

**IEEE Newfoundland and Labrador Section
Executive Meeting
Thursday, October 17, 2003**

In Attendance:

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

Absent:

Gerard Dunphy, Scott Humber, Vlasta Masek

Location: MUN Engineering Building (EN4003)

Summary of Action Items:

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

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

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: Yves will order \$1K in speaker gifts.

Action: Dennis will order 100 IEEE Centennial pins.

Action: Paul will set up appointment for Friday, Oct. 24 with Canada Trust to renew investment.

Action: Yves/Eric will email service award citation around for comments.

Action: Yves/Eric will get service award ready for presentation at NECEC.

Action: Yves will prepare article on service award for the upcoming newsletter.

Action: Brenda will prepare address labels for newsletter mail out to active members as well as those members currently in arrears.

Action: Kathleen will redistribute newsletter outline as a reminder to authors.

Action: Kathleen/Mike will ensure newsletter is printed prior to NECEC.

Action: Dennis will set up membership survey on web.

Action: Dennis will find out spring deadline for Friends of IEEE Award.

Action: Siu will distribute biomedical engineering student chapter proposal for review and discussion at next meeting.

Action: Kathleen will ensure that there is notice given in newsletter of bylaw revisions.

Action: All to provide feedback on bylaw revisions to Yves.

Action: Yves to prepare newsletter article on executive nominations.

1. Review of minutes from September 11

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: Dennis will provide higher resolution logo to Gerard.

Closed.

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

Closed.

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

Closed.

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.

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

Open.

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

Closed.

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

Closed.

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

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.

Closed. Andrew House and Lori Hogan are both interested.

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

Open.

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

Closed. Bob Barnes presented a technical session in September.

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

Closed.

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.

Closed. Will not be able to award until after November 14.

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

Closed.

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

Closed. Article assigned to Eric.

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

Closed.

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

Closed.

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

Closed.

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.

Open.

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

Closed.

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

Closed. Article assigned to Dennis.

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

Closed. Not completed due to it being inappropriate use of Listserv.

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

Closed.

3. Business Arising from the Minutes

i. Speaker Gifts

Yves circulated list of suggested gifts w/ prices. Executive approved funds up to \$1K for gifts to be selected using Yves' discretion. Golf shirts preferred with logo without URL.

Executive approved purchase of 100 IEEE Centennial pins for NECEC (presenters, session chairs, committee members, head table).

Action: Yves will order \$1K in speaker gifts.

Action: Dennis will order 100 IEEE Centennial pins.

ii. Investment Options

Currently have two certificates with principal of \$10K and \$15K respectively. These both mature yearly. The \$15K we don't need to renew yearly, however the \$10K we need to have 2 of the signing officers go into Canada Trust (matures Oct. 21) and renew. It was agreed that we would keep the existing investment strategy.

Action: Paul will set up appointment for Friday, Oct. 24 with Canada Trust to renew investment.

iii. Section Award

Award description distributed to executive. Motion made by Mike Janes to approve description and proceed with purchase of plaque/citation. Motion seconded by Kathleen Chafe. Passed unanimously.

Action: Yves/Eric will email service award citation around for comments.

Action: Yves/Eric will get service award ready for presentation at NECEC.

Action: Yves will prepare article on service award for the upcoming newsletter.

4. Reports

i. Newsletter

Action: Brenda will prepare address labels for newsletter mail out to active members as well as those members currently in arrears.

Action: Kathleen will redistribute newsletter outline as a reminder to authors.

Action: Kathleen/Mike will ensure newsletter is printed prior to NECEC.

ii. NECEC 2003

68 registrants to date. Planning proceeding smoothly. Byron Dawe has agreed to be luncheon speaker. Mike had feedback from someone at Aliant that perhaps we would encourage more industry participation if authors could opt for only a presentation versus writing a paper and preparing the presentation.

iii. Membership

Brenda distributed membership survey for executive review. Agreed that a web forum offering a prize as incentive would be preferred. Only members should be eligible for the prize.

Action: Dennis will set up membership survey on web.

iv. Awards

Eric has received only one application for each of the Term 3 and 6 scholarships.

Term 3 – Robert Coish

Term 6 – Stephen Norcott

Friends of IEEE Award will not be presented at NECEC. Lobster Boil is preferred venue for presentation.

Action: Dennis will find out spring deadline for Friends of IEEE Award.

v. Student Branch Activities

Siu has been approached to determine if there is enough interest within student branch to establish a biomedical engineering student chapter. Executive expressed some concerns that there might not be enough local student members in the biomedical society to support the chapter.

Student branch hoping to raise funds in order to participate in an annual UAV competition.

After the AGM Vlasta Masek will take over from Siu as Student Activities Chair.

Action: Siu will distribute biomedical engineering student chapter proposal for review and discussion at next meeting.

5. New Business

i. Region 7 Meeting

Dennis and Gerard attended. Most contentious issue was RAB decision to change length of time which a member is eligible for student status (limit of 8 years).

ii. Bylaw Revisions

Bylaws revised and circulated for review. Will be discussed in detail at next meeting. Must be posted 20 days in advance of a vote to approve them.

Action: Kathleen will ensure that there is notice given in newsletter of bylaw revisions.

Action: All to provide feedback on bylaw revisions to Yves.

iii. Nominations

Yves and Gervase White on nomination committee. Hoping that Ken Butt will also join committee. Will propose slate of candidates.

Action: Yves to prepare newsletter article on executive nominations.

Next Meeting – Friday, November 21