

**IEEE Region 4  
Regional Committee Meeting**  
Chicago Marriott O'Hare  
February 3-4, 2001

William H Gorder  
Region 4 Secretary  
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The Agenda Item and Action Item numbering scheme is as follows: E stands for Executive Committee and R stands for Regional Committee. R01-1-X is the X-th Agenda Item for the 1st Regional Committee Meeting of 2001. R01-1-AY is the Y-th Action Item of the 1st Regional Committee meeting of 2001. Note that Action Items are numbered independently of Agenda Items to allow for multiple Action Items for a given Agenda Item.

**R01-1-1 Call to Order and Introductions**

The Winter 2001 IEEE Region 4 Regional Committee Meeting was called to order by Director Mike Wilson at 10:00 AM on Saturday, February 3, 2001. The meeting began with introductions.

A quorum was confirmed.

**R01-1-2 Director's Report**

Mike Wilson gave the Director's report. See Attachment 5.

**R01-1-3 Past Director's Report**

Past Director Bob Adams addressed the group.

**R01-1-5 Regional Secretary's Report**

Region 4 Secretary Bill Gorder updated the Regional calendar with the collective input of this group. See Attachment 9. Bill also went through the roster and obtained corrections where an incorrect officer or term of office was shown. Data for any officer is from SAMIEEE and any errors there should be fixed by the member in question using the interface provided by IEEE on its web site.

**Motion**

Awards Chair Dennis Lamont moved to approve the minutes for the Regional meeting a year ago. East Area Chair Don Bramlett seconded and the motion passed without dissent.

**R01-1-6 Treasurer's Report, Budget**

Region 4 Treasurer Ron Jensen presented the budget for 2001. Adjustments were made to increase Technical Activities Chair Sat Basu's budget and to adjust conference expense and income based on actuals from Don Bramlett. By request, PACE funding and expenses will be included in the budget for completeness. Ron noted PACE will always have equal income and expense.

**Motion**

East Area Chair Don Bramlett moved to accept the Treasurer's report. West Area Chair Bob Dawson seconded and the motion passed without dissent.

Ron Jensen promoted the use of concentration banking. While no longer an IEEE

mandate, Ron said concentration banking works well and pays better interest rates than alternatives. Mike Wilson pointed out that a co-signature by IEEE's Mike Sosa is needed on each account regardless of whether or not concentration banking is used. It was acknowledged there is a concentration banking access problem for anyone not using Internet Explorer at present, but that will be fixed by IEEE.

### **R01-1-16 Awards**

Awards Chair Dennis Lamont noted the awards presented this past season:

Outstanding Member	Ellis Nolley
High Proficiency	Southeastern Michigan Section
Exemplary Section	Twin Cities Section
Outstanding Engineer	Eric Aupperle
Recognition Award	Bob Adams

The deadline for submitting awards applications for the coming season is March 31, 2001. See the Region 4 web site for applications and instructions.

### **R01-1-A1 Action Item**

Awards Chair Dennis Lamont and Student Activities Chair Jim Riess are to consider adding an award category for a student branch award.

### **R01-1-A2 Action Item**

Communications Chair Johnson Asumadu is to investigate the problem Dennis Lamont discovered with web access where the selecting of "awards" by different methods leads to two different pages.

### **R01-1-7 PACE**

PACE Chair Russ Kinner reported 27 attended the Professional Development Conference at Scottsdale, AZ. In 2001, the PDC will be a workshop, not a conference. It will be held April 27-29, 2001. IEEE-USA will fund one half of of expense up to \$500. Russ is looking to employers, Sections, and/or the Region for additional help.

### **R01-1-8 Student Activities**

Student Activities Chair Jim Riess explained that a student member is automatically a member of the Section in which he or she resides and also a member of any Chapters for which he or she belongs to the corresponding Society. Regional Student Representative Mark Olson noted that students are sold on the benefits of IEEE membership and value being included in the activities within a Section.

A problem with students (and members) is when they belong to a Society that doesn't have a local Chapter. In this case all they receive is a magazine. Membership Development Chair Mark Hunter feels this is especially bad for students.

### **R01-1-A3 Action Item**

To provide an alternative and hopefully more accurate method of contacting students in

the Region, Bill Gorder is to make a database query for Jim Riess of persons who hold a student membership and have an email address. The query is to be ordered by Section and zip code.

### **R01-1-9 Membership Development**

Membership Development Chair Mark Hunter will be attending a conference where upcoming changes to SAMIEEE will be discussed. SAMIEEE is the IEEE database tool for Sections. Mark plans to net out this information and pass it on. Mark noted there still appears to be problems as a result of multiple uncorrelated databases in the IEEE. Mark obtained a list of Section MDR contacts that is in conflict with the now-online Section officer data (formerly the printed Geographic Roster).

Mark can be the source of displays for membership, GOLD, Financial Advantage, etc (such as those present at this meeting) for Section or Chapter meetings. Mark will also assist with training needs if requested.

### **R01-1-10 Technical Activities**

#### **R01-1-11 Region 4 Conferences**

#### **R01-1-12 EIT2001**

Technical Activities Chair Sat Basu presented. Conferences Committee Chair Hossein Mousavinezhad indicated that bills for the Region 4 EIT Conference held in Chicago in June 2000 are now paid and all activities have now been concluded.

