**Minutes of the Meeting**

**27 September 2018**

**Approved, 25 October 2018**

**1. Call to Order, Roll Call and Introductions.**

The IEEE-Eta Kappa Nu (IEEE-HKN) Board of Governors met on 27 September 2018 on the WebEx meeting platform. President Steve E. Watkins called the meeting to order at 2:49 pm EDT. A member quorum was confirmed, and attendance was as follows:

**IEEE-HKN Board Members Present**

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| --- | --- |
| Steve E. Watkins, President | Karen Panetta, President-Elect |
| Tim Kurzweg, Past-President  Ron Jensen | John DeGraw  Sean Bentley |
| Ed Rezek | Rakesh Kumar |
| Michael Benson | Enrique Tejera |
| James Conrad |  |

**IEEE-HKN Board Members Absent**

|  |  |
| --- | --- |
| Kyle Lady | Katie Lewis |

**Other Attendees Present (Ex-officio Members, Staff, Committee Chairs, Guests, etc.)**

|  |  |
| --- | --- |
| Nancy Ostin, Director, IEEE-HKN  Marcus Huggans, Secretary, IEEE-HKN  Burt Dicht, Director, EAB | Witold Kisner, EAB Vice President  Rachel Warnick, EAB, Manager, Governance and Project Management |

**2. Review and Approval of the Consent Agenda.**

A motion was made to approve the Consent Agenda; **the motion passed.** The motion included approval of the 23 August 2018 minutes.

(Reference agenda item 12)

**3. Review and Approval of Agenda.**

A motion was made to approve the agenda as presented; **the motion passed**.

**4. President Remarks**

Steve E. Watkins submitted his President’s Report with the following highlights:

* The President recently visited the University of Missouri-Columbia, Iota Chapter.
* The IEEE-HKN Elections will be held from 1 October through 1 November. Each active University and Alumni Chapter has one vote for president-elect and at-large governor and two votes for the two student governor positions. Each chapter in Regions 3-4 has a vote for the Region 3-4 Governor. The ballots will be sent on 1 October.
* The October edition of *THE BRIDGE* has been completed and will be distributed in October. The theme is “Bridging Academic Excellence to Lifetime Excellence.”
* The LA Alumni chapter has announced the 2018 Outstanding Student Award winner, honorable mentions, and finalists. The recognitions are as follows

**OSA Winner**: Ramandeep Vikhu, Gamma Chapter of Ohio State University

**Honorable Mentions**:

Li Guan, Gamma Theta Chapter at Missouri S&T and

Carrie Smith, Mu Iota Chapter at Seattle University

**Finalists**:

Braden Walker Heid, Beta Kappa Chapter at Kansas State University;

Pavan S. Holur, Iota Gamma Chapter at UC Los Angeles;

Reid Long, Sigma Chapter at Carnegie Mellon University; and

Jingcheng Lu, Epsilon Omicron Chapter at University of Delaware.

The Outstanding Student Award will be presented at the Electrical and Computer Engineering Association (ECEDHA) Award dinner 25 March 2019 in Tucson, AZ.

* HKN has been invited to promote the IEEE-HKN Blockchain 4-5 December 2018. For each person that registers with the HKN code, HKN will get a revenue share.
* IEEE-HKN Events upcoming Events include Founders Day on 28 October, a table at the Frontiers in Education Conference on 4-5 October, and a session at Technology Time Machine Meeting on 31 October -31 November,
* IEEE-HKN Professional Inductions ceremonies are planned for the IEEE Foundation Meeting on 10 November 2018 and at the Educational Activities Board Meeting on 17 November 2018.
* The next three meetings of the BOG are off cycle due to holidays and the meeting series.

Thursday 25 October, 2:30-4:00 pm ET

Submit Agenda Items 4 Oct.; 3Ps Mtg. for Week of 8 Oct.

Wednesday 14 November, 2:30-4:00 pm ET   
Submit Agenda Items 1 Nov.; 3Ps Mtg. for Week of 5 Nov.

