IEEE- Eta Kappa Board of Governors

Minutes of the Meeting
8 November 2017
Various Locations, Webex

1. Call to Order, Roll Call and Introductions.

The IEEE- Eta Kappa Nu (IEEE-HKN) Board of Governors met on 8 November on the online meeting platform Webex. Chair Tim Kurzweg called the meeting to order at 12:04 p.m. ET. A member quorum was confirmed and attendance was as follows:

IEEE-HKN Board Members Present

Tim Kurzweg, President, IEEE-HKN
Michael Benson
Ron Jensen
Steve Watkins
Enrique Tejera
S.K Ramesh
Karen Panetta
Ed Rezek
Sampathkumar Veeraraghavan
Gordon Day

IEEE-HKN Board Members Absent

Kyle Lady

IEEE-HKN PRESENT

Nancy Ostin, Director, IEEE-HKN
Aaron Novelle, Program Manager, IEEE-HKN

2. Review and Approval of the Consent Agenda.

Michael Benson asked that the item to approve the Zeta Iota Chapter's Operations. The Motion to approve the Consent Agenda as amended. **The motion passed** with the following results:

- Approval of the October Board Minutes. (reference agenda item 12)

3. Review and Approval of Agenda.

The motion to approve the updated Agenda as submitted, **the motion passed.** (reference agenda item 13)

Procedure for Ties in Election

Steve Watkins presented the motion to resolve ties, that in the event of a tie in the IEEE-HKN Board of Governors election for the positions of Governor (Regional, at-Large, MGA at Large) and Student Representative, the issue will be resolved by a majority vote of the current Presidents. **The motion passed.** The Board further discussed and agreed that later they would bring a motion to the Board to update the Operations Manual. (reference agenda item 14)

Ratification of the IEEE-HKN Board of Governors Election

The Tellers committee presented a Motion to ratify the IEEE-HKN Board of Governors Election results, the following individuals have been elected by IEEE-HKN Chapters as indicated below:

- 2018 IEEE-HKN President-elect / 2019 IEEE-HKN President: Karen Panetta
- 2018 IEEE-HKN-BOG Student Representative/Governor: Tie between Kathleen Lewis and Michel Benson (Presidents broke the tie and elected Michael Benson)
- 2018-2020 IEEE-HKN-BOG Governor-at-Large: James Conrad
- 2018-2020 IEEE-HKN-BOG Region 5-6 Governor: Rakesh Kumar

It is the recommendation of the IEEE-HKN Tellers Committee that the IEEE-HKN-BOG approve these results and break the tie for the Student Governor position **the Motion passed**, with Michael Benson and Karen Panetta Abstaining from the Vote.
Further, Tim Kurzweg and the Board discussed the Operations Manual policy for appointing vacancies on the Board of Governors.
This Motion will now be sent to the EAB for approval. (reference agenda item 15)

President's Remarks

Tim Kurzweg presented his remarks to the Board, updating them on a wide range of activities within the IEEE-HKN, including Founders day, upcoming Professional nominations etc.

Approval of the Operations Manual for Zeta Iota

Michael Benson presented some discussion on the Trustees committee of a Chapter during establishment, then moved to continue the motion to approve the operations manual for Zeta Iota Chapter, **the motion passed** and the Ritual committee has been charged with presenting updated language for the December Board meeting. (reference agenda item 16)

Faculty/Faculty Advisor Fees

Tim Kurzweg presented the discussion on Faculty induction fees, Steve Watkins presented a motion to endorse the current practice of having two rates, one for professional (including faculty) and one for student. **The motion passed.** (reference agenda item 17)

Strategic Planning update

Ed Rezek presented the Strategic planning update, highlighting the following goals as the highest priority of the Board. (reference agenda item 18)

- Finance
  - Corporate partnership/sponsorship model
  - Long term funding
- Chapter Membership (what members need)
  - Domestic chapter support
  - Faculty advisor training
- Value Proposition (what is the perk that drives acceptance of the invitation to join?)
- Strategic Plan
  - SLC 2018 and beyond (only task identified as 'must have' by all members)
  - Prioritize goals and operational objectives
  - Update strategy and operational goals for 2017,2018
- Business of Membership
  - Develop plan to improve chapter experience
- Governance
  - Change BoG and committees to improve productivity
  - Clarify what HKN does operationally/administratively
- Outreach
  - Provide awareness of IEEE-HKN

Student Experience Mapping

Ron Jensen presented an update on the Student experience mapping.
(reference agenda item 19)

Monthly Student Leader Calls

Michael Benson presented an update on the monthly Student Leaders call. The Board charged Michael and Aaron with presenting a system to collect and display best practices for chapters.
(reference agenda item 20)

The Bridge Editorial Board Report

Steve Watkins presented an update on the Bridge Editorial Board, updating the board on all the 2017 issues as well as the plans for 2018 and beyond. (reference agenda item 21)

New Business

There was no new Business

Old Business

There was no old Business

Adjournment

The Motion to Adjourn was made at 1:29pm, **the motion passed.**

The next Board meeting will be held on Wednesday 13 December 2017 at 12pm EST.

Submitted by:

Aaron Novelle, IEEE-HKN Program Manager