1. **Call to Order, Roll Call and Introductions.**
The IEEE-Eta Kappa Nu (IEEE-HKN) Board of Governors met on 26 April 2018 on the WebEx meeting platform. President Steve E. Watkins called the meeting to order at 2:30pm EDT. 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
- Enrique Tejera
- Michael Benson
- Sean Bentley
- Kathleen Lewis
- 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
- Aaron Novelle, Program Manager, IEEE-HKN
- Burt Dicht, Director, Student & Academic Education

2. **Review and Approval of the Consent Agenda.**
The Mu Rho Operations Manual was removed from the consent agenda and was added to Old Business. A motion was made to approve the consent agenda as revised, **motion passed.** This motion included:
- 1. Approval of the March 2018 Board Minutes and
- 2. Approval to establish the Mu Tau Chapter at Waseda University, Tokyo, Japan.
  (Reference agenda item 11)

3. **Review and Approval of Agenda.**
A motion was made to add the website committee report to the end of the agenda and approve the modified Agenda as submitted, **the motion passed.**
(Reference agenda item 14)
4. President’s Report
Steve Watkins presented the President’s report, highlights include:
- A brief reminder of upcoming dates including the EAB meeting and Awards deadlines,
- HKN on the Move: 3 new chapters installed and 4 new chapters awaiting installation,
- A recap of the Student Leadership conference (SLC),
- The Key Chapter recognition: 54 Chapters recognized this year at the SLC,
- A reminder of the next meeting teleconference on 24 May, and
- A reminder to submit potential agenda items by 3 May.
(Reference agenda item 15)

5. Executive Session
N/A

6. Nominations Process report
Tim Kurzweg presented an update on the nominating process for the 2019 Board of Governors election. Governor Kurzweg detailed the process for nomination by IEEE-HKN chapters and members for all open positions, as well as the process for nominations for the IEEE-HKN President-Elect by the Educational Activities Board (EAB) Nominations and Appointments Committee.
(Reference agenda item 17)

7. GDPR Update
Tim Kurzweg presented an update on implementation of GDPR in IEEE. Key items included:
- IEEE privacy policy and the upcoming email campaigns for opt-in consent and
- IEEE-HKN lifetime member status will allow IEEE-HKN members will receive information related to their membership regardless of whether or not they click to accept the privacy policy.
- Legitimate business interest clause of GDPR allows us to contact members to fulfill membership contract.
- Members always have the option to unsubscribe from individual communications.
(Reference agenda item 18)

8. Graduate Student Pilot Workshop Report
Nancy Ostin reported on the Graduate Student Pilot project “Pathways to Industry” which was held in conjunction with the Electrical and Computer Engineering Department Heads Association (ECEDHA) on 19 March 2018.
Lessons Learned from the pilot include:
- Participation must be affordable for students,
- Timing and location impact ability to participate or travel,
- Industry are interested in interacting with and engaging students,
- The opportunity to network with Industry and University officials was identified as a top benefit,
- None of the attendees reported similar offerings at their Universities, and
- All attendees expressed interest in future programs particularly in career and personal development, as well as financial and project management.
Ed Rezek made a motion to declare the “IEEE-HKN Pathways Program: Pathways to Industry Workshop” a success and that it met all of the Board of Governors intended goals. **The motion passed unanimously.**
(Reference agenda item 19)

**9. PR & Communications Report**
Katie Lewis presented the PR & Communications Committee goals for the year. They were
1. Create an active and sustainable blogging community,
2. Increase social media presence to attract funding, and
3. Populate the website with more resources to help chapters.
Student Governor Lewis is recruiting members for her committee, and asked the Board for recommendations and assistance.
(Reference agenda item 20)

**10. 2018 SLC Board Comments**
The Board discussed the 2018 Student Leadership Conference and provided feedback for Jim Conrad and the Conference Committee Ad Hoc, these included:
- A large percentage of Graduate Students and students close to graduation.
- Chapters benefit when younger students attend the conference.
- More communication is needed about IEEE-HKN as it relates to awards.
- The Entrepreneur panel was popular and the students were engaged.
- Not a lot of information goes back to the chapters.

**11. Conference Ad hoc Committee Report**
Jim Conrad presented the committee recommendations for future IEEE-Eta Kappa Nu Student Conferences. The report included information gathered throughout the conference and student feedback on:
- Timing of the conference,
- Content, and
- Attracting more chapters and members.
The Conference Ad Hoc Committee made two motions:

**Motion 1**
1. HKN reaffirms the importance of hosting an annual student conference,
2. HKN will produce conferences in Fall 2019 and Fall 2020,
3. HKN will explore separate training meetings for Spring 2019 and Spring 2020, and
4. HKN endorse the addition of a standing Conference Committee.
**The motion passed**
Motion 2
The Conference Ad hoc Committee is charged with soliciting location proposals for 2019 and 2020, submitting recommendations for approval to the board, and preparing a proposal for a program template, a committee charter, and operations manual change and that the Conference Ad hoc Committee and HKN staff be empowered to pursue industry contributors. The Conference Ad-Hoc committee will work with the Strategic Planning committee and the Board to set overall goals for a Conference Committee and for Industry Partnerships/Sponsorships.

The motion passed

(Reference agenda item 22)

12. Member Processing Update
The meeting ended before this item could be addressed.

13. Strategic Communication
The meeting ended before this item could be addressed.

14. Website Ad Hoc Committee Report
The meeting ended before this item could be addressed.

15. Old Business
Mu Rho Operations Manual
The meeting ended before this item could be addressed.

16. New Business
There was no New Business.

17. Adjournment
The Motion to Adjourn was made at 4:05 pm EDT, the motion passed.

Submitted by:

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