

IEEE Newfoundland and Labrador Section Executive Meeting Thursday September 12, 2002

In Attendance:

Dennis Peters, Mike Janes, Siu O'Young, Kathleen Chafe, Eric Gill, Brenda Coombs, Gerard Dunphy, Yves Fontaine, Sheldon Andrews

Absent:

Doug Squires

Location: MUN Engineering Building, EN-4032A

Summary of Action Items:

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

Action: Dennis will prepare draft logo and will have someone review it at Section's Congress.

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: 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: Dennis will arrange for new parking permits.

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: 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: Brenda will check membership database to see if GOLD status is indicated.

Action: Dennis will discuss paper award proposal with NECEC Committee.

Action: Dennis will ask Wally what name he would prefer to use on the paper award.

Action: Siu will summarize Marconi article being written for IEEE Canadian Review and submit to Mike/Kathleen for inclusion in the November newsletter.

Action: Sheldon will post sign on student office and McNaughton Centre indicating that both spaces are in use by the Section.

Action: Siu will arrange a demo of the McNaughton Centre for the night of the AGM.

Action: Sheldon will prepare a presentation on student activities for the AGM.

Action: Gerard will contact Geo Centre to obtain pricing for proposed tour and wine/cheese.

Action: Kathleen will set up CCG tour for end of October.

Action: Gerard will contact PAL to obtain pricing on charter to Churchill Falls.

Action: Dennis will forward Brenda a copy of a membership report she has recently received.

Action: Brenda will prepare a quarterly summary of membership data for comparison purposes.

Action: Eric will prepare an award summary document for discussion at next meeting and inclusion in November newsletter.

Action: Eric will prepare call for Term 3 and 6 scholarship applications.

Action: Gerard will assist Eric on a nomination for Ken Butt.

Action: Dennis will post the June newsletter on the website.

Action: Mike will invite Mo and Ferial El-Hawary to an Executive dinner the night of NECEC.

1. Review of minutes from June 13

Minutes were reviewed and accepted.

2. Review of action items arising from minutes

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

Open.

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

Closed.

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

Closed.

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.

Open.

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

Closed.

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

Closed.

Action: Dennis will arrange for new parking permits.

Open.

Action: Dennis will investigate errors reported when accessing website.

Closed.

Action: Student Branch will provide entertainment.

Closed.

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

Closed.

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

Open.

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

Open.

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

Closed.

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

Open.

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

Open.

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

Closed.

3. New Business

i. Donation from REMAS

Wally Read has kindly made a \$2K donation to be used by the Section to promote IEEE students and GOLD members. Ideas discussed included IEEE student night awards and NECEC paper awards. Majority agreed with funding a \$250 award for the best student and the best GOLD paper at NECEC (\$500 total per year). The winners would be selected by the NECEC Technical Committee through use of criteria they have developed and presented on the day of the conference. These awards would not have to be given every year, only when merited. Not necessary to endow award. Should be funded in

perpetuity by the Section even after the REMAS funding is exhausted. Discussed how best to identify GOLD members. Awards should contain Wally's name.

Action: Brenda will check membership database to see if GOLD status is indicated.

Action: Dennis will discuss paper award proposal with NECEC Committee.

Action: Dennis will ask Wally what name he would prefer to use on the paper award.

ii. Student Branch Report

McNaughton Centre proposals submitted and will be reviewed by the IEEE Canadian Foundation during the week of Sept. 17.

Marconi article being written for IEEE Canadian Review.

No election this year.

Action: Siu will summarize Marconi article being written for IEEE Canadian Review and submit to Mike/Kathleen for inclusion in the November newsletter.

Action: Sheldon will post sign on student office and McNaughton Centre indicating that both spaces are in use by the Section.

Action: Siu will arrange a demo of the McNaughton Centre for night of the AGM.

Action: Sheldon will prepare a presentation on student activities for the AGM.

iii. Lobster Boil

Unfortunately due to low participation the Lobster Boil had to be cancelled. Committee support holding another social event this fall.

iv. Logo

Dennis has obtained the new standards for IEEE logos. He showed some preliminary drafts.

Action: Dennis will prepare draft logo and will have someone review it at Section's Congress.

v. Technical Activities

Gerard proposed a tour of the GeoCenter for September and a tour of the CCG Regional Operations Centre and possibly a vessel for October. GeoCenter tour should include free admission for members and possibly a wine and cheese. Gerard also proposed a tour of Churchill Falls over a weekend time late August of 2003.

Action: Gerard will contact GeoCenter to obtain pricing for proposed tour and wine/cheese.

Action: Kathleen will setup CCG tour for end of October.

Action: Gerard will contact PAL to obtain pricing on charter to Churchill Falls.

vi. Membership

Action: Dennis will forward Brenda a copy of a membership report he has recently received.

Action: Brenda will prepare a quarterly summary of membership data for comparison purposes.

vii. Awards

Committee discussed several long-serving IEEE members that should be acknowledged in some way – Ken Butt, Gervase White, Madan Rana, Paul Thorburn.

Action: Eric will prepare award summary document for discussion at next meeting and inclusion in November newsletter.

Action: Eric will prepare call for Term 3 and 6 scholarship applications.

Action: Gerard will assist Eric on a nomination for Ken Butt.

viii. Newsletter

Agenda item for next meeting in order to prepare for November publication.

Action: Dennis will post the June newsletter on the website.

ix. NECEC

NECEC committee on target for November meeting. Suggested that we hold an Executive dinner that evening for Mo El-Hawary and his wife Ferial.

Action: Mike will invite Mo and Ferial El-Hawary to an Executive dinner the night of NECEC.

x. IEMC

IEEE and EMS are both supporting IEMC in St. John's in September of 2005.

xi. Other

Congratulations to Gerard on his nomination for Chair of Student Activities Worldwide.

Dr. Raman has proposed that IEEE International Power Conference in 2006 be held in St. John's.

Gerard is trained in order to teach IEEE leadership training courses (1/2 day). He offered to hold one in St. John's for student leaders. Will discuss at next meeting.

Next Meeting: October 11, 2002