



Section Spring Meeting

28th April 2023

09h30-12h00

Chapter Chairs (CC) Meeting

Hybrid Event – Cardiff University, Park Place, Cardiff, CF10 3AT

MINUTES

No	Description	No	Action Item	Person
	<p>Attendees in Person: Izzet Kale (IK), Paul Cunningham (PC), Saumya Reni (SR), Nick Wainwright (NW), Akin Delibasi (AD), Lee Crudgington (LC), Eduardo Audiche (EA), Ali Hessami (AH), Nagham Saeed (NS), Elhadj Benkhelifa (EB), Nauman Aslam (NA), Mike Hinchey (MH), Nazila Fough (NF), Ibrahim Kuckumdemiral (IbK), Mohsen Rahmani (MR), Sillas Hadjiloucas (SH), Sohaib Sheikh (SS), Miriam Cunnigham (MC), Radhakrishna Prabhu (RP), Richard Pitwon (RP), John Gray (JG), Mary He (MH), Jun Liu (JL), Roderick Muttram (RM), Julian Le Kernec (JK), Andreas Demosthenous (AD), Wim Melis (WM), Sevket Cetinsel (SC), Sheng Wang (SW)</p> <p>Attendees via Zoom: (Some participants were partially present) Farhad Fassihi (FF), Caroline Li (CL), Hujun Yin (HJ), Hamid Pouran (HP), Brian Harrington (BH), Liam O' Brian (LB), Krishna Busawon (KB)</p> <p>Keynote Speaker & CU Host: Prof. Adrian Porch - Professor, School of Engineering, Cardiff University</p>		<p>A total of 37 participants attended the Section Spring Meeting. 30 ExCom members in person and 7 ExCom members virtually.</p> <p>Several colleagues joined and left the meeting according to their availability or left after making their contribution or presentations. The Zoom record has the details.</p>	
	<p>Apologies: Alistair Duffy, Charles Turner, Leila Musavian, Marwan Al-Akaidi, Matthew Gream, Mona Ghassemian, Tony Davies,</p>			
	<p>The meeting commenced at 09:30 hrs. and had quorum to carry on the session.</p> <p>The agreed Agenda was:</p> <ol style="list-style-type: none"> Welcome talk by Prof. Adrian Porch, School of Engineering, Cardiff University. Opening - Izzet Kale Apologies – Saumya Reni Minutes of Autumn Section Meeting 2022 – Saumya Reni Report on Chapters, Affinity Groups, Technical Councils (Single slide) - Chairs Report on L31 Submissions – Lee Crudgington Chapters Chairs and ExCom Succession Plans – Izzet Kale/Lee Crudgington IEEE Conferences in UK and Ireland – Ibrahim Kuckdemiral Diversity, Equity & Inclusion Strategy – Vishal Sharma / Salma Alarefi Section Treasurer's Financial Report – Matthew Gream 			



No	Description	No	Action Item	Person
1	Prof. Adrian Porch, School of Engineering, Cardiff University gave brief the welcome talk to his institution.			
2	Section Chair, Izzet Kale, gave a short welcome address to the attendees and thanked everyone that joined the meeting in person and via Zoom.			
3	SR reported on apologies for non-attendance.			
4	Minutes of the 27 th October 2022 Autumn CC meeting and AGM were proposed for approval. SR highlighted the actions on the minutes checking their status and resolution. The meeting minutes were unanimously approved by ExCom.			
5	Oral Reports and presentation (~5 min) on Chapters key achievements, current plans and focus areas 2023 including goals, KPIs, challenges, and resources by the Chapter chairs. The one-page slide and the full reports are available at the link below: Annual General Meeting 28th April 2023 - IEEE - UK and Ireland Section			
6	LC gave the attendees a summary of the L31 Submissions Guide and Deadlines. <ul style="list-style-type: none"> • Two L31 reports per year, including attendance information • 3rd Friday in February deadline, additional 10% bonus to the total rebate. • Six or more meetings (and reporting by above deadline) shall receive an additional US\$75. • 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. • The hard deadline is the 15th March to avoid probation. • New Categories: Professional, Non-Technical, Humanitarian, Pre-U STEM. • Only technical activities will qualify the chapter for rebate. 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.			
7	Following up on what was discussed in the Autumn Meeting, LC highlighted the importance of succession plans on Chapter and Technical council leadership. LC and IK have contacted long serving chapter chairs and discussed their succession plans, 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, with assured continuity. 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.	1	LC and IK will continue to contact chapter chairs to finalise succession plans.	LC, IK Chapter Chairs



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8	<p>IbK in his presentation on Chapter coordination highlighted the importance of having high-quality events that has genuine scientific values and can demonstrate growth in terms of participant numbers. IbK encouraged the members to plan and prepare in advance, giving ample notice to the Chair and conference coordinator for support and promotion and at least 12 months in advance and preferably 18 months. IbK also mentioned the chapter chair agreements that the section promote and also the section approvals which highlighted the responsibility of the organisers to serve, communicate, and collaborate with the Section and plan event with proper scrutiny. Full report on this is available through the following link : events-conferences-04-23-report.pdf (iee-ukandireland.org)</p>			
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9	<p>Vishal Sharma presented the report on Diversity, Equity and Inclusion strategy group. Key plans, activities and achievements can be found on: dei-04-23-report (iee-ukandireland.org)</p>			
10	<p>A full financial report for 2022, and the position and budget for 2023 can be found at IEEE UK&I Section - Finance - Report, AGM, April 2023 (iee-ukandireland.org)</p>			

Actions arising from previous meetings.

<u>No</u>	<u>Item</u>	<u>Person</u>
1	Continue to make contact via email with Chapter Chairs and Affinity Group Leaders to finalise succession plans.	LC / IK

Saumya Reni
22nd July 2023



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