduced because the value of the rebate has decreased. Since the support received from the Section rebate has decreased, the Section has requested permission to establish a Section Assessment.

The two requirements per IEEE Bylaw 404.7 to establish a Section assessment are to establish a business plan and to conduct a survey of the entire membership of the Section. In March 1994, a survey was conducted. Ten percent of the recipients responded; of the surveys returned, 80% supported an assessment. The Section ExCom has developed a business plan with three options -- charging a \$22, \$25 or \$31 assessment. Dr. Cheung noted that the Transnational Committee endorsed the Tokyo Section Assessment at \$25.00. This item was added to the RAB Agenda as RAB ITEM #8.E. (See Minute 58)

48. **REPORT OF RAB LIAISON REPRESENTATIVES**

- A) EAB Liaison Director Ackley noted that EAB is a good example of how problems can be solved without having to reorganize the IEEE organization. He noted that the continuing education program has been reviewed and updated and more accurately reflects member needs. Director Benigni noted that EAB is considering conducting an electronic meeting in 1996 as opposed to a person to person meeting.
- B) PUB Liaison Dr. Kodali noted that RAB has formed a RAB Publications Ad Hoc Committee to investigate common interests with the Publications Board. During the November meeting, he will present the recommendations of the committee.
- C) TAB Liaison Dr. Kodali noted that in August, TAB will conduct a colloquium in Australia and in New Zealand. Every Section in Australia will be visited by an IEEE officer.

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48. **REPORT OF RAB LIAISON REPRESENTATIVES**

D) USAB Liaison Director Anderson reported that the Board of Directors reviewed the United States Activities Board. A report highlighting the Committee accomplishments from 1990 to 1994 is included in APPENDIX XIV. In addition, a list of the Entity Statements of USAB is included in APPENDIX XV. Director Anderson noted that one of the primary problems faced by USAB is the fact that their operating expenses are increasing but membership is decreasing. Liaisons from Regions 7-10 have been invited to attend USAB meeting in an attempt to exchange information on professional activities. Director Anderson noted that it was proposed that an International Professional Activities Steering Committee be established. Vice President Bhargava noted that RAB endorses the formation of such a committee but felt that it should be funded through other means.

49. **REPORT OF VICE PRESIDENT FOR REGIONAL ACTIVITIES** Vice President Bhargava noted that his report was distributed with the Agenda Book (RAB ITEM #4). He noted that the RAB Annual Report was published and asked for thoughts concerning the publication of an Annual Report. Members of RAB expressed enthusiasm towards the publication of an Annual Report.

50. **REPORT OF MANAGING DIRECTOR - REGIONAL ACTIVITIES** It was noted that the report was included in the agenda book (RAB ITEM #5).

A) Fax-On-Demand Ms. Levy provided an update on the implementation of a Fax-On-Demand (FOD) project approved during the Calgary meeting. She noted that staff is prepared to sign a contract with Image Automation Services, Inc. (IAS). A current staff member will be handling the FOD, no additional staff will be required. Staff has the capability of changing the documents on a daily basis. The FOD will go on line on September 5th. Reports will be presented to RAB at its meetings in November and February 1996.

51. **BANK CHARGES FOR PAYMENTS IN LOCAL CURRENCY** Director Cheung noted that it has been brought to the attention of the RAB/TAB Transnational Committee that when a member in Regions 8-10 pays in local currency, some banks charge the member. It is being recommended that a disclaimer be included in the dues renewal notice. This item was added to agenda as RAB ITEM #8.F. (See Minute No. 59)

52. **FORMATION OF RAB STRATEGIC PLANNING AD HOC COMMITTEE** Vice President Bhargava noted that following people will serve on the RAB Strategic Planning Ad Hoc Committee Vernon Albertson (Chair), Robert Alden, Charles Robinson, Daniel Benigni and John Reinert. The committee will conduct a retreat (July 14-16) and will E-mail the results of the Retreat to members of RAB for review and comments.

Vice President Bhargava adjourned the Caucus at 10:45 a.m..



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Meeting Minutes  
June 24, 1995  
Washington, D.C.

*(Privileged Information, Subject to Confirmation)*

The Regional Activities Board met at The Sheraton Washington Hotel in Washington, D.C. Vice President Bhargava called the RAB Meeting to order at 10:45am.

53. **REVIEW AND ADOPTION OF CONSENT AGENDA** The Regional Activities Board Agenda, including the Consent Agenda, was **UNANIMOUSLY APPROVED** as follows:

A. **Consent Agenda**

1. **Approval of Previous Minutes.** - The Regional Activities Board approved the minutes of March 3-4, 1995 RAB Caucus and Meeting.
2. **Approval of Region 5 Bylaws** - The Regional Activities Board approved the revised Bylaws of Region 5 as shown in RAB ITEM #7.B.
3. **Approval of Bulgaria Section** - The Regional Activities Board approved the formation of the Bulgaria Section.
4. **Approval of Nicaragua Section** - The Regional Activities Board approved the formation of the Nicaragua Section.
5. **Approval of Student Branch Formations** - The Regional Activities Board approved the formation of the student branch as shown in RAB ITEM #7.E.
6. **Approval of Region 9 Outstanding Volunteer Award** - The Regional Activities Board approved the establishment of the Region 9 Outstanding Volunteer Award, as recommended by the RAB Awards and Recognition Committee and shown in RAB ITEM #7.F.
7. **Approval of Region 10 Outstanding Volunteer Award** - The Regional Activities Board approved the establishment of the Region 10 Outstanding Volunteer Award, as recommended by the RAB Awards and Recognition Committee and shown in RAB ITEM #7.G.
8. **Approval of Regional Conferences Committee Charter** - The Regional Activities Board approved the revised Regional Conferences Committee Charter, as recommended by the RAB Regional Conferences Committee.

A. **Consent Agenda (Cont'd)**

9. **Approval of 1996 Section Rebate Schedule** - The Regional Activities Board approved the 1996 Section Rebate Schedule and recommended approval by the IEEE Executive Committee.
10. **Section Reporting Requirements** - The Regional Activities Board to ask all Region Electronic Communications Coordinators to collect information regarding Section electronic communications capabilities on an annual basis and provide RAD with a copy of the data collected.

B. **Action Items**

Moved the following items from the RAB Meeting Agenda to the RAB Consent Agenda:

1. RAB ITEM #12 - Approval of 1996 Section Rebate Schedule
2. RAB ITEM #13 - Requirements for Section Reporting

Removed the following items from the RAB Meeting Agenda:

1. RAB ITEM # 11 - Approval of Section Membership Growth Award Recipients
2. RAB ITEM #14 - Section Electronic Communications Coordinator
3. RAB ITEM #16 - Approval of Section Congress/Region Subsidy Algorithm

Added the following items to the RAB Meeting Agenda:

RAB ITEM #8.A	Audit of IEEE Membership Data Base
RAB ITEM #8.B	Approval of Membership Development Retreat
RAB ITEM #8.C	Endorsement of IEEE Conference Manual
RAB ITEM #8.D	Revision of IEEE Bylaw 401.10 - Regions
RAB ITEM #8.E	Approval of Tokyo Section Assessment
RAB ITEM #8.F	Bank Charges for Payments in Local Currency
RAB ITEM #8.G	Approval of Section Sustained Growth Award/ Approval of 1994 Section Sustained Growth Award Recipients

54. **AUDIT OF IEEE MEMBERSHIP DATA BASE** Dr. Robinson noted that during the MDC meeting a motion was presented asking IEEE to conduct an audit of the IEEE Membership Database. It was noted that the IEEE Audit Committee has investigated this suggestion & are considering various options. Director Cheung noted that Audit Committee endorses the concept of conducting an audit of the IEEE membership data base. However, there is not enough time to conduct an audit prior to the new renewal cycle. Director Cheung also noted that the cost of conducting an audit is not known. This motion was **TABLED** until further information is made available.
55. **APPROVAL OF MEMBERSHIP DEVELOPMENT RETREAT** Dr. Robinson reported that members of MDC, Region and Society membership development chairs will be invited to a three-day session in January 1996. The session would be held over a weekend, convening on Friday afternoon and adjourning on Sunday afternoon. The agenda would include training on membership development techniques, orientation on the role of the membership development leader, and strategic brainstorming and program development.



55. **APPROVAL OF MEMBERSHIP DEVELOPMENT RETREAT (Cont'd)**

The Membership Development Committee will cover the cost of hotel, meals and session materials for all participants. Participants are expected to cover their own travel expenses. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to host a membership development training and strategic planning retreat in January 1996 and to make available \$15,000 for the implementation of the project.

56. **ENDORSEMENT OF IEEE CONFERENCE MANUAL** Mr. Aukland noted that he revised the previous version of the recommendation he presented to RAB. The following **MOTION** was **UNANIMOUSLY APPROVED** by the Regional Activities Board: The Regional Activities Board to support the TAB Technical Meetings Council initiative to prepare an IEEE Conference Manual, which includes all TAB, RAB and other affected entities. (e.g., the Book Broker Committee and the Audit Committee). Appropriate RAB person(s) will be designated to participate in the IEEE Conference Manual preparation activity

57. **REVISION OF IEEE BYLAW 401.10 - REGIONS** Mr. Green noted that the purpose of this revision is to facilitate and simplify a Regional Director's appointment of Regional Student Activities Committee Chairmen (RSACs) and Regional Student Representatives (RSRs). The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to recommend that IEEE Board of Directors approve the revision to IEEE Bylaw 401.10 - Geographical Organization of Members.

58. **APPROVAL OF TOKYO SECTION ASSESSMENT** Director Cheung presented a motion asking RAB to approve the Tokyo Section Assessment of \$25, subject to the receipt of an approval ballot by members in the Section, and authorizes the Tokyo Section to collect the assessment in 1996 in local currency. He noted if RAB approves this motion, the Tokyo Section is authorized to charge a section assessment. During discussion, members of RAB noted that it could be unwise to allow the Section to collect the assessment. Vice President Bhargava, handed the Chair over to Vice Chair Albertson and spoke in favor of this motion. He noted that due to the difference in exchange rates, this is a special case. It was suggested that the Tokyo Section ask for a voluntary contribution from its members. However, it was noted that officers of the Tokyo Section do not believe that voluntary contributions from its members would be effective. Following discussion, the Regional Activities Board **APPROVED** a **MOTION** and **APPROVED** a 1996 Tokyo Section Assessment of \$25 subject to the receipt of an approval ballot by members in the Section and RAB'S approval of the Section's business plan. Following that, IEEE will send out an assessment billing (separate from the 1996 Dues Renewal Notice) to Section members, arrange to receive the funds and transfer them to the Tokyo Section.

59. **BANK CHARGES FOR PAYMENTS IN LOCAL CURRENCY** Director Cheung requested that the following disclaimer be added on the dues renewal notice: *"In most cases, you can pay for your membership in either U.S. dollars, or in your local currency. This should be more convenient and less expensive for you. The IEEE does not charge a fee for payment made in local currency, however, please be advised that your bank may charge a fee when your local currency payment is collected from your account. In most cases, the fastest and least expensive method to pay for your membership will be by credit card. However, you should be aware that fluctuations in the exchange rate of U.S. dollars and your local currency may impact the rate that you are charged at the time your credit card*

59. **BANK CHARGES FOR PAYMENTS IN LOCAL CURRENCY (Cont'd)**  
*is processed.*" Following discussion, it was decided that staff should re rewrite and make the disclaimer shorter in length. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION**, in principle, that a statement be included on/with the dues renewal notice indicating that IEEE does not charge a fee for payment made in local currency but local banks may charge a fee when the local currency is collected from the member's account.
60. **SECTIONS TO INVESTIGATE THE PRACTICE OF VARIOUS BANKS** Director Cheung noted that the Transnational Committee endorsed and recommend the following motion: *that RAB encourages Sections to investigate the practices of various banks within the Section and to compile a list of those banks. The list should be reported in the Section or Regional Newsletter.* A discussion ensued during which members of RAB expressed the feeling that IEEE should not endorse various banks. This motion was **TABLED** and Region Directors were asked to proceed as they felt necessary.
61. **APPROVAL OF SECTION SUSTAINED GROWTH AWARD** Mr. Taylor asked RAB to approve the Section Sustained Growth Award. The Regional Activities Board **UNANIMOUSLY APPROVED** the formation of the Section Sustained Growth Award.
62. **APPROVAL OF RECIPIENTS OF THE 1994 SECTION SUSTAINED GROWTH AWARD**  
 Mr. Taylor asked RAB to approve the following Sections as recipients of the 1994 Section Sustained Growth Award: The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to approve the following Section as recipients of the 1994 Sustained Growth Award.
- |                                 |   |
|---------------------------------|---|
| Region 1 - No Sections Eligible | Region 2 - Akron                                |
| Region 3 - Savannah             | Region 4 - Cedar Rapids                         |
| Region 5 - Central Texas        | Region 6 - Las Vegas                            |
| Region 7 - New Brunswick        | Region 8 - United Kingdom & Republic of Ireland |
| Region 9 - Argentina            | Region 10- Tokyo                                |
63. **APPROVAL OF 1996 POTENTIALS SUBSCRIPTION RATES** Dr. Van Gelder noted that the Potentials subscription rates must be approved annually. It is recommended that Potentials subscription rates for six issues in 1996 be maintained at the 1995 rates of:
- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| \$ 0.00 - 1st Year Recent Graduates | \$ 2.00 - 2nd Year Recent Graduates |
| \$ 8.00 - IEEE Student Members      | \$ 15.00 - All other IEEE Members   |
| \$ 40.00 - Non-IEEE members         |                                     |
- The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to recommend that the IEEE Executive Committee approve the 1996 *Potentials* Subscription Rates.
64. **APPROVAL OF 1996 ADVERTISING RATES FOR POTENTIALS** Dr. Van Gelder reported that the advertising rate schedule for POTENTIALS must be approved annually. No increase is being proposed for 1996. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to recommend that the IEEE Executive Committee to approve the 1996 Advertising Rates as presented.

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65. **WAIVER OF IEEE BYLAW 401.6-REGIONAL COMMITTEE MEETINGS** Dr. Albertson reported that the 1996 Sections Congress is scheduled for November 1-4, 1996 in Denver, Colorado. In the past, some Regions held Meetings in conjunction with the Congress. In accordance with IEEE Bylaw 401.6 (Regions), approval of the Executive Committee is required in order to allow Regions to conduct their meetings outside the Region. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to recommend that the IEEE Executive Committee approve the waiver of IEEE Bylaw 401.6 to allow Regions to hold a Regional Committee meeting in conjunction with 1996 Sections Congress.
66. **TIME AND PLACE OF NEXT MEETING** The next meeting of the Regional Activities Board will be November 11-12, 1995 at the Marriott's Mountain Shadows in Scottsdale, AZ.

Vice President Bhargava adjourned the meeting at 11:45pm.

Respectfully Submitted,

Melvin I. Olken  
Secretary

## **NOT FOR DISTRIBUTION OR REPRODUCTION**

Caucus Minutes  
March 3, 1995  
Calgary, Alberta, Canada

*(Privileged Information, Subject to Confirmation)*

The Regional Activities Board met at the Palliser Hotel in Calgary, Canada. Vice President Bhargava called the RAB Caucus to order at 1:05pm.

1. **WELCOME AND INTRODUCTIONS** Vice President Bhargava welcomed members and guests to the first Caucus of the Regional Activities Board in 1995, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX I)

2. **REVIEW OF AGENDA**

The Regional Activities Board **APPROVED** the Agenda.

3. **REPORT OF DIRECTORS** All Region Director reports except Regions 4 and 9 were included in the agenda book or were distributed prior to the Caucus (RAB ITEM #1). The report from Director Fancher is attached in APPENDIX II.

4. **GLOBAL LEARNING AND OBSERVATIONS TO BENEFIT THE ENVIRONMENT (GLOBE) PROGRAM** Ms. Wood explained that the GLOBE Program is a hands-on environmental science and education program that joins students, educators, and scientists from around the world in studying the global environment. (RAB ITEM #6.A) The program is an international program which was initiated by the United States. The objectives of the GLOBE Program are 1 ) to enhance the environmental awareness of individuals worldwide, 2) to increase scientific understanding of the Earth, and, help all students reach higher standards in science and mathematics. GLOBE will create a worldwide network of K-12 (or equivalent) students working under the guidance of teachers trained to conduct the GLOBE Program. Broad international participation is integral to the design of the GLOBE program and to the achievement of its objectives. The goal of the GLOBE Program is to have over 200 schools worldwide involved in GLOBE by April 22, 1995, the 25th Earth Day. The Regional Activities Board expressed its support of this project. Directors from Regions 8, 9 and 10 were asked to formulate a resolution in support of the GLOBE program.

5. **REPORT OF RAB REGIONAL CONFERENCE COMMITTEE**

A) **1995 Committee Goals** Mr. Aukland noted that goals were distributed in the agenda book (RAB ITEM #2.F.1). He stated that some goals have been carried over from 1994. He stressed the importance of Sections encouraging the development of conferences. Mr. Aukland indicated that a first draft of a Regional Conference Guide will be produced in 1995. He would like Sections to appoint a Conference Chair as a part of their Section's Executive Committee for the purpose of emphasizing the desirability of Sections conducting multi-discipline conferences and work shops.

B) **ELECTRO Bylaws** Mr. Aukland explained that RCC is charged with the review of proposed changes to the ELECTRO Bylaws and makes a recommendation to RAB. The Chairman of the ELECTRO Board, Edward W. Lee Jr., made a presentation explaining the proposed bylaw changes. Mr. Lee noted that the proposed Bylaw changes will improve the financial stability of the Boston Section. In addition, the changes will assure long term partnership with Electronic Representative Association (ERA). The changes will reduce the amount of surplus that goes to IEEE.

Mr. Aukland indicated that the Regional Conference Committee recognizes the financial problems of the Boston Section and ERA. RCC recommended that RAB not accept the bylaw changes as presented: It was recommended that the portion relating to the payment of the Boston Section for services to ELECTRO remain unchanged with the recommendation being that a "memorandum of agreement" be executed that fully describes the duties of the Boston Section Office and that they be compensated on the basis of those duties. It was also recommended that the bylaws be unchanged regarding the percentage of sharing with an incentive clause added for extra booths which ERA brings forth which are in excess of the last two years average.

C) **Section Participation in Society Conferences:** Item 4.7.2 of the Technical Conference Guide. Mr. Aukland explained item 4.7.2 of the Technical Conference Guide as follows: "Once the conference site has been picked by the Society, the Host Section is expected to execute a Memorandum of Understanding signed by the local IEEE Section Chair which indicates the extent of financial participation to be undertaken by the Host Section." Mr. Aukland indicated that RCC approved a motion that "Item 4.7.2 of the Technical Conference Guide be a criteria of any conference conducted in any Region." Vice President Bhargava suggested that this item be placed on the meeting agenda as an action item. (See Minute No. 24)

6. **REPORT OF RAB LIAISON REPRESENTATIVE TO EAB** Director Findlay noted that EAB conducted two outreach workshops in 1994. The objective of the workshops were to define the activities which would be appropriate for Region, Section & Society Education chairs. He noted that the next workshop will be conducted in Washington, DC, June 21.

Director Findlay introduced Kenneth Laker, Vice President of Educational Activities, who spoke on the issue of maintaining technical vitality through continuing education. Professor Laker asked how IEEE could help in the encouragement & recognition of professional development. He noted that the Engineering profession is changing rapidly and the engineer must remember that the profession requires life long learning. An ad hoc committee has been established and is attempting to determine if Member grade should be connected to professional development. Professor Laker reviewed the straw criteria of the requirements and noted that Member grade would have to be re-earned but it would not be certification. Dr. Robinson noted that MDC endorses this concept and offers help in any way it can.
7. **REPORT OF RAB ADVISORY COMMITTEE** Dr. Albertson reviewed the agenda from the meeting held on March 2.
  - A) **1995-96 Strategic and Operational Plan - Draft 3** - Dr. Albertson presented RAB's 1995-96 Strategic and Operational Plan. He asked that RAB approve the SOP as a rolling plan, subject to fine tuning by a SOP ad hoc committee. Members of RAB were requested to submit comments on draft 3 by April 7, 1995. It is anticipated that draft 4 of the strategic plan will be presented to RAB for approval during the June meeting. Based on the recommendation of the Advisory Committee it was agreed to add the following item to the RAB Consent Agenda: *The Regional Activities Board to approve of Draft 3 of the 1995-96 RAB Strategic and Operational Plan as a rolling plan, subject to fine tuning by SOP Ad Hoc Committee.*
  - B) **Fax-on-Demand** Mr. Olken noted that a 3 page proposal was distributed for review by RAB (APPENDIX III). Regional Activities staff members spend a great deal of time mailing, faxing and emailing routine documents and information in response to queries by member and potential members. It is anticipated that the installation of this system will allow Regional Activities staff to better serve the needs of our members and volunteers. It was agreed to add the following item to the RAB Consent Agenda: *The Regional Activities Board to authorize the expenditure of \$25k to support the establishment and installation of a "Fax On Demand" system which the Regional Activities Department will implement to provide member/non-member up to date information on a 7 day/week, 24 hour/day basis.*
8. **REPORT OF IEEE ADMISSION AND ADVANCEMENT COMMITTEE** Dr. Rowland reviewed the 1995 Committee goals (RAB ITEM #2.B). He noted that all membership and elevation in grade applications are to be processed in an accurate and timely fashion. The A&A Chair will participate on the Membership Qualifications Task Force and on the Membership Development Committee.

8. **REPORT OF IEEE ADMISSION AND ADVANCEMENT COMMITTEE (Cont'd)**  
**EAB/RAB REP Committee** The EAB/RAB Educational Programs Committee (REPCOM) has met monthly via telephone to develop and coordinate procedures for updating the REP list, and to obtain and review candidate programs and lists of professionally recognized programs to be added to the IEEE REP list. There are currently 2,425 programs included in the REP database. The committee will continue to meet monthly to review and improve criteria for adding programs to the list.
9. **IEEE ORGANIZATIONAL IMPROVEMENT** Mr. Andrews presented an update on the activities concerning IEEE organizational improvement (APPENDIX IV). He noted that seven scenarios were developed during the retreat at Marco Island. The scenarios are tied together by 3 common factors - the evolutionary approach, the federation approach and the matrix board approach. He said that it is a work in progress and it is too early to pass judgement on the process. At the June series of meetings, the major boards will be asked to review and submit feedback concerning the consolidated scenarios.
10. **REPORT OF RAB/TAB TRANSNATIONAL COMMITTEE** Dr. Nakahara reported that TC met on March 2. A summary of the meeting was distributed (APPENDIX V). The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the request that the IEEE Membership Development Committee provide an estimate of the number of electrical, electronic and computer engineers in Regions 8, 9, and 10.* Dr. Nakahara asked that RAB approve the implementation of a help desk with the idea of providing services in English and Spanish to the membership in Region 9. Discussion of this item was deferred until the RAB Meeting (See Minute No. 23). It was noted that the a volunteer is needed to work on the Globalization Newsletter.

Vice President Bhargava recessed the Caucus at 5:00pm.

Vice President Bhargava reconvened the Caucus at 8:00am.

11. **REPORT OF RAB AWARDS AND RECOGNITION COMMITTEE (RABARC)**

Mr. Taylor reviewed the committee goals for 1995. These goals include the following: 1) collect data on geographic awards 2) improve communications with Region and Section ARC Chairmen 3) revise or make available the RABARC Manual in Hypertext 4) establish liaisons between TABARC, USABARC, EABARC and RABARC. Mr. Taylor noted that the Committee charter has been revised and placed on the Consent Agenda.

RABARC recommended that RAB approved the formation of Region 4 Outstanding Member Award (APPENDIX VI) and the Benjamin Franklin Key Award of the IEEE Philadelphia Section (APPENDIX VII). The Regional Activities Board placed the following items on the RAB Consent Agenda: *Approved the establishment of the Region 4 Outstanding Member Award and Philadelphia Section Benjamin Franklin Key Award.*

12. **REPORT OF RAB FINANCE** Dr. Van Gelder noted that IEEE had a deficit in 1994 - it may have a deficit in 1995. He estimated that, 1995 deficit will be approximately \$2.5 million. He noted that, in 1994, RAB had a \$400K surplus. \$150K was allocated for the 1996 Sections Congress. An additional \$150K was allocated for Membership Development activities which were not undertaken. It was noted that Potentials income does not show in the RAB Budget. Dr. Van Gelder announced that little has changed in the 1995 RAB budget since the November 1994 RAB meeting. A tentative budget for 1996 was presented - he noted that it includes a \$150K increase in Section Rebates to move closer to the RAB goal of returning 10% of the dues to the Sections in the form of rebates. The Regional Activities Board placed the following motion on the RAB Consent Agenda: *Approve the 1995 RAB Budget.*

A) **Ad Hoc Committee on RAB Allotment** Dr. Van Gelder noted that the progress of the committee has been slowed because accurate figures are not available to determine the real cost that will be charged to RAB. It is expected that more reliable figures will be available by the June meeting and RAB will be able to work on an allotment algorithm at that time. Director Powers noted that she feels that Societies should contribute to the General Fund and should start supporting chapters. Members of RAB expressed their support of this concept.

B) **Establishment of 1995 Committee Goals** The 1995 goals include getting the 1996 budget into a more understandable form, put the budget in a managerial accounting form and create a new allotment formula.

13. **REPORT OF IEEE MEMBERSHIP DEVELOPMENT COMMITTEE** The IEEE Membership Development Committee met on March 3. Minutes of the meeting are attached (APPENDIX VIII). Dr. Robinson noted that MDC will develop strategies for membership recruitment, retention, recognition and recovery based on information, identification, innovation and implementation. In an effort to increase recruitment a New Member Welcome Kit has been created. A Market Research Program to provide the 4 primary customer segments will be conducted.



13. **REPORT OF IEEE MEMBERSHIP DEVELOPMENT COMMITTEE (Cont'd)**

The IEEE Membership Development Committee endorsed the following motions:

- A) **Standard IEEE Membership Application** IEEE MDC endorsed in principle the concept of the standard IEEE membership application having a reference/endorser for REP approved applicants as meeting the minimum member grade requirements when the form is approved by A&A.

The following item was placed on the RAB Consent agenda: *RAB endorsement of the concept of the standard IEEE membership application.*

- B) **Member Grade Reference Endorser Designation** - the following item was placed on the RAB Consent Agenda: *RAB endorsement of member grade reference endorser designation as meeting the Bylaw requirement for "confidential form " when the reference also verifies the applicants information provided as being current to the best of their knowledge and that the applicant meets the minimum requirement for Member grade.*
- C) **IEEE Review** - MDC believes that IEEE Technical Activities Board should take the initiative in endorsing the IEEE Review magazine. IEEE MDC will review a TAB proposal for the IEEE Review when it is approved. It was noted that the content of this magazine will be professional, technical and contain articles for recent graduates. It is intended to be a retention as well as a recruiting tool. The following item was placed on the RAB Consent Agenda: The Regional Activities Board to refer the IEEE Review Proposal to the Technical Activities Board for development.
- D) **Student Dues Roll Back** - IEEE has historically viewed Student membership as an investment in its future rather than seeing the Student member as a paying customer. In order to restore this historical view and to encourage Student membership growth, MDC endorses the roll back of the IEEE basic Student dues of \$5, from \$20 to \$15.

It was noted that this item was on the RAB Meeting agenda (RAB ITEM #14) and would be discussed during the RAB meeting (See Minute No. 30)

- E) **Travel expense for MDC Chair** Dr. Robinson noted that Region Meetings are excellent opportunities to promote MD programs. If invited by a Region Director, he would like to attend a Region Meeting to promote MD programs. The following item was added to the meeting agenda as an Action item (See Minute No. 26): RAB will cost share the travel expenses of the MDC Chair to attend Regional Meetings, at the request of the Regional Director.
- F) **Travel expenses for Regional MDC Chairs** Regional MDC Chairs are members of MDC. It was noted it would be beneficial to have the Regional MDC Chairs attend an operational meeting of MDC. Dr. Robinson indicated it would also be an opportunity to train the Regional MDC Chairs. The following item was added to the meeting agenda as an Action Item (See Minute No. 2): RAB will cost share the travel expense to enable the ten Regional MDC Chairs to attend an operational meeting of MDC; further additional funds will be available for teleconferencing between IEEE MDC and the Regional MDC Chairs.

14. **REPORT OF SECTION/CHAPTER SUPPORT COMMITTEE** Dr. Alden noted that the report of SCS was distributed during the Caucus (APPENDIX IX).

- A) **Electronic Communications Update** The IEEE Web server was activated on January 1, 1995. The INSTITUTE has been made available on the server. Dr. Alden encouraged all Regions, Sections & Societies to become linked. T.P. Brisco joined IEEE Staff as the Director of Electronic Communications.

IEEENet service is being developed. It contains two kinds of service capabilities 1) login services for individuals who otherwise do not have access to the Internet 2) login services for individuals who do have access to the Internet from work and/or home but who wish access to their own host while they are traveling. Both these services provide SLIP access via a 1-800 number and full internet service.

- B) **ROOT Subcommittee Update** Director Cheung noted that plans for ROOT'95 are proceeding. Plans are underway to improve the updating process of ROOT. ROOT'95 will use a new windows-based engine with a reader for both PC & MAC. It is anticipated that ROOT will be available on the IEEE Web Server. It is expected that a demonstration of ROOT'95 will be conducted during the June series of meetings.

- C) **Section Congress'93** Recommendations Director Benigni noted that are 33 recommendations from Sections Congress'93. He reported that the first recommendation is to increase Section Rebates. He noted that Section Rebates are being increased to being 10% of basic dues revenue. Another recommendation was to include the employer's address on the membership diskette. In February 1995, membership diskettes contain the employer's address were sent to approximately 200 registered Sections. The recommendation concerning reducing newsletter cost by supplying zip code +4 and bar code information has been delayed due to problems with the new IS system.

- D) **Section Congress'96** Mr. Martin reported that plans for SC'96 are proceeding. He noted the request for input from Sections is slightly behind schedule. SC'96 Regional Coordinators have been appointed by the 10 Regional Directors. Mr. Martin has apologized to Region Directors because the information packages for the Regional Coordinators are slightly behind schedule.

- E) **Section Congress'99** Mr. Martin noted that staff has reviewed proposals from three hotels in the Minneapolis area. The Section/Chapter Support Committee reviewed the proposals and recommended that the following item be placed on the Consent Agenda: *The Regional Activities Board to approve the Minneapolis Hilton Towers Hotel as the hotel for Section Congress '99.*

14. **REPORT OF SECTION/CHAPTER SUPPORT COMMITTEE (Cont'd)**

- F) **Report on Section Rebates** Dr. Alden presented an analysis of Section/Rebates. The intent of the analysis is to show the history of the rebate & predict the financial implication of reaching the goal of returning 10% of basic dues to Sections by 1998. The analysis confirms that the current RAB plan to cumulatively increase the level of funding by \$150 each of years 1995, 1996, 1997 and 1998 is needed (approximately) to approach the target of the rebate level being 10% of basic dues revenue in 1998.
- G) **1995 Committee Goals** Dr. Alden reported that the committee goals were distributed during the Caucus. The goals were formulated in direct response to the RAB goals.

15. **REPORT OF STUDENT ACTIVITIES COMMITTEE** Mr. Green noted that SAC will be meeting on April 7-9 in Phoenix, AZ. The 1995 goals have not been formalized. He noted they will continue SPAC and SPAVe programs. In addition, SAC will continue to develop the branch leadership training program and expand the Student Services World Wide Web.

16. **CONTINUATION OF RAB/TAB TRANSNATIONAL COMMITTEE REPORT**

- A) **Joint membership agreement with Russia Section/Popov Society** Professor Turner noted the proposal consists of initiating a three year trial period of joint membership for Russian POPOV Society member at \$10 per annum. IEEE membership would include membership of one technical society. He noted that there are some concerns over the financial implication of this proposal. The financial implication of this proposal are being investigated. Professor Turner is optimistic and believes that this program will initiate growth in the Russian Section.

17. **REPORT OF PUBLICATIONS AND TECHNICAL ACTIVITIES BOARD LIAISON** Dr. Kodali noted that he can only be an effective liaison to PUB or TAB if members of RAB communicate their concerns to him. Dr. Kodali noted that the Publications Board can assist Sections and Regions with their publications.

18. **REPORT OF USAB LIAISON** Director Anderson noted that Technical Policy Statements are under review. Statements older than 3 years are subject to withdraw and review. The 1995 USAB has co-vice chairmen for the first time. A committee is investigating the possibility appointed one person to serve as the Vice President for Professional Activities and another person to serve as the Chair of USAB. The Chair of USAB would be named President of IEEE USA.

19. **REPORT OF VICE PRESIDENT OF REGIONAL ACTIVITIES** Vice President Bhargava noted that his report was distributed with the Agenda Book (RAB ITEM #4).

20. **REPORT OF STAFF DIRECTOR - REGIONAL ACTIVITIES** Mr. Olken announced that his report is in the agenda book (RAB ITEM #5).

The Caucus was adjourned at 10:30 am.

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Meeting Minutes  
March 4, 1995  
Calgary, Alberta, Canada

*(Privileged Information, Subject to Confirmation)*

The Regional Activities Board met at The Palliser Hotel in Calgary, Canada. Vice President called the RAB Meeting to order at 10:30am.

21. **REVIEW AND ADOPTION OF CONSENT AGENDA** The Regional Activities Board Agenda, including the Consent Agenda, was **UNANIMOUSLY APPROVED** as follows:

A. Consent Agenda

1. **Approval of Previous Minutes** The Regional Activities Board to approve the minutes of November 18-19, 1994 RAB Caucus and Meeting.
2. **Confirmation of Committee Chairmen Appointments.** The following members are appointed RAB Standing Committee Chairmen:

Advisory Committee	Vernon D. Albertson
Awards and Recognition Committee	Chester C. Taylor
IEEE Membership Development Committee	Charles J. Robinson
Regional Conferences Committee	Jerry C. Aukland
Section/Chapter Support Committee	Robert T.H. Alden
Student Activities Committee	David G. Green
RAB/TAB Transnational Committee	Tsuneo Nakahara

3. **Approval of Region 5 Bylaws** - The Regional Activities Board approved the revised Bylaws of Region 5.
4. **Approval of Revision to RAB Awards and Recognition Committee Charter** The Regional Activities Board approved the revised RAB Awards & Recognition Committee Charter
5. **Approval of Student Branch Formations** The Regional Activities Board approved the formation of the student branch as shown in RAB ITEM #7.F.

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A. RAB Consent Agenda (Cont'd)

6. **Approval of 1995-96 RAB Strategic and Operational Plan as a "Rolling Plan".** The Regional Activities Board approved Draft 3 of the 1995-96 RAB Strategic and Operational Plan as a rolling plan, subject to fine tuning by SOP Ad Hoc Committee.
7. **Approval of Fax-On-Demand** - The Regional Activities Board authorized the expenditure of \$25k to support the establishment and installation of a "Fax On Demand" system. (APPENDIX III)
8. **Approval of request of the estimated number of Electrical, Electronic & Computer Engineers in Regions 8, 9, and 10.** The Regional Activities Board approved the request that the IEEE Membership Development Committee provide the number of electrical, electronic and computer engineers in Regions 8, 9, and 10.
9. **Approval of Region 4 Outstanding Member Award** The Regional Activities Board approved the establishment of the Region 4 Outstanding Member Award. (APPENDIX VI)
10. **Approval of the Philadelphia Section Benjamin Franklin Key Award** The Regional Activities Board approved the establishment of the Philadelphia Section Benjamin Franklin Key Award. (APPENDIX VII)
11. **Approval of the 1995 RAB Budget** The Regional Activities Board approved the 1995 RAB Budget.
12. **RAB Endorsement of the Concept of the Standard IEEE Membership Application** The Regional Activities Board endorsed the concept of the standard IEEE membership application
13. **RAB Endorsement of Member Grade Reference Endorser Designation** The Regional Activities Board endorsement of member grade reference endorser designation as meeting the Bylaw requirement for "confidential form" when the reference also verifies the applicants information provided as being current to the best of their knowledge and that the applicant meets the minimum requirements for Member grade.
14. **RAB referral of the "IEEE Review" magazine to TAB** The Regional Activities Board referred the IEEE Review Proposal to the Technical Activities Board for development.
15. **RAB approval of SC'99 hotel selection: Minneapolis Hilton & Towers Hotel** The Regional Activities Board approved the Minneapolis Hilton & Towers Hotel as the hotel for Section Congress'99.

