1. Call to Order, Roll Call and Introductions.
The IEEE- Eta Kappa Nu (IEEE-HKN) Board of Governors met on 12 December 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
- Karen Panetta
- Ed Rezek
- Steve Watkins, President-Elect, IEEE-HKN
- Gordon Day
- Kyle Lady
- S. K. Ramesh
- Sampathkumar Veeraraghavan

**IEEE-HKN Board Members Absent**
- Enrique Tejera

**IEEE-HKN PRESENT**
- Nancy Ostin, Director, IEEE-HKN
- Burt Dicht, Student & Academic Education Director
- Aaron Novelle, Program Manager, IEEE-HKN

2. Review and Approval of the Consent Agenda.
The motion passed with the following results:
- Approval of the November Board Minutes. (reference agenda item 12)
- Approval of the application to form a chapter at the American University of Sharjah, UAE Lambda Lambda Chapter
- Approval of the new positions - Board additions
- Approval of the revised Alumni Committee Charter
- Approval of the Strategic Planning Committee Charter
3. Review and Approval of Agenda.
The motion to approve the updated Agenda as submitted, the motion passed. (reference agenda item 17)

4. Election to fill the vacancy, Region 1-2 Governor
The election of Karen Panetta as President-Elect of IEEE-HKN For 2018 has left a vacancy in the position of Governor 1-2. To fill the vacancy for this unexpired term, President Tim Kurzweg, Past President (Nominations Chair) S.K. Ramesh and President-Elect propose Sean Bentley, after significant discussion from the Board, the motion was made to approve Sean Bentley, the motion passed. (reference agenda item 18)

5. Year End Financial Review
Ron Jensen presented the Year End Financial Review, showing a very strong year for IEEE-HKN (reference agenda item 19)

6. IEEE-HKN 2018 Goals
Steve Watkins presented the 2018 Goals for the organization, with 5 goals outlined, each split into several sub-goals with committee assignments:

.1. Financial Security
   A. BOG Engagement (100% Giving, Postcards, etc.) – BOG
   B. Financial Roadmap (projections, diversification, etc.) – Strategic Planning Committee
   C. Global Spec - Staff
2. Faculty Advisor (FA) Support
   A. FA Handbook – FA Handbook Ad Hoc
   B. FA Best Practices (Template & Procedure) and Calls – Rituals & Stud. Governors
   C. FA Service Award (Name: Tom Rothwell) – BOG (SW to draft)
3. Student Conference
   A. ECEDHA Meeting Trial - Staff
   B. Conference Program Template – Sub-committee of Strategic Planning Committee
4. Awareness and Branding
   A. Documents (1-pg ea.) for HKN, History, Awards, etc. – Alumni, PR, & Globalization
   B. Populate Website esp. Chapters and Best Practices – Regional Governors, PR, & Staff
   C. Special Citation in History for Alpha Chapter (Plaque) – History Ad Hoc
5. Chapter Experience
   A. Best Practices (Template and Procedure) and Calls – Rituals & Stud. Governors
   B. Chapter Officers Handbook – Sub-committee in Globalization Committee
   C. Model Induction – Model Induction Ad Hoc, Gamma Theta, and Staff
   (reference agenda item 20)
The Board motioned to adopt the 2018 goals as presented, the motion passed.
7. **IEEE-HKN Strategic Planning Update**
Ed Rezek presented the Strategic planning update, giving the December final update to the list and indicating that the goals had been blended into the 2018 goals presented by Steve Watkins earlier in the meeting. (reference agenda item 21)

8. **IEEE-HKN Dues increase, UC San Diego discussion**
Michael Benson brought an email from the chapter at UC San Diego to the Board for discussion, based on the fee increase. A motion was made to allow Staff to have flexibility regarding the induction fee on Chapters that have an induction process that spans across the transition period, the motion passed.

9. **President Remarks**
Tim Kurzweg presented his final Presidents remarks, discussing highlights from 2017, followed by thanking the entire Board, with a special recognition of the Outgoing Board Members:
   - S.K Ramesh
   - Gordon Day
   - Sampathkumar Veeraraghavan

10. **New Business**
There was no new Business

11. **Old Business**
There was no old Business

12. **Adjournment**

The Motion to Adjourn was made at 1:35 pm, the motion passed.
This is the final Board meeting for the year 2017.

Submitted by:
Aaron Novelle, IEEE-HKN Program Manager