IEEE- Eta Kappa Board of Governors

Minutes of the Meeting
16 Feburary 2017

WebEx Conference Call
Various
(Privileged Information, Subject to Confirmation)

16. Call to Order, Roll Call and Introductions.

The IEEE- Eta Kappa Nu (IEEE-HKN) Board of Governors met on 16 February 2016 on the WebEx conference platform. Chair Tim Kurzweg called the meeting to order at 12:00 p.m. ET. A member quorum was confirmed and attendance was as follows:

IEEE-HKN MEMBERS PRESENT
Tim Kurzweg, President, IEEE-HKN
Steve Watkins
Enrique Tejera
Ed Rezek
Kyle Lady
Michael Benson
Sampathkumar Veeraraghavan
Gordon Day

IEEE-HKN / EAB STAFF PRESENT
Nancy Ostin, Director, IEEE-HKN
Burt Dicht
Aaron Novelle

17. Review and Approval of the Consent Agenda.

The Motion to approve the Consent Agenda as submitted. **The motion passed** with the following results:

- Approval of the January Board Minutes
- Approval of the Committee appointments for 2017

The following items were removed from the consent agenda and moved to the main agenda:

- Reinstatement of the Theta Zeta Chapter
- Approval of the Chapter Manual for Kappa Iota

18. Review and Approval of Agenda.

The motion to approve the updated Agenda as submitted, **the motion passed.**

19. Reinstatement of the Theta Zeta Chapter.

The Motion to reinstate the Theta Zeta Chapter was submitted, after discussion a motion to table was made and then withdrawn, followed by **the motion passing**, with a requirement to remove a default line in their approval letter.
Action item: Tim Kurzweg and Michael Benson to review the reinstatement process, letter and procedures

20. Approval of the Chapter Manual for Kappa Iota.

The Motion to approve the Chapter Manual of Iota Kappa (Kappa Iota) was submitted, after significant discussion the Motion to reject was made and **the motion was rejected.** Nancy Ostin was asked to coordinate feedback to the chapter.
Action Item: Governance committee ad-hoc to review template for Chapter operations manual

21. Presidents remarks.

President Tim Kurzweg spoke on several subjects, discussing the importance of the upcoming face-to-face Board meeting in March and the need for all committees to regularly meet and report. The remarks concluded with establishing the fantastic work the chapters have done this year in volunteering and committee service, asking Aaron Novelle to report on several OCA statistics.

22. Updates and reports.

The following updates and reports were made during the Board meeting:

- Ed Rezek presented the Finance committee report, with a more detailed discussion being made at the March Board meeting
- Nancy Ostin presented a report on the Alumni Directory
- Ed Rezek presented a brief report on the Professional Members, and will be holding further discussions before the March meeting.
- There was a brief discussion regarding the SLC, with agreement to discuss it in-depth at the March Board meeting.

23. New Business.

No new Business

24. Old Business.

No old Business

25. Adjournment.

The meeting was adjourned at 1:33 pm (EDT).