B. Action Items

Moved the following items from the RAB Meeting Agenda to the RAB Consent Agenda:

1. RAB ITEM #9 - Review of 1995-96 RAB Strategic and Operational Plan
2. RAB ITEM #12 - Approval of 199 Regional Activities Budget

Added the following items to the RAB Meeting Agenda:

1. Statement in Support of GLOBE program
2. Proposed Region 9 Help Desk
3. Recommendation concerning Item 4.7.2 - in the "Technical Guide to Conference Planning"
4. Travel Expenses for Regional MDC Chairs
5. Travel Expenses for MDC Chair

22. **STATEMENT IN SUPPORT OF GLOBE PROGRAM** Director Fernandez Verstegen presented the following statement: Regions 8, 9 and 10 Directors express their enthusiastic support of the concept of the GLOBE program and will encourage Sections in the Regions to serve as a source of technical assistance for the program.
23. **REGION 9 HELP DESK** Director Fernandez Verstegen reviewed the motion passed by TC requesting RAB to approve the implementation of a help desk with the idea of providing services in English and Spanish to the membership in Region 9. It was noted that the primary language of Region 9 is spanish. It was explained that the help desk would service member problems in Region 9. Dr. Alden noted that this function should not be implemented by the Regional Activities Department but should be implemented by the Member Service Department. It was noted that individuals in the Member Services are trained to respond properly to this action and there are individuals in the department who speak spanish. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION**: Recommended that the Member Services Department establish a Region 9 Help Desk with Spanish speaking capability, to provide service to the Region 9 membership.
24. **SECTION PARTICIPATION IN SOCIETY CONFERENCES - ITEM 4.7.2** - from the Technical Meeting Organization Manual. Mr. Aukland noted that RCC approved the following motion: Item 4.7.2 of the Technical Conference Guide entitled "Financial Participation be implemented and be a criteria of any conference conducted in any Region."  
This item states that a host Section is expected to execute a Memorandum of Understanding (MOU) signed by the local IEEE Section Chair and the Society. Approval of this item would make a MOU a requirement for any conference held. Dr. Robinson noted that this matter should be discussed with the Society Presidents prior to approval by RAB. It was noted that item 4.7.2 is a recommendation and a society is not required to work with the local Section. It was expressed that this is a subject

24. **SECTION PARTICIPATION IN SOCIETY CONFERENCES (Cont'd)**  
which can't be regulated and it must be work out between Societies and Sections. Dr. Robinson suggested that this item be referred back to the Regional Conferences Committee for further review. The Regional Activities Board **REFERRED** the motion concerning Item 4.7.2 from the Technical Meeting Guide back to the RAB Regional Conferences Committee for discussion with the Technical Meetings Council.
25. **TRAVEL EXPENSES FOR REGIONAL MDC CHAIRS** Dr. Robinson presented the following motion: RAB will cost share the travel expense to enable the 10 Regional MDC Chairs to attend an operational meeting of MDC; further additional funds will be available for teleconferencing between IEEE MDC and the Regional MDC Chairs. The Regional Activities Board **TABLED** this motion requesting that additional information concerning the financial impact of this proposal be investigated.
26. **TRAVEL EXPENSE FOR MDC CHAIR** Dr. Robinson presented the following motion: The Regional Activities Board will cost share the travel expenses of the MDC Chair to attend Regional Meetings, at the request of the Regional Director. Vice President Bhargava commented that as RAB VP he has authority to delegate funds for committee travel. He suggested that this item be removed from the agenda. In the event that the MDC Chair is invited to attend a Regional Meeting, Vice President Bhargava will determine if funds are available for the MDC Chair to attend the meeting.
27. **APPROVAL OF SECTION MEMBERSHIP GROWTH AWARD RECIPIENTS** Mr. Taylor reviewed the formula used to determine the recipients of the Section Membership Growth Award. It was noted that statistics to determine the 1994 recipients are not available at the present time.
28. **APPROVAL OF STUDENT BRANCH MEMBERSHIP GROWTH AWARD RECIPIENTS**  
The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** announcing the following Student Branches as recipients of the 1994 Student Branch Membership Growth Award:
- Region 1- Polytechnic University - Farmingdale - (Long Island Section)
  - Region 2 - University of Delaware - (Delaware Bay Section)
  - Region 3 - DeVry Institute of Technology - Atlanta (Atlanta Section)
  - Region 4- Northwestern University (Chicago Section)
  - Region - University of Texas - Austin (Central Texas Section)
  - Region 6 - University of San Diego - Alcala Park (Sand Diego Section)
  - Region 7- Niagara College (Hamilton Section)
  - Region 8 - Escuela Tecnica Superior De Ingenieros de  
Telecommuncacion - Valencia (Spain Section)
  - Region 9 - Instituto Tecnologico Y De Estudios Superiores de - Monterrey -  
Mexico City (Mexico Section)
  - Region 10 - Thadomal Shahani Engineering College (Bombay Section)

29. **APPROVAL OF REVISION TO IEEE BYLAW 109.7 - DUES, FEES AND ASSESSMENTS** A member who qualifies for minimum income status is unable to join two societies at half the established society fee. Currently, the Bylaws allow the member to join one society at half the established fee. The RAB/TAB Transnational Committee is recommending an increase in the number of Societies a member claiming Minimum Income Status may join from one to two. Director Cheung noted that this item was tabled by the Technical Activities Board. It was decided to discuss this item during the Director's Forum since it doesn't directly effect the Regional Activities Board. The Regional Activities Board **TABLED** a **MOTION** recommending that the Board of Directors approve the proposed revision to IEEE Bylaw 109.7 - Minimum Income.
30. **APPROVAL OF REVISION TO IEEE BYLAW 109.1- STUDENT DUES** Director Findlay noted that in 1993 base dues for student members was increased from \$15 to \$20. He continued that historically IEEE has viewed Student members as a key to the future of IEEE. Student members are a financial investment for the future. He noted that the increase in student dues has had a direct effect on the dues income for the Institute. Dr. Findlay noted that paying more than \$25 for a student membership it is a deterrent for joining IEEE.
- Dr. Robinson reported the Membership Development Committee has endorsed the reduction of student dues. He reported that MDC has appointed an ad hoc Committee to determine the student statistics and market penetration.
- Mr. Green indicate that SAC endorses the concept of lowering student dues. Mr. Green would like student dues to decrease but noted that if, within a year or two, IEEE raises the dues again then lowering dues would do more harm than good. He suggested that it would might be beneficial to allocate more funds and enhance the current SAC activities.
- Director Anderson noted that a loss of membership is expected when dues are increased and we have already seen the effects of the student dues increase.
- Following discussion the Regional Activities Board **DEFEATED** (8 against, 7 in favor, 1 abstention) a **MOTION** to recommend that the IEEE Board of Directors approve the revision to IEEE Bylaw 109 and decrease the Student Dues from \$20 to \$15.
31. **TIME AND PLACE OF NEXT MEETING** The next meeting of the Regional Activities Board will be June 23-24, 1995 at the Sheraton Washington Hotel in Washington, DC. (RAB ITEM #16)

Vice President Bhargava adjourned the meeting at 11:45pm.

Respectfully Submitted,

Melvin I. Olken  
Secretary



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Caucus Minutes  
November 18, 1994  
Fort Lauderdale, Florida

The Regional Activities Board met at the Bonaventure Resort & Spa in Fort Lauderdale, Florida. Vice President Bhargava called the RAB Caucus to order at 1:10pm.

44. **WELCOME AND INTRODUCTIONS** Vice President Bhargava welcomed members and guests to the final Caucus of the Regional Activities Board in 1994, and as other attendees arrived they were introduced. Vice President Bhargava invited the TAB Liaison to RAB to sit at the table with all members of RAB and take part in the discussion without voting privileges.

A list of those present is attached. (APPENDIX XXIX)

45. **REVIEW OF AGENDA**

The Regional Activities Board **APPROVED** the Agenda.

46. **REPORT OF DIRECTORS** All Region Director reports except Region 5 were included in the agenda book or were distributed prior to the Caucus (RAB ITEM #1). The report from Director Anderson was distributed at the Caucus and is attached in APPENDIX XXX.

47. **REPORT OF RAB COMMITTEES**

- A) **RAB ADVISORY COMMITTEE** Mr. Martin noted that RAB accomplished many things in 1994 but indicated that RAB should refine its Strategic Plan. He discussed the 1995/96 Strategic Plan. He noted that future strategic plans should recognize that we have limitations (staff/time) and the goals should be attainable. The 1995/96 Strategic Plan will be distributed electronically to members of RAB for comments.

The Advisory Committee discussed the name of the committee. Based on the recommendation of the Advisory Committee it was agreed to add the following item to the RAB Consent Agenda: *Approved the name change of the RAB Advisory Committee to the RAB Strategic Planning Committee.*

- B) **IEEE ADMISSION AND ADVANCEMENT COMMITTEE** Dr. Staffanson gave a brief report on A&A activities. The A&A Committee has met monthly. In recent months the number of applications reviewed by the committee has declined. He noted that a simplified application form is being developed.

Dr. Staffanson distributed his report on the EAB/RAB Recognized Educational Programs Committee. The REP Committee has continued to meet monthly by telephone. The format for the printout of the Recognized Educational Programs (REP) List has been designed and is awaiting implementation on the new information system in Piscataway. The committee reaffirmed its position by stating that the REP List is for internal IEEE use only.

- C) **RAB AWARDS AND RECOGNITION COMMITTEE** Mr. Noberini reported on the following items:

- 1) Friends of IEEE Regional Activities - RABARC was asked to change the name of the Friends of IEEE Regional Activities Award. Based on the recommendation of RABARC the following item was placed on the RAB Consent Agenda: *Recommended to the IEEE Awards Board that the name of the Friends of the IEEE Regional Activities Award be changed to the Friends of IEEE Award.*
  - 2) Region 8 Volunteer Award Mr. Noberini noted that the Region 8 Volunteer Award was submitted for RABARC review & RAB approval. (APPENDIX XXXI) The award will honor those who have made an outstanding contribution to a particular Region 8 Section. The following item was placed on the RAB Consent Agenda: *The Regional Activities Board approved the establishment of the Region 8 Volunteer Award.*
  - 3) Sustained Growth Award It was noted that the Sustained Growth Award will be presented for RAB approval during the next RAB Meeting in March.
48. **EXECUTIVE SESSION** The Regional Activities Board was in Executive Session from 2:50pm to 3:05pm.
49. **1994 RECIPIENTS OF RAB AWARDS** The 1994 recipients of RAB Awards were announced. Pieter Botman was named recipient of the 1994 RAB Innovation Award. James Vasseleu was named recipient of the 1994 RAB Larry K. Wilson Transnational Award. Jean Eason was named recipient of the 1994 RAB Leadership Award. TRW - Ogden Engineering Operations and the Instituto Costarricense de Electricidad were named recipients of a Friend of IEEE Regional Activities Support Award. The following motion was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the recipients of the 1994 RAB Awards.* (See Minute No. 64.A.16)
- A) **RAB FINANCE COMMITTEE** Mr. Avni distributed his report (APPENDIX XXXII). The 1994 year-to-date budget was reviewed. It was noted that RAB is on target to meet the 1994 budget. The 1995 budget was also reviewed. Mr. Avni noted that, with the increase in the number of issues of POTENTIALS to six in 1995, an additional staff person will be required.
- 1) Ad Hoc Committee on RAB Allotment Dr. Van Gelder reviewed the discussion held during the Advisory Committee meeting. He noted that RAB is allocated 35% of the dues. RAB is the only entity whose allocation is based on dues. He noted that the TAB allocation is based upon membership. The allocation method should be reviewed since RAB receives excess funds and gives back some of the funds. The algorithms used by EAB and TAB will be reviewed to see if RAB can consider such a method. As a starting point, Dr. Van Gelder reviewed two proposals. The two proposals will be distributed electronically to members of RAB for comments (APPENDIX XXXIII).
- B) **IEEE MEMBERSHIP DEVELOPMENT COMMITTEE** Dr. Poor reported on the MDC meeting which was held prior to the RAB Caucus (APPENDIX XXXIV). He reported that the MDC will appoint a committee to work with SPECTRUM on making SPECTRUM available to non-members. MDC received a proposal for the development of a new magazine (IEEE Review) for membership development. The magazine will re-print popular articles and include MD articles. It would be available on a quarterly basis free of charge. A business plan will be presented to the Publications Board in January and to the remainder of the boards in March. Dr. Poor noted that an electronic student application is being developed and the MDC charter is being reviewed. The Member-Get-A-Member campaign was very successful and IEEE gained more than 1,500 new members.

Mr. Dahl, Marketing Director, presented an overview of IEEE membership trends. He reported that there are fewer student members and that 25% of the members are over 50 years of age. Since 1992, there has been a 50% increase in women members in IEEE. IEEE was successful in upgrading affiliates to full member grade status. Almost 10, 000 new members were recruited in 1994.

In regard to the declining student membership, Dr. Cheung noted that the Institute of Electrical Engineers (IEE) has initiated Younger Member Activities. The activities are organized by young engineers who are typically between 20 & 30 years of age. The program is designed to get younger engineers involved in the planning and development of IEE activities. IEE has also initiated a program where the first year membership dues for students are complementary.

- C) **RAB REGIONAL CONFERENCES COMMITTEE** Mr. Murray distributed a report regarding the progress on the 1994 RCC Goals (APPENDIX XXXV). He noted that a Regional Conferences Committee Manual will be produced and include information on a conference formation committee. Regional Conferences should accommodate the technical diversity of the IEEE membership. Mr. Murray noted that there is a great potential for membership development at conferences and RAB needs to exploit this potential.

Book Broker Program Dr. Brown noted that Book Broker is currently handling all aspects of 5-8 major regional conferences and 5-8 non-major regional conferences (APPENDIX XXXVI). Book Broker proposes to distribute all surplus from these conferences to RAB.

The following item was placed on the RAB Consent Agenda:

*The Regional Activities Board agrees to participate and include the RAB Conference Proceedings in the Book Broker Program starting in 1994.*

- 1) *BB will distribute surplus from Regional Conferences participating to RAB. Surplus consists of order plan revenue plus single sales revenue less expenses (approx. \$14.9K)*
- 2) *BB will purchase, at standard acquisition price, from RAB copies of WESCON, NORTHCON, SOUTHCON and ELECTRO to fulfill all order plans during the 3 year period of RAB's agreement with these conferences. Single copy sales revenues will be credited directly to RAB.*
- 3) *BB and RAB will attempt to identify and acquire all Region and Section sponsored conferences which will be treated as those described in (1).*

- D) **RAB STUDENT ACTIVITIES COMMITTEE** Mr. Green noted that the Technical Activities Board has proposed a change to IEEE Bylaw 109.1, Dues, Fees and Regional Assessments. RAB deferred discussion on the proposed revision until the RAB Meeting (See Minute No. 69) After discussion, the following motions were placed on RAB's Consent Agenda:

- 1) Funding of Branch Leadership Training Program *The Regional Activities Board to provide \$3,000 for each of the following Branch Leadership Training programs: Conduct trial program in Region 5, Continue Region 3 program, Conduct trial program in Region 1. It was noted that SAC intends to expand this program to all Regions if it is successful.*
- 2) Acknowledgement of New Student Applications *The Regional Activities Board requests that causes for excessive delays in acknowledging new Student member applications be investigated and solved as quickly as possible.*

51. **NEW BUSINESS/OTHER BUSINESS**

- A) **Outside Sale of SPECTRUM** Dr. Morley reported that the Publications Board was considering the possibility of offering SPECTRUM to non-members. The experiment would include a three-tier subscription plan for approximately three years. The objective of the campaign would be to investigate the impact a non-member rate would have on membership development and to explore the possibility of generating additional revenues. The proposal included a direct mail campaign, increased promotion at the newsstands and response cards in the publication. The annual subscription rate would be \$37.95. Members of RAB indicated that this program would have a negative effect on membership development. Dr. Poor noted that MDC would like to work with PUB and look for ways to use SPECTRUM as a membership tool. Discussion of this proposal was deferred until the RAB Meeting. Dr. Morley was asked to present a motion during the RAB meeting seeking RAB's endorsement of the experiment (See Minute No. 66).
- B) **Membership Advisory Coordinating Committee** Director Findlay noted that the committee was asked to submit a proposal regarding the oversight of Customer Service (APPENDIX XXXVII) . Dr. Findlay proposed that there be a Customer Service Advisory Committee (CSAC). The Committee would be assigned administratively to RAB. Upon approval of CSAC, two subcommittees would be formed: CSAC Policy Subcommittee and the CSAC Operations Subcommittee. Director Findlay was asked to present a motion during the RAB meeting recommending that RAB endorse the formation of the Customer Service Advisory Committee (CSAC) (See Minute No. 64).

Vice President Bhargava recessed the Caucus at 5:00pm.

Vice President Bhargava reconvened the Caucus at 8:05am.

52. **POTENTIALS INCOME** Dr. Alden noted that the RAB Advisory Committee approved a motion recommending that the income generated by POTENTIALS be included in the RAB budget. After a brief discussion the following motion was placed on the RAB Consent Agenda: *The Regional Activities Board to recommend that the Board of Directors instruct staff and request that the monthly financial statement include notation of the income derived from the dues of Region 1-7 Students from Potentials subscriptions.*
53. **REPORT OF RAB COMMITTEES**
  - A) **RAB SECTION/CHAPTER SUPPORT** Dr. Alden distributed a report (APPENDIX XXXVIII). Dr. Alden noted that as of Mid-November 202 of 277 Sections (72%) may be reached by sending messages to "sec.xxxx@ieee.org".
    - 1) Reorganization of Electronic Communication Steering Committee. Dr. Alden noted that a proposal would be submitted to the Board of Directors revising the committee structure and operating format of the Electronic Communications Steering Committee (APPENDIX XIL). The name would change from a steering committee to a coordinating committee. Each board would have a representative on the committee. The following motion was placed on the RAB Consent Agenda: *The Regional Activities Board endorsed the proposed reorganization of the Electronic Communication Steering Committee.*
    - 2) RAB Support of Electronic Communications Dr. Alden reviewed some of the electronic products which are being developed. It was announced that the IEEE World Wide Web server will be functional on January 1, 1995. The Web will carry topics such as Member Services, IEEE Book Store, IEEE Technical Societies, Student Services, For Organizations Only and the Institute Newspaper. He noted that the Web will save money in regards to mailing information & the information will be up to date.  
CompMail, provided by the commercial e-mail vendor US Sprint, will be replaced with IEEE Net. IEEE Net will provide full internet access with slip capability. Dr. Alden noted that each Board was being asked to allocate funds for a new staff person to fulfill the position of a Director of Electronic Communications.  
The following motion was placed on the RAB Consent Agenda: *The Regional Activities Board approved the allocation of \$40K from the RAB Reserves to support Electronics Communications.*
    - 3) ROOT Subcommittee Dr. Cheung noted that ROOT'94 has been completed and ROOT'95 is being developed. Mr. Olken noted that the IEEE Regional Activities Board has received an Innovation Award from the American Society of Association Executives (ASAE) Chapter Relations. RAB received the "ASAE Award for Excellence" as a senior leadership development category for the generation and distribution of "ROOT" as a training tool.
    - 4) SC'93 Issues/Recommendations Report Mr. Noberini noted that the report was included in the agenda book (RAB ITEM #2.G.3).
    - 5) SC'96 Program Status Report Mr. Martin reported that plans for SC'96 are on schedule. The theme for SC'96 is "Ideas for the Future". A questionnaire has been sent to each section in regards to the program content of SC'96. Response has been

slow. Each Region Director was asked to contact each Section and ask the Section Chair to respond to the questionnaire.

- 6) SC'99 Status Report Jill Levy reviewed the proposals submitted to the Adhoc Site Selection Committee. She noted that proposals were submitted by the Southeast Michigan Section, Minneapolis/St. Paul (Twin Cities) Section, Phoenix Section and the San Diego Section. The Committee felt that since Region 4 has not had the opportunity to host a Section Congress they should be given the opportunity. The following item was placed on the RAB Consent Agenda: *Approved Minneapolis (Twin Cities Section) as the site of the 1999 Section Congress, as proposed by the Adhoc Site Selection Committee.*
- 7) Proposed Revisions to IEEE Bylaw 406.6 IEEE Bylaw 406.6 states that a Chapter may maintain its own accounting of income and disbursements, either within separate subaccounts of the Section treasury or within a separate bank account if approved by the Section Executive Committee. The revision provides a Chapter with recourse when a Section denies the request for a separate account. The following item was placed on the RAB Consent Agenda: *The Regional Activities Board to recommend that the IEEE Board of Directors approve the revision to IEEE Bylaw 406.6 - Chapters.*

- B) **RAB STUDENT ACTIVITIES COMMITTEE** Mr. Green noted that his report was in the agenda book (RAB ITEM #2.H.1). He noted that SAC is working on a welcome package for student members. He expressed his concern over the staff support of Student Activities. He noted that only 2 staff members support the over 800 student branches.
- C) **RAB/TAB TRANSNATIONAL COMMITTEE** Dr. Cheung reported that TC met on Nov. 17. A summary of the meeting was distributed (APPENDIX XL). He summarized the 1994 activities of TC (APPENDIX XLI). He noted that the proposed agreement between IEEE and the Institute of Electronics and Telecommunications Engineers (IETE) has been removed from the RAB consent agenda. He also reported that a revised Transnational Committee charter has been placed on the consent agenda for approval.

In addition, Dr. Cheung reported on the following items:

- 1) Brussels and Singapore Offices Vice President Bhargava turned the chair over to Vice Chair Martin for this item. Dr. Cheung noted that many members have expressed confusion regarding the function of the Brussels & Singapore offices. Director Findlay noted that these offices should represent IEEE as one entity. Vice President Bhargava indicated that he doesn't believe that these should be regional offices but should be IEEE offices. After discussion, the following motion was added as an action item to the RAB meeting agenda.

The Regional Activities Board strongly supports the ongoing Committee process to rapidly fix problems relating to the Brussels and Singapore offices. The Committee is particularly concerned with the implementation of full membership services.

Vice Chair Martin returned chair of the meeting to Vice President Bhargava.

- 2) IEEE Account in the Bank of China The following item was placed on the RAB Consent Agenda: *The Regional Activities Board approve the IEEE Hong Kong Section as the caretaker of an IEEE Account in the Bank of China for IEEE dues payment for Chinese membership.*

- 3) Joint Membership Agreement with Russia POPOV Society Director Turner noted that many Russian engineers cannot afford IEEE dues without financial assistance. He noted that since POPOV has more than 100,000 members there is high growth potential. The proposal consisted of initiating a three year trial period of joint membership for Russian POPOV Society member at \$10 per annum. IEEE membership would include membership of one technical society. All publications would be bulk shipped to Moscow and distributed within Russia by the POPOV Society. IEEE Region 8 would pay for secretarial help in an office to be provided by the POPOV Society. Members of RAB expressed concern over the member qualifications of the members of POPOV. Concern was also expressed over the financial impact of this proposal. The following item was added to RAB Consent Agenda: *Approved to support, in principle, a proposal for financial support of members of the POPOV Society/Russia Section, and to study financial implication to IEEE entities.*

54. **REPORT OF RAB LIAISON REPRESENTATIVES**

- A. EAB Liaison Director Albertson noted that his report was distributed (APPENDIX XLII).
- B. PUB Liaison Director Powers reported that PUB has asked RAB to consider increasing the diversity of the Potentials Editorial Board.
- C. TAB Liaison - No report given.
- D. USAB Liaison - No report given.

55. **REPORT OF VICE PRESIDENT OF REGIONAL ACTIVITIES** Vice President Bhargava noted that his report was distributed with the Agenda Book (RAB ITEM #4).

56. **REPORT OF STAFF DIRECTOR - REGIONAL ACTIVITIES** Mr. Olken announced that his report is in the agenda book (RAB ITEM #5). He encouraged the Regional Directors to review the report and contact delinquent Sections.

57. **CONTINUING EDUCATION** Jerry Aukland, Chair of EAB Continuing Education Committee, reported on the committees activities. A continuing education workshop was conducted. Based on the workshop a report entitled Industry 2000 has been published. The goal of the committee is to raise the awareness of educational activities. It contains information about career planning at professional and non-technical levels. Information concerning curriculum development and life long learning is also contained in the report. He encouraged members of RAB to obtain a copy from the Educational Activities Department.

58. **QUALIFICATIONS FOR LIFE MEMBERS** Director Taylor reported that under the newly adopted qualifications some members are waiting longer before they attain LM status. He asked that the qualifications concerning LM status be reviewed. This matter was referred to the IEEE Life Members Committee for consideration.

59. **MEMBERSHIP DATA DISKETTE PROGRAM** Mr. Olken noted that there has been a delay in obtaining information from the new computer system. The problem is being resolved and the program should be reactivated in January.

60. **APPROVAL OF REVISION TO REGION 3 BYLAWS** Director Powers explained that Region 3 would like to replace the current position of Vice Chair with the position Delegate-Director Elect.

November 19, 1994

**RAB Caucus Minutes**

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The Delegate-Director Elect would be a 2 year position. The following item was placed on the RAB Consent Agenda: *Approved the revision in the Region 3 Bylaws to change from "Vice Chair" to "Delegate-Director Elect", contingent upon the approval of Region 3 Committee.*

61. **IEEE STRATEGIC PLAN/BOARD RETREATS** Dr. Aldana reported that one of the 5 goals of the IEEE Strategic Plan is organizational improvement. In order to facilitate this key goal, a retreat will be held in January, 1995. Its purpose will be to develop a set of recommendations for organizational improvements that will be submitted to the Board of Directors in November 1995. He noted that the challenge is to treat the process of determining a "new" structure and process(es) for the IEEE as an engineering design problem.

The Caucus was adjourned at 10:30 am.



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Meeting Minutes  
November 19, 1994  
Fort Lauderdale, Florida

*(Privileged Information, Subject to Confirmation)*

The Regional Activities Board met at the Bonaventure Resort & Spa in Fort Lauderdale, Florida. Vice President Bhargava called the RAB Meeting to order at 10:30am.

62. **WELCOME AND INTRODUCTIONS** Vice President Bhargava welcomed members and guests to the final meeting of the Regional Activities Board in 1994, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX XXIX)

63. **REVIEW AND ADOPTION OF CONSENT AGENDA** The Regional Activities Board Agenda, including the Consent Agenda, was **UNANIMOUSLY APPROVED** as follows:

A. Consent Agenda

1. **Approval of Previous Minutes** - The Regional Activities Board approved the minutes of June 19-20, 1994 RAB Caucus and Meeting.
2. **Transfer of Baton Rouge and New Orleans Sections from Region 3 to Region 5** - The Regional Activities Board approved the transfer of the Baton Rouge & New Orleans Sections from Region 3 to Region 5.
3. **Approval of Hunter Region Subsection** The Regional Activities Board approved the formation of the Hunter Region Subsection of the New South Wales Section in Region 10.
4. **Approval of Agreement Between IEEE and the Institute of Engineers, Australia (IEAust)** The Regional Activities Board approved the agreement between IEAust and IEEE.
5. **Approval of Agreement Between IEEE and the Associazione Eletrotecnica Ed Elettronica Italiana (AEI)** The Regional Activities Board approved the agreement between AEI (Italy) and IEEE.
6. **Approval of Agreement Between IEEE and the Institute of Electrical Engineers (IEE)** The Regional Activities Board approved the agreement between IEE (United Kingdom) and IEEE.

7. **Approval of Agreement Between IEEE and the Association of Engineers and Architects in Israel (AEAI).** The Regional Activities Board approved the agreement between AEAI (Israel) and IEEE.
8. **Approval of Formation of Guanajuato Section** The Regional Activities Board approved the formation of the Guanajuato Section in Region 9.
9. **Approval of Agreement Between IEEE and the Österreichischer Verband Für Elektrotechnik (ÖVE)** - The Regional Activities Board approved the agreement between ÖVE (Austria) and IEEE.
10. **Approval of revision to RAB/TAB Transnational Committee Charter** - The Regional Activities Board approved the proposed revision to the RAB/TAB Transnational Committee Charter.
11. **Approval of Student Branch Formations** The Regional Activities Board approved the formation of the student branch formations as shown in RAB ITEM #7.L.
12. **Approval of Formation of the Veracruz Sub-Section** The Regional Activities Board approved the formation of the Veracruz Subsection of the Mexico Section in Region 9.
13. **Recommended Action - IEEE Canada** The Regional Activities Board recommended that the IEEE Board of Directors approve the following resolution:

*WHEREAS the Canadian Society for Electrical and Computer Engineering (CSECE) dissolved itself and merged its membership and assets into IEEE Canada (Region 7), and*

*WHEREAS, the IEEE members in Region 7 endorsed this merger, therefore*

*BE IT RESOLVED that the voting members of CSECE be accepted to IEEE at the Member grade effective January 1, 1995.*

The Regional Activities Board recommended that the IEEE Board of Directors approve the addition of Bylaw 401.5:

- (e) Region 7 is also known as IEEE Canada, with the Region 7 Director serving as its President. IEEE Canada may join the Engineering Institute of Canada (EIC) with all costs of such membership borne by Region 7.
14. **Approval of RAB Advisory Committee Name Change** The Regional Activities Board approved the name change of the RAB Advisory Committee to the RAB Strategic Planning Committee.
15. **Approval of Award Name Change** The Regional Activities Board recommended to the IEEE Awards Board that the name of the Friends of the IEEE Regional Activities Award be changed to the Friends of IEEE Award.
16. **Approval of the recipients of the 1994 RAB Awards**

RAB Innovation Award - Pieter Botman

Citation: "For the successful establishment of "VANIEEE" - the Vancouver Section's electronic bulletin board with connection to the Internet."

RAB Larry K. Wilson Transnational Award - Jim Vasseleu

Citation: "For more than 20 years of dedicated services, encouraging expansion & development of IEEE in Region 10"

RAB Leadership Award - Jean Eason

Citation: "For leadership in the establishment of strategic planning in Region 5 and employment programs for the Fort Worth Section"

Friend of IEEE Regional Activities: (Supporting Awards)

TRW - Ogden Engineering Operations

Instituto Costarricense de Electricidad (contingent upon the submission of 2 letters of reference.)

17. **Acknowledgement of New Student Applications** - The Regional Activities Board requests that causes for excessive delays in acknowledging new Student member applications be investigated and solved as quickly as possible.
18. **Funding of Branch Leadership Training Program** - The Regional Activities Board to provide \$3,000 for each of the following Branch Leadership Training programs:
  - \* Conduct trial program in Region 5
  - \* Continue Region 3 program
  - \* Conduct trial program in Region 1
19. **Book Broker** - The Regional Activities Board agrees to participate and include the RAB Conference Proceedings in the Book Broker Program starting in 1994.
  - 1) BB will distribute surplus from Regional Conferences participating to RAB. Surplus consists of order plan revenue plus single sales revenue less expenses (approx. \$14.9K)
  - 2) BB will purchase, at standard acquisition price, from RAB copies of WESCON, NORTHCON, SOUTHCON and ELECTRO to fulfill all order plans during the 3 year period of RAB's agreement with these conferences. Single copy sales revenues will be credited directly to RAB.
  - 3) BB and RAB will attempt to identify and acquire all Region and Section sponsored conferences which will be treated as those described in (1).
20. **Approval of Region 8 Volunteer Award** The Regional Activities Board approved the establishment of the Region 8 Volunteer Award. (APPENDIX XXXI)
21. **Potentials Subscriptions** The Regional Activities Board approved a motion requesting that the monthly financial statement include notation of the income derived from the dues of Region 1-7 Students from Potentials subscriptions
22. **RAB Support of Electronic Communications** Approved the allocation of \$40K from the RAB Reserves to support Electronics Communications.

23. **Reorganization of Electronic Communication Steering Committee** The Regional Activities Board endorsed the proposed reorganization of the Electronic Communication Steering Committee.
24. **Joint Membership Agreement with Russia POPOV Society** The Regional Activities Board approved to support, in principle, a proposal for financial support of members of the POPOV Society/Russia Section, and to study financial implication to IEEE entities.
25. **IEEE Account in the Bank of China** The Regional Activities Board approved the IEEE Hong Kong Section as the caretaker of an IEEE Account in the Bank of China for IEEE dues payment for Chinese membership.
26. **Region 3 Bylaws** The Regional Activities Board approved the revision in the Region 3 Bylaws to change from "Vice Chair" to "Delegate-Director Elect", contingent upon the approval of Region 3 Committee.
27. **Section Congress'99** The Regional Activities Board approved Minneapolis (Twin Cities Section) as the site of the 1999 Section Congress, as proposed by the Adhoc Site Selection Committee.
28. **Revision to IEEE Bylaw 406.6** The Regional Activities Board recommended that the IEEE Board of Directors approve the revision to IEEE Bylaw 406.6 - Chapters.

B. Action Items

Moved the following items from the RAB Meeting Agenda to the RAB Consent Agenda:

1. RAB ITEM #9 - Approval of 1994 Recipients of RAB Awards
2. RAB ITEM #10 - Revision to IEEE Bylaw 406.6
3. RAB ITEM #12 - Site Approval for SC'99
4. RAB ITEM #15 - Revision to IEEE Bylaw 401.5

Added the following items to the RAB Meeting Agenda:

1. Outside Sale of SPECTRUM
2. Recommendation of Membership Activities Coordinating Committee - Formation of Customer Service Advisory Committee
3. Brussels and Singapore Offices
4. Approval of Pinnacle Award by Region 2

64. **CUSTOMER SERVICE ADVISORY COMMITTEE (CSAC)** Director Findlay noted that there was some confusion regarding who would provide staff support to the committee. He explained that staff support would be provided by the Staff Executive in charge of customer services. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** and recommended that the IEEE Board of Directors approve of the formation of the Customer Service Advisory Committee (CSAC), assigned administratively to Regional Activities Board, for volunteer oversight of that activity.
65. **APPROVAL OF PINNACLE AWARD BY REGION 2** Mr. Noberini explained that Region 2 has proposed special recognition award (APPENDIX XLIII). Entitled "The Pinnacle Award", it will be presented to the living IEEE members who served or do serve as President of the Institute and were or are members of a Region 2 Section at the time of their election. It was explained that the name is not proprietary to Region 2 and other Regions may use the name. For example, Region 6 may approve an award entitled "The Pinnacle Award" by Region 6. The Regional Activities Board

**November 19, 1994**

**RAB Meeting Minutes**

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**UNANIMOUSLY APPROVED** a **MOTION** and approved the establishment of the Pinnacle Award by Region 2.

66. **OUTSIDE SALE OF SPECTRUM** Dr. Morley asked that RAB endorse an experiment for a three-tier subscription plan for IEEE SPECTRUM to be developed in cooperation with the IEEE Membership Development Committee. Concern was raised to the fact that some current members may drop their membership and only pay for a subscription. Dr. Poor noted that if the proposal is approved, MDC would like to be involved in determining if it has a negative or positive impact on membership. Director Findlay noted that IEEE is a member society and IEEE should be selling member services and should not be selling commodities (magazines, journals). Some members of RAB felt that the price of the magazine subscription is competitive but it was too inexpensive. Members felt that SPECTRUM should be used as an incentive to join IEEE - it should be used as a reward for joining IEEE. The Regional Activities Board **DEFEATED** (13 against, 2 in favor, 1 abstention) a **MOTION** to endorse an experiment for a three-tier subscription plan for IEEE SPECTRUM.
67. **BRUSSELS AND SINGAPORE OFFICES** Dr. Cheung noted that service to members outside the United States has improved. In order to ensure that the services to non-U.S. members continue to improve he presented a motion concerning the oversight of the Brussels and Singapore centers. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** and recommended to the IEEE Board of Directors that the proposed new board committee related to member/customer services provides oversight of the development of the Singapore and Brussels Centers, in particular, in providing member services to members in Regions 8 and 10.
68. **ALLOCATION OF ELECTRO SURPLUS FUNDS** Mr. Avni noted that the allocation of ELECTRO Surplus Funds to RAB has made it possible to provide funds to sections for special projects in support of their members. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** and recommended that the IEEE Board of Directors approve the allocation of the 1994 ELECTRO Surplus Funds (approximately \$37,000) to the Regional Activities Board in support of future special projects.
69. **APPROVAL OF REVISIONS TO IEEE BYLAW 109.1 - DUES, FEES AND REGIONAL ASSESSMENTS** Dr. Green indicated that this item was discussed during the Caucus. Dr. Green suggested that the revision state that the present requirements of 50% for society membership and 75% for optional publications be the maximum amount that the societies may charge. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** and recommended that the IEEE Board of Directors approve the revision to Bylaw 109.1, permitting Societies to set Student fees and Student member subscription rates beginning in 1996, with the caveat that Student Society membership fees be limited to a maximum 50% of Member fees and optional periodicals limited to a maximum of 75% of higher Member rates.
70. **APPROVAL OF REVISIONS TO IEEE BYLAWS 104 AND 105** Director Alberston noted that the proposed revisions affects the requirements for holding an elected office, requirements for becoming a senior member and defines the term "IEEE designated field". Director Albertson reviewed the proposed revisions. It was noted that many Senior Members and Fellows have not received a baccalaureate degrees. The relationship between the proposed changes and member grade qualifications were questioned. Some members felt the proposed revision should be made to Bylaw 105 as opposed to Bylaw 104.4. The **MOTION** to approve revisions to IEEE Bylaws 104.4, 105 and 105.3 was **REFERRED** to a committee which will be determined by Vice President Bhargava.
71. **APPROVAL OF REVISION TO IEEE BYLAW 404.7 - SECTION ASSESSMENTS** Director Nakahara noted that some IEEE Sections in Regions 8 - 10 are experiencing financial difficulty conducting their activities with the Section Rebate received. In particular, for Sections in countries within Regions 8 - 10, the need to develop meaningful interactions with the local national society may be constrained by the lack of a Section office and/or staff. It was proposed that Sections comprising a country in Regions 8 - 10 be permitted to assess their membership in order to provide

additional funds for on-going operating expenses and improve interaction with the national society in that country. Two constraints are proposed to ensure that (a) the use of these funds is specifically targeted, and (b) the will of the membership of the Section is respected. Concern was raised regarding the collection of funds. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to recommend that the IEEE Board of Directors approve the revision to IEEE Bylaw 404.7.

72. **ENDORSEMENT OF FOUNDATION STRATEGIC PLAN** Director Nakahara noted that the Foundation has asked for RABs endorsement of its Strategic Plan. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to endorse the Foundation's Strategic Plan.
73. **TIME AND PLACE OF NEXT MEETING** The next meeting of the Regional Activities Board will be March 3-4 at the Palliser Hotel in Calgary, Canada (RAB ITEM #19).

Vice President Bhargava adjourned the meeting at 12:00pm.

Respectfully Submitted,

Melvin I. Olken  
Secretary

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Caucus Minutes  
June 19, 1994  
Denver, Colorado

*(Privileged Information, Subject to Confirmation)*

The Regional Activities Board met at the Hyatt Regency Tech Center in Denver, Colorado. Vice President Bhargava called the RAB Caucus to order at 1:35pm.

19. **WELCOME AND INTRODUCTIONS** Vice President Bhargava welcomed members and guests to the second Caucus of the Regional Activities Board in 1994, and as other attendees arrived they were introduced. He announced that Director Nakahara was honored by the Emperor of Japan and Dr. Cheung was elected Dean of Engineering at the College of Engineering at Hong Kong University.

A list of those present is attached. (APPENDIX XV)

20. **REVIEW OF AGENDA**

The Regional Activities Board **APPROVED** the Agenda.

21. **REPORT OF DIRECTORS** All Region Director reports except Region 9 were included in the agenda book or were distributed prior to the Caucus (RAB ITEM #1). The report from Director Fernandez Versteegen was distributed at the Caucus and is attached in APPENDIX XVI.

