

IEEE Newfoundland and Labrador Section Executive Meeting Thursday, March 21, 2002

In Attendance:

Yves Fontaine, Dennis Peters, Mike Janes, Eric Gill, Kathleen Chafe, Gerard Dunphy, Doug Squires

Absent:

Sheldon Andrews, Brenda Coombs

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

Summary of Action Items:

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

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

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

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

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

Action: Dennis will send out meeting invitation for brainstorming session.

Action: Doug will propose a financial plan for this year.

Action: Eric will check with Dr. Quicoe and Sheldon Andrews to see if they plan to attend CCECE to accept their awards and if there is financial support available from R7.

Action: Doug will continue to track IEMC expenses separately.

Action: Dennis will check if there is a list of names of potential NECEC chairs from last year.

Action: Dennis will extend invitation to regular NECEC committee members to see if they are interested in serving on 2002 committee.

1. Review of minutes from February 22 meeting

Minutes were reviewed and accepted.

2. Review of action items arising from last meeting

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

Closed.

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

Closed.

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

Open.

Action: Yves will update contact lists spreadsheet.

Closed.

Action: Siu will prepare Marconi report for Region 7.

Closed.

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

Open.

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

Closed.

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

Closed.

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

Open.

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

Open.

Action: Sui will provide breakdown of their (National Engineering Competition) expenses to the executive.

Closed.

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

Closed.

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

Closed.

Action: Siu will get more information on event.

Closed.

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

Open.

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

Open.

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

Closed.

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

Open.

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

Closed.

Action:

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

Closed.

3. New Business

i. Brainstorming Session

Cancelled due to unavailability of participants. A single session during the day was preferred by most. Dennis distributed scheduled during the meeting on which everyone indicated his or her availability for April. Meeting set for April 5 from 12-4.

Started reviewing budget and agreed that we should aim for a balanced operating budget but consider funding special projects through reserve funds. This will be discussed in detail at upcoming meeting.

Action: Dennis will send out meeting invitation for brainstorming session.

Action: Doug will propose a financial plan for this year.

ii. R7/ECC Spring Meeting in Winnipeg

Gerard and Mike will attend. Student branch and Educator awards being given the 1 night of CCECE.

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Action: Eric will check with Dr. Quicoe and Sheldon Andrew to see if they plan to attend CCECE to accept their awards and if there is financial support available from R7.

iii. IEMC Seed Funding

EMShas provided extremely positive feedback to us hosting the 2005 IEMC. EMS, IEE, R7, and Section typically share in seed funding. Profits are then shared proportionally. If there is a loss the worst case is that we could lose our seed funding. Some members of executive expressed some concern with this arrangement if local Section does most of the work and doesn't see proportional profits. Dennis proposed motion that the local Section commit to \$5K seed funding. Motion seconded by Doug. It was agreed that this needs further discussion, however, committee agreed to the \$5K commitment.

Action: Doug will continue to track IEMC expenses separately.

iv. **NECEC2002**

Important to set up committee and chair asap. Potential chairs are as follows:

- Jim Haines
- John Butler
- John Evans
- Dave Collett
- Ken Butt
- Paul Thorburn
- Dave Tilley
- Gerry Stone
- Don Noseworthy

Tentative committee members:

Technical Chair – Eric/Dennis

Treasurer – Doug

Secretary – Kathleen

Action: Dennis will check if there is a list of names of potential NECEC chairs from last year.

Action: Dennis will extend invitation to regular NECEC committee members to see if they are interested in serving on 2002 committee.

v. **Lobster Boil**

Need to start planning. Questioned raising prices. Want to keep costs at approx. \$1100.

vi. **Bylaws**

Bylaws have been sent to Piscataway for approval. Comments on cere received will be reviewed by executive.

Next Meeting: Thursday, April 18, 2002