**Minutes of the Meeting**

**23 August 2018**

**Approved 27 September 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 | Kyle Lady |
| James Conrad |  |

**IEEE-HKN Board Members Absent**

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| --- | --- |
| Enrique Tejera | Katie Lewis |

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

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

***President Remarks (Steve Watkins)***

University of Missouri Visit by Steve Watkins (latest chapter approved)

IEEE-HKN Elections (Voting from October 1st – October 31st)

Bridge October Edition is complete

OSA Announcement of winners and honorable mention announced

IEEE-HKN Blockchain December 4 – 5, 2018 (another way to raise funds for HKN)

IEEE-HKN Events upcoming items (Founders Day, Frontiers in Education – 10/4-5/2018, Technology Time Machine 10/1-11/1, 2018)

IEEE-HKN Professional Inductions

BOG Meeting Schedule discuss to make everyone aware do to upcoming holidays

Upcoming Business

University of Evansville – Mu Chi Chapter. They have been an Eta Chapter for about two decades.

Karen moved and Enrique 2nd the motion to make University of Evansville a member.

Michael amended the motion to let them a voting chapter (amendment passes)

Voting passed

***Executive Session (Steve Watkins)***

Michael Benson motion and Karen Panetta 2nd

Approved Eminent Members (Dave Forney, John Hennessey, Robert Metcalf) Unanimously passed

Move Executive Session Minutes to Regular Session Minutes (Approved)

***Job Board/Career Center (Nancy Ostin)***

Your Membership (YM), a employment sourcing company, will manage the board and there is no cost to us. The membership fee comes from the sales not from HKN to get started. IEEE-HKN get 75% of all sales and YM get 25% of all sales.

Ed asked what is the success of using this service, and if users are getting a job.

Karen Panetta mentioned that some of her students have been successful at getting job offers.

Karen Panetta moved to approve YM and seconded by Ron Jensen to move forward, and we will review it in October meeting before signing the contract. (passed unanimously)

***Conferences Committee (Jim Conrad)***

Reviewed upcoming conferences

Discussed the selection criteria for the conferences

Committee to-do items. (Training sessions at the conferences, review bids, conference manual. Ed Rezek asked for what 7 subsections need to be done and said he would be willing to help).

***Finance Committee Report (Ron Jensen)***

Positives (Increased dues are great!, Reduced Bridge expenses)

Negative (Increase volunteer travel, SLC loss due to minimum sponsorship).

Expect 2019 to be very strong

Linking financial strategy to HKN Strategy is critical for 2019

***HKN Strategic Financial Plan (Ron Jensen)***

Some Facts (inductions, store sales, blockchain, and job board are opportunities to make revenue for HKN)

Going from good to great (Need more staff and need more money (i.e ~$100K) to do this)

How do we get there (Investing in development 2019-2020 to see benefits in 2021)

Linking Financial Strategy to HKN Strategy for a face to face meeting.

HKN Alumni are great prospects for development

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**17. Adjournment**

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

Submitted by:

Marcus Huggans, Secretary

Nancy Ostin, Director IEEE-HKN

