1. Call to Order, Roll Call and Introductions.
The IEEE-Eta Kappa Nu (IEEE-HKN) Board of Governors met on 18 February 2018 at the
Swan Hotel, Orlando, Florida. Chair Steve Watkins called the meeting to order at 8:36 am EST.
A member quorum was confirmed and attendance was as follows:

**IEEE-HKN Board Members Present**
Steve E. Watkins, President
Tim Kurzweg, Past President
Ed Rezek
Kathleen Lewis
Michael Benson
Sean Bentley
Enrique Tejera
Karen Panetta, President-Elect
Ron Jensen
James Conrad
Kyle Lady
Rakesh Kumar
John DeGraw

**IEEE-HKN Board Members Absent**
N/A

**Other Attendees Present (Ex-officio Members, Staff, Committee Chairs, Guests, etc.)**
Nancy Ostin, Director, IEEE-HKN
Marcus Huggans, Secretary, IEEE-HKN
Karen Galuchie, IEEE Foundation
Aaron Novelle, Staff, IEEE-HKN

2. Review and Approval of the Consent Agenda.
The motion to approve the Consent Agenda was submitted, the motion passed with the
following results:
- Approval of the January 2018 Board Minutes
  (reference agenda item 11)

3. Review and Approval of Agenda.
The motion to approve the Agenda was submitted, the motion passed.
(reference agenda item 13)
4. President’s Remarks
Chair Steve Watkins made a president’s report, with the following items:
  - Board member introductions.
  - Overview of “what” IEEE-HKN is, and what the goals are for 2018.
  - IEEE-HKN’s position within the IEEE Educational Activities Board (EAB).
  - IEEE-HKN’s The Bridge Magazine (Note: three issues a year and 4th consecutive year of
    winning an Apex Award).
    o Action Item: The Editorial Board of the Bridge/Strategic Planning committee is
      to report back by the May meeting on the role and target of The Bridge, including
      target audience, usage and goals moving forward, what content should be created
      and featured moving forward,
  - Potential membership in the Association of College Honor Societies (ACHS) (Note:
    Advantages of membership and prior HKN membership). Significant work is needed to
    conform to current ACHS standards.
  - Important upcoming dates: Next meetings on March 29, April 26, and May 24.
  - Report on the upcoming installation of multiple International chapters, including Khalifa
    University and American University of Sharjah in the UAE in March.
    (reference agenda item 14)

5. Executive Session
The Board entered Executive Session at 9:20am, and exited Executive session at 10:11am. Karen
Galuchie of the IEEE Foundation was invited to participate.
The Executive Session discussion resulted in a motion that the three presidents and the Director
of IEEE-HKN move forward to negotiate a potential endowment gift, the motion passed.

6. Finance Committee Report
Ron Jensen presented the Finance Committee Report, gave an overview of IEEE-HKN income
and expenses, and led a discussion of how finances impact operations. Financial Strategy was
discussed with respect to a goal of financial stability. Possible sources of income growth were
noted as well as anticipated growth in expenses. (Sean Bentley noted that the requirement of an
IEEE membership would disqualify the organization for ACHS admission; IEEE membership
would need to be a “free” addition to the $70 fee to satisfy ACHS criteria.)
Ron reminded the Board that philanthropy is critical to our growth of income and asked that the
IEEE-HKN BOG commit to be 100% giving since participation is an important message to send
to donors. He noted that Board members should be involved in soliciting donations (such as
individual notes to donors) and that compelling stories are useful in donor outreach. The
development Ad-Hoc Committee has a charge of developing a philanthropy plan.
 (reference agenda item 16)

7. Proposal for update to Election Tie Procedure
Tim Kurzweg presented a motion from the Nominations Committee for updating the HKN Operations Manual with regard to ties in IEEE-HKN elections. The proposal is for ties to be broken by majority vote of the three presidents, **the motion passed**. The updates will be submitted for approval at the next EAB meeting. (reference agenda item 17)

**8. Awards Committee Update**
Karen Panetta presented an update on the Awards Committee and the current deadlines and volunteered to be a board liaison with the awards committee. (reference agenda item 18)

