

**IEEE Region 4
Regional Committee Meeting**
Chicago Marriott O'Hare
February 2-3, 2002

William H Gorder
Region 4 Secretary
w.gorder@ieee.org

The Agenda Item and Action Item numbering scheme is as follows: E stands for Executive Committee and R stands for Regional Committee. R2002-1-X is the X-th Agenda Item for the 1st Regional Committee Meeting of 2002. R2002-1-AY is the Y-th Action Item of the 1st Regional Committee meeting of 2002. Note that Action Items are numbered independently of Agenda Items to allow for multiple Action Items for a given Agenda Item.

R2002-1-1 Call to Order and Introductions

The Winter 2002 IEEE Region 4 Regional Committee Meeting began with lunch at 12:00 PM and was called to order by Region 4 Director Mike Wilson at 1:00 PM on Saturday, February 2, 2002. The meeting began with introductions.

R2002-1-2 Region Director's Remarks

The full text of the Director's talk is in Attachment 4.

R2002-1-3 IEEE-USA

IEEE-USA President LeEarl Bryant addressed the group. LeEarl promoted PACE involvement and recommended we all consider the PACE conference on April 12-14, 2002. LeEarl reminds us all US members are also IEEE-USA members. She recommends collecting a list of resources for our entity and having this at our fingertips for community involvement. She asks us to consider what we can do to get the positive attention of local businesses, chambers of commerce, media, etc.

R2002-1-4 IEEE Publications Services and Products

IEEE Vice President of Publications Services and Products Jim Tien addressed the group. Jim pointed out the IEEE mission is:

- to serve the profession
- to serve our members
- to disseminate information

Jim notes that the IEEE is a not-for-profit organization. Jim addressed some of the many difficulties of putting IEEE technical content on the web without implying "at no cost". Jim says Publication's number one goal is technical excellence. Publications, together with Conferences and Membership, are IEEE's core businesses.

R2002-1-5 IEEE TAB

Tom Jahns addressed the group as IEEE Division II Director. He described his talk as *Bridging the RAB/TAB divide*. Tom noted that there are three "electronic distinguished lectures" in existence with more to come. This material can supplement a face to face presentation, aid a small Section, provide cross discipline topics, or provide emergency backup for loss of a speaker or other emergencies.

Past Region 4 Director Jim Fancher added that larger Sections with many Chapters should be able to provide a speaker conduit to smaller Sections.

R2002-1-6 PACE

Region 4 PACE Chair Russ Kinner announced that he has a powerpoint presentation (with notes) available for a meeting. He also has funding available for projects. Interested persons can apply electronically to Russ. Projects that are funded require an after-project report.

Russ promoted the PACE conference. He has some funding, up to \$500 on a 50-50 split with a Section, for costs of attending and recommended Sections provide even more funding for additional attendees where possible.

R2002-1-7 Technical Activities

Region 4 Technical Activities Chair Sat Basu detailed the Region's incentive program for creating new Chapters and listed the Sections that have benefitted so far. The program is available to any Section and is intended to encourage the creation of new Chapters.

In a discussion of interrelationships between Sections and Societies, there were incidents of lack of cooperation from both directions.

R2002-1-8 EIT-2002

Region 4 EIT-2002 Chair Nikos Papanikolopoulos discussed plans for the Region 4 *Engineering in Information Technology-2002* conference to be held June 1-2, 2002 at the University of Minnesota. There is a web site with EIT-2002 detail. The site can be reached from the Region 4 web page which, in turn, can be reached from the IEEE web page.

Nikos has been experiencing problems getting a proper mailing list. Region 4 Secretary Bill Gorder offered to help as he has access to Region 4 SAMIEEE data. Because of IEEE restrictions on large mailings to other Sections, a vote was taken to obtain the concurrence of Section Chairs for mailing to members of their Section.

Motion

A motion was made by Milwaukee Section Chair Larry Hause with a second by Region 4 West Area Chair Bob Dawson. The motion is to allow the e-mailing of EIT-2002 related materials to members of the Sections who voted approval. All 17 Sections present concurred.

Signatures were later obtained for this purpose. The text for which signatures were obtained read: *As a Section Chair or Delegate of the Section indicated, I authorize Region 4 to make limited e-mailings to members of my Section for the purpose of soliciting papers and publicizing attendance at the Region 4 EIT-2002 conference in the Twin Cities in June 2002.*

R2002-1-A1 Action Item

Region 4 Secretary Bill Gorder is to assist Region 4 EIT-2002 Chair Nikos

Papanikolopoulos with the distribution list for e-mailings regarding EIT-2002.

Nikos explained the plans for EIT-2002: the number of papers, tracks, and expected participants. A digest on CD-ROM is planned. A 300 word abstract is due by February 15, 2002 for presenters.

R2002-1-9 Awards

Region 4 Awards Chair Dennis Lamont described Region 4 awards categories

- Outstanding Engineer
- Outstanding Member
- Exemplary Section

Participation by nomination is highly recommended by all Sections as a great way to recognize persons and Sections. All information, including descriptions of the awards and forms for nominee submission is available on the Region 4 web site. There is no cost to submit a nomination. The award is a very nice computer engraved plaque. Persons submitting an application should use care to choose the proper category for the intended award. Applications to the wrong (or at least not optimum) category have been a problem.

Nominations are due by March 31, 2002. Winners are announced May 1, 2002.

R2002-1-10 Technical Policy

Region 4 Past Director and Regional Technical Policy Activities Coordinator Jim Fancher addressed the group and handed out a reference to other materials and legislative agendas.

