

IEEE Newfoundland and Labrador Section Executive Meeting Thursday, May 23, 2002

In Attendance:

Yves Fontaine, Dennis Peters, Mike Janes, Siu O' Young, Kathleen Chafe, Eric Gill, Brenda Coombs, Doug Squires, Paul Thorburn, Scott Humber, Sheldon Andrews,

Absent:

Gerard Dunphy

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: 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: 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: Ticket sellers must advise Paul by email or phone (722-4755) what their numbers are for lobster and steak respectively.

Action: Brenda will donate some ICANT-shirts.

Action: Siu will donate some Crystal Radio Kits.

Action: Doug will donate IEEE ties and kites.

Action: Anyone else who has prizes to donate should send Paul an email.

Action: Paul will send soft copy of poster to Dennis.

Action: Dennis will email Lobster Boil notice to Listserv.

Action: In anticipation of a potential financial clawback, all should think of some ways of spending a portion of four reserves to support our goals.

Action: Mike will check his availability to attend conference.

Action: All will forward newsletter articles to Kathleen by Wednesday, May 29.

Action: Kathleen will prepare newsletter for mailout by June 3.

Action: Siu, with help from student branch, will prepare article for IEEE Canada on the Marconi Competition.

Action: Siu will ensure IEEE stickers are replaced on all crystal radio kits.

Action: Siu will provide Dennis the exact cost of financial contribution required to support WISE donation.

Action: Siu will provide Doug the invoice for materials required to support WISE donation.

Action: Sheldon/Scott will prepare the McNaughtan Center proposal for presentation at next meeting.

Action: Yves will look for additional cards for Gerard for handout at technical meetings.

Action: Dennis will arrange for new parking permits.

Action: Dennis will update NECEC02 link on web

Action: Dennis will investigate errors reported when accessing website.

Action: Brenda will provide Sheldon with a membership listing of students.

1. Review of minutes from April 18

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.

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

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

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

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

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

Open

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).

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

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

Closed

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

Closed

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.

Open

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

Closed

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

Closed

3. New Business

i. Lobster Boil

Fluvarium is confirmed for Friday, June 21 (6:30 for 7:30). Wine will be provided for each table.

Paul has printed posters and tickets and distributed to group. Pink tickets for lobster. Green tickets for steak. Numbers of lobster and steak dinners needed by noon on June 17. Caterer will be paid that evening.

All agreed that door prizes would be a good idea.

Entertainment will be pre-recorded music provided by Student Branch.

Action: Ticket sellers must advise Paul by email or phone (722-4755) what their numbers are for lobster and steak respectively.

Action: Brenda will donate some ICANT-shirts.

Action: Siu will donate some Crystal Radio Kits.

Action: Doug will donate IEEE ties and kites.

Action: Anyone else who has prizes to donate should send Paul an email.

Action: Paul will send soft copy of poster to Dennis.

Action: Dennis will email Lobster Boil notice to Listserv.

ii. R7 Meeting

Mike recently attended the R7 meeting in Winnipeg. ECC met the first day and were unanimously opposed to R7 funding proposal which looked towards sections for money. At R7 the proposal was not discussed, however, Ray Findley (President of IEEE International) advised that sections should only maintain a 1/2 year reserve of operating funds and indicated that many sections as well as R7 are very healthy financially. Dr. Quaicoe accepted his award and one on behalf of the student branch. Sections were encouraged to attend the upcoming Section's Congress in Oct. 2002.

Action: In anticipation of a potential financial clawback, all should think of some ways of spending a portion of four reserves to support our goals.

iii. Section's Congress

Will be held Oct. 18-21, 2002 in Washington, D.C. One person will be funded through R7 and is typically the Chair or incoming Chair. Discussed whether it would be

beneficial to send more than one person as the meeting is only held every 3 years and has been highly recommended by past attendees.

Yves made a motion that our section fund one additional attendee. Kathleen seconded the motion. Unanimously in favor.

Yves made a motion that we also reserve funds each year (approx. \$1K) to support one additional attendee each Section's Congress. Mike seconded the motion. Unanimously in favor.

Action: Mike will check his availability to attend conference.

iv. Newsletter

Kathleen sent an email with proposed outline for newsletter and soliciting authors for articles. Suggested additions are:

- IEEE Convocation Award (Eric)
- Other Scholarships (Eric)
- Virtual Museum (Mike)

Action: All will forward newsletter articles to Kathleen by Wednesday, May 29.

Action: Kathleen will prepare newsletter for mailout by June 3.

v. Crystal Radio Kits

All finances relating to the Marconi competition have been resolved. Final paper for IEEE Canada is still outstanding.

APEGN very interested in making the crystal radio contest a regular part of Engineering Week. Dennis suggested that we ensure that IEEE is a visible part of any activity in which the crystal radio kits are used. Kits should be labeled with IEEE stickers.

Women in Resource Development Committee (WRDC) approached student branch looking for a donation of approx. 100 kits for one of their initiatives. Kits already prepared by branch. Section unanimously agreed to support this activity at a cost of approx. \$150.

Action: Siu, with help from student branch, will prepare article for IEEE Canada on the Marconi Competition.

Action: Siu will ensure IEEE stickers are placed on all crystal radio kits.

Action: Siu will provide Dennis the exact cost of financial contribution required to support WISE donation.

Action: Siu will provide Doug the invoice for materials required to support WRDC donation.

vi. McNaughtan Center Proposal

Student branch is developing a proposal for upgrade of the Center. 25% must come from the branch (approx. \$700-800). Sheldon asked if the Executive would help. While the Executive agreed to support a portion of this cost, we encouraged the student branch to try to fund as much as they can through corporated donations, fundraisers, etc.

Action: Sheldon/Scott will prepare the McNaughtan Center proposal for presentation at next meeting.

vii. Technical Meetings

Dennis found a card from IEEE Canada that could be passed out at future technical meetings. It includes information such as name, membership number, interest in joining, etc.

Technical meeting was tentatively arranged for the end of May, and although Instrumar has agreed to host a meeting, all agreed this is too soon. Will be held in future.

Action: Yves will look for additional cards for Gerard for handout at technical meetings.

viii. Other

Parking permits have expired.

Web related problems discussed briefly.

Sheldon would like a list of student members.

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Action: Dennis will arrange for new parking permits.

Action: Dennis will update NECEC02 link on web

Action: Dennis will investigate errors reported when accessing website.

Action: Brenda will provide Sheldon with a membership listing of students.

Next Meeting: June 13, 2002