

IEEE-HKN Board of Governors



Minutes of the Meeting

14 August 2019

Via WebEx Teleconference

Approved 19 September 2019

1. Call to Order, Roll Call and Introductions.

The IEEE-Eta Kappa Nu (IEEE-HKN) Board of Governors met via teleconference on 14 August 2019, President Karen Panetta called the meeting to order at 12:02 p.m. EST. A member quorum was confirmed, and attendance was as follows:

IEEE-HKN Board Members Present

Karen Panetta, President

Edward Rezek, President Elect

Steve E. Watkins, Past President

Preeti Bajaj

Michael Benson

James Conrad (joined meeting at 1:00pm)

John DeGraw

Rakesh Kumar

Kyle Lady

Enrique Tejera

IEEE-HKN Board Members Absent

Sean Bentley

Panagis Samolis

Katelyn Brinker

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

Nancy Ostin, Director, IEEE-HKN

Bernard Sander, Secretary, IEEE-HKN

Ron Jensen, Treasurer (joined meeting at

1:00pm)

1. Welcome and Roll Call

A quorum was not established

2. President's Report

President Karen Panetta gave a slide presentation about numerous happenings and events that have occurred since the last meeting and about upcoming events:

3. Quoram Established at 12: 10

4. Review and Approval of the Consent Agenda

The Board Minutes from the July meeting were not available for advance review

A motion to table the approval of the July 14, 2019 minutes until the September Board meeting was made and seconded; **the motion passed.**

5. Review and Approval of Agenda

A motion was made and seconded to approve the agenda; **the motion passed.**

6. Executive Session

A motion by the was made and seconded to move into Executive Session with an invitation for all guests to attend the Executive Session and to automatically return to open session when completed, as well as to record the outcome of the Exeutive session in the regular minutes of the meeting: **The motion passed.**

The subjects of the Executive Session were the approval of the candidates for the 2019 Board of Governors Election as follows:

President Elect:	Ron Jensen SampathKumar Veerghavan
Student Governor:	Katie Brinker Sandro Sartoni Gabriel Paree-Huff

The motion came from the Nominations and Appointment Committee; **the motion passed.**

Return to Regular Session

6. Committee Restructure Discussion

Past President Steve Watkins presented for discussion a restructure plan for HKN committees and governance. All board members are asked to review off line, and contact Dr. Watkins directly with comments. A restructure motion will be made at the September Board of Governors Meeting.

7. Strategic Planning Update

President-Elect Ed Rezek presented an update from the Strategic Planning Committee highlighting accomplishments as well as items that need to be addressed in the remaining months of 2019.

A conference call with Regional Governors will be scheduled to discuss the Regional Governor job description and the strategic objectives relating to activity and action to support our chapters by region.

8. Conference Committee Report

Governor Conrad updated the Board on the progress of sponsorship sales and program details for the 2019 Student Leadership Conference. Dr. Conrad asked each board member to review the pending sponsor list and to contact him if you can provide assistance on closing a sponsorship or have connections to assist us in obtaining a sponsorship for the event.

Director Conrad confirmed that the location for the Saturday night dinner. The event will be held at the Seaport Hotel at the World Trade Center on the Boston Waterfront. The location will accommodate 200 guests to allow us to invite alumni and potential donors.

8. Finance Committee Report

Treasurer Jensen said that overall HKN revenue is ahead of budget: Advertising for The Bridge is at \$18,000; SLC sponsorships are at \$20,000 (of the \$32,000 goal), store sales are ahead of budget and Induction Revenue is over budget. He said the Committee is forecasting an increase in travel expenses, that there may be some exposure for travel expenses for the SLC and that they are forecasting saving in production costs of The Bridge. He also said 2020 Budgeting has begun.

9. Public Relations and Communications Committee

Treasurer Jensen listed the activity that has occurred since the last Board meeting, including the publication of issue 2 of The Bridge, an Alumni newsletter, three Graduate newsletters and various other communications. He said the Committee established a Website and Social Media working group. Governor Benson sent an email blast to all chapter officers and faculty advisors updating them on what reports has been submitted to HKN headquarters and asking them to complete their reporting by the 30 June deadline. Analytics of the website show a spike in visits and time spent on the site the day the email was sent. Numerous communications were scheduled to be sent in June, including a Chapter Leaders Newsletter, email reminders about reporting, and campaigns regarding Key Chapter winners and SLC registration.

10. Journey Mapping Ad-Hoc Committee Report

Treasurer Jensen, who chairs the Journey Mapping Ad-Hoc Committee, said the group completed information gathering on numerous touchpoints and is half way done with what an “ideal experience” would look like for chapter officers for a number of different scenarios. Assignments will be handed out to individuals and committees.

11. Membership & Chapters (former Ritual) Committee

Governor Michael Benson

12. Old Business

There was no old business.

13. New Business

Director Ostin

14. Adjourn

Motion was made and seconded to adjourn the meeting at 1:29 p.m. EDT; **the motion passed.**

Submitted by:

Nancy Ostin, Director IEEE-HKN