EIT2001 Chair Subra Ganesan described plans, invitations, call for papers, sponsors, the location, and the web site for EIT2001. There may be a student paper contest held in conjunction with the conference. The conference will be held June 7-9, 2001 at Oakland University near Detroit in Rochester, Michigan. See <http://www.ewh.ieee.org/reg/4/eit2001.htm> for the very latest information.

West Michigan Chair Ron Fredricks asked that a policy be put in place for no-shows – a paper is submitted but where there is no presenter. One choice would be to just not publish papers associated with no-shows.

East Area Chair Don Bramlett discussed the budget for EIT2001.

Sat Basu noted he is looking for volunteers on his Technical Activities Committee. He is also open to suggestions.

### **R01-1-13 Area Caucuses**

Section and Subsection representatives met concurrently in three separate groups with their Area Chairs: Don Bramlett for the East Area, Bob Parro for the Central Area, and Bob Dawson for the West Area.

### **R01-1-17 Chapters**

Chapters Coordinator Ben Manning reported he attended a meeting of Chapters Coordinators from all IEEE Societies and Regions. Ben said the meeting was driven by

declining membership. Ben said the group proposes to leave the viability requirement for a Chapter at two meetings per year, but provide a financial incentive for having more meetings.

Ben has a Section/Chapter training package. He said money is available from Societies for Chapters, but it needs to be requested.

Ben said there is up to \$500 available from Traci Hawkins for a five hour seminar.

Ben welcomes input on what we want from our Chapter Coordinators person.

### **R01-1-15 Long Range and Strategic Planning**

Long Range and Strategic Planning Chair Ron Jensen presented the results of a LR&SPC meeting held prior to this meeting. See Attachment 4. Much of the strategy concerns Section training. One suggestion was to alternate leadership training, training on technical content, and Sections Congress on a three year cycle.

### **R01-1-A4 Action Item**

The Area Chairs are to explore the possibility of making financial awards to Sections that participate in Area Workshops.

### **R01-1-6 Treasurer's Report, Budget and Actuals**

Treasurer Ron Jensen gave the Treasurer's report. Ron presented the budget for 2000 and the actual data. Ron noted we need to find out what happened to the Region 4 rebate from IEEE.

Don Bramlett will be the Conference Finance Committee Chair for EIT2001.

### **Motion**

Changes to the budget for 2001 included adding \$1000 for expenses for the position of Past Director and amending the EIT2000 conference income to show \$14,000 income (\$10,000 seed money return plus 2/3 of \$6,000 surplus) and \$10,000 expenses. Bob Dawson moved to approve the budget. The motion was seconded by Don Bramlett.

In discussion, Hossein Mousavinezhad requested we add \$2000 for Conference Committee expenses. Dawson/Bramlett accepted this change to their motion. The altered version of the motion passed without dissent.

### **\*\*\*Secretary Note\*\*\***

A necessary item that was not acted on in this meeting was to approve the repayment of seed money for the EIT2000 Conference to the West Michigan Section. This matter was approved by a vote of the Executive Committee on February 28, 2001. The motion text that was voted is included in the motion summary in Attachment 2.

The Treasurer's report (Attachment 3) is shown both in the form approved in this meeting and also in the form amended by the Executive Committee. The difference

between the two is in the Conferences line item and in the total.

Respectfully submitted

Bill Gorder  
IEEE Region 4 Secretary

ATTACHMENTS:

- 1 Attendee List
- 2 Action Item and Motion Summary
- 3 Treasurer's Report
- 4 2001 Region 4 Strategic Goals
- 5 Region 4 Director's Opening Remarks
- 6 Regional Student Representative Report
- 7 West Area Caucus Summary and West Area Report
- 8 Regional Advisor Report
- 9 Region 4 Calendar
- 10 Distribution

## Attachment 1 – Attendee List

	<i>Name</i>	<i>Position</i>
✓	Robert Adams	Region 4 Past Director
✓	Johnson Asumadu	R4 Communications
✓	Sat Basu	R4 Technical Activities Chair
✓	Gary Bishop	Cedar Rapids Section
✓	Harry Bostic	Regional Advisor / LRSPC Member at Large
✓	Don Bramlett	R4 East Area Chair
✓	Art Carlson	Missouri Slope Section
✓	Bob Dawson	West Area Chair
✓	Janet Drake	Cedar Rapids Section
✓	Jim Fancher	Regional Technical Policy Coordinator
✓	Ron Fredricks	West Michigan Section
✓	Subra Ganesan	R4 EIT2001
✓	Bill Gorder	Secretary
✓	Rob Harveland	Southern Minnesota Section
✓	Larry Hause	Milwaukee Section
✓	Mark Hunter	Membership Development Chair
✓	Ron Jensen	Treasurer / LRSPC Chair
✓	Russ Kinner	PACE
✓	Burt Loupee	Region 4 Director–Elect
✓	Dennis Lamont	Awards
✓	Ben Manning	R4 Chapters Coordinator
✓	Hossein Mousavinezhad	R4 Conferences
✓	Mark Olson	Regional Student Representative
✓	Bob Parro	Central Area Chair
✓	Ken Reid	Regional Pre–College Activities Coordinator
✓	Jim Riess	Student Activities
✓	Brent Thompson	Central Iowa Section
✓	Bob Toth	Toledo Section
✓	Paul Ulland	Coulee Subsection