Thursday 13 December, 2:30-4:00 pm ET

Submit Agenda Items 29 Nov.; 3Ps Mtg. for Week of 3 Dec.

(Reference agenda item 14)

**5. Approval of University of Evansville – Mu Chi Chapter.**

President Watkins noted that the University of Evansville (Indiana) has been operating as a provisional chapter under the old Eta chapter designation for over twenty years. The host department is an accredited program and has grown to sufficient enrollment numbers to support regular chapter. Director Ostin has obtained the new chapter application materials.

A motion was made and seconded to approve the Mu Chi (University of Evansville) chapter. A motion to amend was made to allow the Mu Chi chapter to submit an Outstanding Chapter nomination for the current year. **The amendment passed and the amended motion passed.**

(Reference agenda item 15)

**6. Executive Session**

A motion was made to enter into Executive Session; **the motion passed**.

Withold Kisner, Rachel Warnick, Burt Dicht, and Marcus Huggans were invited to participate.

The Board entered Executive Session at 2;52 pm (ET) and exited Executive session at.2:59 pm (ET).

The Executive Session considered a motion to approve Dave Forney, John Hennessey, and Robert Metcalf, as HKN Eminent Members per action of the Eminent Member Committee; **the motion passed in Executive Session.**

(Reference agenda item 16)

**7. Your Membership Job Board/Career Center**

Director Nancy Ostin presented a proposal to add a Job Board to our portfolio. The Finance Committee has reviewed the proposal and recommends the concept.

The proposal is from Your Membership (YM), an employment sourcing company. YM will create and manage the Job Board at no cost to HKN. The membership fee comes from the sales. IEEE-HKN get 75% of all sales and YM get 25% of all sales. Positive components of the proposal are a new source of revenue and a new member benefit. The 2014 Market Scan identified a job/career center and recruiting feature as a viable business model for non-dues revenue. Karen Panetta mentioned that some of her students have been successful at getting job offers from Job Boards.

A motion was made and seconded that a formal arrangement for a Job Board with YM be pursued and that the Finance Committee review the contract for presentation at the October meeting to finalize; **the motion passed**.

(Reference agenda item 17)

**8. Conference Committee**

Governor Jim Conrad presented an update on behalf of the Conference Committee. The committee is expecting to receive proposals from chapters on 15 October and has scheduled a meeting to review and discuss. The committee noted the selection criteria for conference proposals. Committee to-do items include training sessions at the conferences and completion of the conference manual.

(Reference agenda item 18)

**9. Finance Committee Report**

Governor and Treasurer Ron Jensen presented an overview of the HKN finances and budget with current budget status and projected year-end status. The following items were highlighted.

* The dues increase this year has resulted in increased revenue with very few complaints from the membership.
* *THE BRIDGE* expenses have been reduced by moving from Allen Press to NxtBooks.
* Volunteer travel expenses are running above budget.
* The Student Leadership Conference did not have the expected revenue in sponsorship.

The Finance Committee anticipates that 2019 will be very strong year. Currently the committee is working to link our Strategic Plan to a Financial Strategy, i.e. increased revenues to support the plan.

(Reference agenda item 19)

**10. HKN Strategic Financial Plan**

Governor Ron Jensen discussed the Financial Strategy Plan in development. The work involves the future financial needs of HKN to go “From Good to Great.” This initiative requires consideration of bold and different ways to grow our revenue and build programs and services that will inspire member contributions and industry sponsorships.

(Reference agenda item 20)

**11. Discussion of 2019 Goals/Strategic Planning Committee**

The Strategic Planning committee is working to finalize 2019 goals, as well as tracking our progress on the 2018 goals. Each Board Member is invited to send their ideas or comments to Karen Panetta or join the Friday conference calls, 11am – 12pm (ET).

(Reference agenda item 21)

**12. Old Business**

There was no Old Business.

**13. New Business**

There was no New Business

**14. Adjournment**

The Motion to Adjourn was made at 4:01 pm EDT; **the motion passed.**

Submitted by:

Marcus Huggans, Secretary, IEEE-HKN

Nancy Ostin, Director, IEEE-HKN