R2002-1-11 Employment Assistance

Region 4 Past Director Bob Adams conducted a survey of unemployment in areas represented by attendees.

R2002-1-12 Long Range and Strategic Planning

Region 4 Long Range and Strategic Planning Committee Chair Ron Jensen presented the outcome of an earlier Long Range and Strategic Planning meeting. The following are intended as new ways to provide support to Sections to better serve members.

- Fall Region Meeting in 2003- provide additional training opportunities
- e-Workshop to overcome distance and time constraints
 - Record presentations for individual training
- Get Executive Committee to more sections to have more interaction
- Develop a Region Award to motivate sections to examine and improve. Develop criteria and recognition.
- Trial Regional electronic newsletter.
- eTechnical meeting, offer opportunities for quality technical presentations. Would require a room with internet access, projector and conference call capability.

R2002-1-13 Area Caucuses

Regional Officers split into three groups headed by the Area Chairs. At the conclusion of the caucuses, the Area Chairs reported.

R2002-1-14 East Area Caucus Report

Region 4 East Area Chair Don Bramlett reported East Area Sections support fall meetings for training and information exchange. Most prefer moving the February Regional meeting to March to reduce the risk of weather related problems. Persons were in support of e-meetings as a way of presenting timely subjects. There was also support for Region 4 ExCom officers attending Section meetings.

East Area representatives consider awards a low priority. They endorse a Region 4 e-newsletter if it is short and with unique content. The group is overwhelmingly in favor of an e-technical conference (as described by Ron Jensen while discussing Long Range and Strategic Planning). It was noted the Southeastern Michigan Section is looking at using a soft copy newsletter.

R2002-1-15 Central Area Caucus Report

Region 4 Central Area Chair Bob Parro reported the Central Area had a web workshop on two consecutive Saturdays lasting two hours each day. Sessions were 13 minutes each with a two minute question and answer period. Bob said the presentations are available on the Region 4 web site. The presentation format was powerpoint supplemented with audio. This proved to be a reasonable cost medium. Bob reiterated conclusions from that workshop (shown below).

Bob noted that the Calumet Section was moved from the East Area to the Central Area.

Central Area members want to take better advantage of e-communications and want email address accuracy in SAMIEEE improved. The Fox Valley Subsection is being revived. The Madison Section is using majordomo and the Rock River Valley Section is using an all electronic newsletter with email reminders (post cards to those without email) when new material is placed on their web site.

Points from the Central Area Web Workshop:

- Sections want R4 sponsored speakers/topics
- Sections want R4 sponsored webcast topics
- # of seats may be an issue
- Sections want R4 to subsidize speakers/topics
- Sections want R4 to coordinate a website/email alerts on area technical activities
- Sections (mixed) want R4 sponsored topics delivered over state video networks
- Sections (mixed) want R4 sponsored audio conferences
- Limited desire for R4 sponsored electronic technical magazine
- Sections have their own ideas about leveraging R4 funds to assist sections
- Sections want assistance from R4 in fulfilling section/chapter obligations
- Sections want assistance in strengthening Student Activities
- Sections want assistance in strengthening PACE
- 3 of 4 Central Area sections plan on attending SC 02

- Strong acceptance of web delivery training format

R2002-1-16 West Area Caucus Report

Region 4 West Area Chair Bob Dawson reported on the West Area Workshop, 2001 successes and 2002 goals. Goals Bob listed include increasing attendance at Area Workshops, improving two-way communication, supporting participation at EIT-2002, and encouraging participation at SC-2002.

R2002-1-17 IEEE Financials

Past Director Howard Wolfman discussed the financial state of the IEEE. He noted a former IEEE practice allocated projected investment income for operating expenses. This was a problem when investment returns fell. Howie said the IEEE is healthy financially and projects a surplus in excess of \$1 million for 2002.

The Region 4 Regional Meeting reconvened Sunday morning at 8:00 AM.

R2002-1-18 Secretary Report

Region 4 Secretary Bill Gorder reported that extensive use of email and PDF (Adobe Portable Document Format) documents is allowing a much more effective interchange than ever before. It is also saving dollars for the Secretary position as printing and postage costs have dropped substantially in recent years.

Motion

Sat Basu moved and Massood Atashbar seconded a motion to approve the minutes of the February 2001 Region 4 Regional meeting. The motion passed without dissent.

The following action items from the February 2001 Region 4 Regional meeting were discussed with disposition as shown:

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.

No action.

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.

Fixed.

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.

Completed.

R01-1-A4 Action Item

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

Plan change – the new direction is e-meetings.

The Region 4 calendar was shown and updates sought. The calendar is Attachment 8.

Hardcopy rosters were distributed at the start of the meeting. It was noted that officer errors should be corrected by filing an officer report with the IEEE. Officer roster information is now online on the IEEE web site and is supposed to be accurate to within two weeks. The lower left corner of a roster entry for a Section Chair indicates the month and year the terms of office expire.

Contact information errors should be fixed by the individual using the IEEE interface for updating member records. A PDF version of the roster will be e-mailed to attendees after the year-end election changes settle out.

R2002-1-19 Treasurer Report

Region 4 Treasurer Ron Jensen presented the Treasurer report.

Motion

Hossein Mousavinezhad moved and Bob Dawson seconded a motion for approval of the Treasurer's report. The motion passed without dissent.

