

**IEEE Newfoundland and Labrador Section
Executive Meeting
Thursday, September 11, 2003**

In Attendance:

Dennis Peters, Paul Thorburn, Kathleen Chafe, Mike Janes, Gerard Dunphy, Scott Humber, Vlasta Masek

Absent:

Eric Gill, Brenda Coombes, Yves Fontaine, Siu O'Young

Location: MUN Engineering Building (EN4003)

Summary of Action Items:

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

Action: Dennis will provide higher resolution logo to Gerard.

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: Siu/Scott should present student branch financial requirements at AGM.

Action: Brenda will verify that membership database reflects change in associate member status.

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: Paul will follow up with Faculty of Education to see if they would be interested in becoming involved in Pre-University program. Alice Collins, Dean of Education contacted but has not responded to date.

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

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

Action: Gerard will contact Bob Barnes to see if he is interested/available in presenting.

Action: Dennis will ensure NECEC is included in IEEE conference listing.

Action: Dennis will make contact with RAB to determine whether the Friends of IEEE Award nomination could be reviewed prior to NECEC and what type of award/plaque Yvonne would receive.

Action: Eric will review awards with nomination deadline of Oct. 1 to determine if any of our membership is eligible.

Action: Kathleen will ensure that there is an article in the upcoming newsletter on the recent awards won by Aziz Rahman and Wally Read.

Action: Paul will investigate investment alternatives and provide overview at next meeting for discussion.

Action: Scott will check on the status of \$1750 loan for the Mcnaughton Center.

Action: Brenda to forward list of members in arrears to executive.

Action: Executive members to advise Brenda if they personally know any of the members in arrears in order to make contact with them to encourage renewal.

Action: Kathleen/Dennis to report on outcome of ECC funding issue.

Action: Kathleen will ensure that there is an article on Mo in the newsletter.

Action: Dennis will send out information on Mo's nomination on Listserv.

Action: Kathleen will send out newsletter outline assigning articles to executive members.

1. Review of minutes from July 10

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. **Subsequent Action:** Dennis will provide higher resolution logo to Gerard.

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

Open.

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

Open.

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

Open.

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

Open. **Subsequent Action:** Siu/Scott should present student branch financial requirements at AGM.

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

Closed. **Subsequent Action:** Brenda will verify that membership database reflects change in associate member status.

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

Closed.

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

Open.

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

Open. Draft provided to executive for review.

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

Closed.

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

Closed.

Action: Paul will follow up with Faculty of Education to see if they would be interested in becoming involved in Pre-University program. Alice Collins, Dean of Education contacted but has not responded to date.

Open.

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

Open.

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

Closed.

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

Open.

3. New Business

i. New Executive Member

The executive welcomed Vlasta Masek to the executive. He will be potentially taking the position of Student Activities Chair.

ii. Fall Meetings

Executive Meetings

October 17

November 21

December 4 – AGM

December 12 – Christmas Lunch

Technical Meetings

Potential meetings/talks:

- PAL
- Railway Museum
- Quidi Vidi Brewery
- Barry Dawe
- Byron Dawe
- Vlasta (Sensor Technology)
- Bob Barnes (Granite Canal)
- Blackout 2003

Would like to have Granite Canal presentation/wine + cheese the end of September. Railway Museum or Quidi Vidi Brewery will be held the 3rd week in October.

Action: Gerard will contact Bob Barnes to see if he is interested/available in presenting.

iii. NECEC 2003

Representative from CISCO will be keynote speaker. Luncheon speaker will be Byron Dawe, Barry Dawe, or Laban Davis. Committee is trying to solicit more industry papers and have extended the due date for abstracts to Sept. 19. \$1250 in donations received to date.

Action: Dennis will ensure NECEC is included in IEEE conference listing.

iv. Awards

Would like to present Doug Squires (Service Award) and Yvonne Raymond (Friends of the IEEE Award) with their awards at NECEC. The Regional Activities Board which determines “Friends of IEEE” award will not be meeting until Nov. 14.

Action: Dennis will make contact with RAB to determine whether the Friends of IEEE Award nomination could be reviewed prior to NECEC and what type of award/plaque Yvonne would receive.

Action: Eric will review awards with nomination deadline of Oct. 1 to determine if any of our membership is eligible.

Action: Kathleen will ensure that there is an article in the upcoming newsletter on the recent awards won by Aziz Rahman and Wally Read.

v. Finance

Budget summary prepared by Paul is attached to these minutes. Reviewed at meeting. Mike suggested we review investment strategy at next meeting.

Action: Paul will investigate investment alternatives and provide overview at next meeting for discussion.

Action: Scott will check on the status of \$1750 loan for the Mcnaughton Center.

vi. Membership

Currently we have 110 active members. Breakdown as follows:

Full - 49
 Students – 45
 Senior – 11
 Associate – 2
 Fellow - 1
 Life - 1
 Life Fellow – 1

Action: Brenda to forward list of members in arrears to executive.

Action: Executive members to advise Brenda if they personally know any of the members in arrears in order to make contact with them to encourage renewal.

vii. Regional Meeting

Dennis and Gerard will attend upcoming Region 7 meeting in Toronto Oct. 3-5.

viii. Regional Goals/ECC

Discussed whether there is a perceived need for more regional meetings and all agreed that two meetings a year is sufficient. Executive also agreed to fund extra delegates where appropriate.

Funding of Councils is currently under review by Region 7 and the Councils themselves. Proposed by Region 7 that Sections should partially fund Councils since they are “children” of the Sections. This will be discussed at the next ECC audioconference.

Action: Kathleen/Dennis to report on outcome of ECC funding issue.

ix. Support for Mo El-Hawary for Division VII Director

Section wants to support Mo in his nomination for Division VII Director.

Action: Kathleen will ensure that there is an article on Mo in the newsletter.

Action: Dennis will send out information on Mo's nomination on Listserv.

x. Nominations for New Executive

Nomination committee has formed and will meet soon to come up with nominations for Vice Chair, Secretary and Treasurer..

xi. Other

Newsletter should be published prior to NECEC.

Action: Kathleen will send out newsletter outline assigning articles to executive members.

Next Meeting – Friday, October 17