During the Report of Directors the following items were discussed:

- A) **REGION 7 MERGER/TRANSFER OF ASSETS** Director Findlay noted that the merger between IEEE-Region 7 and the Canadian Society of Electrical and Computer Engineering (CSECE) is proceeding as planned. In order for the merger to proceed the assets of CSECE must be transferred to a recognized body within Canada - this transfer will not affect the operation of the Region in its relationship with IEEE. The following motion was placed on the RAB Consent Agenda: *Upon the successful incorporation of IEEE-Region 7 as a wholly owned subsidiary of IEEE, Inc., and assuring a successful merger with the Canadian Society of Electrical and Computer Engineering, that any assets that would be transferred to IEEE, Inc. as a result of the merger, would be assigned by IEEE, Inc., to the newly formed IEEE-Canada.*



- B) **CANADIAN JOURNAL OF ELECTRICAL AND COMPUTER ENGINEERING** As part of the merger process, IEEE-Canada will inherit an archival quality Journal. Director Findlay noted that this the first step of the process - to improve & make it a more marketable product. Approval of this item will not have any financial impact on RAB. The following item was added to the RAB Consent Agenda: *RAB endorses the addition of a line item on the renewal form for IEEE-Canada members to enable them to subscribe to the Canadian Journal of Electrical and Computer Engineering.*
- C) **IEEE CANADIAN BYLAWS** Director Findlay commented that the revised Bylaws of IEEE Canada have been placed on the RAB Consent Agenda.
- D) **IEEE CANADIAN FOUNDATION** Director Findlay noted that the IEEE Canadian Foundation provide grants and scholarships in Canada with a mandate to promote the theory and creative practice of electrical and electronics engineering in all its branches. The following item was added to the RAB Consent Agenda: *The Regional Activities Board endorses the Region 7 request to add a line item to membership renewal forms sent to Canadian IEEE members to solicit donations to the IEEE Canadian Foundation, and to receive a tax receipt from IEEE Canada for the donation.*
- E) **VOLUNTARY CONTRIBUTION IN REGION 8** Director Turner announced that at its meeting in May 1994, the Region 8 Committee voted to continue its request of members in the Region to make voluntary contributions to cover special projects for members in need and to support Section formations and Sections in need. The main purpose is to promote the Institute's membership development and member services. The following item was added to the RAB Consent Agenda: *The Regional Activities Board to recommend to the IEEE Board of Directors a continuation of a voluntary contribution on the Dues Renewal Notice of members residing in Region 8.*
- F) **DISSOLUTION OF THE IEEE CARIBBEAN COUNCIL** Director Fernandez Verstegen noted that in June 1990, RAB approved the formation of the Caribbean Council. The Sections which encompass the Council are the Puerto Rico & Caribbean and Western Puerto Rico Sections. The main purpose of this formation was to more effectively serve the membership and to coordinate the activities of the two Sections. Since its formation, the Council has not functioned as anticipated. The Chairmen of the two Sections, with the approval of their members, have requested that the Council be dissolved. IEEE Bylaw 403.12 gives approval for dissolution of Councils to the Regional Activities Board. It was requested that RAB approve this action. The following item was added to the RAB Consent Agenda: *The Regional Activities Board to approve the dissolution of the IEEE Caribbean Council, as requested by its constituent Sections.*
- G) **MAIL DATES FOR PUBLICATIONS** Phyllis Hall, Staff Executive for Publications, noted that a weekly mailing report has been created which will indicate the date a publication has been placed in the US Mail. The report will be generated electronically and in hard copy format. It will be distributed to the Brussels and Singapore Offices in addition to Customer Service Representatives. The report will be made available to any member or Section who wishes to receive it.
- H) **SPECTRUM AVAILABILITY TO NON-MEMBERS** Lloyd A. (Pete) Morley, Vice President of Publications, noted that the Publications Board was assigned the responsibility of setting long term plans for SPECTRUM and the INSTITUTE. An experimental plan to make SPECTRUM available to non-members at a special subscription rate is being developed by the Publications Board. VP Morley asked for and received RAB's permission

to work in conjunction with the IEEE Membership Development Committee and proceed with this experiment.

## 22. REPORT OF RAB COMMITTEES

- A) **RAB ADVISORY COMMITTEE** Mr. Martin noted that a response to the RAB Review has been submitted by the Response Committee consisting of Robert T.H. Alden, Vernon D. Albertson, Arthur Van Gelder and Melvin I. Olken. He thanked the committee for its efforts and it was agreed to add the following item to the RAB Consent Agenda: *RAB received and endorsed the Response to the 1993 RAB Review to be presented to 1993 President Sloan for acceptance by the IEEE Board of Directors.*

Dr. Alden requested that RAB approve in principle the expansion of the IEEE Membership Development Committee, to include the volunteer oversight for Membership Services with Staff to prepare suitable motion to be considered by RAB & BoD in November. It was decided that this matter needed further discussion before action could be taken. (See Minute No. 23)

Dr. Alden brought forth the following item regarding the establishment of a proposed Electronic Communications Committee. He noted that the only way Regional Activities can communicate effectively with 300 Sections is to use electronic media. Electronic Communication has become RA business. The establishment of this committee would result in RAB expanding its voting membership by one member. The following item was added to the RAB Consent Agenda: *Approved, in principle, the establishment of a standing committee on electronic communications, to be a committee of the Board of Directors assigned to RAB. Staff to prepare suitable motions to be brought to RAB and the Board of Directors in November for approval and to other major Boards for endorsement.*

- B) **IEEE ADMISSION AND ADVANCEMENT COMMITTEE** Dr. Staffanson gave a brief report on A&A activities. He noted that A&A activities have been very successful - the Committee has met in Regions 8 and 10 in 1994. The REP Committee has continued to meet monthly by telephone. Currently it is reviewing Computer Science programs and adding qualified programs to the list.
- C) **RAB AWARDS AND RECOGNITION COMMITTEE** In the absence of Robert Noberini, this report was presented by William W. Middleton, past chair of RABARC. Mr. Middleton noted that nominations are being accepted for the following RAB Awards: RAB Larry K. Wilson Transnational, RAB Innovation, RAB Achievement, RAB Leadership and the Friends of IEEE Regional Activities. He noted that the IEEE Awards Board has established an Accomplishment Search Committee which will attempt to find names and achievements which should be recognize by IEEE. He asked for RAB's cooperation in publicizing this cause.
- D) **RAB FINANCE COMMITTEE** A Finance Committee report was distributed by Mr. Avni. (APPENDIX XVII) The report summarizes the financial state for 1994 and outlines the proposed 1995 budget. Director Findlay noted that RAB/RAD will continue to maintain the budgets for A&A and MDC even though RAB/RAD will not have control over A&A and MDC activities. Since some members of RAB were forced to leave the Caucus before adjournment, it was recommended that this matter be set aside until all members of RAB could participate in the discussion. (See Minute No. 32)
- E) **IEEE MEMBERSHIP DEVELOPMENT COMMITTEE** Dr. Poor reviewed IEEE's total membership from 1989 - May 1994. He noted that membership dipped in 1993 but due to

MD campaigns membership is rising. He noted that Higher Grade membership in IEEE is at an all time high and that HG Non US members has shown positive growth. In reviewing recent MD programs, Dr. Poor noticed that the Direct Mail Campaign has resulted in an increase of 2,398 new members. The affiliate to member campaign has resulted in an increase of 1,800 new members. Other topics discussed during the MDC meeting includes a revision to the MDC Charter, initiation of a MD Magazine and a new application design.

Waiver of IEEE Bylaw 106 - The MD Committee discussed the 1994 Direct Mail campaign . It was noted that this item has been placed on the RAB Consent Agenda.

- F RAB REGIONAL CONFERENCES COMMITTEE** Mr. Murray noted that RCC met prior to the Caucus and distributed his report (APPENDIX XVIII). The topics he discussed include the following: 1) Plans for new Regional Conferences, 2) Addressed the question "How can we support RAB Goals?", 3) Reviewed the 1994 Committee Goals and 4) the proposal for the PEACON Conference. He also mentioned that RCC would like staff to prepare a Regional Conferences Manual using the Technical Meetings Organization Manual as a model.

Mr. Joel Snyder reported on ELECTRO. He noted that IEEE owns ELECTRO and that its Bylaws must be approved by the IEEE Executive Committee. Questions have arisen about changes in the distribution of surplus and Mr. Snyder gave an overview of unresolved issues. (APPENDIX XIX).

- G. RAB SECTION/CHAPTER SUPPORT COMMITTEE** Dr. Alden reported on the Section/Chapter Support Committee meeting which was held prior to the Caucus. (APPENDIX XX)

- 1) Proposed 1995 Section Rebate Schedule It was noted that the proposed schedule will be the same as the 1994 Rebate Schedule with the following exception: a Section that submits its report prior to Feb. 20, 1995 will receive a 10% bonus. It is hoped that by adding this incentive more Sections will submit financial reports on time. The following item was added to the RAB Consent Agenda: *The Regional Activities Board to recommend that the IEEE Executive Committee approve the 1995 Section Rebate Schedule as \$1500 per Section, \$150 per Chapter and \$2.50 per member and affiliate. In addition all Sections who submit reports by February 20, 1995 will receive a 10% bonus.*
- 2) Financial Reporting - Chapters with Separate Bank Accounts It was recognized that Sections may have difficulty obtaining financial reporting from Chapters, who have bank accounts separate from the Section. It was suggested that the VP-RA discuss this matter with VP-TA with the objective of exploring ways to solve the difficulty created by the situation where these Chapters do not provide financial reports to Sections in time for Sections to meet the reporting deadline. The following item was added to the RAB Consent Agenda: *RAB to approve a new procedure for Sections who have difficulty obtaining financial reports from Chapters with separate bank accounts, may submit the Section report with the entry for that Chapter noted as non-reporting. Staff will notify the Regional Director and Society President that this Chapter is currently classified as non-reporting and that, unless the reporting issue is resolved within two months, the Chapter will be designated as delinquent and the process for dissolving the Chapter will commence. The Section will not receive the Chapter portion of the rebate.*
- 3) Revision to IEEE Bylaw 406.4 The S/C Support Committee recommended that the required number of Chapter meetings be changed from 4 to 2 per year. The following item was added to the RAB Consent Agenda: *The Regional Activities Board to recommend that the IEEE Board of Directors approve a revision to IEEE*

*Bylaw 406.4 that would result in a reduction in number of required Chapter meetings from 4 to 2 per year that a Chapter is required to hold to meet the requirements for the Chapter rebate.*

- 4) Section Assessment - The S/C Support Committee recommended the following - which was added to the RAB Consent Agenda: *That RAB approve in principle that assessments may be levied for Sections in Regions 8, 9 and 10 with the following constraints:*
  - A. *A Section or group of Sections within a single country can apply to RAB through their Region Director for an assessment to fund an office and/or staff to interact with their national society.*
  - B. *A business plan for the proposed expenditures and the results of a ballot sent to all members showing clear support for this action must be included in the application.*
- 5) Sections Congress '99 - Dr. Alden reported that 7 "letters of intent" were submitted to staff for consideration as potential sites for SC'99. Chattanooga, Sacramento & Spokane were eliminated from further consideration because they lack an international airport and a hotel property of sufficient size to accommodate the sleeping and/or meeting room needs of a Sections Congress. The following item was added to the RAB Consent Agenda: *That RAB recommend that staff request full proposals for SC'99 from the following Sections: Detroit, Twins Cities (Minneapolis/St. Paul), Phoenix and San Diego.*

Vice Chair Martin recessed the Caucus at 5:00pm.

Vice President Bhargava reconvened the Caucus at 8:10am.

**22. REPORT OF RAB COMMITTEES (CONT'D)**

**G. RAB SECTION CHAPTER SUPPORT COMMITTEE (CONT'D)** Dr. Alden continued his report on the S/C Support Committee Meeting.

- 6) Electronic Communications Update Dr. Alden noted that his report is included in the agenda booklet (RAB ITEM #2.G.2).
- 7) SC'93 Issues/Recommendations Report Mr. Noberini noted that the status report was distributed (APPENDIX XXI)
- 8) SC'96 Program Status Report Mr. Martin noted that SC'96 will be held from November 1 - 4, 1996 at the Denver Marriott City Center Hotel. He encouraged members of RAB to submit suggestions for programs and speakers. The Program Committee Chair is Philip Paterno and the theme of the Congress will be "Ideas for the Future".
- 9) ROOT Subcommittee Dr. Cheung reported that ROOT Version 1.1 is almost ready for distribution. Minor changes have been made to the program and information has been updated. In addition, technical profiles of IEEE Societies have been included in the new version.
- 10) Survey of Section/Chapter Support Services Dr. Alden noted that a summary of the report is available. A task force will be established to analyze and to recommend further actions based on the results.
- 11) Disclosure Statement for Volunteers with Purchasing Authority The Committee reviewed the Disclosure Statement and determined that it would not recommend to RAB that Section Treasurers be required to sign it. Staff was instructed to send this Disclosure Statement to all Section Treasurers for their information with a recommendation that they adhere to this statement on all major financial commitments on behalf of the Section.

**H. RAB STUDENT ACTIVITIES COMMITTEE** Mr. Green announced that a summary of the SAC meeting held on February 25-27, 1994 is in the agenda booklet (RAB ITEM #2.H.1). He distributed an additional report on the activities of SAC (APPENDIX XXII). He noted that the next SAC meeting will be in Vancouver, Canada on October 14-16. The RAB sponsored Branch Training Program is in progress and that Phase one - (Train the Trainers) is complete. He also noted that the SAC Charter has been revised and was on the Consent Agenda.

**I. RAB/TAB TRANSNATIONAL COMMITTEE** Dr. Cheung reported that the summary of June 18th meeting was distributed (APPENDIX XXIII). It was also announced that the round table discussion held in China was very successful. Plans are underway to hold a similar discussion in India. A draft agreement with the 6 major national societies in China has been completed. The following items were placed on the RAB Consent Agenda:

- q The Regional Activities Board to approve that all agreements between IEEE and national societies be reviewed by the Transnational Committee and that they be renewed every three years.*

- q The Regional Activities Board to approve the revised guidelines for generic topics in agreements between IEEE and national societies. (APPENDIX XXIV)*
- q The Regional Activities Board to approve the revisions to the RAB/TAB Transnational Committee Charter. (APPENDIX XXV)*
- 1) Report on TAB Colloquia '94 - Mr. Theodore W. Hissey presented a report on the TAB Colloquia held in Region 9. He thanked Region 9 Director, Hugo Fernandez Verstegen and Director-Elect, Antonio Bastos for their cooperation in the visit. A summary is attached in APPENDIX XXVI.
- 2) Region 8 Voluntary Contribution - Director Turner reported that R8 has collected approximately \$5,000 in voluntary contributions during the 1994 dues renewal cycle. The Region is proposing to match contributions and launch a number of projects. One project is to work with Societies sending IEEE literature to libraries in Eastern Europe and the former Soviet Union. Microfiche versions of back issues of IEEE publications will be distributed. At the moment libraries are being surveyed to determine which will receive the publications.

**23. STAFF REORGANIZATION** Dr. Alden presented the report of the RAB Adhoc Committee on Customer Service Reorganization (RAB ITEM #6.D). Copies of the overheads used during his discussion are included in APPENDIX XXVII. The committee investigated the moving of IEEE staff for Membership Development (MD) and Admission & Advancement (A&A) from the Regional Activities Department (RAD) to the Customer Services Center(CSC). The conclusion of the committee is that the move will unnecessarily hinder staff direction, staff/volunteer interaction and volunteer oversight. As a result RAB will not be able to perform its function. Dr. Alden noted that the committee endorsed the idea of combining the MD, A&A and Membership Services in RAD. He noted that MD activities are dependent upon the close interaction with Sections. The A&A function is to preserve IEEE's quality of membership & MDC's function is to promote membership. He highlighted two recommendations of the committee:

- ◆ RAB will (a) approve in principle the expansion of the IEEE Membership Development Committee, which is assigned to RAB by the IEEE Board, to include the volunteer oversight for membership services in its charter and (b) subsequently seek the support of the IEEE Board and other major Boards in this action.
- ◆ RAB will recommend that all staff in the area of Membership Development, Admission & Advancement, and Membership Services be under the administrative control of the Staff Director for Regional Activities in order to provide RAB with the necessary direct administrative oversight.

Following the report a discussion ensued. General Manager Powers was given the opportunity to respond to the recommendations of the report. He noted that there has been no change to the RAB's organizational structure, responsibilities or support. He said that the steps and changes in business processes collectively are going to significantly improve service to IEEE members. Mr. Powers noted that RAB will maintain control over the A&A and MDC budgets.

Members of RAB expressed their concern over lack of coordination between volunteer activities and staff initiatives. It was expressed that RAB may have administrative oversight of a budget but lack the means to control it.

**June 20, 1994**

**RAB Caucus Minutes**

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24. **EXECUTIVE SESSION:** The Regional Activities Board was in Executive Session from 9:45am - 10:30am.
25. **REPORTS OF RAB LIAISON REPRESENTATIVES** Vice President Bhargava requested that the liaison representative e-mail their reports to members of RAB.
26. **REPORT OF STAFF-DIRECTOR - REGIONAL ACTIVITIES** It requested that members of RAB review the report contained in the agenda book (RAB ITEM #5).
27. **STAFF PARTICIPATION AT REGION MEETINGS** It was requested that members of RAB review the report contained in the agenda book (RAB ITEM #6.A).
28. **CREATION OF REGIONAL MEMBERSHIP DIRECTORIES** The discussion on this item was deferred.
29. **REGION FOCUS GROUPS** It was requested that members of RAB review the report contained in the agenda book (RAB ITEM #6.C).
30. **VOLUNTEER THANK YOU LETTERS** It was requested that members of RAB review the report contained in the agenda book (RAB ITEM #6.E).
31. **NEEDHA/IEEE STUDENT PROGRAMS WORKING GROUP** It was requested that members of RAB review the report contained in the agenda book (RAB ITEM #6.F).
32. **REPORT OF RAB FINANCE COMMITTEE** Mr. Avni continued his report on RAB Finances. The 1993 actual expenditures were compared with the 1994 Budget and the 1995 Proposed Budget. He compared that the '94 net of \$5.3 M with the proposed '95 net of \$6.05 M. The increase of \$701K is attributed to increases in the following items: Potentials (\$171K), Rebates (\$150K), IS Charges (\$134K), Salary & Benefits (\$156K) and Rent (\$63K). Mr. Avni presented a '95 budget overview and a status of RAB Reserves. In addition staff was directed to include in future budgets a line item indicating the dues income generated by POTENTIALS.
33. **REPORT OF VICE PRESIDENT FOR REGIONAL ACTIVITIES** Vice President Bhargava requested that members of RAB review the report contained in the agenda book (RAB ITEM #4). He asked for volunteers to form an ad hoc committee to develop the 1995 Strategic and Operational Plan for RAB. The ad hoc committee will consist of John Martin as chair, with H. Vincent Poor and Arthur Van Gelder as members. The committee will develop a plan and it will be distributed via e-mail to members of RAB for comments.

The Caucus was adjourned at 11:20 am.

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Meeting Minutes  
June 20, 1994  
Denver, Colorado

*(Privileged Information, Subject to Confirmation)*

The Regional Activities Board met at the Hyatt Regency Tech Center in Denver, Colorado. Vice President Bhargava called the RAB Meeting to order at 11:20am.

34. **WELCOME AND INTRODUCTIONS** Vice President Bhargava welcomed members and guests of RAB to the second meeting of the Regional Activities Board in 1994, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX XV)

35. **REVIEW AND ADOPTION OF CONSENT AGENDA** The Regional Activities Board Agenda, including the Consent Agenda, was **UNANIMOUSLY APPROVED** as follows:

A. Consent Agenda

1. **Approval of 1994 Regional Activities - Financial Report** The Regional Activities Board to approve the 1994 Regional Activities - Financial Report.
2. **Approval of Student Branch Formations** The Regional Activities Board to approve the formation of the Student Branches. (APPENDIX XXVIII)
3. **Approval of 1995 Subscription Rates to IEEE POTENTIALS** The Regional Activities Board to recommend approval of the 1995 subscription rates to the IEEE Executive Committee. (RAB ITEM #9)

*(Editorial Note: The IEEE Executive Committee approved the 1995 subscription rates for POTENTIALS on June 22, 1994)*

4. **Approval of the 1995 Advertising Rates to IEEE POTENTIALS** The Regional Activities Board to recommend approval of the 1995 advertising rates to the IEEE Executive Committee. (RAB ITEM #10)

*(Editorial Note: The IEEE Executive Committee approved the 1995 advertising rates for POTENTIALS on June 22, 1994)*



A. Consent Agenda (Cont'd)

5. **Response to the Report of the 1993 RAB Review Committee** The Regional Activities Board to receive and endorse the response to the 1993 RAB Review and forward the response to 1993 President Martha Sloan. (RAB ITEM #11)
6. **IEEE Canadian Foundation** The Regional Activities Board to endorse the Region 7 request to add a line item to membership renewal forms sent to Canadian IEEE members to solicit donations to the IEEE Canadian Foundation, and to receive a tax receipt from IEEE Canada for the donation. (RAB ITEM #15)
7. **Dissolution of the IEEE Caribbean Council** The Regional Activities Board to approve the dissolution of the IEEE Caribbean Council, as requested by its Section. (RAB ITEM #16)
8. **Canadian Journal of Electrical and Computer Engineering** The Regional Activities Board to endorse the addition of a line item on the renewal form for IEEE-Canada members to enable them to subscribe to the Canadian Journal of Electrical and Computer Engineering.
9. **Region 7 Merger/Transfer of Assets** Upon the successful incorporation of IEEE-Region 7 as a wholly owned subsidiary of IEEE, Inc., and assuming a successful merger with the Canadian Society of Electrical and Computer Engineering, that any assets that would be transferred to IEEE, Inc. as a result of the merger, would be assigned by IEEE, Inc. to the newly formed IEEE-Canada.
10. **Proposed Electronic Communications Committee** The Regional Activities Board to approve, in principle, the establishment of a new standing committee on electronic communications, to be a committee of the Board of Directors assigned to RAB with staff to prepare suitable motions to be brought to RAB and the Board of Directors in November and to other major Boards for endorsement.
11. **Approval of the 1995 Section Rebate Schedule** The Regional Activities Board to recommend that the IEEE Executive Committee approve the 1995 Section Rebate Schedule as \$1500 per Section, \$150 per Chapter and \$2.50 per member and affiliate. In addition all Sections who submit their reports by February 20, 1995 will receive a 10% bonus.
12. **Financial Reporting** The Regional Activities Board to approve a new procedure for Sections who have difficulty obtaining financial reports from Chapters, with separate bank accounts, may submit the Section report with the entry for that Chapter noted as non-reporting. Staff will notify the Regional Director and Society President that this Chapter is currently classified as non-reporting and that, unless the reporting issue is resolved within two months, the Chapter will be designated as delinquent and the process for dissolving the Chapter will commence. The Section will not receive the Chapter portion of the Rebate.
13. **Revision to IEEE Bylaws 406.4** The Regional Activities Board to recommend that the IEEE Board of Directors approve a revision to IEEE Bylaw 406.4 that would result in a reduction in number of required Chapter meetings from 4 to 2 per year that a Chapter needs to hold to meet the requirements for the Chapter rebate.

14. **Section Assessments** The Regional Activities Board to approve in principle that assessments may be levied for a Section in Regions 8, 9 and 10 with the following constraints:
  - A. A Section or group of Sections within a single country can apply to RAB through their Region Director for an assessment to fund an office and/or staff to interact with their national society.
  - B. A business plan for the proposed expenditures and the results of a ballot sent to all members showing clear support for this action must be included in the application.
15. **SC'99** The Regional Activities Board to recommend that staff request full proposals for SC'99 from the following Sections: Detroit, Minneapolis/St. Paul, Phoenix and San Diego.
16. **Voluntary Contribution in Region 8** The Regional Activities Board to recommend to the IEEE Board of Directors a continuation of a voluntary contribution on the Dues Renewal Notice of members residing in Region 8.
17. **Renewal of National Society Agreements** RAB approved that all agreements between IEEE and national societies be reviewed by the Transnational Committee and that they be renewed every three years.
18. **Guidelines for National Society Agreements** RAB approved the revised Guidelines for generic topics in agreements between IEEE and national societies.

B. Action Items

Moved the following items from the RAB Meeting Agenda to the RAB Consent Agenda:

1. RAB ITEM #9 - Approval of 1995 Subscription Rates to IEEE POTENTIALS
2. RAB ITEM #10 - Approval of 1995 Advertising Rates to IEEE POTENTIAL
3. RAB ITEM #11 - Response to the Report of the 1993 RAB Review Committee
4. RAB ITEM #15 - IEEE Canadian Foundation
5. RAB ITEM #16 - Dissolution of Caribbean Council

Added the following items to the RAB Meeting Agenda:

1. Proposed Revision to IEEE Bylaw 106 - Direct Mail Campaign - Waiver of Reference - This item was removed from Consent Agenda.
2. Recommendations from Ad Hoc Committee on Customer Service Reorganization

36. **PROPOSED REVISION TO IEEE BYLAW 106 - DIRECT MAIL CAMPAIGN - WAIVER OF REFERENCE** Dr. Poor noted that this item was removed from the RAB Consent Agenda. He noted that this revision was modified slightly from last years revision because this revision would make the Bylaw change permanent. Dr. Staffanson commented that he feels that more data should be collected before this revision is made permanently. During discussion a straw vote was taken to determine if the bylaw change should be permanent or for a period of one year. It was decided that the bylaw revision should be temporary. The Regional Activities Board **APPROVED** a **MOTION** recommending that the IEEE Board of Directors approve the modification of Bylaw 106.3 -

June 20, 1994

**RAB Meeting Minutes**

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Applications Requirements, waiving the requirement of a reference for application to membership for 1994 direct mail campaign, for the period August 1, 1994 - December 31, 1994.

*(Editorial Note: The IEEE Board of Directors approved the revision to IEEE Bylaw 106 - Direct Mail Campaign - Waiver of Reference - on June 22, 1994)*

- 37. RECOMMENDATIONS FROM AD HOC COMMITTEE ON CUSTOMER SERVICE REORGANIZATION** Based upon the recommendations from the Ad Hoc Committee and on discussion held during Executive Session the following actions were taken:

The Regional Activities Board **DEFEATED** (eight against, six for) the following **MOTION**:

RAB recommends to the Board of Directors that the Executive Committee, as a serving entity of the Board of Directors, be censured for its failure to consult with the Board of Directors and particularly, with the Regional Activities Board, before agreeing with the request by the General Manager to substantially reorganize the staff.

The Regional Activities Board **APPROVED** (one against - R. Findlay, two abstentions - H. Fernandez Versteegen, H. V. Poor) the following **MOTION**:

RAB expresses its displeasure for the ExCom's failure to consult with RAB, before agreeing with a request by the General Manager to substantially reorganize the staff.

The Regional Activities Board **ENDORSED** (three abstentions - H. V. Poor, D. Powers, H. Fernandez Versteegen) the following **ITEM**:

That the Regional Activities Board to recommend to the Board of Directors that the Membership and Individual Services operations at the Customer Service Center be assigned to RAB for volunteer oversight.

In addition, the operations of new applications and member renewal be assigned to RAB for volunteer oversight.

(It is to be understood that volunteer oversight activity includes budgetary control.)

The Regional Activities Board **UNANIMOUSLY APPROVED** the following **MOTION**:

That RAB recommends to the IEEE Board of Directors that the IEEE Treasurer ensure that a proposed IEEE Budget be in the hands of the Directors, at least two weeks prior to the Board series in November.

- 38. PROPOSED REGION ASSESSMENT IN REGION 4** Director Albertson asked that RAB approve a region Assessment for Region 4 of \$1.00. Director Powers expressed her displeasure with this motion and asked the Directors to consider alternative methods. The Regional Activities Board **APPROVED** (one opposed, four abstentions) the **MOTION** and recommended that the IEEE Board of Directors approve the revision of IEEE Bylaw 109.10, requesting a \$1.00 assessment for higher grade members in Region 4.

*(Editorial Note: The IEEE Board of Directors approved the revision of Bylaw 109 - Dues Fees and Regional Assessments to provide a \$1.00 assessment for Region 4 on June 22, 1994)*

39. **PROPOSED REGION ASSESSMENT IN REGION 5** Director Anderson asked that RAB approve a region Assessment for Region 5 of \$2.00. It was noted that the Region 5 Committee approved an increase in the Region Assessment. The Region Committee will vote on the assessment each year. The Regional Activities Board **APPROVED**(one opposed, four abstentions) the **MOTION** and that the IEEE Board of Directors approve the revision of IEEE Bylaw 109.10, requesting an \$2.00 assessment for higher grade members in Region 5.

*(Editorial Note: The IEEE Board of Directors approved the revision of Bylaw 109 - Dues Fees and Regional Assessments to provide a \$2.00 assessment for Region 5 on June 22, 1994)*

40. **ACCEPTANCE OF AD HOC COMMITTEE REPORT ON CUSTOMER SERVICE REORGANIZATION** The Regional Activities Board **UNANIMOUSLY APPROVED** the following **MOTION**:

RAB voted to accept the Report of the RAB Ad Hoc Committee on Customer Service Reorganization and that the Committee be discharged with its sincere thanks. Also, RAB expresses its appreciation to General Manager John Powers for his participation in the discussion and for the commitment he made to address the concerns of RAB as his reorganization plans are implemented. It was further moved that RAB endorse the Ad Hoc Committee's report and that it be submitted to the General Manager as RAB's alternate for his consideration on a continuing basis.

41. **APPROVAL OF DISCLOSURE STATEMENT FOR VOLUNTEERS WITH PURCHASING AUTHORITY** This motion was withdrawn because the Section/Chapter Support Committee did not endorse this concept.
42. **NOMINATION FORMS FOR AWARDS** Director Taylor asked that RAB support the following **MOTION**: The IEEE make the requirements and submission forms for all IEEE, RAB, TAB, USAB, and etc. awards available in a cohesive, organized format via floppy disk, electronic mail, or FTP; and to make electronic space available for Regions, Councils and Section to post their Awards requirements and forms. The **MOTION** was **REFERRED** for discussion by RAB Section/Chapter Support Committee.
43. **TIME AND PLACE OF NEXT MEETING** The next meeting of the Regional Activities Board will be November 18-19 at the Bonaventure Resort and Spa (RAB ITEM #18).

Vice President Bhargava adjourned the meeting at 12:20pm.

Respectfully Submitted,

Melvin I. Olken  
Secretary

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Caucus Minutes  
January 28, 1994  
Piscataway, New Jersey

*(Privileged Information, Subject to Confirmation)*

The Regional Activities Board met at the IEEE Operations Center. Vice President Bhargava called the RAB Caucus to order at 1:00pm.

1. **WELCOME AND INTRODUCTIONS** Vice President Bhargava welcomed members and guests to the first Caucus of the Regional Activities Board in 1994, and as other attendees arrived they were introduced. He noted that RAB committee appointments have been completed.

A list of those present is attached. (APPENDIX I)

2. **REVIEW OF AGENDA**

The Regional Activities Board **APPROVED** the Agenda.

3. **REPORT OF DIRECTORS** All Region Director reports except Regions 2 & 5 were included in the agenda book (RAB ITEM #1). The report from Region 2 was verbally presented by Director Van Gelder during the Caucus. The report from Region 5 Director Anderson was distributed at the Caucus and is attached in APPENDIX II.

4. **REPORT OF RAB COMMITTEES**

A. **RAB AWARDS AND RECOGNITION COMMITTEE** Mr. Noberini noted that RABARC met prior to the RAB Caucus and adopted goals for 1994 (APPENDIX III). RABARC reviewed the committee charter and has decided to dissolve the Industry Recognition Subcommittee and add an Awards Selection Subcommittee. The RABARC Manual is available in Hypertext format and will be distributed to all Section Award Committee Chairs. The following motion was placed on the RAB Consent Agenda: *Sitting members of the Regional Activities Board not be considered for RAB sponsored Awards.* (RAB Minute No. 11.A.5)

B. **RAB ADVISORY COMMITTEE** Vice Chair Martin discussed the report of the 1993 RAB Review Committee (RAB ITEM #9). He noted that the report was complementary and the RAB should continue its present activities. A subcommittee consisting of Dr. Alden, Director Van Gelder and Mr. Olken will prepare a response to the recommendations made by the RAB Review Committee.

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C. **IEEE ADMISSION AND ADVANCEMENT COMMITTEE** Dr. Staffanson reported on the following items:

1. Establishment of Committee Goals Dr. Staffanson reported that the Committee goals are shown in RAB ITEM #2.B.1. He noted that a goal in 1994 is to provide a uniform membership application form and procedure.
2. A&A Chairs Report - This report was shown in RAB ITEM #2.B.2. A list of A&A Meetings schedule for 1994 is included. He noted that the A&A Committee is represented by members from all 10 regions.
3. EAB/RAB REP Committee The EAB/RAB REP Committee update was shown in RAB ITEM #2.B.3. He reviewed the Committee roster and expressed his gratitude for the work of Mat Darveniza, Hugh Rudnick, Sven-Olaf Ohrvik and Raymond Findlay as Regional REP Coordinators.

D. **RAB FINANCE COMMITTEE** Mr. Avni reported on the following items:

1. 1994 Financial Report Mr. Avni noted that the budget is the same as presented to RAB during the November 1993 meeting (APPENDIX IV) He noted that, in 1994, the allocation from Dues is \$6209.9K and RAB will return \$804.5K to the IEEE General Fund. As of December 31, 1993 - \$197.7K is in Reserves (RAB) with \$100K being placed in the IEEE Long Term Investment program. Also, as of December 31, 1993 a one time infusion of \$300K is to be placed into the RAB Reserves. The following motion was placed on the RAB Consent Agenda: *The Regional Activities Board to approve the 1994 Regional Activities - Financial Report as presented.* (RAB Minutes No. 11.A.1)
2. 1994 Committee Goals Mr. Avni noted that the 1994 Committee Goals are shown in RAB ITEM #2.D.3.

E. **IEEE Membership Development Committee** Dr. Poor reviewed the Committee roster and noted that MDC met prior to the RAB Caucus. He stated that MDC reviewed action items from the last MDC meeting and developed additional action items (APPENDIX V). He indicated that the MDC charter will be revised to include a USAB liaison. He indicated that an MDC Training Session may be held in conjunction with the next MDC Meeting in Denver. All Region and Society MDC Chairs are invited to attend. Each MDC representative will be funded by either the Region or the Society.

1. Report of 1994 Membership Development Committee Ms. Terry Burns, Director - Membership, reviewed the 1994 Membership Development Campaigns (APPENDIX VI). It was noted that the Direct Mail Campaign has been very successful and resulted in

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1. Report of 1994 Membership Development Committee (Cont'd) 2,300 new IEEE members. The Exhibits Program/Free Society Membership Offer has resulted with the addition of 800 new members (1994 Goal -1,200 new members). The 1993 Telemarketing campaign recovered 1,500 members (1994 Goal -1,800 members). The Non-Member Author Outreach program has established a goal of recruiting 100 new members in 1994.

F. **RAB Regional Conferences Committee** Mr. Murray reported that 1994 Committee Goals have been established (APPENDIX VII). He noted that a Regional Conference is a broad horizontal conference not associated with a Society. He indicated that one of the goals is to plan and conduct a Regional Conference in every Region by the year 2000. The RCC reviewed Policy & Procedure 10.2 and noted that Sections should be reminded of the requirements of organizing an IEEE sponsored conference.

Mr. Murray reported that IEEE has signed Memorandums of Understandings (MOU's) with three shows ELECTRO, NORTHCON and WESCON. Agreement with SOUTHCON has also been reached.

G. **RAB Section/Chapter Support Committee** Dr. Alden distributed a report of the S/C Support Committee meeting (APPENDIX VIII). A Task Force, Chaired by Director Powers, was established to develop a long term plan for organizing a Sections Congress. In addition, the following motion was placed on the RAB Consent Agenda: *The Regional Activities Board to ask Regional Directors to determine potential host sections and arrange that letters of intent from Section chairs be sent to Jill Levy by April 1, to allow staff to make preliminary sites studies to allow for formal proposals prior to the November 1994 RAB Meeting.* (RAB Minutes No. 11.A.3)

1. Establishment of 1994 Committee Goals The 1994 Operating plans of the Committee were approved.
2. Electronic Communications Update Dr. Alden noted that goals for electronic communications have been established (APPENDIX IX). As progress in connecting Sections to IEEE via e-mail has stalled, he requested that Region Directors to target all Sections without an IEEE e-mail connection and encourage them to appoint an e-mail liaison and establish an IEEE e-mail link.
3. Proposed Revision to IEEE Bylaw 406.6 Dr. Alden noted that TAB has proposed a revision to Bylaw 406.6 which S/C Support Committee endorsed. The revision provides that if a Section withholds approval of a separate Chapter bank account, the Vice Presidents for Regional Activities and Technical Activities must be notified.
4. Proposed Revision to IEEE Bylaw 406.4 TAB has also proposed a revision to IEEE Bylaw 406.4 which concerns Chapter minimum requirements for viability. TAB proposed to reduce the number of technical meetings from 4 to 2 per year. Dr. Alden noted that this proposal will be investigated and be reported on during the June 1994 RAB meeting.

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**G. RAB Section/Chapter Support Committee (Cont'd)**

5. Disclosure Statement for Volunteers with Purchasing Authority Dr. Alden reported that a Disclosure Statement for Volunteers with Purchasing Authority (APPENDIX X) was received by the S/C Support Committee. It was noted that RAB was not provided with enough time to review the document. As a result, it was decided to postpone action on this document until the RAB Meeting in June.
6. SC'96 Program Status Report Vice Chair Martin noted that IEEE is in the process of developing a contract with the Denver Marriot City Center Hotel. The proposed dates are November 1 - 4, 1996. He noted that SC'96 will be held on Friday through Monday which is different from the past but the only dates available. He reviewed a proposed Budget. He noted that the RAB contribution has been increased. Funds have been allocated for the primary delegate from each Section, additional delegates must be funded by the Section. Director Taylor questioned the method of calculating the anticipated airfare cost for delegates. Director Turner suggested making alternate arrangements for delegates at hotels at which costs are lower.
7. ROOT Subcommittee Dr. Cheung noted that a one page introduction will be provided with ROOT Version 1.1. ROOT will be made available in Windows and it is hoped that the print facilities will be upgraded. The installation program will be improved and animation will be removed to add more space for other information items. It is anticipated that all Section Chairs will receive the updated ROOT by March, 1994.

**H. RAB Student Activities Committee** Mr. Green noted that the proposed SAC goals were included in the Agenda Book (RAB ITEM #2.H). He reported that the SAC Meeting will be February 25-27 in Tampa FL and thanked the Directors for making their appointments to SAC.

**I. RAB/TAB Transnational Committee** The RAB/TAB Transnational Committee met on January 27, 1994 (APPENDIX XI). Dr. Cheung reviewed the 1994 Goals for the Transnational Committee (APPENDIX XII). He noted that TC will continue to monitor the progress of the merger of IEEE Canada. He also noted that TC will assist the completion of the 1994 Member Survey and analysis of the results. Dr. Cheung reported that TC has approved the following motions:

- A) The RAB/TAB Transnational Committee recommended that RAB receive the concept of a special category for individuals interested only in Standards activities, and recommended referral of the issue to the Membership Option Subcommittee. The Regional Activities Board concurred with the request.



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**RAB Caucus Minutes**

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**I. RAB/TAB Transnational Committee (Cont'd)**

B) The RAB/TAB Transnational Committee recommended that RAB endorse the idea that volunteer leaders scheduled to travel to Regions 8, 9, and 10 on IEEE/Society/Council business be encouraged to contact both the Section/Chapter Chairman and Regional Director at least 30 days prior to the visit. It is also encouraged that these volunteer leaders file a visit report identifying date, person(s) contacted, purpose of visit, plus any action(s) required and from whom such action was requested. In the ensuing discussion, members of RAB agreed that though the intent of this item is good, more definition is required. This item was referred back to the RAB/TAB Transnational Committee for further development.

1. Plans for helping EE engineers in needy countries. Director Turner noted that subsidies are only a short term solution and he is trying to devise a model where an appropriate level of dues is matched by an appropriate level of services. It is hoped that a proposal will be made by the June meeting.

**5. INFORMATION ITEMS**

A) **IEEE Financial Workshop** Mr. Richard D. Schwartz, Staff Executive - Business Administration, announced that an IEEE Financial Workshop has been scheduled for February 18 & 19, 1994 in Piscataway, N.J.. He reviewed the agenda of the workshop. He encouraged the RAB Treasurer and the Region Directors to participate in the workshop. He noted that the cost of travel and hotel for the workshop will be the responsibility of the attendees and their respective organizations.

