

IEEE Newfoundland and Labrador Section Executive Meeting Friday, October 11, 2002

In Attendance:

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

Absent:

Yves Fontaine

Location: MUN Engineering Building, EN4003

Summary of Action Items:

- Action:** Yves/Gerard will print out cards for handout at technical meetings.
- 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 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:** Doug will distribute updated budget to committee members.
- Action:** Siu will present more information on support requirements for Engineers Without Borders at next meeting.
- Action:** Siu will submit Marconi article written for IEEE Canadian Review to Mike/Kathleen for inclusion in the November newsletter.
- Action:** Sheldon will post sign on McNaughton Centre indicating that space is 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.
- Action:** Kathleen will set up CCG tour for Jan/Feb.
- Action:** Gerard will contact PAL to obtain pricing on charter to Churchill Falls.
- Action:** Eric will prepare awards summary document for discussion at next meeting and inclusion in November newsletter.
- Action:** Gerard will assist Eric on a nomination for Ken Butt.
- Action:** Dennis will post the June newsletter on the website.
- Action:** Doug will forward email regarding proposed web based accounting system to members of the executive.

Action: Sheldon will prepare student branch logo for review by executive.

Action: Gerard will propose cost for nonmembers to attend Geocenter tour.

Action: Kathleen will send out list of proposed articles for action by committee members.

Action: Brenda will send list of delinquent members to executive for review.

Action: Eric will issue reminder to attempt to solicit more Term 3 and 6 scholarship applications.

Action: Kathleen will relay information on IEMC to Charles for investigation.

Action: Siu will advise Student Branch of proposed leadership training session and will determine interest in such a course.

1. Review of minutes from September 12

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 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: In anticipation of a potential financial claw back, all should think of some ways of spending a portion of our reserve to support our goals.

Closed.

Action: Dennis will arrange for new parking permits.

Closed.

Action: Doug will distribute updated budget to committee members.

Open.

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

Closed.

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

Closed.

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

Open.

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

Closed. Status is indicated.

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

Closed.

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

Closed. Wally Read Best Paper Award.

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

Open.

Action: Sheldon will post sign on McNaughton Centre indicating that space is in use by the Section.

Open.

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

Open.

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

Open.

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

Closed.

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

Closed.

Action: Kathleen will set up CCG tour for Jan/Feb.

Open.

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

Open.

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

Closed.

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

Closed.

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

Open.

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

Closed.

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

Open.

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

Open.

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

Closed.

3. New Business

i. Budget

Doug received correspondence from Piscataway regarding use of a new web based accounting system for section finances. Feedback received from other sections was negative.

Action: Doug will forward email regarding proposed web based accounting system to members of the executive.

ii. Logo

Dennis prepared draft logos in various formats and has placed them on the website for use by executive. Dennis will have drafts reviewed at Section's Congress. Student logos can be derived from these.

Action: Sheldon will prepare student branch logo for review by executive.

iii. Technical Activities

Motion made by Gerard to budget \$600 for Geocenter tour on Oct. 30 providing that we have more than 10 persons interested. Mike seconded motion. Unanimously passed. If \$600 is not sufficient for tour a budget increase will be put to an email vote.

CCG tour will be held in the new year. Doug suggested having inexpensive refreshments at other technical tours.

Action: Gerard will propose cost for nonmembers to attend Geocenter tour.

iv. Newsletter

November publication goal.

Action: Kathleen will send out list of proposed articles for action by committee members.

v. Membership Development

Brenda distributed monthly grade and status counts from April to September 2002 which were reviewed. There are quite a few delinquent members some of whom might have moved out of province. Need to identify the status of delinquents.

Action: Brenda will send list of delinquent members to executive for review.

vi. Awards

Eric posted Term 3 and 6 scholarship notice. Deadline today. Only two applications received to date. Scholarships are not necessarily given every year.

Action: Eric will issue reminder to attempt to solicit more Term 3 and 6 scholarship applications.

vii. Student Branch Activities

Branch has not heard back from Region 7 on the McNaughton Center proposal. Eric Gill advised that the C-CORE anechoic chamber, used for antenna testing, has been relocated to MUN and perhaps student members could become involved in related projects.

viii. NECEC

Conference planning proceeding. Sponsorship received to date has exceeded goal. 44 papers received. Speakers confirmed (Wally Read, Stewart Gendron). Next steps are determination of session chairs and means of burning CDs of proceedings. Doug suggested that committee should investigate feasibility of holding NECEC outside of St. John's next year.

ix. IEMC

Gerard heard from Charles Rubinstein with EMS that St. John's would not get IEMC 2005 given that IEE felt it was too remote for Asian members to reach. He mentioned it

would be held in Singapore instead. This conflicts with feedback received to date from both EMS and IEE, in particular most recently at IEMC 2002 in Cambridge which Charles Randell attending.

Action: Kathleen will relay information on IEMC to Charles for investigation.

x. **Website**

Dennis has recently made updates.

xi. **Leadership Training**

Gerard offered to hold IEEE Leadership Training in November on a Saturday.

Action: Siu will advise Student Branch of proposed leadership training session and will determine interest in such a course.

Next Meeting: November 7, 2002