

## **Minutes IEEE ZA Section Executive Committee (ExCom) Meeting August 16, 2023**

**Present:** David Oyedokun (Past-Chair), Udochukwu Bola Akuru (Chair), Komla Folly (Vice-Chair), Richard Millham (Vice-Chair)

**Apologies:** Joyce Mwangama (Secretary), Wynand Lambrechts (Past Secretary)

**No Apologies:** Jacque van Wyk (Treasurer), Sun Yanxia (Past Vice-Chair)

David requested matters of urgency, there was none. The agenda was approved.

### **General Welcome and Introduction**

David welcomed the new ExCom, gave an introduction to the appointments process, the IEEE structure and the South African Section. David advised members to go through the constitution that he circulated.

### **Briefing by the IEEE ZA Past Chair/Officials**

- Past minutes to be shared by David and Wynand

### **ExCom Officers: Roles and Responsibilities**

- ExCom deals with multiple requests. Some requests may be dealt with by chair, others require consensus. David suggests a way to deal with conferences.
- It is advised to go through the MGA operations manual.
- Balance the roles in the ExCom, 2 vice chairs, one for technical activities, one for membership development.
- ExCom is responsible to Region 8.
- Komla asked if only the South Africa section that has two vice chairs. David responds that some other sections too, but region 8 follows a similar structure.
- Richard asks which vice chair is allocated to which responsibility. Bola will finalize the plan and propose the structure for the Section with the ExCom.
- David gave a brief description of the IEEE technical chapters, affinity groups and SIGHT.
- Richard asked who manages issues relating to travel for IEEE business.

### **Plans of New ExCom Members**

- Jacques is in charge of finances, he prepares a budget and has extensive IEEE finance experience. David proposes to agree on a budget and approve requests based on the budget standing. David will discuss with Jacques and propose to the ExCom.
- Next meeting will involve a more in-depth discussion around finances.
- Bola asked on the MGA manual, who makes up the ExCom. David shows that this is covered in the Section constitution. The five members of the core committee make up

the ExCom, but also includes the chapter and affinity group chairs, past chair as ex-officio members; they have voting powers. ExCom can appoint other members and non-voting. Please refer to the section constitution.

- Bola highlights some positions are vacant or occupied by non-active IEEE members. What is the process to fill the positions? David says that the ExCom can appoint vacant positions by voting if sudden vacancy occurs. David and Bola are drafting a plan to fill all positions.
- David has to leave for another engagement.
- Bola discussed his personal motivations for IEEE volunteership. He suggests that we aim to increase membership by 10% each year. Also to highlight and make benefits clearly visible to members. He thinks we should build the technical chapters as it adds to professional benefits. Additionally, we should aim to increase industry collaboration. The IEEE Africa Council is also important to engage with.
- Bola further stresses the importance of prioritising our volunteership and some plans for immediate actions. Bola to share his plans with the ExCom.
- Komla is encouraged to work with the team and enthusiastic for the plans. Important to promote benefits for example free memberships for students. Richard is also enthusiastic.
- Richard suggested that a conference guideline/rubric should be; designed to guide conference applications/approvals.

### **Announcements**

- Successful event held at Walter Sisulu. Bola will share thanks with Shadrack Mambo for the organizational efforts.

### **Next Meeting**

- Bola will set up poll to request next meeting.
- Bola will send additional information.

### **Meeting was adjourned**