

IEEE Newfoundland and Labrador Section Brainstorming Meeting Thursday, April 5, 2002

In Attendance:

Yves Fontaine, Dennis Peters, Mike Janes, Eric Gill, Kathleen Chafe, Brenda Coombs, Paul Thorburn, Wally Read

Absent:

Gerard Dunphy, Doug Squires, Sheldon Andrews

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

Summary of Action Items

Action: Dennis will send bylaws to Wally.

Action: Wally will review bylaws and changes proposed by Pistacataway.

Action: Yves will send minutes from Fall R7 to Mike.

Action: Wally will work with Brenda to create list of members who are eligible for senior membership status.

Action: Dennis will ensure Brenda Coombs is on distribution list from Rob Anderson (MD).

Action: Dennis will touch base with Gervase White and/or Daisy Foster to discuss possibility of combining NECEC and APEGN conference.

Action: Paul Thorburn will try to form a small committee for the Lobster Boil. Will ask Doug and Ken Butt to join.

Action: Wally will check to see if he can donate an award. One example could be the best presentation at NECEC.

Action: Dennis will update scholarship winners on webpage.

Action: Dennis will prepare draft questionnaire/survey for membership.

Action: Wally will investigate membership database and online registration problems reported by Dennis.

1. Executive Bylaws

Pistacataway provided comments back on our bylaws.

Action: Dennis will send bylaws to Wally.

Action: Wally will review bylaws and changes proposed by Pistacataway.

2. Regional Meetings

Vice-chair should attend R7 meeting at least once. Others should go if it can be done without too much expense. Wally recommended that at least two people attend the Sections Congress. If involved at the council level, can we support travel to council meeting? Perhaps ECC roles should be assigned to sections rather than individuals.

Action: Yves will send minutes from Fall R7 to Mike.

3. Budget

All agreed that executives should strive for a balanced operating budget, reserves should be equivalent to 1 year's operating budget, and that additional reserve funds could be used to fund special projects. We are not a money-making organization.

Senior member elevations can provide extra funds to the section (~\$10 per person). Anticipate many of our current members qualify.

Questioned executive expenses for 2001 (3x that of 2000). This was due to Marcon dinner and additional travel.

Action: Wally will work with Brenda to create list of members who are eligible for senior membership status.

Action: Dennis will ensure Brenda Coombs is on distribution list from Rob Anderson (MD).

4. NECEC

Maybe consider ti to APEGN conference/AGM (October). Could add multidisciplinary-multi track format or following day. Would change of date influence student attendance? Corporate interest in booths? Fees are quite low - could increase quite a bit. Should venue change? Should it be held every year or every second year? How do we increase industry participation?

Action: Dennis will touch base with Gervase White and/or Daisy Foster to discuss possibility of combining NECEC and APEGN conference.

5. Lobster Boil

Loss of \$3K in the last two years. Should it break even? Could raise ticket prices? Could change venue/food, cook food ourselves, or even hold a pot-luck? It is an important traditional social event that many members look forward to.

Action: Paul Thorburn will try to form a small committee for the Lobster Boil. Will ask Doug and Ken Butt to join.

6. Other Social Activities

Could have winter social. Must not be money loser. Possibly ask a team to swim. Possibly follow up technical activities with a social.

7. Technical Activities

Could be during day (maybe lunch). Wally mentioned that surveys show lunch meetings are more likely to get attendance. Could be corporate sponsored. Suggested that cards/forms/sign-in sheet could be used for recruiting. Distinguished lectures available from most IEEE technical societies.

8. Student Activities

Approximately 35% of budgets spent on student activities. \$2.5K for McNaughton Center requested by Student Branch for this year. Should we be doing this on a regular basis? Support to students is good, but we want to encourage them to raise funds on their own. Corporate sponsorship has helped other student branches. Student branch budgets should be open to section? Memberships could be given as part of student awards. Smart Ask (Reach for the Top quiz game) for EE/CoE student suggested.

9. Awards

Action: Wally will check to see if he can donate an award. One example could be the best presentation at NECEC.

10. Membership Relations

Use of newsletter, webpage, email listserv.

It is a challenge to keep membership listing and mailing lists up to date. Problems identified with membership forms on IEEE website. May be get graduate forwarding information from MUN.

Good idea to send survey to membership to ask many of the questions posed during this session. Could have incentive prize for which respondents would be eligible. Use web forum for questionnaire. Questions could include:

- Lobster Boil format?
- Technical activities during lunch?
- Are you a member, student member (graduation year, how long a member)

Action: Dennis will update scholarship winners on webpage.

Action: Dennis will prepare draft questionnaire/survey for membership.

Action: Wally will investigate membership database and online registration problems reported by Dennis.

11. Goals/Summary

- Balance operating budget; reserves of > 1 yr., support special projects
- Put aside \$ each year for extra person to go to sections Congress.
- Increase community involvement: National Eng. week; school level. Crystal radiokits - can we keep up the momentum?
- Membership: Should set targets however we need to know how many EE/CoE in NF (contact APEGN)? Can we reach outside St. John's/Avalon?
- New Projects: CCECE 2006?