



MINUTES OF THE MEETING
1st IEEE HYDERABAD SECTION EXECUTIVE COMMITTEE MEETING
Date: January 19th, 2020 Time: 14:00 to 16:30 hrs (IST)
Venue: Hotel Plaza, Begumpet, Hyderabad

Dr Amit Kumar called to order the First SEC meeting of IEEE Hyderabad Section at 14:00 hrs of 19th January 2020 at 2nd floor Hall in Hotel Plaza Hyderabad.

1. Introduction of all the members present to 1st SEC meeting of 2020.

All the members present introduced themselves to other SEC Members.

2. Chairman Remarks (In the Chair: Dr Amit Kumar)

Amit Kumar welcomed the 2020 section executive committee:

- i. In exercising powers vested under Article – IV of the byelaws, Dr Amit Kumar, Section chair appointed the following as Chairman for the respective Standing/Co-opted committees with immediate effect for 1 year term ending 31st Dec 2020/AGM.

Syed Musthak Ahmed	Educational Activities
G. Sreelakshmi	Student Activities
(Adopted as given by Nominations Committee)	
Vinit kumar Gunjan	Membership Development
Mousami Cahurasia	Chief Editor - Newsletter
Madhumita Chakravarti	Industry Relations
N Venkatesh	India Council Representative
	Entrepreneurship & Startup Community
Sreenivas Jasti	Awards and Recognition
Atul Negi	Conferences
S Arvind	STEM
Arif Soheli	Resource Development and SDLP
Athota Kavitha	Mentorship Program
Suresh Merugu	SIGHT
Bala Peddigari	Elec-Communications Info Management
Lakshminarayana Sadasivuni	Chapters and Sub-Section Co-ordination
Madhav Negi	Professional Activities

SEC adopted the recommendations of Chair. Amit Kumar requested all the above

Co-opted Standing Committee Chairmen to induct one or two more volunteers in their team from the list of volunteers applied through call for volunteers google form. The list will be made available to them by Amit. Some more co-opted teams will be formed in due course

- ii. The Origin and History of IEEE Hyderabad Section was presented by 2020 Section Chair Amit Kumar to enlighten the newly inducted members. IEEE Geographical and Technical Unit Relationships too explained to all the members.
- iii. Amit Kumar suggested all the Chairmen to visit the <https://www.ieee.org/about/volunteers/tab/society-chapter-funding-guide.html> and requested to apply for funding for their chapter/AG/Co-opted committee Events
- iv. Distinguished Lecture Program: Amit Kumar also suggested to visit Technical society webpages for DL programs. He also emphasized to see, if we can plan for DLs without travel Expenses in case of external funding is available and narrated to consider IEEE Center for Education and Training programmes.
- v. Chair emphasized to brainstorm for a mechanism to have better participation of HG members and student members to technical programmes in near future. He further added to organize a conference leadership programme at section level to train volunteers and potential conference organisers.
- vi. A stipulated format for the Chapters/AG/Sub-Sections was created and sent plan their yearly activities, chair requested Chapter chairs/AG chairs to follow the same. He emphasized to plan impactful events under their chapters/AGs. They were advised to organize maximum events in sync with IEEE Future directions available at <https://www.ieee.org/about/technologies.html>
- vii. All Chapter/AG Chairs were requested to keep the record of their chapter/AG financials through their Chapter Treasurers and advise them to work in association with Section Treasurer. Section chair requested the chapter/AG chairs to conduct regular chapter/AG ExCom meetings through webex/skype. Section will work towards making the chapters independent as per the IEEE and local geography Policies.
- viii. HYDCON: Dr Amit Kumar mentioned that 85+ manuscripts were received and looking for CFP is open until 17th Feb 2020. IEEE R10, TEMS and IEEE GRSS Societies have shown interest to support HYDCON by organizing events during the conference. Soon HYDCON committee meeting will be organised.
- ix. He iterated to strengthen the student activities, SDLP, Resource development and AG activities.
- x. Chair ran through guidelines to conduct effective SEC meetings and requested the support of SEC members to finish SEC meetings in time. 5-7 mins timeline for Chapter/AG updates and 2 mins Q&A was fixed for upcoming SEC meetings. Chapter/AG chairs were requested to send their presentations in stipulated time and not on the day of SEC meetings. He requested all to stop intervention during the presentations and put forward the queries only at stipulated time after the presentation items are over.
- xi. **Treasurer Remarks:** Treasurer Nookala Sreenivasa Rao presented the overview of finance operations of section.
 - a. Few members raised concerns on claiming the expenses against their Chapter/AG events. Section Chair assured that finance operation policies will be reviewed, and they will be streamlined to ease the process to the possible extent adhering to the IEEE and local policies. Chapter/AG/Subsection Programs in pipeline for Jan 2020 timeframe can get the considerations and approvals by sending an email to sec2020@ieeehyd.org

