

Winnipeg IEEE GOLD

Executive Committee Meeting Minutes



Date & Place: October 12, 2004; Dawn Nedohin-Macek's Residence

Subject: Executive Committee Meeting

Present:

Stephen Dueck (SD)
Dawn Nedohin-Macek (DNM, Chair)
Julian Nedohin-Macek (JNM, Acting secretary)
Owen Preston (OP)
Jennifer Jessop (JJ, Vice Chair)

Regrets:

Kevin Ostash (KO, Secretary)
John Vukelic (JV, Webmaster)

Guests:

Aram Faghfour (AF)

Call to Order (DNM, 6:30 pm)

1. The group made introductions, and what responsibilities and duties each GOLD executive committee positions have were discussed.
2. Approval of Minutes (OP, JJ)
3. Approval of Agenda as amended (OP, SD)
 - a. Amendments:
 - i. 5 a) vi) Participation Certificates
 - ii. 5 a) vii) Iders thank-you certificate
 - iii. 4 h) Robot Games Report
4. Reports
 - a. Vice Chair – Jennifer Jessop
 - i. Went to Region 7 Meeting of IEEE Canada representing WIE Canada.
 - ii. Reported on new WIE scholarship (GOLD members eligible)
 - iii. Great conference, recommends attending to all IEEE members
 - iv. Good networking opportunities
 - b. Secretary – Tabled
 - c. Web Master – Tabled
 - d. Treasurer – Owen Preston (see Appendix A for details)
 - i. \$300 transfer credit from IEEE
 - ii. Section input to Embedded Wireless Workshop unconfirmed
 - iii. No bonus for many events because we are a specialty group
 - iv. Report Accepted (OP, JJ)
5. Old Business
 - a. Embedded Wireless Workshop
 - i. DNM and JNM sent four letters of thank you. Once money is received from Winnipeg Section, letter of appreciation will be sent.

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- b. Web Page
 - i. DNM would like site updated to be more modern and flashy.
 - ii. Postponed until after January change over of executive committee.
- c. GOLD Banner
 - i. Order requires Section Executive member approval. DNM will order once approval is obtained.
 - ii. Banner will say "WINNIPEG GOLD" under IEEE logo.
- d. QSIF (Quick Start Incentive Fund)
 - i. JJ pursuing, no updates at this time.
- e. WIE
 - i. BBQ details for L31 to be sent to JJ from DNM/KO
 - ii. Had booth at Legislature for Women's History Month. Went very well with robots as draw for kids and parents.
 - iii. WIE executive committee meeting to be held at TRILabs on October 14, 2004.
- f. GOLD Identity Statement
 - i. Discussion indicated that due diligence was required to finish document and conform it to IEEE bylaws.
 - ii. Motion made to:
Accept Identity Statement in principle subject to confirmation with by-laws and spirit of IEEE
 - iii. (OP, JJ) carried unanimously
- g. Nominations and Vote Date
 - i. Nominations accepted at meeting:
 - 1. JJ nominated SD for Chair – accepted
 - 2. DNM will hold past-Chair position – accepted
 - 3. OP nominated JJ for secretary – accepted
 - 4. SD nominated AF for vice-chair – accepted
 - ii. Discussion of positions:
 - 1. Secretary recommended to maintain contact/ mailing list database
 - 2. Secretary recommended to be responsible for registration at events
 - 3. WIE position may be created as permanent liaison between groups.
 - iii. Vote:
 - 1. The Election will be held by secret ballot on January 10, 2004. This date will also constitute the changeover date for the executive committee.

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- h. Robot Games
 - i. JJ proposed joint WIE/GOLD event in preparation for MRG.
 - ii. Colin Mantay has designed a kit for the mini-max robot to make them autonomous.
 - iii. JJ will send out email on events to GOLD committee.

6. New Business

- a. October 23 Soldering Workshop
 - i. 15 registered so far, 4 are students.
 - ii. OP will handle cash box
 - iii. JNM will handle remainder of postering advertising
 - iv. DNM will handle food/drinks
 - v. SD will handle gifts for poster maker and Fariba to a maximum of \$25.00 + card each.
 - vi. SD will do the GOLD presentation
 - vii. DNM will handle the participation certificates
 - viii. Motion:
 - The committee approves of the ordering of official IEEE certificates for the participation and IDERS thank-you certificate from the IEEE web site.*
 - (SD, JNM) carried unanimously

- b. November 3 Ron Blicq and Awards Event
 - i. Charge was determined to be:
 - 1. \$5.00 for non-IEEE members
 - 2. Free for IEEE members
 - ii. The event will be semi-formal.
 - iii. Cocktails will begin at 6:00 pm.
 - iv. Maximum of 50 people.
 - v. Budget set for:
 - 1. \$400 food
 - 2. \$80 bartender
 - 3. \$50 miscellaneous
 - 4. Total: \$530.
 - vi. OP will handle registration table and cash box
 - vii. JJ will handle thank-you gifts for Ron Blicq and Bill Kennedy at a maximum of \$50.00 each
 - viii. SD will handle posters.
 - ix. Discussion:
 - DNM will request \$200 from the Winnipeg Section in support of this event.*
 - Invite Sandra Ingram to facilitate new members, but no formal presentation of IEEE Member Drive required.*

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- c. New Event:
 - i. December Social event with WIE and Life Members set for December 10, 2004.
 - 1. Bowling
 - 2. Pool Tournament
 - ii. Suggested future events:
 - 1. New Engineering Building Tour – arrange with Dean of Engineering.
- 7. Next Meeting: November 9, 2004
- 8. Adjourned (JJ) at 20:15