

**IEEE Newfoundland and Labrador Section
Executive Meeting
Thursday, May 15, 2003**

In Attendance:

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

Absent:

Brenda Coombes, Scott Humber, Sheldon Andrews

Location: MUN Engineering Building, Ocean Engineering Boardroom (EN4032A)

Summary of Action Items:

Action: Gerard will make arrangements for a banner with the new logo by the Lobster Boil.

Action: All to comment to Eric/Yves on draft description of internal service award.

Action: Brenda will distribute soft copy of draft membership questionnaire to all.

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

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

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: Yves will check with Doug to see if he has costing on speaker gifts.

Action: Gerard will send email received from committee on Jason's senior membership status to Mike.

Action: Mike will follow up with Jason on senior membership status.

Action: All to advise Paul of numbers of Lobster Boil tickets sold and meal selection by June 6.

Action: Paul will check to see if Fluvarium has sound equipment for taped music.

Action: Student branch will arrange for Lobster Boil music content.

Action: Paul will contact Wally Reid to see if he is available to do his "Lobster talk".

Action: Gerard will arrange for some Lobster Boil door prizes.

Action: Dennis will check to see whether there is an IEEE golf shirt available for Lobster Boil door prize.

Action: Mike will check with Dave Tilley on Lobster Boil door prize availability.

Action: Dennis will send out "welcome" email to switch to new Region 7 Listserv.

1. Review of minutes from April 14

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 by the Lobster Boil.

Open.

Action: Eric and Yves will prepare description and name of internal service award. Should be completed by June for presentation at NECEC.

Closed. **Subsequent Action:** All to comment to Eric/Yves on draft description of internal service award.

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

Open. **Subsequent Action:** Brenda will distribute soft copy of draft membership questionnaire to all.

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

Closed.

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

Open.

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.

Closed.

Action: Dennis will fill out form to ensure that associate members are changed to full members.

Open.

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

Open.

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

Open.

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

Open.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed. **Subsequent Action :** Yves will check with Doug to see if he has costing on speaker gifts.

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

Closed.

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

Closed.

Action: Eric will look into student paper awards.

Closed.

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

Closed. **Subsequent Action :** Gerard will send email received from committee on Jason's senior membership status to Mike. **Subsequent Action :** Mike will follow up with Jason on senior membership status.

3. New Business

i. Lobster Boil

Paul has made arrangements for June 14 at Fluvarium (6-10pm reserved). John Dawe will be catering. Choice of lobster, steak, or vegetarian. \$20 for members + guest and \$30 for nonmembers. One free drink included. Estimate of 50 people given to caterer. Taped music preferred.

Action: All to advise Paul of numbers of Lobster Boil tickets sold and meal selection by June 6.

Action: Paul will check to see if Fluvarium has sound equipment for taped music.

Action: Student branch will arrange for Lobster Boil music content.

Action: Paul will contact Wally Reid to see if he is available to do his "Lobster talk".

Action: Gerard will arrange for some Lobster Boil door prizes.

Action: Dennis will check to see whether there is an IEEE Golf shirt available for Lobster Boil door prize.

Action: Mike will check with Dave Tilley on Lobster Boil door prize availability.

ii. E-Newsletter Service

Region 7 maintains database for Listserv. Discussion on whether we should replace existing Listserv and all agreed that this was recommended.

Action: Dennis will send out "welcome" email to switch to new Region 7 Listserv.

iii. R7 Meeting

Dennis and Kathleen both attended R7 meeting in Montreal May 2-4. Dennis has prepared a summary for the newsletter. Highlights included decision that Section's Congress 2008 will be held in Quebec City and introduction of Presidential candidates.

Next Meeting—???