

**IEEE Newfoundland and Labrador Section
Executive Meeting
Friday, November 21, 2003**

In Attendance:

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

Absent:

Gerard Dunphy, Eric Gill, 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/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: 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: Scott will amend budget estimate to highlight student branch financial requirements for Executive.

Action: Dennis will post bylaws on website.

Action: Mike will organize NECEC wrap-up meeting.

Action: Mike will remind Dave of NECEC binder.

Action: Mike will bring CD of NECEC pictures to AGM.

Action: All will submit officer reports for AGM to Kathleen on Dec. 1.

Action: Kathleen will compile officer reports for handout at AGM.

Action: Dennis will sent out AGM notice over Listserv.

Action: Brenda will buy cheese and veggie tray for AGM.

Action: Dennis will prepare AGM agenda.

Action: All to try to think of potential project ideas by Dec. 15.

Action: Mike will send information on student history paper competition to all members of the executive.

Action: Siu/Scott will ensure information on student history paper competition is distributed to students.

Action: Dennis will arrange for someone from the MUN scholarship committee to answer Executive questions.

Action: Dennis will ensure GOLD Affinity Group issue is raised at first meeting of the new Executive.

Action: Dennis will email Ralf Bachmayer to welcome him to our Section.

Action: Dennis will prepare letter of support for Quebec City for SC 2008.

Action: Dennis will canvas Executive for interest in attending Christmas Lunch at Mama Soula's on Dec. 12. He will also invite Doug.

1. Review of minutes from October 17

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

Open.

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

Closed.

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

Open.

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

Open.

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

Closed.

Action: Dennis will order 100 IEEE Centennial pins.

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

Action: Dennis will set up membership survey on web.

Open.

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

Open.

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

Open.

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

Closed.

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

Closed.

Action: Yves to prepare newsletter article on executive nominations.

Closed.

3. Business Arising from the Minutes

i. Student Branch Budget

Scott circulated a budget estimate for 2004, however it does not include requirements from Executive.

Action: Scott will amend budget estimate to highlight student branch financial requirements for Executive.

ii. Bylaws

Yves distributed the latest bylaws approved by RAB and R7 on November 14. Will be approved by membership at AGM.

Action: Dennis will post bylaws on website.

4. Reports

i. NECEC 2003

100 registrants, 70 paying. Feedback extremely positive. Want to improve industry participation next year.

Action: Mike will organize NECEC wrap-up meeting.

Action: Mike will remind Dave of NECEC binder.

Action: Mike will bring CD of NECEC pictures to AGM.

ii. Budget

Paul distributed snapshot of budget to date (attached to minutes). Potential cash flow problem identified.

iii. IEMC 2005

MOU circulated which outlines responsibilities of local Section, IEEE, Region 7 and EMS. Dennis put forth a motion to approve local Section commitments outlined in document. Seconded by Mike. Unanimously passed.

5. New Business

i. AGM

AGM will be held Dec. 4 at 7:00 at MUN. Speakers will be local MUN entrepreneurs – 3 @ 15 minutes each. Wine is purchased.

Action: All will submit officer reports for AGM to Kathleen on Dec. 1.

Action: Kathleen will compile officer reports for handout at AGM.

Action: Dennis will sent out AGM notice over Listserv.

Action: Brenda will buy cheese and veggie tray for AGM.

Action: Dennis will prepare AGM agenda.

ii. R7 Project Proposals

Call for proposals to be funded by R7. Deadline is Dec. 15.

Action: All to try to think of potential project ideas by Dec. 15.

iii. Student History Paper Competition

A winner is chosen from each Region and flown to England.

Action: Mike will send information on student history paper competition to all members of the executive.

Action: Siu/Scott will ensure information on student history paper competition is distributed to students.

iv. Scholarship Funding

An additional \$975 needed to fund Term 3 and 6 scholarships but may be less because one of the scholarships was not given out last year. Executive have concerns over why this additional money is needed just a couple of years after endowing these scholarships.

Action: Dennis will arrange for someone from the MUN scholarship committee to answer Executive questions.

v. GOLD Affinity Group

At last R7 meeting we were encouraged to consider forming a GOLD Affinity group within our Section. Require hosting one sponsored event per year. \$180 US credit for Section. Should be addressed in the new year by new Executive.

Action: Dennis will ensure GOLD Affinity Group issue is raised at first meeting of the new Executive.

vi. New Executive

Elections will be held at AGM for Vice President and Secretary. Other possible chairs:

Membership Development – Howard Hayes?

Webmaster – Yves Fontaine

Student Activities – Vlasta Masek

Others possibly interested in joining the Executive are Ralf Bachmayer, NRC and Lawrence Mak.

Action: Dennis will email Ralf Bachmayer to welcome him to our Section.

vii. Section's Congress Support Letter

Quebec City have R7 backing for hosting the Section's Congress in 2008. Needs International approval. Quebec City Section has asked for support letters from other R7 Sections. All agreed to support Quebec City.

Action: Dennis will prepare letter of support for Quebec City for SC 2008.

viii. Other

Potential technical meeting for new year would be a presentation/tour by Noel Murphy, Dave King, and Bob Richards on the entrepreneurship incubation activities on campus (Genesis Centre, School of Business, Engineering and NRC).

Action: Dennis will canvas Executive for interest in attending Christmas Lunch at Mama Soula's on Dec. 12. He will also invite Doug.

Next Meeting – Thursday, December 4 (AGM)