

**IEEE Newfoundland and Labrador Section
Executive Meeting
Tuesday, December 3, 2002**

In Attendance:

Dennis Peters, Mike Janes, Siu O'Young, Eric Gill, Gerard Dunphy, Doug Squires, Kathleen Chafe, Yves Fontaine

Absent:

Bremda Coombs, Sheldon Andrews

Location: MUN Engineering Building, EN4003

Summary of Action Items:

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

Action: Gerard will 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: Dennis will send bylaws to Gerard.

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

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

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 and Brenda will follow up on the online registration problems.

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

Action: All to submit their report to Kathleen for AGM.

Action: Kathleen will compile officer's reports for distribution at AGM.

Action: Dennis will speak to Mo to see if he would be interested in attending an executive dinner prior to the AGM.

Action: Siu will check with contacts at PAL to see if a tour can be scheduled for April.

Action: Gerard/Dennis will seek clarification on intended audience for ECC pre-college speaker.

Action: Siu will approach WISE to determine if they are interested in participating in the ECC pre-college speaker session.

Action: Dennis/Gerard will approach APEGN to determine if they are interested in participating in the ECC pre-college speaker session.

Action: Siu/Sheldon will follow up with APEGN to determine interest in making crystal radio contest part of Engineering Week.

Action: Doug will complete 2002 financial report.

Action: Doug will pass all old treasurer related files to Paul.

Action: Christmas luncheon will be arranged via email by Dennis.

1. Review of minutes from November 7

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: Gerard will make arrangements for a banner with this new logo.

Open. Dennis will send new logos to Gerard.

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

Open.

Action: Gerard will review bylaws and changes proposed by Piscataway.

Open. Dennis will send bylaws to Gerard.

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

Open.

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

Open.

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

Closed. Under investigation by Piscataway.

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

Closed.

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

Closed.

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

Closed.

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

Open.

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

Closed. Ken has already received the ECC Merit Award in 1991.

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

Open.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

Action: Siu will send Marconi information to Mike for newsletter

Closed.

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

Open.

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

Open.

Action: Dennis and Brenda will follow up on the online registration problems.

Open.

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

Closed.

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

Closed.

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

Closed. He will attend.

Action: Dennis will book Engr 4002 for AGM

Closed.

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

Open.

3. New Business

i. AGM

Agenda proposed by Dennis reviewed and accepted by all.

Will prepare officer's report for distribution at meeting.

Mo El-Hawary will attend AGM. Dennis proposed an executive dinner with Mo prior to AGM.

Action: All to submit their report to Kathleen for AGM.

Action: Kathleen will compile officer's reports for distribution at AGM.

Action: Dennis will speak to Mo to see if he would be interested in attending an executive dinner prior to the AGM.

ii. Technical Activities

Proposed technical activities schedule as follows:

January 15 – Newtech Tour

February – CCG Tour

March – MUN

April – PAL

Action: Siu will check with contacts at PAL to see if a tour can be scheduled for April.

ECC pre-college speaker program proposed at ECC. Section to pay hotel costs. Intended training on how to encourage students to pursue further education in engineering. It is unclear at this point whether this session is intended for IEEE volunteers who would then hold subsequent training sessions for teachers or to be given directly to teachers. Perhaps WISE/APEGN representatives would also like to attend this session. Session will be given in CCECE in May in Montreal.

Action: Gerard/Dennis will seek clarification on intended audience for ECC pre-college speaker.

Action: Siu will approach WISE to determine if they are interested in participating in the ECC pre-college speaker session.

Action: Dennis/Gerard will approach APEGN to determine if they are interested in participating in the ECC pre-college speaker session.

ii. Student Activities

Speaker on speaker design well received by students. Branch approaching APEGN about use of crystal radio kits during engineering week. IEEE logo should remain on kits.

Action: Siu/Sheldon will follow up with APEGN to determine interest in making crystal radio contest part of Engineering Week.

iii. Awards/Scholarships

Michael Burton is the winner of the Term 3 scholarship.

iv. Executive Positions

Paul Thorburn has agreed to assume the role of Treasurer for 2003.

Action: Doug will complete 2002 financial report.

Action: Doug will pass all old treasurer related files to Paul.

v. Other

Action: Christmas luncheon will be arranged via email by Dennis.

Next Meeting: January 9, 2003