

**IEEE Newfoundland and Labrador Section
Executive Meeting
Monday, March 24, 2003**

In Attendance:

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

Absent:

Gerard Dunphy

Location: MUN Engineering Building, Faculty Dining Room (EN4003)

Summary of Action Items:

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.
Should be completed by June for presentation at Lobster Boil.

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

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: Mike will check on APEGN Lobster Boil date.

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

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

Action: Dennis will ask Paul Griffen, Ken Butt/Wally Read, and Ron Newhook if they
are interested in the NECEC Chair position (in order indicated).

Action: Yves will check on Aliant contribution for NECEC 2002.

Action: Yves will find out proposed schedule for St. John's portion of ECC Speaker
tour.

Action: Dennis will follow up on ECC Speaker Tour with Gerard.

Action: Brenda will make contact with members in arrears to encourage them to renew
and to use Internet site in order for branch to receive bonus.

Action: Dennis will try to find out if Section is able to change status of associate
members to full members ourselves.

Action: Sheldon will approach Tracy Mills to discuss preparation of an article on the CS Games for The Gazette and Benchmarks.

Action: Sheldon will prepare an article (with pictures) on CS Games for the IEEE Newsletter.

Action: All will email Eric information which can support nomination of Yvonne, MUN, and Aliant for Friend of IEEE Award.

Action: Eric will prepare nominations for Yvonne, MUN, and Aliant for Friend of IEEE Award based upon feedback from Executive.

Action: Paul will recirculate options proposed for last year's Lobster Boil for comment by Executive.

Action: Dennis will follow up with Ken Butt on proposed History webpage.

1. Review of minutes from February 9

Minutes were reviewed and accepted.

2. Review of action items arising from minutes

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

Closed. He is not available.

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

Closed. Eric is interested.

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. Should be completed by June for presentation at Lobster Boil.

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

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.

Closed.

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

Open.

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

Open.

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

Open. Subsequent Action Item: Mike will check on APEGN Lobster Boil date.

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

Open.

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

Closed. Kathleen will attend.

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

Closed.

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

Open.

3. New Business

i. NECEC 2003

Conference Chair

Dennis has approached Earl Ludlow who is not available to act as Chair. Dave Tilley was then asked but is reluctant. Other candidates discussed at previous meeting were (in order of preference):

1. Paul Griffin
2. Ken Butt/Wally Read
3. Ron Newhook (CCMC)

Action: Dennis will ask Paul Griffen, Ken Butt/Wally Read, and Ron Newhook if they are interested in the NECEC Chair position (in order indicated).

Organizing Committee

Confirmed - Brenda Coombes, Kathleen Chafe, Mike Janes, Paul Thorburn, Eric Gill, Dave Tilley

First meeting will be held within one month.

NECEC 2002

Aliant cheque not received for NECEC 2002.

Action: Yves will check on Aliant contribution for NECEC 2002.

ii. Technical Activities

CCG Tour

Positive feedback given on CCG tour held in February. Several people who were unable to attend suggested another tour be held at CCG next year.

ECC Speaker Tour

Need to clarify details surrounding this tour (date, audience, advertising, tie with Innovators Program?).

Action: Yves will find out proposed schedule for St. John's portion of ECC Speaker tour.

Action: Dennis will follow up on ECC Speaker Tour with Gerard.

IEEE Night

Will be held April 3.

ii. Student Branch Activities

Held crystal radio contest during Engineering Week. Positive feedback, however, rules need to be refined for next year's competition. Also need banners for next year.

iii. Membership Development

44 people currently in arrears. If members in arrears renew using website the branch gets a bonus of \$5-10 US per member.

Dennis noticed error in upgrade of student members to full member status. Many are listed as associates instead. Dennis has list of associate members.

Action: Brenda will make contact with members in arrears to encourage them to renew and to use Internet site in order for branch to receive bonus.

Action: Dennis will try to find out if Section is able to change status of associate members to full members ourselves.

iv. CS Games

MUN recently sent five students to the Computer Science Games in Montreal. Team did extremely well – 3rd overall in Academic portion, 1st in Logic, 2nd in Web Design and Shell Programming. Most teams were from Ont/Quebec. 20 teams. Financial support given by IEEE, MUN Engineering, and MUN Computer Science. This is planned to be an annual event.

Action: Sheldon will approach Tracy Mills to discuss preparation of an article on the CS Games for The Gazette and Benchmarks.

Action: Sheldon will prepare an article (with pictures) on CS Games for the IEEE Newsletter.

v. Awards and Scholarships

Friends of IEEE award nominations can be submitted anytime throughout the year. Individuals and Organizations eligible who have a 1 year history with the Section. Proposed nominations are Yvonne Raymond, MUN (some discussion on whether it is best to give it to Faculty of Engineering and Applied Science or MUN in general), and Aliant. Awards will be presented at NECEC 2003.

Action: All will email Eric information which can support nomination of Yvonne, MUN, and Aliant for Friend of IEEE Award.

Action: Eric will prepare nominations for Yvonne, MUN, and Aliant for Friend of IEEE Award based upon feedback from Executive.

vi. Lobster Boil

Need to determine date, venue, and entertainment.

Action: Paul will recirculate options proposed for last year's Lobster Boil for comment by Executive.

vii. Other Business

Section has \$15,000 locked in until October. \$10,000 can be cashed anytime. \$511 cash currently in account.

Action: Dennis will follow up with Ken Butt on proposed History webpage.

Next Meeting – Monday, April 14, 2003