



**Annual General Meeting (AGM)**  
**24<sup>th</sup> April 2020**  
 11h00-12h00  
**IEEE UK and Ireland ExCom Meeting**  
<https://zoom.us/j/610855717>

**MINUTES**

No	Agenda		Actions		
	No	Description	No	Item	Person
		<p><b>Present:</b>            Mona Ghassemian (MG), Mike Hinchey (MH), Izzet Kale (IK), Matthew Gream (MaG), Eduardo Audiche (EA), Nick Wainwright (NJW), Lee Crudgington (LC), Ali Hessami (AH), Brian Harrington (BH), Rod Muttram (RM), Charles Turner (CT), Tony Davies (TD), John Gray (JG), Jun Liu (JL), Hoa Le-Minh (HLM), Chris Bailey (CB), Annabel Latham (AL), Tony Davies (TD), Ibrahim Kucukdemira (IK), William Sandham (WS), Wen Cao (WC), Peter Kennedy (PK), Sillas Hadjiloucas (SH), Farhad Fassihi (FF), Jan Sykulski (JS), Frank Wang (FW), Bala Amavasai (BA), Anding Zhu (AZ), Richard Pitwon (RP), Xavier Bellekens (XB), Nicola Morley (NM), Marwan Al-Akaidi (MA), Imran Shafique Ansari (ISA), Daniel Martins (DM), Panagiotis Papadopoulos (PP), Wim Melis (WM).</p> <p>Other IEEE members:            Ahmed Zobaa, Alan, Alberto Sposito, Christophe Antoine, FH, Kevin F, Maziar Nezhad, Moises Jezzini, Pat Seanlan, Ruth Lennon, Philip Stevenson, Stephen McCarn, Takfarinas Saber, Teresa and Vanessa Pulgarin.</p>		A total of 52 Officers Chapter Chairs, Volunteers and members attended the AGM.	
		<p><b>Apologies:</b>            Krishna Busawon (KB), Noel Gomez (NG), Marc Desmulliez (MD), Jorge Valera (JV), Ritchard Mitchell (RM), Hongmei (Mary) He (HH)</p>			
		<p>The meeting commenced at 11:05 h.            The Agenda agreed was</p> <ol style="list-style-type: none"> <li>1. Section Chair's Strategy– Mona Ghassemian</li> <li>2. Update from Region 8 Meeting – Mona</li> <li>3. Section Treasurer's Financial Strategy – Matthew</li> <li>4. Membership Development &amp; Retention –Wim               <ul style="list-style-type: none"> <li>• Report on Life Members – Charles</li> <li>• Report on Young Professionals – Noel</li> <li>• Report on Women in Engineering – Annabel</li> <li>• Report on Student Activities – Lee</li> </ul> </li> <li>5. Report on Humanitarian Activities and projects (SIGHT Group) – Ali</li> <li>6. Report on Industrial Delivery &amp; Professional Registration – Rod / Brian</li> <li>7. Nomination &amp; Appointment committee– Mona</li> <li>8. Any other Business</li> <li>9. Next Meeting</li> </ol>			
1		MG gave the welcome to attendees and thanked everyone to join it in this first-time online version.			



