

## MEETING MINUTES

<b>Meeting/Project Name:</b>	Executive Committee meeting		
<b>Date of Meeting:</b>	09 April 2016	<b>Time:</b>	9am-5pm (Tunis Time)
<b>Meeting Facilitator:</b>	Messaoud Amairi	<b>Location:</b>	Medina Thalasso, Hammamet, Tunis

### 1. Meeting Objective

The Executive Committee meeting is held to present:

- Tunisia section overview
- Financial report
- MD statistics
- Student activities
- Chapter activities
- Conferences
- Plan for 2017-2018 Section officers election
- Professional Activities
- Educational Activities
- Industry Activities
- Awards

### 2. Invited persons

	Name	IEEE Position	E-mail	Present
<b>Officers</b>				
1	Habib Kammoun	Section Chair	habib.kammoun@ieee.org	Yes
2	Azza Ouled Zaid	Section Vice-Chair	azza.ouled-zaid@laposte.net	Yes
3	Messaoud Amairi	Section Secretary	amairi.messaoud@ieee.org	Yes
4	Nizar Rokbani	Section Treasurer	nizar.rokbani@ieee.org	Yes
<b>Elected Members</b>				
5	Chafaa Hamrouni	AESS chapter chair	chafaa.hamrouni.tn@ieee.org	Yes
6	Ali Gharsallah	APS chapter chair	ali.gharsallah@gmail.com	No
7	Mourad Loulou	Circuits and Systems chapter chair	mourad.loulou@ieee.org	No
8	Tarek Bejaoui	Communications chapter chair	tarek.bejaoui@ieee.org	Yes
9	Nesrine Baklouti	CIS chapter representative	nesrine.baklouti@ieee.org	Yes
10	Ali wali	Computer chapter representative	ali.wali@ieee.org	Yes
11	-	CEDA chair	-	-
12	Adel Alimi	Education chapter chair	adel.alimi@ieee.org	Yes
13	Mounir Ben Ayed	EMBS chapter chair	mounir.benayed@ieee.org	Yes
14	Hela Lajmi	IAS chapter representative	hela.lajmi@ieee.org	Yes
15	Mounir Ben Aissa	ITSS chapter representative	benaissamounir@ieee.org	Yes
16	Nouredine Boulejfen	MTT chapter representative	nboulejf@ucalgary.ca	Yes
17	Nizar Rokbani	OE chapter chair	nizar.rokbani@ieee.org	Yes
18	Ilhem Slama BelKhodja	PES chapter chair	ilhem.slamabelkhodja@gmail.com	Yes
19	Nizar Rokbani	RAS chapter chair	nizar.rokbani@ieee.org	Yes
20	Chokri Ben Amar	SPS chapter chair	chokri.benamar@ieee.org	Yes
21	Brahim Mezghani	SSCS chapter chair	brahim.mezghani@enis.tn	No

22	Yassine Aribi	SMCS chapter chair	yassine.aribi.tn@ieee.org	<b>Yes</b>
23	Farouk Kamoun	VT chapter chair	farouk.kamoun@sesame.com.tn	No
24	Wael Ouarda	YP affinity group chair	wael.ouarda@ieee.org	No
25	Abir Chermiti	WIE affinity group representative	abir.chermiti.tn@ieee.org	<b>Yes</b>
<b>Nominated Members</b>				
26	Tarek Bejaoui	A&R Committee Chair	tarek.bejaoui@ieee.org	<b>Yes</b>
27	Sana Khalfa	A&R Committee Member	sana.khalfa.tn@ieee.org	<b>Yes</b>
28	Amin Zribi	A&R Committee Member	amin.zribi.tn@ieee.org	<b>Yes</b>
29	Ilhem Kallel	Chapter Coordinator	ilhem.kallel@ieee.org	<b>Yes</b>
30	Adel Alimi	Conference Coordinator	adel.alimi@ieee.org	<b>Yes</b>
31	Riadh Besbes	Educational Activities Coordinator	riadh.besbes@ieee.org	No
32	Rami Messaoud	Industry Ambassador	messaoud.rami.tn@ieee.org	<b>Yes</b>
33	Randa Hammami	Membership Development Coordinator	randa.hammami@ieee.org	No
34	Khouloud Filali	Newsletter Editor	khouloud.filali.tn@ieee.org	<b>Yes</b>
35	Mourad Loulou	N&A committee chair	mourad.loulou@ieee.org	No
36	Olfa Jemai	N&A committee Member	olfa.jemai@ieee.org	No
37	Farhat Fnaiech	N&A Committee Member	fnaiech02@yahoo.com	No
38	Nadhem Bardaa	Professional Activities Coordinator	nadhem.bardaa.tn@ieee.org	No
39	Bilel Dekhili	Student Representative	bilel.dekhili@ieee.org	No
40	Mehdi Bouguerra	Student Representative	bouguerra.mehdi.tn@ieee.org	No

