

IEEE GOLD Meeting Minutes

Date: May 4, 2004 @ 19:00
Location: Dawn Nedohin-Macek's Residence
Attendees: Dawn Nedohin-Macek (DNM, Chair)
Jennifer Jessop (JJ, Vice Chair)
John Vukelic (JV)
Kevin Ostash (KO)
Owen Preston (OP)
Stephen Dueck (SD)
Shawn Silverman (SS)

Regrets: Andrea Leslie (AL)
Julian Nedohin-Macek (JNM)
Troy Dolyniuk (TD)

Abbreviations: Motion To Carry – MTC
Motion Carried – MC
Motion Seconded – MS

1. Meeting called to order by DNM at 19:00
 - a. Review and Approval of Agenda; (MTC:OP, MS:SD, MC)
2. Approval of last meeting's minutes
 - a. JJ suggested that the minutes be checked over by a few members prior to the next meeting and prior to posting them on the web site.
 - b. Reviewed the minutes and a few corrections were necessary; (MTC:OP, MS:SD, MC)
3. Officer's Reports:
 - a. Vice Chair (JJ)
 - i. No new items to report.
 - b. Secretary (KO)
 - i. See Appendix A. We have submitted 6 L31 forms to IEEE for our technical and administrative events up to May 5, 2004.
 - c. Treasurer (OP)
 - i. See Appendix B for a financial summary.
 - ii. DNM gave OP:
 1. Bill from Special Services for APEGM/CTTAM event (U of M)
 2. Cheque for \$100 from NSERC Chair for APEGM/CTTAM event
 3. Cheque from TRLABS for \$100 for Embedded Wireless Event.
 - d. Web Master (TD)
 - i. Not Present. See section 4 subsection e for new details.
4. Old Business
 - a. Manitoba Robot Games
 - i. See Appendix C for a briefing from JJ.
 - ii. JJ will update at meetings when necessary.
 - iii. Item Closed.
 - b. Blackout Panel
 - i. DNM has sent out "Thank You" letters.
 - ii. GOLD made just over \$14 on the event.

- iii. Item Closed.
 - c. May 15th Event
 - i. Overview
 - 1. The event has reached maximum amount for attendees. A second event will be held at a future date if there is enough interest. DNM will maintain a list of people that are interested in a second session. JJ had suggested inviting one of the organizers from the Manitoba Robot Games to attend the session for free as a promo.
 - 2. This event is all Day on May 15th and will include topics on Bluetooth, Embedded Programming, RC Car Control and Web Servers. The workshop leaders will be Shawn Silverman and Sami Kibria.
 - ii. Food Requirements
 - 1. JV is taking care of the food requirements. This item was tabled for discussion between JV and DNM regarding specific requirements.
 - iii. Committee Requirements
 - 1. JJ offered to assist if required. SD, DNM, JV will be primary event assistants. OP will be registration and cash box.
 - d. Web Page
 - i. TD has been absent for some time. JV would like to become web master. DNM will work with JV on developing a web standard.
5. New Business
- a. Summer Events
 - i. Ideas:
 - 1. Soldering and circuit workshop
 - 2. Network Security
 - 3. Another Bluetooth event
 - ii. Item is tabled until next meeting.
 - b. GOLD Identity
 - i. SD wrote up an identity for GOLD describing what it means to the general public. SD will share with the group and open for discussion.
 - ii. Item is tabled for further discussion next meeting.
 - c. CD
 - i. A CD – “Connecting Young Professionals” was sent to all GOLD chairs. It contains a presentation, information and links to GOLD-specific web sites, as well as videos of GOLD members.
6. Next Meeting
- a. The next meeting will be held on May 27, 2004 @ 19:00 at the residence of Dawn Nedohin-Macek.
7. Adjournment
- a. (MTC:OP, MS:SD, MC)

Appendix A: Secretary Report on L31 Forms Submitted

Gold Administrative and Technical Events Submitted

To date, GOLD has submitted 6 L31 forms to IEEE. We have had 4 administrative meetings and two technical events up to today's date. The L31 is a general form used by IEEE in the reporting of each meeting held by an IEEE Chapter or Affinity group. Affinity groups are required to submit at least 2 meeting reports to IEEE Regional Activities every year in order to earn a rebate.

Here are the L31 reports as queried from the IEEE web site for this year (Record number corresponds to the order our meeting reports fall in the IEEE L31 database for the Winnipeg section over a 2 year period.):

Record # : 47

Section: WINNIPEG	Type: AFFINITY GROUP	Geocode: R70131	RecID: 1856
SubName: GOLD	SubCode: GD70131	Was this meeting joint with student branch(es)?: No	Was this meeting part of the Distinguished Lecturers Program?: No
Meeting Date: 01/07/2004	Attendance: IEEE Members: 4	Attendance: Guests: 1	Category: Administrative
Title of Paper 1: NA	Speaker:	Title of Paper 2:	Speaker:

