

**Section Spring Meeting**  
**29<sup>th</sup> April 2022**  
 09h30-12h00  
**Chapter Chairs (CC) Meeting**  
 Hybrid Event – GCU - Glasgow

**MINUTES**

Agenda		Actions		
No	Description	No	Item	Person
	<p><b>Attendees in Person:</b>            Izzet Kale (<b>IK</b>), Eduardo Audiche (<b>EA</b>), Nick Wainwright (<b>NW</b>), Lee Crudgington (<b>LC</b>), Ali Hessami (<b>AH</b>), Rod Muttram (<b>RM</b>), Annabel Latham (<b>AL</b>), Saumya Reni (<b>SR</b>), Richard Pitwon (<b>RP</b>), Radhakrishna Prabhu (<b>RaP</b>), Bing Ji (<b>BJ</b>), Elhadj Benkhelifa (<b>EB</b>), Hujun Yin (<b>HY</b>), Krishna Busawon (<b>KB</b>), Hongmei He (<b>HH</b>), Nauman Aslam (<b>NA</b>)</p> <p><b>Attendees via Zoom:</b>            Brian Harrington (<b>BH</b>), Jianing Li (<b>JL</b>), Miriam Cunningham (<b>MC</b>), Marwan Al-Akaidi (<b>MA</b>), Peter Kennedy (<b>PK</b>), Frank Wang (<b>FW</b>), Liam O'Brien (<b>LO</b>), Vishal Sharma (<b>VS</b>), Nikos Athanasopoulos (<b>NA</b>), Nazila Fough (<b>NF</b>), Prashant Pillai (<b>PP</b>), Richard Gault (<b>RG</b>), Mohsen Rahmani (<b>MR</b>), Nikos Athanasopoulos (<b>NA</b>), Max Smith (<b>MS</b>), Matthew Ritchie (<b>MR</b>), Kia Dashtipour (<b>KD</b>)</p> <p><b>Keynote Speaker:</b>            Mike Hinchey</p> <p><b>GCU Host:</b>            Ibrahim Kucukdemiral</p>	1	A total of 35 participants attended the Section Autumn Meeting. 18 ExCom members in person and 17 ExCom members virtually.	
	<p><b>Apologies:</b>            Wim Melis, Mona Ghassemian, Matthew Gream, Noel Gomez (NG), Jan Sykulski (JS), Roy Edis, Masood Ur Rehman, Qammer, Abbasi, Symon Podilchak, Paul Cunningham, Sohaib Qamar Sheikh, Jun Liu, John Gray, Hoa Le Minh, Demian Coyle, Amir Hussain, Jonathan Roscoe, Christopher James</p>			
	<p>The meeting commenced at 0930 hrs. with enough quorum to carry on the session.            The agreed Agenda was:</p> <ol style="list-style-type: none"> <li>1. Introductions and Welcome – Prof. Scott McMeekin, Vice Dean GCU / Izzet Kale</li> <li>2. Apologies – Eduardo Audiche</li> <li>3. Minutes of Autumn Section Meeting 2021 – Eduardo Audiche</li> <li>4. Report on Chapters, Affinity Groups and Future Directions (Single slide) - Chairs</li> <li>5. Report on L31 Submissions – Lee Crudgington</li> <li>6. Chapters Leadership and Responsibilities – Izzet Kale</li> <li>7. Appointments – Izzet Kale</li> </ol>			
1	Glasgow Caledonian University Vice-Dean, Professor Scott McMeekin, gave the welcome words on behalf of GCU. Then our Section Chair, Izzet Kale, gave a short the welcome address to attendees and thanked everyone that joined the Spring / AGM meeting in person and via Zoom.			

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2	EA reported on apologies for non-attendance.			
3	Minutes of the 26 <sup>th</sup> October 2021 Autumn CC meeting and ExCom meeting were proposed for to approval. EA highlighted the actions on the minutes checking their status and resolution. The meeting minutes were unanimously approved by ExCom.			
4	Oral Reports (~5 min) on Chapters key achievements, current plans and focus areas 2022 including goals, KPIs, challenges, and resources. All Chapter Chairs presented based on their report submissions using the one-page slide template. The one-page slide and the full reports are available at the link below: <a href="https://www.ieee-ukandireland.org/section-meetings/annual-general-meeting-29th-april-2022/">https://www.ieee-ukandireland.org/section-meetings/annual-general-meeting-29th-april-2022/</a>			
5	LC gave the attendees a summary of the L31 Submissions Guide and Deadlines. <ul style="list-style-type: none"> <li>• Two L31 reports per year, including attendance information</li> <li>• 3<sup>rd</sup> Friday in February deadline, additional 10% bonus to the total rebate.</li> <li>• Six or more meetings (and reporting by above deadline) shall receive an additional US\$75.</li> <li>• A Chapter or Affinity Group to be placed on probation if reports are not submitted for two consecutive years and dissolved after three years of inactivity.</li> <li>• The hard deadline is the 15th March to avoid probation.</li> <li>• New Categories: Professional, Non-Technical, Humanitarian, Pre-U STEM.</li> <li>• Only technical activities will qualify the chapter for rebate.</li> </ul> LC also reminded attendees to ensure the correct chairperson is registered on IEEE vTools. He suggested to add executive committee to the roster, for access to OU Analytics and vTools Events.			
6	IK highlighted the importance of complying with IEEE rules. He mentioned that the Section has Chapter Chairs which have been on the role for too many years and now it is time to make changes. IK will request that all Chapters create a succession plan to understand when the leadership will be transferred and how. IK explained that Vice-Chairs should be the next Chairs so every chapter should appoint a Vice-Chair knowing this person will become the next Chair. IK also requested that Chapter Chairs ensure all events are promoted on our website to make them available to all our members. Finally, IK asked for crossed-chapter events where CCs co-organise activities involving those chapters that are related, not only within the UK and Ireland but internationally, and each event should as a minimum have one co-sponsoring chapter from the Section. IK also requested that not only chapter chairs create succession plans, but all colleagues on ExCom and other positions in the Section do the same	2	IK and LC will contact chapter chairs to discuss succession plans.	IK, LC Chapter Chairs
7	IK requested ExCom approval for the following Chapter Chairs / Section's Officer roles: <ul style="list-style-type: none"> <li>• <b>Radhakrishna Prabhu</b> - Chair Oceanic Engineering Society Chapter</li> <li>• <b>Prashant Pillai</b> - Chair Blockchain Group</li> <li>• <b>Elhadj Benkhelifa</b> - Education Affairs Officer</li> </ul>			

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No	Description	No	Item	Person
	<ul style="list-style-type: none"> <li>• <b>Liam O'Brien</b> - Chair Magnetics Society Chapter</li> <li>• <b>Bing Ji</b> – Chair Power Electronics Society Chapter</li> <li>• <b>Miriam Cunningham</b> – Chair Social Implications of Technology Chapter</li> <li>• <b>Nauman Aslam</b> – Chair Communications Society Chapter</li> </ul> The suggested appointments were approved.			

Actions arising from Autumn Meeting 16 <sup>th</sup> November 2021		
No	Item	Person
2	Meeting with Chapter Chairs to discuss succession plans	IK / LC

Eduardo Audiche  
May 2022