	<i>Name</i>	<i>Position</i>
✓	Norbert Viranyi	Central Indiana Section
✓	Mike Wilson	Region 4 Director
✓	Chris Wrate	Rock River Valley Section

## **Attachment 2 – Action Item and Motion Summary**

### **ACTION ITEMS**

#### **R01-1-A1 Action Item**

Awards Chair Dennis Lamont and Student Activities Chair Jim Riess are to consider adding an award category for a student branch award.

#### **R01-1-A2 Action Item**

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#### **R01-1-A3 Action Item**

To provide an alternative and hopefully more accurate method of contacting students in the Region, Bill Gorder is to make a database inquiry for Jim Riess of persons who hold a student membership and have an email address. The query is to be ordered by Section and zip code.

#### **R01-1-A4 Action Item**

The Area Chairs are to explore the possibility of making financial awards to Sections that participate in Area Workshops.

### **MOTIONS**

#### **Motion**

Approve the minutes for the February 2000 IEEE Region 4 Regional meeting.

#### **Motion**

Accept the Treasurer's report.

#### **Motion**

Approve the budget.

**Motion** (approved by the Executive Committee on 2/28/2001)

The 2001 budget should be amended to include \$3500 additional in the conference line item in order that Region 4 can repay Western Michigan section for \$3500 in seed money from EIT 2000. This will increase the planned expenditures for the year.

## Attachment 3 2000 Budget and Actual

	1999 (B)	1999(A)	2000(B)	2000(A)
<b>Receipts</b>				
Conferences			60,000.00	0.00
Rebate	40,500.	39,700.00	40,000.00	39,700.00
Interest	3,700.	4,473.46	3,500.00	4,132.24
R4 Assessment	19,600.	16,483.06	16,500.00	0.00
Other Income				1,150.00
SC '99	8,500.	8,735.13		
<b>Total Receipts</b>	<b>72,300.</b>	<b>69,391.65</b>	<b>120,000.00</b>	<b>44,982.24</b>
<b>Disbursements</b>				
Director's Expense	2,000.	1,077.89	2,000.00	1,064.17
Director-Elect	2,000.	2,300.78	2,000.00	1,249.63
Past Director				533.56
Secretary	1,500.	238.15	750.00	73.94
Treasurer	1,000.	0.00	1,000.00	13.20
Executive Committee	15,000.	16,256.49	18,000.00	18,939.88
Region Committee	12,300.	5,468.22	10,000.00	10,004.34
Area Chairmen	2,500.	0.00	2,500.00	0.00
Area Expense	0.	420.01	13,500.00	11,119.02
Student Activities	8,500.	4,007.90	15,000.00	4,670.70
Membership Development	4,500.	1,684.17	2,000.00	1,373.10
Awards	1,500.	668.10	1,000.00	100.00
Educational Activity	1,500.	0.00	1,400.00	0.00
Communication Committee	500.	0.00	500.00	0.00
Technical Activity	1,500.	0.00	1,500.00	200.00
Conferences	2,000.	5,000.00	73,000.00	9,267.20
Director's Disc	1,000.	0.00	1,000.00	0.00
Misc. (SC99)				718.46
Sections Congress	53,000.	23,472.17	*5,000.00	*5,000.00
<b>Total Disbursements</b>	<b>110,800.</b>	<b>60,805.78</b>	<b>147,150.00</b>	<b>64,327.20</b>

\* We are reserving \$5000 toward Sections Congress 2002

**PACE**    Income            8,210.01  
          Expense            11,076.72

**MWB Checking**            (100.00) per agreement to closeout account  
**Concentration**            118,390.46 per check book  
**IEEE Investment**            125,662.17  
**243,952.63**            end of 99 **252,280.88**

