

**IEEE Newfoundland and Labrador Section
Executive Meeting
Monday, January 26, 2003**

In Attendance:

Dennis Peters, Paul Thorburn, Kathleen Chafe, Mike Janes, Cheng Li, Eric Gill,

Absent:

Brenda Coombes, Gerard Dunphy, Vlastimil Masek, Jonathon Anderson, Sheldon Andrews, Yves Fontaine

Location: Fort William Building, Room 314

Summary of Action Items:

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

Action: Mike will follow up on banner with Gerard.

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: Dennis will set up membership survey on web and will use a prize as an incentive.

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

Action: Dennis will post NECEC pictures on website.

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

Action: Vlastimil will check on status of student branch loan and status of payment to branch for NECEC CDs (\$500).

Action: Mike will advise Gerard that NECEC is Oct. 12.

Action: Mike will add technical presentation/tour schedule to the agenda of the next meeting.

Action: Brenda will forward email sent last year to potential senior members to Cheng Li.

Action: Cheng will send email to potential senior members to encourage senior membership applications.

Action: Dennis will terminate old Listserv.

Action: Mike will add nomination of a second delegate to Region 7 meeting to the agenda of the next meeting.

Action: Kathleen will pass along info on Secretary Report to Brenda.

Action: Brenda will complete Secretary Report by Feb. 20.

Action: Paul will complete Treasurer Report by Feb. 20.

Action: Paul will find out from R7 who should sign Treasurer Report – current chair or past chair.

Action: Dennis will review email from ECC to determine whether website needs to be updated with regard to CCECE.

Action: All will submit names of candidate committee chairs to Mike before next meeting. Will be discussed at next meeting.

Action: Mike will circulate new Executive contact information listing to all for review.

Action: Dennis will post new Executive contact information on the web.

Action: Mike will add GOLD Affinity Group to agenda of next meeting.

1. Review of minutes from November 21, 2003

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. **Subsequent Action:** Mike will follow up on banner with Gerard.

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

Closed.

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

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 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.

Closed.

Action: Dennis will set up membership survey on web and will use a prize as an incentive.

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.

Closed.

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

Closed.

Action: Dennis will post bylaws on website.

Closed.

Action: Mike will organize NECEC wrap-up meeting.

Closed.

Action: Mike will remind Dave of NECEC binder.

Closed. Binder not located.

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

Closed. **Subsequent Action:** Dennis will post NECEC pictures on website.

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

Closed.

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

Closed.

Action: Dennis will send out AGM notice over Listserv.

Closed.

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

Closed.

Action: Dennis will prepare AGM agenda.

Closed.

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

Closed.

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

Closed.

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

Closed.

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

Open.

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

Closed.

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

Closed.

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

Closed.

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

Closed.

3. Business Arising from the Minutes

i. Repayment of Student Section Loan

Almost a year since loan was given. Student branch has submitted claim to IEEE Canada Foundation and are waiting on cheque.

Action: Vlastimil will check on status of student branch loan and status of payment to branch for NECEC CDs (\$500).

4. New Business

i. January 28 Technical Presentation

Presentation by Tom Kierens on Fixed Link to Labrador. Parking, refreshments and gifts taken care of.

ii. Technical Presentation/Tour Schedule for 2004

Gerard distributed draft technical presentation/tour schedule for the upcoming year. Will be reviewed at the next meeting. Next tour tentatively scheduled for March 10.

Action: Mike will advise Gerard that NECEC is Oct. 12.

Action: Mike will add technical presentation/tour schedule to the agenda of the next meeting.

iii. Senior Member Update

Efforts should be taken to encourage members eligible for senior membership to fill out application.

Action: Brenda will forward email sent last year to potential senior members to Cheng Li.

Action: Cheng will send email to potential senior members to encourage senior membership applications.

iv. Guidelines for Listserv

Want to migrate so we are only using the IEEE Piscataway Listserv. IEEE staff are responsible for staying within set guidelines.

Action: Dennis will terminate old Listserv.

v. Second Delegate to CCECE/Region 7 Meetings

Will be held in Niagara Falls in early May (May 1-2?). Approximate cost to send second rep would be \$1.5K. All in agreement.

Action: Mike will add nomination of a second delegate to Region 7 meeting to the agenda of the next meeting.

vi. Reports to Piscataway

Treasurer and Secretary Reports due Feb. 20.

Action: Kathleen will pass along info on Secretary Report to Brenda.

Action: Brenda will complete Secretary Report by Feb. 20.

Action: Paul will complete Treasurer Report by Feb. 20.

Action: Paul will find out from R7 who should sign Treasurer Report – current chair or past chair.

vii. CCECE Student Subsidy

Student subsidy promoted by ECC. In most cases however grad student's travel would be covered off through grants. Better use of funding would be to cover a second delegate from the Executive.

Action: Dennis will review email from ECC to determine whether website needs to be updated with regard to CCECE.

viii. IEMC 2005 MOU

Requires Bill Kennedy's signature.

ix. NECEC Committee Chair

Action: All will submit names of candidate committee chairs to Mike before next meeting. Will be discussed at next meeting.

x. Future Meetings

Will be held Tuesdays 12:15-2:00 on the following dates:
February 24, March 23, April 20

xi. Other

Action: Mike will circulate new Executive contact information listing to all for review.

Action: Dennis will post new Executive contact information on the web.

Action: Mike will add GOLD Affinity Group to agenda of next meeting.