Ron mentioned the use of Quicken Quick Books Pro and a set of templates from IEEE to produce an L50 report. This drew considerable discussion and interest. Ron suggested the topic be included in a future Area Workshop segment targeting Section Treasurers. Milwaukee Section Chair Larry Hause asked if a multi-user Quick Books license held by the IEEE might work for this purpose. Ron thinks the IEEE is already looking at that possibility. Ron also said the IEEE is looking for a volunteer to try a Quick Books online tool. Cedar Rapids Section Chair Gary Bishop volunteered for this.

R2002-1-A2 Action Item

The Treasurer and Area Chairs are to include a topic for Section Treasurers in a future Area Workshop. Include use of special tools such as Quicken Quick Books with IEEE templates for L50 preparation.

Ron recognized Region 4 Director Mike Wilson, Region 4 Director-Elect Burt Loupee, and Region 4 West Area Chair Bob Dawson for participating in an audit of the Region books prior to this meeting.

R2002-1-20 Directors-Elect Selection

Region 4 Past Director and Nominations and Appointments Chair Bob Adams offered a slate of two nominees for Region 4 Director. The nominees are Region 4 Treasurer Ron

Jensen and Region 4 Technical Activities Chair Sat Basu. The nominees each made a five minute presentation and answered questions while the other was out of the room.

A Region Director serves two years each in three director positions: Director–Elect, Director, and Past Director. The nominees approved at this meeting will appear on the IEEE ballot and a single candidate will be elected.

Motion

Milwaukee Section Larry Hause moved to accept the candidates. Southeastern Michigan Section Don Silversmith seconded and the motion passed without dissent.

R2002–1–21 Sections Congress 2002

Region 4 Sections Congress 2002 Coordinator Bob Adams explained the Region 4 underwriting of expenses for a person to attend SC–2002.

- 1. The Region will fund 80% of reasonable expenses for SC–2002 attendance for a single Section representative provided the SC–2002 attendee registers with the Region at SC–2002 and registers for the Congress with IEEE by the deadline.*
- 2. The Region will pay an additional 10% of reasonable expenses as a bonus if the Section sends a representative to the February 2002 Regional Committee Meeting in Chicago.*
- 3. The Region will pay an additional 10% of reasonable expenses as a bonus if the Section meets all IEEE reporting requirements by the IEEE deadline in February 2002.*

SC–2002 will be held in Washington DC on October 18–21, 2002. SC–2002 is an officer training vehicle. For highest benefit, send relatively young and new officers. Bob recommends picking a person that will be a leader in 2003. Bob noted he is the Region 4 contact for all Sections Congress questions. Bob can be reached at r.d.adams@ieee.org.

Bob suggested flying into Washington Reagan airport if possible because of its proximity to SC–2002. Dulles airport is acceptable if you take the bus to the metro and the inexpensive metro downtown. Other forms of transportation from Dulles will be expensive. Bob recommends against flying into Baltimore.

- 18–21 October 2002
- J.W. Marriott Hotel, Washington DC
- Registration: \$260
 - For non–primary delegates
- Hotel: \$184.50/night
 - Single or double
- Partners: \$180/each
- Registration packets will be mailed Feb 2002
- Section Chair (as recorded in IEEE HQ) will receive the mailing
- Registration will be available by mail, fax and on the web
- Registration for the hotel will be included in the package
- Two big changes

- Intended audience
 - *Future* Section leadership
 - GOLD Members
- Electives from three tracks:
 - Service to Members
 - Sections Operations & Management
 - Career Vitality & Community Service

R2002-1-22 Life Members

Region 4 Life Members ad hoc Committee Chair Jack Hotchkiss said a Section needs a purpose to form a Life Members Chapter. A Life Members Chapter does not bring in new members, but Chapter activities may draw in outsiders and may attract media attention. Jack showed an example of the Life Members Chapter Activities in the Cedar Rapids Section. Jack is available to work with Sections in getting a Life Members Chapter started. He is willing to present at a Section meeting.

R2002-1-23 Membership Development

Region 4 Membership Development Chair Mark Hunter presented. Mark established an R4 MDC alias – Region4MD@ieee.org – which can be used for all Region 4 membership issues. Mark is trying to establish an MDC contact in every Section.

Mark warned that the IEEE is entering the annual "termination" phase where persons that haven't yet renewed their IEEE membership are terminated. Sections can expect to see the number of active members drop as this happens. Some techniques for reminding these persons to renew were discussed.

R2002-1-24 Educational Activities

Region 4 Educational Activities Chair Hossein Mousavinezhad will coordinate Educational Activities for the Region with emphasis on accreditation, pre-college education, and life long learning. Hossein detailed changes in ABET and the accreditation process and suggested the ABET web site for more information. Don Bramlett noted that participating in pre-college activities, student competitions, mentors, etc., draws the involvement of a whole different class of members.

Hossein has additional information in Attachment 6.

R2002-1-25 Student Activities

Region 4 Student Activities Chair Jim Riess presented. Jim asked us to encourage communication with and support of our Student Branches, invite Student Branches to Section meetings, encourage S-PACs and leadership training, and to appoint a Student Activities Chair in each Section.

Jim has a detailed list of goals and activities in Attachment 5.

R2002-1-26 Regional Student Representative

Region 4 Regional Student Representative Mark Olson reported on a Student Activities

meeting he attended in San Diego. Student member retention is down in Regions 1 through 7 (US and Canada). Mark made a plea for Sections to reach out to students. Mark said students especially want to feel wanted and to realize the benefits of their membership. He fully supports incentives such as GOLD. Mark wants Section officers to invite themselves to Student Branch meetings and explain the value of IEEE membership and Society membership. Mark said to expect industry specific technical questions, but don't be afraid of them. See also Attachment 9.