## 2001 Budget Approved 2/4/2001

	1997(B)	1998(B)	1999(B)	2000(B)	2001(B)
<b>Receipts</b>					
Conferences				60,000.	14,000.
Rebate	38,000.	40,000.	40,500.	40,000.	40,000.
Interest	5,000.	7,500.	3,700.	3,500.	3,500.
R4 Assessment	19,000.	19,500.	19,600.	16,500.	16,500.
PACE					13,500.
Other Income	1,000.	1,000.	0.	0.	0.
SC '99			8,500.	0.	0.
<b>Total Receipts</b>	<b>63,000.</b>	<b>68,000.</b>	<b>72,300.</b>	<b>120,000.</b>	<b>87,500.</b>
<b>Disbursements</b>					
Director's Expense	2,000.	2,000.	2,000.	2,000.	2,000.
Director-Elect	750.	1,500.	2,000.	2,000.	2,000.
Past Director					1,000.
Secretary	1,000.	1,000.	1,500.	750.	500.
Treasurer	500.	1,000.	1,000.	1,000.	1,000.
Executive Committee	16,500.	15,000.	15,000.	18,000.	18,000.
Region Committee	12,300.	12,300.	12,300.	10,000.	10,000.
Area Chairmen	1,500.	2,500.	2,500.	2,500.	2,500.
Area Expense	12,750.	12,500.	0.	13,500.	13,500.
Student Activities	8,000.	8,500.	8,500.	15,000.	16,000.
Membership Development	1,500.	3,000.	4,500.	2,000.	2,000.
Awards	750.	1,000.	1,500.	1,000.	1,000.
Educational Activity	1,500.	1,500.	1,500.	1,400.	1,400.
Communication Committee	500.	500.	500.	500.	500.
Technical Activity	250.	1,500.	1,500.	1,500.	3,500.
Conferences	250.	1,000.	2,000.	73,000.	12,000.
Director's Disc	1,000.	1,000.	1,000.	1,000.	1,000.
Gold				2,000.	2,000.
PACE					13,500.
Sections Congress			53,000.	(5,000.)	*5,000.
<b>Total Disbursements</b>	<b>66,050.</b>	<b>70,800.</b>	<b>110,300.</b>	<b>147,150.</b>	<b>103,400.</b>

\*Set aside for Sections Congress 2002, not included in total

## 2001 Budget Approved 2/28/2001

	1997(B)	1998(B)	1999(B)	2000(B)	2001(B)
<b>Receipts</b>					
Conferences				60,000.	14,000.
Rebate	38,000.	40,000.	40,500.	40,000.	40,000.
Interest	5,000.	7,500.	3,700.	3,500.	3,500.
R4 Assessment	19,000.	19,500.	19,600.	16,500.	16,500.
PACE					13,500.
Other Income	1,000.	1,000.	0.	0.	0.
SC '99			8,500.	0.	0.
<b>Total Receipts</b>	63,000.	68,000.	72,300.	120,000.	87,500.
<b>Disbursements</b>					
Director's Expense	2,000.	2,000.	2,000.	2,000.	2,000.
Director-Elect	750.	1,500.	2,000.	2,000.	2,000.
Past Director					1,000.
Secretary	1,000.	1,000.	1,500.	750.	500.
Treasurer	500.	1,000.	1,000.	1,000.	1,000.
Executive Committee	16,500.	15,000.	15,000.	18,000.	18,000.
Region Committee	12,300.	12,300.	12,300.	10,000.	10,000.
Area Chairmen	1,500.	2,500.	2,500.	2,500.	2,500.
Area Expense	12,750.	12,500.	0.	13,500.	13,500.
Student Activities	8,000.	8,500.	8,500.	15,000.	16,000.
Membership Development	1,500.	3,000.	4,500.	2,000.	2,000.
Awards	750.	1,000.	1,500.	1,000.	1,000.
Educational Activity	1,500.	1,500.	1,500.	1,400.	1,400.
Communication Committee	500.	500.	500.	500.	500.
Technical Activity	250.	1,500.	1,500.	1,500.	3,500.
Conferences	250.	1,000.	2,000.	73,000.	15,500.
Director's Disc	1,000.	1,000.	1,000.	1,000.	1,000.
Gold				2,000.	2,000.
PACE					13,500.
Sections Congress			53,000.	(5,000.)	*5,000.
<b>Total Disbursements</b>	66,050.	70,800.	110,300.	147,150.	106,900.

\*Set aside for Sections Congress 2002, not included in total

## **Attachment 4**

### **2001 Region 4 Strategic Goals**

#### **Mission Statement**

Represent IEEE throughout our geographic area by providing excellent support to all sections, subsections, chapters and Student Chapters so they may in turn provide value to IEEE members

#### **Goals**

Region 4 Long Range and Strategic Planning Committee has established 6 goals for 2001 at our 10/6/2000 meeting and revised them at our 2/2/2001 meeting.

- **Leadership Development (Area Chairs)**

Provide opportunities for all Region 4 leaders to have the skills necessary to perform well in their volunteer positions.

- Establish leadership development programs at the Section and Chapter levels.
  - Provide quality Area workshops for Sections and Subsections in each Area
- Assist local geographic entities to be more responsive to needs of local members.
- Increase geographic entity awareness of its responsibility to the Institute.
- Identify Section and Chapter support requirements and the means to maintain their vitality and improve effectiveness of Section officers.
- Identify weak sections and establish action plans
- Improve the quality of two way communication between the Region and its Sections and Subsection leaders.
- Provide quality Student Branch leadership training

- **Communications (Communication Chair)**

All entities and leaders will be informed of the various IEEE/Region opportunities in a timely manner

- Facilitate communication between members and IEEE entities.

- **Growth (Membership Development & RSAC Chairs)**

Ensure that there is growth in membership and grade

- Increase the retention of members of all grades with an emphasis on student members
- Expand the network of Student Branches and Student Branch Chapters.
- Increase member perception of the value of IEEE membership.
- Enhance the role and visibility of Senior Members in the Institute.

