



Annual General Meeting (AGM)
24th April 2021
 10h45-12h00
ExCom Meeting

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

Meeting ID: 835 5043 7646 / Passcode: 328819

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 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 & Imran Shafique Ansari</p>		A total of 43 participants attended the Annual General Meeting (AGM). 33 ExCom members and 10 volunteers / members.	
	<p>Apologies: 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 10:50 h. The agreed Agenda was:</p> <ol style="list-style-type: none"> 1. Section Chair's Report – Mona 2. Updates from 116th IEEE Region 8 Committee Meeting – Mona Ghassemian 3. Section Treasurer's Financial Strategy & 2021 Budget Approval – Matthew Gream 4. Report on Membership Development – Wim Mellis 5. Report on Student Activities – Lee Crudgington 6. Report on Humanitarian Activities (IHTC planning & SIGHT Group) – Ali Hessami 7. Report on Industrial Delivery & Professional Registration – Rod Muttram / Brian Harrington 8. Report on Website & Social Media – Nick Wainwright 9. IEEE conferences and events – Roy Edis 10. IEEE Europe and Brexit - Mona Ghassemian 11. Motions & Appointments - Mona Ghassemian <ul style="list-style-type: none"> • Diversity and inclusion role • Changes to section bylaws 12. Appointments 			

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	13. Awards and Recognitions Ceremony – Jan Sykulski / Mona Ghassemian 14. Any other Business 15. Next Meeting & Group Picture			
1	<p>MG gave an overview of what the Section has been doing since the Autumn Meeting in November last year.</p> <ul style="list-style-type: none"> • Industry: Global award, PR, Industrial placements • Future directions (Special Interest Groups: SIGs) <ul style="list-style-type: none"> ○ Blockchain, Future Network Initiative, Cybersecurity • Humanitarian: <ul style="list-style-type: none"> ○ Autistic children project- Lockdown impact ○ IHTC2021 (www.ihtc21.org.uk) <p>MG did mention the report the Section produced for R8 which is available in this link: IEEE Region 8 report.</p> <p>Mona also commented that 2020 was the year with highest number of awards received in the Section history including the R8 large Section of the year award.</p> <p>Current plan of activities:</p> <ul style="list-style-type: none"> • Section meeting page to avail reports and minutes • Section Volunteer Recognition programme – First round • Impact of Brexit on section & IEEE Europe • Humanitarian: Support for Women empowering /STEM • Covid-19: Support section activities online & survey form • Diversity & inclusion function • Funding allocation to enrich and progress on section strategies and members benefits. 			
2	<p>MG gave updates from 116th IEEE Region 8 Meetings held on 20th & 21st of March 2021.</p> <p>MG mentioned that our Section is well represented in R8 committee as a good number of members are performing roles in R8.</p> <p>Despite of the pandemic situation the overall R8 membership increased 0.5% in 2020. This may be due to the reduction fee for Student Members. However, it is appreciated that membership is decreasing in other grades. Another positive news MG shared was the increase in Senior membership and highlighted the importance to keep supporting our member with their applications.</p> <p>Mona mentioned that our Section had a good proportion of the R8 awards giving in 2020.</p> <p>Regarding the finance, R8 bank account is now in its highest level due to travel restrictions generated for the pandemic. Travel and accommodation regular expenses for meetings have not been incurred so there is available funding.</p> <p>MG has been appointed as a R8 Diversity, Equity, and Inclusion Committee Chair.</p>			
3	<p>MaG presented the Section Treasury Financial 2020 report. Below the summary:</p> <ul style="list-style-type: none"> • Completed end-of-year administration, reconciliation & accounting, for all UK&I Geo accounts to IEEE NetSuite (Accounting System) prior to the early filing 10% rebate bonus date in Feb 2021. • Exceptionally light expenditure due to pandemic, both in operational costs (e.g., section meetings, officers travel expenses, etc) and discretionary funding (e.g., lectures, workshops, conferences, etc) → positive for reserve. • Processed ~60 payment/expense requests totalling ~£25K, compared to 2019 figures of ~200, ~£100K. • Total income of £33.6K (2019: £38.4K), including a rebate of £33.3K (2019: £31.0K). 	<u>1</u>	Matthew will prepare a proposal to recognise/appreciate the effort made by our volunteers during this pandemic. The idea is to encourage, ease and support further online engagement with our members, covering some costs relating to volunteer efforts working online. Volunteers can share with MaG any idea / suggestion in this respect.	MaG