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	<p>After giving an overview of the Sections numbers, MG explained the UK and Ireland Section strategies which are separated in two, one before Covid-19 outbreak (Jan-Mar 2020) and the second one the strategies to address Covid-19 including the shift from face to face events to virtual mode. Also, calls for members' contributions to initiatives such as IEEE CovidMove Special Interest Groups (SIGs).</p> <p>MG also explained the UK and Ireland Section priorities that can be summarised as follows:</p> <ol style="list-style-type: none"> <li>1- Getting closer to Industry. IEEE for Industry (Corporations, Government, Individuals). <ul style="list-style-type: none"> <li>• Professional Registration</li> <li>• Industry internship programmes</li> <li>• Follow IEEE industry engagement</li> </ul> </li> <li>2- Engage in IEEE Future Initiatives. New Technology Focus Areas - Getting Started (Big Data Community, Blockchain Community, Brain Community, Cloud Computing Community, Cybersecurity Community, etc.).</li> <li>3- Contributions to Humanitarian activities. Advancing Technology for Humanity. UK and Ireland SIGHT petition was approved in Aug 2019 with 4 identified focus areas: <ul style="list-style-type: none"> <li>• Assisted living for autistic children</li> <li>• Smart home to improve elderly quality of life (Dementia)</li> <li>• Tactile IoT to assist visually impaired community</li> <li>• Technology to empower refugee women through education</li> </ul> </li> </ol> <p><u>Current project:</u></p> <ul style="list-style-type: none"> <li>✓ Inclusive Multi-Sensor Platform for Autistic Kids that Encourages Social Interaction</li> </ul> <p><u>Planned activities:</u></p> <ul style="list-style-type: none"> <li>✓ IHTC 2021 Humanitarian conference proposal submission to R8 (Brighton)</li> <li>✓ -UK and Ireland WIE: support materials for neuro-diverse women in tech</li> <li>✓ -University of Sussex and section SIGHT: People with Dementia</li> </ul>			
2	<p>MG gave an update from Region 8 Meeting which was supposed to be held in Warsaw, Poland (20-22 March 2020) but after the pandemic outbreak announcement by WHO, the meeting was organised through WebEx, March 21, 8:00-18:00 (CET).</p> <p>The Region 8 Agenda can be found at: <a href="https://tawapps.ieee.org/mpt/Agenda.aspx?eid=15575">https://tawapps.ieee.org/mpt/Agenda.aspx?eid=15575</a></p> <p>Our section activity report and poster were submitted to region 8 to report on our activities.</p> <p>IHTC'21 conference proposal was submitted to the R8 TA prior to the meeting.</p> <p>Uncertain situation as a result of lockdown has been reviewed and section receives updates.</p> <p>Section relays the information to the relevant section organisation units as they are received.</p>			
3	<p>Matthew presented the Section Treasury Financial situation and strategy. Total income of £38.4K, from rebate of £31.0K (May 2019) and other income of £7.4K.</p> <p>Total expenditure of £38.0K, consisting of £27.3K operating expenses and £10.7K funding/grants.</p> <p>End of year Section held balances:</p> <ul style="list-style-type: none"> <li>• Section: £17.6K</li> <li>• Non-Section (ring-fenced): £21.7K</li> </ul> <p>End of year Chapter held balances:</p> <ul style="list-style-type: none"> <li>• MAG33: £6.1K</li> <li>• AP03/ED15/MTT17/PHO36: £3.5K</li> </ul>			

