IEEE Alaska Section ExComm Zoom Meeting

Quick recap

The IEEE Alaska Section Executive Committee meeting focused on reviewing the agenda format, approving the final budget, and discussing various operational matters. The group clarified the distinction between old business, new business, and action items in their meeting agendas, with Ken explaining that action items require votes while old business refers to unfinished items carried over from previous meetings. The committee approved the final budget as distributed and revised the ASEC conference budget from $1,250 to $1,750 to cover increased registration costs. They appointed Richard Weiss as PES chair, approved scholarship recipients pending faculty verification, and discussed plans for the upcoming ASEC conference including registration and booth setup. The conversation ended with a debate about whether to implement speaker honoraria, with Ken opposing the idea while Mitch Roth advocated for providing financial recognition to guest speakers.

Next steps

- Ken: Send receipts for recent meeting/lunch expenses to Patrick for reimbursement
- Patrick: Reimburse Ken (and any others who provide receipts) for recent meeting/lunch expenses
- Patrick: Upload the current approved budget into NextGen
- Ken: Send out a Doodle poll to schedule a Saturday morning (9-12) work session at GCI for Patrick, Greg, Robert, and Ken
- Ken & Patrick: Complete ASEC conference registration using the debit card, ensuring generic name tags for booth staff
- Mitch Roth: Look into purchasing an IEEE table drape and IEEE-branded swag for the ASEC booth
- Mitch Roth: Look into obtaining IEEE "Why I'm an IEEE member" videos for booth display
- Jeremie: Pick up old laptop and projector from Nolan's office

- Jeremie: Arrange for proper disposal/donation of old laptop and projector (ensure data is wiped from laptop)
- Jeremie: Retrieve and warehouse coffee mugs from Nolan's office for distribution at future meetings
- Ken: Track down the location of the Alaska section banner (last seen at UAA programming contest)
- Jeremie: Add discussion of Engineering Excellence Awards/Engineering of the Year nominations to next month's agenda
- Jeremie: Present Ken with his plaque at April or May meeting (or at future outing)
- Mitch Roth: Send information about MEA election to Nolan
- Eleonora: Email both student branches about the graduation stole program and follow up if they plan to participate
- Ken & Eleonora: Set up meeting with UAA professor Matt Koplik to discuss student engagement
- Mitch Roth: Once UAF and UAA scholarship recipient names are received, contact them to collect bio information and W9 forms
- Patrick: After scholarships are awarded, submit claim to IEEE Foundation for reimbursement
- Ken: Update officer reporting to reflect Rich's appointment as PES chair through end of year
- Jeremie: Complete and submit form to become authorized signer on IEEE bank accounts
- Ken: Send Doodle poll for work session date (tonight if possible)

Summary

Meeting Agenda Format Clarification

The meeting focused on clarifying the agenda format and meeting minutes structure. Ken and Mitch Roth explained that under Robert's Rules, "old business" should be referred to as "unfinished business," and items carried over from previous meetings remain in this category until resolved. The group discussed how to properly categorize agenda items, with Jeremie seeking clarification on whether items punted from previous meetings should be considered old or new business. The discussion concluded with agreement that items punted without detailed discussion should remain in new business category, though the exact distinction between categories remained somewhat flexible.

May Meeting Agenda and Budget

The group discussed the format for the May meeting agenda, agreeing that non-voting items would be categorized under old/unfinished business while new topics would be listed under new business. They identified the need to formally approve the 2026 budget, with Ken confirming he had distributed the final version and proposing to take a vote for final approval. Ken also requested to add a budget revision item for the ASEC conference, proposing to increase the budget from $1,250 to $1,750 to cover increased registration costs.

PES Chair Appointment Approval

The meeting focused on approving the agenda and minutes from March. The main discussion centered around the PES chair position, where Richard was appointed to the role but requires formal approval due to system requirements. The group agreed to add an action item to formally appoint Richard as PES chair through the end of the year, with an expectation to hold an election in the future. The meeting also noted that Richard is now the student advisor for UAS, replacing Dan Raskovich.

Financial Status and Reporting Updates

Patrick presented an update on the financial status, including balances and income streams, and discussed the process of coding expenses in NextGen for better reporting and compliance. He agreed to upload the current budget and reimburse Ken for lunch expenses using receipts. Ken requested a discussion with Patrick about standardizing the reporting format used when he was treasurer. The group confirmed that questioned items from the 2025 closeout had been resolved. No other reports were given, and the conversation ended with no additional updates from other members.

Student Engagement Initiatives Discussion

The team discussed student engagement initiatives, with Eleonora reporting plans to follow up with student branches about a new IEEE graduation stole program implemented by Region 6.

Ken shared insights from a campus continuing education program about fuel cells and suggested engaging Professor Matthew Koplik to stimulate interest in IEEE among students, particularly in electrical power courses. The group agreed to potentially meet with Professor Koplik to discuss growth opportunities for the student branch.

Meeting Updates and Budget Approvals

The meeting focused on several key updates and decisions. Ken reported on speaker arrangements, noting that Bill Stamm from AVEC was scheduled to speak on the 17th but had not confirmed, and he might need to reschedule to the 24th. The group approved the final budget as distributed with a revision to increase the ASEC Alaska Sustainable Energy Conference budget by $500, bringing the total to $1,750. Dr. Weiss was appointed to fill the PES chair vacancy, with the appointment to be ratified at the end of the year. The meeting also addressed administrative tasks including credit card applications and concentration banking account sign-ups that needed completion.

Scholarship Recipient Selection and Criteria

The meeting focused on the Robert Merritt and Harold Smith scholarships at UAF and UAA respectively. Mitch Roth reported that UAF has selected a recipient while UAA is still deciding, and discussed the process of contacting recipients and collecting necessary documentation including W9 forms. The group debated whether to expand the scholarships beyond electrical engineering to include computer science students, with Ken emphasizing the need to honor the original donors' intentions as specified in the written agreement with the IEEE Foundation. The discussion concluded with agreement that current recipients must be limited to electrical engineering students per the existing contract, while future updates to the scholarship criteria would need to be carefully considered and potentially reviewed with the families of the original donors.

ASC Conference Registration Planning

The team discussed plans for the ASC conference registration, with Ken and Patrick agreeing to handle the registration process using Patrick's debit card. They noted the registration fee is $1,500 per space, and discussed the need for name tags for multiple volunteers, IEEE swag, brochures, and a table drape. Mitch Roth agreed to look into purchasing a table drape and IEEE materials. The group also reviewed website updates, with Eleonora reporting progress on backend improvements and new page additions. Mitch Roth clarified that while VTools automatically updates the events calendar, the homepage slider needs manual updates for upcoming meetings and events.

Speaker Payment and Recognition Policy

The group discussed whether to pay speakers for section meetings. Mitch Roth proposed offering honorariums to recognize high-quality speakers, but Ken strongly disagreed, citing his extensive IEEE experience where speakers were never paid and arguing that it wouldn't be appropriate for smaller local meetings. The group agreed to improve speaker recognition through coffee mugs and ceremonies instead of monetary payments. They also discussed logistics around unused equipment, including a laptop and projector that Nolan has been storing, and agreed to arrange for Jeremie to collect these items. The conversation ended with a brief discussion about upcoming MEA elections in Eagle River.