- **Technical Development Programming (Technical Activities Chair)**  
Provide opportunities for all members to grow technically
  - Provide a quality Region 4 Conference
  - Provide support for quality section/subsection/chapter technical programs
  
- **Professional Development Programming (PACE Chair)**  
Provide opportunities for all members to grow professionally.
  - Support PACE Workshop attendance
  - Provide support for quality section/subsection/chapter professional programs
  
- **Region Organization and Financial Stability (Treasurer)**  
Apply business management practices to the Regional Committee operations.
  - Each Region 4 Committee Chair is to promote project activity in the area of their position using the philosophy of goals–objectives–projects–dates–measurable progress to increase membership vitality.

**Attachment 5  
Region 4 Meeting  
Chicago, IL**

February 3,4, 2001

**Regional Director's Opening Remarks**

The IEEE both the International Institute and Region 4 are in good shape financially, membership wise, and in providing services to the members. However we can do better and we should do better.

The membership of IEEE is now over 366,000 with 233,972 in the United States and 132,163 outside the US. A growth rate of 6.6% Last year the Regions within the US, Regions 1–6 grew at 5.7% and the other 4 Regions grew at 12.5%. Region 10, the Far East grew at 30.6%. It is apparent that in the not too distant future there will be more members outside the United States than inside. The Institute is truly becoming a multi-national organization.

Region 4 now has 25,828 members, the smallest of the 6 US Regions. Our growth last year was 33 members, 0.9%. I would like to see more growth in the future. By addressing the member and member needs, we should attract more members. Student members and converting students to full membership holds a great potential. We are 4<sup>th</sup> in student members in the United States. This is area where we can show great progress in the coming years.

Financially the Institute is doing well although as anyone in the stock market knows, 2000 was a poor year. The Institute had a balance of \$67.3 million at the end of 1995 and a balance of \$119 million at the end of 2000. Expenses have increased each year as the Institute is investing the surplus funds for the future. Many functions have been automated such as membership applications and renewal.

Many publications are being converted to electronic presentations for sales and distribution to various organizations has been increasing. Added revenue without the added costs of printing, storage and distribution helps the financial picture.

For a Section to be eligible for a rebate, headquarters must receive and approve the Section's current and complete financial, meeting and officer reporting. All 23 Sections earned the Section rebate and 20 submitted reports on or before 22 February and qualified for a 10% bonus of the rebate total.

The deadline for the 2001 reporting for 2000 activity is 23 February 2001. Packages were mailed to Section Treasures in mid-December 2000. Be sure to get your information in and get the 10% bonus.

The Board of Directors determined at the December 2000 meeting that the use of the Concentration Banking system would be encouraged rather than required. At the same time emphasis will be placed on assurance that all bank accounts must include the signature of the Staff Director, Financial Services. This requirement has been in existence all along.

2001 is the last year for the Bylaws Review Project. Sections, which have not updated their Bylaws, will receive a generic set of bylaws to assist them in the process of reviewing and preparing their bylaws for the approval process. All Sections in Region 4 should get their bylaws updated.

IEEE experienced a significant web service outage beginning on 8 December. The outage effected web renewal, new member application and ads service applications, Xplore and the electronic catalogue were not effected. The problem was demand related and was resolved by load balancing the applications across four web servers. Service was restored on 22 December and the services have been stable since then.

The renewal process continues on track. 209,367 renewals have been received and processed through 15 January, tracking to last years receipt volume. The web is increasing as the preferred method of renewing with 37.9% of the total number of renewals received through the web. This process results in a good saving for the Institute as it is 'no-hands on". Region 4 had 31.3% with all Region ranges of 28.1% to 66.3%.

IEEE is participating with the American Society of Mechanical engineers, International Professional Development to present a satellite broadcast, Young Engineers Forum, at 12:00 Noon Eastern Time on Wednesday 28 march 2001. Topics will include Keeping up with Technical Information after Graduation, Expectations of the Professional World, Networking Skills and Job Search Skills. The forum is directed to young engineering professionals with 0–10 years experience and engineering students. 2000 Gold Chair, Scott Blair will be one of the featured speakers. For updated program information visit the web at: <http://www.ieee.org/organizations/rab/gold/satelliteforum.htm>.

The RAB GOLD Committee has funding available for GOLD members to work with the local IEEE Section leadership to facilitate GOLD activities. GOLD QSIF will provide a base of \$200.00 and up to \$500 U.S. for the activity, allowing for portioned matched Section funds. A detailed proposal outlining planned activities and a budget is completed and forwarded to the GOLD Committee for review and final approval. For more information and the EXCEL form, visit:  
<http://www.ieee.org/organizations/rab/gold/programs.html>.

## Attachment 6

### Regional Student Representative Report

Region 4 Meeting, Chicago, IL

February 3, 2001

#### Overview

The Student Activities Committee (SAC), a standing RAB subcommittee, is made up of the ten Regional Student Activities Chairs (RSACs), the ten Regional Student Representatives (RSRs), six Industrial Representatives, the Editor and Student Editor of *Potentials*, a representative of the IEEE Technical Activities Board (TAB), the U.S. Activities SPAC Chair, Branch Chapter Representatives, the Past Chair, the Vice Chair, the current Chair, and, without vote, the Manager of IEEE Student Services. Its purpose is to provide policy and procedure recommendations, direction to IEEE Student Programs, and awareness and opportunities to Student Members for overall professional, technical, and educational development inside and outside the IEEE.