- xii. SEC members encouraged usage of ieee alias for the day to day IEEE related activities. They were advised not to keep any membership data on to their local Computer machines and work under the ambit of IEEE Data protection policies available at <https://www.ieee.org/gdpr.html>
- xiii. Guntur Subsection chair requested Technical chapters to plan activities in Guntur subsection, She was advised to send her requests to Chapter/AG chairs. She also raised concerns that subsection members are facing difficulties in attending the local programmes happening in subsection. She was requested to send more details through email.
- xiv. Section chair requested special invitees for their comments. It was followed by any other discussions/suggestions from the attendee of meetings
 - a. R. Kannan: Past Chair mentioned the use of Remember and Re-Member old members to get benefit from them.
 - b. MGPL Narayana: Congratulated the growth of IEEE Hyderabad Section and suggested to organize quality events. He further made references in the past, how with few numbers of volunteers went from pillar to post to organize events. He recommended section shall effort to have an innovation track record happening under the IEEE Hyderabad section.
 - c. Prof N.V. Rao: Inter-connectivity within the chapters stressed. Policies shall be respected.
 - d. Prof Atul Negi: Discussed on the Quality Vs Quantity of events. He further emphasized to take forward the skill connect programs/ Innovations. He further requested to organize few events with VOLT qualifiers as resource persons.
 - e. Dr. M.L.N: Stressed the need and necessity of the Volunteers in a Society.
 - f. P.V.S. Maruthi Rao: Emphasized the need of a “Operation Manual” for IEEE Hyderabad Section. He promised his help in preparation of such manual, if asked for. He also suggested not to rush to have more chapters. He spoke about the need of a person with knowledge in accounts with the treasurer.
 - g. N. Venkatesh: Suggested to plan and aim for MGA awards
 - h. Vamsi, Section YP Chair suggested to have one YP member in all the chapter teams, who will be an asset to the chapter. He promised help in identifying such volunteers, if asked for.
- xv. Next SEC Meeting: It was resolved to organize 2nd SEC Meeting along with full slate Volunteer training on 02-02-2020. It is expected to be a full day meeting, Section chair will invite 2019-2020 R10 Director elect Deepak Mathur and some of the successful chairs/Chapter and AG chairs of Hyderabad section/Other IEEE sections to enlighten and expose 2020 IEEE Hyderabad section committees to conduct high quality impactful events and how to seek funding from IEEE Resources. Section Secretary will send notice with Venue and agenda in due course.

Meeting ended with vote of thanks by Chair.



Attended by

1. Amit Kumar, Chair, IEEE Hyderabad Section
2. Lakshminarayana Sadasivuni, Vice-Chair, IEEE Hyderabad Section
3. Nookala Sreenivasa Rao, Treasurer, IEEE Hyderabad Section
4. Mohammed Arifuddin Sohel, Section Executive Member
5. Sreenivas Jasti, Section Executive Member
6. Gopala Krishna Kuppa, Section Executive Member
7. T Vidya Sagar, Chair, Computer Society Chapter
8. Lalitha VAdlamani, Chair, ComSoc/SPS
9. Hitendra Sarma, Chair, CIS/GRSS
10. Mousmi Ajay Chaurasia, Vice-Chair, CIS/GRSS
11. Y. Vijayalatha, Chair, Education Society
12. Tara Saikumar, Secretary, Education Society
13. P.V. Rajgopal, Chair, PES/PELS/IAS Joint Chapter
14. Aditya Rao, Chair, TEMS
15. Y. Padma Sai, Chair, WIE
16. Vamsi J Krishna, Chair, Young Professionals
17. R. Balasubrahmanyam, Chair, Life Members Affinity Group
18. Chisti Md Khwaja Moinuddin, Secretary, Vizag Bay Subsection
19. SVNL Lalitha, Chair, Guntur Subsection
20. N. Usha Rani, Secretary, Guntur Subsection
21. Y.V. Siva Reddy, Chair, Ananthapuramu Subsection
22. B. Eswara Reddy, Secretary, Ananthapuramu Subsection
23. G. Sreelakshmi, Chair, SAC
24. Vinit kumar Gunjan, Chair, Membership Development
25. Mahdumita Chakravarthi, Chair, Industrial Relations Committee
26. A. Kavitha, Chair, Mentorship Program
27. S Arvind, Chair, STEM
28. Atul Negi, Chair, Conference Committee
29. Madhav Negi, Chair, Professional Activities
30. PVS Maruthi Rao (Special Invitee)
31. MGPL Narayana (Special Invitee)
32. N.V. Rao (Special Invitee)
33. Lakshminarayana Merugu (Special Invitee)
34. R.Kannan (Special Invitee)