

# IEEE Newfoundland and Labrador Section Executive Meeting Thursday, April 18, 2002

In Attendance:

Yves Fontaine, Dennis Peters, Mike Janes, Siu O' Young, Kathleen Chafe, Brenda Coombs, Doug Squires, Paul Thorburn

Absent:

Sheldon Andrews, Gerard Dunphy, Eric Gill

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

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

**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:** 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.

**Action:** Paul will check to see if the Fluvarium is available on the weekends of June 7 (1<sup>st</sup> choice) or June 21 (2<sup>nd</sup> choice). If it is not available, Paul will confirm the MUN Faculty Club for June 14.

**Action:** Yves will forward ECC teleconference information to Mike who will be attending.

**Action:** Kathleen and Mike (with help from other members of Executive as required) will work on draft newsletter and will distribute to Executive for feedback.

**Action:** Kathleen will send minutes from April 5 meeting to Wally Read.

**Action:** Dennis will arrange lunch for next meeting. Special requests – Doug for salad/veggie pita + Mike for sandwiches.

## **1. Review of minutes from March 21 and April 5 (Brainstorming) meetings**

Minutes were reviewed and accepted.

## **2. Review of action items arising from minutes**

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

Open.

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

Open.

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

Closed.

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

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

Open.

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

Closed.

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

Open.

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

Closed. Dr. Quaioco will attend.

**Action:** Doug will continue to track IEMC expenses separately.

Closed.

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

Closed.

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

Closed.

**Action:** Dennis will send bylaws to Wally.

Closed.

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

Open.

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

Closed.

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

Open.

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

Open.

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

Closed.

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

Closed.

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

Open.

**Action:** Dennis will update scholarship winners on webpage.

Open.

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

Open.

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

Open.

### 3. New Business

#### i. Lobster Boil

Paul Thorburn prepared a handout outlining Lobster Boil location/catering options for discussion. Fluvarium is booked for both June 14 and 15. Made tentative bookings at CEI Club, Hydro Place, and MUN Faculty Club. Have to confirm within a couple of days.

While some of the other locations were slightly less expensive, the majority favored the Fluvarium over the other options because of its aesthetics. Also discussed whether to self-cater the function. Again, the majority favored catering due to the large amount of work involved and high demand of volunteer time.

Agreed that events should be kept on a weekend night in order to keep attendance at a similar level to previous years.

Consensus is that Fluvarium is preference followed by the MUN Faculty Club.

Cost of Lobster Boil considered very low. Agreed to raise price to \$20 for members and \$30 for non-members. Typically do not get very many non-members attending. Section willing to subsidize the event by no more than \$1000.

Concern expressed that entertainment last year was too loud. Need to discuss options at next meeting.

Possibility of having some door prizes discussed.

Deadline for ticket sales will be one week before the event.

**Action:** Paul will check to see if the Fluvarium is available on the weekends of June 7 (1<sup>st</sup> choice) or June 21 (2<sup>nd</sup> choice). If it is not available, Paul will confirm the MUN Faculty Club for June 14.

#### ii. Council Funding Proposal

Review of proposal from R7. Councils are without budgets and finding it difficult to fund activities. Proposal includes the following:

- Annually 1 Regional Meeting, 3 Council Meetings (interpreted as 1 for each Council) instead of 2 Regional Meetings
- R7 will fund 50% of travel costs for up to 2 people. Does this exclude ECC members?
- Fixed per Section cost from year to year

ECC Audioconference being held tomorrow to discuss proposal. We should argue in favor of keeping the 2 national meetings. Do not agree with cost to our Section (2/3 of our \$3K rebate with very little direct benefit to members).

**Action:** Yves will forward ECC teleconference information to Mike who will be attending.

### iii. Sections Congress

Reviewed handout, which issues some recommendations on how best to select attendees for Sections Congress. It recommends sending two people, one of which is the incoming leader. Meeting takes place every 3 years. Wally Read highly recommended this meeting. Next meeting is Oct. 18-21/02 in Washington, D.C. Registration required by Sept. 15/02. Next executive meeting attendees will be selected.

### iv. Newsletter

Time to start working on next newsletter. Should distribute by mid May. Suggested topics for newsletter:

- IEEE Student Night
- Awards for Dr. Quai coe and Student Branch
- Engineering Week Activities
- Marconi Contest
- Scholarship Winners
- IEMC
- NECEC 2001 and 2002
- Technical Presentations (past and future)
- R7 Meeting
- Lobster Boil
- AGM
- New Executive

**Action:** Kathleen and Mike (with help from other members of Executive as required) will work on draft newsletter and will distribute to Executive for feedback

### v. Other

**Action:** Kathleen will send minutes from April 5 meeting to Wally Read.

**Action:** Dennis will arrange lunch for next meeting. Special requests – Doug for salad/veggie pita + Mike for sandwiches.

**Next Meeting: May 23, 2002**