When SAC meets (currently once during the spring and once in the fall before scheduled Regional Activities Board (RAB) meetings), the meetings are conducted over a weekend, from Friday afternoon through Sunday morning. The Friday session identifies general issues to be addressed over the course of the meeting. During Saturday's meetings, these identified issues, as well as ones that rise out of subcommittee meetings, are discussed and potential solutions developed. These proposed solutions are then expressed as motions that the Committee votes on during the formal meeting session on Sunday.

The RSRs are all members of the RSR Steering Committee, and the RSACs are likewise members of the RSAC Steering Committee. These standing bodies, which meet during the Friday session of the meeting, identify general issues affecting the groups, trends that the members have observed over the course of their duties, and issues referred to them by RAB.

In addition to the Steering Committees, each SAC Member is also a member of at least two other standing or ad hoc subcommittees, including:

Standing Committees:

- Awards and Recognition
- Student Branch Web Site Contest
- *Potentials*
- Student Professional Awareness Activities
- Communications

Current Ad Hoc Committees:

- Student Branch Leadership Training
- Section/Industry/Student Branch Interaction
- Globalization
- Branch Counselor Support
- New Technical Programs

These subcommittees meet during the course of the Saturday session. The Saturday session also includes reports from the Regions, Liaisons, and other IEEE entities (FAP, GOLD, etc.). From this session come the motions and action items that are formally adopted and/or voted on at the final session on Sunday. These motions are then taken as subcommittee motions to RAB at the Board's next meeting.

In addition to scheduled meetings of this nature, SAC has been investigating the feasibility of Internet Relay Chat-based interim meetings, which have been used extensively in Regions outside the U.S. A successful meeting of this type was held in December 2000, and there are plans for more in the future to supplement the work at the two face-to-face meetings held annually.

### **Previous Meeting Actions**

The following motions were passed to RAB from the last SAC meeting, held in Montreal, Quebec (Region 7) in October 2000:

1. A request for \$5000 US to fund the Student Technical Awareness Conference (STAC) pilot program, a program similar to the SPACs that have been offered in the past but focus on technical issues over professional development (RAB approved);
2. A motion that IEEE Entity Web Hosting be made available to Student Branches that may not otherwise have reasonable access to Web Hosting Services (RAB approved);
3. A motion that Student Branches receive a \$25 rebate for the completion and submission of a Branch Counselor Nomination Form (RAB approved);
4. A motion that the instructions for the IEEE Student Membership application be translated into different, regional languages (RAB approved);
5. A request that the Student Branch Web Site Contest be continued and funded with \$4000 annually (RAB Approved, with review after five years);
6. A request that the Student Paper Contest budget be increased to reflect the prestige of the contest and the effort required of the students (RAB and Life Member Committee approved);
7. A motion that joint meetings between Student Branches, Sections, and Regions be encouraged and promotional materials be available to Branches, Section Chairs, and Regional Directors (RAB Subcommittee approved); and
8. A motion to increase Student Membership dues to \$20 US, to accommodate the inclusion of *Potentials* as a Student Member benefit (referred to RAB subcommittee for study).

The next SAC meeting is scheduled for March 9 – 11 in New Orleans, LA (Region 5).

Respectfully,

Mark Olson  
R4 RSR

## **Attachment 7** **Report of Region 4 West Area Activities – 2000**

The function of the Region 4 West Area Chairman is to support the activities of the members of IEEE at the Section level by providing support for all aspects of the endeavors of section volunteers.

This support may be financial (PACE Projects), through training (Area Workshops or PACE Workshop), or mentoring. We need to facilitate two-way communication between IEEE members who reside in Region 4 and volunteers leaders in IEEE (and IEEE-USA).

All West Area Sections held the required number of meetings and all submitted the required reports (Treasurer's and Secretary's) on time.

### Area Workshop:

Only one Area Workshop was held in the West Area in 2000. The second workshop was cancelled for lack of projected Section participation. The workshop was held in Rochester, MN in October. Six of the 11 Sections/Subsections from the West Area participated. In addition, seven Region officers helped provide the presentations. Our increased emphasis on professional activities paid off with four of the eleven West Area entities sending PACE volunteers to the workshop.

### PDC 2000 Participation:

The Region 4 participation (27) at PDC 2000 was up slightly in the number of Region 4 volunteers at the conference. Three of the six Section which were represented by PACE volunteers were from the West Area (although Southern Minnesota had a GOLD attendee and the Twin Cities Section had three speakers attending). The Cedar Rapids Section sent eight volunteers.

### Award Year 2000:

In 2000, six Region 4 volunteers were honored by IEEE and IEEE-USA for their professional activities. Three of those volunteers were from the West Area:

Ron Jensen (Southern Minnesota)	IEEE RAB Achievement Award
Daryl McCall (Cedar Rapids)	IEEE-USA Regional Professional Leadership Award
Hal Dendurent (Cedar Rapids)	IEEE-USA Professional Achievement Award

In addition, Ellis Nolley (Twin Cities) received the Region 4 Outstanding Member Award and the Twin Cities Section received the Region 4 Exemplary Section Award.

