



**Section Spring Meeting**  
**24<sup>th</sup> April 2021**  
 09h00-10h30  
**Chapter Chairs (CC) Meeting**

<https://us02web.zoom.us/j/83550437646?pwd=cGV1N0c4YnUrV3FUUE8ySXM4TGJfUT09>

Meeting ID: 835 5043 7646 / Passcode: 328819

## MINUTES

No	Agenda	Actions		
	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), Roy Edis (RE), Brian Harrington (BH), Tony Davies (TD), Annabel Latham (AL), John Gray (JG), Krishna Busawon (KB), Sillas Hadjiloucas (SH), Frank Wang (FW), Richard Pitwon (RP), Leila Musavian (LM), Jonathan Roscoe (JR), Marwan Al-Akaidi (MA), Jianing Li (JL), Chris Bailey (CB), Noel Gomez (NG), Hongmei He (HH), Salah Almajeed (SA), Thomas Andritsch (TA), William Sandham (WS), Hamid Pouran (HP), Saumya Reni (SR), Mohsen Rahmani (MR), Matthew Ritchie (MR), Bala Amavasai (BA), Jan Sykulski (JS).</p> <p>Anastasiia Vasylenkova, Andrew Fieldsend, David Law, Emelie, Kurt Andersen, Rahil, Samuel Edeagu, Srinivasan Munisami, Yuri Vershinin &amp; Imran Shafique Ansari</p>		A total of 43 participants attended the Chapter Chairs meeting. 33 ExCom members and 10 volunteers / members.	
	<p><b>Apologies:</b>            Rod Muttram (RM), Charles Turner (CT), Xavier Bellekens (XB), Nicola Morley (NM), Wim Melis (WM), Paul Cunningham (PC), Osvaldo Simeone (OS), Wen Cao (WC), Ezendu Airwa (EzA)</p>			
	<p>The meeting commenced at 09:00 h with enough quorum to carry on the session.            The agreed Agenda was:</p> <ol style="list-style-type: none"> <li>1. Introductions and Welcome – Mona Ghassemian</li> <li>2. Apologies – Eduardo Audiche</li> <li>3. Minutes of Autumn Section Meeting (Online) – Eduardo Audiche</li> <li>4. Report on Chapters, LF, YP, WiE, Future Networks, Cybersecurity and Blockchain (Single slide) - Chairs</li> <li>5. Report on L31 Submissions – Lee Crudgington</li> <li>6. eNotice – Eduardo Audiche</li> </ol>			
1	MG gave the welcome to attendees and thanked everyone to join Spring / AGM meeting followed by an update about the Section activities that have been delivered since the autumn meeting on 11 <sup>th</sup> November 2020.			
2	EA reported on apologies for non-attendance.			
3	Minutes of the 11th of November 2020 autumn CC meeting and ExCom meeting were subjected to approval. EA highlighted the actions on the minutes checking its status and resolution.			

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	<p>Regarding the action on NW and WM respect to the database for helping membership development tasks (managing potential Senior Member elevations). Nick mentioned that he was not able to find a suitable commercial solution as they are too expensive. NW will explore the option of design an ad-hoc database to fulfil the requirement.</p> <p>EA asked attendees to raise any comment, question (if any) otherwise it will be considered approved. The meeting minutes were approved.</p>	1	NW will share with MaG the database proposal sent by WM from a 3 <sup>rd</sup> party last year to have a discussion. for managing potential Senior Member elevations.	NW / MaG
4	<p>Oral Reports (~2 min) on Chapters key achievements, current plans and focus areas 2021 – 2022 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>The one-page slide and the full reports are available in this link:  <a href="https://www.ieee-ukandireland.org/section-meetings/agm-24th-april-2021/">https://www.ieee-ukandireland.org/section-meetings/agm-24th-april-2021/</a></p> <p>The STEM and Education strategic plan was also presented by the Education Activity Officer, Salah Al-Majeed. The objectives are:            To work closely with stakeholders to enrich knowledge and skills matrices:            A1: to develop an advisory board to help in identifying the ongoing development road map in bridging academia-industry gap toward a better knowledge and skills matrices.            Cutting edge training that meets the economic needs and leads to prosperous and independent lifestyles.            A2: to liaise with various IEEE societies to encourage and support the use of technology in STEM education.            A3: to provide CPD for both members of IEEE UK &amp; Ireland Section and non-members of IEEE as part of on-going engagement with the community            Working with IEEE UK &amp; Ireland Section stakeholders to enhance the representation of Diversity, Equity, and Inclusion.            A4: to increase awareness and encouragement of having better EDI representations            To help in identify STEM careers pathway for both progression and establishment:            A5: to be part of the industrial and academic outreach            A6: to work with stakeholder on providing STEM careers fairs</p>			
5	<p>The Chapter Co-ordinator, LC, explained the L31 reporting guidelines and reinforced the importance of submit L31 reports for all events, meetings, and activities to IEEE vTools Events. Also mentioned that some reports that are entered into the system will not be submitted unless they are fully completed including attendance.</p> <p>LC pointed the importance to keep the Chapter Officer Reporting up to date to ensure that correct chairperson is registered on IEEE vTools. Also, he suggested to add executive committee to roster, for access to OU Analytics and vTools Events.</p> <p>LC indicated the obligation of Chapters or Affinity Groups to submit a minimum of two L31 reports in the year as technical activities. Unfortunately, if the event is register as “Professional” it will not be considered as an activity for receiving the rebate.</p>			
6	<p>EA did a live demonstration about how to create a eNotice. He explained that all Chapter Chairs have access to send eNotices to the Chapter members. The section will support them if required and specifically if the</p>			



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No	Description	No	Item	Person
	message must be delivered to the entire section. EA requested that from now on all requests for eNotices should be directed to our Assistant Secretary, Saumya Reni ( <a href="mailto:assistant-secretary@ieee-ukandireland.org">assistant-secretary@ieee-ukandireland.org</a> ) who took over to support as the section eNotice Coordinator role.		EA to produce a support document to be shared with ExCom.	EA

Actions arising from Autumn Meeting 13 <sup>th</sup> November 2020		
No	Item	Person
1	NW will share with MaG and WM a database proposal for managing potential Senior Member elevations.	NW / MaG
2	EA to produce a support document to be shared with ExCom.	EA

Eduardo Audiche  
 May 2021