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	<ul style="list-style-type: none"> <li>• COM19: £62.1K</li> </ul> Matthew also explained the current plan of activities: <ul style="list-style-type: none"> <li>• Deliver operational excellence by 2nd email replies, weekly payment process, monthly reconciliation/ reports, biannual board reports.</li> <li>• Create a “live” ExCom dashboard for an up to date view of funding commitments and budget/spend for improved tracking.</li> <li>• Create a lightweight criteria/process for funding requests and allocations.</li> </ul>			
4	<p>WM gave the Membership Development &amp; Retention results for 2019. Membership numbers showed the usual saw-tooth shape over the year. The drop off always happens at the end of February, when the arrears (members who have not renewed) are no longer counted in which has this year not picked up as much as in the previous years, but the current uncertain times may partly lie at the basis of that.</p> <p><u>Report on Life Members:</u>            CT mentioned the 2020 Milestone program. Milestone unveiling ceremony set on May 1<sup>st</sup> (Eynsham, Oxford) has been postponed until later this year.            Several Milestone proposals are in the planning stage.            The EMI CT Scanner proposal has been submitted to the IEEE History Committee for approval.</p> <p><u>Report on Young Professionals:</u>            DM presented the report on behalf of Noel Gomes. DM mentioned the key achievements in 2019 such as:</p> <ul style="list-style-type: none"> <li>• Successfully hosted WESYP 2019 in Glasgow last Sept, attended by 74 participants from across UK &amp; West Europe</li> <li>• The 2nd YP Postgrad STEM Symposium successfully organised (jointly with University of Leeds IEEE SB) in Leeds on 23rd Oct 2019, attended by 65 participants and received 39 abstract submissions.</li> </ul> <p>DM also explained the adjustments they had to make to its calendar of scheduled events and plans due to the current government lockdown.</p> <p><u>Report on Women in Engineering:</u>            AL mentioned that WiE is a very active and enthusiastic Affinity Group which already has achieved plenty of goals in 2020. AL also explained the current plan of activities:</p> <ul style="list-style-type: none"> <li>• SIGHT funding application for support materials for neuro-diverse women in tech.</li> <li>• Promote women member elevations.</li> <li>• Develop/collate school STEM materials.</li> <li>• Joint Chapter events/networking activities.</li> <li>• Develop mentoring scheme.</li> </ul> <p><u>Report on Student Activities:</u>            LC explained the key achievements including an increase in student branch reporting from 8 (2019) to 28 Branch Reports (2020). Many new appointments to previously dormant branches and also hosting of Scotland area student branch meeting in Jan 2020 with technical talks and many attendees from the local area. Current plan:</p> <ul style="list-style-type: none"> <li>• Further increase to the number of new appointments to less active student branches.</li> <li>• Participation in regional meetings for all student branches.</li> <li>• Support established branches in hosting high quality activities, webinars, and events.</li> <li>• Encouragement of UK&amp;I branches to participate in awards &amp; contests at regional and global level.</li> </ul>			

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5	Regarding report on Humanitarian Activities and projects (SIGHT Group), AH mentioned that he was appointed as a group Chair and a committee was formed. AH explained that currently there are two major activities being carried out. The first one is the SIGHT funded project lead by EA “Inclusive multi-sensor platform for autistic kids that encourage social interaction” and the second one is the bid to the IEEE International Humanitarian Technology Conference (IHTC) 2021 made in March by the committee which was successfully approved by Region 8.			
6	BH and RM presented a joint report regarding Industrial Delivery and Professional Registration activities. They explained the key achievements including: <ul style="list-style-type: none"> <li>Productive Team Meeting with officials of the Engineering Council</li> <li>Agreed Plan with EngC for IEEE route via “Assisted Affiliate” leading to later full Registration</li> <li>Royal Academy of Engineering Industry Forum discussion with IEEE President</li> </ul> Currently the team is evaluating suitability and willingness of selected EngC Licensed Institutes as potential IEEE Partners: IOP, BCS, IMechE, IED, IRSE, IET & IPEM.		A focus meeting to be set up within a month from this meeting to allow discussions on Professional Registrations activities, potential partners and next steps.	MG
7	MG presented the proposal for a Sponsorship Officer Role: “The sponsorship Chair role should initiate and build strategies to help section events with financial sponsorships by industry, IEEE, etc. MG added that sponsorships enable the section to offer financial (co)sponsorships to activities that are technically supported by an IEEE OU.” MG asked the ExCom to vote for this proposal and it was unanimously approved.  MG also proposed AH as the section Nomination & Appointment Chair committee for 2020 – 2021. MG asked the ExCom to vote for this proposal and it was unanimously approved.			
8	MG invited the attendees to join the next online public talk called “COVID-19 - Privacy Deep Dive” by Collin Kurre shifting to the WebEx platform.			
9	Next Section Meeting expected to be held in October 2020.			

<b>Actions arising from AGM 24<sup>th</sup> April 2020</b>		
<b>No</b>	<b>Item</b>	<b>Person</b>
6	A focus meeting to be set up within a month from this meeting to allow discussions on Professional Registrations activities, potential partners and next steps.	MG

Eduardo Audiche  
April 2020