IEEE Newfoundland and Labrador Section
Executive Meeting
Thursday, July 10, 2003

In Attendance:
Dennis Peters, Paul Thorburn, Kathleen Chafe, Eric Gill, Jonathan Anderson

Absent:
Brenda Coombes, Mike Janes, Yves Fontaine, Gerard Dunphy, Siu O'Young

Location: MUN Engineering Building (EN4001)

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 Mills to discuss preparation of an article on the CS Games for The Gazette and Benchmarks.

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

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

Action: All to ensure that Lobster Boil ticket $ is given to Paul.

Action: Dennis will provide Executive with brochure on Pre-University program.

Action: Paul will approach Faculty of Education to see if they would be interested in becoming involved in Pre-University program.

Action: Dennis will email Listserv and attendees of Pre-University session to see if anyone is interested in Championing.

Action: Dennis will follow up with ECC on Pre-University follow-up.

Action: Dennis will set up meeting with Ken Butt and Jonathon to discuss next steps for Section History website.

1. Review of minutes from May 15

Minutes were reviewed and accepted.

2. Review of action items arising from minutes

Action: GerardwillmakearrangementsforabannerwiththenewlogobytheLobster Boil.

Open.

Action:AlltocommenttoEric/Yvesondraftdescriptionofinternalserviceaward.

Open.

Action:Brendawilldistributesoftcopyofdraftmembershipquestionnairetoall.

Open.

Action: Allwillemailcommentsondraftquestionnaire/surveytoBrendabeforenext meeting.

Open.

*Action:*Siuwillprovidebreakdownofstudentbranchfinancialrequirements.

Open.

*Action:*Denniswillfilloutformtoensurethatassociatemembersarechangedtofull members.

Open.

*Action:*SheldonwillapproachTracyMillstodiscusspreparationofanarticleontheCS GamesforTheGazetteandBenchmarks.

Open.

*Action:*DenniswillfollowupwithKenButtonproposedHistorywebpage.

Closed.

*Action:*GerardwillfollowupwithVickiWaldmanonbylawsbeforeRegion7meeting.

Closed.

Action:YveswillcheckwithDougtoseeifhehascostingonspeakergifts.

Open.

Action:GerardwillsendemailreceivedfromcommitteeonJason'sseniormembership statustoMike.

Closed.

Action:MikewillfollowupwithJasononseniormembershipstatus.

Closed.

*Action:*AlltoadvisePaulofnumbersofLobsterBoilticketssoldandmealselectionby June6.

Closed.

*Action:*PaulwillchecktoseeifFluvariumhassoundequipmentfortapedmusic.

Closed.

*Action:*StudentbranchwillarrangeforLobsterBoilmusiccontent.\

Closed.

*Action:*PaulwillcontactWallyReadtoseeifheisavailabletodohis"Lobstertalk".

Closed.

*Action:*GerardwillarrangeforsomeLobsterBoildoorprizes.

Closed.

*Action:*DenniswillchecktoseewhetherthereisanIEEEgolfshirtavailablefor LobsterBoildoorprize.

Closed.

*Action:*MikewillcheckwithDaveTilleyonLobsterBoildoorprizeavailability.

Closed.

*Action:*Denniswillsendout"welcome"emailtoswitchtonewRegion7Listserv.

Open.

3.NewBusiness

i.   LobsterBoil

LobsterBoilheldattheFluvariumonJune14wasconsideredasuccess.Therewere45 attendees.

Expenses: Fluvariumrental+bar-$456.73
Caterer-$1270
Total-$1727.41

Income: Tickets-$910

$200inticketsalesstilloutstanding.

*Action:*AlltoensurethatLobsterBoilticket$isgiventoPaul.

ii.   Pre-UniversityTourFollowUp

Sectionhasbeenapproachedtoseeifweareinterestedindevelopingamodulefor outreachintotheschools.AndrewHouseattendedsessionandexpressedaprevious interest.HealsohascontactsattheDeptofEducation.Manyothergroupswhichcould potentiallybecomeinvolvedinthisproject(APEGN,WISE,ASME).Championneeded intheSection.NooneatmeetingwasabletotakethisonpersonallyalthoughJonathon indicatedaninterestinthestudentbranchbecominginvolved.

Dr.NovellandDennishavedevelopedamodule"IntroductiontoObjectOriented Programming"foruseatShadValleywhichcouldperhapsbeusedbyIEEE.

Discussedhowandwhenthismodulewouldbepresentedtoteachers.Oneoptionwas usingIn-Servicedaystopresent.

PotentiallinkagewithMUNFacultyofEducation?

*Action:*DenniswillprovideExecutivewithbrochureonPre-Universityprogram.
*Action:*PaulwillapproachFacultyofEducationtoseeiftheywouldbeinterestedin becominginvolvedinPre-Universityprogram.
*Action:*DenniswillemailListservandattendeesofPre-Universitysessiontoseeif anyoneisinterestedinChampioning.
*Action:*DenniswillfollowupwithECConPre-Universityfollow-up.

iii.   HistoryWebsite

KenButthascompiledalargeamountofhistoricalinformationonthelocalSection. Nextstepistoputthisontheweb.StudentBranchinterestedintakingthison.

*Action:*DenniswillsetupmeetingwithKenButtandJonathontodiscussnextstepsfor SectionHistorywebsite.

iv. NECEC

Midtermbreakhasnowmovedto October.CannotchangeNECECdateatthislate juncture.WilltrytoconvinceUniversitytoencouragestudentparticipationeveniftthey mightmissclass.Planningongoingthroughthesummer.

v. StudentBranch

SectionwelcomedJonathonAndersonwhoisreplacingSheldonAndrewsasStudent BranchChair.

SetsofnotesforDennis'scoursewereprintedandsoldatcostforIEEEstudent members.

TechnicaltourofNTVwillbeheldwithinthenexttwoweeks.

StudentBranchbylawsunderreview.DennissuggestedthatJonathanuseresourceson theIEEEwebsite.

NextMeeting–Thursday,September11