B) **Compensation Workshop** President Elect Cain announced that, in an effort to educate volunteers about compensation issues, a Workshop has been scheduled. The workshop will review the impact of staff salaries and total compensation on the IEEE budget.

**6. REPORT OF RAB LIAISON REPRESENTATIVES**

A. EAB Liaison Director Albertson noted that his report was contained the Agenda Book (RAB ITEM #3.A). He also noted that EAB plans to serve all members more efficiently.

B. PUB Liaison Director Powers noted that PUB has not met this year. She noted that PUB will be meeting on February 12th in Piscataway.

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**6. REPORT OF RAB LIAISON REPRESENTATIVES (Cont'd)**

C. TAB Liaison Dr. Kodali reported that the 1994/95 TAB Strategic and Operational Plan includes several items of interest to RAB. Among these items are the TAB plans to hold a workshop for Society and Regional Representatives in dealing with Chapters. TAB also plans to improve the dissemination of technical information at the local level. TAB will also continue and expand its outreach program to Regions 8-10 by incorporating an emphasis on technical presentations.

D. USAB Liaison Director Anderson noted that USAB has prioritized the SC'93 recommendations assigned to USAB (APPENDIX XIII)

**7. REPORT OF VICE PRESIDENT OF REGIONAL ACTIVITIES** Vice President Bhargava noted that his report was distributed with the Agenda Book (RAB ITEM #4). He noted that the RAB agenda was distributed in Hypertext for the second time.

**8. REPORT OF STAFF DIRECTOR - REGIONAL ACTIVITIES** Mr. Olken announced that his report is in the agenda book (RAB ITEM #5). He encourage the Regional Director to revitalize the Chapters.

**9. NEW BUSINESS/OTHER BUSINESS**

A. Recognized Educational Programs List Dr. Staffanson announced that summary of the Recognized Educational Program is in RAB ITEM #6.A. He reported that 2,425 REP programs are on the list.

**B. POTENTIALS**

Director Findlay noted that the portion of student dues in Region 1-7 which is designated as subscription for POTENTIALS is treated in the same manner as dues income, and attributed to the General Fund. The intent of this item is to ensure that this income is attributed to Potentials and should be assigned to Potentials.

Director Findlay proposed that RAB recommend to the Board of Directors that all POTENTIALS income be attributed to the Regional Activities Board as income prior to transfer to dues income beginning in the billing year for 1995. After discussion, it was decided to defer this item to the June meeting and allow staff an opportunity to investigate the feasibility of this action.

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**RAB Caucus Minutes**

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**B. POTENTIALS (Cont'd)**

Mr. Green noted that, presently Potentials is published 4 times a school year. The following motion was placed on the RAB Consent Agenda: *The Regional Activities Board to approve, in principle, an increase in the number of issues and to an increased editorial content of Potentials, to appeal to recent graduates who will be offered a subscription at reduced rates in the beginning years of their careers. It is understood that there will be no financial impact on the General Fund in 1994, as funding will come from the RAB Reserve. Formal plans will be developed by RAB for submission to the IEEE Publications Board and IEEE Executive Committee for approval and implementation for the 1994-95 academic year.* (See Minute No. 11.A.4)

The Caucus was adjourned at 4:55 p.m..

**January 28, 1994**

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Meeting Minutes  
January 29, 1994  
IEEE Operations Center

*(Privileged Information, Subject to Confirmation)*

The Regional Activities Board met at the IEEE Operations Center. Vice President Bhargava called the RAB Meeting to order at 8:00am.

- 10. WELCOME AND INTRODUCTIONS** Vice President Bhargava welcomed members and guests of RAB to the first meeting of the Regional Activities Board in 1994, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX I)

- 11. REVIEW AND ADOPTION OF CONSENT AGENDA** The Regional Activities Board Agenda, including the Consent Agenda, was **UNANIMOUSLY APPROVED** as follows:

A. Consent Agenda

1. **Approval of 1994 Regional Activities - Financial Report** The Regional Activities Board to approve the 1994 Regional Activities - Financial Report.
2. **Approval of RAB 1994-95 Strategic and Operational Plan** The Regional Activities Board to approve the 1994-95 RAB Strategic and Operational Plan as noted in RAB ITEM #10.
3. **Approval of Initiation of Process for Determining the Site for SC'99** The Regional Activities Board to ask Regional Directors to determine potential host sections and arrange that letters of intent from Section chairs be sent to Jill Levy by April 1, so that staff can make preliminary sites studies for consideration by RAB at the June 1994 meeting, and that formal proposals can be requested prior to the November 1994 RAB Meeting.
4. **Approval, in principle, to Increase Frequency & Editorial Content of POTENTIALS** The Regional Activities Board to approve, in principle, an increase in the number of issues and to an increased editorial content of Potentials, to appeal to recent graduates who will be offered a subscription at reduced rates in the beginning years of their careers. It is understood that there will be no financial impact on the General Fund in 1994; funding will be from the RAB Reserve. Formal plans will be developed by RAB for submission to the IEEE Publications Board and IEEE Executive Committee for approval and implementation for the 1994-95 academic year.

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**RAB Meeting Minutes**

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A.     Consent Agenda (Cont'd)

5.     **RAB Award Nominee Eligibility**   The Regional Activities Board to approve a motion specifying that sitting members of RAB not be considered for RAB sponsored Awards.

B.     Action Items

Moved the following items from the RAB Meeting Agenda to the RAB Consent Agenda:

1.     RAB ITEM #10 -     Approval of 1994-95 RAB Strategic Plan
2.     RAB ITEM #13 -     Approval of 1994 Regional Activities Budget

**12.ACCEPTANCE OF THE REPORT OF THE 1993 RAB REVIEW COMMITTEE** Mr. Martin noted that the report of the RAB Review Committee was discussed during the Caucus. He commented that the Regional Activities Board received the RAB Review Report in November and recommended that the 1994 Regional Activities Board respond to the report. He noted that the RAB Advisory Committee selected a subcommittee, chaired by Dr. Alden and consisting of Director Van Gelder and Mr. Olken, will prepare a response to the recommendations made by the RAB Review Committee. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to accept the report from the 1993 RAB Review Committee.

**13.RAB'S OPINION ON HOLDING MEETINGS IN PISCATAWAY** The Regional Activities Board recorded its negative opinion on having the Board series of meetings in Piscataway while lodged in a separate facility. However, it was noted that RAB prefers to have a planning Retreat in Piscataway with staff participation. RAB also expressed a negative opinion about having the Board series of meetings in January because it is too soon after the holiday season to adequately prepare and too close to the previous meeting in November.

**14.APPROVAL OF 1993 SECTION MEMBERSHIP GROWTH AWARD RECIPIENTS** Mr. Noberini noted RABARC has reviewed the statistics and recommended approval of the 1993 Section Membership Growth Award Recipients. The mathematical formula used to determine the recipients of the award was discussed. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** announcing the following Sections as recipients of the 1993 Section Membership Growth Award:

Region 1, Maine Section  
Region 2, Lima Section  
Region 3, Chattanooga Section  
Region 4, Siouxland Section  
Region 5, El Paso Section  
Region 6, Richland Section  
Region 7, Vancouver Section  
Region 8, United Kingdom & Republic of Ireland Section  
Region 9, Honduras Section  
Region 10, Changwon Section

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**15. APPROVAL OF 1993 STUDENT BRANCH MEMBERSHIP GROWTH AWARD RECIPIENTS**

Mr. Noberini noted that to be eligible for this award a Student Branches must have had at least 20 members on December 31, 1992. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** announcing the following Student Branches as recipients of the 1993 Student Branch Membership Growth Award:

- Region 1, Technical Career Institutes (New York Section)
- Region 2, West Virginia University (Pittsburgh Section)
- Region 3, Georgia Institute of Technology (Atlanta Section)
- Region 4, University of Iowa (Cedar Rapids Section)
- Region 5, University of Houston - Clear Lake (Galveston Section)
- Region 6, University of Hawaii (Hawaii Section)
- Region 7, University of Western Ontario (London Section)
- Region 8, Technical University of Munich (Germany Section)
- Region 9, Nacional University of Tucuman (Argentina Section)
- Region 10, Sathyabama Engineering College (Madras Section)

**16. SECTION ASSESSMENT** Director Nakahara distributed a proposal (APPENDIX XIV) which would allow Sections, with member approval, to request a Section Assessment. Dr. Cheung made the following observations: The economy in different countries in Regions 8 - 10 is extremely diverse but dues are uniform and the cost of running a Section is equally diverse. Dr. Alden proposed the following Motion: The Regional Activities Board to approve in principle, a Bylaw revision allowing Sections in Region 8, 9, and 10 that comprise a single country to petition the Regional Activities Board to establish a Section Assessment. After discussion, a **MOTION** to **POSTPONE** this item to the June meeting was **DEFEATED**. The Regional Activities Board **APPROVED** the following **MOTION**: The Regional Activities Board to agree, in principle, to an IEEE Bylaw addition as follows and directed Staff to investigate the ramifications and logistical problems of such an action.

"Sections in Region 8, 9, and 10 that comprise a single country may petition the Regional Activities Board to establish a Section Assessment."

**17. APPROVAL OF STUDENT BRANCHES** The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** approving the formation of the following Student Branches:

- University of North Texas in Region 5
- Universite du Quebec-Chicoutimi in Region 7
- Universidad Autonoma Metropolitana-Iztapalapa in Region 9
- Universidad Catolica de Santiago del Estero in Region 9
- Basaveshwar Engineering College in Region 10
- B.L.D.E. Association's College of Engineering and Technology in Region 10

**January 29, 1994**

**RAB Meeting Minutes**

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**18. TIME AND PLACE OF NEXT MEETING** The next meeting of the Regional Activities Board will be June 19-20 at the Sheraton Denver Tech Center (RAB ITEM #15).

Vice President Bhargava adjourned the meeting at 9:20am.

Respectfully Submitted,

Melvin I. Olken  
Secretary



**November 19, 1993**  
**RAB Caucus Minutes**  
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Caucus Minutes  
November 19, 1993  
Raleigh, North Carolina

*(Privileged Information, Subject to Confirmation)*

The Regional Activities Board met at the North Raleigh Hilton Hotel. Vice President Gandia called the RAB Caucus to order at 1:00pm.

47. **WELCOME AND INTRODUCTIONS** Vice President Gandia welcomed members and guests to the third Caucus of the Regional Activities Board in 1993, and as other attendees arrived they were introduced. He noted that for the first time the RAB Agenda was available in the hypertext format.

A list of those present is attached. (APPENDIX XXVII)

48. **REVIEW OF AGENDA**

The Regional Activities Board **APPROVED** the Agenda.

49. **REPORT OF DIRECTORS** All Region Director reports except Regions 2, 9 & 10 were included in the agenda book (RAB ITEM #1). The remaining reports were distributed at the Caucus and are attached in APPENDIX XXIX.

50. **REPORT OF RAB COMMITTEES**

A. **RAB ADVISORY COMMITTEE** Vice Chair Grady discussed the 1994-95 RAB Strategic Plan (APPENDIX XXX). She noted that the RAB Strategic Plan was developed to compliment the IEEE Strategic Plan. The following motion was placed on the RAB Consent Agenda: The Regional Activities Board to approve the 1994-95 Strategic and Operational Plan for RAB. (See Minute No. 58.A.2)

B. **IEEE ADMISSION AND ADVANCEMENT COMMITTEE** Dr. Staffanson reported on the following activities.

1. A&A Chair's Report Dr. Staffanson distributed his report (APPENDIX XXXI). He noted that the practice of expanding the participation in the operation of the A&A Committee has been very successful. He remarked that the A&A Committee was reviewed in 1993 and that recommendations by the review committee are being responded to. (See Minute No. 68) Dr. Staffanson indicated that the use of electronic mail has increased the global effectiveness of the committee.
2. EAB/RAB Recognized Educational Programs Subcommittee Dr. Staffanson distributed his report on REP Subcommittee (APPENDIX XXXII). He commented that the 1993 updated IEEE list of Recognized Educational Programs (IEEE REP List) is completed and ready for delivery to the IEEE Board of Directors. The primary purpose of the REP List is to enable Staff to have reliable recognition of qualifying education appearing on application forms. At the present time 2,545 programs are on the REP list.

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- C. **RAB AWARDS & RECOGNITION COMMITTEE** Mr. Noberini announced that the RAB Award Selection Subcommittee met earlier in the day and selected recipients for RAB Awards. He noted that for the first time RAB will be awarding the RAB Leadership and the Friend of Regional Activities Awards. He indicated that he will ask RAB to approve the award recipients during the RAB Meeting. Mr. Noberini also announced that he will ask that RAB to approve an Outstanding Student Design Award (See Minute No. 59). In closing, he noted that the RABARC Manual will be available to all Section Awards Chairs in hypertext format.
- D. **RAB FINANCE COMMITTEE** Mr. Olken presented an overview of the Regional Activities Board Financials from actual 1992 to budget 1994 (APPENDIX XXXIII). He noted that the actual costs associated with SC'93 appear to be some 50K under budget. Based upon that assumption, it appears that the Regional Activities end 1993 results will be some 45K over budget; approximately 90K better than the financial plan for 1993 which had projected being 135K over budget. Based upon these assumptions, the RAB Reserves should be approximately 550K by the end of 1993.
- E. **IEEE MEMBERSHIP DEVELOPMENT COMMITTEE** Dr. Richter reviewed the 1993 MD programs and noted that the MD programs planned for 1994 are discussed in RAB ITEM #2.E. He commented that the MD forum held in San Juan, Puerto Rico was very successful. He reviewed recommendations from MDC (APPENDIX XXXIV). Among the recommendations made are the following:
- 1) Provide incentive for local telemarketing outreach efforts.
  - 2) Explore feasibility of adding "Member since XX" on the membership card, denoting length of service and prestige.
  - 3) Explore the concept of a "pre-application" as a tool for membership recruitment.
  - 4) Explore the concept of providing Potentials magazine to recent graduates for two years.
- F. **RAB REGIONAL CONFERENCES COMMITTEE** Mr. Kaczorowski reported on the Post Conference Sales Program (APPENDIX XXXV). He noted that IEEE has reached agreement with three shows ELECTRO, NORTHCON and WESCON. The projected income for RAB, based on anticipated sale of 400 conference records for each show, is \$70K. Mr. Kaczorowski reported that RCC endorsed the formation of a task force to work with the TAB Technical Meetings Council concerning technical meetings in Regions 7-10. He also reported that Dr. Baal-Schem has reported on the formation of a new conference between Israel, Egypt and Jordan entitled PEACECON. APPENDIX XXXVI contains a summary of the RCC Meeting.
- G. **RAB SECTION/CHAPTER SUPPORT COMMITTEE** Mr. Fernandez Verstegen reported on the following items:
1. 1994 Section Rebate Schedule The Board discussed the proposed Section Rebate Schedule. It was noted that since 1987 the amount of money allocated for rebates has increased from \$973K to \$1.4. The Number One recommendation from SC'93 was to increase the rebates. As a result, the 1994 Section Rebate Schedule (APPENDIX XXXVII) instituted a rebate for Chapter meetings (\$150). It was noted that a Chapter must fulfill the requirement of Bylaw 406.4 to be counted as active. The Regional Activities Board encourages Societies to study the issue of providing technical and financial support to their Chapters. The following motion was placed on the RAB Consent Agenda: The Regional Activities Board to recommend that the IEEE Executive Committee approve the 1994 Section Rebate Schedule as presented (See Minutes No. 58.A.3).

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**RAB Caucus Minutes**  
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2. Electronic Communications Update Dr. Alden noted that E-Mail use has grown tremendously and that many members and staff have become sophisticated users. However, he commented that there is still a strong need for more education. His articles in the Institute have been very well received and the next article will describe "Gopher". He feels that yet more information and services should be made available electronically to the Sections.
3. Section/Chapter Officer Training Report Director Leonard noted that the distribution of ROOT at SC'93 was very successful. Since ROOT will be a "living disk" he recommended that the Section/Chapter Officer Training (SCOT) subcommittee be changed to ROOT in 1994. Professor Cheung reviewed the development schedule of ROOT Version 1.1.
4. SC'93 Summary Mr. Noberini reviewed the responses to the SC'93 Evaluation form (RAB ITEM #2.G.4.B). He noted that the final report of SC'93 will be available in December. Copies will be sent to SC'93 Delegates and all Section Chairs. He also noted that RAB ITEM #2.G.4 contains the recommendations from SC'93. Mr. Noberini thanked the staff of the Regional Activities Department for the fine job done on the Congress.
5. SC'96 Site Selection Mr. Olken announced that the selection committee consisted of RAB Vice President, Luis T. Gandia, IEEE President, Martha Sloan and Organizing Committee Chair of SC'90, Wallace Read and Staff Director Olken (Ex-Officio). Proposals were received from the Atlanta, Denver and Twin Cities Sections. The committee considered the following factors: meeting facilities, cost, international transportation, weather and host Section support. The Ad Hoc Site Selection Committee for Sections Congress '96 recommended Denver as the site for the 1996 Congress with the actual date to be determined (See Minute No. 64).

- H. **RAB STUDENT ACTIVITIES COMMITTEE** Mr. Green noted that the SAC summary was included in the Agenda Booklet (RAB ITEM #2.H). He announced that SAC supports the new Outstanding Student Design Award and notes its support of furnishing Potentials to new graduates for two years. He announced that he will ask RAB to allocate \$3,000 for a Trial Branch Leadership Training Session. The \$3,000 will fund the expenses of conducting the training session. The following motion was placed on the RAB Consent Agenda: The Regional Activities Board to fund a trial branch leadership training session as recommended by SAC. The funding shall be \$3,000. This trial will seek to improve branch officer (Branch Counselor and student leaders) training by delivering the training at the beginning of the school year. The trial shall be conducted in Region 3, a Region that does not presently conduct branch leadership training, in the Fall 1994. (See Minute No. 58.A.6)

*(Editorial Note: The \$3,000 allocated to conduct the trial branch leadership training sessions are to be taken from the RAB Reserves.)*

- I. **RAB/TAB TRANSNATIONAL COMMITTEE** Professor Cheung distributed a summary of the November 18 TC meeting (APPENDIX XXXVIII). He also reported on the activities of the Committee in 1993 (APPENDIX XIL). He discussed the Transnational Service Centers, Transnational Initiatives, Transnational Visits, Transnational Connections and Transnational Service to Members.

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**50. REPORT OF RAB COMMITTEES**

**I. RAB/TAB TRANSNATIONAL COMMITTEE (CONT'D)**

The following topics were also reported on:

- 1) Status Report - IEEE/University Program in China Professor Cheung commented that this is a self funding program. Texas Instruments has agreed to allocate \$12,000 for three years and includes collection of components. Ten universities in China have agreed to supply space for an IEEE Student Library and a laboratory rack of sample components. In addition they also agreed to assist in setting up Student Branches. The program will be active in the first quarter of 1994.
- 2) Status Report - The IEEE Round-Table Conference in Beijing On October 18 a round table conference was held in Beijing. It was well attended by IEEE and included representatives from 6 National Societies from China. It was an informal conference with the intention of determining future areas of cooperation between IEEE and National Societies in China.
- 3) Transnational Meetings Development Committee The Transnational Committee reported that an ad hoc committee of TAB Technical Meetings Council has been formed (APPENDIX XL). The Transnational Meetings Development Committee (TMDC) will promote the holding of IEEE Societies' Technical Meetings in Regions 7-10, by providing information and support. It will enhance partnerships with Sections, Chapters and other appropriate technical entities. The workings of this ad hoc Committee will be reported to RAB through the Regional Conferences Committee.
- 4) Plan for helping EE engineers in needy countries Director Turner reported on a proposal (RAB ITEM #2.I.G5) to increase IEEE membership in areas where IEEE is having difficulties. It is proposed that IEEE provide funds (\$1,000) for a local representative whose duties include the following: increase IEEE membership, organize technical & chapter meetings, aid in distribution of IEEE publications and identify future leaders of IEEE activities. It is recommended that a trial program be conducted in Russia.

**51. REPORT OF OTHER RAB COMMITTEES AND FUNCTIONS**

- A. **AD HOC COMMITTEE ON MEMBERSHIP GRADES** - Dr. Findlay's report was included in the agenda book (RAB ITEM #3.A). He asked that RAB receive the report and that further consideration of the report be deferred until the Membership Options Subcommittee submits it's report.

**52. REPORT OF RAB LIAISON REPRESENTATIVES**

- A. **EAB LIAISON** - Director Bhargava's report on EAB activities is in APPENDIX XLI. He noted that product promotion is becoming more targeted and that sales have increased 17% or \$110K. This year's accreditation cycle includes 111 programs.
- B. **PUB LIAISON** - Director Albertson's report on PUB activities is in APPENDIX XLII. Dr. Hugh Rudnick, Chair of the Spectrum/The Institute Task Force, reported on the recommendations of the Task Force. He noted that recommendations were distributed APPENDIX XLIII. He reported that the recommendations include the following:
  - 1) Restore to monthly frequency - Nine issues in 1994 and twelve in 1995.

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- 2) Restructure editorial content - Emphasis on global news coverage, Member forum, IEEE events and services.
- 3) Create Volunteer Advisory Board - Expand editorial board and create links with major boards.
- 4) Appoint dedicated staff - Full time editor and assistant
- 5) Initiate electronic information experiment - Develop electronic bulletin board.

The following motion was placed on the RAB Consent Agenda: The Regional Activities Board to endorse the recommendations as proposed by the PUB Task Force on SPECTRUM/THE INSTITUTE. (See Minute No. 58.A.5)

- C. **TAB LIAISON** - Dr. Alden reported the Technical Activities Board has passed a motion which states that "It shall be IEEE policy that all IEEE publications that discuss IEEE elections shall provide balanced information on candidates by permitting presentations by the candidates and/or their supporters.
  - D. **USAB LIAISON** - Director Leonard noted that his report is included in the agenda book (RAB ITEM #4.D).
53. **REPORT OF VICE PRESIDENT FOR REGIONAL ACTIVITIES** Vice President Gandia noted that his report was distributed (APPENDIX XLIV). He stated that membership growth should be the top priority of RAB. He noted that, during the last three years, membership in Regions 1-7 has dropped while the growth in Regions 8-10 has been very slow. He stressed that we have a great challenge and it is everyone's responsibility to take action to correct this problem. He believes that people aren't joining IEEE because they are not receiving the services they expect. He reviewed the accomplishments of 1993 which include a successful Sections Congress, ROOT, expanded E-Mail service and the RAB Agenda in Hypertext.
54. **REPORT OF STAFF DIRECTOR - REGIONAL ACTIVITIES** - Mr. Olken announced that his report is in the agenda book (RAB ITEM #6).
55. **NEW BUSINESS/OTHER BUSINESS**
- A) Faraday Lecture Mr. Olken noted that the IEEE Faraday Lecture Overview is contained in the Agenda Book (RAB ITEM #7.A).
  - B) Revision to IEEE Bylaw 301.14 Director Conner noted that Institute Bylaws provide for succession by a Region Director-Elect when a Region Director does not complete a term of service. (A similar provision does not presently exist for Division Directors.) The proposed Bylaw change will provide, in a similar manner, succession by a Division Director-Elect when a Division Director does not complete a term of service. The following motion was placed on the RAB Consent Agenda: The Regional Activities Board to endorse the proposed addition to IEEE Bylaw 301.14 - Board for recommendation of approval by the IEEE Board of Directors. (See Minute No. 58.A.4)
  - C) E-Mail Addresses in the IEEE Membership Directory Director Taylor reported that it has been requested to put E-Mail addresses and Fax Numbers in the IEEE Membership Directory. He noted that these additions will result in an additional 386 pages in the Roster and Affiliates Section of the Directory. The estimated cost for 368 more pages is \$6,243.33
56. **EXECUTIVE SESSION** - The Regional Activities Board was in Executive Session from 4:55 p.m. to

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5:10 p.m.

The Caucus was adjourned at 5:10 p.m..



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Meeting Minutes  
November 20, 1993  
Raleigh, North Carolina

*(Privileged Information, Subject to Confirmation)*

The Regional Activities Board met at the North Raleigh Hilton Hotel. Vice President Gandia called the RAB Meeting to order at 8:00am.

57. **WELCOME AND INTRODUCTIONS** Vice President Gandia welcomed members and guests of RAB to the third Meeting of the Regional Activities Board in 1993, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX XXVII)

58. **REVIEW AND ADOPTION OF CONSENT AGENDA** The Regional Activities Board Agenda, including the Consent Agenda, were **UNANIMOUSLY APPROVED** as follows:

A. Consent Agenda

1. **Ratified approval of agreement between IEEE and IEAust.** The Regional Activities Board ratified approval of the agreement in between IEEE and IEAust. APPENDIX XLV
2. **Approved the 1994-95 RAB Strategic Plan** The Regional Activities Board approved the 1994-95 Strategic and Operational Plan for RAB. APPENDIX XXX
3. **Approved the 1994 Section Rebate Schedule** The Regional Activities Board to recommended that the IEEE Executive Committee approve the 1994 Section Rebate Schedule as presented. APPENDIX XXXVII
4. **Addition of IEEE Bylaw 301.14** The Regional Activities Board to endorsed the proposed addition to IEEE Bylaw 301.14 - Board for recommendation of approval by the IEEE Board of Directors. RAB ITEM #17
5. **Recommendations of PUB Task Force on SPECTRUM/THE INSTITUTE** The Regional Activities Board endorsed the recommendations as proposed by the PUB Task Force on SPECTRUM/THE INSTITUTE. APPENDIX XLIII



6. **Approval of Student Branch Trial Leadership Training Session** The Regional Activities Board to fund a trial branch leadership training session as recommended by SAC. The funding shall be \$3,000. This trial will seek to improve branch officer (Branch Counselor and student leaders) training by delivering the training at the beginning of the school year. The trial shall be conducted in Region 3, a Region that does not presently conduct branch leadership training in the Fall 1994.

*(Editorial Note: The \$3,000 allocated to conduct the trial branch leadership training sessions are to be taken from the RAB Reserves.)*

B. Action Items

Moved the following items from the RAB Meeting Agenda to the RAB Consent Agenda:

1. RAB ITEM #13 - 1994-95 RAB Strategic Plan
2. RAB ITEM #16 - Approval of 1994 Section Rebate Schedule
3. RAB ITEM #17 - Addition to IEEE Bylaw 301.14
4. RAB ITEM #19 - Recommendations of PUB Task Force on SPECTRUM/THE INSTITUTE

Added the following Action Items from the RAB Caucus:

1. Outstanding Student Design Award

C. Reports

The following reports were added:

- 23.C Report on 1994 Activities
- 23.D Report on Alliance of IEEE Consultants' Networks Coordinating Committee (AICNCC)
- 23.E Russian Dues Pilot Program Proposal
- 23.F Revised Section Bylaws

59. **APPROVAL OF OUTSTANDING STUDENT DESIGN AWARD** Mr. Noberini noted that RABARC endorsed the establishment of this award. Mr. Green noted that the recipient(s) of the award must be member(s) of IEEE and undergraduate students at the time of the work considered for the award. Each branch is allowed to give one award to either an individual or a team per academic term. Judging is (like the Outstanding Student Award) left to the branch although it is suggested that the design instructor and student branch counselor participate in the process. It was noted that the cost of initiating this award is minimal since the recipient receives a certificate. It was suggested that Section Officers be present at the contest and during the awards presentation. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** establishing the Outstanding Student Design Award.
60. **APPROVAL OF CO-RECIPIENTS OF THE 1993 RAB INNOVATION AWARD.** The RAB Awards Selection Subcommittee reviewed the nominations received for the 1993 RAB Innovation Award. Based on the Committee recommendations and endorsement by the RAB Awards and Recognition Committee, the Regional Activities Board **APPROVED** (one abstention - D. Conner) a **MOTION** to endorse the following individuals as Co-Recipients of the 1993 RAB Innovation Award:

*David A. Conner*

"For initiating and developing the first multiple site video teleconference of an IEEE Region Executive Committee Meeting."

*Paul Y.S. Cheung and Hugo Fernandez Verstegen*

"For creating and producing ROOT, Resource Officer Orientation Training program, an interactive computer package for IEEE Volunteers."

61. **APPROVAL OF THE RECIPIENT OF THE 1993 RAB LARRY K. WILSON TRANSNATIONAL AWARD.** The RAB Awards Selection Subcommittee reviewed the nominations received for the 1993 Larry K. Wilson Transnational Award. Based on the Committee recommendations and endorsement by the RAB Awards and Recognition Committee, the Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to endorse the following individual as recipient of the 1993 Larry K. Wilson Transnational Award:

*Forrest L. Staffanson*

"For outstanding contributions to enhancement of the transnational character of IEEE through dedicated and extensive work on the IEEE Admissions and Advancement Committee and on the Recognized Educational Program Subcommittee."

62. **APPROVAL OF CO-RECIPIENTS OF THE 1993 RAB LEADERSHIP AWARD.** Mr. Noberini noted that this is a new RAB award and that the following individuals are the first recipients. The RAB Awards Selection Subcommittee reviewed the nominations received for the 1993 RAB Leadership Award. Based on the Committee recommendations and endorsement by the RAB Awards and Recognition Committee, the Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to endorse the following individuals as Co-Recipients of the 1993 RAB Leadership Award:

*Fumio Minozuma*

"For contributions to the formation of the IEEE Tokyo Section in 1955 and continuous support in Section and Chapter development."

*A. Wayne Akerson*

"For organizing and revitalizing the IEEE Richland Section by developing an Organizational Task Team which resulted in scholarship programs, Chapter formations and a significant membership increase."

63. **APPROVAL OF FRIEND OF REGIONAL ACTIVITIES AWARD** The RAB Awards Selection Subcommittee reviewed the nominations received for the Friend of Regional Activities Board. Based on the Committee recommendations and endorsement by the RAB Awards and Recognition Committee, the Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to endorse the Companhia de Electricidade do Estado da Bahia (COELBA) as a Sustaining Friend of Regional Activities.
64. **SITE APPROVAL FOR SC'96** Mr. Olken requested RAB approve Denver as site for Sections Congress '96. The Regional Activities Board **APPROVED** (one opposed - D. Conner) a **MOTION** to approve Denver, Colorado as the site of SC'96 with John E. Martin as Chairman of the SC'96 Organizing Committee and William D. Whipkey as Chairman of the SC'96 Local Arrangements Committee.
65. **APPROVAL OF IEEE METRIC POLICY** Mr. Wolfman noted that during the June 30, 1993 meeting RAB unanimously approved the IEEE Metric Policy. As a result of comments from members the IEEE Metric Policy was revised. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** approving the IEEE Metric Policy. (RAB ITEM #14)
66. **REVIEW OF RAB RESERVES** Ms. Grady reviewed the status of the RAB Reserves. It was noted that as of the December 31, 1993 Financial Statement, RAB will see the reserves and interest on a separate line. RAB discussed the possibility of investing their reserves. As a result, the Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to invest \$100,000 in the IEEE Long Term Financial

Investment Program.

67. **ADDITION TO IEEE POLICY STATEMENT 10.1 - OBJECTIVES** Mr. Kaczorowski reported that this item has been endorsed, in principle, by TAB. The Technical Meetings Council has endorsed the revision and asked RAB to do the same. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to endorse the proposed addition to IEEE Policy and Procedure 10.1 - Objectives.

68. **ACCEPTANCE OF THE REPORT OF THE 1993 IEEE ADMISSION AND ADVANCEMENT COMMITTEE REVIEW COMMITTEE** Dr. Staffanson noted that he appreciated the fine review conducted by the A&A Review Committee. He reported that a response to the A&A Review Committee Report will be presented to the IEEE Board of Directors (APPENDIX XLVI).

The Review Committee's recommendation to downsize the A&A Committee is consistent with the intent and practice of A&A, and is being adopted. A&A strongly supports the concepts of having local panels per meeting rather than the idea of a preliminary evaluation of applications by the Section. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to accept the report from the 1993 Review Committee of the IEEE Admission and Advancement Committee.

69. **ACCEPTANCE OF THE REPORT OF THE 1993 RAB REVIEW COMMITTEE** Ms. Grady indicated that the report of the 1993 RAB Review Committee was distributed (APPENDIX XLVII). Ms. Grady reviewed the report noting that 10 recommendations are made. Director Conner commented that many members of RAB have not had time to review the report, due to the lateness of the report. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to **RECEIVE** the report of the 1993 RAB Review Committee. It was recommended that the 1994 Regional Activities Board review the report.

70. **ENDORSEMENT OF IEEE STRATEGIC PLAN** Ms. Grady reviewed the IEEE Strategic Plan. President-Elect Nagle acknowledged that the document is a good document but it is not perfect. Director Taylor recommended that the vision statements be changed from "should" to "shall" so that the statements be more re-active to the needs of the Institute. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to endorse the IEEE Strategic Plan.

71. **DISCUSSION ITEMS**

A) Young Engineers - Mr. Louis Olszyk, Professional Activities Chairman of the Eastern North Carolina Section, spoke on the concerns of young engineers. Mr. Olszyk indicated that he believes most Students join IEEE because being a Student Member looks good on your resume. He added that he isn't sure why he is involved in IEEE activities. The general feeling among young engineers is that once you graduate and get a job being an IEEE member has little value. He continued in saying that most young engineers do not realize that IEEE offers the following: 1) networking 2) a chance to stay informed 3) financial benefits and 4) educational activities. He commented that the incentives of membership are useless if no one hears about them. He stressed the need to foster student activities within the Section and to let the student know what is available. More personal involvement with the students must be encouraged. Mr. Olszyk indicated that he was surprised when he attended an IEEE meeting and enjoyed himself while learning something. Director Leonard noted that he has visited Student Branches in his Region (APPENDIX XLVIII) and the number of Student Members has increased. Mr. Olszyk acknowledged that the Graduated Dues Program is an effective program however many graduating seniors are not aware of the programs existence. It was suggested that Sections invite Students and Recent Graduates to their Section meetings.

- B) Audit Committee Update Dr. Brown reported on the development of an audit procedure for IEEE conferences. (RAB ITEM #23.B) She noted that IEEE has proposed to audit and provide record keeping procedures for all IEEE sponsored conferences where IEEE is the lead sponsor (greater than 50% revenue share). Conferences with a total income greater or equal to \$100K, exclusive of conferences loans, must be audited. The conference audit process can be optional for conferences to be held in 1994 but mandatory for those to be held in 1995.
- C) Report on 1994 Activities President-Elect Nagle reported on the preliminary plans for 1994. It has been proposed that a ten-year follow up to the 1984 Centennial be included with the events of the June 1994 Honors Ceremony. It was suggested that the Centennial Students and the Centennial Young Engineers be invited to participate in the 110th anniversary of the Institute. It was noted that a two day planning retreat in January and a one day retreat in June have been scheduled to talk about the organizational structure of the IEEE. An orientation on the financial operations with respect to the IEEE Strategic Plan will be held. An IEEE Technical Meetings and Trade Show Management Workshop has also been scheduled for July. President-Elect Nagle reviewed the new initiatives for 1994-95. These initiatives include among others, the following: implementation of Strategic Plan, expansion of the industry visits program, development of an IEEE Professional Network and development of new joint membership programs with National Societies. It was noted that the initiatives for 1994-95 are included in the 1994-95 BoD/ExCom Operating Plan.
- D) Report on Alliance of IEEE Consultants' Networks Coordinating Committee (AICNCC) Mr. Middleton briefly reported on the activities of the Alliance of IEEE Consultants' Networks Coordinating Committee (APPENDIX IL). To date 19 networks have been established. The AICNCC goal is to facilitate networking capabilities and provide professional assistance and resources to U.S. Members who are self-employed technical consultants. Presently this is a professional activity within the U.S. but it may expand to Regions 7-10.
- E) Russian Dues Pilot Program Proposal Professor James Aylor, President of IEEE Computer Society, reported that the IEEE Computer Society would like to implement a special dues discount program for computer engineers and computer scientist in Russia. The program would enable Russian engineers and scientist to join IEEE and the Computer Society with a 90% discount. It was noted that by initiating this program only in Russia it would set a precedent. Many engineers in other Regions could benefit equally from this proposal. During discussion it was determined that the Region 8 Executive Committee had not been consulted on this proposal. In addition, the financial implications of this proposal were not made clear. Director Turner commented that, while this proposal is not a solution, Region 8 would like to work with the Computer Society. Director Conner suggested that the Computer Society withdraw this proposal and adopt a proposal to sponsor 200 Society memberships in all 10 Regions. It was noted that the intent of the proposal is good but further coordination is required before further action is taken.
- F) Report of Section Bylaw Changes Director Snyder reported, as required by IEEE Bylaws, that the Binghamton and the Worcester Sections have modified their Bylaws. Director Snyder noted that he has approved the Bylaw changes.
72. **TIME AND PLACE OF NEXT MEETING** The next meeting of the Regional Activities Board will be January 28-29, 1994 at the IEEE Operations Center and the Hyatt Regency in New Jersey. (RAB ITEM No. 24)

Vice President Gandia adjourned the meeting at 10:40am.

Respectfully Submitted,

Melvin I. Olken  
Secretary

RAB CAUCUS - JUNE 29, 1993

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Caucus Minutes  
June 29, 1993  
San Juan, Puerto Rico

(Privileged Information, Subject to Confirmation)

The Regional Activities Board met at the Caribe Hilton Hotel and Towers. Vice President Gandia called the RAB Caucus to order at 1:00pm.

23. **WELCOME AND INTRODUCTIONS** Vice President Gandia welcomed members and guests of RAB to the second Caucus of the Regional Activities Board in 1993, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX XIX)

24. **REVIEW OF AGENDA**

The following items were added to the Agenda:

- A. Added to New Business/Other Business - RAB Item #7.A - Report on the IEEE 1994 Budget
- B. Added to New Business/Other Business - RAB Item #7.B - Status Report from IEEE Metric Policy Committee.
- C. Noted that RAB Item #2.B.1 and Item #2.B.2 will be combined and discussed as one item.

The following items were deleted from the Agenda:

- A. RAB Item #3.A - Student Membership Option Subcommittee - No Report was presented

The Regional Activities Board **APPROVED** the Agenda, as amended.

25. **REPORT OF DIRECTORS** The Reports of the Region 2, 5 and 8 Directors were included in the agenda book (RAB ITEM #1). The Reports of the Region 1, 4, 6, 7, 9 and 10 Directors were distributed at the Caucus and are attached in APPENDIX XX. The report from Region 3 was verbally presented by Region 3 Vice Chair Deborah Powers during the Caucus.

