

**IEEE Newfoundland and Labrador Section
Executive Meeting
Monday, April 14, 2003**

In Attendance:

Dennis Peters, Mike Janes, Paul Thorburn, Yves Fontaine, Brenda Coombes, Kathleen Chafe, Eric Gill, Siu O'Young

Absent:

Gerard Dunphy, Scott Humber, Sheldon Andrews

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: All will email comments on draft questionnaire/survey to Brenda before next meeting.

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

Action: Siu will provide breakdown of student branch financial requirements.

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 fill out form to ensure that associate members are changed to full members.

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

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

Action: Gerard will follow up with Vicki Waldman on bylaws before Region 7 meeting.

Action: Paul will investigate multiple bank accounts listed in Treasurer's Report.

Action: Paul will check on availability of Fluvarium and MUN Faculty Club on both June 13 and 14 for Lobster Boil.

Action: Dennis will advise Listserv of ECC Pre-College Speaker tour.

Action: Dennis will make luncheon arrangements for ECC Pre-College Speaker tour.

Action: Yves will follow up with Gerard to see if he has approached APEG and the Avalon School Board.

Action: Paul will purchase speaker gift for ECC Pre-College Speaker.

Action: Kathleen will circulate proposed list of newsletter articles for review by Section.

Action: If anyone has any award nomination they should send them to Eric.

Action: Eric will look into student paper awards.

Action: Brenda will check to ensure Jason Lee's senior membership status is included in next Senior member update.

1. Review of minutes from March 24

Minutes were reviewed and accepted.

2. Review of action items arising from minutes

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

Open.

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

Closed. Subsequent Action: All will email comments on draft questionnaire/survey to Brenda before next meeting.

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

Closed. Troubles reported to Piscataway.

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

Closed.

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

Closed.

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

Closed. Kathleen cannot take on workload. Yves expressed an interest.

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

Closed. Friday June 13 or Saturday June 14 proposed.

Action: Mike will check on APEG N Lobster Boil date.

Closed. May 31.

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

Open.

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.

Closed. Subsequent Action: Siu will provide breakdown of requirements.

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).

Closed. Dave Tilley has agreed to be NECEC Chair.

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

Closed.

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

Closed.

Action: Dennis will follow up on ECCS speaker Tour with Gerard.

Closed.

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.

Open. 1/3 of membership has been contacted.

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

Closed. Subsequent Action: Dennis will fill out forms to ensure that associate members are changed to full members.

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

Open.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Open.

3. New Business

i. Conference Call with Piscataway

Dennis and Mike participated in an audio conference with Vicki Waldman from Piscataway who is scheduling audio conferences with all Sections for updates and to discuss any issues. They discussed budget, website, reports, and by-laws. Inactive Chapter discussed and it should finally be dissolved in November, 2003. She noted that Section appeared to have five different bank accounts listed in this year's Treasurer's Report.

Action: Gerard will follow up with Vicki Waldman on bylaws before Region 7 meeting.

Action: Paul will investigate multiple bank accounts listed in Treasurer's Report.

ii. Lobster Boil

Paul distributed information on last year's proposed venues for review by Executive. Proposed date for event is either Friday, June 13 or Saturday, June 14. Fluvarium or MUN Faculty Club preferred venues. Entertainment to be determined. Service Award will be presented to Doug Squires at this event.

Action: Paul will check on availability of Fluvarium and MUN Faculty Club on both June 13 and 14 for Lobster Boil.

iii. ECCPre-CollegeSpeakerTour

Speaker will be visiting St. John's on May 7 from 8:30am to 12:30pm followed by a luncheon. Attendance estimated between 5-10 people. APEGN and the Avalon School Board will be invited. Dennis and Kathleen will be attending May 2 session in Montreal.

Action: Dennis will advise Listserv of ECCPre-CollegeSpeaker tour.

Action: Dennis will make luncheon arrangements for ECCPre-CollegeSpeaker tour.

Action: Yves will follow up with Gerard to see if he has approached APEGN and the Avalon School Board.

Action: Paul will purchase speaker gift for ECCPre-CollegeSpeaker.

iv. NECEC2003

Conference Chair

Dave Tilley has agreed to be conference chair.

Organizing Committee

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

First meeting will be held April 22 at Fort William Building.

Joint Conference with APEGN

Dennis discussed the possibility of holding a joint conference with APEGN's AGM however they are unwilling to change their date in mid October and we are reluctant to move ours given that it might decrease student and faculty participation.

v. Newsletter

Next newsletters should be published mid May.

Action: Kathleen will circulate proposed list of newsletter articles for review by Section.

vi. Awards/Scholarships

NECEC student paper award winners should also be submitted if they are eligible for other IEEE paper awards.

Action: If anyone has any award nomination they should send them to Eric.

Action: Eric will look into student paper awards.

ii. Membership Development

Senior member update did not yet include Jason Lee, however, there is likely a time delay and he should show up on next report.

Action: Brenda will check to ensure Jason Lee's senior membership status is included in next Senior member update.

Next Meeting – Thursday, May 15