

MEETING MINUTES

Meeting/Project Name:	1 st IEEE Tunisia section Executive Committee meeting		
Date of Meeting: (MM/DD/YYYY)	3-4 October 2015	Time:	Saturday 3pm-7pm (Tunis Time) Sunday 9am-1pm (Tunis Time)
Meeting Facilitator:	Messaoud Amairi	Location:	Tej Marhaba, Sousse, Tunis

1. Meeting Objective

The Executive Committee meeting is held to:

- Present the activities organized by chapters, affinity groups, students
- Discuss and plan for future IEEE activities in Tunisia, including Technical / professional / educational / student activities
- Discuss section legal status and financial report
- Miscellaneous

2. Invited persons

Name	IEEE Position	E-mail	Present	
1	Habib Kammoun	Section Chair	habib.kammoun@ieee.org	Yes
2	Azza Ouled Zaid	Section Vice-Chair	azza.ouled-zaid@laposte.net	No
3	Messaoud Amairi	Section Secretary	amairi.messaoud@ieee.org	Yes
4	Nizar Rokbani	Section Treasurer	nizar.rokbani@ieee.org	Yes
5	Mohamed Ben Halima	CIS chapter chair	mohamed.benhlma@ieee.org	No
6	Mounir Ben Ayed	EMBS chapter chair	mounir.benayed@ieee.org	No
7	Wael Ouarda	YP affinity group chair	wael.ouarda@ieee.org	Yes
8	Boudour Ammar	WIE affinity group chair	boudour.ammar@ieee.org	Yes
9	Abdelfattah Belghith	VT chapter & Com chapter chair	abdelfettah.belghith@hotmail.com	No
10	Ali Gharsallah	MTT chapter chair	ali.gharsallah@gmail.com	No
11	Mohamed Masmoudi	SSCS chapter chair	mohamed.masmoudi.tn@ieee.org	No
12	Ibrahim Ben Salah	PES chapter representative	ibrahim.bensalah@isecs.rnu.tn	No
13	Abdelkarim Elbaati	OES chapter representative	abdelkarim.elbaati.tn@ieee.org	No
14	Wajdi Bouajila	RAS chapter representative	bouajilawajdi@yahoo.fr	Yes
15	Mourad Zaied	SMCS chapter representative	mourad.zaied@ieee.org	No
16	Mohamed Neji	Education chapter representative	mohamed.neji@ieee.org	No
17	Ali Wali	Computer chapter representative	ali.wali@ieee.org	No
18	Nouredine Boulejf	APS chapter representative	nboulejf@ucalgary.ca	Yes
19	Chokri Ben Amar	SPS chapter representative	chokri.benamar@ieee.org	No
20	Mounir Ben Aissa	ITSS chapter representative	benaissamounir@ieee.org	Yes
21	Hela Lajmi	IAS chapter representative	hela.lajmi@ieee.org	Yes
22	Chafaa Hamrouni	AESS chapter representative	chafaa.hamrouni.tn@ieee.org	Yes
23	Monia Kotti	CEDA representative	kot.mouna@gmail.com	Yes
24	Mourad Loulou	N&A committee chair	mourad.loulou@ieee.org	No
25	Olfa Jemai	N&A committee Member	olfa.jemai@ieee.org	No

26	Farhat Fnaiech	N&A Committee Member	fnaiech02@yahoo.com	No
27	Ilhem Kallel	Chapter Coordinator	ilhem.kallel@ieee.org	Yes
28	Adel M. Alimi	Conference Coordinator	adel.alimi@ieee.org	Yes
29	Hamza Jmii	Membership Development Coordinator	eng.jmii.hamza@ieee.org	Yes
30	Bilel Dekhili	Student Representative	bilel.dekhili@ieee.org	Yes
31	Amira Tarroum	Student Representative	tarroum.amira@gmail.com	Yes
32	Mehdi Bouguerra	Student Representative	bouguerra.mehdi.tn@ieee.org	Yes
33	Nadhema Bardaa	Professional Activities Coordinator	nadhembardaa@gmail.com	Yes
34	Riadh Besbes	Educational Activities Coordinator	Riadh.Besbes@ieee.org	Yes
35	Rami Messaoud	Industry Relations Coordinator	messaoud.rami.tn@ieee.org	Yes
36	Tarek Bejaoui	A&R Committee Chair	tarek.bejaoui@yahoo.fr	Yes
37	Sana Khalifa	A&R Committee Member	sana.khalifa@yahoo.com	Yes
38	Amin Zribi	A&R Committee Member	amin.zribi@gmail.com	Yes
39	Khoulood Filali	Newsletter Editor	khoulood.filali.tn@ieee.org	Yes
40	Mekki Ksouri	Past N&A committee chair	ksouri.mekki@gmail.com	No
41	Lotfi Kamoun	Past N&A committee chair	lotfikamoun2@gmail.com	No
42	Jelal Ezzine	Past Section Secretary	jelal.ezzine@enit.rnu.tn	No
43	Mohamed Jmaiel	Past Section Treasurer	mohamed.jmaiel@enis.rnu.tn	No
44	Jalel Ben Hadj Slama	Past Section Vice-Chair	bhslama@yahoo.fr	Yes
45	Ahmed Hadj Kacem	Past Chapter Coordinator	ahmed.hadjkacem@fsegs.rnu.tn	No
46	Ibrahim Mezghenni	Pas Conference Coordinator	brahim_mezghani@yahoo.fr	Yes
47	Hassen Mnif	Past Section Treasurer	hassene.mnif@ieee.org	No
48	Faouzi Bouani	Past Section Secretary	bouani.fauzi@yahoo.fr	No