R2002-1-27 GOLD

Region 4 Graduates of the Last Decade Chair Kristi Brooks said GOLD is a "safe way" for the transition from Student to Member. Recent graduates are automatically a GOLD member. GOLD activities typically put more emphasis on fun things. All Sections need programs for GOLD people. Mark Olson offered that programs on "How do I invest?" and "How do I buy a house" are proven winners.

Respectfully submitted

Bill Gorder
IEEE Region 4 Secretary

ATTACHMENTS:

- 1 Attendee List
- 2 Action Item and Motion Summary
- 3 Treasurer's Report
- 4 Region 4 Director's Remarks
- 5 Student Activities
- 6 Education Activities Report
- 7 Regional Advisor Report
- 8 Region 4 Calendar
- 9 Regional Student Report
- 10 Distribution

Attachment 1 – Attendee List

<i>Sat</i>	<i>Sun</i>	<i>Name</i>	<i>Position</i>
✓		Bogdan Adamczyk	West Michigan Section
✓	✓	Robert Adams	Region 4 Past Director
✓	✓	Johnson Asumadu	Region 4 Communications
✓	✓	Massood Atashbar	West Michigan / Region 4 Technical Activities
✓	✓	Sat Basu	Region 4 Technical Activities Chair
✓	✓	Gary Bishop	Cedar Rapids Section
✓	✓	Harry Bostic	Regional Advisor / LRSPC Member at Large
✓	✓	Don Bramlett	Region 4 East Area Chair
✓	✓	Kristi Brooks	Region 4 GOLD
✓	✓	LeEarl Bryant	President IEEE–USA
✓	✓	Pierce Carpenter	Nebraska Section
✓	✓	Scott Ciolek	Toledo Section
✓	✓	Jason Clegg	Southern Minnesota Section
✓	✓	Bob Dawson	Region 4 West Area Chair
✓	✓	Chris Douglas	Cedar Rapids Section
✓		Jim Fancher	R4 Past Director / Regional Technical Policy
✓		Ron Fredricks	West Michigan Section
✓	✓	Bill Gorder	Region 4 Secretary
✓	✓	Larry Hause	Milwaukee Section / R4 Technical Activities
✓	✓	Jack Hotchkiss	Region 4 Life Members
✓	✓	Mark Hunter	Region 4 Membership Development
✓		Thomas Jahns	IEEE Division II Director
✓	✓	Steven James	Twin Cities Section
✓	✓	Ron Jensen	Region 4 Treasurer / LRSPC Chair
✓	✓	Tom Jones	Arrowhead Section
✓	✓	Russ Kinner	Region 4 PACE
✓	✓	Tarek Lahdhiri	R4 Employment & Career Services Coord.
✓		Dennis Lamont	Region 4 Awards
✓	✓	Burt Loupee	Region 4 Director–Elect

<i>Sat</i>	<i>Sun</i>	<i>Name</i>	<i>Position</i>
✓	✓	Hossein Mousavinezhad	Region 4 Educational Activities
		Pat Murphy	Chicago Section
✓	✓	Ed Neller	Central Iowa Section / R4 Technical Activities
✓	✓	Mark Olson	Region 4 Regional Student Representative
✓	✓	Nikos Papnikolopoulos	Region 4 EIT–2002
✓		Bob Parro	Region 4 Central Area Chair
✓	✓	Floyd Patterson	Red River Valley Section
✓	✓	Karen Pedersen	Iowa–Illinois Section
✓		Norm Phoenix	Chicago Section
✓	✓	Ken Reid	Region 4 Regional Pre–College Activities
✓	✓	Jim Riess	Region 4 Student Activities
✓	✓	Sandy Rotter	Madison Section
✓	✓	Eric Sailor	Fort Wayne Section
✓	✓	Donald Silversmith	Southeastern Michigan Section
✓	✓	Jim Tien	IEEE VP Publication Services & Products
✓	✓	Paul Ulland	Coulee Subsection
✓	✓	Norbert Viranyi	Central Indiana Section
✓	✓	Mike Wilson	Region 4 Director
✓		Howard Wolfman	Region 4 Past Director
✓	✓	Chris Wrate	Rock River Valley Section

Guests shown in this font

Attachment 2 – Action Item and Motion Summary

ACTION ITEMS

R2002-1-A1 Action Item

Region 4 Secretary Bill Gorder is to assist Region 4 EIT-2002 Chair Nikos Papanikolopoulos with the distribution list for e-mailings regarding EIT-2002.

R2002-1-A2 Action Item

The Treasurer and Area Chairs are to include a topic for Section Treasurers in a future Area Workshop. Include use of special tools such as Quicken Quick Books with IEEE templates for L50 preparation.

MOTIONS

Motion

Allow the e-mailing of EIT-2002 related materials to members of the Sections approving the motion.

Motion

Approved the minutes of the February 2001 Region 4 Regional meeting.

Motion

Approved the Treasurer's report.

Motion

Accepted Sat Basu and Ron Jensen as the Region 4 Director candidates.

