



Executive Committee Minutes

February 7, 2017 6:00PM – 8:00PM, Byblos, Reynolds Road, Toledo

A. Call to Order - Attendance

- | | | | |
|--|---|--|---|
| <input checked="" type="checkbox"/> Dominic Wilson–C | <input type="checkbox"/> Tom Nestor | <input checked="" type="checkbox"/> Steve Root | <input type="checkbox"/> Juan Asenjo (SM) |
| <input type="checkbox"/> Brandon Boltz–VC | <input type="checkbox"/> Richard Molyet | <input checked="" type="checkbox"/> Bob Toth | <input checked="" type="checkbox"/> Jason Ness (SM) |
| <input checked="" type="checkbox"/> Ed McConnell–S | <input checked="" type="checkbox"/> Tom Papademos | <input type="checkbox"/> Gary Waugh | <input type="checkbox"/> Tom Royko (SM) |
| <input checked="" type="checkbox"/> Jarrad Henson-T | <input type="checkbox"/> Bill Barnhart | <input checked="" type="checkbox"/> Jian-yu Lu | <input type="checkbox"/> |
| <input type="checkbox"/> Raghav Khanna | <input type="checkbox"/> Ryan Goolsby | <input checked="" type="checkbox"/> Jessica Bollin-Smith | <input type="checkbox"/> |
| <input type="checkbox"/> Bryan Curtis -IPC | <input type="checkbox"/> Vamsi Borra | <input type="checkbox"/> Mohsin Jamali-NV | |

Summary of motions

B. Officer Reports

- a. SecretaryEd McConnell
The Minutes of the January 3, 2017 meeting were approved as amended. Steve Root –motion, Jarrad Henson – second. Passed with 3 abstentions.
- b. Treasurer Jarrad Henson
The February 7, 2017 Treasurer’s Report was approved and filed for future audit. Ed McConnell – motion, Bob Toth – second.
- c. Vice Chair Brandon Boltz
No report.
- d. Chair Dominic Wilson
See discussions below.

C. Old Business

- a. “Years of Service” award pins.
- b. The pins have not yet arrived. Jarrad Henson continues to pursue this with IEEE.
- c. Filing of Section reports as required by February 17, 2017.
 - i. Dominic Wilson has updated Advisor and student officer names in vTools.
 - ii. The L-31’s for all technical programs in 2016 submitted.
 - iii. The L-31 for Institute Night has been submitted.
 - iv. The L-31’s for the 2016 Administrative meetings have been submitted.
 - v. Jarrad Henson is in the process of submitting the Financial Reports.
- d. Google apps for OUs
 - i. Brandon reported he has been in communication with Mike Fallenstein but the information is not conclusive.
 - ii. Some reports have already been placed on the “Toledo drive”.
 - iii. The following positions will be set up to upload documents to the “Toledo drive”.
 - 1. Web Master
 - 2. Section Chair
 - 3. Secretary
 - 4. Treasurer
 - 5. Technical Program Chair
 - 6. IM Coordinator.
 - 7. An IEEE Alias is required for this access.
 - ii. The “Toledo Drive” will be used for final documents.
 - iii. There will be a link to view the “Toledo Drive” content on the Web site. Instructions will be included on the Web site for access to the “Toledo Drive”.

- e. Women in Engineering (WIE) international leadership conference, May 22-23, 2017 in San Jose, CA. Jessica Bollin-Smith has interest and applied for a grant to attend. She did not receive the grant. Jessica will submit a request for funding to the Ex Com.
 - i. Jessica Bollin-Smith indicated that she is involved with an event taking place in Sylvania, OH on January 14, 2017. She got the volunteers she needed, but none were from IEEE. The event was successful.

D. New Business

- a. 2017 Budget draft was presented by Jarrad Henson. Revisions to be made as follows:
 - Item 2.1 will be \$900 instead of \$880
 - Item 3.2 will be \$500 instead of \$1500
 - Item 4.5 will be \$500 instead of \$1500
 - i. The discussion was put on HOLD until the March meeting to evaluate the proper allowances to conference fees.
- b. Engineers Week Banquet (February 23).
 - a. Ed McConnell will set up a reservation for one table for the banquet.
 - b. A notice will be sent via eblast to section's membership.
 - c. A motion was passed as follows: The cost for members, guests or students will be \$20. Tom Papademos – motion, Brandon Boltz – second.
- c. New officer training via CLE (IEEE Center for Leadership Excellence).
 - i. Tom Papademos presented the effort undertaken by Region 4 to assist the sections with providing training to the officers. The plan will be rolled out in mid-February 2017. A notice will be sent to officers soon.
 - ii. Anyone wishing to start reviewing the training modules on CLE can do so at any time.
 - iii. The website address is: <https://ieee-elearning.org/CLE/>
- d. Steve Root will prepare a draft Section Activities Calendar and present at the March 2017 X-Com meeting.
- e. Elections/Confirmations for Affinity Groups and Committees.
 - i. Bob Toth will continue to serve as the chair of the Power Chapter.
 - ii. Jessica Bolin-Smith will serve as the Membership Development Committee Chair.
 - iii. As the standing Chair for the yet to be formed WIE Affinity Group, Jessica Bolin-Smith will prepare and draft announcement email for an introductory e-blast.
- f. Ethics presentation.
 - i. Steve Root and Ryan Goolsby are organizing.
 - ii. Speaker: John Greenhalge, Executive Director of the Ohio Professional Engineers & Surveyors Board. Topic: Code of Ethics for Professional Engineers and Surveyors.
 - iii. NECA rooms reserved for April 5, 4:30pm to 8:30pm.
 - iv. Tentative Schedule:

5:00	5:30 PM	Gathering & Social Time
	5:30	Dinner
	6:30	8:30 PM
		Technical Presentation
 - v. Announcement e-Blasts will be sent. This session is timely as Ohio will start requiring Ethics training as part of continued PE licensing. Ed will forward the information to the Ex Com. Steve Root and Dominic Wilson will work with Vamsi on a flyer that will include directions.
 - vi. The dinner entrée choices will be Lemon Tarragon Chicken or Vegetable Lasagna.
 - i. A motion was passed to set the Dinner/Program cost at \$50 and the Program only cost at \$30. Jarrad Henson – Motion, Bob Toth – second.
- g. The Toledo Chapter MATHCOUNTS Competition for 6th, 7th and 8th grade students will occur on Saturday, February 4, 2017. The PACE application is being prepared and will be submitted within the week.
- h. Ed McConnell discussed the need for age guidelines for YEOY. Brandon Boltz will review this with the Awards Committee and report back in the March 2017 Ex Com meeting.
- i. New Member mixer
 - i. Bryan Curtis suggested in previous meeting that the section should consider starting a quarterly mixer specifically for new members (professional and student) to meet existing members in a casual setting. There has been no specific action on this yet in 2017. Events such as a Mudhens game and/or UT football Tailgate Party were suggested.

- ii We discussed approaches to get members more involved.
 - 1. Group activities.
 - 2. Be very clear on the benefits of membership so it can easily be communicated to prospective or new members to encourage getting the most out of membership.
- j. Members in Arrears (since 2015) and members Inactive (since 2014 or earlier).
 - i. No progress.
 - ii. Include members in arrears in normal e-blasts as one way to encourage them to stay involved.
- k. R4 sections congress January webex meeting (Jan 10)
 - i. It was reported that Sections Congress will be in Australia this year. The cost will be about \$4000 to travel and attend. The Region will pay for 1 person per section to attend. Dominic Wilson is planning to attend. Tom Papademos also is considering attending, but as a Region 4 officer.
- l. R4 Region Committee webex (Jan 28)
 - i. Tom Papademos and Dominic Wilson attended. Report.
 - i There are similar issues section to section.
 - ii It was mentioned to consider having students represented – We are doing that with Raghav Khanna.
 - iii It was mentioned to consider having a Technical programs coordinator. Steve Root is doing this.
 - iv They continue to stress having an Education coordinator. Dominic Wilson will follow up with Mohsin Jamali to determine if he is still interested.
- m. R4 bi-monthly X-Com webex meeting.
 - iii. No further report
- n. Create a Life Members Affinity Group
- o. Gary Waugh and Richard Molyet have reached out to the Life Members. No update.
- p. 2016 Toledo Section Strategic Plan: The Strategic Plan needs to be reviewed to align with the overall 2017 StrategicPlan.
 - i Inspire- maintain contact and incentives for Student Branches. Reach out to Community Colleges. – We need to Network with others to find successful strategies in other areas.
 - ii Empower- Ensure each Section has a trained IMC.
 - iii Enable- Webinar on recruiting and retaining (refer to Bramlett, Patel). Contact members in arrears.
 - iv Engage- Experiment with new ways to reach younger members (refer to John Johnson).

E. Chapter/Affinity Group Updates

- a. IAS Gary Waugh
 - a No report.
- b. Computer/Controls Dominic Wilson
 - a No update.
- c. Power Bob Toth
 - a No update
- d. Young Professionals Vamsi Borra
 - a No update.

F. Committee Updates

- a. Technical Programs Steve Root
 - a If any ideas contact Steve.
 - b Ed McConnell shared that UTMC is open to additional tours of their 3D lab.
- b. Membership Development Jessica Bolin-Smith
 - a No report.
- c. Student Section Raghav Khanna
 - a Jason Ness reported:
 - i Chair and Treasurer have concluded UT required training.
 - ii Reviewing bylaws for conformity with UT requirements.
 - iii They are rebuilding their student section materials.

- iv They are working on a student section Google drive. The Section cautioned that they need to assure continuity of access.
 - v They are considering projects.
 - vi Looking at possible speaker events.
 - vii Resolving their meeting times.
- d. PACETom Papademos
 - a No further report.
 - e. Webmaster Vamsi Borra/Dominic Wilson
 - a The section officers have been updated on the web site.
 - f. Information Management Coordinator (IMC) Dominic Wilson
 - a No update.

G. Roundtable Discussion

- a. Next Meeting – Tuesday, March 7.
- b. Like us on Facebook. We need to build some following here. It may be necessary to consider incentives.
- c. Steve Root thanked the ExCom for welcoming his daughter to the January meeting as a shadow guest. Jessica’s contact helped.

H. Adjournment 8:50 PM.