

Topics for Officer Huddle

Spring 2018 – Jacksonville FL – Sunday Oct 14, 2018

Rev 2

The Officer Huddle will be held from 8:00 am until 11:00 am in the Mathews Room on the 4th floor at the Hyatt Regency Jacksonville Riverfront Hotel. The order of topics does not reflect any assumed importance.

Invitees: Sue McNelly, Bruce Forsyth, Ed teNyenhuis, Steve Antosz, Paul Boman, Jim Graham, Tammy Behrens

1. Meeting Update - Tammy No need for each SC, WG, and TF to include in their minutes the list of attendees, but it still needs to be in AMS.
2. P&P revision update - Bruce No good options at this time for a back-up/Vice Chair. Sue indicated a willingness to possibly pick some of this up after retirement.
3. Succession plan for meeting planning, documentation of process
4. AMS Access and Updating No update on status of AMS contract with IEEE PES. Need to get a status on this. Last word was GDPR issues were being worked through.
 - Changes in AMS going OK?
 - Interested/Active participant distinction
 - Effect of GDPR
5. Service contracts for meeting planning helpers. Will not renew Seaira's contract. Agreed that Jennifer's compensation is generous and no increase should be needed.
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6. Treasurer – update? Audit status is in-progress. IEEE cost to do this is \$3000. There may be an issue with some past contracts that had only one signature. There are now UPS and FedEx accounts set up. Tammy or Paul can obtain shipping labels. Budget -
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7. RFID status update Get cost and plan/timeline for future expansion to live feed and autopopulation of AMS attendance.
 - Kris Zibert
8. Succession plan for webmaster Host site is now set up and working to learn the system to start doing population of the web into the new format. Goal is by year end 2019 to have the site transitioned.
 - Update?
9. Training for new WG and SC Chairs Jim will get this in the schedule for the next meeting on Tuesday morning 7AM
10. Turnover plan for other long-serving Chairs or positions, to avoid dominance/stagnation
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11. Thursday tutorial presentations Talk to Tom and see if he has a list of items in the queue. Ask Tom to document his process and document it for succession planning purposes. Maybe invite him to the next huddle and we will take notes and help with documenting the process and requirements.
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12. Awards update Awards luncheon, 6 of 10 new members are not signed up for the Tuesday luncheon. Need to somehow get people that are getting awards at the luncheon
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13. Web meetings during TC Spring & Fall Meetings, Technical Committee Webinars, Offline meetings, Ballot Resolution Groups, WG review & approval

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14. Update on China projects being pushed by IEEE-SA

- Oversight TF meetings need to be added to the next Spring meeting as closed meetings. Have on the schedule, by invite only in a small board room.

15. Future Meetings

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