3. Notes, Decisions and Issues		
Topic	Presenter	Time
Call to order and roll call	Messaoud Amairi	Saturday 3.00 pm
Section chair's address The section chair welcomed the participants and presented the vision and mission of the section. He also: <ul style="list-style-type: none"> • promote senior and fellow IEEE membership • encourage students to participate in international competitions • proposed to give awards for active members • encourage the inactive members to renew their membership The vision if the section aims to: <ul style="list-style-type: none"> • retain members • communicate efficiently • ameliorate technical activities • help students to have necessary skills for their professional careers The section chair presented the IEEE TN Section website and encouraged all excom members to add their activities.	Habib Kammoun	3.05 pm
Membership Development Activities The MD officer proposed to <ul style="list-style-type: none"> • create a MDA subcommittee to facilitate his actions • promote IEEE and recruiting new members • re-activate some chapters 	Hamza Jmii	4.00 pm
Women In Engineering (WIE) Activities The WIE AG chairwomen proposed to <ul style="list-style-type: none"> • organize WIE activities (training, conferences and travel grants) • help in the organization of the student congress 	Boudour Ammar	5:20 pm
Young Professionals (YP) Activities The YP affinity group chair proposed to <ul style="list-style-type: none"> • help recently graduated students in their professional career • submit a proposal to the STEP program • promote the YP activities with training and awards 	Wael Ouarda	5:45pm
Professional Activities The PA officer proposed to <ul style="list-style-type: none"> • send a survey to the interested members to know what kind of skills they need to promote their professional career • organize Training-of-Trainers (TOT) Program for SB chairs • contact SB chairs and counselors to promote professional activities in the section 	Nadhem Bardaa	6:00pm
Educational Activities The EA coordinator proposed to <ul style="list-style-type: none"> • Promote participation in EPICS and TISP • Create MOOCs to help students • Participate in IEEE Academics and edX 	Riadh Besbes	6:15pm

<p>Industry Relations Activities The Industry coordinator proposed to</p> <ul style="list-style-type: none"> Organize the IEEE Industry day Create an Industry database 	Rami Messaoud	6:35pm
<p>Awards & Recognitions Activities The A&R committee chair presented a list of proposed awards to be organized in the future</p>	Tarek Bjaoui	6:45pm
<p>Section's Newsletter The newsletter editor presented the sections newsletter and proposed to</p> <ul style="list-style-type: none"> Send the Newsletter bimonthly Create a form in www.ieee.tn to upload photos of the organized events. send a report of the ex-com meeting the the R8 	Khoulood Filali	7:00pm
<p>Students activities The student representatives presented their activities and proposed to</p> <ul style="list-style-type: none"> Promote participation in IEEE Extreme by helping some new students members to pay the membership fees. Expect constant communication with section and members Explain to the new SB committees how to organize activities and participate to competitions and awards. Send a survey for the TSYP'15 to ask for the venue and dates. 	Bilel Dekhili Amira Tarroum Mehdi Bouguerra	Sunday 9:00am
<p>Conference Activities The conference coordinator proposed to</p> <ul style="list-style-type: none"> Sign agreements with hotels to promote conference activities ask conference organizers to pay 500\$ as a participation to finance the technical activities of the section. ask conference organizers to register two IEEE graduate student members free for charge to promote their skills. Ask conference organizers to give their participant database to the section to facilitate communications. Organize a summer school: ' how to organize a successful IEEE conference'. 	Adel Alimi	10:00 am
<p>Chapters activities The chapter coordinator presented the statistics of chapters and</p> <ul style="list-style-type: none"> Ask all chapters representative to develop a website Re-activate inactive chapters and call for elections if necessary <p>The chapters' representatives presented their past activities and their plan for future activities.</p>	Ilhem Kallel Chapters' representatives	11:00 am
<p>Treasurer's report The treasurer presented the budget of the Tunisia section. On 16 July 2015 in the transition meeting between past and new officers, the global budget including the section and subunits was: Closing Balance: \$45,754.92 in IEEE USA + 26202,095 TND in Association ATUD + 465TND cash + not payed order form of LETI lab of 8454,313 TND + 1131 TND negative balance in ASARIT. The following payments were not yet done to: Tunisian Students congress 2014 and ME-SBC 2015. The treasurer presented the annual rebate of the section and all subunits. The section is responsible on the budget of the section and the subunits are the responsible of their budgets. The excom approved to help financially the organization of the Tunisian SYP 2015 and the travel expenses of excom members in their IEEE activities under the budget of the section.</p>	Nizar Rokbani	12:00 pm
<p>Legal status of the section in Tunisia The secretary presented that IEEE staff contacted a counsel in Tunisia to register IEEE Tunisia section legally in Tunisia as branch of international association. The registration will be according to the local bylaws and the IEEE bylaws. The arabic name will be as pronounced in English "I triple E"</p>	Messaoud Amairi	1:00 pm
<p>Next meeting time and closing The next meeting will be after 6 months; The decision was to organize 2 excom meetings per year.</p>		

5. Next Meeting

Date: (MM/DD/YYYY)	March-April 2016	Time:		Location:	Hammamet
Objective:	The next Excom meeting will be organized to discuss: <ul style="list-style-type: none">- Past activities- Approve the financial report and section expenses- Plan for future activities- Miscellaneous				