Attachment 3 – Treasurer’s Report

Region 4 Report for 2001 and Budget for 2002

Receipts	1999(B)	2000(B)	2001(B)	2001(A)	2002(B)
Conferences		60,000.00	14,000.00	0.00	16,000.00
Rebate	40,500.00	40,000.00	40,000.00	39,700.00	40,000.00
Interest	3,700.00	3,500.00	3,500.00	5,014.03	3,000.00
R4 Assessment	19,600.00	16,500.00	16,500.00	41,480.83	16,500.00
PACE			13,500.00	10,991.46	14,000.00
Other Income				1,650.00	
Sections Congress	8,500.00				9,609.00
Total Receipts	72,300.00	120,000.00	87,500.00	98,836.32	99,109.00
Disbursements					
Director's Expense	2,000.00	2,000.00	2,000.00	897.88	1,200.00
Director–Elect	2,000.00	2,000.00	2,000.00		500.00
Past Director			1,000.00	45.11	500.00
Secretary	1,500.00	750.00	500.00	113.00	250.00
Treasurer	1,000.00	1,000.00	1,000.00	468.86	100.00
Executive Committee	15,000.00	18,000.00	18,000.00	14,659.86	18,000.00
Region Committee	12,300.00	10,000.00	10,000.00	8,700.45	10,000.00
Area Chairmen	2,500.00	2,500.00	2,500.00		3,000.00
Area Expense	0.00	13,500.00	13,500.00	2,951.47	8,000.00
Student Activities	8,500.00	15,000.00	16,000.00	7,587.83	14,000.00
Membership Development	4,500.00	2,000.00	2,000.00	257.05	2,500.00
Awards	1,500.00	1,000.00	1,000.00	942.54	600.00
Educational Activity	1,500.00	1,400.00	1,400.00		2,000.00
Communication Committee	500.00	500.00	500.00		500.00
Technical Activity	1,500.00	1,500.00	3,500.00	1,199.41	5,000.00
Conferences	2,000.00	73,000.00	15,500.00	20,436.79	16,000.00
Director's Disc	1,000.00	1,000.00	1,000.00	0.00	500.00
Gold		2,000.00	2,000.00		1,000.00
PACE			13,500.00	5,645.73	18,500.00
Sections Congress	53,000.00	*5000.	*5000.		25,000.00
Region Advisor				366.12	320.00
Total Disbursements	110,300.00	147,150.00	106,900.00	64,272.10	127,470.00

	YE 2000	YE 2001	
Concentration Banking	118,390.46	152,945.68	as Quicken indicates
IEEE Investment Fund	125,662.19	115,787.32	
Totals	244,052.65	268,733.00	

Attachment 4 – Director’s Remarks

Section Officer Meeting February 2,3, 2002

Director’s Remarks

Welcome

I welcome the great turnout of the Region 4 Sections for this meeting. The registration has 17 of the 23 Sections represented. An important aspect of this meeting is that your Section gets credit toward the total cost of sending a delegate to the Sections Congress in Washington DC in October. You will be hearing more about this from Bob Adams who is serving as the Region 4 representative to the Sections Congress activity.

At this meeting we have several tasks to perform including passing the Region 4 budget for the year 2002 and nominating Director–elects for the years 2003 and 2004. The winner of the election by the Region membership later this year will be Region 4 Director for the years 2005 and 2006.

We have some new faces that have accepted Region 4 positions. Hossein Mousavinezhad is the Educational Activities Committee Chair on the Region Executive Committee. Tarek Lahdhiri is the new Regional Employment & Career Services Coordinator. Kristi Brooks is our new GOLD representative.

I hope that all attendees feel that at the conclusion of our meeting Sunday noon that the sessions have been helpful for each person to do a better job running your local Section.

Board Member Visitors

We have three members of the IEEE Board of Directors visiting with us at our meeting this weekend; Le Earl Bryant, President of IEEE–USA, Dr. James Tien, Chair of the Publication Services Committee and Dr. Thomas Jahn, Director of Division II. We welcome these people and expect to learn much about the functions of their various organizations. We hope that they will also learn more about what Region 4 is accomplishing with our members.

Electronic Meetings

Last fall Bob Parro held his Central Area Workshop on the net using the electronic medium rather than travel. There was much learning involved and the attendance for this first attempt was not great. However it was a start and I would like to encourage more

utilization of this technique. IEEE has a license that can be used and Bob Parro and Mark Hunter are both contacts for how to accomplish the task.

IEEE Board Actions November 2001

The IEEE Board of Directors met in Mexico City last November and acted on several important issues. The most important was the budget for the year 2002. Last year due to the fall in the stock market, the Institute dropped about \$30 million.

This year the Board was insistent that the budget would be balanced and no investment income would be considered in the revenue. The budget was conditionally passed with the final approval at the upcoming February Board meeting in Tempe Arizona. To pass the measure, one of the actions taken was to reduce all travel by staff and volunteers, by 15%.

During the past year, the Executive committee was pushing an initiative to significantly reduce the size of the Board eliminating for instance, the IEEE-USA President and the Educational Committee Chair. The plans were also to substantially reduce the number of Region Directors and the Division Directors on the Board. The Board shelved this initiative, at least for the time being. I suspect that after new people come on the Board, the effort will be revitalized.

The Executive committee had proposed that travel reimbursement would only be made to reservations placed through the IEEE travel agency. This plan was voted down.

Membership

Membership in IEEE continued to grow last year ending with a total of 377,342 members, up from 366,135 members a year earlier. Of the growth, 3.1%, student membership was up 12.6%. The six US Regions were up 0.7% and the three non US Regions were up 7.3%. The non US Regions continue to grow faster than the US Regions.

As of December 31, 2001, The US had 235,591 members and the non-US had 141,751 members, 62% in the US Regions 1 through 6.