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	<ul style="list-style-type: none"> • Total spend of £13.0K (2019: £38.0K), consisting of £5.3K (2019: £27.3K) operating expenses and £7.6K (2019: £10.7K) funding/grants [incl ~£3.4K to clear long held BICOP 2018 balance]. • End of year Section held balances: <ul style="list-style-type: none"> ○ Section: £35.4K (2019: £17.6K) ○ Non-Section: £40.7K (2019: £21.7K) • End of year Chapter held balances: <ul style="list-style-type: none"> ○ MAG33: £4.1K (2019: £6.1K) ○ AP03/.../PHO36: £3.5K (2019: £3.5K) ○ COM19: £59.1K (2019: £62.1K) 			
4	WM sent his apologies for attending this meeting. The Membership Development report will be uploaded on the event webpage.	2	EA to communicate with WM to share the 2020 Membership Development report	EA
5	<p>LC mentioned that student activities increased during pandemic period. In summary:</p> <ul style="list-style-type: none"> • Branch revitalisation programme resulting in 34 branch reports received in 2021, increase from 8 in 2019. • Further branch officer appointments to revived student branches throughout 2020 and early 2021. • Revitalisation of student chapters and appointment to PES CSAC. • Rebate of £2919 received for timely student branch reporting in 2020. • Support of numerous webinar events such as MEEPS, DCU Expert Talks, • New initiatives: UK&I SAC conversation group and shared calendar. • Six student branches applied for Exemplary SB Award 2021, up from three in 2020 <p>Plan:</p> <ul style="list-style-type: none"> • Increase to the number of new appointments to less active student branches. • Participation in regional online meetings for all student branches. • Support established branches in hosting high quality activities, webinars, and events. • Encouragement of UK&I student branches to participate in awards & contests at regional and global level. 			
6	<p>AH mentioned that last year it was organised a series of three lectures associated with innovation and related to Pandemic issues and more webinars are coming.</p> <p>In regard to the conference, the IEEE International Humanitarian Technology (IHTC 2021) that the Section is organising, AH mentioned Conference is sponsored among R7 (Canada), R8 (Africa, Europe and Middle East), and R9 (Latin America and Caribbean) apart from our Section. Currently there is a call for papers (deadline extended) and full information can be found here: www.ihtc21.org.uk</p> <p>The conference will be held online during 02 to 04 of December 2021.</p> <p>Regarding SIGHT applications AH mentioned that it was possible to include a COVID related proposal and currently the SIGHT group is waiting for regular applications to be re-open as there is a larger proposal related to Refugees ready for being submitted.</p> <p>Plan:</p> <ul style="list-style-type: none"> • Organised Committee, Website, registration and CfP for IHTC2021 • Coordinated planning with three Regions • Made a bid for \$5000 under HAC support for COVID related projects. 			
7	BH and RM presented a joint report regarding Industrial Delivery and Professional Registration activities. BH explained the key achievements including:			

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	<ul style="list-style-type: none"> To provide resources to Sections to Serve Industry Professionals and engage with local Industries. IEEE Sections' Congress 2020. A dialogue with the Engineering Council was deferred owing to closed offices and Brexit. IET events on career management towards Professional Registration have been followed. Plan: <ul style="list-style-type: none"> Understand relationship between Engineers Ireland and the Engineering Council in respect to IEEE. Achieve full understanding of Engineering Council's "Registration Code of Practice". Complete exploration with chosen Licensed Institutes. Work towards an MOU with each of the Licensed Institutes of interest. 			
8	<p>NW reminded the importance of promoting all the events through our website and twitter channels. Nick encouraged CCs to advertised events in Section's channels despite of having also their owns. The Section's website has more than 4000 unique visits every month and our Twitter is increasing every day now with more than 700 followers so far.</p> <p>NW also mentioned that one advantage of moving events to online format is the opportunity to record the webinars and offer the chance to watch it on demand and at the same time keep the website active and updated with plenty of news and events. But most important, the recorded webinars are being a way to engaged new members and keep the current ones. All recordings have now the same IEEE brand so the user can see they are part of our Section. NW and SA are now working in an improved way to present them on our website.</p> <p>Key Achievements:</p> <ul style="list-style-type: none"> Improved member communications via increased Twitter followers Supported chapters, affinity groups etc. to promote online activities during pandemic Developed a consistent brand image for Section webinars Plan: <ul style="list-style-type: none"> Continue to build social media presence to increase member engagement Better represent the increasing number of webinars on the website Refresh chair photos and chapter etc logos Focus on getting more member news 			
9	<p>The Conferences Co-ordinator, RE, mentioned importance of prevent meetings and event from crashing due to simultaneity. It must be ensured that Section's meetings and webinar do not overlap and crash. RE encouraged CCs to continuously check the events list on our website to avoid this situation.</p> <p>RE also mentioned that for the rest of the year after July, is still likely that an important number of members still unwilling to attend face-to-face event, so the recommendation is to organise hybrid events to give opportunities to attend them.</p>			
10	<p>MG informed that as per the European Public Policy Committee report, UK and Ireland Section will still considered as part of Europe. As a result, an extra \$5 will be paid by our Section's members to renew / activate their membership.</p>			
11	<p>MG presented two motions for ExCom consideration</p> <p>Motion 1: proposal for Diversity, Inclusion and Equity officer role Diversity and inclusion are critical to the success of the IEEE and to the engineering profession.</p>			