26. **REPORT OF RAB COMMITTEES**

- A. RAB Advisory Committee - The following items were discussed:

- 1. 1994 RAB Support of Video Conferences - Ms. Grady announced that the Advisory Committee has recommended that RAB continue its support of video conferences. The following motion was placed on the RAB Consent Agenda: The Regional Activities Board to continue its support of the EAB video conferences in 1994 and allocate \$60,000 subject to Section's having access to all video conferences being offered. (See Minute No. 33.A.6)
- 2. Voluntary Contributions on Dues Renewal Notice - Director Leonard noted that due to the

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dissolution of MIDCON, Region 5 no longer has a source of external income. The Region 5 Committee requested that a one-time voluntary contribution of \$5.00 be solicited from members within the Region. Director Turner announced that the objective of the Region 8 solicitation is to raise funds to support IEEE activities in needy Sections. He noted that the voluntary contribution will not be used for the payment of dues or subsidies for members in these needy Sections. Ms. Grady asked that both these items be placed on the RAB Consent Agenda (See Minute No. 33.A.2 & 33.A.4)

3. Validity of Petitions for Petition Candidates - Ms. Grady explained that a clearly defined time frame does not exist for the collection of signatures by a petition candidate. The proposed revision to IEEE Bylaw 314.10 is intended to provide a specific time frame to those wishing to petition for candidacy. Ms. Grady requested that the proposed revision to IEEE Bylaw 314.10 be placed on the RAB Consent Agenda. (See Minute No. 33.A.3).
  4. RAB Allocation - Mr. Olken reviewed the proposed 1994 budget for Regional Activities. He explained that Section Rebates, Regional Allocations and Student Branch Rebates have been increased in 1994. Mr. Olken noted that RAB will incur an additional expense of \$60K because of IS charges incurred by Sections. Director Snyder reminded RAB that it has made a commitment to increase Section Rebates 10% of dues by 1998.
- B. IEEE Admission and Advancement Committee - Dr. Staffanson distributed a report and discussed the activities of the A&A Committee. (APPENDIX XXI). The A&A Committee plans to meet in all Regions except Regions 8 & 10 in 1993. Qualified Senior Members and Fellows from 30 Sections in 5 Regions have participated in A&A Meetings thus far in 1993. The Recognized Educational Program (REP) Committee continues to meet monthly by telephone. An interim REP database has been established and is ready to accept inputs from Councils and Sections through their respective REPCOM members.
- C. RAB Awards and Recognition Committee - Mr. Noberini stated that the Committee met prior to the Caucus (APPENDIX XXII). He also announced that solicitations have been sent to Region Award and Recognition Chairs requesting nominations for the following RAB Awards: RAB Larry K. Wilson Transnational, RAB Innovation, RAB Achievement, RAB Leadership and the Friends of IEEE Regional Activities. He noted that he will announce the recipients of the 1992 Section Membership Growth Award and 1992 Student Branch Membership Growth Award during the RAB Meeting.
- D. RAB Finance Committee - Mr. Olken briefly summarized the 1993 Regional Activities financial activities. He explained that there is a planned over expenditure of \$135K in 1993 for Sections Congress costs. Other accounts appear to be on target to meet budgets.
- E. IEEE Membership Development Committee - Dr. Richter provided updates on the activities of the Committee. He noted that the following programs are being developed: Society Outreach - a campaign which allows a new member to join an IEEE Society, and Affiliate Upgrade Program - a program with Computer Society cooperation which offers IEEE membership to Affiliate members when they renew. A MDC Task Force is being established to review application forms. The forms are to facilitate processing procedures while ensuring that membership qualifications are met.
1. Direct Mail Campaign - Dr. Richter announced that the 1992 campaign recruited 889 new members with a 2% return of solicitations sent. He asked that RAB approve the revision of IEEE Bylaw 106.3 to initiate a Direct Mail Campaign for 1993. The following was placed on the RAB Consent Agenda: RAB recommended that the IEEE Board of Directors approve the addition of Bylaw 106.3 - Application Requirements, waiving the requirements of a reference

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for application to Member for the 1993 Direct Mail Campaign during the period of October 1, 1993 -December 31, 1993. (See Minute No. 33.A.1)

2. Telemarketing Campaign - The 1992 Telemarketing campaign was successful resulting in 1,775 members renewing their membership.

F. RAB Regional Conferences Committee - Mr. Kaczorowski commented that the committee met prior to the Caucus and spent much of its time discussing the problems of horizontal conferences. He noted that ELECTRO did not make a profit in 1993.

1. Post Conference Sales Program - Mr. Kaczorowski announced that WESCON, NORTHCON and ELECTRO have agreed to participate in the program. It is expected that SOUTHCON will also agree to participate. This program is an income generating activity for RAB. It is anticipated, that when the program is fully developed, \$25K to \$50K will be returned to RAB on an annual basis from all four conferences.

G. RAB Section/Chapter Support Committee - Mr. Fernandez Verstegen reported on the following items:

1. Proposed 1994 Section Rebate Schedule - Mr. Fernandez Verstegen announced that a task force has been established to provide recommendations, by November, for the 1994 Section Rebate Schedule. He stressed that the schedule should be an IEEE rebate not a RAB or TAB rebate. He noted that the Committee recognizes that some financial support to Chapters may be necessary.
2. Electronic Communications Update - Dr. Alden distributed a status report regarding Electronics Communications. (APPENDIX XXIII) He noted that many articles have been printed in THE INSTITUTE. The July/August issue contains an article which addresses the various ways to obtain e-mail accounts. He reported that 44% (122/277) Sections and 24% (169/707) of the Student Branches have are listed on the ieee.org gateway.
3. Section/Chapter Officer Training Report - Mr. Fernandez Verstegen introduced Professor Cheung who demonstrated the ROOT program. It was announced that all primary delegates of Sections Congress will receive a copy of the ROOT program. Mr. Fernandez Verstegen reported that ROOT is a tool which must be continually updated if is to be used to its full potential. The demonstration of ROOT was received with acclamation. RAB expressed its gratitude to Paul Cheung, Hugo Fernandez Verstegen and Juan Carlos Miguez for the development of ROOT.

H. RAB Student Activities Committee - Mr. Green noted that a summary of the SAC meeting held from March 26-28 was in the agenda book (RAB ITEM #2.H). He said SAC is looking into plans for improving electronic mail activities within Student Branches. He urged RAB to consider increasing the training allotment funds to Regions so Student Branch training may be improved. A strong Student Branch is very important and Branch Counselors and Officers need the extra training.

- I. RAB/TAB Transnational Committee - Professor Cheung distributed a summary of the committee meeting held on June 28. (APPENDIX XXIV) He reported that the IEEE Asia-Pacific Office opened in April and it is expected that services to Region 10 members will be improved. He noted that methods and means to expand IEEE membership worldwide are being developed. TC made a motion to TAB to increase the e-mail activity among Chapters and encourage use among the Chapter Coordinators. Professor Cheung announced that he will present an action item during the RAB Meeting asking RAB to approve the appointment of Region 8 Director, Charles Turner, to prepare a project proposal for the IEEE Board of Directors and the IEEE Executive Committee to obtain funding for programs to assist members in Russia.

## 27. REPORT OF OTHER RAB COMMITTEES AND FUNCTIONS

- A. Ad Hoc Committee on Membership Grades - Dr. Findlay's report was included in the agenda book (RAB ITEM #3.B).

## 28. REPORTS OF RAB LIAISON REPRESENTATIVES

- A. EAB Liaison No Report

- B. PUB Liaison - Director Albertson noted that an ad hoc task force has been established to deal with criticisms and suggestions made by IEEE volunteers and members in relation to SPECTRUM and THE INSTITUTE. He reported that SPECTRUM needs to increase globally and needs more technical supervision on articles. He also noted that THE INSTITUTE is not a newspaper because of outdated articles and that nobody speaks favorably about it. The goal of the ad hoc task force is to increase the global perspective of the SPECTRUM and to make the SPECTRUM and THE INSTITUTE more responsive to member and volunteer needs and interests. (APPENDIX XXV)

- C. TAB Liaison - No Report

- D. USAB Liaison - Director Leonard noted that his report is included in the agenda book (RAB ITEM #4.D). He noted that Region 7 will be providing a representative to the PACE conference in September.

29. REPORT OF VICE PRESIDENT FOR REGIONAL ACTIVITIES - Vice President Gandia noted that his report was distributed in the agenda book (RAB ITEM #5). He stated that membership retention should be the top priority of RAB. He noted that 8 Regions had less members in May 1993 compared to May 1992. He stressed that it is everyone's responsibility to take action to correct this problem.

30. REPORT OF STAFF DIRECTOR - REGIONAL ACTIVITIES - Mr. Olken announced that his report is in the agenda book (RAB ITEM #6). He encouraged the Regional Directors to revitalize Chapters.

## 31. NEW BUSINESS/OTHER BUSINESS

- A) 1994 Budget - Treasurer Hissey addressed the Regional Activities Board and provided a status report on the IEEE Budget for 1994. He explained that the goal established by the IEEE Executive Committee was to create a 1994 budget with \$500K surplus. The premise for the 1994 budget assumes that there will be no membership dues increase and the membership growth rate will be flat. At the present time, the 1994 Budget is almost balanced but does not have the \$500K surplus. It was noted that rent and travel expenses have increased. In order to achieve the surplus, additional sources of income must be established. A new source of income would be royalties from credit card programs. Concern was raised regarding the

zero membership growth anticipated in 1994. Many members of RAB felt that this is overly optimistic and believe that membership growth in 1994 will be negative. It was noted that travel expenses are a large part of the budget. Treasurer Hissey stated that he would like to have a flat travel budget. Questions were raised regarding the possibility of reducing travel expenses. It was felt that it is easier to cut travel expenses as opposed to trying to cut more expenses. Treasurer Hissey thanked RAB for the opportunity to speak to them and encouraged everyone to ask questions or make comments.

- B. IEEE Metric Policy Committee - Status Report - Mr. Wolfman reported that the Committee was established in 1992. Mr. Wolfman noted that the U.S. is the only major country that is not on the metric system. In order to increase U.S. global competitiveness, the U.S. must convert to the metric system. The committee proposed a draft statement of policy which was endorsed by the IEEE Standard Board on June 17, 1993. The Regional Activities Board reviewed the "Draft Statement of Policy" and placed it on the RAB Consent Agenda. (See Minute No. 33.A.5) (APPENDIX XXVI)

The Caucus was adjourned at 4:45p.m..

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Meeting Minutes  
June 30, 1993  
San Juan, Puerto Rico

(Privileged Information, Subject to Confirmation)

The Regional Activities Board met at the Caribe Hilton Hotel and Towers on June 30, 1993. Vice President Gandia called the RAB Meeting to order at 8:00am.

32. WELCOME AND INTRODUCTIONS Vice President Gandia welcomed members and guests of RAB to the second Meeting of the Regional Activities Board in 1993, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX XIX)

33. REVIEW AND ADOPTION OF CONSENT AGENDA The Regional Activities Board Agenda, including the Consent Agenda, was UNANIMOUSLY APPROVED as follows:

A. Consent Agenda

1. 1993 Direct Mail Campaign - Waiver of Reference The Regional Activities Board to recommend that the IEEE Board of Directors approve the addition of Bylaw 106.3 - Application Requirements, waiving the requirement of a reference for application to Member for the 1993 Direct Mail Campaign.  
  
106.3 For the period October 1, 1993 - December 31, 1993, and for the purposes of direct mail campaigns only, the requirement for furnishing a name of a reference for application to Member is waived, provided that the applicant be required to provide authorization for release of any information to IEEE which may be required by IEEE to complete the application process.
2. Solicitation of Contributions The Regional Activities Board to recommend that the IEEE Board of Directors initiate a voluntary contribution on the dues renewal notice in Region 8. The voluntary contributions will provide general support to existing Sections in need and to Sections in formation.
3. Revision of IEEE Bylaw 314.10 - Nominations and Elections The Regional Activities Board to recommend that the IEEE Board of Directors approve the revision to Bylaw 314.10, Nominations and Appointments.
4. Voluntary \$5.00 Regional Assessment in Region 5 The Regional Activities Board to recommend that the IEEE Board of Directors authorize a voluntary one-time \$5.00 solicitation to the members in Region 5 in order to restore the reserves of the Region.
5. Endorsement of IEEE Draft Statement of Policy The Regional Activities Board to endorse the IEEE Metric Policy Committee "Draft Statement of Policy" as shown below.

The IEEE will:



1. Actively support the use of the SI metric system in electrical and electronics engineering.
2. Use SI units exclusively\* to express measured and calculated values of physical quantities in all IEEE publications, including standards. With respect to existing standards, this policy shall take effect with the next revision; with respect to other publications, no later than January 1, 1995.
3. Use the current issue of IEEE Standard 268.
4. Promote the use of SI in education at all levels.

\*It is recognized that certain exceptions to this policy will be necessary (e.g., where a conflicting world industry practice exists). These exceptions must be evaluated and approved by the appropriate Institute Board on an individual basis, and for a specific period of time, and reported to the Board of Directors.

6. Support of EAB Video Conference Program The Regional Activities Board to continue its support of the EAB video conferences in 1994 and allocate \$60,000 subject to Section's having access to all video conferences being offered by EAB.
7. Approval of the following Student Branch Formations:
  - a. Kansas State University in Region 5
  - b. Cogswell College - North Campus in Region 6
  - c. Instituto Tecnológico y de Estudios Superiores de Monterrey in Region 9
  - d. Universidad Nueva Esparta in Region 9
  - e. Universidad Pontificia Bolivariana in Region 9
  - f. Chaitanya Bharathi Institute of Technology in Region 10
  - g. Jawaharlal Nehru Technological University in Region 10
  - h. University of Western Sydney in Region 10

B. Action Items

Moved the following items from the RAB Meeting Agenda to the RAB Consent Agenda:

1. RAB ITEM #14 - Proposed Revision to IEEE Bylaw 106
2. RAB ITEM #16 - Solicitation of Contributions
3. RAB ITEM #19 - Revision to IEEE Bylaw 314.10 - Nominations and Elections
4. RAB ITEM #21 - Voluntary \$5.00 Regional Assessment in Region 5

Added the following Action Items from the RAB Caucus:

1. Project Proposal for Needy Members
2. 1994 Regional Activities Budget

Moved the following items from the RAB Consent Agenda to the RAB Meeting Agenda:

1. Formation of the Cyprus Section
2. Formation of the Minas Gerais Section

## C. Reports -

No additional reports were made

- 34. APPROVAL OF APPOINTMENT OF CHARLES TURNER TO DEVELOP A PROJECT PROPOSAL FOR NEEDY MEMBERS** Professor Cheung reported that the RAB/TAB Transnational Committee endorsed a recommendation that Charles Turner develop a proposal which will help needy members. The Regional Activities Board UNANIMOUSLY APPROVED a MOTION appointing Region 8 Director, Director Turner, to prepare a project proposal for the IEEE Board of Directors and the IEEE Executive Committee, to obtain outside funding for a program to assist needy members, especially those in Russia and the neighboring countries.
- 35. APPROVAL OF 1994 REGIONAL ACTIVITIES BUDGET** Mr. Olken presented the 1994 Regional Activities Budget. He noted that Section Rebates, Regional Allocations and Student Branch Rebates have been increased in 1994. The Regional Activities Board UNANIMOUSLY APPROVED a MOTION to accept the 1994 Regional Activities Budget as presented. (APPENDIX XXVII)
- 36. EXECUTIVE SESSION** The Regional Activities Board was in Executive Session from 8:20am to 8:40am.
- 37. APPROVAL OF FORMATION OF CYPRUS SECTION AND MINAS GERAIS SECTION** Following Executive Session, the Regional Activities Board UNANIMOUSLY APPROVED a MOTION establishing the Cyprus Section in Region 8 and the Minas Gerais Section in Region 9.
- 38. APPROVAL OF 1994 SUBSCRIPTION RATES TO IEEE POTENTIALS** Ms. Grady reported that the subscription rates have not changed from the 1993 rates. The Regional Activities Board UNANIMOUSLY APPROVED a MOTION recommending approval of the 1994 subscription rates for POTENTIALS by the IEEE Executive Committee and the IEEE Board of Directors.
- (Editorial Note: The IEEE Executive Committee approved the 1994 POTENTIALS Subscription Rates on July 4, 1993)*
- 39. APPROVAL OF 1994 ADVERTISING RATES TO IEEE POTENTIALS** Ms. Grady stated that the advertising rates have not changed from the 1993 rates. RAB asked staff to solicit more advertising. The Regional Activities Board UNANIMOUSLY APPROVED a MOTION recommending approval of the 1994 advertising rates for POTENTIALS by the IEEE Executive Committee.
- (Editorial Note: The IEEE Executive Committee approved the 1994 POTENTIALS Advertising Rates on July 4, 1993)*
- 40. APPROVAL OF 1992 SECTION MEMBERSHIP GROWTH AWARD RECIPIENTS** Mr. Noberini noted that all statistics have been verified to insure that all meeting reports, financial reports and officer terms have been submitted to Regional Activities. The Regional Activities Board UNANIMOUSLY APPROVED a MOTION announcing the following Sections as recipients of the 1992 Section Membership Growth Award:

Region 1	Princeton	Region 7	Kitchener-Waterloo
Region 2	Akron	Region 8	United Kingdom & Republic of Ireland
Region 3	Atlanta	Region 9	Argentina
Region 4	Southern Minnesota	Region 10	Tokyo
Region 5	South Plains		
Region 6	Fort Huachuca		

**41. APPROVAL OF 1992 STUDENT BRANCH MEMBERSHIP GROWTH AWARD RECIPIENTS**

Mr. Noberini noted that all Student Branches have been verified as not being delinquent and contained at least 20 members on December 31, 1991. The Regional Activities Board UNANIMOUSLY APPROVED a MOTION announcing the following Student Branches as recipients of the 1992 Student Branch Membership Growth Award:

- Region 1 Polytechnic University of New York - Long Island Center
- Region 2 Ohio Northern University
- Region 3 University of New Orleans
- Region 4 University of Notre Dame
- Region 5 University of Texas - El Paso
- Region 6 Seattle University
- Region 7 Ryerson Polytechnic Institute
- Region 8 United Kingdom & Republic of Ireland Section Student Branch
- Region 9 Universidad Austral de Chile
- Region 10 Korea Advanced Institute of Science & Technology

**42. PROPOSED REVISIONS TO IEEE BYLAW 312.5 - NAME CHANGE OF LIFE MEMBER FUND COMMITTEE**

Ms. Grady noted that the Life Member Fund Committee would like to change the name of the committee to the Life Members' Committee. She reported that during its' April 27, 1993 Meeting the LMFC unanimously approved the name change. The Regional Activities Board UNANIMOUSLY APPROVED a MOTION to recommend that the IEEE Board of Directors approve the revision to IEEE Bylaws 304.2 and 312.5 changing the name of the IEEE Life Member Fund Committee to the Life Members' Committee.

**43. REVISION TO IEEE POLICY AND PROCEDURE 11.6 - TRAVEL FUNDS**

Director Turner reported that he was unable to attend the meeting of the Audit Committee because it was not economical. He felt that it should be made clear to all members of a committee how the meetings will be conducted. The financial impact of the motion cannot be determined since Budgets are made prior to the committee appointments. The Regional Activities Board UNANIMOUSLY APPROVED a MOTION to recommend that the IEEE Board of Directors approve the revision of IEEE Policy and Procedure 11.6 - Travel Funds for Major Boards and Committees.

**44. REVISION TO IEEE BYLAW 109.1 - REGION 10 ASSESSMENT**

Professor Cheung announced that the reserves in Region 10 are low, stating that the Hong Kong Section reserves are greater than those of the Region . He continued and said that Region 10 has the lowest assessment of all the Regions and recommended an increase in assessment to \$5.00. It is anticipated that the increase from \$3.00 to \$5.00 will not put a heavy financial strain on the membership. The Regional Activities Board UNANIMOUSLY APPROVED a MOTION to recommend that the IEEE Board of Directors approve the proposed revision to IEEE Bylaw 109 increasing the Region 10 Assessment from \$3.00 to \$5.00.

**45. REVISION TO IEEE POLICY AND PROCEDURE 11.4.D - CONTRIBUTIONS**

Director Van Gelder explained the proposed revision. It was noted that at the present time any contributions offered by Regions, Councils, Sections or Societies to any organization or individual requires Executive Committee approval. The proposed revision gives the appropriate Vice President approval authority for contributions under \$5,000. The Regional Activities Board UNANIMOUSLY APPROVED a MOTION to recommend that the IEEE Board of Directors approve the revision to IEEE Policy and Procedure 11.4.D - Contributions.

**46. TIME AND PLACE OF NEXT MEETING**

The next meeting of the Regional Activities Board will be November 19 & 20, 1993 at the North Raleigh Hilton in Raleigh, North Carolina. (RAB ITEM No. 23)

Vice President Gandia adjourned the meeting at 9:15am.

Respectfully Submitted,

Melvin I. Olken  
Secretary

# RAB MINUTES - FEBRUARY 27, 1993

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# RAB MINUTES - FEBRUARY 28, 1993

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Caucus Minutes  
February 27, 1993  
Chicago, Illinois

(Privileged Information, Subject to Confirmation)

The Regional Activities Board met at the Sheraton Chicago Hotel & Towers. Vice President Gandia called the RAB Caucus to order at 1:00pm.

1. **WELCOME AND INTRODUCTIONS** Vice President Gandia welcomed members and guests of RAB to the first Caucus of the Regional Activities Board in 1993, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX I)

2. **REVIEW OF AGENDA**

The following items were added to the Agenda:

- A. Added to RAB Regional Conferences Committee, RAB Item 2.F.3 - Revision to RAB Regional Conferences Committee Charter
- B. Added to Section/Chapter Support Committee, RAB Item 2.G.5 - Chapters - Relationship with Societies
- C. Added to New Business/Other Business, RAB Item 7.C - Ordering materials from Regional Activities
- D. Added to New Business/Other Business, RAB Item 7.D - Budget Issues concerning the IEEE Board of Directors Caucus
- E. Noted that RAB Item 2.I.2 - Merger between IEEE Canada and Canadian Society for Electrical & Computer Engineering - will be discussed at 3:30pm.

The Regional Activities Board APPROVED the Agenda, as amended.

3. **REPORT OF DIRECTORS** The Reports of the Region 3, 4, 5, 6 and 7 Directors were included in the agenda book (RAB ITEM #1). The Reports of the Region 1, 2, 9 and 10 Directors were distributed at the Caucus and are attached in APPENDIX II. The Report of the Region 8 Director was reported verbally during the Caucus and is attached in APPENDIX II.
4. **REPORT OF RAB COMMITTEES**

- A. RAB Advisory Committee The following items were discussed:

1. **1993 Strategic and Operational Plan** Director Snyder reviewed the 1993 Strategic and Operational Plan. He noted that the Mission and Strategy of the Regional Activities Board have not changed. The intent of the plan is to emphasize to the Regional Directors the need for promoting Regional Activities. Each goal is meant as an action item by Region Directors.
2. **LM Task Force on LM Services** Vice Chairman Grady noted that the report is included in RAB ITEM #8.D. She reviewed the report and asked that the item be placed on the RAB Consent Agenda. She noted that no formal action will be taken at this time and asked that the Regional Activities Board accept the recommendations of the Task Force on Life



Member Services, in principle.

- B. IEEE Admission and Advancement Committee The following items were discussed:
1. 1993 Committee Goals Dr. Staffanson noted that goals for the A&A Committee include the following: 1) Broaden representation of the A&A Committee, over a three year period, to include 90% of all IEEE Sections, 2) Review and simplify the application form, 3) Have over 50% of the Sections, in Region 7-10, participate in the updating of the REP list.
  2. A&A Chair's Report Dr. Staffanson reported that in 1992 all Senior Member and fewer than 10% of the applications for Member grade were individually reviewed by the committee. He noted that A&A meetings are scheduled to broaden participation and enhance interest and member insight in IEEE. The meetings are held in conjunction with other IEEE meetings as much as feasible. (APPENDIX III)
  3. EAB/RAB REP Committee Dr. Staffanson noted that a substantial amount of work has been accomplished by this committee and that its members should be commended. He commented that the committee has developed guidelines and criteria for use by the Sections in recommending recognized programs of professional standing. The REP List presently includes 2,197 programs in 105 countries. (APPENDIX IV)
  4. Proposed Revision to IEEE Policy & Procedure 3.3 It was noted that the changes submitted are a replacement of the current Policy & Procedure 3.3. Dr. Staffanson stated that the replacement would decentralize the generation of REP List and rely on the Sections to maintain the update of the list. In addition, guidelines will be provided to Sections on how to identify programs which produce graduates of a professional level. The replacement P&P notes that the REP List is a internal administrative tool for the purpose of expediting membership applications and is not to be used for other purposes. The REP List is not the result of an IEEE evaluation of educational programs, rather it is a list of those programs which are recognized by the academic and professional engineering communities in the respective regions of the world, according to criteria developed by IEEE. (APPENDIX XVII)
- C. RAB Award and Recognition Committee Mr. Noberini informed RAB that the Committee goals for 1993 have been established (APPENDIX V) He noted that RABARC is considering inviting a TAB Liaison to be a member of RABARC. Mr. Noberini announced that nominations for the RAB Achievement Award and the RAB Leadership Award will now be accepted. Mr. Noberini reported that RABARC has endorsed the recipient of the 1993 William W. Middleton Distinguished Service Award (See Minute No. 12). He indicated that he will present two items for formal approval by RAB:
- 1) Name Change of RAB Friend of the Institute Award (See Minutes No. 14)
  - 2) Acceptance of Exemplary Student Branch Award (See Minute No. 13)
- D. RAB Finance Committee Mr. Olken gave a brief overview of the 1992 financials. According to the post closing pre/audit figures RAB/FS came in \$275,000 under budget. He explained that RAB/FS planned to be \$150,000 under budget and the additional savings can be attributed to the advantages of using modern technology in producing POTENTIALS as well as in departmental overhead. Mr. Olken announced that a preliminary 1994 Budget is being developed. He noted that rebates will be increased in 1994 and that a 10% increase in Regional Allocations has been included. He concluded in saying that this is a first draft of the 1994 budget and that he expects considerable interaction.
- E. IEEE Membership Development Committee Professor Richter reviewed the Committees

objectives and discussed the activities planned in 1993 (APPENDIX VI). He noted that many IEEE committees are involved in Membership Development and coordination between these committees must be established. Professor Richter stressed that IEEE should become more global by having Regions and Sections become more active in Membership Development. He noted that there are many areas in which additional members could be recruited and cited industry and students as examples of such areas.

- 1) Status Report - Telemarketing Campaign Mr. Olken reviewed the two campaigns conducted in 1992. The campaign conducted in the Fall, which was directed towards members who entered arrears in March was disappointing. The Fall campaign resulted in 300 reinstatements. A trial campaign conducted in June, directed at members who went into arrears in March, was more successful. The trial campaign resulted in an 18% retention rate of members. He announced that the next telemarketing campaign will be conducted in April and directed at people who have gone arrears in March, 1993.
- 2) Status Report - Direct Mail Campaign The campaign was conducted in cooperation with the IEEE Communications Society. The campaign was successful resulting in 1,000 new IEEE members. The Communications Society campaign to increase Communication Affiliates was also successful. Mr. Olken stated that plans are being made to run similar programs with the Communications Society and other Societies in 1993.

**F. RAB Regional Conferences Committee** Mr. Kaczorowski reported that the Committee met prior to the Caucus.

- 1) Establishment of Committee Goals Mr. Kaczorowski reviewed the 1993 Committee Goals (APPENDIX VII).
- 2) Post Conference Sales Program It was noted that an agreement has been negotiated with ECI/ECM which resulted in a 50/50 split of profits. He noted that IEEE is still attempting to market the post conference sales records.
- 3) Revised Regional Conference Committee Charter Mr. Kaczorowski reported that the Committee has reviewed its Charter and made modifications. He requested that the phrase "Qualifying for STC Rebate" be deleted from paragraph 5 under the Responsibilities Section. He indicated that this item will be brought forward to RAB for formal approval during the RAB Meeting (See Minute No. 16).

**G. RAB Section/Chapter Support Committee** Mr. Fernandez Verstegen introduced Dr. J. David Irwin, TAB Representative to RAB. Dr. Irwin announced that TAB would like closer relationships between societies and chapters. The Society President's will be surveyed to determine their needs.

- 1) Establishment of Committee Goals Mr. Fernandez Verstegen reported that the mission of S/C Support is to develop, in three years, a service concept which aims to achieve outstanding member value (APPENDIX VIII). He noted that IEEE must understand and exceed member expectations and increase member satisfaction and volunteer/staff motivation. He continued by observing that non-trained, unsupported officers result in a high probability of lost members. The 1993 Goals & Objectives for the Committee have been established and are attached in APPENDIX IX.

- 2) SC'93 Program Status Report Mr. Noberini commented that Sections Congress is four months away and encouraged everyone to submit their reservation form. He noted that speakers have been identified and are currently being asked if they will participate. Funding for these speakers are being sought from other Boards.
- 3) Electronic Communications Update In the absence of Dr. Alden, Mr. Fernandez Verstegen presented his report (APPENDIX X). He noted that there is a good Headquarters based e-mail structure and that 40% of the Sections and 18% of the Student Branches have e-mail links. Four articles have been published in the INSTITUTE pertaining to e-mail.
- 4) Section/Chapter Officer Training Report Director Leonard announced that 300 copies of Resource-Officer-Orientation-Training (ROOT) Diskette will be available at Sections Congress '93.

H. RAB Student Activities Committee Mr. Green announced that next SAC meeting will be held March 25-28 in Houston, TX. He reviewed the preliminary committee goals as distributed in the RAB Agenda book (RAB ITEM #2.H.1). He noted that the SAC Charter is being revised to make the USAB Liaison a full voting member of the committee. This item was placed on the Consent Agenda.

I. RAB/TAB Transnational Committee Dr. Cheung distributed a summary of the Committee Meeting held on February 26 (APPENDIX XI). He noted that he will ask RAB for formal approval for the establishment of a pilot program entitled the IEEE/University program (See Minute No. 17).

- 1) 1993 Committee Goals The 1993 Committee goals were reviewed. They include: 1) Encouraging e-mail use in Regions 8-10 with emphasis on increasing society participation, 2) Assisting the TAB outreach program, 3) Conducting qualitative and quantitative surveys in Regions 8, 9 and 10, 4) Establishing a performance measure of service for support provided by Asian Pacific service center.
- 2) Merger Between IEEE Canada and Canadian Society for Electrical & Computer Engineering (CSECE) Dr. Eastham, past Director Region 7, noted that this merger is in agreement with the goal of encouraging interaction between IEEE and national societies. (APPENDIX XII) The merger will form an entity - which will represent both the technical and professional interest of electrical & computer engineers in Canada. The merger will combine the technical strength of IEEE with professional and educational activities of CSECE. Director Bhargava asked that RAB endorsement of the merger be placed on the Consent Agenda (See Minute No. 11.A.4).

## 5. REPORT OF OTHER RAB COMMITTEES AND FUNCTIONS

A. RAB Councils Ad Hoc Committee Director Snyder reported that the committee has proposed revisions to IEEE Bylaw 401 and IEEE Bylaw 403. He noted that the proposed revisions will formalize the reporting requirements of Councils which will cause Councils to behave in a manner similar to Sections and Regions. The proposed revisions to IEEE Bylaw 401 and 403 were placed on the Consent Agenda (See Minute No. 11.A.5).

B. Student Membership Option Subcommittee No report.

## 6. REPORT OF LIAISON REPRESENTATIVES

A. EAB Liaison Director Conner noted that EAB is developing an EAB Allotment similar to RAB,

USAB and TAB. He commented that IEEE has the lowest per member support level for education among major U.S. Societies. He asked the Regional Directors to support this issue.

B. PUB Liaison Director Albertson noted that the next meeting is March 22 in Piscataway.

C. TAB Liaison Dr. Alden commented that TAB will be meeting February 28. His report is included in APPENDIX XIII.

D. USAB Liaison Director Leonard noted his report is in the agenda book (RAB ITEM #4.E).

7. REPORT OF VICE PRESIDENT FOR REGIONAL ACTIVITIES Vice President Gandia noted that his report was distributed in the agenda book (RAB ITEM #5). He reported that he attended the Region 6 and 9 committee meetings and will send summaries of both meetings via e-mail. He stated that until IEEE finds out why 50,000 members leave IEEE each year, membership retention should be stressed. He noted that the ROOT diskette will change the manner in which IEEE conducts its business.
8. REPORT OF STAFF DIRECTOR FOR REGIONAL ACTIVITIES Mr. Olken commented that his report is in the agenda book (RAB ITEM #6). He encouraged the Regional Directors to revitalize Chapters. He announced that Jill Levy has joined IEEE staff as Section/Chapter Support Manager.
9. NEW BUSINESS/OTHER BUSINESS
  - A) Staff Attendance at Region Meetings Mr. Olken presented an algorithm, developed with Director Turner, concerning staff presence at region meetings. It was developed to maintain travel costs at a relatively constant level in non Section Congress years and provide coverage for one meeting in each Region in those years. In Sections Congress years, the Congress will provide an opportunity for Staff-Volunteer interface and travel will be reduced to allow for the additional travel costs of Staff to the Sections Congress.
  - B) Section Fund Raising Projects Director Conner reported that he has received a request from the Florida West Coast Section asking for permission to sell earth friendly biodegradable, non-animal tested household products as a means to raise funds. Director Conner expressed his reluctance to allow the Section to sell this product. He questioned if Sections should be able to generate revenue with activities that aren't of a professional nature. A straw vote was taken of the 10 Region Directors and it was decided that revenue producing activities by Sections should pertain to the profession.
  - C) Ordering materials from Regional Activities Director Conner requested that guidelines be established relevant to ordering materials from Regional Activities. The guidelines would avoid having Regions send requests to Regional Activities too late for the materials to be sent via normal mail without incurring unnecessary mailing expenses. It was decided that Regions 1-6 must submit their request 30 days prior to date of delivery. Regions 7-10 must submit their request 60 days prior to date of delivery. Costs for expected mailing, if those guidelines are not adhered to, will be borne by the Region.
  - D. Budget Issues concerning the IEEE Board of Directors Caucus Director Conner presented the Region Directors with information concerning budget items developed from the Budget Development Liaison Committee. The information was given to the Directors to familiarize them with the IEEE budget issues.

The Caucus was adjourned at 4:50p.m..

Meeting Minutes  
February 28, 1993  
Chicago, Illinois

(Privileged Information, Subject to Confirmation)

The Regional Activities Board met at the Sheraton Chicago Hotel and Towers on February 28, 1993. Vice President Gandia called the RAB Meeting to order at 8:00am.

10. **WELCOME AND INTRODUCTIONS** Vice President Gandia welcomed members and guests of RAB to the first Meeting of the Regional Activities Board in 1993, and as other attendees arrived they were introduced.

The members of Chicago Section who were present were introduced and recognition was given to the first Section to celebrate its Centennial.

A list of those present is attached. (APPENDIX I)

11. **REVIEW AND ADOPTION OF CONSENT AGENDA** The Regional Activities Board Agenda, including the Consent Agenda, was UNANIMOUSLY APPROVED as follows:

A. Consent Agenda

1. Confirmation of Committee Chairmen Appointments. The Directors, Regions 1-10, and Chairman of the IEEE Admission and Advancement Committee confirmed the appointments of the RAB Standing Committee Chairmen as follows:

Advisory Committee	Judith R. Grady
Awards and Recognition Committee	Robert P. Noberini
IEEE Membership Development Committee	Kurt R. Richter
Regional Conferences Committee	John Kaczorowski
Section/Chapter Support Committee	Hugo Fernandez Versteegen
Student Activities Committee	David G. Green
RAB/TAB Transnational Committee	Paul Y.S. Cheung

2. Acceptance of 1993 RAB Strategic and Operational Plan The Regional Activities Board accepted the 1993 RAB Strategic and Operational Plan as shown in APPENDIX XIV.
3. 1993 Recipient of the RAB William W. Middleton Distinguished Service Award The Regional Activities Board endorsed with acclamation the selection of Wallace S. Read as recipient of the 1993 RAB William W. Middleton Distinguished Service Award.
4. Region 7 Merger with CSECE Announced that the Regional Activities Board welcomes and supports the initiative to merge IEEE Region 7 with the Canadian Society for Electrical and Computer Engineering (CSECE), and urges IEEE to work with the CSECE towards the determination of ways and means to bring about this merger, if possible, by January 1, 1994.
5. Approval of Revision to Bylaws 401 and 403 -- Councils The Regional Activities Board recommended approval of the Revision to Bylaws 401, Regions as pertaining

to Councils and 403, Councils, to the IEEE Board of Directors. (See RAB ITEM #11)

6. Approval of the following Student Branch Formations:

- a. Universidad Iberoamericana Plantel Leon in Region 9
- b. Tamilnadu College of Engineering in Region 10

B. Action Items

Moved the following items from the RAB Meeting Agenda to the RAB Consent Agenda:

- 1. RAB ITEM #10 - Acceptance of the 1993 RAB Strategic and Operational Plan
- 2. RAB ITEM #11 - Proposed Revisions to IEEE Bylaw 401 and 403
- 3. RAB ITEM #12 - Approval of Recipient of the 1993 RAB William W. Middleton Distinguished Service Award

Added the following Action Items from the RAB Caucus:

- 1. Exemplary Student Branch Awards
- 2. Replacement of Policy and Procedure 3.3
- 3. RAB Friend of the Institute Award - Name Change
- 4. Proposed Revision to RAB Regional Conferences Committee Charter
- 5. Pilot IEEE/University Program in China

C. Reports -

Added the following Action Items to the Meeting Agenda

- 15.A Report of Section Bylaw Change
- 15.B EAB Video Conference Program

- 12. ANNOUNCEMENT OF WALLACE S. READ AS RECIPIENT OF THE 1993 WILLIAM W. MIDDLETON DISTINGUISHED SERVICE AWARD Mr. Noberini informed Mr. Wallace S. Read that he was named the recipient of the William W. Middleton Distinguished Service Award.
- 13. APPROVAL OF THE EXEMPLARY STUDENT BRANCH AWARD Mr. Noberini reported that this would be an annual award, presented to each qualifying Student Branch in the Region, without numerical limit. The qualifications of the award are attached in APPENDIX XV. The Regional Activities Board UNANIMOUSLY APPROVED a MOTION to establish the "IEEE Regional Exemplary Student Branch Award", as recommended by the RAB Awards and Recognition Committee.
- 14. APPROVAL OF NAME CHANGE OF RAB FRIEND OF THE INSTITUTE AWARD Mr. Noberini explained that he presented the RAB Friend of the Institute Award to the Awards Policy and Procedure Committee (APPC). The APPC suggested that the name be changed to the RAB Support Award. It was noted that in changing the name to the RAB Support Award the intent of the award is changed. A friendly amendment was proposed to rename the award the "Friend of IEEE Regional Activities". The Regional Activities Board UNANIMOUSLY APPROVED a MOTION to change the name of the "RAB Friend of the Institute Award" to the "Friend of IEEE Regional Activities Award". (APPENDIX XVI)

15. **PROPOSED REPLACEMENT OF POLICY AND PROCEDURE 3.3** Dr. Staffanson explained that the RAB/EAB Recognized Educational Programs Committee's task was to develop a system of updating the REP List on an annual basis. An organization concept to ensure reliable and efficient maintenance of the REP list has been developed. The proposed replacement of Policy and Procedure 3.3 would formalize the improved practice developed by the RAB/EAB REP Committee. Mr. Kaczorowski felt that some U.S. student members graduating from a program, with a 4 year degree may not be accepted as a member. The Regional Activities Board APPROVED (one against - J. Kaczorowski, one abstention - A. Van Gelder) the MOTION to recommend that the IEEE Board of Directors approve the replacement of IEEE Policy and Procedure 3.3 (APPENDIX XVII).
16. **PROPOSED REVISION OF RAB REGIONAL CONFERENCES COMMITTEE CHARTER** Mr. Kaczorowski reported that since the 1993 Section Rebate Schedule does not reward Sections for holding Section Technical Conferences (STC) the statement "qualifying for STC rebate" is obsolete. He requested that this statement be removed from the charter. Director Conner proposed a substitute motion asking that the entire paragraph 5 be deleted from the charter. The Regional Activities Board APPROVED (one abstention - J.Kaczorowski) the SUBSTITUTE MOTION to accept the proposed revision to the RAB Regional Conferences Committee Charter (APPENDIX XVIII).
17. **APPROVAL OF PILOT IEEE/UNIVERSITY PROGRAM IN CHINA** Dr. Cheung reported on an initiative to explore a possible technical program and membership drive in China with industrial sponsorship from Texas Instruments. The program has no financial requirement for IEEE but will bring in sponsorships for existing/potential student branches. The Regional Activities Board UNANIMOUSLY APPROVED the MOTION to support the initiative of a pilot "IEEE/Industry University Program", as a program for promoting IEEE in developing countries.
18. **MANAGEMENT OF RAB RESERVES** Ms. Grady indicated that RAB has established reserves to ensure financial stability. She requested that the following statements be approved:

- ◆ An income account be established in the monthly RAB/Regional Activities Financial Statements where the reserves will be reported.
- ◆ RAB be provided those funds to invest as they see fit. The interest realized on the investment will be credited to the Regional Activities Board.