Region 4 ended the year with 127 fewer members down 0.5%. The only other region in the US to lose members was Region 1 who dropped 113 members, 0.3%.

Regional Conference

We will hold our third Regional EIT conference this summer in the Twin Cities. You will be hearing more about the Conference later but I would like each of you to support the conference by attending and encouraging others to attend.

The first two conferences that Region 4 held were successful technically but did not do well economically. I expect this year to be different.

Region 4 IEEE–USA Awards

At the IEEE–USA meeting in Dallas in April, five Region 4 members will be recognized.

Receiving Professional Achievement Awards are;
Tarek Lahdhini of the Southeast Michigan Section
Richard Molyet of the Toledo Section

Receiving Regional Professional Achievement Awards are;
Carl Kintzel of the Cedar Rapids Section
Gayle Buroker of the Cedar Rapids Section
Gary Waugh of the Toledo Section

We are proud of these volunteers receiving these recognitions and I urge all Sections to make nominations to IEEE–USA to get your members recognized.

Members of Congress receiving Distinguished Public Service Awards are;
Representative Earl Pomeroy of North Dakota and
Senator Charles Grassley of Iowa

Professors Supriyo Datta and Mark Lundstrom, both from Purdue are receiving the IEEE Brunetti Award "For significant contributions to the understanding of nano–scale electronic devices". These national awards will be recognized at the IEEE Awards Ceremony in June in Toronto.

Summary

The IEEE is still in good health even with the steep market drop. The future budget will be balanced and I believe that the growth of the staff in Piscataway has at least been slowed. The membership of the Institute continues to grow although most of the growth is outside the United States.

Attachment 5 – Student Activities

REGION 4 STUDENT ACTIVITIES REPORT

JIM RIESS, CHAIR

February 1, 2002

2001 Goals:

1. Encourage and promote increased interaction between Sections and Student Branches.
2. Improve communications between Student Branches and Region 4.
3. Develop quality leadership training for Student Branch Officers.
4. Coordinate Student Branch competitions within Region 4 and among other Regions.
5. Encourage Student Branches to have S-PAC meetings.
6. Visit selected Student Branches.
7. Attend two *IEEE* RAB/SAC meetings.

2001 Activities:

1.0 Central Area Training via Web – September 15, 2001. Encouraged and promoted increased interaction between Sections and Student Branches.

2.0 Region 4 SAC Newsletters in March, May and October.

3.0 Region 4 Student Leadership Training Workshop, Chicago, September 29, 2001.

Student Branches Attending:

- ⊗ Rose-Hulman Institute of Technology – 5 students
- ⊗ DeVry Institute of Technology – 3 students
- ⊗ Purdue University, Calumet – 2 students
- ⊗ University of Wisconsin, Milwaukee – 3 students
- ⊗ Northern Illinois University – 1 student
- ⊗ University of Illinois, Chicago – 4 students
- ⊗ Northwestern University – 2 students
- ⊗ Valparaiso University – 7 students
- ⊗ University of Illinois, Urbana/Champaign – 3 students

4.1 Region 4 Student Branch Web Site Contest

3rd place – \$100 – South Dakota State University

2nd place – \$200 – Purdue, West Lafayette

1st place – \$300 – Purdue, Indianapolis

4.2 International Student Branch Web Site Contest

- ⊗ Honorable Mention – \$250 – Purdue, Indianapolis

4.3 Region 4 Exemplary Student Branch Contest

- ⊗ 2nd place – Valparaiso University

- ⊗ 1st place – Wayne State University

- 4.4 International Exemplary Student Branch Contest – competition in progress –
Region 4 entry is Wayne State University
- 4.5 Region 4 Student Paper Contest
- Ⓞ 1st place – \$900 – Mike Schock, Jason Langfield, Matt Ethen – St. Cloud State University
- 4.6 IEEE History of Telecommunications Student Paper Contest
- Ⓞ 1st place – \$200 – Jason Nebeker – University of Illinois, Urbana/Champaign
- 4.7 Great Lakes Biomedical Conference Student Poster Contest – April 6, 2001
- Ⓞ Winner – \$100 & 4 student *IEEE* memberships – Amy Andreae, Holly Beckmann, Karuna Sharvari, Clara Guixa – Milwaukee School of Engineering
- 5.0 Central Area Training via Web – September 15, 2001
Encouraged Student Branches to have S-PAC meetings and following requested information:
- Ⓞ DeVry Institute of Technology
 - Ⓞ Michigan State University
 - Ⓞ Purdue University, Calumet
 - Ⓞ Minnesota State University
- 6.0 Met with three Student Branches at Great Lakes Biomedical Conference – April 6, 2001
- Ⓞ Marquette University
 - Ⓞ Milwaukee School of Engineering
 - Ⓞ University of Wisconsin, Madison
- 7.0 Attended IEEE RAB/SAC Meetings
- Ⓞ Spring meeting – New Orleans, LA – March 9–11, 2001
 - Ⓞ Fall Meeting – San Diego, CA – October 12–14, 2001
- 8.0 Region 4 Student Branch Support
- Ⓞ Industry Panel Discussion or "What Happens When I Graduate" – \$500 – Northwestern University
 - Ⓞ Fire Fighting Robot for Trinity College Fire Fighting Competition – \$500 – Grand Valley State University

Attachment 6 – Educational Activities

IEEE Region 4 Educational Activities

(H. Mousavinezhad, Chair)

GOAL:

Help to coordinate the educational activities of the IEEE Region 4

- **ACCREDITATION**

- **PRE-COLLEGE**

- **LIFELONG LEARNING**

Continuous maintenance and improvement of electrical/computer engineering education programs through active participation in ABET and ASEE.

