

IEEE GOLD Meeting Minutes

Date & Place: June 16, 2004; 7 Celtic

Present: Stephen Dueck (SD)
Andrea Leslie (AL)
Dawn Nedohin-Macek (DNM, Chair)
Julian Nedohin-Macek (JNM)
John Vukelic (JV)
Owen Preston (OP)
Jennifer Jessop (JJ)
Shaun Silverman (SS)

Regrets: Kevin Ostash

Call to Order by DNM (19:10)

1. Approval of the Agenda

Amendments to the Agenda:

1. 4a) iii) Thank you Letters
2. 4b) Web Site Ads
3. 5c) QSIF (Quick Start Incentive Fund)
4. 5d) AIDS
5. 5e) Online Survey
6. 5f) TR Labs

OP motion to carry, SD seconded; Motion carried

2. Approval of Minutes

Amendments to the Minutes:

1. remove 5a)
2. remove "Harvest Mine" replace with "add link to Robot Wars"
3. item 4d) missing – DNM will attach it
4. remove from 4d) comment regarding support
5. remove from 5b) comment by JJ
6. "Present" section missing. Insert the following names as present:
John Vukelic (JV)
Shaun Silverman (SS)
Dawn Nedohin-Macek (DNM, Chair)
Julian Nedohin-Macek (JNM)
Stephen Dueck (SD)
Jennifer Jessop (JJ)

OP motion to carry; SD seconded; Motion carried.

3. Reports:

- a) Vice Chair
 - Nothing to report
- b) Secretary
 - Tabled
- c) Treasurer
 - Reimbursement cheques for Blue Tooth event given to JV (\$541.36), SS (\$26.15) and DNM (\$20.00)
 - Currently have \$714.73 in the account
 - Udaya is doing the finances for IEEE and will give OP updates

ACTION: OP to re-issue a financial statement
- d) Web Master
 - DNM has been doing the latest web updates.

4. Old Business

- a) Embedded Wireless Workshop
 - i) Finances
 - \$830 net, not including expenses
 - Farag Azzedin has paid Sami Kibria\$20
 - \$290.24 profit to date
 - IEEE and UM still owes \$100 each

ACTION: OP to check if Ken Padima (UM) received the invoice
 - ii) Feedback
 - 13 responses to survey that DNM emailed to attendees
 - Good feedback – lots of comments, some about the delay, requesting another workshop.

ACTION: DNM to give copy of survey summary to Sami and SS
 - iii) Sponsor thank-you letters
 - Tabled until all sponsorship dollars are received.
- b) Web Page and Mailing List
 - DNM has been doing the updates
 - Web Ads:
 - Each person can download one or two to put on our web site.
 - Question of why we need them – promoting IEEE, make web page look more professional
 - Will decides once everyone has looked at the ads

ACTION: JJ to send link to web ads

c) GOLD Identity

Motion to Table by OP, Seconded by JNM, Motion passed.

d) WIE

- Had their first meeting on June 10th, 2004
- 10 people attended – mostly professionals
- SD has volunteered to recruit more people for the next event
- Next meeting is July 15th, 2004
- Want to have their first event at the end of August – beginning of September
- Have enough volunteers for their executive committee that they do not need to operate in conjunction with GOLD, however are still interested in partnering for events

e) GOLD Banner

- Can order large banner from IEEE for approximately \$200. See http://www.ieee.org/organizations/rab/scs/products/banner_photo.html

Motion by OP to purchase a GOLD banner, Seconded by SS

Amend motion to investigate the cost of a banner

Vote: 6 yes, 1 opposed

ACTION: AL to investigate banner cost.

5. New Business

a) Chris Urmson, “DARPA Grand Challenge” Event

i) Advertising

- Notice on the APEGM web site
- DNM has sent out in email to the mailing list
- We are not going to make a poster because the response so far has been very good and there is limited space.

ii) Cost

- Original email and posting, there is no charge mentioned
- Charge: \$5 Non-Members, \$3 IEEE Members, \$2 Students

ACTION: DNM to update the website and send out another email.

iii) Survey

- Want to hand out at the end of the event

ACTION: DNM to prepare survey

iv) Location: TR Labs Room 200 (South Board Room)

v) Attendance

- 18 people have already sign up
- Maximum capacity is 30 people

vi) Food

- SD suggested having healthy food
- DNM already has the drinks

ACTION: OP will get the food (cookies and fruit). Limit of \$30.

vii) Thank you Gift

ACTION: OP to get thank you gift.

- b) Summer Events
- DNM proposed to have no events over the summer
 - BBQ was suggested
 - Location: King's Park
 - Advertisement: email will be sent to GOLD and WIE mailing lists
 - When: tentatively date Sunday August 15th
 - Food: Potluck, GOLD will provide the drinks, JNM & OP to bring the BBQs
- c) Quick Start Incentive Fund (QSIF)
- For “young” groups to get money (approximately \$200)
 - Need to apply – tell them about the events you have
- ACTION: JJ to fill out the application. Will use the events mentioned in the last set of minutes
- d) AIDS – Future Event Brain Storm
- Engineering without Boarder but for Computer or Electrical engineers
 - SD suggested having an event that dealt with social issues that could benefit from the use of technology
 - Communication is lacking in AIDS education
 - This could be linked with women's issues
 - Possible speakers:
 - AL suggested a friend who is in Papa New Guinea at the moment setting up computers and teaching classes on how to use computers and the internet
 - SD suggested Dr. Allen Ronald – AIDS researcher
 - Could have a brain storming session instead of a lecture
 - Could have a series of linked events – help to plan our events for the whole year
- e) On-Line Survey
- It is free to use for a limited number of surveys unless you sign up for a professional package
 - JV & SS will work on developing our own on-line survey
 - We will use the free one for now at <http://www.zoomerang.com>
- f) TR Labs
- SS wants to get the equipment from the Blue Tooth Workshop from TR Labs
- ACTION: SS to write a letter request donation of the equipment to IEEE GOLD. DNM will review the letter before it is sent out.
- g) Motivational Speaker Event Suggestion
- DNM saw Ron Blicq (<http://www.rgilearning.com>) and thought he would be good to have a presenter for an event. He's heavily active in IEEE and RRC.
 - This event tentatively booked for the end of September

6. Next Meeting
IEEE GOLD: 7pm Wednesday, July 21st, 2004. Location: TBA
7. Meeting Adjournment by DNM
OP motion to carry; Motion carried. (8:45)