Minutes of the Meeting
14 June 2018

Approved July 26, 2018

1. Call to Order, Roll Call and Introductions.
The IEEE-Eta Kappa Nu (IEEE-HKN) Board of Governors met on 14 June 2018 on the WebEx meeting platform. President Steve E. Watkins called the meeting to order at 2:30 pm EDT. A member quorum was confirmed, and attendance was as follows:

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

**IEEE-HKN Board Members Absent**
Tim Kurzweg, Past President
Sean Bentley
Kathleen Lewis

**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 Programs

2. Review and Approval of the Consent Agenda.
Michael Benson asked that the May 24, 2018 minutes be removed from the Consent agenda. A motion was made to approve the revised Consent Agenda; the **motion passed**. This motion included approval of the following 2018 IEEE-HKN Awards Winners
- Outstanding Teaching Award,
- Outstanding Young Professional Award, and
- Distinguished Service Award.

3. Review and Approval of Agenda.
A motion was made to approve the updated agenda as presented; the **motion passed**.
4. Approval of the May Minutes
Michael Benson asked whether motions should have names of originators and seconds attached, and he was informed that currently EAB follows the policy of not including names for motions.
A motion was made to approve the minutes of the May 24, 2018 Board of Governors Meeting; the motion passed.

5. President’s Report
Steve E. Watkins presented the President’s report with the following highlights.
- IEEE-HKN as part of the current IEEE Foundation Campaign.
- Board of Governors meeting schedule for the remainder of the year.
- Discussion on the recording of board meetings.
- HKN Nominations and Appointments committee update, regarding the election procedure for when there are two positions (Student Representative) and the minimum number of candidates required for each position.
(Reference agenda item 15)

6. Executive Session
N/A

7. MGA Alignment Report
Ron Jensen presented on behalf of the MGA Alignment Ad Hoc Committee. His report noted that vTools have been enabled for HKN. In particular, the roster tool is a key aspect of what the Chapters will be able to use in the future to report their officers and Faculty Advisors. He stressed that the Faculty Advisors will be the key to ensuring the rosters remain updated and access is maintained. A rollout including training and the use of these tools will begin in September 2018.
Ron Jensen discussed the MGA Student Activities Committee (SAC) and HKN. HKN is a voting member of the SAC. It is very important that HKN send our Student Representative to attend and to collaborate with SAC as work proceeds for aligning the two programs.
(Reference agenda item 17)

8. Finance Committee Report
Ron Jensen presented the Finance committee report. The May 2018 Financials indicate a small loss versus budget that is mostly due to timing of expenses and income. HKN is tracking to be on or close to budget at year end. He explained that the increase in volunteer travel was due to travel cost to install new chapters. HKN has installed five international chapters during the period.
The 2019 Budget process has started. The target budget was distributed and reviewed by the finance committee. Since the only changes that can be made are either to reduce expense or to increase revenue and since there is a 2.5% surplus required, no changes were made.
The current numbers are Revenue of $520.3k and Expenses of $500.6k for a balance of +$19.6k.
The Finance Committee is developing a five-year financial plan to anticipate new and growing programs to best meet the needs of our members and then a revenue plan to support the growth.
(Reference agenda item 18)
9. **Strategic Planning Committee Report**
Karen Panetta presented the Strategic Planning Committee Report, giving an update on each of the strategic goals for the year:
1. Financial Security
2. Faculty Advisors
3. Conferences
4. Awareness and Branding
5. Chapter Experience
(Reference agenda item 19)

10. **Old Business**
There was no Old Business.

11. **New Business**
Michael Benson presented an update on the IEEE-HKN Chapter Leaders Meeting, attaching the minutes of the latest minutes to the reports section of the agenda.
(Reference agenda item 24)

12. **Adjournment**
The Motion to Adjourn was made at 3:38 pm EDT; **the motion passed**.

Submitted by:

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