Ron Jensen presented the report on the Journey Mapping exercise illustrating the three portions of the process and the desired student experience.
The goals of the 2018 Journey Mapping exercise were described in relate to a number of IEEE-HKN 2018 Goals. The next steps will be to review the results of the student experience with student leaders via teleconference calls as well as to extend the exercise for Faculty Advisors, Student Leaders, Young Professionals, and Alumni.
A further discussion regarding ways to further enrich student experiences and various advisory positions will also be held in the upcoming months, and will potentially include Faculty advisors and Alumni members (reference agenda item 19)

**10. Website Update**
Aaron Novelle presented the website report and demonstrated aspects of the website. The modularity and turnaround time for updates were highlighted.
A request was made for each member of the Board to create a blog item before the next Board meeting. Additionally, a coupon code giving a small discount in the Store is to be created by Aaron Novelle for successful blog creation. The coupon should be implemented before the May Board meeting. (reference agenda item 20)

**11. Metrics Operational and Signature activities**
Steve Watkins led a discussion of the 2018 Board priorities and metrics.
The Board broke into two groups:
- “What is HKN” item, including an elevator pitch and future plans to improve it.
  (Led by Steve Watkins)
- Discussion of 2019 goals.
  (Led by Karen Panetta)
(reference agenda item 21)

**12. Student Leadership Conference Update**
Michael Benson presented the Student Leadership Conference update. The Board was briefed on the 2018 conference and the challenges it faces. Discussion followed on how to create a successful conference in the future. (reference agenda item 28)
13. Ritual Committee/Chapter Experience update
Michael Benson presented the Ritual Committee/Chapter Experience report. The Ritual committee report focused on ways its activities can align with the strategic goals of the Board for 2018. The Chapter Experience report included discussed its activities related to elevating the Chapter Experience, the growth of Chapter Leaders meetings, and the Slack system (reference agenda item 29).

14. GDPR Update
Tim Kurzweg presented a brief update on the IEEE GDPR process, with an action item for a full report at the upcoming Board meeting.

15. Presidents Closing Remarks
Steve Watkins presented his closing remarks, giving an overview of the action items required for the upcoming Board meetings, discussing how many Board members wished to attend the Student Leadership Conference, and reviewing with the Board the thoughts on the in-person meeting and their goals moving forward.

16. Old Business
There was no Old Business

17. New Business
There was no New Business.

18. Adjournment

The Motion to Adjourn was made at 4:44 pm EST, the motion passed.

Submitted by:

Marcus Huggans, Secretary
Aaron Novelle, IEEE-HKN Program Manager
Appendix

Dennis Leitterman  Alumni Committee Chair
Pamela Jones  Awards Committee Chair
Ed Rezek  Outstanding Chapter Award Subcommittee Chair
John DeGraw  Outstanding Student Award Subcommittee Chair
Stephen Phillips  Outstanding Teaching Award Subcommittee Chair
Jamal Madni  Outstanding Young Professional Award Subcommittee Chair
J. David Irwin  Distinguished Service Awards Award Subcommittee Chair
H. Vincent Poor  Eminent Member Subcommittee Chair
Alan Willson  Outstanding Technical Achievement Award Subcommittee Chair
Tim Kurzweg  Nominations and Appointments Chair
Katie Lewis  PR & Communications, Chair
Michael Benson  Ritual Committee Chair
John Orr  Tellers Committee Chair
Sahra Sedigh  Co-Editor in Chief, Bridge Editorial Board
Stephen Williams  Co-Editor in Chief, Bridge Editorial Board
Enrique Tejera  Globalization Chair
Sean Bentley  Faculty Advisor Ad Hoc Chair
James Conrad  Conference Ad Hoc Chair
John Orr  History Ad Hoc Chair
Amy Jones  Model Induction Ad Hoc Chair
S. K. Ramesh  Development Ad Hoc Chair
Frederick Berry  Professional Member Ad Hoc Chair
Kyle Lady  Website Support, Chair
Ron Jensen  Journey Mapping, Chair
Tim Kurzweg  GDPR Ad-Hoc Chair