

**IEEE Newfoundland and Labrador Section  
Executive Meeting  
Thursday, January 9, 2003**

In Attendance:

Dennis Peters, Mike Janes, Siu O'Young, Eric Gill, Scott Humber, Paul Thorburn, Kathleen Chafe, Yves Fontaine, Brenda Coombs, Sheldon Andrews

Absent:

Gerard Dunphy, Doug Squires

Location: MUN Engineering Building, EN4003

**Summary of Action Items:**

- Action:** Gerard will bring cards for handout at technical meetings.
- Action:** Gerard will make arrangements for a banner with the 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:** Brenda will prepare draft questionnaire/survey for membership.
- Action:** Kathleen will set up CCG tour for Feb.
- Action:** Eric will check the CD provided by Mike for information on the Friend of IEEE award. Yvonne Raymond or MUN to be considered.
- Action:** Dennis and Brenda will follow up on the online registration problems.
- Action:** Gerard will seek clarification on intended audience for ECC pre-college speaker.
- Action:** Gerard will approach APEGN to determine if they are interested in participating in the ECC pre-college speaker session.
- Action:** Doug will complete 2002 financial report.
- Action:** Doug will pass all old treasurer related files to Paul.
- Action:** Mike will prepare AGM Minutes.
- Action:** Kathleen will assess workload involved in webmaster role and will advise executive whether she will take this on.
- Action:** Siu and Sheldon will pick best Lobster Boil date given MUN schedule.
- Action:** Dennis will get new parking permits for after April 30.
- Action:** Dennis will follow up with Gerard to find out when Newtech tour is scheduled.
- Action:** Kathleen will check on amount that was promised to Student Branch for Mcnaughton Center upgrade and advise executive.
- Action:** Sheldon will advise executive of exact amount required for loan to Student Branch.
- Action:** Paul will issue cheque to Student Branch for Mcnaughton Center loan.
- Action:** Brenda will circulate list of members for which the email address in database did not work in hopes that executive might know how to contact these individuals.
- Action:** Kathleen will prepare Secretary's Report prior to Feb. 20.
- Action:** Kathleen will circulate Executive contact list for all to make any necessary changes.

**Action:** Paul will check to see if Ken Butt would be interested in taking on the development of the history webpage.

**Action:** All to think of possible NECEC 2003 Chairs for discussion at next meeting.

**Action:** Yves will advise Eric that he is interested in the position of ECC Secretary for another year.

**Action:** Dennis will put Kathleen's name forward to ECC for consideration.

## **1. Review of minutes from December 3**

Minutes were reviewed and accepted.

## **2. Review of action items arising from minutes**

**Action:** Gerard will bring cards for handout at technical meetings.

Open.

**Action:** Gerard will make arrangements for a banner with the new logo.

Open.

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

Open. Long standing action item that should be given priority.

**Action:** Gerard will review bylaws and changes proposed by Pistacataway.

Open.

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

Closed.

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

Closed.

**Action:** Brenda will prepare draft questionnaire/survey for membership.

Open.

**Action:** Kathleen will set up CCG tour for Feb.

Open.

**Action:** Eric will check the CD provided by Mike for information on the Friend of IEEE award. Yvonne Raymond or MUN to be considered.

Open.

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

Closed.

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

Open.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed. Will go ahead in April but no photography permitted.

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

Open.

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

Closed. No response to date.

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

Open.

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

Closed. Will be a pilot this year for one high school. 1<sup>st</sup> week in March.

**Action:** Doug will complete 2002 financial report.

Open.

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

Open. Meeting this week.

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

Closed.

**Action:** Mike will prepare AGM Minutes.

### **3. New Business**

#### **i. Committee Roles**

Welcome and thanks given to Paul Thorburn who will assuming the role of Treasurer for 2003.

Kathleen suggested for webmaster role.

**Action:** Kathleen will assess workload involved in webmaster role and will advise executive whether she will take this on.

#### **ii. Executive Meetings for 2003**

Proposed meeting schedule as follows:  
February 20, March 20, April 17, and May 29

Meeting in June typically held immediately before Lobster Boil.

**Action:** Siu and Sheldon will pick best Lobster Boil date given MUN schedule.

**Action:** Dennis will get new parking permits for after April 30.

#### **ii. Reports**

### Technical Activities

Newtech Tour lined up for this month

**Action:** Dennis will follow up with Gerard to find out when Newtech tour is scheduled.

### Student Branch Activities

Branch in need of loan to enable equipment purchase prior to monies being received from Mcnaughton Center grant.

**Action:** Kathleen will check on amount that was promised to Student Branch for Mcnaughton Center upgrade and advise executive.

**Action:** Sheldon will advise executive of exact amount required for loan to Student Branch.

**Action:** Paul will issue cheque to Student Branch for Mcnaughton Center loan.

### Membership Development

Email notification sent to members eligible for senior membership application. 40 potential candidates. 7 undeliverable emails.

**Action:** Brenda will circulate list of members for which the email address in database did not work in hopes that executive might know how to contact these individuals.

### Secretary

Report due Feb. 20 in order for branch to receive rebate.

**Action:** Kathleen will prepare Secretary's Report prior to Feb. 20.

**Action:** Kathleen will circulate Executive contact list for all to make any necessary changes.

### **iii. Other Business**

#### History Webpage

Dennis proposed the idea of creating a history webpage on the local website which would list past executive members of local section, NECEC, and CCECE by person or chronologically.

**Action:** Paul will check to see if Ken Butt would be interested in taking on the development of the history webpage.

#### NECEC Chair

**Action:** All to think of possible NECEC 2003 Chairs for discussion at next meeting.

ECC Participation

New ECC Chair, Eric Holdrinet, has canvassed Eastern Sections to see if there are any persons interested in participating on the ECC Executive. Yves has acted as Secretary in 2002 and is willing to keep this role in 2003. Kathleen also expressed an interest in taking on a role.

**Action:** Yves will advise Eric that he is interested in the position of ECC Secretary for another year.

**Action:** Dennis will put Kathleen's name forward to ECC for consideration.

**Next Meeting: February 20, 2003**