The Regional Activities Board UNANIMOUSLY APPROVED a MOTION to recommend that the IEEE Executive Committee approve the RAB statements concerning the management of its reserves and instruct the IEEE Treasurer to establish the reporting mechanism within 30 days of this approval.

19. **REVIEW OF IEEE MEMBERSHIP DEVELOPMENT COMMITTEE** Professor Richter noted that RAB Committees are regularly reviewed and MDC is scheduled to be reviewed in 1993. He explained that due to MDC reorganization both on the staff and volunteer level this review would be untimely. He requested that the review be postponed until 1996. The Regional Activities Board UNANIMOUSLY APPROVED a MOTION to recommend that the IEEE Board of Directors postpone the 1993 review of the IEEE Membership Development Committee until 1996.

#### DISCUSSION ITEMS

20. **REPORT OF PRINCETON SECTION BYLAWS** Director Snyder reported, as required by IEEE Bylaws, that the Princeton Section has modified its Bylaws. The Section name has been changed to the Princeton/Central Jersey Section to more accurately reflect its geography. They have also divided the Secretary/Treasurer position into two positions. Director Snyder noted that he has approved the Bylaw changes.

21. VIDEO CONFERENCE PROGRAM Mr. Olken reported that the Education Activities Video Conference Program has made some changes. These changes were made in an effort to help the local Section and the Educational Activities Department. The changes have been reviewed by Vice President Gandia, Director Conner and Director Leonard.
22. TIME AND PLACE OF NEXT MEETING The next meeting of the Regional Activities Board will be held June 29 & 30, 1993 at the Caribe Hilton in San Juan, Puerto Rico. (RAB ITEM No. 16)

Vice President Gandia adjourned the meeting at 10:00am.

Respectfully Submitted,

Melvin I. Olken  
RAB Secretary



# RAB MINUTES - DECEMBER 3, 1992

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Caucus Minutes  
December 3, 1992  
Phoenix, Arizona

(Privileged Information, Subject to Confirmation)

The Regional Activities Board met at the Arizona Biltmore on December 3, 1992. Vice President Gandia called the RAB Caucus to order at 1:00pm.

**85. WELCOME AND INTRODUCTIONS** Vice President Gandia welcomed members and guests of RAB to the fourth Caucus of the Regional Activities Board in 1992, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX XLV)

**86. REVIEW OF AGENDA**

The Regional Activities Board **APPROVED** the Agenda.

**87. REPORT OF DIRECTOR** The Reports of Region 3, 5 and 7 Directors were included in the agenda book (AGENDA ITEM No. 1). The Reports of the Region 1, 2, 4, 6, 8 and 9 Directors were distributed at the Caucus and are attached in APPENDIX XLVI. The Report of the Region 10 Director was reported verbally.

**88. REPORT OF THE TASK FORCE OF LIFE MEMBER SERVICES** Dr. Jan Brown, Chair of the Task Force on Life Member Services, reviewed the recommendations of the Task Force. She noted that the Task Force is not asking for any action to be taken at this time. The Task Force recommended:

1. Life Member is an honored title and must be maintained.
2. Life members should continue to be offered membership at no cost and continue to have voting rights as a part of their membership.
3. A feed back mechanism should be established in the form of a Life Member "membership update" which must be returned each year. This form should contain:
  - ◆ A description of Life Member Services
  - ◆ A check-off for continuance of Spectrum and The Institute
  - ◆ Voluntary contribution or donation solicitation for:
    - The cost of Spectrum and The Institute
    - The IEEE Foundation
    - The History Center
    - The Life Member Fund
    - The General Fund

**88. REPORT OF THE TASK FORCE OF LIFE MEMBER SERVICES (Cont'd)**

4. The criteria for Life Membership should be changed to 40 years of membership and not linked to any age requirement to eliminate the perception of age discrimination. This change should be accomplished in a 5 year phase-in where the minimum age is lowered from the current 65, and the years of membership raised from the current 35, one year at a time until 40 years of membership is reached and the age parameter disappears.
5. Life Members should receive free admission to Region and Society sponsored conferences. This admission would include the basic admission fee only and not include proceedings, social functions, etc.
6. A sensitivity screening committee should be established to review all letters sent to any particular constituency of the IEEE especially if such letters include solicitations for donations.

Dr. Brown concluded that pending approval of RAB, TAB and the Life Member Fund Committee, the Task Force plans to bring their recommendations to the next Board of Directors meeting. The report of the Task Force is attached in APPENDIX XLVII.

**89. REPORT OF RAB COMMITTEES**

A. RAB Advisory Committee Mrs. Lillard discussed the following:

1. 1993 Strategic Plan Mrs. Lillard noted that a preliminary 1993 RAB Strategic and Operational Plan is being developed. The plan will be presented to the 1993 Regional Directors during their Retreat in January.
2. Life Member Dues She commented that as of November 27, 1992, the General Fund has received \$167,092 in voluntary dues and the Life Member Fund has received \$77,943 in contributions. It was noted that all complaints received by the Service Center regarding the LM dues bill will be answered. In the next edition of the LM Newsletter, a letter from Life Member Fund Committee Chairman, Robert Lawrence will explain why the Life members were sent a voluntary dues bill.
3. 1992 RAB/FS Financials Mr. Olken stated that RAB/FS is on target to meet the budget in 1992. He commented that if a surplus occurs it will be placed in the RAB reserves.

B. Admission and Advancement Committee Dr. Staffanson distributed his report (APPENDIX LVIII).

1. A&A Chair's Report Dr. Staffanson discussed the progress made by the committee and noted that this is a good opportunity to include the membership in a high level function of an IEEE activity. He noted that a goal of the Committee is to hold, over a three year period, at least one A&A meeting in each Region.

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**89. REPORT OF RAB COMMITTEES (Cont'd)**

**B. Admission and Advancement Committee (Cont'd)**

2. EAB/RAB Recognized Educational Program Committee The EAB/RAB REP Committee has made significant progress in updating the REP List. The goal is to have each Section involved in determining which program is on the REP list in accordance with minimum criteria established by guidelines. After the guidelines are in place the REP list would be updated annually by each Section.

**C. RAB Awards and Recognition Committee** Mr. Noberini reported that RABARC had endorsed the recipients of the 1992 RAB Innovation Award and the 1992 Larry K. Wilson Transnational Award as selected by the RAB Awards Selection Subcommittee. The proposed RAB Friend of the Institute was discussed. Mr Noberini will present the proposed award for RABs formal approval. (See Minutes No. 97) He indicated that in 1993 RABARC will be discussing the development of an Exemplary Student Branch Award and a Sustained Growth Award. Mr. Noberini noted that the Chicago Section is celebrating its 100 anniversary in 1993 and asked members of RAB for suggestions on how to appropriately honor the Section.

**D. RAB Finance Committee**

1. Ad Hoc Committee on Income Generation Mrs. Lillard reported that IEEE has developed new merchandise for members and staff. She noted that T-Shirts, Carry-On Totebags and Silk Ties are available. She encouraged everyone to publicize the merchandise to members.
2. Allotments Director Conner noted that the RAB/FS Budget has been divided into two parts 1) Clear RAB Functions 2) all other Functions. The next step is to assign management of the RAB Budget to the Vice President Regional Activities and the FS Budget to the Staff Director of Field Services. The 1994 Budget approach will be to define the allotment for those items which are in the RAB Budget. Field Services items will be funded from the General Fund.

**E. IEEE Membership Development Committee** In the absence of the MDC Chair, Dr. Ronald Williams, Mr. Olken reported on the activity of the Committee. Mr. Olken commented that all Membership Activities have been reorganized under a Membership Director, Terry Burns. He noted that IEEE membership has increased .4% based upon November '91 and November '92 comparisons. (APPENDIX IL).

**89. REPORT OF RAB COMMITTEES (Cont'd)**

**E. IEEE Membership Development Committee (Cont'd)**

1. Status Report - Telemarketing Campaign The most recent results of the campaign indicate that 1,200 members have agreed to reinstate their membership. Of these 1,200 members, some 900 are being billed as they have replied.
2. Status Report - Direct Mail Campaign This campaign is being conducted in cooperation with the IEEE Communications Society. The latest results of the DM Campaign indicate that the campaign has been very successful resulting in 1,000 new IEEE members. The Communications Society campaign to increase Communication Affiliates has also been very successful.

**F. RAB Regional Conferences Committee Mr. Kaczorowski noted that the Committee met prior to the Caucus and expects to achieve all their 1992 goals by December 31, 1992.**

1. Post Conference Sales Program He noted that an agreement is close to being made with Electronic Conventions Management (ECM). More negotiations are still required between IEEE and ECM to finalize a separate contract with each of the Regional Conferences.
2. RCC Charter Revisions Mr. Kaczorowski explained that the Committee goal of encouraging each Region to initiate a Regional Conference Committee has been successful. The RCC Charter has been revised to enable the RCC chairs in all 10 Regions to be corresponding members of the Committee. Corresponding members will be sent meeting notices and summaries of meetings but will not be required to attend the meetings. Mr. Kaczorowski asked that the Charter revision be placed on the Consent Agenda.

**G. RAB Section/Chapter Support Committee Mr. Read commented that the Committee made significant progress during the year and realized considerable success to report. The summary of the S/C Support Committee Meeting held December 3 is attached in APPENDIX L.**

1. SC'93 Program Status Report Mr. Noberini began his presentation by indicating that the primary Section delegate (one per Section) are the only people who are eligible to receive funding from the SC'93 Budget. The target delegate is the Section Chair. The funding will include all meeting costs, official social functions, sponsored meals and travel expenses for the primary delegate to and from San Juan as allocated and distributed by Regions. The concern was raised by many Region



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**89. REPORT OF RAB COMMITTEES (Cont'd)**

**G. RAB Section/Chapter Support Committee (Cont'd)**

1. **SC'93 Program Status Report (Cont'd)**  
Directors that the amount allocated for each Section was insufficient and consequently some Sections would have difficulty in sending delegates from each Section. Director Leonard announced that the Denver Section would like to host the 1996 Sections Congress.
2. **Electronic Communications Update** Dr. Alden reported that the Committee has been very productive noting, that he feels that there is much enthusiasm for e-mail. The key to establishing widespread e-mail use, is to create a balance between enough people using e-mail and enough services to make it worthwhile to use. He noted that presently 1200 aliases have been established at ieee.org. 102 Sections with e-mail addresses are listed at ieee.org, as well as 65 Student Branches, 11 Societies, 300 staff and many volunteers. Dr. Alden indicated that RAB may wish to consider placing restrictions on who has access to send messages to all IEEE Sections on e-mail. An e-mail activity report is shown in APPENDIX LI.
3. **Section/Chapter Officer Training Report** Director Leonard distributed a progress report of the S/C Officer Training Subcommittee (APPENDIX LII). He noted that 8 of 9 goals have been met with several ongoing. Mr. Fernandez Verstegen demonstrated the Resource Officer Orientation Training (ROOT) diskette. A menu-driven diskette which has two purposes 1) to inform new officers what their duties are and 2) a resource which supplies existing officers quick access to information. It is expected that the ROOT diskette will be available for distribution at SC'93.
4. **Section/Chapter Support Committee Charter** Dr. Read announced that the RAB/TAB Chapters Committee is being dissolved. In order to facilitate this change the Section/Chapter Support Charter must be revised. The Committee has made some minor changes to the charter and has asked that the Revised Section/Chapter Support Committee Charter be placed on the Consent Agenda (See Minute No. 96). (APPENDIX LXI)
5. **RAB/TAB Chapters Committee** The RAB/TAB Chapters Committee is being dissolved. The report of its final meeting is attached in APPENDIX LIII

**89. REPORT OF RAB COMMITTEES (Cont'd)**

H. RAB Student Activities Committee Dr. Findlay noted that his report was included in the agenda book (RAB ITEM #2.H). He asked each Region Director to encourage RSRs and RSACs to use e-mail and get connected to the iee.org node. He also commented that the Life Member Fund Committee has increased the amount allocated for the Student Prize Paper Contest from \$600 per region to \$1000. Dr. Findlay stated, in general, low student to member ratio indicates that member growth tends to be low.

I. RAB/TAB Transnational Committee Dr. Rudnick distributed his report on the Committees activities (APPENDIX LIV). He also distributed a summary of the RAB/TAB Transnational Committee meeting held December 2 (APPENDIX LV). He indicated that he will present four items for formal approval by RAB. The items are:

- 1) Timely notification. The Committee expressed its concern that due to the staff reorganization the IEEE members in Regions 8-10 will not know the correct person to contact. The following motion was placed on the RAB Consent Agenda:

That adequate means be used to give timely notification to volunteers and members in Region 8-10 concerning staff reorganizations that may affect them.

- 2) Quality Reports. (See Minute No. 98).

- 3) E-Mail Acknowledgement. The Committee indicated that if a member sends an e-mail message to IEEE, the member should be notified that the e-mail message has been received. The following motion was placed on the RAB Consent Agenda:

That all e-mail sent to IEEE Services be acknowledged within two working days and the acknowledgement include the name of the person to whom the matter has been referred.

- 4) Publication delivery. Dr. Rudnick noted that alternative methods of delivering publications to overseas members should be investigated. The following motion was placed on the RAB Consent Agenda:

That staff look into the concept of using mail boxes and delivery services to expedite overseas delivery of publications to members in Latin America, as a pilot project.

**RAB Caucus Minutes**

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**90. REPORT OF OTHER RAB COMMITTEES AND FUNCTIONS**

- A. RAB Councils Ad Hoc Committee Director Snyder reported that the Committee has met twice and are currently reviewing the relationship between Councils and Regions/Sections. The Committee is reviewing IEEE Bylaws and expects to present at the next RAB meeting Bylaw Revisions concerning Council Financial Responsibility and Reporting.

**91. REPORT OF RAB LIAISON REPRESENTATIVES**

- A. EAB Liaison Director Bhargava commented that his report is in the agenda book (RAB ITEM #4.A). He noted that EAB OpCom met on Tuesday, December 1 and covered many Transnational Issues.
- B. PUB Liaison Director Alexander reported that Donald Christiansen, editor and publisher, of IEEE SPECTRUM will retire Feb. 1, 1993.
- C. SPECTRUM/INSTITUTE Advisory Board Liaison Director Alexander noted that this Board is being dissolved.
- D. TAB Liaison Dr. Alden reported that TAB will be meeting December 4. His report is included in APPENDIX LVI.
- E. USAB Liaison Director Leonard distributed the summary of the USAB Meeting held December 2, 1992 (APPENDIX LVII). He noted that his USAB report is in the agenda book (RAB ITEM #4.E).

- 92. REPORT OF VICE PRESIDENT FOR REGIONAL ACTIVITIES** Vice President Gandia noted that his report was distributed in the agenda book (RAB ITEM #5). He announced that there will be a New Directors Orientation in New Jersey on January 15, 1993. A RAB Directors Retreat will be held January 16 & 17, 1993 in Princeton, New Jersey.

- 93. REPORT OF STAFF DIRECTOR - FIELD SERVICES** Mr. Olken commented that his report is in the agenda book (RAB ITEM #6). He encouraged the Regional Directors to revitalize delinquent Chapters. He noted that the Korea Council has been formed. Mr. Olken mentioned that Don Crawley, Associate General Manager-Programs, is no longer with IEEE and Phyllis Hall, Staff Director-Publishing Services is temporarily fulfilling his duties. He announced that Allan H. Wittman has joined the IEEE staff as Publisher of Magazines.

**94. NEW BUSINESS/OTHER BUSINESS**

A) Service Center Response Mr. Drangeid announced the results of his investigation concerning delayed responses from the Service Center. In his report (APPENDIX LVIII), he notes that: 1) delay and loss in the communication system and 2) skew in information/synchronization of databases are two problems which result in delays from the Service Center. He cited the example of students in Region 8 who were so discouraged from lack of response from the Service Center that they decided to quit. Mr. Drangeid believes that the new MI system will not be available for the 1994 Billing Cycle. Quick fixes in the present system should be considered and implemented. The Vice President of Regional Activities was asked to express his concern to other IEEE Boards about this situation. (See Minute No. 100)

B) FS Staff at Region Meetings Director Snyder noted that some Regions have had problems being provided with staff participation at Regional Meetings. He noted that human contact between volunteer leaders and Field Services staff is necessary for a proper interaction. The following motion was placed on the RAB Consent Agenda:

That, if so requested by the Regional Director, members of the IEEE Field Services staff will attend Regional Committee meetings each year. These visitations will be part of the normal duties of Field Services and, as such, all travel and other associated expenses for these visits shall be part of the Field Services budget.

C) EMC Course Sponsorship Director Aukland announced that the EMC Chapter of the Santa Clara Valley Section would like to sponsor an Electromagnetic Compatibility course at San Francisco State University. He believes that this would be good publicity for IEEE and be a good investment in students of electrical engineering. The following motion was placed on the RAB Consent Agenda:

The Regional Activities Board to recommend that the IEEE Executive Committee delegate approval authority to the Region 6 Director with reference to a Course that the Electromagnetic Compatibility Chapter of the Santa Clara Valley Section has requested to fund.

Vice President Gandia adjourned the Caucus at 5:01pm.

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Meeting Minutes  
December 4, 1992  
Phoenix, Arizona

(Privileged Information, Subject to Confirmation)

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- 95. WELCOME AND INTRODUCTIONS** Vice President Gandia welcomed members and guests of RAB to the fourth Meeting of the Regional Activities Board in 1992, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX XLV)

- 96. REVIEW AND ADOPTION OF CONSENT AGENDA** The Regional Activities Board Agenda, including the Consent Agenda, was **UNANIMOUSLY APPROVED** as follows:

A. Consent Agenda

1. **Approval of RAB Leadership Award** The Regional Activities Board approved the establishment of the RAB Leadership Award, which recognizes individuals who have exhibited exemplary and substantive leadership of an extraordinary nature in implementing activities which support RAB goals and objectives at the local, regional, national and/or international level. (APPENDIX LIX)
2. **Timely Notification of Reorganization** The Regional Activities Board to approve the motion that adequate means be used to give timely notification to volunteers and members in Regions 8-10 concerning staff reorganizations that may affect them.
3. **Acknowledgement of Electronic Mail Messages** The Regional Activities Board to approve a motion which requests that all e-mail sent to IEEE Services should be acknowledged within two working days and the acknowledgement include the name of the person to whom the matter has been referred.
4. **Expedited Overseas Publication Delivery, Pilot Project** The Regional Activities Board to approve a motion that staff look into the concept of using mail boxes and delivery services to expedite overseas delivery of publications to members in Latin America, as a pilot project.

5. **Section Request For Course Sponsorship** The Regional Activities Board to recommend that the IEEE Executive Committee delegate approval authority to the Region 6 Director with reference to a course at San Francisco State University that the Electromagnetic Compatibility Chapter of the Santa Clara Valley Section has requested to fund.  
  
(Editorial Note: The IEEE Executive Committee delegated approval authority to the Region 6, Director on December 5, 1992).
6. **Staff Attendance at Region Committee Meetings** The Regional Activities Board to approve a motion that, if so requested by the Regional Director, members of the IEEE Field Services staff will attend Regional Committee meetings each year. There visitations will be part of the normal duties of Field Services and, as such, all travel and other associated expenses for these visits shall be part of the Field Services budget.
7. **Approval of RAB Achievement Award** The Regional Activities Board to approve the establishment of the RAB Achievement Award. (APPENDIX LX)
8. **APPROVAL OF REVISED SECTION/CHAPTER SUPPORT COMMITTEE CHARTER.** The Regional Activities Board to approve the Revised Section/Chapter Support Committee Charter (APPENDIX LXI).
9. **Approval of the following Student Branch Formations:**
  - a. ITT Technical Institute in Region 5
  - b. University of Idaho in Region 6
  - c. ITT Technical Institute in Region 6
  - d. University of Mauritius in Region 8
  - e. Technical University of Oruro in Region 9
  - f. Instituto Tecnológico de Celaya in Region 9
  - g. Sri Adhichunchanagiri Institute of Technology in Region 10
  - h. Jawaharlal Nehru Technological University in Region 10
  - i. Maulana Azad College of Technology in Region 10
  - j. Sagi Ramakrishnam Raju Engineering College in Region 10

B. Action Items

Delete the following item from the RAB Meeting Agenda:

1. RAB ITEM No. 15 - Approval of preliminary 1993 Strategic and Operational Plan

**RAB Meeting Minutes**

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B. Action Items (Cont'd)

Add the following Action Items from the RAB Caucus:

1. Approval of Member Service Quality Reports
2. Service Center Response

C. Reports - None

97. **APPROVAL OF THE RAB FRIEND OF THE INSTITUTE AWARD** Mr. Noberini noted that no award exists which honors the people who support or have been supporting IEEE volunteers. The establishment of this award would enable IEEE to recognize deserving non members on two difference levels. A Friend of the Institute Award would be for an individual who has supported IEEE for at least one year. A Sustaining Friend of the Institute is for an individual who has supported IEEE for at least three to five years. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to establish a RAB Friend of the Institute Award.
98. **QUALITY REPORTS** Dr. Rudnick reported that the Transnational Committee would like to receive Quality Reports on a regular basis. Director Snyder noted that a Director does not have a way of measuring the progress towards better and more accurate response. He commented that it is a Directors responsibility to know if and how much progress is being made in resolving member problems. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to request that quality reports, including metrics, on service to members be provided to RAB on a regular basis.
99. **APPROVAL OF THE RECIPIENT OF THE 1992 RAB LARRY K. WILSON TRANSNATIONAL AWARD.** The RAB Awards Selection Subcommittee reviewed the nominations received for the 1992 Larry K. Wilson Transnational Award. Based on the Committee recommendations and endorsement by the RAB Awards and Recognition Committee, the Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** with acclamation to endorse the following individual as recipient of the 1992 Larry K. Wilson Transnational Award:
- Robert T. H. Alden, "For exceptional leadership in the promotion of electronic mail worldwide and promoting IEEE as a leader in the use of communications technology".
100. **SERVICE CENTER RESPONSE RECOMMENDATIONS** Director Conner reviewed the discussion held during the Caucus. At the request of Vice President Gandia, Secretary Drangeid investigated member complaints relative to problems incurred in dealings with the IEEE Service Center. This investigation resulted in a report (APPENDIX LVIII) being issued which contained recommendations for corrective action. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to request that the IEEE General Manager review the services to members and provide RAB with a statement of actions being taken by the Service Center in response to the recommendations.

101. **APPROVAL OF THE RECIPIENT OF THE 1992 RAB INNOVATIVE AWARD.** The RAB Awards Selection Subcommittee reviewed the nominations received for the 1992 RAB Innovative Award. Based on the Committee recommendations and endorsement by the RAB Awards and Recognition Committee, the Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to endorse the following individual as recipient of the 1992 RAB Innovative Award:

John J. Tary, "For innovative development of exhibits to increase the visibility of Electrical Engineering to students and the public".

102. **APPROVAL OF REVISIONS TO IEEE BYLAWS 404.3, 404.9, 405.2, 406.4, 406.11 AND POLICY 11.1** Mr. Read noted that, with the approval of the 1993 Section Rebate Schedule, a few minor changes to the IEEE Bylaws and Policies and Procedures are required. He stated that in order to receive the rebate the number of Technical Meetings held by a Chapter has been changed from two to four per year. The rebate will be sent to the Sections annually in March. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to recommend to the IEEE Board of Directors approval of revisions to IEEE Bylaw 404.3, 404.9, 405.2, 406.4, 406.11 and Policy 11.1. (Editorial Note: The IEEE Board of Directors approved the revisions to IEEE Bylaw 404.3, 404.9, 405.2, 406.4, 406.11 and Policy 11.1 on December 6, 1992.)

103. **STUDENT BRANCH OFFICER TRAINING** Dr. Findlay reported that this is a final recommendation made during SC'90. He noted that this motion would make it easier and apparent to students that this Board supports these actions by supplementing the costs to each Region for holding such training sessions by defraying costs. The Committee debated if the 1992 Board may make a decision regarding a 1994 budget. The Regional Activities Board **APPROVED** a **MOTION** to **REFER** to the 1993 Advisory Committee a proposal to approve an expenditure of up to \$3,000 in 1994 to each Region to implement training sessions for Student Branch Chairs and Counselors.

104. **STUDENT MEMBERSHIP OPTION** Dr. Findlay introduced Ms. Kaleda, TAB representative to SAC and 1994 President of the Computer Society. Ms. Kaleda proposed establishing a more attractive membership package for those students interested in a specific technical discipline. The new membership option allows a student to request a society student membership package in lieu of a subscription to SPECTRUM magazine. This option would encourage more students to join IEEE by providing a lower cost, technically focused membership option. She noted that both SAC and TAB have approved of this proposal. In a discussion concerning the need for this option it was noted that students do have an option of receiving Society Publications if they wish, provided they join the Society. Ms. Kaleda suggested that RAB approve of this proposal "in concept" and refer to staff to study the implications and consequences. It was noted that if no action is taken on this proposal soon another billing cycle would be missed.

The Regional Activities Board **APPROVED** a **MOTION** to **REFER** to a subcommittee, the proposal of establishing a membership package for those students most interested in a specific discipline. The subcommittee consisting of the 1993 SAC Chair as Chair with A. Van Gelder, J. Kaczorowski, J. Snyder and M. Olken, will investigate the implications of initiating a student membership option.

105. **ELECTRO SURPLUS FUNDS** Mrs. Lillard reported that since 1985, the ELECTRO Surplus Funds have been allocated to RAB. The allocation has proved to be a viable method of optimizing Section activities so that projects and programs not funded through the Section Rebates may be implemented. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to recommend that the IEEE Board of Directors approve the allocation of the 1992 ELECTRO Surplus Funds (approximately \$38,000) to the Regional Activities Board in support of future Section projects and the 1993 Sections Congress.



(Editorial Note: The IEEE Board of Directors approved the allocation of the 1992 ELECTRO Surplus Funds to the Regional Activities Board on December 6, 1992.)

- 106. DISSOLUTION OF RAB/TAB CHAPTERS COMMITTEE - REVISION TO IEEE BYLAW 308.2.b** Mr. Read noted that it has been determined that this joint chapters committee would be more effective if assigned directly to RAB and report through the Section/Chapter Support Committee. He noted that TAB has already approved of the dissolution of the Committee. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to recommend that the IEEE Board of Directors approve the revision to IEEE Bylaw 308.2.b.

(Editorial Note: The IEEE Board of Directors approved the revision to IEEE Bylaw 308.2.b on December 6, 1993)

- 107. EXECUTIVE SESSION** Director Conner noted that currently there are no written rules on who should or should not stay in the room when a Committee goes into Executive Session. The purpose of this motion is to provide the Vice President for Regional Activities with legal guidance. He feels that RAB should provide access to members and members-elect of the Board of Directors so that they can be fully informed on all operational issues of the Board and its committees. Director Conner stated that USAB and EAB have approved similar motions. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** that each member of the Board of Directors and each member-elect of the Board of Directors is entitled to remain in any Executive Session of the Regional Activities Board or any committee of the Regional Activities Board except in cases where the member's qualification for an election or an award is being discussed. Each Member of the Board of Directors and each member-elect of the Board of Directors remaining in executive session will be required to meet all legal obligations placed upon members of the body conducting executive session.

## DISCUSSION ITEMS

- 108. FINANCIAL VIABILITY OF SECTIONS AND METRO COUNCILS** Director Alexander distributed a memorandum from the IEEE Region 2 Committee (APPENDIX LXII). The memorandum discussed the Committees displeasure with the 1993 rebate schedule and lack of coordination when a technical conference is being held between a Technical Society and the local section. Director Alexander indicated that no action should be taken on these items but did suggest that improving cooperation between technical societies and local sections should be sought. He believes that Sections have to see that RAB is addressing the problems created by the Section Rebate.
- 109. FELLOWS COMMITTEE** Mr. O'Neil, Chair of the IEEE Fellows Committee, made a presentation on the work of the Committee. He noted that the Committee doesn't operate on a Regional basis but attempts to select Committee members with Regional and Technical diversity. He informed RAB that the Fellows Committee is always looking for additional members and asked that nominations be submitted. To be on the Committee you must be an IEEE Fellow. He noted that all members of the Fellows Committee work extremely hard reviewing the applications and deserve recognition.
- 110. GLOBAL MEMBERSHIP STEERING COMMITTEE** Mr. Sumner reported on the proposed establishment of a "Global Membership Steering Committee". The duties of this Committee would be to review current programs and initiate new plans to increase membership in IEEE. He noted the Committee would look at aggressive recruiting drives directed at individuals and industry and pursue the establishment of agreements with National Societies. Many questions were raised concerning the establishment of this committee. Members of the Regional Activities Board questioned if this committee would study issues and or act on issues. A Motion to endorse the establishment of this committee was not made.
- 111. ECI BYLAW CHANGES** Executive Director Herz reported that ECI has proposed four revisions to the ECI Bylaws. It was decided that a subcommittee consisting of John Kaczorowski, Jerry Aukland and Howard Wolfman should review the changes. The subcommittee will present its recommendations to the Vice President Gandia.
- 112. CLOSING STATEMENT BY VICE PRESIDENT FOR REGIONAL ACTIVITIES** Vice President Gandia reported that RAB met all the goals established earlier in the year. He expressed his thanks to all of the members of the Board. He commented that it was a pleasure and a privilege working together. He continued and thanked all members of staff.

It was noted that the Board expressed its thanks for the effective leadership provided by Vice President Gandia in 1992.

**December 4, 1992**

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- 113. TIME AND PLACE OF NEXT MEETING** The next meeting of the Regional Activities Board will be held February 27 & 28, 1993 at the Sheraton Chicago Hotel and Tower in Chicago, Illinois. (RAB ITEM No. 20)

Vice President Gandia adjourned the meeting at 11:30am.

Respectfully Submitted,

Melvin I. Olken  
Secretary

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Caucus Minutes  
July 31, 1992  
Sparks, Nevada

(Privileged Information, Subject to Confirmation)

The Regional Activities Board met at John Ascuaga's Nugget on July 31, 1992. Vice President Gandia called the RAB Caucus to order at 1:05pm.

- 57. WELCOME AND INTRODUCTIONS** Vice President Gandia welcomed members and guests of RAB to the third Caucus of the Regional Activities Board in 1992, and as other attendees arrived they were introduced.

Vice President Gandia noted that he received a thank you letter from Maria Ruechardt acknowledging the resolution adopted at the last RAB Meeting which honored the late former Region 8 Director, Hugo Ruechardt.

A list of those present is attached. (APPENDIX XXX)

**58. REVIEW OF AGENDA**

The Regional Activities Board **APPROVED** the Agenda.

**59. REPORT OF RAB COMMITTEES**

- A. RAB Advisory Committee Mrs. Lillard deferred discussion on the activities of the Advisory Committee as they are covered elsewhere in the Agenda.
- B. IEEE Admission and Advancement Committee Dr. Staffanson distributed two reports during the Caucus.
  - 1. Admission and Advancement Committee Chairman's Report Dr. Staffanson noted that as A&A Chair, he is participating in the current discussion of the proposal to eliminate the requirement for the signature of an endorser on applications for membership. His recommendations are attached in APPENDIX XXXI.
  - 2. EAB/RAB Recognized Educational Program Committee The EAB/RAB REP Committee continues to operate as a subcommittee of A&A. Suggestions were made to ensure on-going EAB support in the maintenance of the IEEE REP List. A report on the activity of this committee is attached in APPENDIX XXXII.



- C. RAB Awards and Recognition Committee Mr. Noberini announced a call for nominations for the RAB sponsored William W. Middleton Distinguished Service Award. Mr. Noberini urged the Regional Directors to encourage Sections to nominate deserving volunteers. He mentioned that RABARC feels that RAB Awards should be better publicized. He noted that RAB Certificates are currently being updated. He anticipates that the RAB Friends of the Institute Award will be presented for formal approval by RAB during the December Meeting. Mr. Noberini emphasized that RAB Awards should clearly state that they are sponsored by RAB.
- D. RAB Finance Committee Mrs. Lillard called for Executive Session. (1:25pm - 2:55pm) Following Executive Session it was announced that the following resolution was to be placed on the Consent Agenda:

Be it resolved that the Regional Activities Board will:

- (1) Hold its budgeted unallocated net for 1993 to 5107.4, and
  - (2) Loan the difference between \$5425.3K and the 1993 allotment (based on IEEE Bylaws) to the General Fund of the Institute on an interest-free basis with repayment due prior to December 31, 1998.
- E. IEEE Membership Development Committee Dr. Williams summarized the activities of the IEEE Membership Development Committee.
- 1) Winnipeg Membership Development Subcommittee - No report.
  - 2) Waiver of Endorsement Signature - Dr. Williams distributed a proposal concerning the elimination of the reference signature requirement on membership applications. (APPENDIX XXXIII) He presented a brief report on the positive and negative aspects of requiring a reference signature on membership applications. He noted that the change may be made without changing the qualifications for membership. Any anticipated changes would be to the application requirements for election to Member grade. During discussion it was noted the current process of applying to IEEE brings prestige to IEEE and that the IEEE is not in the business of selling magazine subscriptions or life insurance. Dr. Williams stated that, at this time, MDC does not make any recommendations but noted that the majority of the Committee believes that the endorsement on the "short form" application be eliminated.
  - 3) Telemarketing Campaign - The latest results of the 1992 June prototype campaign shows a 17% success rate. As a result of this success, it is planned to initiate another campaign in June of 1993. Dr. Williams noted that a campaign will be launched in the fall of 1992 to contact inactive members in arrears in an effort to bring back members for the full year in 1993.

E. IEEE Membership Development Committee (Cont'd)

- 4) Direct Mail Campaign - Dr. Williams reviewed the results from the 1990 Direct Mail Campaign. He stated that of the 50,000 invitations mailed, 1,183 people joined the Institute. Of the 1,183 members, 815 (69%) are currently active members. Dr. Williams noted that most of the 368 members who did not continue their membership were of Associate grade. (APPENDIX XXXIV)

F. RAB Regional Conferences Committee Mr. Kaczorowski commented that the Committee met before the Caucus. He noted that Dr. Baal-Schem, a new member of RCC, reported the status of Region 8 sponsored Conferences.

- 1) ELECTRO Bylaws - The Committee reviewed and accepted the minor revision to the ELECTRO Bylaws. The following motion was placed on the RAB Consent Agenda: The Regional Activities Board to recommend to the IEEE Executive Committee approval of the revision to the ELECTRO Bylaws. (See Minute No. 67.A.2)
- 2) SOUTHCON Bylaws - The Committee reviewed and accepted the revisions to the SOUTHCON Bylaws. The following motion was placed on the RAB Consent Agenda: The Regional Activities Board to recommend to the IEEE Executive Committee approval of the revision to the SOUTHCON Bylaws. (See Minute No. 67.A.1)
- 3) Post Conference Sales Program - Mr. Kaczorowski noted that Electronics Conventions Management (ECM) will continue to produce the conference records which are distributed during the show. IEEE will produce and market the records for post conference sales of these records. A proposal has been made to ECM that the surplus from post conference sales be divided 70%/30% (IEEE/ECM).

G. RAB Section/Chapter Support Committee - Mr. Read summarized the activities of the Section/Chapter Support Committee. (APPENDIX XXXV)

- 1) Scope of the E-Mail Committee - The S/C Support Committee passed the following resolution.

The scope of the IEEE E-Mail Committee is to encourage and facilitate the economical use of E-Mail within IEEE by all members and staff and constituent organizational units.

- 2) Officer Training Orientation Diskette - The S/C Support Committee endorsed the development of an Officer Training Orientation Diskette. The diskette's goal is to provide new officers speedy access to important orientation material and reduce costs related to hard copy mailings of unneeded and unnecessary material. The cost of developing this diskette is not to exceed \$5,000. (See Minute No. 83)

G. RAB Section/Chapter Support Committee (Cont'd)

- 3) RAB/TAB Chapters Committee Mr. Read noted that Director Snyder will chair the RAB/TAB Chapters Committee as a result of Harold Goldberg's unavailability.
- 4) SC'90 Issues/Recommendations/Actions Mr. Read distributed the SC'90 Issues/Recommendation Report. He noted that all recommendations with the exception of Section Rebates have been addressed and considered complete. A final report will be prepared for SC'93. (APPENDIX XXXVI)
- 5) SC'90 Tutorials Mr. Read reported that Dr. Arthur Van Gelder, citing outdated information, has recommended that we do not publicize and circulate SC'90 Tutorials.
- 6) Electronic Communications Update Mr. Read distributed a status report from Subcommittee Chairman Robert Alden. It was noted that as of mid-July, 23% of the Sections have their email address listed on the ieee.org gateway. (APPENDIX XXXVII)
- 7) SC'93 Status Report Mr. Noberini presented a promotional video which introduces the IEEE and Sections Congress. The video is to be shown to businesses, government agencies and professionals in Puerto Rico as part of an effort to attain funding in support of SC'93. Mr. Noberini reviewed the proposed schedule of events for SC'93.
- 8) Section Rebate Schedule A revised Section Rebate Schedule was distributed (APPENDIX XXXVIII). Mr. Read commented that of \$5.42 million which is budgeted to Field Services, \$1.31 million is allocated to Section Rebates. Concerns were expressed over the elimination of Council rebates and no incentive for Chapter formation or activities. Dr. Bolle noted that the IEEE's greatest financial strength is in the Societies and that to alleviate the burden on Sections this strength should be utilized. Director Leonard noted that this Rebate formula will help small Sections, will assist in membership growth and it is the simplest formula that could be attained. Vice President Gandia stated that the Executive Committee intimated that it would like something incorporated into the Rebates Schedule for Chapters. A Motion to include Chapters in the new Rebate Schedule was Defeated. Director Conner noted that almost all Sections are gaining by this new formula. The Regional Activities Board place the following motion on the Consent Agenda: (See Minute No. 67.A.3)

The Regional Activities Board to recommend that the IEEE Executive Committee approve the 1993 Section Rebate Schedule and that Staff be authorized to prepare the appropriate Bylaw Changes.