Record # : 48

Section: WINNIPEG	Type: AFFINITY GROUP	Geocode: R70131	RecID: 1856
SubName: GOLD	SubCode: GD70131	Was this meeting joint with student branch(es)?: No	Was this meeting part of the Distinguished Lecturers Program?: No
Meeting Date: 02/12/2004	Attendance: IEEE Members: 7	Attendance: Guests: 0	Category: Administrative
Title of Paper 1: NA	Speaker:	Title of Paper 2:	Speaker:

Record # : 49

Section: WINNIPEG	Type: AFFINITY GROUP	Geocode: R70131	RecID: 1856
SubName: GOLD	SubCode: GD70131	Was this meeting joint with student branch(es)?: No	Was this meeting part of the Distinguished Lecturers Program?: No
Meeting Date: 03/04/2004	Attendance: IEEE Members: 18	Attendance: Guests: 26	Category: Technical
Title of Paper 1: A Panel Discussion Regarding the 14 August 2003 Blackout	Speaker: Allan Silk	Title of Paper 2: A Panel Discussion Regarding the 14 August 2003 Blackout	Speaker: Udaya Annakkage

Record # : 50

Section: WINNIPEG	Type: AFFINITY GROUP	Geocode: R70131	RecID: 1856
SubName: GOLD	SubCode: GD70131	Was this meeting joint with student branch(es)?: No	Was this meeting part of the Distinguished Lecturers Program?: No

Meeting Date: 03/11/2004	Attendance: IEEE Members: 9	Attendance: Guests: 0	Category: Administrative
Title of Paper 1: NA	Speaker:	Title of Paper 2:	Speaker:

Record # : 51

Section: WINNIPEG	Type: AFFINITY GROUP	Geocode: R70131	RecID: 1856
SubName: GOLD	SubCode: GD70131	Was this meeting joint with student branch(es)?: Yes	Was this meeting part of the Distinguished Lecturers Program?: No
Meeting Date: 03/22/2004	Attendance: IEEE Members: 28	Attendance: Guests: 37	Category: Educational
Title of Paper 1: How to Get Your P Eng	Speaker: Sharon Sankar P Eng	Title of Paper 2: How to Get Your CET	Speaker: Guy Newman CET

Record # : 52

Section: WINNIPEG	Type: AFFINITY GROUP	Geocode: R70131	RecID: 1856
SubName: GOLD	SubCode: GD70131	Was this meeting joint with student branch(es)?: No	Was this meeting part of the Distinguished Lecturers Program?: No
Meeting Date: 04/13/2004	Attendance: IEEE Members: 5	Attendance: Guests: 0	Category: Administrative
Title of Paper 1: NA	Speaker:	Title of Paper 2:	Speaker:

Appendix B: Financial Report

IEEE GOLD Money Management

Date	Incoming	From	Expenditures	Existing Funds	Payment	Total
				1/1/2004	To	
1/7/2004						\$545.57
1/21/2004	\$80.00	Web Design Workshop	\$100.00		Check	\$445.57
			\$20.00	Reimburse Andrea Leslie: Movie Gift Certs	Cash	\$505.57
			\$50.00	Reimburse Jen Jessup: Gift Certificates	Cash	\$455.57
3/22/2004	\$14.83	Blackout Roundtable				\$470.40
	\$7.00	Web Design Check Cashed				\$477.40
4/5/2004	\$100.00	Wine and Cheese Contribution (APEGM)				\$577.40
	\$100.00	Wine and Cheese Contribution (CTTAM)				\$677.40
			\$11.26	Reimburse Dawn Macek: Photocopying	Check	\$666.14
			\$322.36	Reimburse Stephen Dueck: Hall Rental & Posters	Check	\$343.78
	\$100.00	Wine and Cheese Contribution (U of M)				\$443.78
	\$100.00	Blueteeth Contribution (TRLabs)				\$543.78
			\$152.12	U of M Invoice for Remaining Hall Rental	Check	\$391.66
					TOTAL	\$391.66

Appendix C: Vice Chair Report

MB Robot Games follow up:

- J. Jessop attended a MB Robot Games Planning Committee Meeting on April 14th.
- The total numbers of registered robots at the Games were down.
- Possible reasons were: The Western competition was deleted from the competition resulting in the loss of a couple of schools competing all together.
- The number of competitors in the Mini Sumo competition was up probably due to the introduction of the Mimi-max kits.
- The robocritter competition is under consideration to be deleted from the competition for next year.
- Plans for workshops to be advertised in the leisure guide are in the works, volunteers to come from CTTAM GOLD?
- The 10th Annual MRG Competition will be held at the Manitoba Museum on March 19 & 20, 2005, poster to go out in September 2004.
- Volunteer training to be held on Wed instead of traditional Thurs, to be discussed further at future meeting...
- Follow up from Games: Three(3) illegal robots seen in games--tractor pull--sandpaper on wheels--talk to Ian Elwood Oates for more details
- Robot Kits: A Sub-Committee has been formed to design, construct and market an autonomous robot kit, (Colin Mantay, CTTAM & former IEEE member has also joined the MRG Planning Committee and is working on the design sub-committee)
- Skills Canada: May 26-29 . <http://www.skillscanada.mb.ca/index.shtml>
- Jennifer will continue to attend the MRG Planning Committee Meeting throughout the year and plan for the 10th annual MRG.