

**IEEE Newfoundland and Labrador Section
Executive Meeting
Thursday, February 20, 2003**

In Attendance:

Dennis Peters, Mike Janes, Gerard Dunphy, Scott Humber, Paul Thorburn,
Yves Fontaine, Brenda Coombes

Absent:

Siu O'Young, Kathleen Chafe, Eric Gill, Doug Squires, Sheldon Andrews

Location: MUN Engineering Building, EN4003

Summary of Action Items:

Action: Dennis will ask Earl Ludlow if he is interested in the NECEC chair position.

Action: Dennis will ask Eric if he is interested in the Technical chair position at NECEC

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: Brenda will prepare draft questionnaire/survey for membership.

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

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

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

Action: Gerard will follow up on IEEE NF's participation in ECC Speaker Tour.

Action: Dennis will contact Kathleen to determine if she is interested in going to Spring Meeting.

Action: Dennis will send info on the CS Games donation to Sheldon.

Action: Scott, Siu and Sheldon will provide an estimate of money required of IEEE NF this year. This should be a yearly action to determine the budget each January.

1. Review of minutes from January 9

Minutes were reviewed and accepted.

2. Review of action items arising from minutes

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

Closed.

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.

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

Closed. Gerard sent revised bylaws to the Executive Dec 3, 2003. Executive will review.

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

Open.

Action: Kathleen will set up CCG tour for Feb.

Closed. Tour will take place Feb 26

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

Open. Check website.

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

Open.

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

Open.

Action: Doug will complete 2002 financial report.

Closed.

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

Closed.

Action: Mike will prepare AGM Minutes.

Closed.

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

Open.

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

Open. Add Scott.

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

Open.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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.

Closed. Have updated emails for all but 2 members.

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

Closed.

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

Closed.

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

Closed. Ken is interested and has a lot of material to refer to.

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

Closed.

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

Closed.

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

Closed. Kathleen is now the ECC Treasurer.

3. NECEC 2003

Need to select a chair for NECEC. Some suggestions were:

Jack Casey(NF Power)
Earl Ludlow(NF Power)
Emad Rizkalla - Member?
Ken Butt – has been chair before?
Dave Tilley(Aliant)
Wally Read
Jeff King – Civil Eng
Paul Griffin(Newtech)
John Evans(Fortis)

Frank Fagan – not an Eng

The top 4 choices are:

1. Earl Ludlow
2. Dave Tilley
3. Paul Griffen
4. Ken Butt or Wally Read

Also need to select a NECEC committee. Smaller group last year worked well. Executive will put together a committee to suggest to the chair.

Possible members:

Jack Casey

Jim Davis

Mike - Yes

Paul – Yes. Treasurer

Gerard – No

Yves – No

Brenda – Yes

Dennis has previously been both the Technical Chair and the webmaster. Would like to find someone else to fill in as technical chair this year. Eric would be a good candidate.

Web page could be handled by Dennis, Kathleen, or maybe the student branch.

Action: Dennis will ask Earl Ludlow if he is interested in the NECEC chair position.

Action: Dennis will ask Eric if he is interested in the Technical chair position at NECEC

4. ECC Speaker Tour

Going ahead: May 2 – Montreal, May 3 – Halifax, May 4 – New Brunswick

4- 6 hrs of training, targeted at engineers. Goal is to make science and engineering more high profile at High school level.

\$500 cost to section. Need a commitment of 10 individuals to attend. Who ever goes to Regional meeting will attend there.

IEEE NF will commit to fund a person here, but cannot commit to 10 trainees.

Action: Gerard will follow up on IEEE NF's participation in ECC Speaker Tour.

5. Spring Meeting Attendance

Gerard will be going from Region. Region 7 will match funding up to \$2000 per year. There may be a Leadership Training Workshop at the spring meeting. It was decided that Dennis and Kathleen should attend. Mike will take Kathleen's place if she cannot attend.

Action: Dennis will contact Kathleen to determine if she is interested in going to Spring Meeting.

6. Student Projects Funding

Sheldon requested a donation from the section for his team to compete in the CS games in May. Dennis moved in favour of \$500, on the conditions that the team provide a report for the newsletter and that Sheldon encourage the non-IEEE members to join.

Action: Dennis will send info on the CS Games donation to Sheldon.

Action: Scott, Siu and Sheldon will provide an estimate of money required of IEEE NF this year. This should be a yearly action to determine the budget each January.

7. Reports

i. Treasurer(Paul)

Mailbox at MUN must be renewed March 31.
Bank balance is \$1551.55 (?) \$500 outstanding
Students owe \$1750
\$15,000 in 2 Term deposits. Both due in October
Outstanding cheque from Aliant
Should get rebate from IEEE soon.

No new reports from other Executive members

8. Other Business

None

Next Meeting March 20, 2003