

IEEE Newfoundland and Labrador Section Executive Meeting Thursday, February 22, 2002

In Attendance:

Yves Fontaine, Dennis Peters, Siu O'Young, Eric Gill, Kathleen Chafe, Sheldon Andrews, Brenda Coombs

Absent:

Mike Janes, Doug Squires, Gerard Dunphy

Location: MUN Engineering Building, Faculty Dining Room (EN-4003)

Summary of Action Items:

Action:

Dennis will contact Charles to schedule next meeting of IEMC Planning Committee.

Action:

Doug will prepare Cisco NECEC 2001 invoice for Mike who will send to Cisco.

Action:

Sheldon will provide more information on mentoring proposal at next meeting.

Action: Yves will update contact lists spreadsheet.

Action: Siu will prepare Marconi report for Region 7.

Action: Dennis will post pictures from Marconi Competition on the website.

Action: Kathleen will meet with Brenda to review Membership Development duties and functions.

Action: Dennis will ask Doug to prepare a skeleton budget breakdown by categories for discussion at brainstorming meeting.

Action: Dennis will set up meeting and will also invite members of last year's NECEC committee.

Action: Dennis and Yves will meet to prepare agenda for meeting.

Action: Sui will provide breakdown of their expenses to the executive.

Action: Yves will check to see if Aliant might be able to provide a donation.

Action: Siu will contact Gerard Dunphy and Mike Janest to determine who is the most appropriate contact at NFPower to approach for a donation.

Action: Siu will get more information on event.

Action: Dennis will investigate standards and rules for IEEE logos and will create/revise logos as required in order for us.

Action: Dennis will also make arrangements for a banner with this new logo.

Action: Kathleen will send information on life membership to Eric.

Action: Eric and Yves will prepare description and name of internal service award.

Action: Dennis will poll NECEC 2001 organizing committee members on whether conference should be held this year or perhaps every two years and if the focus of the conference should change. This would be a good topic for the brainstorming session.

Action:

Dennis will make arrangements for room, lunch, and parking permits for next meeting..

1. Review of minutes from January 17 meeting

Minutes were reviewed and accepted.

2. Review of action items arising from last meeting

Action:

Eric to suggest appropriate wording for proposed Section Award which would recognize outstanding contributions at a section level.

Open.

Action:

Siu will prepare letter to Vijay Bargava required for student branch award nomination.

Closed. Student branch won the award.

Action:

Dennis will fill Membership Development Chair with one of the suggested candidates.

Closed. Brenda Coombshastakenonthisrole.

Action:

DenniswillupdateExecutiveListonweb.

Closed.

Action:

KathleenwillprepareSecretary'sReportbyFeb.22.

Closed.

Action:

DougwillcompleteTreasurer'sReportdueinFeb.

Closed.

Action:

GerardwillmakearrangementswithPaulMackeyforSnowplowMonitoringSystemdemon Feb.18.

Closed.

Action:

DenniswillcontactCharlestoschedulenextmeetingofIEMCPlanningCommittee.

Open.

Action:

SiuwillforwardallMarconiProjectinvoicestoDougasap.

Closed.

Action:

DougwillprepareCiscoNECEC2001invoiceforMikewhowsendontocisco.

Open.

Action:

Sheldonwillprovidemoreinformationonmentoringproposalatnextmeeting.

Open.

Action:

SiuwilladvisehowmanyMonctoncompetitionteammembersareIEEEmembersandwill makefurtherarrangementsforpayment.

Closed.

Action:

Dennis will make arrangements for next meeting (room, lunch, and parking permits).

Closed.

New Business

Action: Yves will update contact lists spreadsheet.

Action: Siu will prepare Marconi report for Region 7.

Action: Dennis will post pictures from Marconi Competition on the website.

Action: Kathleen will meet with Brenda to review Membership Development duties and functions.

3. Fiscal Plan

Recognize need to develop fiscal plan for each year based upon goals and objectives for the section. All agreed that a brainstorming session would be extremely beneficial in order to start planning for the upcoming year.

Action: Dennis will ask Doug to prepare a skeleton budget breakdown by categories for discussion at brainstorming meeting.

Action: Dennis will set up meeting and will also invite members of last year's NECEC committee.

Action: Dennis and Yves will meet to prepare agenda for meeting.

4. Student Request (Canadian Engineering Design Competition)

MUN student teams (8 people) came 1st and 2nd in Moncton competition and are invited to go to the national competition in Quebec in early March. They are requesting \$1K from the IEEE section to help fund their travel expenses. Executive agreed that they would fund up to \$1K to the students if they are unable to get all costs covered through corporate donations. If the section does contribute, we also expect to see invoices for their expenses.

Action: Sui will provide breakdown of their expenses to the executive.

Action: Yves will check to see if Aliant might be able to provide a donation.

Action: Siu will contact Gerard Dunphy and Mike Janest to determine who is the most appropriate contact at NFPower to approach for a donation.

5. Engineering Week Activities

IEEE Student Branch is investigating the possibility of setting up an information booth at the Village Mall for Engineering Week. They would also have crystal radio kits for sale. It would be desirable to also have IEEE applications, information, and a banner available for this display. September would be the best time to start planning any more extensive activities for engineering week. Perhaps next year this can be actioned earlier.

Action: Siu will get more information on an event.

Action: Dennis will investigate standards and rules for IEEE logos and will create/revise logos as required in order for us.

Action: Dennis will also make arrangements for a banner with this new logo.

6. Lobster Boil

Will be discussed next meeting.

7. Awards

Student Branch received a much deserved award from Region 7. Internal award plaques should be awarded at the AGM.

Action: Kathleen will send information on life membership to Eric.

Action: Eric and Yves will prepare a description and name of internal service award.

8. NECEC

Time to form organizing committee if conference will proceed in 2002.

Action: Dennis will poll NECEC 2001 organizing committee members on whether conference should be held this year or perhaps every two years and if the focus of the conference should change. This would be a good topic for the brainstorming session.

9. Next Meeting

The next meeting will be held on [March 21, 2002](#) at MUN.

Action:

Dennis will make arrangements for room, lunch, and parking permits for next meeting..