

# IEEE Newfoundland and Labrador Section Executive Meeting Thursday June 13, 2002

In Attendance:

Dennis Peters, Mike Janes, Siu O' Young, Kathleen Chafe, Eric Gill, Brenda Coombs, Doug Squires

Absent:

Gerard Dunphy, Yves Fontaine, Sheldon Andrews, Scott Humber

Location: MUN Engineering Building, EN-4006

## Summary of Action Items:

**Action:** Yves/Gerard will print out cards for handout at technical meetings.

**Action:** Dennis will investigate standards and rules for IEEE logos and will create/revise logo 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:** 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 update scholarship winner 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:** Ticket sellers must advise Paul by email or phone (722-4755) what their numbers are for lobster and steak respectively.

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

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

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

**Action:** Dennis will arrange for new parking permits.

**Action:** Dennis will investigate errors reported when accessing website.

**Action:** Student Branch will provide entertainment.

**Action:** Dennis will send LB notice to students and APEGNI list.

**Action:** Doug will revise budget and distribute to committee members.

**Action:** All are to identify potential projects in support of student members where REMAS contribution can be used.

**Action:** Dennis will send letter of thanks to Wally Read for REMAS contribution.

**Action:** Once determined, Dennis will advise Wally on how funds will be spent.

**Action:** Siu will present more information on support requirements for Engineers Without Borders at next meeting.

**Action:** Siu will present more information on support requirements for Grade 6 and 7 Robotics Project at next meeting.

## 1. Review of minutes from May 23

Minutes were reviewed and accepted.

## 2. Review of action items arising from minutes

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

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

Closed.

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

Closed.

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

Closed.

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

Open.

**Action:** Brenda will donate some ICANT-shirts.

Closed.

**Action:** Siu will donate some Crystal Radio Kits.

Closed.

**Action:** Doug will donate IEEE ties and kites.

Closed.

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

Closed.

**Action:** Paul will send soft copy of post to Dennis.

Closed.

**Action:** Dennis will email Lobster Boil notice to Listserv.

Closed.

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

Open.

**Action:** Mike will check his availability to attend conference.

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Open.

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

Open.

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

Closed.

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

Closed.

**Action:** Dennis will arrange for new parking permits.

Open.

**Action:** Dennis will update NECEC02 link on web

Closed.

**Action:** Dennis will investigate errors reported when accessing website.

Open.

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

Closed.

### 3. New Business

#### i. Lobster Boil

**Action:** Student Branch will provide entertainment.

**Action:** Dennis will send LB notice to students and APEGN list.

#### ii. McNaughton Proposal

Draft proposal completed by student branch and presented by Sheldon Andrews. Proposal outlines requirements for an equipment upgrade that includes purchase of an oscilloscope, audio quality frequency generator, and a PC w/soundcard. Total cost is approx. \$4K. 25% of this must come from the student branch and 75% from IEEE Region 7. Mike put forward a motion that the IEEE Section would contribute up to \$750 towards this cause but if the student branch is able to raise more money than their \$250 minimum contribution, the Section would contribute less. Kathleen seconded this motion. All were in favor.

#### iii. Budget

Doug presented revised budget for 2002. McNaughton Centre costs need to be revised to \$750. With this change, Doug proposed that we adopt this as our budget. Dennis seconded this motion. Unanimously approved.

**Action:** Doug will revise budget and distribute to committee members.

#### iv. Other

Section has received a \$2K donation from Wally Read's company REMAS for the benefit of student and GOLD members. Some preliminary suggestions are best student paper at NECEC or IEEE Night awards. Agenda item for next meeting.

Siu asked if the Section might be able to provide some support to Engineers Without Borders. All agreed that where possible this should be done. Suggestions included:

- Article for next Newsletter
- Link on Website
- NECEC session
- Use of Listserv

Siu asked if the Section could contribute some financial assistance for the purchase of robotics lego kits for a project run by MUN/School Board for Grade 6 and 7 students. 8 kits are required each approx. \$500.

**Action:** All are to identify potential projects in support of student members where REMAS contribution can be used.

**Action:** Dennis will send letter of thanks to Wally Read for REMAS contribution.

**Action:** Once determined, Dennis will advise Wally on how funds will be spent.

**Action:** Siu will present more information on support requirements for Engineers Without Borders at next meeting.

**Action:** Siu will present more information on support requirements for Grade 6 and 7 Robotics Project at next meeting.

**Next Meeting: September 12, 2002**