



## IEEE Systems Council Officers Meeting

Thursday, 1 September 2022 | 8:30 AM – 11:30 AM ET  
National Harbor, MD, USA

**Attendees:** Paolo Carbone, Andy Chen, Jack Dyer, Kim Fowler, Steve Holt, Vincenzo Piuri, Stephanie White

**Guests:** Michael Deering, Walt Downing, Amanda Osborn

**Not in Attendance:** Bob Rassa, Jeff Rubin

### Roll Call – Dyer

Jack Dyer called the meeting to order at 8:38 AM ET. Roll call was conducted. A quorum was confirmed.

### President's Message and Report – Dyer

Jack introduced Michael Deering from the IEEE Foundation. The meeting setup is intended to be more of a workshop format versus the standard business meeting.

Jack will be stepping down as President at the end of the year. A President will be voted on during the AdCom meeting. There are two candidates for President Elect. The other Officers positions will be voted on via a slate.

Jack previewed the President's Report for the AdCom. The main activity are the 5-year reviews including the SCRC and PRAC of the Systems Journal and of JMASS. There were 23 recommendations from the Council Review. Many of them have been addressed already, particularly from Member Services and Technical Operations.

Hanwen Yu has been appointed EiC of JMASS.

The President's Focus for 2022 placed an emphasis on making tools, processes, and information more available to allow the AdCom to serve effectively and efficiently, primarily in the following areas:

- Communication: updated website, introduced Boardable, and looking into ancillary messaging tool such as Slack.
- Revising the Strategic Plan annually and begin succession planning
- Governing Docs: updated the Field of Interest, reviewing positions and committees, updating Constitution and Bylaws, and create handbook.

- Equity, Diversity, Inclusion, and Belonging training, reflecting, and embracement by AdCom and Officers.

Jack recommends some areas of consideration and discussion for the Officers and AdCom members:

- Succession planning is an issue across IEEE and the Council's Bylaws need updated term limits
- Membership growth and retention of YP
- Defining "What can the Council do for me?"
- Add student reps (undergraduate and graduate) to the AdCom

### **Management Platform Assistance (Boardable) – Osborn**

Amanda Osborn reviewed the tool and asked for feedback on how the Officers are utilizing Boardable and what features they would like to have. It was noted Discussions aren't always uploading live in the app version.

[Action Item: Amanda Osborn to reach out to Boardable to address issues with Discussions in the app version.](#)

### **Council Handbook (Operations Manual) – Dyer/Fowler**

Jack and Kim Fowler will be developing an Operations Manual. Officers are to provide feedback via Boardable.

### **Constitution and Bylaws – Dyer/Fowler**

Previous updates were put on hold due to the ongoing discussion of transitioning from a Council to a Society. They are recommending that term limits are changed from a 2-year term once renewable to changing to a 1-year term, once renewable. They also proposed updating the Presidential position responsibilities and terms to 1-year term once renewable for a total of two years (2 years at Executive VP, President, and Past President each); and changing President-Elect to Executive Vice President. Need to have clear documentation on the process in the event someone was to resign during their office term. Recommend reviewing the requirements to be a Vice President and President.

### **IEEE Foundation Dedicated Fund – Deering**

Michael reviewed the history and background of the IEEE Foundation. They have a current balance of ~\$70 million. The Foundation supports the Council through the James O. Gray Scholarship fund for the graduate student scholarship only. This restriction was put into place by the donor.

There is an option for the Council to set up a link and dedicated webpage through the Foundation. It is more challenging for Councils as they don't have members, but a few other Councils have participated.

Michael outlined the process and phases of establishing a dedicated fund. Would need to determine what the Council is responsible for versus the Foundation and who would be leading the initiative from the Council.

Examples:

- <https://www.ieee-pes.org/pes-communities/students/pes-scholarship-plus-initiative>
- <https://wie.ieee.org/francesbhugle/>
- Arizona Science (IEEE Phoenix Section)

Action Item: Michael Deering to send Amanda Osborn the documents for the IEEE Fund.

The meeting adjourned at 12:12 p.m ET.