Develop educational programs to ensure the technological literacy of pre-college students with special emphasis to R4.

Help develop continuing education programs that serve the professional development of Electro-Technology professionals in Region 4.

Adapted from *ENGINEERING CRITERIA 2000, THIRD EDITION, Engineering Accreditation Commission of The Accreditation Board for Engineering and Technology, ABET (www.abet.org)*

The Graduates of each program must have:

- ECE–a an ability to apply knowledge of mathematics, science, and engineering;
- ECE–b an ability to design and conduct experiments, as well as to analyze and interpret data;
- ECE–c an ability to design a system, component, or process to meet desired needs;
- ECE–d an ability to function on multi–disciplinary teams;
- ECE–e an ability to identify, formulate, and solve engineering problems;
- ECE–f an ability to understand professional and ethical responsibility;
- ECE–g an ability to communicate effectively;
- ECE–h the broad education necessary to understand the impact of engineering solutions in a global and societal context;
- ECE–i a recognition of the need for, and an ability to engage in life–long learning;
- ECE–j a knowledge of contemporary issues;
- ECE–k an ability to use techniques, skills, and modern engineering tools necessary for engineering practice and/or further graduate study.

Attachment 7 – Region 4 Advisor Report

Date: 31 January 2002

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. An outline of material to include in the resultant document Woodman level. Hardcopy & electronic files have been assembled which forms the basis for the final document. Design of the final document has commenced.

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.

The commercial map software has been upgraded to the latest version.

2.1.3 Archive Mechanics

The present archives are in a number of different software programs. The fonts are Adobe Postscript. The focus of the software programs are Adobe. A recent alteration in Adobe font design and some related program changes has introduced some delay in this effort in order to establish a new hardware and software baseline. The hardware is in place with software being loaded. The ultimate goal is final documents in Adobe programs and fonts exportable to at least Adobe PDF. Hard copy of all documents will be produced as well. Bill Gorder, Region 4 Secretary is now supporting this effort as well and we will be meeting during this Regional Committee meeting series. While these efforts are all underway, additional delay has been introduced due a death in the family as well as illnesses of family members. Much is back on track at this time.

2.2 Interface to Other IEEE Boards & Committees...

2.2.1 RAB Strategic Planning Committee, Past Chair

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). My tern is now complete and I continue as Past Chair of RAB SPC.

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. In addition, RAB OpCom acts for RAB between meetings of RAB.

RAB SPC held a stand alone meeting in San Diego in October in conjunction with RAB SAC.

RAB met in Mexico City 16 November 2001. RAB SPC met in conjunction with RAB on 17 November.

RAB SPC played a key role in the RAB Strategic Planning Retreat held 11–13 January 2002 in Ft Lauderdale Florida. Unfortunately, I was not able to attend due to a death in the family.

I will continue to attend the RAB/TAB Section/Chapter Support Committee and RAB meetings as well as other meetings during the IEEE BoD / Organizational Unit Series.

2.2.2 IEEE–USA N&A Committee, 2000–2001, Member

My term as a member of IEEE–USA N&A Committee is completed.

2.2.3 IEEE Ethics & Member Conduct Committee, 2002, Member

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. A second face–to–face meeting was held jointly with the IEEE Ethics Committee in New Brunswick NJ during the February Organizational Unit Series. Again, unfortunately, conflicts in meeting schedules with the remainder of the Series precluded full attendance. Participation in the conference calls was achieved.

IEEE Ethics & Member Conduct Committee, 2002, Member

For 2002, the IEEE BoD merged the IEEE Ethics and Member conduct Committees and I am continuing as a member of the merged committee. The new committee will combine the responsibilities of both and thus will pick up ethics policy & issues. It will hold its face–to–face meeting in conjunction with the IEEE BoD Series in Phoenix Arizona 13 February 2002 and I plan to attend.

Attachment 8 – Region 4 Calendar

April 12–14, 2002	PACE Workshop
April 30, 2000	ProCon in Cedar Rapids, IA
June 1–2, 2002	Region 4 EIT–2002 in Minneapolis/St Paul, MN
October 17, 2002	Region 4 ExCom meeting in Washington, DC
October 18–21, 2002	IEEE Sections Congress in Washington, DC
January 31, 2003	Region 4 ExCom meeting in Chicago, IL
February 1, 2003	Region 4 ExCom meeting in Chicago, IL
February 1–2, 2003	Region 4 Regional meeting in Chicago, IL

Attachment 9 – Regional Student Report

Regional Student Representative Report

Submitted to:
Region 4 Meeting
Chicago, IL, February 2–3, 2002

This report summarizes the major actions with Sectional/Regional import from the last Student Activities Committee (SAC) meeting, held October 2001 in San Diego, California.

A major concern throughout the Institute is the retention of Student Members, as retention numbers continue to drop throughout the US regions.

