



Meeting of Chapter Chairs, 24th April 2020

09h30-10h30

IEEE UK and Ireland Chapter Chairs (CC) Online Meeting

<https://zoom.us/j/610855717>

MINUTES

Agenda		Actions		
No	Description	No	Item	Person
	<p>Present: Mona Ghassemian (MG), Mike Hinchey (MH), Izzet Kale (IK), Matthew Gream (MaG), Eduardo Audiche (EA), Nick Wainwright (NJW), Lee Crudginton (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), Hongmei (Mary) He (HH), 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), and Daniel Martins (DM)</p>		A total of 35 Officers Chapter Chairs and Volunteers attended the Chapter Chairs Section Meeting	
	<p>Apologies: Krishna Busawon (KB), Panagiotis Papadopoulos (PP), Wim Melis (WM), Noel Gomez (NG), Marc Desmulliez (MD), Jorge Valera (JV), Ritchard Mitchell (RM)</p>			
	<p>Meeting commenced at 09:32. The Agenda agreed was</p> <ol style="list-style-type: none"> 1. Introductions and Welcome – Mona Ghassemian 2. Apologies 3. Minutes of the last Section Meeting (Manchester) – Eduardo 4. Report on L31 Submissions & Action on Dormant Chapters – Lee 5. eNotice – Eduardo 6. Report on Chapter activities & needs (Single slide)- Chapter & Group Chairs 7. IEEE Future Directions- New Initiatives – Mona 8. IEEE IHTC 2021 Conference Proposal– Ali 9. Section Awards and Recognition – Jan / Mike 			
1	MG gave the introduction informing the protocol to follow with the online meeting.			
2	EA reported on apologies for non-attendance.			
3	Minutes of the 17th October 2019 CC meeting and Excom meeting were subjected to approval so EA asked attendees to raise any comment, question (if any) otherwise it will be considered approved. MG explained that regarding Cross Sectional Activities it was decided not to formalise financial commitments with Region 8. The meeting minutes were approved.		Missing reports from active chapters must be chased to ensure Sections archive is updated	LC EA

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4	<p>LC Explained L31 reporting mechanism and its importance as well as results for 2019.</p> <p>There was an important improvement in 2019 compared to 2018 (269 Vs. 226). Only 4 chapters with 1 or no reports in 2019 compared to 8 chapters in 2018 with one or no reports.</p> <p>Two dormant chapters in 2019 Vs. 4 inactive chapters in 2018.</p> <p>Overall in 2019 Chapters and Affinity Groups have reported 48 more events than 2018 despite of some of them have been filed after the deadline to get the extra 10% bonus or rebates.</p>			
5	<p>EA highlighted key aspects related to eNotice vTools. He explained that eNotices may take up to 5 business days to be sent due to the volume of requests received daily. EA also mentioned the best practices to submit one eNotice per week. EA also highlighted that Chapter Chairs and Affinity Group Chairs have access to submit eNotices to their society / AG members.</p>			
6	<p>Oral Reports (~2 min) on Chapters key achievements, current plans and focus areas 2020 – 2021 including goals, KPIs, challenges, and resources.</p> <p>All Chapter Chairs presented based on their report submissions using the one page slide template.</p> <p>MG requested that all chapters and AGs to include online events (webinars) in Chapters programmes due to the COVID-19 situation that has an impact during all 2020.</p> <p>WebEx (https://site.ieee.org/vtools/tools-ok/webex/webex-registration/) is the tool that IEEE offers for meetings and webinars. Additionally, the Section has a Zoom account that can be also used for this purpose in which case volunteers can contact Interim Secretary (EA).</p> <p>MG also mentioned that in order to report any activity / event that our Chapters took part outside UK & Ireland, benefits to our members must be explained / highlighted otherwise will not be considered as a Section activity.</p>		<p>All CC to upload their reports, use single slide format and use the word file for more information or pictures, report events and activities since the last section meeting (recent 6 months), if the event is located outside our section has a clear connection on how our section members would benefit</p> <p>Arrange for webinars and online events to have at least 2 reports for 2020 L31 and report to Nick (using section Zoom account or IEEE Webex facilities).</p> <p>A focus meeting to be set up within a month from this meeting to allow discussions on STEM proposal (FF).</p>	<p>Chapter Chairs</p> <p>Chapter Chairs</p> <p>MG</p>
7	<p>IEEE Future Directions- New Initiatives – This item was moved to the AGM session at 11:00 h within point 1 (Section Chair's Strategy)</p>			
8	<p>EEE IHTC 2021 Conference Proposal – This item also was moved to the AGM session within point 5 (Report on Humanitarian Activities and projects - SIGHT Group).</p>			
9	<p>MH mentioned the revitalisation of the Section's Awards and Recognition Committee in order to recognise the contributions and achievements of our volunteers. These recognitions are expected to happen any two levels: Section level and IEEE level.</p> <p>MH also explained the committee will help with Senior Member elevations as well as Fellow.</p> <p>MG mentioned that as a gesture to our Chapter Chairs, AG Chairs and ExCom, they can purchase a scarf or tie from Tartan and it will be reimbursed by the Section. If somebody wants to order an extra one then Tartan will offer 10% discount and free shipping.</p>		<p>Details of the IEEE Tartan gifts for ExCom will be circulated once the online purchase link is set up.</p>	<p>MH</p>



Actions arising from CC Meeting 24th April 2020		
No	Item	Person
3	Missing reports from active chapters must be chased to ensure Sections archive is updated	LC, EA
6	All CC to upload their reports, use single slide format and use the word file for more information or pictures, report events and activities since the last section meeting (recent 6 months), if the event is located outside our section has a clear connection on how our section members would benefit. Arrange for webinars and online events to have at least 2 reports for 2020 L31 and report to Nick (using section Zoom account or IEEE Webex facilities). A focus meeting to be set up within a month from this meeting to allow discussions on STEM proposal (FF).	Chapter Chairs Chapter Chairs MG
9	Details of the IEEE Tartan gifts for ExCom will be circulated once the online purchase link is set up.	MH

Eduardo Audiche
April 2020