- H. RAB Student Activities Committee Dr. Findlay stated that during the RAB Caucus in Boston he was directed to revise IEEE Bylaws 407 and 408. The Bylaws, as revised, will be presented as action items during the RAB Meeting. He also noted that he obtained support of three recommendations from the Section/Chapter Support Committee, these action items will be presented during the RAB Meeting.
- I. RAB/TAB Transnational Committee Dr. Rudnick distributed the report of the RAB/TAB Transnational Committee Meeting (APPENDIX XII). He indicated that he will present five items for formal approval by RAB. The items are:
- 1) Endorsement of RAB/TAB Transnational Committee to make IEEE truly Global in Nature (See Minute No. 78)
  - 2) Service Center Response. He expressed the Committee's concern regarding the lengthy delays in responses from the Service Center. The following motion was placed on the RAB Consent Agenda:  
  
The Regional Activities Board to appoint a volunteer liaison to investigate the matter of lengthy delays in responses from the Service Center with staff and develop a report identifying problems and recommending actions to resolve these problems for presentation at the December series of meetings. (See Minute No. 67.A.4)
  - 3) Regional Survey in Region 10 (See Minute No. 80)
  - 4) Uniform Worldwide Visual Identity. Based on the TC Services Task Force review of IEEE printed materials the following motion was placed on the RAB Consent Agenda.  
  
The Regional Activities Board and the Technical Activities Board take action to ensure the development and implementation of policies which will result in IEEE's projecting an appropriate and uniform worldwide visual identity. (See Minute No. 67.A.5)
  - 5) Analysis of IEEE Geographic and Technological Structure (See Minute No. 79)

## **60. REPORT OF OTHER RAB COMMITTEES AND FUNCTIONS**

- A. Ad Hoc Committee on Membership Grades Dr. Findlay announced that a meeting was held in Boston with all members in attendance. A complete report will be given in December.

Vice President Gandia recessed the Caucus at 5:30pm.

The Caucus reconvened at 11:15am on August 1, 1992.

**61. REPORT OF RAB LIAISON REPRESENTATIVES**

- A. EAB Liaison Director Conner stated that a Forum was held in June for the purpose of educating the Regional and Technical Directors. These Directors were made aware of the problems in Educational Activities so that they may better represent EAB within the total IEEE community. Director Conner believed the meetings were very successful.
- B. PUB Liaison Director Alexander distributed a report concerning the most recent Publication Board Meeting (APPENDIX XL). He noted that the main topic of the meeting was the dissolution of SIAB. He commented that more editorial pages will appear in the next issue of SPECTRUM.
- C. SPECTRUM/INSTITUTE Advisory Board Report was given in conjunction with Publications Board Liaison.
- D. TAB Liaison - No Report
- E. USAB Liaison Director Leonard distributed a summary of actions of the July 30 USAB Meeting and his USAB Liaison report (APPENDIX XLI). He noted that he believes a way to increase income is to increase membership in IEEE. He announced his challenge to each Region 5 member to enroll one new member.

**62. REPORT OF DIRECTORS** The Reports of Region 3, 5, 6, and 7 Directors were included in the Agenda Booklet (AGENDA ITEM/RAB No. 4). The Reports of the Region 1, 2, 4, 8, 9 and 10 Directors were distributed at the Caucus and are attached in APPENDIX XLII.

**63. REPORT OF VICE PRESIDENT FOR REGIONAL ACTIVITIES** Vice President Gandia noted that his report was distributed in the agenda book (RAB ITEM No. 5). He raised a concern regarding membership in IEEE. He commented that the problem is not recruiting new members but in retaining members.

**64. REPORT OF STAFF DIRECTOR - FIELD SERVICES** Mr. Olken commented that his report is in the agenda book (RAB ITEM No. 6). He noted the establishment of the new position of Membership Director in the Field Services Department.

**65. NEW BUSINESS/OTHER BUSINESS** - No new business/other business

Vice President Gandia adjourned the Caucus at 12:15pm.

NOT FOR DISTRIBUTION OR REPRODUCTION

Meeting Minutes  
August 1, 1992  
Sparks, Nevada

(Privileged Information, Subject to Confirmation)

The Regional Activities Board met at John Ascuaga's Nugget on August 1, 1992. Vice President Gandia called the RAB Meeting to order at 8:05am.

- 66. WELCOME AND INTRODUCTIONS** Vice President Gandia welcomed members and guests of RAB to the third Meeting of the Regional Activities Board in 1992, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX XXX)

- 67. REVIEW AND ADOPTION OF CONSENT AGENDA** The Regional Activities Board Agenda, including the Consent Agenda, was **UNANIMOUSLY APPROVED** as follows:

A. Consent Agenda

1. **SOUTHCON Bylaws** The Regional Activities Board to recommend that the IEEE Executive Committee approve the revisions to the SOUTHCON Bylaws. (RAB ITEM No. 17)
2. **ELECTRO Bylaws** The Regional Activities Board to recommend that the IEEE Executive Committee approve the revisions to the ELECTRO Bylaws. (APPENDIX XLIII)
3. **Section Rebate Schedule** The Regional Activities Board to recommend that the IEEE Executive Committee approve the 1993 Section Rebate Schedule. (APPENDIX XXXVII)

(Editorial Note: The IEEE Executive Committee approved the 1993 Section Rebate Schedule on August 2, 1992)

4. **Service Center Response** The Vice President for Regional Activities to appoint a volunteer liaison to investigate the matter of lengthy delays in responses from the Service Center and develop a report identifying problems and recommending actions to resolve these problems for presentation at the December series of meetings in Phoenix, AZ.
5. **Uniform Worldwide Visual Identity** As recommended by the RAB/TAB Transnational Committee, the Regional Activities Board will take action to ensure the development and implementation of policies which will result in

IEEE's projecting an appropriate and uniform worldwide visual identity.

## 67. REVIEW AND ADOPTION OF CONSENT AGENDA (Cont'd)

6. **Resolution for IEEE Bylaw 308.5** Be it resolved that the Regional Activities Board will:

- (1) Hold its budgeted unallocated net for 1992 to \$5107.4K and,
- (2) Loan the difference between the \$5,245.3K and the 1993 allotment (based on IEEE Bylaws) to the General Fund of the Institute on an interest free basis with repayment due prior to December 31, 1998.

(Editorial Note: The IEEE Board of Directors approved the transfer of \$300K from the 1993 General Fund to the Regional Activities Board to establish a new Regional Activities Board reserve fund.)

### B. Action Items

Delete the following items from the RAB Meeting Agenda:

1. RAB ITEM No. 9 - Resolution re: Entitlements
2. RAB ITEM No. 12 - Revision to ELECTRO Bylaws
3. RAB ITEM No. 17 - Revision to SOUTHCON Bylaws

Add the following Action Items from the RAB Caucus:

1. Revision to IEEE Bylaw 408
2. Student Branch Activities
3. Recommendation that each Section hold at least one Executive Committee meeting at the beginning of the academic year, at which a major agenda item will be student activities
4. Recommendation of an appointment of a membership liaison
5. Endorsement of RAB/TAB Transnational Committee efforts to make IEEE truly global in nature.
6. Analysis of IEEE Geographic and Technological Structure
7. Regional Survey in Region 10
8. Life Member Dues
9. RAB Certificate Standards
10. Officer Training Orientation Diskette

### C. Reports

No additional reports were presented.

## 68. APPROVAL OF REVISION TO IEEE BYLAW 109 - REGION 10 ASSESSMENT.

Director Ann explained to improve service to members in Region 10 an increase in the Region Assessment from \$2.00 to \$3.00 is necessary. He commented that by increasing the Assessment the Region will be able to demonstrate that IEEE offers services other than publications. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to recommend that the IEEE Board of Directors approve the proposed revision to IEEE



Bylaw 109.

(Editorial Note: The IEEE Board of Directors approved the proposed revision to IEEE Bylaw 109 - Region 10 Assessment on August 3, 1992.)

69. **APPROVAL OF REVISIONS TO IEEE BYLAW 307 AND IEEE BYLAW 700 - RESTRUCTURING OF PUBLICATIONS BOARD.** Director Alexander reviewed the changes to each Bylaw and explained that the result will disband the SPECTRUM/INSTITUTE Advisory Board. The Publications Board will take all responsibility relating to SPECTRUM. He continued by stating that the Publications Board Budget will not be affected. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to recommend that the IEEE Board of Directors approve the proposed revisions to IEEE Bylaw 307 and IEEE Bylaw 700.

(Editorial Note: The IEEE Board of Directors approved the revisions to IEEE Bylaw 307 and IEEE Bylaw 700 on August 4, 1992.)

70. **APPROVAL OF REVISION TO IEEE POLICY AND PROCEDURE 6.4, 6.7, 6.9, 6.11 AND 6.14 - RESTRUCTURING OF PUBLICATIONS BOARD.** Director Alexander commented that these changes will ensure that responsibility is delegated for making certain decisions concerning Institute-wide publications. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to recommend that the IEEE Board of Directors approve the proposed revisions to IEEE Policy and Procedure 6.4, 6.7, 6.9, 6.11 and 6.14.

(Editorial Note: The IEEE Board of Directors approved the revisions to IEEE Policy and Procedure 6.4, 6.7, 6.9, 6.11 and 6.14 on August 4, 1992.)

71. **APPROVAL OF REVISION TO IEEE BYLAW 407 - STUDENT BRANCHES.** Dr. Findlay indicated that, during its previous meeting, RAB approved, in principle, the revision of Bylaw 407. He explained the modification to Bylaw 407.2 is for administrative purposes to clarify the intent. The change in IEEE Bylaw 407.3 clarifies the new appointment process for Student Branch Counselors. A discussion concerning the addition of Bylaw 407.18 resulted in the withdrawal of Bylaw 407.18. A **MOTION** to recommend that the IEEE Board of Directors approve revisions to IEEE Bylaw 407 (specifically 407.2 & 407.3) was **UNANIMOUSLY APPROVED**.

72. **APPROVAL OF 1993 RAB/FS BUDGET.** Mrs. Lillard distributed the 1993 RAB/FS Budget (APPENDIX XLIII). She reviewed the budget and compared the 1993 budget to those of previous years. The Regional Activities Board **UNANIMOUSLY APPROVED** the **MOTION** to adopt the 1993 RAB/FS Budget of \$5107.5K (net allocated).

73. **APPROVAL OF 1993 SECTION REBATE SCHEDULE - BYLAW CHANGES.** Mr. Read announced that it was premature for RAB to take action on Bylaw changes before the IEEE Executive Committee approves the 1993 Section Rebate Schedule. As a result, Mr. Read **WITHDREW** RAB ITEM #13 from the agenda.

74. **APPROVAL OF REVISIONS TO IEEE BYLAW 408.** Dr. Findlay presented additions to IEEE Bylaw 408. The effect of these additions will enable joint chapters to be made between schools and within schools. Another effect will be the appointment of a Chapter Advisor for each Student Branch Chapter. After discussion a **MOTION** to **REFER** these changes to IEEE Bylaw 408 back to the Student Activities Committee was **UNANIMOUSLY APPROVED**.
75. **STUDENT BRANCH ACTIVITIES.** Dr. Findlay noted that currently there are 273 Student Branch Chapters of more than 600 Student Branches. He believes that by recommending this action to actively promote Student Branch Chapters and involving Chapters in the process, liaisons between Industry and Students will be formed. The Regional Activities Board **APPROVED** the **MOTION** to recommend that Section Chapter Chairmen promote Chapters Activities with Student Branches and foster the formation of Student Branch Chapters.
76. **RECOMMENDATION THAT EACH SECTION HOLD AT LEAST ONE EXECUTIVE COMMITTEE MEETING AT THE BEGINNING OF THE ACADEMIC YEAR, AT WHICH A MAJOR AGENDA ITEM WILL BE STUDENT ACTIVITIES** Dr. Findlay indicated that this motion will establish closer interaction between the Student Branch and the Section. It will also provide the Student Branch Officers an opportunity to develop leadership abilities and be exposed to the Section decision making process. The Regional Activities Board **APPROVED** a **MOTION** (three opposed) that each Section hold at least one Executive Committee meeting, preferably at the beginning of the academic year, at which a major agenda item will be student activities.
77. **RECOMMENDATION OF AN APPOINTMENT OF A MEMBERSHIP LIAISON** Dr. Findlay explained that the duties of a membership liaison will be to contact former student members and encourage them to rejoin IEEE. The Liaison will personally introduce former Student Members to Section activities and members of the Section. After brief discussion, the Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to encourage Regional Directors to promote, where appropriate, the appointment of a Membership Liaison in each Section, whose specific task will be to contact former Student Members who are now in the Section.
78. **ENDORSEMENT OF RAB/TAB TRANSNATIONAL COMMITTEE EFFORTS TO MAKE IEEE TRULY GLOBAL IN NATURE** Dr. Rudnick presented a motion for the Regional Activities Board to recommend that the Board of Directors take the necessary actions to define the mission of IEEE, relevant to the global environment, and request that this action be completed by February 1993. Mr. Read proposed a substitute motion which more accurately reflected the discussion. The Regional Activities Board **UNANIMOUSLY APPROVED** a **SUBSTITUTE MOTION** to endorse the RAB/TAB Transnational Committee's efforts to make this organization truly global in nature, and fully support the Strategic Planning Committee initiatives to incorporate it with other suggestions to develop an IEEE Mission Statement.

79. **ANALYSIS OF IEEE GEOGRAPHIC AND TECHNOLOGICAL STRUCTURE** Dr. Rudnick introduced a motion to reexamine the geographical and technological boundaries of the IEEE. He commented that all Sections have a voice on a Regional Board. He noted that it doesn't matter if the Section has 6000 members or 50 members, each Section has an equal vote. A small section is as influential as a larger section. The Transnational Committee believes that this is not fair to the larger sections. Director Ann and Director Richter both expressed a desire to initiate a study. Director Ann cited Japan as an example of a large and active Section whose influence is equal to smaller and less active Sections. Director Snyder suggested that this matter be discussed by the RAB Advisory Committee. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** for the RAB Advisory Committee to initiate an analysis of alternative schemes for geographical and technological organizations that adequately represent those membership characteristics.
80. **REGIONAL SURVEY IN REGION 10** Dr. Rudnick commented that in order to have a better understanding of the needs and expectations of members in Region 10, it is proposed to conduct a comprehensive survey in the form of a questionnaire from the IEEE members in the Region. He presented a **MOTION** for the Regional Activities Board to allocate \$3,300 to conduct a comprehensive survey of members in Region 10. Director Snyder indicated his opposition to the survey stating that it is a regional matter and should be funded by the region. A **MOTION** to **REFER** to staff the task of determining the financial impact of conducting a survey was **DEFEATED** (two for approval). The **MOTION** that the Regional Activities Board allocate \$3,300 to conduct a comprehensive survey of the members in Region 10 was **DEFEATED** (two for approval, three abstentions).
81. **LIFE MEMBER DUES** Dr. Findlay remarked that currently Life members are not assessed dues. He presented a **MOTION** for the Regional Activities Board to recommend to the IEEE Board of Directors that no dues be levied against Life members. During discussion, it was stated that Life members currently contribute time and services to IEEE activities. Director Snyder commented that many Life members live on restricted income. Treasurer Hissey noted that at the present time 27% of the income from IEEE dues is allocated to support partial dues members (Life members, Student, Recent Graduates, Unemployed, Retired & Minimum Income). It was suggested that a voluntary solicitation be made to the Life members asking them to contribute to the General Fund. The Regional Activities Board **APPROVED** (5 opposed) a **MOTION** to recommend to the Board of Directors that no basic dues be levied against Life members but rather a voluntary contribution be solicited for the General Fund.
82. **RAB CERTIFICATE STANDARDS** Mr. Noberini noted that during the RABARC Committee meeting the Committee voted unanimously to adopt a standard of serifated font for all RAB Awards Certificates. While the Board agreed that the standardization of RAB Certificates is a good idea, it felt that this matter did not have to be brought forward for the Boards approval. The Regional Activities Board **TABLED** a **MOTION** to adopt the standard of a serifated font for all RAB awards certificates.

- 83. OFFICER TRAINING ORIENTATION DISKETTE** Mr. Read noted that the Section/Chapter Support Committee recommended that an Officer Training Orientation Diskette be developed. Mr. Olken commented that this project is an unbudgeted expense for 1992 but is not expected to exceed \$5,000. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to approve the development of an Officer Training Orientation Diskette with an upper limit of \$5,000.
- 84. TIME AND PLACE OF NEXT MEETING** The next meeting of the Regional Activities Board will be held December 3 & 4, 1992 at the Arizona Biltmore Hotel in Phoenix, Arizona.

Vice President Gandia adjourned the meeting at 11:15am.

Respectfully Submitted,

Melvin I. Olken  
Secretary

**RAB CAUCUS & MEETING MINUTES**  
**10-11 May 1992**

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*RAB MINUTES - MAY 10 & 11, 1992*

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## **RAB CAUCUS & MEETING MINUTES**

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**NOT FOR DISTRIBUTION OR REPRODUCTION**

Caucus Minutes  
May 10, 1992  
Boston, Massachusetts

(Privileged Information, Subject to Confirmation)

The Regional Activities Board met at the Sheraton Boston Hotel and Towers on May 10, 1992. Vice President Gandia called the RAB Caucus to order at 1:00pm.

- 27. WELCOME AND INTRODUCTIONS** Vice President Gandia welcomed members and guests of RAB to the second Caucus of the Regional Activities Board in 1992, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX XIII)

In an effort to save time and utilize the Consent Agenda, Vice President Gandia announced that Items that are brought forth during the Caucus as an Action Item and require no additional discussion will be placed on the Consent Agenda for the meeting on the following day.

Vice President Gandia presented a resolution in memory of Dr. Hugo Rüchardt, former Director of Region 8. A motion to place the resolution on RAB's Consent Agenda was approved. (APPENDIX XIV)

### **28. REVIEW OF AGENDA**

The Regional Activities Board **APPROVED** the agenda, with the following modifications:

- A. Add to Reports of RAB Liaison Representatives - Item No. 3.E - IBSC Liaison.
- B. Add to Reports of RAB Liaison Representatives - Item No. 3.F - TAB Liaison.

### **29. REPORT OF RAB COMMITTEES**

- A. RAB Advisory Committee In the absence of Committee Chair, Mrs. Lillard, Mr. Martin presented four recommended action items from the Advisory Committee. (APPENDIX XV)
  - 1. The Committee recommended that RAB approve of Regional Committee Meetings be held during Sections Congress in 1993. A motion that the Regional Activities Board recommend that the IEEE Executive Committee approve Regional Committee Meetings be held during Sections Congress in 1993 was placed on RAB's Consent Agenda.
  - 2. The Committee recommended that the IEEE Board of Director Meeting Schedule Sequence be announced well in advance of the first meeting of the upcoming year to allow members of the Board to conform their work schedules to the IEEE meeting schedule. A motion that the Regional Activities Board recommend to the IEEE Board of Directors that the IEEE meeting schedule be announced six months before the first meeting of the upcoming year was placed on RAB's Consent Agenda. (RAB ITEM/Tab No. 18)

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3. The Committee recommended that the Consultants Network questions and organization be referred to USAB, and specifically to the Vice President of Professional Activities in his worldwide role in this activity. This motion was placed on the Consent Agenda.
  4. The Committee recommended against the formation of a RAB Liaison Committee. It was noted that RAB already has a vehicle in place to allow for this interaction at the RAB Meetings.
- B. Finance Committee Mr. Olken presented the 1993 proposed budget for RAB/FS. During his presentation, Mr. Olken noted that the proposed budget includes funds to cover the cost of SC'93. The budget is very close to the 1992 Budget with few consequential increases. He continued by explaining that Staff and Volunteers were informed there were new parameters for establishing the 1993 Budget, which is \$153K less than originally anticipated. Mr. Olken stated that the 1993 budget does not allow room for growth and he mentioned various concepts which could be implemented to increase income for Sections and Regions. These include the following:
- a) Region Conferences Record Publication and Post Conference Sales.
  - b) Development of merchandise for sale to members and resale to Sections. A product line should be available by the end of the year.
  - c) Encourage more Section participation in Technical conferences.
  - d) Be more entrepreneurial by utilizing some or all of the revenue providing programs already in existence.
- C. IEEE Admission and Advancement Committee Dr. Staffanson discussed two reports during the Caucus.
1. 1992 Admission and Advancement Committee Chairman's Report Dr. Staffanson commented that he plans to attend the Region 8 meeting and will be holding an A&A meeting in London afterwards. He informed the Board that A&A is compiling information to be included in an A&A handbook, explaining sub-degree and other educational and professional credentials, which occur in applications around the world. (Item/Tab No. 1.B.1)
  2. EAB/RAB Recognized Educational Program Committee Dr. Staffanson noted that progress has been made in updating the REP List. He expects 4,000 programs to be reviewed and added to the REP List. Dr. Staffanson proposed an organizational concept to ensure reliable and efficient maintenance of the REP List. The Committee would consist of members from EAB and RAB with each Section appointing a contact person. The designated contact would review and recommend qualified programs for inclusion in the REP List. (APPENDIX XVI)
- D. RAB Awards and Recognition Committee Mr. Noberini announced a call for nominations for the RAB Larry K. Wilson Transnational Award and the RAB Innovation Award. Mr. Noberini urged the Regional Directors to notify Sections and encourage Sections to nominate deserving volunteers. He continued by announcing that RABARC has approved the recipients of the 1991 Student Branch Membership Growth Award and the 1991 Section Membership Growth Award. The Committee is considering a sustained growth award, for

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Section and Student Branches who over a period of years continue to increase their membership. The Committee has also agreed in principal on the adoption of three new awards: The RAB Friend of the Institute Award, Leadership Award and Achievement Award. Mr. Noberini noted that RABARC is considering changing the William W. Middleton Distinguished Service Award to an annual award as opposed to it continuing to be a triennial award.

- E. IEEE Membership Development Committee Dr. Williams distributed a draft plan for membership recruitment. (APPENDIX XVII)

1. Direct Mail Campaign He announced previous Direct Mail Campaigns have been successful and noted that two-thirds of the members from the previous campaign have renewed their membership. Dr. Williams asked to recommend that the IEEE Board of Directors approve the addition of Bylaw 106.3 - Application Requirements, waiving the requirement of a reference for application to IEEE Membership for the Direct Mail Campaign. 2) to recommend that the IEEE Board of Directors approve an expenditure of up to \$42,760 from the 1993 General Fund for the Direct Mail Campaign. Both motions were placed on the Consent Agenda. (RAB ITEM/Tab No. 16)

2. Telemarketing Campaign The intent of this campaign is to contact members in dues arrears and encourage reinstatement. Dr. Williams asked RAB to recommend that the IEEE Board of Directors approve an expenditure of up to \$25,000 from the 1993 General Fund for the Telemarketing Campaign. This motion was placed on the Consent Agenda. (RAB ITEM/Tab No. 17)

3. Winnipeg Section Membership Development Proposal (APPENDIX XVIII) Dr. Williams announced the formation of a Membership Development Subcommittee, to be chaired by David Kemp. This Subcommittee will investigate the possibility of IEEE entities providing means to support individual memberships in countries with financial constraints.

- F. RAB Regional Conferences Committee Mr. Kaczorowski summarized the results of Regional Conferences Committee Meeting. The Committee reviewed proposed revisions to the SOUTHCON Bylaws and discussed Committee goals for 1992. Director Richter, presented a report to RCC on the cancellation of EUROCON. Mr. Kaczorowski noted that EUROCON faced similar problems (economic conditions, low pre-registration of participants) as conferences in the United States and that it is important that everyone works together to find a solution to the problem. He noted that the ELECTRO Bylaws were reviewed with one minor change.

- G. RAB Section/Chapter Support Committee (APPENDIX XIX) It was announced that Mr. Read has been awarded a Degree of Doctor of Engineering, Honoris Causa from Technical University of Nova Scotia.

1. Section/Chapter Officer Training Subcommittee is proceeding well and the chairman, Director Leonard, has done an excellent job.

2. SC'90 Issues/Recommendation Report Mr. Read distributed the SC'90 Issues/Recommendation Report. He announced that this is the last time it will be published in the complete format. Future reports will only address unresolved issues. Consequently, RAB will only be given an abbreviated score card. (APPENDIX XX)

## RAB CAUCUS & MEETING MINUTES

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3. SC'93 Status Report Mr. Noberini distributed a SC'93 Fact Sheet (APPENDIX XXI). He noted one of the primary purpose of the Sections Congress is to provide an opportunity for Section Chairs to interact. The theme of the Sections Congress is "**Empowering Sections to Serve Members**". A preliminary schedule of events was presented. It was noted that free time has been made available to allow for independent interaction among the delegates.  
The Regional Activities Board will provide the bulk of funding for SC'93. RAB will cover all meeting costs and a portion approximately 50% of the airfares for the invited delegates. The Sections or another sponsor will be required to cover the room charges and incidental ground expenses. Additional delegates, other than the official delegate from the Section, will not be funded by SC'93.
4. E-Mail Committee Chairman's Report Dr. Alden distributed a progress report on the IEEE Electronic Communications Steering Committee. He noted that he is pleased with the progress in encouraging Section, Branches, Chapters and Societies to use E-Mail. He concluded by saying that an updated E-Mail Guide should be available by the next meeting and that they expect to exceed the RAB goal of 30% of Sections registered on iee.org. (APPENDIX XXII)
5. 1993 Section Rebate Proposal Mr. Read distributed a Section Rebate proposal for 1993 (APPENDIX XXIII). He noted that RAB has previously approved, in principle, motions concerning the Rebate Schedule. A proposal was presented to change the algorithm to \$1500 per Section and \$2.50 per member. This complied with the RAB directive that no Section receive less in 1993 that they would have with the existing algorithm. Mr. Read indicated that this change has resulted in the requirement of an additional \$185K. Mr. Read commented that 20 of the 280 Sections will receive smaller Rebates under the new formula. He expressed a desire to speak independently with each Regional Director on how this will effect the Sections in each Region. The following motion was placed on RAB's Consent Agenda:  
  
That all Sections in existence on December 31, 1992 and meeting minimum requirements shall receive an annual allowance of \$1500 per Section, and a rebate of \$2.50 for each IEEE Member (all grades) and society affiliate, payable at the end of the first quarter of 1993. However, no section shall receive a rebate in 1993 that is less than their rebate by the 1992 formula.
- H. RAB Student Activities Committee Dr. Findlay noted that SAC has recommended numerous actions items. He prioritized the list and presented the following items:
  - 1) Selection of Student Branch Counselor. Revision to IEEE Bylaw 407.3 was discussed. This revision would allow the Student Branch Counselor to be selected by the Section Chairman. After discussion, the Regional Activities Board deferred this motion until the next meeting. (See Minute No. 48)
  - 2) Branch Mentor. Revision to IEEE Bylaw 407.4 was discussed. This revision would establish a Branch position known as a Branch Mentor. The Branch Mentor would be from a non-academic background and would serve as liaison between the Student Branch and the Section. It was noted that Bylaw 407.4 should be edited so that all "shalls" will be changed to "should". The Regional Activities Board placed the motion on the Consent Agenda and recommended to the IEEE Board of Directors approval of revision to IEEE Bylaw 407.4 - Branch Mentor.

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- 3) Student Address. Revision to IEEE Bylaw 404.6 was discussed, which would change the Student address from their home address to the school address. Dr. Findlay commented that by changing the Student Records to indicate their school address Students will be more active in their Section. After discussion, this motion was deferred to the next RAB Meeting. (See Minute No. 39)
- 4) Revisions to the following IEEE Bylaws were considered. It was decided to defer the following items until the RAB Meeting:
  - a) Revisions to Bylaw 407.19 to allow all Student Members to receive communications of all Section and Section Chapter activities.
  - b) Revisions to Bylaw 408.3 to allow joint Student Branch Chapter to exist between Student Branches within the same Area, Council, or Section/Subsection.
  - c) Revisions to Bylaw 408.4 to allow the establishment of a Chapter Advisor at each Student Branch Chapter. (See Minutes No. 40, 41, 42)
- I. RAB/TAB Transnational Committee Dr. Rudnick distributed the report of the RAB/TAB Transnational Committee Meeting (APPENDIX XXIV). Dr. Rudnick explained that three Task Forces have been established. The TC Task Force on IEEE-2002 is examining the future IEEE and is developing recommendations on how it should work and what actions need to be taken now which will enable it to function in the future. The TC Networking Task Force is attempting to increase electronic communications to TC Members so service may be improved. It was noted that the Task Force will recommend that the Technical Activities Board utilize the advantages of electronic communications. Dr. Rudnick also indicated TC's desire for a menu-driven, tutorial diskette for training new officers. It was decided that this should be referred to the Section/Chapter Officer Training Subcommittee and be reported at the next meeting. Dr. Rudnick indicated that TC will ask for formal approval by RAB to recommend to the appropriate Board that action be taken in order to improve the quality and content of SPECTRUM. (See Minute No. 43)

### **30. REPORT OF OTHER RAB COMMITTEE AND FUNCTIONS**

- A. Ad Hoc Committee on Income Mr. Olken included the report with the Report of the Finance Committee. (See Minute No. 29.B)
- B. Ad Hoc Committee on Membership Grades No report.

### **31. REPORT OF RAB LIAISON REPRESENTATIVES**

- A. EAB Liaison No report.
- B. PUB Liaison - Report was given in conjunction with SPECTRUM/INSTITUTE Advisory Board.
- C. SPECTRUM/INSTITUTE Advisory Board Director Alexander reported on the strong sentiment that "The Institute" be published 11 - 12 times per year. Vice President Gandia noted that members in Region 10 feel that "The Institute" is strongly orientated towards United States activities and not transnational activities. Dr. Alexander indicated that there

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is also strong sentiment to improve the quality of SPECTRUM. He stated that, to date, no progress has been made to correct these circumstances.

- D. USAB Liaison Director Leonard distributed a addendum (APPENDIX XXV) to his report previous submitted (RAB ITEM/Tab #3.D). He noted that USAB has initiated Member Forums in Regions 1-6 in which the members have an opportunity to voice their concerns. He reported that IEEE President Merrill W. Buckley Jr. held a press conference where he challenged the three U.S. Presidential Candidates to respond to ten questions regarding U.S. competitiveness. Director Leonard noted that USAB held a meeting on May 9 and the summary of the meeting was distributed (APPENDIX XXV).
- E. Individual Benefits and Services Committee (IBSC) Dr. Van Gelder distributed his report regarding the IBSC meeting (APPENDIX XXVI). He noted that the contract with Seabury & Smith has expired and renewal negotiations are under way. Dr. Van Gelder asked the Board to notify IEEE if they have had problems in dealing with Seabury and Smith.
- F. TAB Liaison Dr. Alden stated that he distributed his report electronically to all members of RAB (APPENDIX XXVII). He mentioned that the report dealt with the TAB meeting structure, the TAB Liaison Council and an overview of the actions by TAB.
- 32. **REPORT OF DIRECTORS** The Reports of Region 5, 6, and 7 Directors were included in the Agenda Booklet (AGENDA ITEM/Tab No. 4). The Reports of the Region 1, 2, 3, 4, 8, 9 and 10 Directors were distributed at the Caucus and are attached in APPENDIX XXVIII.

Vice President Gandia adjourned the Caucus at 4:30 pm

The Caucus reconvened at 8:00pm on May 11, 1992.

- 33. **REPORT OF VICE PRESIDENT FOR REGIONAL ACTIVITIES** Vice President Gandia asked each Regional Director to, in the future, submit a summary report following each visit they make to a Section or Region. He noted the summary report should be sent to each member of RAB. Vice President Gandia's stated his major concern is Membership Growth. He noted that overall membership growth in April 1992 was -0.1% as compared to April 1991. He encouraged all members of RAB to find ways to retain membership. He commented that the majority of people who leave IEEE are recent graduates and a effective method of retaining student members must be implemented.
- 34. **REPORT OF STAFF DIRECTOR - FIELD SERVICES** Mr. Olken commented that his report is in the agenda book (RAB ITEM/Tab #6). He noted his attendance at the April 1992 Region 9 meeting in Chile and thanked Director Arriola for his hospitality.
- 35. **NEW BUSINESS/OTHER BUSINESS**
  - 1) IEEE Tax Exempt Status - Converting from 501(c)(6) to 501(c)(3) Mr. Kaczorowski distributed Ms. Helen Wood's report concerning the IEEE Tax Exempt Status (APPENDIX XXIX). He presented this item to RAB as a point of information. The IEEE operates as a Section 501(c)(6) of the Internal Revenue Code not for profit organization. He explained that 501(c)(6) status organizations are Trade Organizations and Professional Organizations. Charitable, Educational and Scientific Organizations usually operate as 501(c)(3) exempt.

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If the IEEE converted to 501(c)(6), postal expenses would decrease and local taxes on conferences would be eliminated.

- 2) Waiving of Endorsement Director Alexander requested that the required endorsement signature on the membership application be eliminated and asked that this topic be added as an Action Item on the Meeting Agenda. (See Minute No. 44)
- 3) Video Conference Program Director Alexander requested that RAB allocate an additional \$15K for the EAB Video Conference Program and requested that this topic be added as an Action Item on the Meeting Agenda. (See Minute No. 45)
- 4) Health Care Item Director Snyder requested that RAB recommend to the Board of Directors that IBSC prepare a low cost unemployed member policy and requested that this topic be added as an Action Item on the Meeting Agenda. (See Minute No. 46)

The Regional Activities Board placed the following motions on the Consent Agenda:

1. **Approval of 1993 POTENTIALS Subscription Rates.** The IEEE Regional Activities Board to recommend approval of the 1993 subscription rates to the IEEE Executive Committee. (RAB ITEM/Tab No. 10)
2. **Approval of 1993 POTENTIALS Advertising Rates.** The IEEE Regional Activities Board to recommend approval of the 1993 advertising rates to the IEEE Executive Committee. (RAB ITEM/Tab No. 11)
3. **Approval of Revisions to Bylaw 109 - Region 7 Assessment** The IEEE Regional Activities Board to recommend that the IEEE Board of Directors approve the proposed revision to IEEE Bylaw 109 - Region 7 Assessment.(RAB ITEM/Tab No. 12)
4. **Approval of Section/Chapter Support Committee Charter** The Regional Activities Board approved the revised Section/Chapter Support Committee Charter.(RAB ITEM/Tab No. 13)

Vice President Gandia adjourned the Caucus at 9:15am.



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**RAB Meeting Minutes**

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**NOT FOR DISTRIBUTION OR REPRODUCTION**

Meeting Minutes  
May 11, 1992  
Boston, Massachusetts

(Privileged Information, Subject to Confirmation)

The Regional Activities Board met at the Sheraton Boston Hotel and Towers on May 11, 1992. Vice President Gandia called the RAB Meeting to order at 9:30am.

- 36. WELCOME AND INTRODUCTIONS** Vice President Gandia welcomed members and guests of RAB to the second Meeting of the Regional Activities Board in 1992, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX XIII)

- 37.** The Regional Activities Board placed the following motions on the Consent Agenda:

1. **Approval of Section Growth Award Recipients** The Regional Activities Board to approve the recipients of the 1991 Section Membership Growth Award. (RAB ITEM/Tab No. 14)
2. **Approval of Student Branch Growth Award Recipients** The Regional Activities Board to approve the recipients of the 1991 Student Branch Growth Award. (RAB ITEM/Tab No. 15)
3. **Approval of IEEE Bylaw Revisions to implement Anniversary Billing** The Regional Activities Board to recommend that the IEEE Board of Directors approve revisions to IEEE Bylaw 108.1, 110.1, 110.2, 502.7 and 701.6 to implement Anniversary Billing. (RAB ITEM/Tab No. 19)

- 38. REVIEW AND ADOPTION OF CONSENT AGENDA.** The Regional Activities Board Agenda, including the Consent Agenda, was **UNANIMOUSLY APPROVED** as follows:

A. Consent Agenda

1. **Approval of Resolution for Hugo Rüchardt.** The Regional Activities Board to approve a resolution in memory of Hugo Rüchardt as noted APPENDIX XIV.
2. **Approval of Region Meetings during SC'93.** The Regional Activities Board to recommend that the IEEE Executive Committee approve Regional Committee Meetings be held during Sections Congress in 1993.

## RAB CAUCUS & MEETING MINUTES

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A. Consent Agenda (Cont'd)

3. **Approval of 1993 Board of Directors Meeting Schedule.** The Regional Activities Board to recommend to the IEEE Board of Directors that the IEEE meeting schedule be announced six months before the first meeting of the upcoming year.
4. **Referral of Consultants Network.** The Regional Activities Board to recommend that the Consultants Network questions and organization be referred to USAB, and specifically to the Vice President of Professional Activities in his worldwide role in this activity.
5. **Approval of Direct Mail Campaign - Waiver of Reference.** The Regional Activities Board to recommend that the IEEE Board of Directors approve the addition of Bylaw 106.3 - Application Requirements, waiving the requirement of a reference for application to Member for the Direct Mail Campaign.

(Editorial Note: The IEEE Board of Directors approved the addition of Bylaw 106.3 - Application Requirements, waiving the requirement of a reference for application to Member for the Direct Mail Campaign on May 12, 1992.)

6. **Approval of Direct Mail Campaign - Request For Funding.** The Regional Activities Board to recommend that the IEEE Board of Directors approve an expenditure of up to \$42,760 from the 1993 General Fund for the Direct Mail Campaign.

(Editorial Note: The IEEE Board of Directors approved the expenditure of up to \$42,760 from the 1993 General Fund for the Direct Mail Campaign on May 12, 1992.)

7. **Approval of Telemarketing Campaign.** The Regional Activities Board to recommend that the IEEE Board of Directors approve an expenditure of \$25,000 from the 1993 General Fund for the Telemarketing Campaign.

(Editorial Note: The IEEE Board of Directors approved the expenditure of \$25,000 from the 1993 General Fund for the Telemarketing Campaign on May 12, 1992.)

8. **Approval of 1993 Section Rebate Schedule.** The Regional Activities Board to recommend that the IEEE Executive Committee approve the 1993 Section Rebate Objectives and Schedule in accordance with the following guidelines:

That all Sections in existence on December 31, 1992 and meeting minimum requirements shall receive an annual allowance of \$1500 per Section, and a rebate of \$2.50 for each IEEE member (all grades) and society affiliate, payable at the end of the first quarter of 1993. However, no section shall receive a rebate in 1993 that is less than its 1992 rebate.