A major issue discussed is that the Institute, at higher levels, may not be acutely aware of what Student Members perceive as the direct benefits of membership, both during their time as students and during the years immediately after graduation. It was agreed that the best level at which to determine the important membership benefits to Student Members is the Section level, as that is the Full Member entity closest to the Student Members and is in a position to provide direct guidance and input to Student Members. Possible avenues for this interaction (which could also provide direct benefit to the Student Members) include:

- Inviting Student Branches to Section and Chapter activities (Regular and Special events). Incentives (Food, Networking, etc) work well as a "hook" to bring in Student Members to Section events.
- Development of GOLD affinity groups in Sections where they do not exist
- Section Representatives speaking about Section-based development opportunities at Student Branch meetings

The Committee realizes that Student Members are not responding to some membership benefits (FAP, Travel Assistance, Society Membership) in the same manner as Full Members, due to the fact that the Student Members have a different perspective, for whatever reason.

The Committee encourages all Sections to assist Student Branches and Student Members as they discover the opportunities that are available to them and likewise encourages all Sections to help develop their Student Members as the next generations of Full Members of the Institute.

Given the budgetary concerns facing the Institute as a whole, the Graduated Dues Program is being revisited. This does not mean that the Graduated Dues Program will be abolished (it is currently perceived as a major retention tool); it may, however, require

some refinement. There are a number of plan variations under consideration, with decisions expected within the next 12–24 months. Details of the plans under consideration are available on request from the Regional Student Representative.

The proposed Student Technical Awareness Conference (S–TAC), which proved very successful in last year’s pilot programs, is currently on hold with respect to separate program–level funding, while the Committee recognizes that the S–TAC program does meet needs expressed by Student Members. At this time, it may be possible for Student Branches to obtain funding for technical overview events in the same manner as the existing S–PAC and S–PAV events, and Sections are encouraged to assist Student Branches in these endeavors, as they have so well in the past. It is possible that, in the future, S–TAC, S–PAC, and S–PAV events will be considered as a common group of events (Student Development Activities), but that decision has been postponed for the time being.

Another issue of concern is the number of delinquent Student Branches throughout the Institute. The Committee asks that Sections assist in identifying those delinquent Student Branches within their jurisdictions and also assist in revitalizing those Branches where the probability of revitalization exists.

Although this does seem bleak, there are clearly opportunities for Sections to reach out to their Student Members and Student Branches and assist directly in their development as future engineers and Full Members of the Institute?. As one person said during the San Diego meeting:

"They need Us as much as We need Them!"

Respectfully,

Mark Olson
Regional Student Representative

Attachment 10 – Distribution

Bogdan Adamczyk	West Michigan Section
Bob Adams	Region 4 Past Director
Johnson Asumadu	Region 4 Communications
Massood Atashbar	West Michigan Section / Region 4 Technical Activities
Sat Basu	Region 4 Technical Activities Chair
Gary Bishop	Cedar Rapids Section Chair
Harry Bostic	R4 Regional Advisor / Strategic Planning Member at Large
Don Bramlett	Region 4 East Area Chair
Kristi Brooks	Region 4 GOLD
LeEarl Bryant	President, IEEE–USA
Pierce Carpenter	Nebraska Section
Scott Ciolek	Toledo Section
Jason Clegg	Southern Minnesota Section
Bob Dawson	Region 4 West Area Chair
Chris Douglas	Cedar Rapids Section
Jim Fancher	Region 4 Past Director / Regional Technical Policy
Ron Fredricks	West Michigan Section Chair
Bill Gorder	Region 4 Secretary
Rob Harveland	Southern Minnesota Section Chair
Larry Hause	Milwaukee Section Chair / Region 4 Technical Activities
James Holthaus	Nebraska Section Chair
Jack Hotchkiss	Region 4 Life Members
Mark Hunter	Region 4 Membership Development
Thomas Jahns	IEEE Division II Director
Steven James	Twin Cities Section
Ron Jensen	Region 4 Treasurer / Long Range & Strategic Planning
Eric Johnson	Calumet Section Chair
Tom Jones	Arrowhead Section Chair
Karl Kane	Iowa–Illinois Section Chair
Russ Kinner	Region 4 PACE
Michael Kraft	Missouri Slope Section Chair
Tarek Lahdhiri	Region 4 Employment and Career Services Coordinator
Dennis Lamont	Region 4 Awards
Burt Loupee	Region 4 Director–Elect
James McLinn	Twin Cities Section Chair
Michael Merow	Northeastern Wisconsin Section Chair
Hossein Mousavinezhad	Region 4 Educational Activities
Pat Murphy	Chicago Section Chair
Ed Neller	Central Iowa Section Chair / Region 4 Technical Activities
Mark Olson	Region 4 Regional Student Representative
Nikos Papanikolopoulos	Region 4 EIT–2002
Bob Parro	Region 4 Central Area Chair
Floyd Patterson	Red River Valley Section
Karen Pedersen	Iowa–Illinois Section

Norm Phoenix	Chicago Section
Ken Reid	Region 4 Regional Pre–College Education
Jim Riess	Region 4 Student Activities
Sandy Rotter	Madison Section Chair
Hossein Salehfar	Red River Valley Section Chair
Eric Sailor	Fort Wayne Section Chair
Donald Silversmith	Southeastern Michigan Section
Maurice Snyder	Southeastern Michigan Section Chair
James Stevenson	Northeast Michigan Section Chair
Murat Tanyel	Siouxland Section Chair
Jim Tien	IEEE VP Publication Services and Products
Dan Toland	IEEE, Manager Regional Activities Administration
Paul Ulland	Coulee Subsection Chair
Norbert Viranyi	Central Indiana Section Chair
James Weber	Central Illinois Section Chair
Mike Wilson	Region 4 Director
Howard Wolfman	Region 4 Past Director
Chris Wrate	Rock River Valley Section Chair
Deborah Zimmerman	Toledo Section Chair