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	<p>IEEE UK and Ireland to create a Diversity, Equity, and Inclusion (DEI) officer role 2021. The appointed DEI officer will join the section ExCom committee to support the collection and tracking of diversity metrics and best practices across the section. The aim of this role is to:</p> <ul style="list-style-type: none"> • Develop and recommend mechanisms to improve diversity and inclusion in the section • Define, track, and publish diversity metrics, and best practices to highlight efforts and progress around diversity and inclusion happening at Section level. <p>The DEI officer is expected to collaborate with other R8 DEI committee and with Section leaderships.</p> <p>Motion 2: proposal for changes to the section by-laws:</p> <p>To change the term “chairman” to” chair” throughout the IEEE UK and Ireland ‘s bylaws:</p> <ul style="list-style-type: none"> • ARTICLE III - Officers <p>Sec. 1 The elected officers of the UK & IRELAND Section shall be: Chairman Vice Chairman = Chairman-Elect Immediate Past Chairman</p> <p>Sec. 2 The term of office of the Chairman shall be for two years consecutively Election to Chairman shall be through the office of Vice-Chairman. The Vice-Chairman shall be elected by ballot of voting members of the Section (as defined in II/2). Upon the retirement of the Chairman at the end of his or her term or by resignation, the Vice-Chairman shall succeed to the office of Chairman. The Chairman shall not be eligible for re-election to the office of Chairman until two years have elapsed after ceasing to be immediate past chairman.</p> <p>Both Motions were approved by ExCom.</p>	3	To support recruitment of the DEI officer	AH/MG
		4	EA to make amendments to the Section’s by-laws to include the approved changes. The new document will be uploaded on our website after being signed.	EA
12	<p>MG gave the welcome to the new Chapter Chairs:</p> <ul style="list-style-type: none"> • Jianing Li - Power & Energy Society CC • Bala Amavasai - Systems, Man, and Cybernetics Society CC • Mohsen Rahmani - Nanotechnology Council CC (Just formed) <p>MG also requested ExCom approval for the following Section’s Officer roles:</p> <ul style="list-style-type: none"> • Saumya Reni – UK and Ireland Assistant Secretary • Sohaib Qamar – UK and Ireland Professional Activities Chair <p>The suggested appointments were approved.</p>			
13	<p>JS started the Award ceremony explaining why the Section wants to recognise the members of the United Kingdom and Ireland Section who volunteered their time and made a significant contribution to the success of the section activities and mainly to the three top priorities:</p> <ol style="list-style-type: none"> 1. Getting closer to industry 2. IEEE Future direction technical initiatives 3. Humanitarian activities <p>Six members have been recognised this year:</p> <ul style="list-style-type: none"> • Lee Crudgington • Nick Wainwright • Arijit Bagchi • Hamid Pouran • Aneesh Rajeev • Farhad Fassih-Tash 			



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	<p>JS also mentioned that this is an annual award and for 2021 the deadline for submitting a nomination is 15th January 2022. Also mentioned that our members can reach him to get support for Fellow Member nominations. More details on:</p> <p>https://www.ieee-ukandireland.org/support-and-initiative-groups/awards-andrecognitions/#tab-6988cff29af817ca3b5</p> <p>Finally, JS thanked the outgoing Officers and Chapter Chairs</p> <ul style="list-style-type: none"> • Peter Hill - Section Historian • Patrick Luke - Professional Activities Chair • Panagiotis Papadopoulos (Panos) - Power & Energy Society • Richard Mitchell - Systems, Man, and Cybernetics Society 			
14	<p>Any other Business</p> <p>AH suggested that the Section may dedicate any surplus money to humanitarian activities.</p>			
15	Next Meeting: Autumn 2021			

Actions arising from Autumn Meeting 13th November 2020		
No	Item	Person
1	WM to share the 2020 Membership Development report	WM
2	Matthew will prepare a proposal to recognise / appreciate the effort made by our volunteers during this pandemic. The idea is to encourage, ease and support further online engagement with our members, covering some costs relating to volunteer efforts working online. Volunteers can share with MaG any idea / suggestion in this respect.	MaG
3	To support recruitment of the DEI officer	AH/MG
4	EA to make amendments to the Section's by-laws to include the approved changes. The new document will be uploaded on our website after being signed.	EA

Eduardo Audiche
December 2020