**Approval of Revision to IEEE Bylaw 407.4 - Branch Mentor.** The Regional Activities Board to recommend to the IEEE Board of Directors approval of revision to IEEE Bylaw 407.4 - Branch Mentor.

10. **Approval of 1993 POTENTIALS Subscription Rates.** The IEEE Regional Activities Board to recommend approval of the 1993 subscription rates to the IEEE Executive Committee.

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(Editorial Note: The IEEE Executive Committee approved the 1993 POTENTIALS Subscription Rates on May 12, 1992.)

11. **Approval of 1993 POTENTIALS Advertising Rates.** The IEEE Regional Activities Board to recommend approval of the 1993 advertising rates to the IEEE Executive Committee.

(Editorial Note: The IEEE Executive Committee approved the 1993 POTENTIALS Advertising Rates on May 12, 1992.)

12. **Approval of Revisions to Bylaw 109 - Region 7 Assessment** The IEEE Regional Activities Board to recommend that the IEEE Board of Directors approve the proposed revision to IEEE Bylaw 109 - Region 7 Assessment.

(Editorial Note: The IEEE Board of Directors approved the proposed revision to IEEE Bylaw 109 - Region 7 Assessment on May 12, 1992.)

13. **Approval of Section/Chapter Support Committee Charter** The Regional Activities Board to approve the revised Section/Chapter Support Committee Charter.

14. **Approval of IEEE Bylaw Revisions to implement Anniversary Billing** The Regional Activities Board to recommend that the IEEE Board of Directors approve revisions to IEEE Bylaw 108.1, 110.1, 110.2, 502.7 and 701.6 to implement Anniversary Billing.

15. **Approval of Section Growth Award Recipients** The Regional Activities Board to approve the following as recipients of the 1991 Section Membership Growth Award:

Region 1	Princeton Section
Region 2	Johnstown Section
Region 3	Savannah Section
Region 4	Iowa-Illinois Section
Region 5	Central Texas Section
Region 6	Wenatchee Section
Region 7	Newfoundland-Labrador Section
Region 8	Romania Section
Region 9	Peru Section
Region 10	Tokyo Section

16. **Approval of Student Branch Growth Award Recipients** The Regional Activities Board to approve the following as recipients of the 1991 Student Branch Growth Award:

Region 1	State University of New York College at Buffalo
	Region 2 Ohio University
	Region 3 University of Virginia
	Region 4 Purdue University - Calumet
Region 5	Southern Illinois University - Carbondale
Region 6	California State University - Chico
Region 7	DeVry Institute of Technology - Toronto
	Region 8 Middle East Technical University
	Region 9 Pontificia Universidad Javeriana
Region 10	Karnataka Regional Engineering College

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### 17. Approval of the following Student Branch Formations:

- a. East Carolina University in Region 3
- b. Baylor University in Region 5
- c. New Mexico Highlands University in Region 6
- d. DeVry Institute of Technology-Calgary in Region 7
- e. Sir Sandford Fleming College in Region 7
- f. Escuela Tecnica Superior de Ingenieros Telecomunicacion in Region 8
- g. Universidad Particular Ricardo Palma in Region 9
- h. Universidad del Bio in Region 9
  - i. Universidad de Tacna in Region 9
  - j. Universidad de Guadalajara in Region 9

### B. Action Items

Delete the following items from the RAB Meeting Agenda:

- 1. ITEM/Tab No. 9 - Approval of 1993 Section Rebate Schedule.
- 2. ITEM/Tab No. 10 - Approval of 1993 Subscription Rates to IEEE POTENTIALS.
- 3. ITEM/Tab No. 11 - Approval of 1993 Advertising Rates to IEEE POTENTIALS.
- 4. ITEM/Tab No. 12 - Approval of revision to IEEE Bylaw 109 - Region 7 Assessment.
- 5. ITEM/Tab No. 13 - Approval of Section/Chapter Support Committee Charter.
- 6. ITEM/Tab No. 14 - Approval of Section Growth Award Recipients.
- 7. ITEM/Tab No. 15 - Approval of Student Branch Growth Award Recipients.
- 8. ITEM/Tab No. 16 - Approval of Direct Mail Campaign
  - a. Proposed Revision to Bylaw 106
  - b. Expenditure of up to \$42,760 from 1993 General Fund
- 9. ITEM/Tab No. 17 - Approval of Telemarketing Campaign.
  - a. Expenditure of \$25,000 from the 1993 General Fund
- 10. ITEM/Tab No. 18 - Approval of IEEE Board of Directors Meeting Schedule.
- 11. ITEM/Tab No. 19 - Approval of Revisions to IEEE Bylaws to implement Anniversary Billing
- 12. ITEM/Tab No. 20 - Student Activities Committee - Recommended Action Items
  - a. Promotion of Student Branch Activities
  - b. Student Exchange Program
  - c. Society Student Membership Package
  - d. Training Sessions
  - e. Branch Mentor
- f. Revision to IEEE Bylaws 404.6, 407 and 408

Add the following Action Items from the RAB Caucus:

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1. Approval of Revisions to Bylaw 404.6 - Student Affiliation to Sections
2. Approval of Revisions to Bylaw 407.18 - Section/Chapter Communications
3. Approval of Revisions to Bylaw 408.2 - Joint Student Branch Chapters
- Approval of Revisions to Bylaw 408.3 & 408.4 - Branch Chapter Advisor
5. Spectrum Article Quality
6. Endorsement Waiver
7. EAB 1993 Video Conference Program
8. Proposed Health Care Plan

Add the following items to Item/Tab No. 22 - Discussion Items

- 22.A INSTITUTE and POTENTIALS
- 22.B Additional SAC Motions

### C. Reports

No additional reports were presented.

- 39. APPROVAL, IN PRINCIPLE, REVISION TO IEEE BYLAW 404.6 - STUDENT AFFILIATION TO SECTIONS** Dr. Findlay presented an action item on behalf of the Student Activities Committee. He stressed that Students want to be involved in Section activities but they rarely receive Section publications/notices. Dr. Findlay noted that Students are members and would like to be treated as members. SAC unanimously recommended that IEEE Bylaw 404.6 be revised to indicate the following:

Student Member, Section or Subsection affiliation shall be normally determined by the school address. Unless otherwise directed, the Student Member affiliation will be the Section where the school address is.

The Regional Activities Board **UNANIMOUSLY APPROVED**, in principle, the **MOTION** that IEEE Bylaw 404.6 be revised so that the Student Member Section or Subsection affiliation shall be normally determined by the school address. Upon completion of Staff revising IEEE Bylaw 404.7, RAB will be presented with the revision. (RAB ITEM/Tab No. 20.F)

- 40. APPROVAL, IN PRINCIPLE, OF IMPROVING SECTION/CHAPTER COMMUNICATIONS** Dr. Findlay indicated that Students would like take part in Section Activities. The Student Activities Committee felt that if Sections were required to contact Student Branches, communication would increase. After discussion, it was agreed that this concept should be placed in the IEEE Policy and Procedures Manual. The Regional Activities Board **UNANIMOUSLY APPROVED**, in principle, of the **MOTION** that Sections shall file with their Annual Report, a report on the interaction between the Section and the Section Chapters with the Student Branches and Student Branch Chapters. This concept was referred to Staff for revision. (RAB ITEM/Tab No. 20.F)

- 41. APPROVAL, IN PRINCIPLE, WITH REVISION TO IEEE BYLAW 408.3 - JOINT STUDENT BRANCH CHAPTERS** Dr. Findlay indicated that Students want to increase their awareness of technology. The Student Activities Committee recommended that, by establishing joint student branch chapters, the Students will be exposed to more technology. The Regional Activities Board **UNANIMOUSLY APPROVED**, in principle, the **MOTION** to revise IEEE Bylaw 408.3 indicating that joint Student Branch Chapters may exist among Student

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Branches. Upon completion of Staff revision of IEEE Bylaw 408.3, RAB will be presented with the revision. (RAB ITEM/Tab No. 20.F)

42. **APPROVAL, IN PRINCIPLE, WITH REVISION TO IEEE BYLAW 408.4 - BRANCH CHAPTER ADVISOR** Dr. Findlay indicated that SAC recommended the establishment of a Student Branch Chapter Advisor. He indicated that the position would be similar to Student Branch Counselor. The Regional Activities Board **UNANIMOUSLY APPROVED**, in principle, of the **MOTION** to revise IEEE Bylaw 408.4 indicating that each Student Branch Chapter shall have a Chapter Advisor. The Chapter Advisor shall be an IEEE member teaching in IEEE designated fields and who shall normally be a member of at least one of the Societies. The Chapter Advisor shall be appointed by the appropriate Section Chairman upon the recommendation of the Student Branch Chairman and in accordance with the practices for the establishment of the student organizations at the educational institution involved. Upon completion of Staff revision of IEEE Bylaw 408.4, RAB will be presented with the revision. (RAB ITEM/Tab No. 20.F)

43. **SPECTRUM QUALITY - REPORT OF EXECUTIVE SESSION** The Regional Activities Board reported the need for Spectrum to:

- ◆ Provide information and be in a readable style.
- ◆ Be a vehicle to make technology trends known.
- ◆ Reflect the global and transnational nature of today's technology
- ◆ Ensure that articles cover global technology and are reviewed by specialists in the field.

The Regional Activities Board **UNANIMOUSLY APPROVED** the **MOTION** to stress to the IEEE Executive Committee its strong dissatisfaction with progress towards making Spectrum a viable and quality international publication.

44. **ENDORSEMENT WAIVER** Director Alexander presented a **MOTION** to abolish the requirement for an endorsement signature on the membership application form for both Student and Higher Member Grades. A lengthy discussion ensued in which it was noted that a Direct Mail Campaign is an effective method of achieving a significant growth in membership during a short period of time. Dr. Williams stated that the endorsement policy is not followed. It was noted that if the endorsement signature is eliminated the IEEE would lose prestige, professionalism and the quality of membership would decline. The **MOTION** was amended and the Regional Activities Board **UNANIMOUSLY APPROVED** to **REFER** the **AMENDED MOTION** to the Membership Development Committee and the Admission and Advancement Committee who are to investigate the advantages and disadvantages of requiring an endorsement signature on the membership application form for both Student and Higher Member Grades.

45. **APPROVAL OF ADDITIONAL \$15K FOR THE EAB VIDEO CONFERENCE PROGRAM IN 1993** Dr. Alexander presented the **MOTION** that the Regional Activities Board allocate an additional \$15K for the EAB Video Conference Program in 1993. He noted that this program is an effective manner in recruiting new members. Mr. Olken noted that if the additional \$15K is allocated to the EAB Video Conference Program the funds would have to be appropriated from another area of RAB. The Regional Activities Board **DEFEATED** a **MOTION** (three for approval) to allocate an additional \$15K to the EAB Video Conference Program in 1993. (Note: Funding for 1993 will remain at \$60K).

46. **HEALTH CARE PLAN** Mr. Snyder noted that when an engineer becomes unemployed,

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they often lose their benefits 30 days after termination. He indicated that it is important for the IEEE to present a positive image towards its members. The IEEE should recognize that unemployment is a problem and is taking positive steps for assistance. It was requested that the IBSC prepare a low cost major medical policy to be available, upon application, to unemployed members. It is suggested that the policy be of a 1 year term, become effective 30 days after termination of employment, have no pre-existing clause and a moderate deductible. The cost to members must be minimized and it is expected that the IEEE will receive no profit from its sale. In addition, the availability of his policy should be widely publicized. The Regional Activities Board **UNANIMOUSLY APPROVED** the **MOTION** to recommend that the IEEE Executive Committee direct the Individual Benefits and Services Committee to establish a low cost major medical policy to be available, upon application, only to unemployed members.

47. **THE INSTITUTE** Dr. Alexander noted that the Institute is a publication with contains limited news items of interest on a transnational level. The Regional Activities Board **UNANIMOUSLY APPROVED** the **MOTION** to recommend to the IEEE Executive Committee that "The Institute" be published 11 or 12 times a year and the content of "The Institute" be re-examined.
48. **APPROVAL OF REVISIONS TO IEEE BYLAW 407.3** Dr. Findlay explained that revisions to this Bylaw will allow the Section Chair to appoint a Branch Counselor. Allowing the Section Chair to appoint a Branch Counselor will increase interaction between the Section and the Student Branch. It was agreed that to add Regional Director as an option if the Section Chair is not available. The Regional Activities Board **APPROVED** a **MOTION** (three voted against) that the Student Branch Counselor be appointed by the Section Chair, upon the recommendation made by the Student Members of the Branch. (RAB ITEM/Tab No. 20.F)
49. **RECOMMENDATION THAT ALL REGIONS IMPLEMENT ANNUAL TRAINING SESSIONS** Dr. Findlay noted that the Student Activities Committee unanimously recommended that all Regions implement training sessions for Student Branch Officers and Student Branch Counselors on an annual basis. These training sessions shall include the Student Branch Counselor and at least one member of the Executive Committee of each Student Branch in the Region. The training sessions shall provide leadership development, information on IEEE and an opportunity to exchange ideas. It shall be held preferably at the beginning of the academic year. The Regional Activities Board **APPROVED** a **MOTION** (two abstentions) that all Regions implement annual training sessions for Student Branch Officers and Counselors. (RAB ITEM/Tab No. 20.D)
50. **RECOMMENDATION THAT RAB WORK WITH TAB TO STRONGLY ENCOURAGE SOCIETIES TO PROMOTE SOCIETY ACTIVITIES AT STUDENT BRANCHES** Dr. Findlay explained this is an effort to foster interaction between Students and Technical Societies. He noted there are very few Student Branch Chapters and RAB should encourage their formation. He stated that the Student Activities Committee unanimously recommended that RAB work with TAB to strongly encourage Societies to promote Society activities at Student Branches and to foster the formation of Student Branch Chapters and that channels of communication with Branches be the Branch/Branch Chapter Advisor/Chair, Vice-Chair, Societies and Section Chapter Chairs. The Regional Activities Board **UNANIMOUSLY APPROVED** the **MOTION** that RAB work with TAB to strongly encourage Societies to promote Society activities at Student Branches. (RAB ITEM/Tab No. 20.A)

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51. **RECOMMENDATION THAT ALL STUDENTS MEMBERS BE EXPLICITLY INVITED TO ALL SECTIONS ACTIVITIES** Dr. Findlay stated that Students feel they are not welcome in IEEE meetings. The Student Activities Committee strongly recommended to RAB that all Student members be explicitly invited to all Section activities and that all Student members be sent Section newsletters, where applicable. He suggested that Regional Directors should promote these ideas within the Region. Dr. Findlay continued by saying that Sections should be advised that most Student members do not interpret an invitation that says "all members" to include Student members. The Regional Activities Board **UNANIMOUSLY APPROVED** the **MOTION** that all Student members be explicitly invited to all Section activities and that all Student members be sent Section Newsletters, where applicable. (RAB ITEM/Tab No. 20.A)
52. **RECOMMENDATION THAT EACH SECTION HOLD AT LEAST ONE EXECUTIVE COMMITTEE MEETING ANNUALLY AT THE BEGINNING OF THE YEAR, AT WHICH A MAJOR AGENDA ITEM WILL BE STUDENT ACTIVITIES** Dr. Findlay noted that SAC recommended to RAB that each Section hold at least one Executive Committee meeting annually at the start of the academic year, at which a major agenda item will be student activities. He emphasized that this is a method to increase Student involvement with the Sections. It may also provide the Sections with volunteers who are prepared to contribute and help the Section. The Regional Activities Board **APPROVED** the **MOTION** (three opposed) that each Section hold at least one Executive Committee meeting annually at the beginning of the academic year, at which a major agenda item will be student activities. (RAB ITEM/Tab No. 20.A)
53. **PILOT STUDENT EXCHANGE PROGRAM** Dr. Findlay commented that Students want to learn more about international issues and other cultures. Consequently, SAC is recommending that a committee consist of representatives from EAB and SAC (RAB) be formed. The Committee would be assigned the responsibility to investigate the feasibility of developing a Pilot Exchange Program for the 1993-94 academic year. The Regional Activities Board **APPROVED** a **MOTION** (four opposed) that a joint EAB/RAB ad hoc Committee be formed to investigate the feasibility of developing a Pilot Exchange Program for the 1993-94 academic year. (RAB ITEM/Tab No. 20.B)
54. **APPROVAL OF ADDITIONAL STUDENT MEMBERSHIP OPTION** Dr. Findlay noted that for many Students the extra cost of joining a Society is a deterrent for joining the Society. He stated that SAC endorsed a motion that RAB offer a new membership option which allows a student to request a Society Member package in lieu of a subscription to SPECTRUM magazine. He explained this is a mechanism to encourage interact between Students and Societies. It provides for a lower cost, technical focus membership option for Students. The **MOTION** that the Regional Activities Board add an additional Student membership option which offers a Society Student Membership package in lieu of SPECTRUM magazine was **DEFEATED** for lack of a second. (RAB ITEM/Tab No. 20.C)
55. **SEQUENCE OF BOARD MEETINGS** Vice President Gandia noted that during the current series of Board meeting numerous members were required to leave meetings in order to attend other events scheduled at the same time. The Regional Activities Board requested that the Board of Directors make a conscious effort to alleviate any conflicts that currently exist. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** expressing to the IEEE Board of Directors its dissatisfaction with the scheduling sequence of Board meetings and resulting conflict of activities.



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- 56. TIME AND PLACE OF NEXT MEETING** The next meeting of the Regional Activities Board will be held July 31 and August 1, 1992 at the John Ascuaga's Nugget Hotel in Sparks, Nevada.

Vice President Gandia adjourned the meeting at 11:45am.

Respectfully Submitted,

Melvin I. Olken  
Secretary

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Caucus Minutes  
February 12, 1992  
Vancouver, BC, Canada

(Privileged Information, Subject to Confirmation)

The Regional Activities Board met at the Hotel Vancouver on February 12, 1992. Vice President Gandia called the RAB Caucus to order at 1:06pm.

1. **WELCOME AND INTRODUCTIONS** Vice President Gandia welcomed members and guests of RAB to the first Caucus of the Regional Activities Board in 1992, and as other attendees arrived they were introduced.

A list of those present is attached. (APPENDIX I)

2. **REVIEW OF AGENDA**

A. Moved Item No. 6.A - Review of 1991 EAB Video Conference Program to Item 1.I.

B. Add to Section/Chapter Support Committee, Item 1.F.2 - SC'90 Progress Report.

3. **REPORT OF RAB COMMITTEES**

- A. RAB Advisory Committee. Mrs. Lillard discussed the RAB Strategic and Operational Goals for 1992. She indicated that one goal was inadvertently excluded from the list. Consequently, the list was revised with the addition of Goal 5 "Finalize plans and programs for 1993 Sections Congress". Mrs. Lillard also discussed the implementation of Anniversary Billing. She explained that in January 1991 RAB and the Board of Directors approved, in principle, Anniversary Billing. RAB doesn't have to take any action at this time but should be aware that Staff is revising the IEEE Bylaws which are affected by the change.

- B. IEEE Admission and Advancement Committee Dr. Staffanson discussed and distributed two reports during the Caucus.

1. 1992 Admission and Advancement Committee Meeting Schedule The A&A Committee is planning to assemble in conjunction with IEEE Board and Regional Committee Meetings. This will allow the A&A Committee to have a broad representation level from around the world including representatives from many Sections. Dr. Staffanson continued by stating that the A&A Committee will continue to meet its responsibility of maintaining standards for member admission and advancement. He reviewed the 1991 Application statistics as shown in APPENDIX II.

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**3. REPORT OF RAB COMMITTEES (Cont'd)**

2. Recognized Educational Program Dr. Staffanson discussed the progress of the joint EAB/RAB REP Task Force. The Task Force conducts monthly meetings using telephone conferences. The Committee is reviewing lists of educational programs submitted from the Regions and will accept programs which qualify under the criteria being developed. It is also compiling from Sections in Regions 8, 9 and 10, descriptive information of their educational systems. The Committee has decided to accept programs under the "Washington Accord" and add them to the REP criteria program listing. It will continue to monitor other activities worldwide which identify recognized educational programs. (APPENDIX II)
- C. RAB Awards and Recognition Committee Mr. Noberini summarized the Committee's first meeting of 1992. He stated that the RABARC Manual is being reviewed and will be made available to Section Awards Chairmen so they have a better idea of the Awards sponsored by RAB. He continued stating that, in principle, the Committee approved its 1992 Goals and Objectives. The Committee expressed its desire to increase publicity for RAB Awards. Mr. Noberini noted that two RAB Service Awards (RAB Leadership and RAB Achievement Award) are being developed. (APPENDIX III)
- D. IEEE Membership Development Committee Dr. Williams indicated the Membership Development Committee hasn't met this year. He noted the Direct Mail campaign of 1991 was successful and that the Committee will be investigating the quality of membership obtained from the Direct Mail campaign. He continued by stating that the Committee will ask Sections and Chapters to be more involved in Membership Development. Dr. Williams expressed the intention of increasing the interaction between the members of MDC.
- E. RAB Regional Conferences Committee Mr. Kazcorowski summarized the Committee's first meeting of 1992. He reviewed the Committee's 1992 Goals and Objectives (APPENDIX IV). He also noted that revisions are being made to the ECM Bylaws but that RCC does not have enough information to make any recommendations.
- F. RAB Section/Chapter Support Committee Mr. Read introduced the Chairmen of the five Sub-Committees of the S/C Support Committee. He noted that James Leonard has been named the Chair of "Officer Mentor Program".

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**3. REPORT OF RAB COMMITTEES (Cont'd)**

**F. RAB Section/Chapter Support Committee (Cont'd)**

1. 1993 Section Rebate Schedule Study Mr. Read presented a proposed 1993 Section Rebate Schedule. In discussing the proposal, Mr. Read explained why changes are necessary. Since 1985, the IEEE Membership dues have risen 52% while the Rebate per member has only increased 22%. He explained the changes and why the formula should be simplified. The simplified formula will encourage Sections to increase membership and consequently receive higher rebates. In addition, if the Membership Dues are increased the Section Rebate will also be increased correspondingly. The proposal and overheads of his presentation are shown in APPENDIX V.
2. SC'90 Progress Report Mr. Read reviewed the SC'90 Issues/Recommendations/Assignment Report. He noted that of the issues; 12 have been completed, 11 were in progress and 3 have had no additional progress. Mr. Read indicated that the Officer Mentors program is expected to be moved to the "In Progress" column. The SC'90 Issues/Recommendation Assignment Report was distributed during the Caucus. (APPENDIX VI)

G. RAB Student Activities Committee Dr. Findlay distributed the 1992 SAC Strategic Goals and Objectives (APPENDIX VII). A **MOTION** to place the 1992 SAC Strategic Goals and Objectives on RAB's Consent Agenda was **UNANIMOUSLY APPROVED**. Dr. Findlay encouraged each Regional Director to send their Regional Student Representative and Regional Student Activities Committee Chairman to the Spring SAC Meeting. He summarized the results of the 1991 SAC Goals. Dr. Findlay concluded by announcing the formation of an Ad Hoc Committee charged with reviewing the definition and grades of membership within the IEEE. This Committee will consist of representatives from RAB, TAB and EAB. Members of this Ad Hoc Committee include Raymond Findlay (SAC Chair), Ronald Williams(MDC Chair), Forrest Staffanson(A&A Chair), Helen Wood(TAB Representative), James O'Neil(Past Chair-MDC), David Green(Vice Chair of SAC), Duane Matthiesen (Past Chair-A&A) and Richard Nichols(EAB Representative).

H. RAB/TAB Transnational Committee In the absence of TC Chairman Hugh Rudnick, Dr. Frederick H. Dill summarized the report of the RAB/TAB Transnational Committee Meeting. He indicated that he will present two items for formal approval by RAB. The items are:



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H. RAB/TAB Transnational Committee (Cont'd)

1.       Constitute the Non United States Office Committee as an Ad Hoc Committee of the IEEE Executive Committee. (See Minute No. 16)
2.       Establish an IEEE Service Center in Singapore.(See Minute No. 17)

The Committee Report was distributed at the Caucus. (APPENDIX VIII)

- I. Review of 1991 EAB Video Conference Program Mr. Daniel Jackson reviewed the 1991 EAB Video Conference Program. He noted the Video Conference Program is a project of the continuing education program with the ability to reach many IEEE members. This program is also a Membership Development tool; 10 Sections reported signing up 5 or more new members. In an effort to increase Student Membership, three Video Conference Programs were held during the spring semester and three during the fall semester. Mr. Jackson continued by explaining that the funds received from RAB will be used in sharing the distribution costs. As a result, Sections may receive the Video Conference Program free of charge. Mr. Jackson concluded by stating that EAB, the EA Department and the Continuing Education Committee believe the Video Conference Program to be an excellent vehicle for bringing state of the art technology to the working engineer, in a timely manner, at a reasonable cost. A motion requesting financial support for the EAB Video Conference Program in 1993 will be presented for formal approval during the Meeting (See Minute No. 19). Mr. Jackson's presentation is attached in APPENDIX IX.

**4. REPORT OF OTHER RAB COMMITTEES AND FUNCTIONS**

- A. Ad Hoc Committee on Income. No Report was given.

- 5. REPORT OF DIRECTORS.** Before the reports were presented, Vice President Gandia commented that the main concern of RAB is to determine how the Board can help the Regional Director. The Reports of Region 1, 5, 6, 7 and 10 Directors were included in the Agenda Booklet. (AGENDA ITEM/Tab No. 3) The Reports of Region 2, 3, 4, and 8 Directors were distributed at the Caucus and are attached in APPENDIX X. Since the Director of Region 9 was unable to attend the meeting no report was submitted.

- 6. REPORT OF THE VICE PRESIDENT FOR REGIONAL ACTIVITIES** Vice President Gandia's report was included in the Agenda Booklet. (AGENDA ITEM/Tab No. 4) He commented that the Directors Retreat held in Austin, Texas was a success. He announced that he believes in communicating with members and plans to attend Section and Regional Meetings to interact with members. A major topic at these meetings will be a discussion of how RAB can serve the member better.

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7. **REPORT OF THE STAFF DIRECTOR - FIELD SERVICES** Mr. Olken commented on the POTENTIALS Advisory Committee. He noted Edmund Miller has been appointed the Editor of POTENTIALS beginning with the Fall 1992 issues. He also commented that the new Student Editor is James R. Bill. Mr. Olken encouraged the Directors to revitalize delinquent Sections and Chapters.
8. **NEW BUSINESS/OTHER BUSINESS.** 1) Dr. Findlay announced additional Student Branch Formations to be placed on the Consent Agenda. 2) Dr. Conner announced that he would present an Action Item for the Vice President for Regional Activities concerning the schedule of future Board Meetings.(See Minute No. 18)

Vice President Gandia adjourned the Caucus at 4:50pm.

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Meeting Minutes  
February 13, 1992  
Vancouver, BC, Canada

(Privileged Information, Subject to Confirmation)

The Regional Activities Board met at the Hotel Vancouver on February 13, 1992. Vice President Gandia called the RAB Caucus to order at 8:00am.

9. **WELCOME AND INTRODUCTIONS.** Vice President Gandia welcomed members and guests of RAB to the first Meeting of the Regional Activities Board in 1992, and as other attendees arrived, they were introduced.

A list of those present is attached. (APPENDIX I)

10. **REVIEW AND ADOPTION OF CONSENT AGENDA.** The Regional Activities Board Agenda, including the Consent Agenda, was **APPROVED** as follows:

A. Consent Agenda

1. Withdraw ITEM/Tab No. 10 at the request of the Advisory Committee Chair, Mary Alys Lillard.
2. Addition of ITEM/Tab No. 13 Discussion Items -
  - 13.A Director Elect Concept.
  - 13.B TC Volunteers for Committees.
  - 13.C Winnipeg Membership Development.
3. Add the Approval of the 1992 Goals and Objectives for the Student Activities Committee.
4. Add the Approval of the 1992 Goals and Objectives for the Regional Conferences Committee.
5. Approved the Minutes of the November 21-22, 1991 RAB Caucus and Meeting with the following revisions (additions):
  - 54.B.1. Recognized Educational Program. Dr. Staffanson discussed the progress of the joint EAB/RAB REP Committee. The Committee feels that it is important that REP criteria be developed so that the Regions and Sections may understand and recommend programs for the REP List consistent with REP criteria. He stated that the criteria will be available in early 1992. (APPENDIX XXXV)

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**10. A. Consent Agenda (Cont'd)**

54.B.2. 1992 Admission and Advancement Committee Meeting Schedule Dr. Staffanson announced that, subject to approval of the 1992 Vice President for Regional Activities, the Committee will meet in conjunction with Regional meetings as a cost effective way of increasing worldwide involvement and participation. He noted that in 1991 there was considerable enthusiasm exhibited by volunteers from Region 7-10. He believes that having meetings across the Regions benefits all members. (APPENDIX XXXV)

6. Additions to APPENDIX XXXIII - Attendance List  
Add Hugo Fernandez - Verstegen to Attendance List  
Change H. P. Khincha to Representative of Region 10

7. Add the approval of the following Student Branch Formations:

- a. University of Maryland-Baltimore County in Region 2
- b. Western Carolina University in Region 3
- c. Ferris State University in Region 4
- d. EGE University in Region 8
- e. Instituto Tecnologico de San Luis Potosi in Region 9
- f. Universidad Panamericana in Region 9
- g. Universidad de Los Andes-Merida in Region 9
- h. Instituto Politecnico Nacional ESIME in Region 9
- i. Universidad Nacional del Centro de la Provincia de Buenos Aires in Region 9
- j. Institute of Road & Transportation Erode Tamil in Region 10
- k. G. Pulla Reddy Engineering College in Region 10
- l. Griffith University in Region 10
- m. University of the East Quezon City in Region 10
- n. University of New South Wales in Region 10

**B. Action Items.**

Add the following items from the RAB Caucus:

- 1. Approval, in principle, 1993 Section Rebate Schedule.
- 2. Approval, in principle, of future Section Rebate Schedules.
- 3. Approval of reconstitution of Non United States Offices Committee.
- 4. Requests approval of IEEE Service Center in Singapore.
- 5. Approval of scheduling of future Board of Directors Meetings.
- 6. Approval of Financial Support for EAB Video Conference Program in 1993.
- 7. Approval of Southcon Bylaws.

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C. Reports.

Add the following Items:

1. Report from IEEE President Merrill W. Buckley, Jr.
2. Section Congress 1993 Progress Report

11. **APPROVAL OF 1992 STRATEGIC AND OPERATIONAL PLAN.** Vice President Gandia presented a revised 1992 Strategic and Operational Plan. A **MOTION** that the Regional Activities Board approve the 1992 Strategic and Operational Plan was **UNANIMOUSLY APPROVED**. (APPENDIX XI)

(Editor's Note: The IEEE Board of Directors subsequently approved the 1992 Strategic and Operational Plan.)

12. **RECOMMEND TO IEEE BOARD OF DIRECTORS APPROVAL OF REVISIONS TO BYLAW 308.** Mrs. Lillard explained that RAB has revised its operating structure to better achieve its objectives. The revisions include recognition of the global importance of Section and Chapter activities within the Institute, and to provide for volunteer oversight in these activities. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to recommend to the IEEE Board of Directors approval of revisions to Bylaw 308.(AGENDA ITEM/Tab No. 9)

(Editor's Note: The IEEE Board of Directors subsequently approved the revisions to Bylaw 308.)

13. **ENDORSEMENT OF DISSOLUTION OF THE IEEE TECHNOLOGY TRANSFER COMMITTEE.** Mr. Leonard explained that the IEEE Technology Transfer Committee has been inactive for several years. The Washington Office Staff will continue to monitor the situation and, if necessary, an ad hoc Committee with members from other Boards could be established. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** to endorse the dissolution of the IEEE Technology Transfer Committee. (AGENDA ITEM/Tab No. 11)

(Editor's Note: The IEEE Board of Directors subsequently approved the dissolution of the IEEE Technology Transfer Committee.)

14. **APPROVAL, IN PRINCIPLE, OF 1993 SECTION REBATE PROPOSAL SCHEDULE** Mr. Read reviewed the 1993 Section Rebate Schedule and after discussion the Regional Activities Board **APPROVED** a **MOTION** recommending that the IEEE Board of Directors adopt, in principle, the following:

That all Sections in existence on December 31, 1992 and meeting minimum requirements, shall receive an annual allowance of \$1000 per Section, and a rebate of at least \$2.50 for each IEEE member (all grades) and Society Affiliate, payable at the end of the first quarter of 1993.

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- 15. APPROVAL, IN PRINCIPLE, OF FUTURE SECTION REBATE SCHEDULES** The Regional Activities Board **APPROVED** a **MOTION** (one abstention) recommending that the IEEE Board of Directors adopt, in principle, the following concerning future Rebate Schedules:

That the level of Section Rebates be increased from the 1993 level of 5.5% of the dues to 10% of the dues by 1998.

- 16. APPROVAL OF RECONSTITUTION OF NON UNITED STATES OFFICES COMMITTEE.** Dr. Dill briefly summarized the discussion held during the Caucus. A **MOTION** that the Regional Activities Board recommend to the IEEE Executive Committee that the Non United States Offices Committee be reconstituted as an Ad Hoc Committee of the IEEE Executive Committee effective January 1, 1993 was **UNANIMOUSLY APPROVED**.

- 17. REQUEST APPROVAL OF IEEE SERVICE CENTER IN SINGAPORE.** Dr. Dill discussed the results of the RAB/TAB Transnational Committee Task Force which recommended the establishment of an IEEE Service Center in Singapore. He continued by saying that this is one way in which IEEE can better serve the member and this center should be considered a distributed extension of the Piscataway Service Center. It is an opportunity to show that IEEE is a transnational organization. After a discussion concerning the financing of the center, the following **MOTION** was **APPROVED** by the Regional Activities Board: RAB requests the IEEE Board of Directors to approve establishment of an IEEE Service Center in Singapore starting in 1993 to better serve our members in Region 10, provide global recognition of the IEEE and enhance membership growth. It is intended that this Service Center will be essentially a distributed extension of the Piscataway operation. (APPENDIX XII)

(Editor's Note: The IEEE Board of Directors subsequently approved the establishment of an IEEE Service Center in Singapore.)

- 18. APPROVAL OF SCHEDULING OF FUTURE BOARD OF DIRECTORS' MEETINGS** Dr. Conner discussed concerns regarding the conflicting and overlapping schedules of the Board of Directors' Meetings. He feels that it is important that the Regional Directors be able to perform the duties for which they were elected. Conflicting schedules make it difficult for some Regional Directors to perform their duties. The Regional Activities Board **UNANIMOUSLY APPROVED** a **MOTION** that the Vice President for Regional Activities be instructed to work within the Board of Directors EXCOM, to ensure that non-RAB meetings scheduled during the week of Board of Directors' meeting, that require the attendance of Region Directors, not conflict with RAB Meetings.

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- 19. APPROVAL OF FINANCIAL SUPPORT FOR EAB VIDEO CONFERENCE PROGRAM IN 1993.** Dr. Conner presented a **MOTION** that the Regional Activities Board continue to provide financial support for the Video Conference Program during 1993 and that this support at least be at the same level as 1992 (i.e. \$60K). RAB's financial support contributes to the prepaid Section privilege of receiving Video Conferences in any Section within the reception area. Region 8, Region 10 and parts of Region 9 are unable to receive the transmission. All Regional Directors are provided with one video tape of each conference. The Regional Activities Board **APPROVED** the **MOTION** to continue financial support for the EAB Video Conference Program in 1993.
- 20. APPROVAL OF SOUTHCON BYLAWS** Mr. Kaczorowski reminded the Board that the Southcon Bylaws were approved during its last meeting in Orlando. Since that time, the Bylaws have had some revisions. The revised Bylaws have been approved by the Southcon Board and consequently have been reviewed by the Regional Conferences Committee. A **MOTION** that the Regional Activities Board approve the revised Southcon Bylaws was **UNANIMOUSLY APPROVED**.
- 21. PRESIDENT BUCKLEY'S GOALS RELATING TO RAB** IEEE President Merrill W. Buckley, Jr. explained that four of his 1992 goals concern the Regional Activities Board.
- 1) Reverse the decreasing rate of Membership growth. President Buckley believes that RAB plays a key role in achieving this goal and should show initiative.
  - 2) Review the IEEE horizontal conference approved methods of management. President Buckley believes that horizontal conferences represent a great opportunity for additional income. He would like RAB to review the present structure and create new ideas.
  - 3) Consideration of an IEEE Annual Meeting. President Buckley believes an Annual Meeting for the corporate level of IEEE would be beneficial. This meeting would be an opportunity to improve morale and management. The participants to this meeting would include members from all facets of IEEE (Awards Board, TAB, PUB etc.). An Annual Meeting should follow the successful format utilized for Sections Congress.
  - 4) Establish a separate Section in Ireland. President Buckley would like a separate Section established in Ireland. He feels that IEEE is more successful when it decentralizes and works well when responsibility is assigned at the local level.

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22. **REPORT OF SECTIONS CONGRESS '93.** Mr. Noberini presented a report updating the progress of SC'93. Mr. Noberini commented that the Organizing Committee has met three times and is on schedule. He noted that Sections Congress is an opportunity for communication between the leadership of IEEE and the Section Chairmen. During the discussion it was noted, by Director Conner, that Section Representatives should have the only votes during the Congress. Mr. Noberini asked each Regional Director for names of Section Chairmen who could be effective speakers. A progress report concerning SC'93 will be presented at each RAB meeting.
23. **DIRECTOR-ELECT CONCEPT** Mrs. Lillard raised a concern over the fact that some Regions do not have a Director-Elect. The concern is if the Director is not able to serve and a Director-Elect is not in place, the Region would not have a voting member on the Board. Discussion ensued and it was requested that a list be compiled by Staff which reports on how each Region elects Directors and Director-Elects.
24. **VOLUNTEERS FOR COMMITTEES** Vice President Gandia announced that the RAB/TAB Transnational Committee has appointed volunteers for Task Forces on TC. The volunteers will be attending RAB Meetings and he urged the Standing Committee Chairmen to utilize and invite these volunteers to participate in their meetings. The persons appointed by the TC Chairman are: Jacob Bal Schem (Israel), George Metakides (Greece), Juan Carlos Miguez (Uruguay), Low Teck Seng (Singapore), Paul Cheung (Hong Kong) and Tsuneo Nakahara (Japan).
25. **WINNIPEG MEMBERSHIP DEVELOPMENT MOTION.** Dr. Bhargava addressed a motion which would develop an IEEE policy to allow fiscally responsible units of the IEEE to sponsor a person in a developing country for annual membership in the IEEE. It was decided to refer this issue to the Membership Development Committee with the understanding that they will report back to RAB during the next meeting.
26. **TIME AND PLACE OF NEXT MEETING.** The next meeting of the Regional Activities Board will be held May 10 & 11, 1992 at the Sheraton Boston Hotel and Towers in Boston, Massachusetts. (AGENDA ITEM/Tab No. 14)

Vice President Gandia adjourned the meeting at 10:45am.

Respectfully Submitted,

Melvin I. Olken  
Secretary