3. Notes, Decisions and Issues		
Topic	Owner	Time
<b>Call to order and introduction of participants.</b>	Habib Kammoun	09:30 am
<b>Approval of the agenda and the past ExCom minutes:</b> <ul style="list-style-type: none"> <li>Agenda approved.</li> <li>Past ExCom minutes approved.</li> </ul>	Messaoud Amairi	09:35 am
<b>Section chair's address:</b> <ul style="list-style-type: none"> <li>Presentation of latest section's activities and received awards and discussion of the next events (student congress, engineering days, IEEE day, meeting with the directors of Tunisian research laboratories, signature of national society agreement with national organization, etc.)</li> <li>Discussion about the planning of the 2017-2018 officers election process and approval of the election deadlines and the candidature requirements</li> <li>Mourad Loulou and Olfa Jemai announced that they would like to continue as N&amp;A committee members and Farhat Fnaiech announced that he can't continue in the committee. The excom proposed and approved to nominate Najeh Lakhoua instead of Farhat Fnaiech.</li> <li>The N&amp;A committee will follow the MGA recommendation which consists that the vice chair will become automatically the chair of 2019-2020 and that only the 3 positions (vice chair, treasurer, and secretary) will be elected for the 2019-2020 election.</li> <li>The request for the establishment of an IEEE branch was sent to the presidency of the governance for approval.</li> </ul>	Habib Kammoun	09.40 am
<b>Treasurers' report:</b> <ul style="list-style-type: none"> <li>Presentation of the financial status of the section in USA and in Tunisia within ATUDA and ASARIT associations.</li> <li>Presentation of the rebate of the section and the rebate of all sub units.</li> <li>Following the request of ATUDA to not continue the financial management of the section funds, the committee approved to transfer the fund on ATUDA to ASARIT association.</li> <li>The committee approved to help the student branches and YP affinity group representatives in their travel grant in order to participate to the R8 SYP congress in Munich.</li> <li>The committee approved to help members who received non sufficient financial support to participate in IEEE meetings.</li> </ul>	Nizar Rokbani	11:25 am
<b>Chapters activities:</b> <ul style="list-style-type: none"> <li>Presentation of the societies' memberships in Tunisia.</li> <li>Chapters chairs and representatives presented their past and future activities. Then, a discussion about collaboration possibilities between chapters.</li> <li>Discussion of a plan to organize a vtools workshop before the end of 2016.</li> </ul>	Ilhem Kallal	2:00 pm

<p><b>Women In Engineering (WIE) Activities:</b></p> <ul style="list-style-type: none"> <li>• Presentation of WIE activities in Tunisia organized by the affinity group as well as the approved funds and travel grants.</li> </ul>	Abir Chermiti	4:00 pm
<p><b>Conference Activities:</b></p> <ul style="list-style-type: none"> <li>• Presentation and discussion of the next conferences in Tunisia.</li> <li>• The conference coordinator asked for travel grant to participate to the POCO 2016. The request was not approved.</li> <li>• The conference committee proposed to attract some conferences for a financial co-sponsorship instead of only technical co-sponsorship in order to receive some funds (for example 5% or 10% from the surplus of the conference) and these funds could be used by the conference organizer to support other IEEE activities.</li> </ul>	Adel Alimi	4:15 pm
<p><b>Industry Relations Activities:</b></p> <ul style="list-style-type: none"> <li>• Presentation and discussion of the past industry activities and the plan to contact companies and help students to found internships and jobs.</li> </ul>	Rami Messaoud	4:45pm
<p><b>Section's Newsletter:</b></p> <ul style="list-style-type: none"> <li>• Presentation of the 1st newsletter and discussion about some section. The updated version should be ready as soon as possible</li> </ul>	Khouloud Filali	5:00pm
<p><b>Next meeting time and closing:</b> The fall meeting dates will on October - November 2016. The exact dates will be announced before at least one month.</p>		