### Section Activities:

Cedar Rapids -- Held two successful conferences: ProCon 2000 (250 attendees) and MSC 2000 (over 670 registrants plus nine tutorials attended by over 115 paying participants). Both conferences were financially successful, also. Sent eight Section members to PDC 2000.

Central Iowa -- Switched to Concentration Banking. Started a Consultants Affinity Group.

Southern Minnesota -- Good meeting attendance (50-180). Using sign-up sheets at the meetings as a membership development tool. The two most popular topics were: Report on NASA Space Station and Financial Planning for Professionals.

Coulee Subsection -- Held three meetings. Also held a joint meeting with other professional societies in the LaCrosse area. Also held three planning meetings.

Missouri Slope -- Held one professional development topic meeting ("Positive Attitude in Life"). Held one meeting in the Science Center in a local mall. Held a joint meeting with the Red River Valley Section.

Twin Cities -- Section Bylaws were revised. Note that Student Branch chairs are full voting members of the TC Executive Committee. Switched from a paid Webmaster to a volunteer webmaster and acquired a new newsletter editor. Meeting information is now available to section members via a voicemail account (courtesy of a local company). Section has initiated a \$25 bonus for reporting chapter meetings in excess of the two required per year. TC is now using section meeting on selected topics to encourage Chapter formation. Switched to Concentration Banking for Section funds. Held another successful Officer Training program for Section/Chapter leadership including a CD of the presentations.

#### Section Goals:

Cedar Rapids -- Form a Women in Engineering Affinity Group. Hold two successful conferences.

Central Iowa -- Start more chapters. Expand National Engineers Week activities.

Southern Minnesota -- Fill Section officer slate (need GOLD, PACE, Awards).

Increase the number of Senior member and Fellows.

Coulee SubSection -- Increase number of members, number of student members, and number of Senior members.

Missouri Slope -- Develop SubSection in Minot. Obtain a Distinguished Speaker for one of the Section meetings.

Twin Cities -- Increase number of Chapters. Hold more Section level meetings (and enhance meeting content). Increase PACE activities. Start work as host Section for EIT 2002 (Regional Conference) which will be held in Minneapolis, MN.

#### Section Concerns:

No more "mandates" from IEEE headquarters.  
Need to improve the public image of engineers.  
Didn't like the handling of PDC 2001 changes.  
Don't see the necessity of the required change to calendar year officer terms.

West Area Goals for 2001:

Improve West Area Section Planning Activities  
Increase Participation in Area Workshops  
Improve Two-Way Communication

Submitted by R. J. Dawson  
02-06-99

## Attachment 8

Date: 27 January 2001

Subj: Region 4 Advisor Report

To: Region 4 RCom / ExCom

From: Harry D Bostic, Region 4 Advisor

### 1. Region 4 Director Support

I continue to act in an advisory role under the direction of the Region 4 Director to the Director and the Regional Committee.

### 2. Region 4 Reference Documentation Development

#### 2.1 Project:

Proceed at the direction of the Region 4 Director to review, refine and organize information developed leading to the appointment to the Region 4 Advisor position. Prepare this information for publication / availability to the Region 4 Director and/or the Regional Committee.

##### 2.1.1 Review of Archives...

A first pass has been completed to identify and/or review the archives produced over the past several years that contain files having significance to this effort. The next effort is to develop an outline based on the archives of material to include in the resultant document.

##### 2.1.2 Region 4 Maps...

The maps of Sections (by counties) have been updated and reviewed by RAD staff. The associated Adobe Illustrator files are now current with the exception of Chicago & Calumet which share a boundary that does not fall on county boundaries. (The common boundary has to be identified on a map and the Illustrator files modified.) The maps were limited in distribution in the past due to copyright restrictions and the way that they were created. The files can now be converted to Adobe Acrobat PDF files which are believed to alleviate this problem.

The present Section maps are stand alone for each Section and show only county and state boundaries. A second effort is underway to include key cities. A third effort underway s to regenerate the maps to the same scale in a manner such that the Region 4 Areas may be identified.

### 2.2 Interface to Other IEEE Boards & Committees...

### 2.2.1 RAB Vice Chair – Strategic Planning

The RAB Vice Chair – Strategic Planning is a member of RAB and Chairs the RAB Strategic Planning Committee (SPC). He is also a member of the RAB Operating Committee (RAB OpCom which meets face-to-face twice per year). RAB SPC met 14 January 2001 in New Brunswick NJ in preparation for the RAB Strategic Planning Retreat 15–16 January. The heart of these two meetings was the review and updating of the current RAB Strategic & Operation Plan (SOP) 2001–02 and its extension out through 2004. Review of our planning process last year revealed the need to look further into the future. The present meetings had a goal to look as much as 5–10 years ahead to form a basis from which to evolve / develop the above plans. RAB will meet 16 February 2001 in Albuquerque with RAB SPC meeting the following morning.

RAB SPC is responsible for developing and proposing RAB Strategic Goals and Objectives.

It handles updates to RAB governing documents including Bylaws, Operations Manual, etc. The development of Projects and associated tasks to meet the Objectives and Goals is expected to be handled within RAB Committees under the leadership of the RAB OpCom.

