

**IEEE Newfoundland and Labrador Section
Executive Meeting
Thursday November 7, 2002**

In Attendance:

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

Absent:

Yves Fontaine, Kathleen Chafe, Sheldon Andrews

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: Gerard 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 prepare draft questionnaire/survey for membership.

Action: Dennis will investigate membership database and online registration problems.

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

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

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

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

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

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

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

Action: Eric will copy and post the IEEE award information provided by Mike.

Action: Mike will make copies of Top 40 for NECEC.

Action: Siu will provide info on the student's Speaker workshop to Dennis.

Action: Siu will send Marconi information to Mike for newsletter

Action: Eric will check the CD provided by Mike for information on the Friend of IEEE award.

Action: Brenda will notify those members who are eligible for Senior status to apply.

Action: Dennis will follow up on the online registration problems with "St. John's"

Action: Dennis and Brenda to follow up on adding Computer Engineering to IEEE's list to stop surge in Associate members.

Action: Dennis to follow up on University address problems in IEEE registration.

Action: Dennis will check on the NECEC registration process to determine if it is actually sending confirmation emails.

Action: Mike will send an email to round up a couple of session chairs for NECEC.

Action: Gerard will find out if Mo will be attending the AGM

Action: Dennis will book Engr 4002 for AGM

Action: Doug and Eric will arrange cheese and meat trays and pop for AGM.

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1. Review of minutes from October 11

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.

Closed.

Gerard will review bylaws and changes proposed by Pistacataway. Eric nominated, Mike seconded

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

Closed.

Brenda has compiled a list of eligible members and will contact them to apply for senior status.

Action: Dennis will update scholarship winners on webpage.

Closed.

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

Open.

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

Open.

Dennis will investigate membership database and online registration problems

Action: Doug will distribute updated budget to committee members.

Closed.

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

Closed.

Siu spoke with chair, there will be no activity this term. Will open this item again next summer.

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

Closed.

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

Open.

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

Open.

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

Open.

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

Open.

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

Closed.

Gerard received one quote from a travel agency and it would cost around \$5-600.

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

Closed.

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

Open.

Deadline is December 1st.

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

Closed.

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

Close.

Doug had trouble accessing the webpage. Costs \$300 USD per year.

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

Open.

Action: Gerard will propose cost for nonmembersto attend Geocentertour.
Closed.

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

Action: Brenda will send list of delinquent membersto executive for review.
Closed.

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

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

Charles followed up. Dennis poketosome people at sections congress and it was determined that Charles was mistaken

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

Open.

Gerard proposed that his take place on a Saturday before Dec 1, since his budget runs out on Dec 15.

3. New Business

i. Sections Congress

Mike provided an Officer Section Training CD to members of the executive. Mike also provided pamphlet on awardsto Eric. Dennis poketosome IEEE staff about our logo and it was modified slightly. A line was added above the section name to separate it from the Master logo. Dennis mentioned that there has been around \$5300 donated for NECEC so far.

Action: Eric will copy and post the IEEE award information provided by Mike.

Action: Mike will make copies of Top 40 for NECEC.

ii. Newsletter

Kathleen and Mike haven't received anything from Sheldon for the newsletter. The newsletter will go to press this afternoon.

Action: Siu will send Marconi information to Mike for newsletter

iii. Student Branch

Student branch has received funding for the McNaughton Centre (~\$3000). Section is now on the hook for 25% (~\$750). Student branch is using the McNaughton Centre for a workshop to learn how to build speakers. Maybe we should also advertise this workshop to members. Student branch is copying the CD's for NECEC. Dennis has provided Sheldon with one CD and a copy of the label.

Action: Siu will provide info on the student's Speaker workshop to Dennis.

iv. Awards and Scholarships

The Term 6 scholarship will not be awarded this year. There was only one applicant who was not in scholarship standing. Scholarship standing means a 75% average over the last 2 terms, all university scholarships require this. The money will stay in our account. The Term 3 scholarship has been awarded, but the name has not been released yet. Eric checked to see if there are any other awards we can put people up for, but there is nothing available. Dennis mentioned that there were 3 Gold papers and 7 student papers submitted for NECEC. The Gold paper has been decided, but the student's one has not been decided yet. They will both be announced at NECEC. Mike mentioned that there is a "Friend of IEEE" award. It is awarded to a corporation or business that supports IEEE. It is encouraged and awarded by the regions, but nominated by sections. An unlimited number are supported each year.

Action: Eric will check the CD provided by Mike for information on the Friend of IEEE award.

v. Membership Development

Brenda has compiled a list of eligible senior members. This section will nominate those who are definite candidates and the other will be sent a "please consider applying" email. Dennis reviewed the list of Delinquent members provided by Brenda and has determined that most are students who have graduated in the past couple of years. We need to send an email during the term requesting that they update their emails so we can find them after graduation. Dennis showed someone at Sections congress our difficulty with registering online with "St. Johns". He also requested that NF be changed to NL for the whole region. It has also been noticed that there has been a surge in the associate members in this region. Mainly because computer engineering, while accredited, has not yet been added to IEEE's list. Some students are also showing up as associates because when they use the Universities address IEEE has trouble telling that they are students. (Can't find MUN in list?)

Action: Brenda will notify those members who are eligible for Senior status to apply.

Action: Dennis will follow up on the online registration problems with "St. John's"

Action: Dennis and Brenda to follow upon adding Computer Engineering to IEEE's list to stop surge in Associate members.

Action: Dennis to follow upon University address problems in IEEE registration.

vi. NECEC

CD is done, as reported in the Student Branch report. Eric reported issues with registration process. He registered himself and 5 students and received an email from Yvonne quoting the regular fee, not a early bird fee, plus he never received any info on the students registration. Still need a couple of sessions chairs.

Action: Dennis will check on the NECEC registration process to determine if it is actually sending confirmation emails.

Action: Mike will send an email to round up a couple of session chairs for NECEC.

vii. Other Business

AGM

Scheduled for December 5, 2002. Engr 4002 is available, Dennis will book it. A decision on lunch will be made at the Dec 3, 2002 meeting.

Action: Gerard will find out if Mowill be attending the AGM

Action: Dennis will book Engr 4002 for AGM

Action: Doug and Eric will arrange cheese and meat trays and pop for AGM.

Next Meeting: December 3, 2002