RAB OpCom is presently planning to meet in conjunction with Region 3 at the end of March in Clemson South Carolina and with Region 8 in September in Edinburgh Scotland. These meetings are typically held in conjunction with Regional Committee meetings in order to support interaction. Sometimes there is a Regional Conference associated with the given Regional Committee meeting. RAB OpCom may meet with other units of IEEE including Sections Congress, Chapters Congress, and Student events.

### 2.2.2 IEEE N&A Committee, 1999–2000, Member

The term of office on the IEEE N&A Committee has been completed. However, the process and associated documenting materials are in the archives. The process is detailed and somewhat extensive as is appropriate for these higher level positions. Good volunteers are actively sought; however, the necessary backup / supporting material along with dedicated approach is critical to success. This committee typically meets 3 times per year, face-to-face.

### 2.2.3 IEEE–USA N&A Committee, 2000–2001, Member

As a member of IEEE–USA N&A Committee, candidates for positions in IEEE–USA are actively sought. The process here is less formal than with the IEEE N&A; however, one still needs to produce the backup / supporting material and follow through in order to have a reasonable chance of success. This committee

meets several times per year, conference call. No face-to-face meetings occur and, in comparison with the IEEE N&A the impact of such is significant. There has been one conference call in 2001 to date in regards to a vacancy on the IEEE-USA Board. Unfortunately, this conference call was in conflict with the RAB SPC Meeting & Retreat in New Brunswick.

#### 2.2.4 IEEE Member Conduct Committee, 2001, Member

The IEEE Member Conduct Committee handles complaints concerning the actions of Members. It meets once face-to-face in the beginning of the year and then meets by conference call as much as monthly the rest of the year. Unfortunately, unexpected continuation of illness precluded attending the first – and face-to-face – meeting of this year.

## Attachment 9 – Region 4 Calendar

<b>3/31/2001</b>	IEEE Region 4 Awards submission deadline
<b>4/27–29/2001</b>	IEEE–USA Professional Development, Tampa, FL
<b>5/1/2001</b>	PROCON, Cedar Rapids, IA
<b>6/6/2001</b>	Student Paper Contest, Rochester, MI
<b>6/7–9/2001</b>	IEEE Region 4 EIT–2001 Conference, Rochester, MI
<b>6/7–9/2001</b>	IEEE Leadership / Project Management Training, Rochester, MI
<b>9/28–30/2001</b>	IEEE Region 4 Executive Committee Meeting, Detroit, MI
<b>2/1–2/2002</b>	IEEE Region 4 Executive Committee Meeting, Chicago, IL
<b>2/2–3/2002</b>	IEEE Region 4 Regional Committee Meeting, Chicago, IL
<b>10/18–21/2002</b>	IEEE Sections Congress, Washington, DC

## Attachment 10 – Distribution

Bob Adams	R4 Past Director
Johnson Asumadu	R4 Communications
David Barnhart	Iowa–Illinois Section
Sat Basu	R4 Technical Activities
Gary Bishop	Cedar Rapids Section
Harry Bostic	R4 Regional Advisor, Strategic Planning Member at Large
Don Bramlett	R4 East Area Chair
Art Carlson	Missouri Slope Section
Bob Dawson	R4 West Area Chair
Janet Drake	Cedar Rapids Section
Jim Fancher	R4 Regional Technical Policy Activities Coordinator
Ron Fredricks	West Michigan Section
Subra Ganesan	R4 EIT–2001
Bill Gorder	R4 Secretary
Rob Harveland	Southern Minnesota Section
Larry Hause	Milwaukee Section
Craig Heilman	Madison Section
Art Higgins	Central Illinois Section
Mark Hunter	R4 Membership Development
Ron Jensen	R4 Treasurer, Long Range & Strategic Planning
Kip Kennedy	R4 Educational Activities
Russ Kinner	R4 PACE
Randall Knuth	Fort Wayne Section
Dennis Lamont	R4 Awards
Burt Loupee	R4 Director–Elect
Ben Manning	R4 Chapters, Twin Cities Section
Michael Merow	Northeastern Wisconsin Section
John Miller	Southeastern Michigan Section
Hossein Mousavinezhad	R4 Conferences
Lou Mrla	Nebraska Section
Patrick Murphy	Chicago Section
Adrienne Novick	Fox Valley Subsection
Mark Olson	R4 Regional Student Representative
Bob Parro	R4 Central Area Chair
David Redding	Central Indiana Section
Ken Reid	R4 Regional Pre–College Educational Activities
Jim Riess	R4 Student Activities
Murat Tanyel	Siouxland Section
Brent Thompson	Central Iowa Section
Bob Toth	Toledo Section
Dan Toland	IEEE, Manager Regional Activities Administration
Doug Tougaw	Calumet Section

Joel Trygstad  
Paul Ulland  
David Van House  
Norbert Viranyi  
Mike Wilson  
Chris Wrate  
Tim Ziolkowski

Red River Valley Section  
Coulee Subsection  
Arrowhead Section  
Central Indiana Section  
R4 Director  
Rock River Valley Section  
Milwaukee Section